

**INTERNATIONAL OLYMPIC ACADEMY  
PARTICIPANTS ASSOCIATION**

**NATIONAL IOAPAs  
GUIDEBOOK**

Compiled by

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## **I. WHAT IS A NATIONAL IOAPA?**

The primary idea and intention of a National IOAPA is the foundation »of an active group« of past participants of IOA seminars in Ancient Olympia from your Country, which will create proposals and initiatives on a recurring basis for your NOA or probably your NOC.

The Group can also make its own working program, including some projects of its own.

The motivation and of course the effectiveness of the Group will determine what it wants to accomplish. These two things are also dependent on the size of your Country, City/Town, and the number of group members.

## **II. WHAT ARE THE GOALS OF A NATIONAL IOAPA?**

The main goals of the National IOAPA should be divided into long-term and short-term goals. The leader of the group should decide which goals are more important or current and which goals can wait a while or can be realized in a long term.

It is recommended to set your goals at the beginning of the working process (for max. 1 year in front). After that you will see which goals are reasonable and which are more difficult to realize, and you can shift those goals and make them long-term goals.

Those objectives of the group should include:

- Provide preliminary help in the selection of participants and presentations at the educational seminars in Ancient Olympia;
- Provide a preliminary presentation and invitation to join the international association IOAPA;
- Take advantage of the possibilities and acquaintances that their membership in IOAPA brings;
- Participate in the organization and operation of international seminars, conferences and round-tables on Olympism and other sport connected themes;
- Through various initiatives try to achieve higher level recognition and visibility of NOA in society;
- Help promote sport and Olympism in kindergartens, primary schools and secondary schools before, between, and after the Olympiad;
- Prepare or implement a program of Olympic education in kindergartens, basic and secondary schools, incorporating the opinions, ideas, and proposals of group

members. The first aim of the National IOAPA is that in initial phase this program will help children and youth, who inspired by participation in sport, will be instilled with new values and attitudes that will contribute to a future quality development of our children.

### **III. WHICH SPECIFIC ACTIVITIES CAN A NATIONAL IOAPA UNDERTAKE?**

**A National IOAPA can undertake a number of tasks, including:**

- Keep all the past participants informed about IOAPA, its goals, projects, activities, news and Sessions;
- Provide preliminary help in the selection of participants and presentations at the educational seminars in Ancient Olympia;
- Provide a preliminary presentation and invitation to join the international association IOAPA;
- Contact all IOAPA members and all former IOA Session participants for a formal or informal meeting;
- Try to be the contact person (group) between the IOAPA, the NOA, and the NOC;
- If possible, ensure there is an IOAPA member on the board of the NOA;
- Try and include a presentation (annual report) about the IOA and/or IOAPA work and duties during the NOA Sessions;
- Send material to the newsletter editor about the activities and news from the National IOAPA association;
- Try to participate in the bi-annual IOAPA sessions in Olympia;
- If there is no NOA in the country put all the effort possible toward its creation;
- Send all the information from the Country of the group to the IOAPA Country Representative officer (Marko Levovnik ( [marko@ioapa.org](mailto:marko@ioapa.org) )).

### **IV. HOW TO ESTABLISH A NATIONAL IOAPA?**

Writing from my experiences, as I did it in Slovenia, I will divide the procedure of founding and gathering the group of ex-participants of the International Olympic Academy seminars in Olympia, Greece, in 11 steps.

- 1.** Try to find as much data as you can about all the former participants from your country, especially addresses and email contacts. Connect with your NOC, NOA or universities which sent the participants to those seminars and sessions.

2. Write a short paper with your idea and intention about creating a group of former participants (national IOAPA group). Send that paper around to all of the gathered addresses. You can also attach a membership form (next step).
3. Collect as much personal data as you can from all the former participants (the most important is postal address or e-mail address) → help yourself by creating an “excel table” with the contact information and use a Word document for the membership form. This provides a systematic way work in the future.

Try to collect next important data:

- Personal photo
- Name
- Surname
- “title”
- Gender
- Home address
- Zip code
- City & country
- Phone or mobile number
- E-mail address
- Which session in which year did she/he attend
- Signature (membership forms)

4. When you collect the data (membership forms), you have the basis for the successful work. You can start thinking about first official group gathering.
5. Very importantly, you have to think about the name of the group.  
*For example: group of Slovene Participants of the International Olympic Academy’s seminars in Ancient Olympia (SUSMAO - initials in native language); IOAPA Denmark; ... ).*  
You can also make a logo or you can hold an internal competition for the group logo.
6. You have to define the main idea and mission of the new established group. Do not forget principles and ideas of IOA and IOAPA.

**For example:** SUSMAO's primary idea and mission is the foundation "of an active group" of Slovene participants of seminars of IOA in Ancient Olympia, which will meet on a recurring basis and create proposals and initiatives for the work of NOA."

- 7.** You have to set goals/objectives of the group (long-term; short-term) and introduce them to all the new members.
- 8.** Now you can start thinking about the first gathering/meeting of the group. Write down an invitation with specific time and place where the gathering/meeting should occur.
- 9.** Invite as many important people as possible. In the worst case they will be informed about the formation of the group, or in the best case you will have the honour to host them. If they come you can ask them to share a few words as a keynote address.  
**For example:** *I invited presidents of our NOC, NOA and also director of the Sport Directorate at the Ministry of Education and Sport. They each gave a short welcome speech at the beginning of the gathering.*
- 10.** Prepare yourself for a presentation (you can use power point). First of all you have to announce the agenda the gathering.  
**For example:** *First of all I introduced myself. After that I presented the principles and ideas of the IOA. After that I presented principles and ideas of IOAPA group. The third thing was a presentation of the goals/objectives of the new group. The last point was when opinions were shared, criticisms and questions were raised and praise for the effort was expressed.*
- 11.** Remember the informal part of the gathering. If you have a chance, try to organise a little treat for all the guests. This way you will have opportunity to have a conversation with all the guests in more a relaxed atmosphere.