

H. Facilitators

The Course will be managed by qualified National Course Directors (NCDs)/ Facilitators certified by Olympic Solidarity and Olympic Council of Malaysia. The Team of Facilitators are qualified and experienced, selected from the National Sport Associations, Sport Institutions, Sport Clubs and Sport Organisations who have attended the Train the Trainers' programme, will conduct the Course.

I. For Further Information

Please contact Mr. Fong Wan Hor / Mdm. Stephanie Rajagopal/ Normala Taslim (OCM) at 03-27152810 or email to fong@olympic.org.my; stephanie@olympic.org.my; normala@olympic.org.my; or secgen@olympic.org.my;

Advisor: Tan Sri Dato' Sri Mohamad Norza Zakaria

Prog. Directors: Ms. Moira Tan Siew See
Mr. Wan Yew Leong

Facilitators: Prof. Madya Dr. Selina Khoo
Ms. Tham Choy Lin
Mr. Fong Wan Hor
Mr. Peter Chee
Mr. Joshua Edgar
Mr. Lim Cheng Kian
Ms. Kalaivalli Ratnam
Mr. Ahmad Arif Astaman
Mr. Chong Choong Seong
Mr. Yapp Su Chiew
Mr. Ahmad Badrulhisam
Mr. Ronizam Ismail
Mr. Aiman Fazeer Yap
Mdm. Farah Alkaf

By Invitation: Ms. Stephanie Rajagopal (OS. 4-yr plan)
Mr. Nicholas Chan (NOA)

Free for all applicants.

Closing date: 10 October 2021



**THE OLYMPIC SOLIDARITY
SPORT ADMINISTRATORS COURSE
3 – DAY VIRTUAL SESSIONS**

**ORGANISED BY
THE OLYMPIC COUNCIL OF MALAYSIA**

**FOR
SPORT OFFICIALS OF STATE SPORT ASSOCIATIONS/
SPORT CLUBS / SPORT INSTITUTIONS**

**ON
22 – 24 OCTOBER 2021
(FRIDAY-SUNDAY)**

A. What is the Sport Administrators Course?

The Sport Administrators Course is designed to help sport administrators of NOCs, National Federations (NFs) and other bodies responsible for the development of sport in their countries to work more effectively, efficiently and happily within the Olympic and sport movements.

The course is suitable for elected officials, volunteer administrators, paid staff and everyone else involved in sport administration around the world, whether for NOCs, NFs, or local sport organisations.

B Aims of Course

- To inculcate professionalism in sports management among sports administrators
- To enable sports administrators run their organization effectively and efficiently
- To equip sports personnel with critical administration skills
- To enhance organizational skills in managing sports events

C. Course Content

The Sport Administrators Course (SAC) consists of 5 main distinct sections from the SAC Manual, covering some of the following topics:-

- The Olympic Background /Movement
- Government and Sports
- Olympic Values & Issues
- Ethical issues of Doping
- Managing Activities/ Teams: Project; Promotion & Sponsorship;
- Sport for All – Activities
- Effective Communication in Sport/ Talking to the Media
- Managing people, staff/volunteer training needs
- Finance Management & Budgeting
- Event Management
- Athletes Welfare/Protection/Support

The main content for the sections will be derived from the book “Sport Administration Manual”. This book provides the primary content for the learning experience and is the framework for delivery of the course. The material presented is taken from Olympic Sport Organizations (OSO) throughout the world and represent a balance of sport management theory and practical examples, providing a rich and extensive database of applied materials. The use of the book as the standard referral text will enable participants to identify what is and is not appropriate for their organizations and learn how to specifically apply the information to improve themselves and their organizations in the spirit of Olympism.

D. Course Strategy

The course strategy is participant-centered and due to the Covid-19 situation and the strict SOPs in place, the methodology through the online platform, will be mainly theoretical but the facilitators will try to have participation and interaction during presentations. Participants will be involved in discussions of the content and sharing of experiences.

E. Course Schedule

The course will be conducted for three days, Friday to Sunday, 22–24 October 2021, from 10.00 am to 5.00 pm with one hour of lunch break.

F. Course Venue

The course is conducted in the comfort of the participant’s own environment as it is screened online.

G. Certification

Participants must attend 100% of the sessions for the three days. They are to participate actively in the presentations by the facilitators and contribute to discussion and share their experiences.

Participants who fulfill all the requirements of the course will be awarded **Certificate by the International Olympic Committee (IOC).**