



EU
Office

Educational Programme for Single Points of Contact for Integrity within sport organisations

points



Co-funded by the Erasmus+
Programme of the European Union

INTRODUCTION

Following the preparation of the Guidelines for Single Points of Contact for Integrity (SPOCs), the second objective of the POINTS Project was to train the nominated Single Points of Contact to ensure they have the necessary tools to fulfil the required tasks.

The POINTS project consortium conducted two brainstorming meetings during which the structure, the methodology and the key elements of an educational programme for SPOCs have been elaborated. When developing the programme, the consortium followed three main objectives:

1. Address all activities and topics covered by the minimum requirements for SPOC presented in the Guidelines;
2. Use the expertise of the member of the consortium to encourage high-level presentations, exchanges of good practices and to provide concrete support to SPOCs;
3. Keep in mind the sustainability of the initiative by developing a framework which can potentially be accessible to other NOCs and sport organisations in the future.

To fulfil these objectives, the Consortium decided to organise the Educational Programme around three seminars:



For all three seminars a detailed roadmap with the objectives, the suggested sessions and activities has been prepared.

SEMINAR I: Manipulation of Sports Competitions

SEMINAR I: Manipulation of Sports Competitions

A. Main objectives

The seminar should provide participants with a solid understanding of various aspects of Competition Manipulation and to create a first connection between Competition Manipulation and the role of SPOC.

MINIMUM (Guidelines SPOCs)

- First approach to the concept of SPOC
- Solid understanding of the various aspects of Competition Manipulation
- Identifying ways of preventing and responding to competition manipulation
- Ability to identify the key elements of a Competition Manipulation case

ADVANCED (Guidelines SPOCs)

- To understand the role of an Integrity SPOC within its sports organisations in addressing competition manipulation through a 3 pillar strategy: Regulations, Education, Intelligence and Investigations

B. Specific objectives

Objective	Specific objectives	Activities
First approach to the concept of a SPOC	<ul style="list-style-type: none"> • Presentation of the key objectives of the POINTS project and the educational seminars • State of play regarding SPOCs in Europe • First contact with SPOCs from other organisations 	Session 1
Basic understanding of the Competition Manipulation regulatory framework	<ul style="list-style-type: none"> • Understand how competition manipulation influences sport • Have a good understanding of what kinds of policies are necessary to efficiently tackle competition manipulation; • Understand the main challenges faced by sport organisations • Knowledge of key international standards and documents on the topic 	Session 2

SEMINAR I: Manipulation of Sports Competitions

	<ul style="list-style-type: none"> Awareness of the different actors active in the field of CM Discuss specificities of national situations 	
Identifying ways of preventing and responding to competition manipulation	<ul style="list-style-type: none"> Know how to Recognise, Resist and Report threats to the integrity of sport Be able to target key stakeholders in their national/regional context; Be able to realistically assess the organisation's capacity to handle and prevent integrity breaches; Have a basic understanding of how to produce and implement an awareness-raising strategy tailored to their country and situation Raise awareness of the existing initiatives and tools to support SPOC activities 	Session 3
Ability to identify the key elements of a Competition Manipulations case	<ul style="list-style-type: none"> Understand the different steps of the management of a Competition Manipulation case Understand the difference between sports regulations and illegal activities Awareness of the stakeholders potentially involved in a competition manipulation case Necessary expertise to deal with various situations and scenarios 	Session 2.3
To understand the role of Integrity SPOC within your sports organisations in addressing competition manipulation through a 3 pillar strategy: Regulations, Education, Intelligence and Investigations	<ul style="list-style-type: none"> Have a clear vision about their role as a SPOC regarding competition manipulation and what kinds of responsibilities they will be taking on in the framework of the Terms of Reference outlined in the POINTS Guidelines document; Have a vision about what kinds of scenarios they might face in their role and be able to establish clear procedures when faced with different scenarios; First approach with fact finding and investigation activities 	Session 4 and 5

SEMINAR I: Manipulation of Sports Competitions

C. Practical organisation

	Morning	Afternoon
Day 1		Session I: Introduction to POINTS project and the concept of SPOC
Day 2	Session 2: Global overview of competition manipulation and sport betting	Session 3: The National and International Environment: Sports Regulations, Legislation
Day 3	Session 4: Education, Prevention and Awareness Raising	Session 5: Intelligence and Investigations

D. Key components of the sessions

Session I: General introduction to the POINTS project and the Guidelines

- * Activity 1: Presentation of the POINTS initiative
- * Activity 2: Presentation of the Guidelines for SPOCs
- * Activity 3: Group exercise "THE ROLE OF SPOC WITHIN YOUR ORGANISATION"

Support: Power Point Presentation "Session I: General introduction to the POINTS project and the Guidelines"

Suggested Speaker: POINTS project Management

Session 2: Global overview of competition manipulation and sport betting

- * Activity 4: Sports Regulations and Sanctions
- * Activity 5: Legislation and the Macolin Convention
- * Activity 6: National Platforms

Support: PDF Session II

Suggested Speaker: IOC / Council of Europe

SEMINAR I: Manipulation of Sports Competitions

- * Activity 6: Key elements of a competition manipulation case
- * Activity 7: exercise on how to read a betting report

Support: Intervention of an external speaker with concrete exercises

Session 3: The National and International Environment

- * Activity 9: Group work on Environment Analysis

Support: PDF exercise group environment analysis

- * Activity 10: Criminal and law enforcement perspective

Support: PDF Session III

Suggested Speaker: INTERPOL / Europol

- * Activity 11: Understanding sport betting industry/market

Support: Intervention of an external speaker

Suggested Speaker: GLMS

Session 4: Education, Prevention and Awareness Raising

- * Activity 12: IOC Awareness raising programme
- * Activity 13: Practical exercise on a prevention strategy at the national level

Support: PDF Session IV

Suggested Speaker: IOC

Session 5: Intelligence and Investigations

- * Activity 14: Group Simulation exercise on the “Management of a competition manipulation case”

Support: Example:

Step 1: rumour of manipulation

Step 2: public information regarding the manipulation (press)

Step 3: inquiry

Step 4: brainstorming on the policy of the organisation

SEMINAR II: Good Governance

SEMINAR II: GOOD GOVERNANCE

A. Main objectives

The seminar should provide participants with a solid understanding of various aspects of Good Governance and Integrity to create a first connection between Good Governance and the role of SPOC.

MINIMUM (Guidelines SPOCs)

- Knowledge and understanding of the concept of Good Governance
- Knowledge and understanding of the key components of Organisational Governance
- Develop knowledge of the available tools in the field of Good Governance

ADVANCED (Guidelines SPOCs)

- Understanding of the role a SPOC can play in improving the governance strategy of his/her organisation
- Basic knowledge of other Integrity issues

B. Specific objectives and activities

Objective	Specific objectives	Activities
Knowledge and understanding of the concept of Good Governance	<ul style="list-style-type: none"> • Understanding of the importance of Good Governance for sport organisations • Knowledge of key international standards on the topic • Awareness of the different stakeholders active in the field of Good Governance • Understanding of the main challenges faced by sport organisations 	Session 1
Knowledge and understanding of the key components of Organisational Governance	<ul style="list-style-type: none"> • Know how to identify the key elements regarding the governance of a sports organisation • Capacity to assess the governance of an organisation • Understanding the importance of ethical leadership and behaviour in the governance of an organisation • Understanding the difference between compliance and a 	Session 1,2

SEMINAR II: Good Governance

	<p>culture of good governance</p> <ul style="list-style-type: none"> • Ability to identify vulnerability of an organisation in the field of governance 	
Develop knowledge of the available tools in the field of Good Governance including	<ul style="list-style-type: none"> • Knowledge of the existing tools to evaluate the governance of a sport organisation including the ability to use the SIGGS self-evaluation tool internally and with members • Awareness of existing tools and prevention activities conducted by other stakeholders in the field of integrity • First approach regarding the management of Integrity cases linked to governance including collection of information and reporting mechanisms 	Session 2
Understand the role a SPOC can play to improve the governance strategy of his/her organisation	<ul style="list-style-type: none"> • Knowledge of the key elements and steps to build a proper Good Governance strategy including education and prevention • Ability to initiate discussions with the leadership as well as other departments, on the governance of the organisation • Awareness of the steps to build a strategy on specific integrity issues 	Session 2,4
First contact with other integrity issues	<ul style="list-style-type: none"> • Understanding how the governance of an organisation can impact all other integrity fields • Awareness of key international standards and other integrity issues such as anti-corruption policy, fight against harassment or abuses in sport 	Session 3

C. Practical organisation

	Morning	Afternoon
Day 1	Arrival of participants	<p>Session 1: Good Governance Process in Sport Organisation</p> <p>Session 2: Role of SPOC in the field of Good Governance</p>
Day 2	Session 3: Key elements of Good Governance and other integrity issues	Session 3: Key elements of Good Governance and other integrity issues
Day 3	Session 4: Improving the governance of a sport organisation	Session 5: Good governance tools

SEMINAR II: Good Governance

D. Key components of the different sessions

Session 1: Good Governance Process in Sport Organisation

- * Activity 1: What is Good Governance in the field of sport? Definitions and key elements
- * Activity 2: Implementing Good Governance in sport organisations

Support: Power Point Presentation Session I

Suggested speaker: Project Management / IOC

Session 2: Role of SPOC in the field of Good Governance

- * Activity 3: Minimum requirements for a SPOC in the field of Good Governance
- * Activity 4: Practical exercise “*Understanding and mapping the SPOC environment in the field of Good Governance*”

Support: Power Point presentation “Session II” + Figure on SPOC environment

Suggested speaker: Project Management

Session 3: Key elements of Good Governance and other integrity issues

- * Activity 5: Presentation and discussion on key elements of Good Governance including :
 - Integrity and conflicts of interest
 - Transparency
 - Elections and stakeholder involvement
- * Activity 6: Case studies on specific aspects of Good Governance

Support: Power Point presentation Session III “Key elements of Good Governance” + case studies conflict of loyalties and transparency

Suggested speaker: ASOIF / I trust Sport

- * Activity 7: Change the culture of the organisation: Governance behaviours

Support: Power Point presentation Session III “Governance behaviours”

Suggested speaker: Sport and Recreation Alliance

SEMINAR II: Good Governance

Session 4: Improving the governance of a sport organisation

- * Activity 8: Group simulation on modification of statutes

Support: All documents related to POINTS NOC (e.g. statutes/organisation charter) + cases respectively focusing on gender equality and code of sanctions

- * Activity 8: Good practice examples regarding the evolution of governance in a sport organisations (e.g change of statutes/change of strategy)

Session 5: Good governance tools

- * Activity 9: Presentation of the existing tool including SIGGS self-evaluation tool
- * Activity 10: Practical exercise regarding the use of SIGGS self-evaluation tool

Support: Power Point presentation Session IV “SIGGS self-evaluation tool”

Suggested speaker: Project Management

SEMINAR III: SPOC ROLE AND COMPETENCIES

SEMINAR III: SPOC ROLE AND COMPETENCIES

A. Main objectives

The seminar should provide participants with a solid understanding of the role and responsibilities of a SPOC and the key competencies required to fulfil the role effectively including:

MINIMUM (Guidelines SPOCs)

- Knowledge and understanding of the surrounding environment including key stakeholders both internally and externally
- Knowledge and understanding of how to assess integrity risks and the key components of effective integrity rules and regulations
- Knowledge and understanding of the issues relating to whistleblowing and reporting
- Basic knowledge of the legal and regulatory framework regarding the handling of personal data
- The ability to build relationships and operate effectively within a wider network of SPOCs and with national networks e.g. national platforms
- The ability to work in partnership with different departments within the SPOC's organisation
- The ability to deal sensitively with confidential information

ADVANCED (Guidelines SPOCs)

- Knowledge and awareness of prevention strategies for integrity e.g. education and how to develop and deliver associated programmes
- Ability to coordinate the development of communication strategies to manage integrity issues

Transversal topics to be addressed:

- Data protection and reporting
- How to deal with hierarchy/colleagues when involved in a case
- How to evolve in an international network and promotion of the position
- How to deal with information => ideal scenarios
- Possibility and limits of a SPOC

SEMINAR III: SPOC ROLE AND COMPETENCIES

B. Specific objectives

Main objective	Specific learning objectives	Activities
Knowledge and understanding of SPOC role and responsibilities	<ul style="list-style-type: none"> Understanding of the concept of a SPOC and the importance of the role Understanding of the SPOC role and responsibilities – minimum and advanced requirements. 	Session I
Knowledge and understanding of the surrounding environment	<ul style="list-style-type: none"> Understanding of the surrounding external environment including national stakeholders (sport/regulators/law enforcement) and relevant SPOC networks Awareness of key internal stakeholders e.g. communications, legal/disciplinary but also members/participants Awareness of wider international networks (Group of Copenhagen, IOC/IF SPOC network) 	Session I
Knowledge and understanding of how to assess integrity risks and effective integrity rules and regulations	<ul style="list-style-type: none"> Know how to undertake a basic risk assessment to identify integrity threats Knowledge of existing tools to assist in assessing risk Understanding of what effective integrity rules and regulations look like Able to identify potential weaknesses and initiate improvements 	Session II
Basic knowledge of the legal and regulatory framework regarding the handling of personal data	<ul style="list-style-type: none"> Basic understanding of the legal framework governing the use of personal data e.g. GDPR Awareness of the types of personal data involved in integrity cases and potential challenges Understanding of the tools and techniques used to manage personal data 	Session II
Knowledge and understanding of the issues relating to whistleblowing and reporting	<ul style="list-style-type: none"> Know how to establish a hotline to collect information on suspected integrity breaches Awareness of issues relating to whistleblowing e.g. confidentiality Able to deal sensitively with confidential information 	Session II

SEMINAR III: SPOC ROLE AND COMPETENCIES

	<ul style="list-style-type: none"> • Able to act ethically and with integrity 	
Ability to operate in a network of SPOCs and with national networks and work in partnership with internal departments	<ul style="list-style-type: none"> • Able to assess, prioritise and transfer information received to relevant stakeholders • Able to work in partnership with internal teams • Able to operate effectively with external networks including other SPOCs 	Session I
Knowledge and awareness of prevention strategies for integrity e.g. education and how to develop and deliver associated programmes	<ul style="list-style-type: none"> • Knowledge of prevention strategies including education • Awareness of how education programmes are delivered e.g. face-to-face, e-learning • Awareness of supporting administration requirements e.g. tracking participants/qualifications, identifying potential improvements 	Session II
Ability to coordinate the development of communication strategies to manage integrity issues	<ul style="list-style-type: none"> • Awareness of internal and external communication requirements and stakeholders (e.g. media, internal comms colleagues) • Ability to develop basic communication strategy to manage integrity issues including reactive (e.g. crisis management) and proactive (e.g. promotion of education programmes) comms 	Session II
Basic knowledge of fact finding inquiries into breaches of sports integrity	<ul style="list-style-type: none"> • Understanding of fact-finding and basic techniques to identify and collate evidence to prosecute an integrity case 	Session III

SEMINAR III: SPOC ROLE AND COMPETENCIES

C. Practical organisation

	Morning	Afternoon
Day 1		Session 1: Understanding the role of SPOC
Day 2	Session 2: Skills and Competences of a SPOC	Session 2: Skills and Competences of a SPOC
	Session 3: Management of an integrity case	Session 4: Assessment of the programme and promotion at national level

D. Key components of the modules

Session 1: Understanding the role of SPOC

- * Activity 1: How to implement Guidelines for SPOCs in the national context
- * Activity 2: Collaboration with external stakeholders
- * Activity 3: Taking part in a network of SPOCs

Support: Power Point presentation Session I “Implementation of the Guidelines” + Table “Role of SPOCs – Guidelines Recommendations” + Good practice example SRA

Suggested speaker: Project Management / IOC / SRA / Council of Europe

Session 2: Skills and Competences of a SPOC

- * Activity 4: Reporting activities and mechanisms

Support: Power Point presentation Session II “Reporting activities and mechanisms”

Suggested speaker: UNODC – IOC

- * Activity 5: Internal and crisis communication

Support: Power Point presentation Session II “Internal and crisis communication”

Suggested speaker: Communication expert (e.g. Warner Communication)

SEMINAR III: SPOC ROLE AND COMPETENCIES

- * Activity 6: Risk assessment and Compliance
- * Activity 7: Good practice examples

Support: Power Point presentations Session II Example “NOC*NSF”, “CONI”

Session 3: Management of an integrity case

- * Activity 8: Simulation exercise of harassment cases

Support: All documents related to POINTS NOC (e.g. statutes / organisation charter) + cases related to harassment

Session 4: Assessment of the programme and promotion at national level

- * Activity 9: Organisation of a national workshop on Integrity

Support: Power Point Presentation Session IV “National workshops”

Suggested speaker: Project Management

- * Activity 10: Assessment, certificate and discussion

Support: Power Point Presentation Session IV “Assessment”

Suggested speaker: Project Management