**APPLICATION FORM**

WORKSHOPS FOR NATIONAL COACHES

Quito (ECU), 6-8 September 2019

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| --- | --- | --- | --- | --- | --- |
|  | ❒ Mrs | ❒ Mr | | | ❒ Miss |
| **Surname:** |  | | | | |
| **First name** |  | | | | |
| **Address:** |  | | | | |
| **City:** |  | | **Postal Code:** |  | |
| **Country** |  | | | | |
| **Mobile:** |  | | **NF:** |  | |
| **E-mail:** |  | | | | |

|  |  |  |
| --- | --- | --- |
| **Coaching Courses** | **Date** | **Place** |
| Level 1 |  |  |
| Level 2 |  |  |

**IMPORTANT NOTE:**

NO FLIGHT OR HOTEL BOOKINGS SHOULD BE MADE UNTIL YOU HAVE RECEIVED A POSITIVE CONFIRMATION FROM THE FEI THAT YOUR APPLICATION HAS BEEN RECEIVED AND ACCEPTED.

Please complete this form in capital letters and return it to the FEI **until 15 July 2019** at the attention ofAndreina WIPRAECHTIGER: [andreina.wipraechtiger@fei.org](mailto:andreina.wipraechtiger@fei.org), or f.+41 21 310 47 47

Place & Date: Signature and stamp NF:

**USEFUL INFORMATION**

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1. These two Workshops are part of the “Selection Process” for coaches wishing to attend a Level 3 course – Discipline Specific. The Level 3 Courses Entry requirements are:
   * To have a Level 2 Certificate of Achievement
   * To be recommended by their respective NFs
   * To have taken part at two FEI Workshops for Coaches
   * To have obtained the ADeL “CoachTrue” online education Certificate (<https://adel.wada-ama.org/>)
2. **Programme of the Workshops**:
   * Workshop 1: The Role of the Coach
   * Workshop 2: Tactics and Strategy / Training Planning

All participants will take part in both Workshops

1. **Entry requirements:** Open to coaches of NFs of FEI Groups IV, V, VI part of the FEI Coach Education Programme. All participants must be on the list of National Level 2 Certified Coaches (<https://inside.fei.org/fei/your-role/coach/documents>).
2. **Participation:** 
   * Minimum number of coaches: 15
   * Maximum number of coaches: 30
3. **Entry fees:** No entry fees
4. **Travel Expenses**: Will be at the participants’ expense
5. **Accommodation:** Will be at the participants’ expense.

The workshops will be organized at the Hotel Dann Carlton (details below), therefore participants have the option to book a room at the same venue if they wish to be on location.

All bookings are the responsibility of the participants and **must not be made** until receipt of participation confirmation by the FEI.

1. **Meals:**
   * Lunches from 6 September until 8 September will be offered by the FEI. They will be taken at the hotel.
   * Dinners will be at the participants’ expense on 6-7 September.
   * An official dinner on 8 September for all participants will be offered by the FEI.
2. **Location of the workshops**

*HOTEL DANN CARLTON QUITO*

Av. República del Salvador N34 -377 e Irlanda

Quito, Ecuador

Telephone: +5932 397 2600

Email: [reservas@danncarltonquito.com](mailto:reservas@danncarltonquito.com)

Website: <https://www.hotelesdann.com/dann-carlton-quito/>