



# HOW TO GUIDE

## *VOLUNTEER COACH*

updated on August 2016

A Coach visits another club to exchange experiences, improve language skills or simply help promote fencing in the area as a volunteer. It is a volunteer activity so the visiting Coach will not be employed and or paid. The goal is to minimize cost, so the host club should try to provide accommodation in local volunteer fencing family, facilitate transportation and minimize any other incremental cost for the Coach.

### *Check list*

#### *Visiting Coach*

##### ***Pre-Visit***

- Contact ambassadors in host country to find a host club
- Confirm travel dates with host club
- Book travel (flights, trains, etc) to host club
- Secure Travel Visas or Registration requirement for Host country
- Start arrangements for non-fencing cultural activities
- Agree with Host Club on Goals for the visit and prepare a plan
- Provide final travel information to host club
- Arrange transportation upon arrival with host club
- **Arrange Travel Health Insurance**
- **Check other insurance or License requirements with Hosting Club**

##### ***During Visit***

- Responsible for your own activities during the daytime

#### *Hosting Club*

##### ***Pre-Visit***

- Agree upon dates with Volunteer Coach
- Facilitate lodging arrangements for visit
- Promote visiting Coach inside your club
- Agree with visiting Coach a plan of fencing activities
- Provide suggestions for local cultural activities
- Coordinate with visiting Coach transportation upon arrival in your country

##### ***During Visit***

- Implement agreed activity plan
- Minimize any incremental cost for the visiting Coach