

Guidelines for the report sent to EHF after any event by the respective EHF lecturer

This text provides a general frame for the final report that might be altered in special cases of course. If you do so give reasons for it in short.

- 1st Official headline, venue and date of the event.
- 2nd Participants with sex and numbers, description of the philosophy of the course and the character of the participants (professional coaches, teachers, players etc...)
- 3rd Time schedule in total.
- 4th Description of the content of the sessions held by the EHF lecturer with graphics and/or cross-reference to publications that are available on the EHF site already.
- 5th Short reference on additional sessions done by other lecturers (if available).
- 6th Note on further program such as social trips, matches, sightseeing etc..
- 7th Rating of the environment such as interpreters, technical aids, devices, demonstration team, accommodation, food etc...
- 8th Comment on the readiness and co-operation of the participants.
- 9th Listing of the responsible persons at the spot and short rating of their commitment, qualifications and further details.
- 10th Personal comment with rating of the course overall, listing of strong points and deficiencies, suggestions for future courses.

Some of the points in this list might not be of relevance for your respective course; for national coaches courses you may find it impossible to follow pt.5 for instance (language, etc.). In this case just mention that fact.

Thank you for taking notice

Wop, September 2010