



# **RINCK CONVENTION**

*on the mutual*  
***Recognition of STANDARDS and CERTIFICATES***  
*in the field of*  
***COACHES EDUCATION in HANDBALL in EUROPE***  
***and in LATVIA***  
***2011 EDITION***





# ***Coaches' Education in Handball in Latvia***



## **I. PREAMBLE**

The education of athletes and permanent development of handball is of prime interest and of great importance to the joint structure of Latvian Handball. A clear procedure and good organization constitute the framework/ guidelines of this structure. The contents represent national as well as international standards for coaches' education in Latvia. Continuous development makes regular checks necessary to ensure the efficient adoption of innovations and new strategies and to successfully integrate education and development programmes.

The mutual exchange of documents and development patterns on a national and international level, as well as elaboration and adaptation of the coaches' education programme in the individual nations in line with standard guidelines, will make an important contribution to an internationally guaranteed level quality.

Latvian Handball federation (LHF) together with the signatories aims at continuously developing and promoting handball in Latvia.

In the future, the quality and progression of handball will be primarily determined by those who develop the skills of players and establish optimum education and coaching/training programmes.

## **II. OBJECTIVES**

The coordination and mutual recognition of standard guidelines and certificates in the field of coaches education in handball in Latvia is the objective of this convention signed by the Latvian Handball federation, Latvian Academy of Sport Education and affiliated member federations.

It is the objective of this convention to create standard guidelines for coaches' education in Latvia, preserving and safeguarding the regional and national characteristics of coaches education. These standard guidelines are mentioned and listed in the appendices which are to be considered part of this convention.

## **III. PRINCIPLE**

1. By becoming signatory to the existing convention, the nation and the Latvian Handball Federation aim to coordinate the contents and standardize a coaches' education programme in Latvia while still observing working freedom as well as recognizing vocational training within the signatory nations.

2. The signatories who are Member of Latvia Handball federation agree to observe the terms and conditions, stated in this convention, concerning standard guidelines for a coaches education programme in Latvia. They guarantee that these rules, fixed as a minimum requirement, are adopted within the Members.

3. It shall be definite objectives to achieve a compatibility of education systems among the signatory member in order to facilitate the direct admission to work, as a handball coach.

4. Coaches education has focus, proportionally, on the criteria of continuous development and innovation.

#### **IV. CERTIFICATES**

1. The convention is based on a coaches education programme in Latvian handball which is divided into four categories. Within the framework of the LHF, LASE coaches education programme certificates for categories II to IV can be acquired.
2. The education and the practical experience required for the acquisition of a certificate below category II remain the responsibility of the EHF Member Federations and their national coaches' education programme which is developed in line with national requirements and guidelines.
3. The guidelines for coaches' education and the required standards for acquiring a certificate for categories II to IV are specified, in detail, in the appendices of this convention and shall be incorporated into the national coaches' education programme by the signatories. Existing national guidelines and programmes for coaches' education shall be respectively disclosed.
4. The mutual recognition of the national coaches' certificates in this convention exclusively refers to the EHF PRO Master Coach certificate (category IV).
5. An EHF PRO Master (category IV) Coach has to demonstrate the required knowledge and experience for lower certificates as well. The issuing federation has to secure that an EHF Master PRO Coach has the necessary knowledge and experience.

#### **V. CONTENTS**

1. The competent organs and bodies of the European Handball Federation responsible for the administration of the convention will establish standard

European guidelines for coaches' education in Europe. This will guarantee and respect the identity and individuality of coaches' education programmes within the national federation.

2. It is a declared objective to preserve national and regional specifications, characteristic and developments in coaches' education in order create a wide range of individual methods and procedures.

## **VI. NATIONAL IMPLEMENTATION**

1. The signatories are obligated to implement the contents of this convention into their national coaches' education programmes.

2. The Member Federations for registration in the database shall forward the names of all coaches in possession of or awarding a category IV certificate to the EHF.

## **VII. IMPLEMENTATION**

The EHF is responsible for the correct implementation and structuring of a coaches' education programme in Europe.

Therefore, the signatories together with EHF Methods Commission as well with the EHF CAN shall govern the full – scale programme for supporting, developing and monitoring the education programme.

## **VIII. LEVELS OF DECISION – MAKING**

1. The role of the Methods Commission in this context is making decisions on technical details and dealing with administrative matters in the order to guarantee the smooth interaction between the delegated area of responsibility and the general objectives in the field of methods. The Commission shall communicate fully with the Executive Committee and the signatories.
2. The EHF Methods Commission shall take full responsibility for official representation and the awarding of certificates.

3. Decisions of fundamental significance or decisions relating to admission or refusal shall be taken by the EHF Executive Committee, which will act upon receiving the respective reports.
4. The mutual recognition of national coaches' certificates in this convention exclusively refers to the EHF PRO Master Coach certificate (category IV).
5. An EHF PRO Mater (category IV) Coach has to demonstrate the required knowledge and experience for lower certificate as well. The issuing federation has to secure that an EHF Master PRO Coach has the necessary knowledge and experience.

## **IX. PROCEDURE OF ACCESSION**

1. The question of whether coaches' education in a Member Federation fulfils the requirements determined by the individual categories will be examined in the accordance with a pre – defined procedure (see article IX, § 3).
2. The Methods Commission is the responsible body for the fulfillment of all admission requirements. The Methods Commission shall also carry out communication with the EHF Executive Committee.
3. Following the examination of the national coaches' education programme, a report shall be submitted to the Executive Committee, A decision will be met after the results have been considered and the respective Commissions have been consulted concerning the possible admission or refusal.

## **X. APPLICATION REQUIREMENTS**

1. Member Federations wishing to accede to the convention shall announce their intention by submitting the respective application to the EHF.
2. The correspondence with the EHF shall be carried out in one of three official EHF languages (English, German and French).
3. National coaches' education programme regulations as well as explanation concerning administrative procedures shall be submitted to the EHF.

4. The admission procedure, based on the documents presented, will be initiated by the EHF and necessary examinations and controls shall subsequently be arranged by the competent bodies.
5. Following all examinations, a report will be presented to the EHF Executive Committee and a decision, based on the fore-mentioned criteria, will be met.
6. Upon becoming signatory to the convention all signatories agree to recognize all EHF Master Coach Certificates from other signatory nations. In accordance with the guidelines stated in this convention coaches' courses for top level coaches may then be held.
7. Coaches, in possession of the national top level certificate and actively working in this field prior to the respective federation becoming signatory to the convention, may be awarded an EHF Master Coach certificate by their signatory federation, upon satisfying the criteria set down in appendix four.

## **XI. PROCEDURE OF RESIGNATION**

1. Resigning from the convention can be effected in the same way as accession, by submitting an application to the European Handball Federation.
2. As applicable in the possession procedure, the requirements for resignation will be checked and the federation wishing to resign will be approached in order to settle any open obligations.
3. Coaches, in possession of a certificate obtained in accordance with the requirements stated in this convention, shall keep this certificate and consequently the right to carry out their profession within signatory member nations, even in the case of the subsequent resignation of their federation.
4. The above – mentioned paragraph 3 is valid for coaches from signatories working in the resigning nation. Those coaches keep, the certificate issued at the time of commencing their profession.
5. The competent bodies decide upon the validity of certificates awarded by a Member Federation excluded following serious breaches of this convention.

6. The resignation will be effective after a respective decision has been taken by the competent bodies and shall be granted if the requirements stated under paragraph 2 of this article are fulfilled.
7. In the interest of continued handball coaches' education in Europe, subsequent modification of agreements shall not affect the status of coach in a national federation. A legal relationship created by an employment contract should exist parallel to a cancellation of resignation from an international agreement. It is to be assumed that the quality of performance and education standards of coach remain unaffected.

## **XII. MODIFICATONS**

Based on an application by the competent bodies, the EHF Executive Committee, in agreement with the signatories, decides upon any modifications and attachments to this convention.

## **XIII. CONTINUOUS EDUCATION**

It is recommended that Member Federations who have awarded EHF Master Coach Certificates take responsibility for their continuous education.

In the sense of lifelong – learning (triple L), the EHF together with Member Federations shall take the responsibility for the continuous education of the EHF Master PRO Coaches.

## **XIV. REPRESENTATION SYSTEM**

The present convention has to be signed by one representative from Member Federation who is authorized by the relevant statutes.

## **XV. PENALTIES**

In the event of a breach of this convention by national federations, warnings and, in serious instances, exclusion can be awarded against the offenders.

## **XVI. LEGAL VENUE AND APPLICABLE LAW**

1. The parties of this convention agree that any disputes arising from this agreement shall be settled in accordance with the relevant rules in the statutes and regulations of the EHF; relevant points of the Austrian law shall apply for the purpose of interpretation.
2. The stages of appeal – system of two instances – stated in the EHF statutes shall also apply for proceedings, which are connected to the current convention.

## **XVII. TAKING EFFECT**

1. This convention will come into force upon the signing of the EHF Executive Committee and the respective Member Federations.
2. Applicants for admission become members upon signing to the convention.
3. In the event of language differences/ disputes, the English text shall prevail in accordance with article 1.5. of the EHF statutes.

Riga, 31 October 2011

“RINCK” Convention – 2011 Edition



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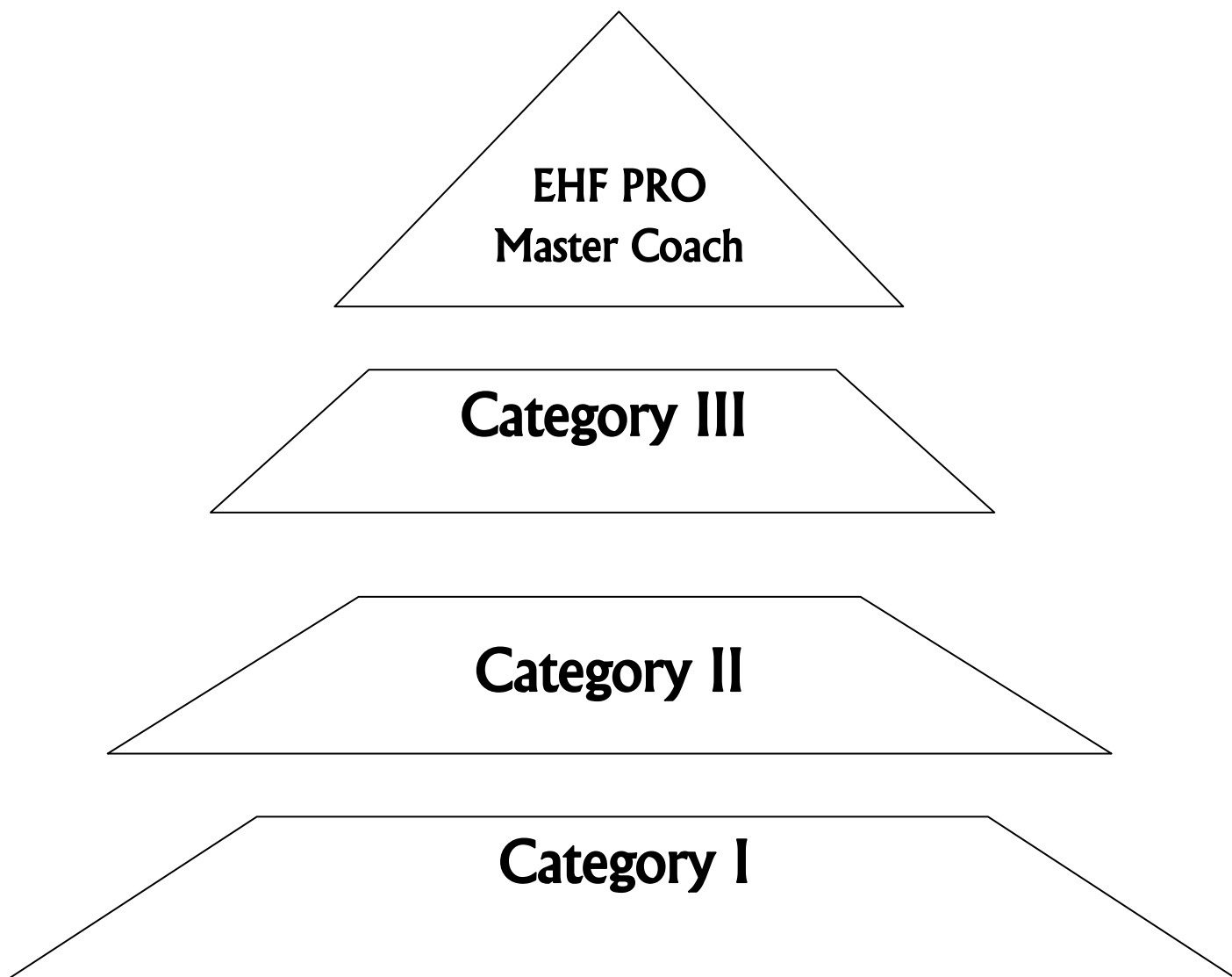
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(in hrs/ lessons)

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# ANNEX 1

## Illustration of the Basic Principles




**Category I and II** are to be determined by the National Federation.

Category III remains also entirely in the responsibility of the National Federation.

**EHF PRO Master Coach Certificate** (including the preconditions of category III) will be awarded by the EHF.

# ANNEX 2

## TRAINING REQUIREMENTS

	<b>EHF PRO MASTER COACH</b>	<b>III</b>	<b>II</b>	<b>I</b>
<b>Hours of Education (minimum h)</b>	<b>180</b>	<b>240</b>	<b>2560</b>	<b>440</b>
<b>Theory (approximately) (in the conference room, percent)</b>	<b>40%</b>	<b>50%</b>	<b>60 %</b>	<b>70%</b>
<b>Practical (approximately) (on the field, percent)</b>	<b>60%</b>	<b>50%</b>	<b>40%</b>	<b>30%</b>

Active coaching experience minimum two (2) years between each category.

# **ANNEX 3**

General Information on the Structure of Training Categories for Coaches  
Areas of Competence

Different Fields of Science in Relation to the Different Categories  
(in hrs/lessons)

Proposals for Subjects in Relation to the Different Fields of Science

## General Information on the Structure of Training Categories for Coaches

Category	Federation Courses	Direct Way to Institutional Course	Direct Way to University Studies
I	<ul style="list-style-type: none"> <li>Minimum age: 18 years</li> <li>Course minimum: 60-80 hrs</li> <li>Certificate directly after examination</li> <li>2 years coaching experience</li> </ul>	<ul style="list-style-type: none"> <li>Minimum beginner age: 18 years</li> <li>Course minimum: 360</li> <li>After examination certificate "level I"</li> </ul>	<ul style="list-style-type: none"> <li>Minimum beginner age: 18</li> </ul> <p style="text-align: center;">↓</p>
II	<ul style="list-style-type: none"> <li>Minimum age: 18 years</li> <li>Course minimum: 80 hrs</li> <li>Certificate directly after examination</li> <li>2 years coaching experience</li> </ul>	<ul style="list-style-type: none"> <li>Minimum beginner age: 18 years</li> <li>National Top Level Seminar (60-80 hrs) with certification</li> <li>After examination certificate "level II"</li> </ul>	<ul style="list-style-type: none"> <li>Course minimum sport sciences: 1200 hrs + handball specific: 1200 hrs</li> <li>After examination certificate "category II"</li> </ul>
III	<ul style="list-style-type: none"> <li>Minimum age: 20 years</li> <li>Course minimum: 80-120 hrs</li> <li>Certificate directly after examination</li> </ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"> <li>3 years coaching experience</li> </ul>	<ul style="list-style-type: none"> <li>Minimum beginner age: 18 years</li> <li>Course minimum: 600</li> <li>National Top Level Seminar (80-120 hrs) with certification</li> <li>After examination certificate "level III"</li> <li>3 years coaching experience</li> </ul>	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> <li>After 2 years coaching experience "category III"</li> </ul>
IV EHF PRO Master Coach Certificate	<ul style="list-style-type: none"> <li>Minimum age: 23 – 25 years</li> <li>Course minimum: 160 – 180 hrs (sport sciences and handball specific)</li> <li>Certificate directly after examination</li> </ul> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"> <li>Continuous education</li> </ul>		

**Category I and II is to be determined by Latvian Handball Federation. (National Federation)**

**Category III remains in the responsibility of Latvian Handball Federation. (National Federation)**

**Upon achievement of category IV the EHF awards the EHF PRO Master Coach Certificate (with the preconditions of category III)**

## Areas of Competence

<b>Areas of Competence</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Competition Coaching:</b>				
1. Analyze the competitive situation	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
2. Formulate goals for the competitive situation		<b>x</b>	<b>x</b>	<b>x</b>
3. Coaching during the competitive situation	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Preparative Coaching:</b>				
4. Plan the workout		<b>x</b>	<b>x</b>	<b>x</b>
5. Prepare the workout		<b>x</b>	<b>x</b>	<b>x</b>
6. Conduct the workout	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
7. Instruct during the workout	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Managing and Communicating:</b>				
8. Manage in relation to the workout/ mach		<b>x</b>	<b>x</b>	<b>x</b>
9. Co-ordinate in relation to the workout/ mach		<b>x</b>	<b>x</b>	<b>x</b>
10. Supervise in relation to the workout/ mach			<b>x</b>	<b>x</b>
11. Communicate in relation to the workout/ mach	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Developing and Innovating</b>				
12. Explore and implement new developments			<b>x</b>	<b>x</b>
13. Research aspects which are relevant to the practice of coaching			<b>x</b>	<b>x</b>
14. Personal development	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Teaching New Coaches:</b>				
15. Develop appropriate educational modes in relation to the needs			<b>x</b>	<b>x</b>
16. Provide education to new coaches			<b>x</b>	<b>x</b>
17. Assessment of the competence of new coaches			<b>x</b>	<b>x</b>

**Different Fields of Sciences in Relation to the Different Levels**  
(in hrs/ lessons)

<b>Sport Science</b>	<b>I</b>		<b>II</b>			<b>III</b>		<b>IV EHF PRO Master Coach</b>
	<b>F*</b>	<b>I*</b>	<b>F*</b>	<b>I*</b>	<b>U*</b>	<b>F*</b>	<b>I*</b>	<b>54</b>
<b>General Science</b>	<b>30</b>	<b>260</b>	<b>40</b>	<b>40</b>	<b>1200</b>	<b>60</b>	<b>60</b>	<b>4</b>
Anatomy	4	20	4	4	120	10		4
Biomechanics	4	20	4	4	120	10		6
Physiology	4	20	4	4	120			
Sports Medicine	4	40	8	4	120	10	20	
Hygiene	4	20	8	4	120			
Specific Pedagogy	4	20	4	8	120	10		
Psychology		20	4	4	120	10		20
Sport Sociology	4	20	4	8	120			4
Management		40			120		20	10
General Theory of Training	2	40			120	10	20	6
<b>Specific Sciences</b>	<b>30</b>	<b>100</b>	<b>40</b>	<b>40</b>	<b>1200</b>	<b>60</b>	<b>60</b>	<b>120</b>
Specific Handball Training	12	40	12	16	240	10	20	30
Technical Preparation	4	10	8	4	240	20		10
Tactical Preparation	4	20	4	4	120	10		50
Coaching	4	10	4	4	120	10	20	10



Testing and Evaluation	4	20	4	4	120		20	20
Praxis			4	4	240	10		
Handball as Outdoor Activity	2		4	4	120			
<b>Total:</b>	<b>60</b>	<b>360</b>	<b>80</b>	<b>80</b>	<b>2400</b>	<b>120</b>	<b>120</b>	<b>174</b>
<b>Minimum:</b>	<b>3200 – 3400 hour's</b>							

Listing of hour specification, in general and in specific areas, is a recommended value. It is compulsory to satisfy the minimum requirements.

F\* - Federation

I\* - Institutional

U\* - University

## Proposals for Subjects in Relation to the Different Fields of Science

<b>Sport Science</b>	<b>Subjects</b>
<b>Physiology Biochemistry (General)</b>	1. Cardiovascular and respiratory system: <ul style="list-style-type: none"> <li>• Morphology</li> <li>• Function</li> <li>• Adaptation</li> </ul>
	2. Muscle function
	3. Energy system: <ul style="list-style-type: none"> <li>• ATP – CP</li> <li>• Anaerobic</li> <li>• Aerobic</li> </ul>
	4. Physiological difference between men and women
	5. Physiological difference between adolescents and pre-adolescents
	6. Nutrition and Diet

<b>Sport Science</b>	<b>Subjects</b>
<b>Sport Medicine</b>	1. First Aid
	2. Athletes working abilities
	3. Sports Traumatology Basics
	4. Taping

<b>Sport Science</b>	<b>Subjects</b>
<b>Psychology (General)</b>	1. Introduction to sport psychology
	2. Motivation and Activation
	3. Leadership
	4. Communication and decision making
	5. Dynamics of the team

	6. Retirement and drop – out, Career transition
	7. Psychological Intervention
	8. Psychology of the injured player
	9. Acquisition of the motor skills in team games, motor learning control

<b>Sport Science</b>	<b>Subjects</b>
<b>Sociology (General)</b>	1. Sociology and Sports
	2. Social and Historical Aspects of Handball

<b>Sport Science</b>	<b>Subjects</b>
<b>Sport Management (General)</b>	1. Introduction to management for Coaches
	2. Introduction to marketing skills
	3. Communication techniques and public relations
	4. Management of sport facilities
	5. Sport law
	6. Structure of the IHF – EHF and National Associations
<b>Sport Science</b>	<b>Subjects</b>
<b>Theory and Methodology of Sport Training (General)</b>	1. System of sport training - definition
	2. Principles of sport training
	3. Basic motor trades
	4. Physical condition <ul style="list-style-type: none"> <li>• Strength training</li> <li>• Speed</li> <li>• Endurance</li> <li>• Flexibility</li> <li>• Co-ordination</li> </ul>
	5. Planning of the training <ul style="list-style-type: none"> <li>• Mezzo – cycle</li> </ul>

	<ul style="list-style-type: none"> <li>• Micro – cycle</li> <li>• Unit</li> </ul>
	6. Long Term Preparation (LTP) <ul style="list-style-type: none"> <li>• Motor development</li> <li>• Talent Identification</li> <li>• Stage and contents of LTP</li> </ul>

<b>Sport Science</b>	<b>Subjects</b>
<b>Specific Training</b>	1. Structure of the game
	2. Conditioning
	3. Specific periodicity
	4. Decision making basics
	5. Potential detecting and developing

<b>Sport Science</b>	<b>Subjects</b>
<b>Technical Preparation (Specific)</b>	1. Technical skills of the attack
	2. Technical skills of the defence
	3. Technical skills of the goalkeeper

<b>Sport Science</b>	<b>Subjects</b>
<b>Tactics (Specific)</b>	1. Tactics in the attack <ul style="list-style-type: none"> <li>• Individual</li> <li>• Group</li> <li>• Team</li> </ul>
	2. Tactics of defence <ul style="list-style-type: none"> <li>• Individual</li> <li>• Group</li> <li>• Team</li> </ul>
	3. Tactics of the goal keeper <ul style="list-style-type: none"> <li>• Behind the set defence</li> <li>• 1:1 situation</li> </ul>

	4. Adapted Team Tactics
	5. Specific situations <ul style="list-style-type: none"> <li>• Fast – break</li> <li>• Turnover play</li> <li>• Numerical superiority play</li> <li>• Numerical inferiority play</li> </ul>
	6. Rules
	7. Coaching

<b>Sport Science</b>	<b>Subjects</b>
<b>Out – door Activities (Specific)</b>	1. Beach Handball
	2. Street Handball

<b>Sport Science</b>	<b>Subjects</b>
<b>Testing &amp; Evaluation (Specific)</b>	1. Evaluation of physical and motor abilities
	2. Evaluation of technical skills
	3. Complex performance testing
	4. Introduction to new media tools (applied to sports and handball) <ul style="list-style-type: none"> <li>• Analysis of the game</li> <li>• Registration of the training</li> </ul>
	5. Introduction to statistics

Riga, 31 October 2011

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