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## Contents

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### A – The EHF Lecturer Page

1. 1. Philosophy .....	2
2. Prerequisites .....	3
3. Nominations & Finances .....	4
3.1. Travel Cost & Daily allowances .....	4
3.2. Extra Compensations .....	4
4. Tasks & Duties .....	5-6
5. Rights .....	7
6. Operational areas .....	8

### B – EHF Basics Page

1. EHF History (Statutory Purpose/Structure/EHF Competence Academy & Network) .....	9-12
2. Methods Commission	
2.1. Introduction & Philosophy .....	13
2.1. Working Areas .....	13
3. Competition Commission	
3.1. Introduction & Philosophy .....	14
3.2. Working Areas .....	14
4. Beach Handball Commission	
4.1. Introduction & Philosophy .....	15
4.2. Working Areas .....	15

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**Note:** For the sake of simplicity the personal pronoun “he” is used throughout this manual. However, the information provided applies equally for all male and female persons referred to.

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EHF Office / Education & Development  
(Helmut Hörtsch, Nicole Rabenseifner, Peter Fröschl, Hannes Müller,  
Anna Psintrou)



## **A – The EHF Lecturer**

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### **1. Philosophy**

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Handball has recorded a steady and successful development over the last years. The game has become faster and more attractive. Tactics and rules have changed and the number of players, coaches and spectators increased.

Beach Handball, a new sport under the “umbrella” of the EHF has also undergone rapid development. This exciting and spectacular sport has established events in many countries (European Beach Handball Tour) with European Beach Handball Championships held for both men and women, and lately also for youth.

For spreading new information, exchanging experience and know-how, teaching coaches, referees and players it is necessary to establish a group of experts on a European level.

The European Handball Federation (EHF) has always done its best to cooperate with Handball experts of different cultures and geographical regions who are able to present and share their knowledge and experience in National or European courses, seminars and publications in their function as EHF Lecturers in Handball and Beach Handball.

This manual comprises information on the functions, tasks and duties of an EHF Lecturer. Furthermore it comments on the history, system and working fields of the EHF, which will help to identify the role of EHF Lecturers as “ambassadors” of the European Handball Federation.



## **2. Prerequisites**

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An EHF Lecturer shall have

- Handball or Beach Handball competence of the highest level
- Experience as a player, coach, teacher, author of educational material and/or sport scientist
- Knowledge of English is obligatory

Furthermore he should also be able to share and present his knowledge and experience in a clear and professional way that is easy to understand and adequate to his target group.

Additionally he should be able to represent the European Handball Federation in his function as lecturer following the EHF philosophy and ideals. In the function as EHF Lecturer the European way of thinking has priority over National interests.

All EHF Lecturers shall be available and ready for accepting nominations for various tasks.



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### 3. Nominations / Finances

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The responsibility for the nomination of lecturers is with the Methods Commission, Competition Commission, Beach Handball Commission and/or the EHF Competence Academy & Network (EHF CAN), in close co-operation with the EHF office that is responsible for the administration and follow-up of lecturer nominations!

Contact: EHF Office  
Tel.: +43 1 80151 0  
Fax: +43 1 80151 149  
e-mail: [meth@eurohandball.com](mailto:meth@eurohandball.com)

#### 3.1. Travel Cost and Additional Allowances

In case of a nomination no costs will arise for the EHF Lecturer.

The EHF will bear the travel cost and daily allowances (currently € 55,- / day).

For additional costs as VISA, etc please send the sheet "additional cost sheet (see point "new media") as well as a copy of the original invoices to the EHF Office (for which e-mail is preferred).

The EHF will only bear the costs for accommodation / lodging and meals during the stay for EHF courses. In national courses these costs have to be borne by the local organiser.

#### 3.2. Extra Compensations

Subject to the following conditions (see below) extra compensation for EHF lecturers will be paid at:

##### **EHF courses** for coaches, referees or delegates

- 60 – 119 minutes for all lectures per course	€ 100
- 120 – 179 minutes for all lectures per course	€ 200
- 180 – 239 minutes for all lectures per course	€ 300
- 240 - 299 minutes for all lectures per course	€ 400
- 300 minutes and more for all lectures per course	€ 500

##### **National courses** for coaches, referees or delegates under the umbrella of EHF

- 60 – 119 minutes for all lectures per course	€ 50
- 120 – 179 minutes for all lectures per course	€ 100
- 180 – 239 minutes for all lectures per course	€ 150
- 240 - 299 minutes for all lectures per course	€ 200
- 300 minutes and more for all lectures per course	€ 250

#### **Conditions**

The pre-condition for the extra compensation is the delivery of all lectures and preparatory documents (national courses: at least 10 days prior to the event, EHF courses: at least 6 weeks prior to the event) to the EHF Office (in English and per email).



## **EHF Lecturers' Manual – 3rd edition 2011**

After the event a report has to be sent obligatorily to the EHF Office (framework for the report will be given by EHF) within 2 weeks after the end of the course. The right to publish the material has to be awarded to the EHF. Elected EHF persons nominated as EHF Lecturers (Methods Commission, Competitions Commission, Beach Commission, Court of Appeal and Controllers) do not have the right for extra compensation. The material should be published via the EHF family portal by the EHF Lecturer.

The report shall have be written as follows:

- Official headline, venue and date of the event.
- Participants with sex and numbers, description of the philosophy of the course and the character of the participants (professional coaches, teachers, players etc...)
- Time schedule in total and final programme
- 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.
- Short reference on additional sessions done by other lecturers (if available).
- Note on further program such as social trips, matches, sightseeing etc..
- Rating of the environment such as interpreters, technical aids, devices, demonstration team, accommodation, food etc...
- Comment on the readiness and co-operation of the participants.
- Listing of the responsible persons at the spot and short rating of their commitment, qualifications and further details.
- 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. For national courses with EHF Lecturer support in the framework of an EHF Development Aid Programme the organizing federation will be obliged to submit an event report to EHF as well.



## **4. Tasks & Duties**

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### **EHF Courses**

#### Prior to the event:

- Nomination + confirmation of nomination – by EHF and EHF Lecturer
- Information to respective national federation - by EHF
- Definition of topics – by EHF
- Organisation of accommodation and travel schedule – by EHF
- Preparation of lessons – by EHF Lecturer
- Presentation and documents have to be forwarded to the EHF Office 6 weeks prior to event – by EHF Lecturer

#### During the event:

- Guide the EHF Lecturer and inform him on organisational matters – EHF
- Hold lessons with reference to the fixed topics – EHF Lecturer
- Represent EHF in an appropriate way – EHF Lecturer
- Forward additional cost sheet (see CD-ROM enclosed), bank details (Bank code, Bank name, account n°, IBAN code, SWIFT code) and invoices to EHF Office 10 days after the event or directly at the venue – EHF Lecturer
- Refund additional costs + daily allowances – EHF

#### After the event:

- Adapt presentations and documents if necessary and publish them via the EHF family portal – EHF Lecturer

### **National Courses**

#### Prior to the event:

- Nomination + confirmation of nomination – by EHF and EHF Lecturer
- Information to respective national federation - by EHF
- Confirmation of nomination – by EHF Lecturer
- Definition of topics – by organiser in cooperation with EHF Lecturer
- Organisation of travel schedule – by EHF
- Organisation of accommodation and transportation – by organiser + EHF Lecturer
- Further contact to organiser – by EHF Lecturer
- Preparation of lessons – by EHF Lecturer
- Following the compensation system (see point 3: nominations and compensation) presentation and documents shall be forwarded to the EHF Office 10 days prior to event – by EHF Lecturer



During the event:

- Guide the EHF Lecturer and inform him on organisational matters – by organiser
- Hold lessons with reference to the fixed topics – EHF Lecturer
- Represent EHF in an appropriate way – EHF Lecturer
- Collect various information (folders, information, publications, pictures of the event) for a report – EHF Lecturer

After the event:

- Adapt presentation and documents if necessary and publish them via the EHF portal – EHF Lecturer
- Forward additional cost sheet (see CD-ROM enclosed), bank details (Bank code, Bank name, account n°, IBAN code, SWIFT code) and invoices to EHF Office 10 days after event – EHF Lecturer
- Refund additional costs + daily allowances – EHF
- Submit report to EHF Office 10 days after event – EHF Lecturer

A copy of the “Additional Costs Sheet” as well as the “Guidelines for reporting” can be found at “New Media” on this CD-ROM.

Please note: The EHF will bear the travel cost and daily allowances. It is necessary to send a copy of the invoices for all supplementary costs (except daily allowances and compensation fee) to the EHF Office (e-mail preferred).

The EHF will not bear the costs for accommodation / lodging and meals during your stay. Must be borne by the local organiser.

Please do not forget to submit your bank details (Bank code, Bank name, account n°, IBAN code, SWIFT code) to the EHF Office.

**Articles for the EHF Website**

(obligatory for each EHF Lecturer once a year)

- Information on topic – by EHF
- Confirmation of topic and time line – by EHF Lecturer
- Submit article (in English) by e-mail incl. pictures, graphics, etc. 5 – 6 pages following the EHF needs and deadline (will be defined in the information letter) – EHF Lecturer
- Forward article, pictures and graphics by e-mail to EHF Office – EHF Lecturer
- Publish and promote the article – EHF



### **Working Groups**

The EHF might use the opportunity to nominate several EHF Lecturers to form a working group on a specific topic.

- Nomination of members + information to the respective national federation – by EHF
- Confirmation of nomination – by EHF Lecturer
- Organise working group meeting (travel, accommodation etc.) – EHF
- Prepare ideas and inputs prior to meeting – EHF Lecturer
- Define clear ideas and time-line together with all working group members referring to the topic and needs (will be defined in the information letter ) – EHF Lecturer

### **Expert contact person**

The EHF might need information on national activities which can be helpful to fulfil the tasks and duties of the EHF. Therefore it might be necessary to involve an expert who has the necessary contacts and who will inform the EHF properly.

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## **5. Rights**

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After the official confirmation of your nomination as an EHF Lecturer and under the pre-condition that all tasks are fulfilled in a satisfying way, you will have the following rights:

- To be awarded with the EHF Status “EHF Lecturer”
- To receive EHF badge (clothing optional / every 2 years)
- To receive EHF publications
- To have access to the EHF Family “Web portal” on [www.eurohandball.com](http://www.eurohandball.com)
- To receive EHF ID card
- To receive allowances (travel costs, daily allowances, compensation, etc.) with reference to the preconditions mentioned in this manual
- To be protected by the EHF Officials' Insurance during EHF events (for information please contact the EHF Office)





## **6. Operational areas**

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The EHF tries to involve experts of different areas of Handball with the respective experience on different levels.

As an EHF Lecturer you might be invited to participate in one of the following ways:

- EHF courses
- National courses
- Lecturer seminars
- Qualitative European Championship analyses (Trend Analyses)
- Additional articles for the EHF Website ("Web Periodical" / <http://activities.eurohandball.com> )
- Expert contact person
- Working groups
- Author of EHF publications



## B – EHF Basics

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### 1. EHF History / Statutory Purpose/ Structure/ EHF CAN

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#### History / Statutory Purpose

The European Handball Federation (EHF) is a non-profit organisation of Austrian law created on November 17, 1991 in Berlin with headquarters situated in Vienna (Austria) and registered in the association register of Vienna under the number: ZVR 263489108

It is a continental federation relating to the International Handball Federation regrouping all the Europe's National Handball Federations.

It is currently composed of forty-nine (49) National Federations as members and one (1) National Federations as associated member.

The EHF has the following objectives according to article 1 of its Statutes:

*“1.2 [...] aims at the continued development and promotion of handball in Europe and is not profit-oriented. In order to accomplish the said purpose, the EHF may operate educational facilities and institutionalize education and training programmes. [...] serves the exchange of interest and experience, the organisation of International handball competitions as well as the representation of European interests in the International Handball Federation. Official International handball, mini-handball and Beach Handball competitions held in Europe and entered by the members of National Federations shall be subject to the authority of the EHF. Exceptions therefrom shall be Olympic Games, World Championships and World Cup as well as other recognized competitions. “*

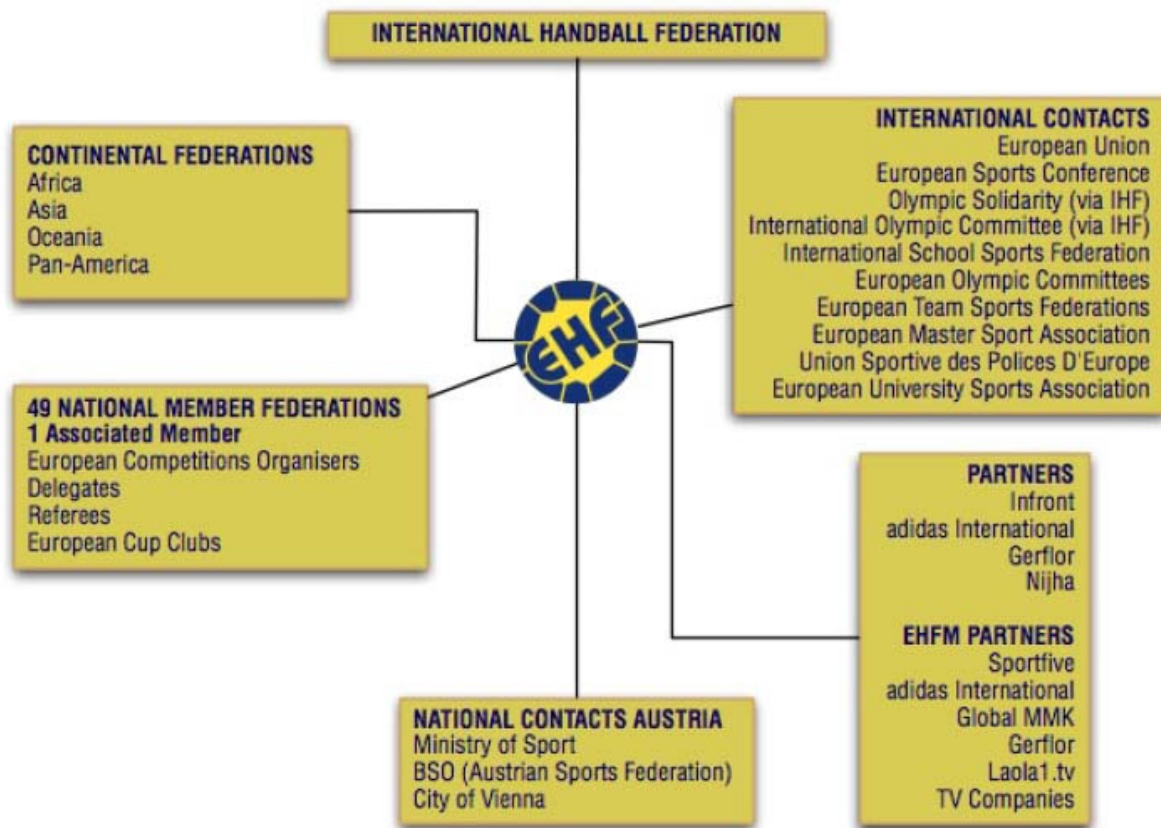
*“1.3 [...] encourages friendship and mutual understanding among members, does not discriminate on the basis of politics, race or religion, and rejects any illegitimate practices in sports.”*

#### Structure

The structure of the EHF has changed in line with its dynamic business philosophy and the changing face of the sport. This change has brought with it new initiatives and indeed new challenges, which can be observed in the complexities of the corporate network (see diagram 1).



## Corporate Network



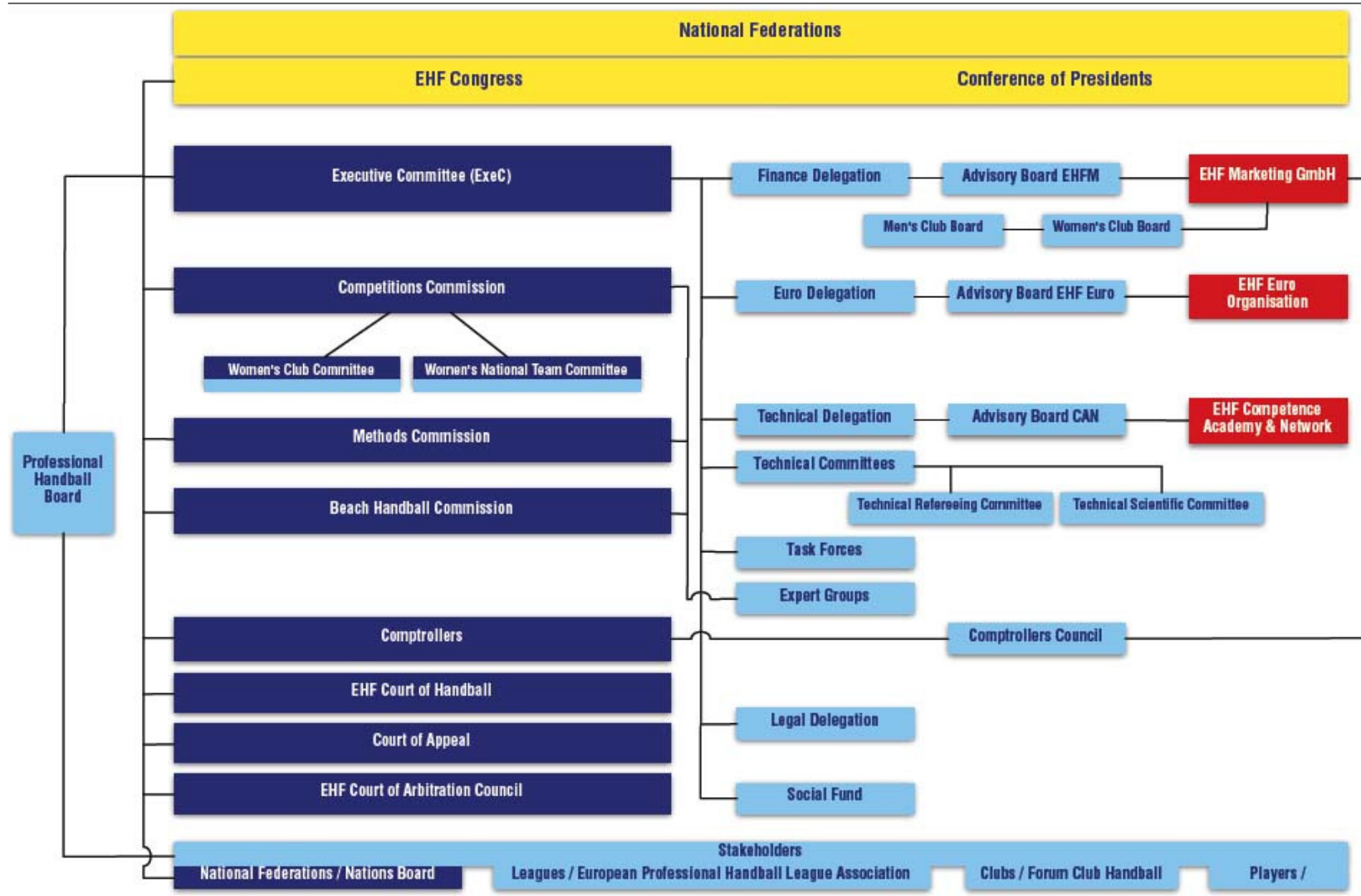
Until 1994 there was only one Technical Commission. On the occasion of the 1994 EHF Congress in Antibes/FRA this commission was split up into the Competition Commission and the Methods Commission with 4 members each. From the EHF Congress 2008 the 1st Beach Handball Commission (BC) was elected.

Already in 2003 Beach Handball had become so popular that it was possible to establish the European Beach Handball Tour (EBT) uniting Beach Handball players and tournament organisers all over Europe. Each European Beach Handball Tour ends in a final tournament – the European Beach Handball Tour Masters – uniting the best teams out of the EBT. The number of teams and tournaments is constantly growing which clearly proves the potential of Beach Handball. In 2008 the EHF Beach Handball Commission came into existence in order to handle all tasks of this constantly growing sport.

Today the European Handball Federation consists of the Congress, the Executive Committee, three technical commissions (Methods, Competition & Beach Handball Commission), the Court of Appeal, the Comptrollers, the Finance Delegation, the EHF Technical Delegation and EHF Competence Academy and Network (CAN), EHF Office and the EHF Marketing GmbH (see the following diagram).



## EHF Structure





### **EHF Competence Academy & Network (EHF CAN)**

The European Handball Federation (EHF) is the governing body of Handball in Europe. Its 50 Member Federations represent and stand for 50 different kinds of national and international handball knowledge. Those individual national handball schools/philosophies shall be utilised by involving experts in order to contribute to the variety of handball education in Europe.

Handball knowledge exchange and transfer in Europe shall be fostered as an EHF service for the EHF Member Federations by making use of national and international handball experts as well as external lecturers from the world of sport science, medicine, other sports, economy (marketing, equipment suppliers) and media (press, TV, Internet).

The EHF „CAN” shall be established as an educational service centre for EHF Member Federations with the possibility of granting scholarships in order to minimize or eliminate financial burdens for them. The same is true for internal EHF Office management training on the job.

The EHF „CAN” shall be established to develop and deliver sport specific educational and training programmes in order to ensure that coaches, officials, athletes and administrators from all over Europe (and the world) have access to the highest quality education relating to „handball know-how,” and competence in e-learning, blended learning, interdisciplinary educational courses of various durations, summer schools or mainstream 2-4 semester courses within the European Education Credit Transfer System (ECTS framework).

The EHF „CAN” shall set-up Business Executive Education programmes for further educating and training sporting administrators, resort managers and event executives in the Handball Event Management Business, e.g. also in event-related courses. The EHF „CAN” shall contain a documentation centre including production of modern teaching aids and media as well as cooperation agreements with research & developing partners, suppliers, universities and testifying institutions.

The basis for all educational services and research activities will be worked out in the EHF Technical Commissions based on their budget and activity plan. The newly established EHF Technical Delegation and CAN Advisory Board (Competitions Commission, Methods Commission and Beach Handball Commission Chairmen) will finalize concrete concepts following a 2008-2012 master plan and propose financial support measures to the EHF Financial Delegation, respectively the EHF Executive Committee that will take final decisions.



## 2. Methods Commission [www.eurohandball.com](http://www.eurohandball.com) / <http://activities.eurohandball.com>

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### 2.1. Introduction & Philosophy

The Methods Commission (MC) is the EHF's technical body for methodical matters. It is subordinate to the Executive Committee, which may assign to it areas of authority and responsibility in addition to those laid down in EHF statutes and regulations. The MC consists of a chairman and four individually elected members with responsibility for:

Chairman:	Frantisek Taborsky/CZE
1. Methods and coaching	Bogdan Macovei/ROU
2. Education and training	Wolfgang Pollany/AUT
3. Youth, school sports and non-competitive sports	Jerzey Elias/POL
4. Development	Allan Lund/DEN

The EHF-MC regards itself as conceptional initiator, elaborating on

- analyses,
- educational concepts,
- development aid programmes and
- project incentives
- 

in order to motivate the National Federations to start deliberations and implementations in the defined fields by themselves.

### 2.2. Working Areas

(compare appendix “2008 EHF Congress Report MC”)

- Education of Coaches
- Rinck Convention
- Publications/Teaching Aids
- Mini-/Basic/School Handball
- Development Aid Programme
- Image of Handball
- Education of Referees and Delegates
- Young Referee Programme



### 3. Competitions Commission

[www.eurohandball.com](http://www.eurohandball.com) / <http://activities.eurohandball.com>

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#### 3.1. Introduction & Philosophy

The Competitions Commission is the EHF's technical body for competitions. It is subordinate to the Executive Committee, which may assign to it areas of authority and responsibility in addition to those laid down in EHF statutes and regulations. The CC consists of a chairman and four individually elected members with responsibility for:

Chairman:	Jan Tuik/NED
1. Men's competitions	Jesus Guerrero/ESP
2. Women's competitions	Helga Magnúsdóttir/ISL
3. Refereeing	Sandor Andorka/HUN
4. Club competitions	Leopold Kalin/SLO
5. Chairwoman WCC	Carmen Manchado Lopez/ESP
6. Chairman WNTC	Karl-Arne Johannessen/NOR

#### 3.2. Working Areas

(compare appendix “2008 EHF Congress Report CC”)

The EHF organises several European competitions for national teams and clubs as listed below:

- National Team Competitions
  - European Championships for Men and Women (qualifications, final rounds)
  - Younger Age Category EChs (Men 18/20, Women 17/19, European Open)
  - Challenge Trophy Men and Women
- Club Team Competitions
  - Champions League
  - European Cup Competitions (Cupwinners Cup, EHF Cup, Challenge Cup)
- European Masters Championships Men and Women
- Club Coordination
- Transfers
- Refereeing & Delegates
- Education of Referees and Delegates



#### 4. Beach Handball Commission

[www.eurohandball.com](http://www.eurohandball.com) / <http://activities.eurohandball.com>

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##### 4.1. Introduction & Philosophy

The 8th EHF Extraordinary Congress in Rome / ITA on 26/27 Sept. 08 voted in favour of introducing a Commission to deal solely with the sport of Beach Handball. The representatives on this new body were elected at the 9th EHF Ordinary Congress in Vienna on 26/27 September 2008.

The Beach Handball Commission consists of a Chairman and four members:

1. Chairman	Laszlo Sinka / HUN
2. Events and Competition	Marco Trespidi / ITA
3. Officiating	Ole Jorstad / NOR
4. Game Design and Coaching	to be elected
5. Development and Promotion	George Bebetosos / GRE

##### 4.2. Working Areas

(compare appendix “2008 – 2012 EHF Beach Handball Master Plan” ) The EHF Beach Handball Commission regards itself as an initiator of projects in order to develop Beach Handball as an independent sport discipline within the European Handball family. Furthermore the BC will support the National Federations in order to promote Beach Handball in their countries.

The main target for the future - to lay down the foundation to become an Olympic discipline!

The first European Beach Handball Championships were played in ITA in summer 2000. Since then we had BH ECHs in 2002, 2004, 2006, 2007 & 2009. From 2008 EHF arranged the 1st BH ECHs for youth.

Already in 2003 Beach Handball became so popular that it was possible to establish the European Beach Handball Tour (EBT) uniting Beach Handball players and tournament organisers all over Europe.

Furthermore emphasis is placed upon a combined referee-, delegate- and coaches' education carried-out in 2 year rhythm.

Both the EHF Beach Handball Commission and the EHF Office Business Unit Beach Handball shall further develop the product “Beach Handball” as well as adapt the relationships to external partners in Beach Handball – in particular concerning TV and internet live streaming - to the needs of our times regarding their daily business in order to make the product fit for the market in cooperation with the EHF Technical Commissions and the EHF Executive Committee.