



INTERNATIONAL SHOOTING SPORT FEDERATION
INTERNATIONALER SCHIESS-SPORTVERBAND E.V.
FÉDÉRATION INTERNATIONALE DE TIR SPORTIF
FEDERACION INTERNACIONAL DE TIRO DEPORTIVO

ISSF Headquarters • Bavariaring 21 • 80336 Munich, Germany

To all ISSF Member Federations

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Munich, January 23, 2019 /SG

RE: ISSF Academy C25 Course 2019 in Bar, MNE, October 16-23, 2019

Dear Mr. / Mrs. President,
Dear Friends,

The ISSF Academy herewith cordially invites all ISSF Member Federations to nominate their Coaches to attend the ISSF Academy C25 Course 2019 to be held in Bar, Montenegro from October 16-23, 2019.

LANGUAGE

The working language of all ISSF Academy International Coaches Courses is English. Participants are expected to have a strong working knowledge of the English language both spoken and written. Poor knowledge of the English language may jeopardize participants' chances of successfully completing the Course and will inevitably compromise their ability to gain fully from participation.

REGISTRATION

We kindly ask all our Member Federations to enter their Coaches in the Online Registration Service for the ISSF Academy. The Online Registration Service can be accessed under <http://academy.issf-sports.info>. All ISSF Member Federations can access this entry system by using the standard ISSF login details, which are also used for entering athletes for competitions. Please enter your Coaches as soon as possible, but not later than:

March 15, 2019

ACCEPTANCE

The ISSF Academy will select a maximum of 12 participants per discipline (Rifle, Pistol, Shotgun) and a maximum of 2 participants per Member Federation will be allowed initially. A waiting list will then apply. A letter of acceptance including the topics of the participants' homework assignment

will be sent to those Member Federations whose registrations have been accepted.

FEES

The total cost for the ISSF Academy C25 Course 2019 in Bar, Montenegro is 1,250.00 EUR which covers full board accommodation as well as all Course papers, documents and local transportation between the airport and the Course location. The hotel is named Hotel Princess in Bar, which is also the location of the Course.

The standard Course fee includes double room accommodation. Single room accommodation can be requested but is subject to availability and involves an extra charge of 10.00 EUR per day to be paid directly to the Hotel Princess in Bar.

A separate fee of 50.00 EUR is charged for issuing the Coaching License should the participant be successful in completing the Course. **Please note that applicants not meeting the official payment deadline cannot be considered for the Course. The official payment deadline is**

May 31, 2019

TRAVEL

The nearest airports to Bar are Podgorica (TGD) and Tivat (TIV). There are several flights per day offered to both airports. Transport from the airport to the Hotel Princess in Bar will be arranged for your arrival and departure on the official travel days. The travel days should be planned for October 16, 2019 (arrival) and for October 23, 2019 (departure). After the application was accepted the Member Federation and the participant will receive a confirmation letter. The participant will be asked to upload his travel itinerary to the online classroom.

VISA

Participants who require a visa are kindly asked to get in contact with Ms. Dubravka Ivanovic at strelkom@t-com.me as soon as possible. After having received the visa confirmation from the embassy, the participants need to upload the visa confirmation to the online classroom until

September 6, 2019

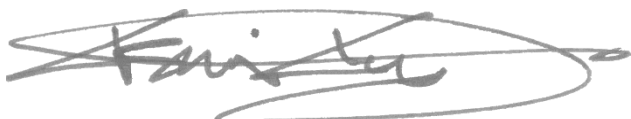
Participants not meeting the visa deadline will have to pay all related cancelation fees.

CANCELATION

Cancelations after the payment deadline (May 31, 2019) and until three months (July 16, 2019) before the Course will be charged 30% (375.00 EUR) of the registration fee. Cancelations between three months (July 16, 2019) and one month (September 16, 2019) before the Course will be charged 50% (625.00 EUR). Cancelations after September 16, 2019 will be charged 100% of the registration fee (1,250.00 EUR).

We kindly ask you to adhere to the above deadlines so that we can ensure that the ISSF Academy C25 Course 2019 is well organized and prepared for the convenience, comfort and complete satisfaction of your designated participants. More information on the ISSF Academy and the Coaching Courses can be found online under www.issf-sports.org/academy. Questions can be sent to issfacademy@issf-sports.org.

With kind regards,
Sincerely yours,



Kevin Kilty
ISSF Vice-President



Zeljko Todorovic
ISSF Academy Head Tutor

ENCLOSED:

Guidelines to ISSF Academy Online Registration System

EVALUATIONS AND EXAMINATIONS

To pass the ISSF Academy Coaches C-License Course, the following prerequisites are expected:

1. Each participant is required to complete a homework assignment based on a task that will be issued upon their acceptance to the Course. During the Course, a review and evaluation of the assigned homework will take place. The homework must be submitted via the online classroom by

September 6, 2019

No submissions will be accepted after this date. In exceptional circumstances an extension of one week will be granted after which time if the documents have not been received your participation on the Course will be deemed cancelled.

2. The Course will conclude with a written examination to test participants' knowledge and understanding of the topics covered by the course. In certain circumstances, an oral examination might also be conducted. To successfully pass the Course, it is a requirement that all parts of the course evaluation (homework and written test/oral test) achieve a minimum pass mark of 50%.
3. Upon successfully passing the Course, the participants can apply to the ISSF via their federation for the ISSF Academy Coaches C-License by paying a fee of 50 EUR for the issuance of the license and ID card and for the use of the ISSF C-Coach logo. They will receive a certificate of participation at the end of the Course.

GENERAL INFORMATION SUMMARY**COURSE DATES:** October 16-23, 2019**ARRIVAL DAY:** October 16, 2019

Transport will be organized and paid from Airports Podgorica and Tivat, MNE only on the official arrival day.

DEPARTURE DAY: October 23, 2019

Transport will be organized and paid from Airports Podgorica and Tivat, MNE only on the official departure day.

COURSE LANGUAGE: English**COURSE FEE:** 1,250.00 EUR

Double Room included; Single Room subject to availability, the extra charge of 10.00 EUR per day has to be paid directly to the Hotel Princess in Bar.

COURSE & HOTEL LOCATION:

Hotel Princess Bar
ul. Jovana Tomaševića 21
85000 Bar, Montenegro
+38-30-300-177

SHOOTING FEDERATION OF MONTENEGRO CONTACT:

Ms. Dubravka Ivanovic
strelkom@t-com.me

ISSF HEADQUARTERS CONTACT:

Ms. Sarah Galonska
sarah@issf-sports.org

REGISTRATION DEADLINE: **March 15, 2019****PAYMENT DEADLINE:** **May 31, 2019****CANCELATION DEADLINE:**

Cancellation between May 31, 2019 – July 16, 2019: 30% (375.00 EUR)

Cancellation between July 16, 2019 – September 16, 2019: 50% (625.00 EUR)

Cancellation after September 16, 2019: 100% (1,250.00 EUR)

HOMEWORK DEADLINE: **September 6, 2019****VISA DEADLINE:** **September 6, 2019**