



2011 EHF Guidelines for Referee Education

Recruitment, Promotion and Advancement

on EHF and National Level



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1. EHF Preamble

The future of handball, its quality and progress are not only determined by the development of the players' skills and the optimisation of coaching educational programmes. It is also determined by well-educated and competent officiators, by referees that have followed a systematic and well-structured referee education and training on the job, both on national and international level. The level of handball and consequently its popularity among spectators and the media depends on the utilisation of human qualities, as well as on the direction towards which activities (this including practice and strategies) are channelled. A common basis is, therefore, a vital first step.

2. EHF Keynote / Objective

(by Jan Tuik / Chairman of the EHF Competitions Commission)

The European Handball Federation (EHF) is trying to establish a good cooperation with its member federations on technical level in order to achieve a better understanding regarding all referee, delegate and officiating matters in the future.

That is why a clear task distribution between the national federations and the EHF has to be accomplished. We do think that the national federations are responsible for a good basic educational programme for young referees as well as the further development of their national and international referees. That comprises the recruitment, promotion, education and further training of both male and female referees and delegates with regard to modern on-court and off-court officiating in handball.

Therefore it is the task of the EHF member federations to evaluate the situation on the national level in order to develop strategies for setting-up educational programmes for both referee and delegate education with the support of EHF providing educational know-how on the one hand and supplying teaching material on the other. Annual reports on educational activities are expected by the EHF.

3. EHF System of Refereeing

3.1. EHF Statutory and non-statutory bodies (EHF CC, TRC, Office, etc.)

From the very beginning of the European Handball Federation (EHF) in 1991/1992, the EHF Technical Commission dealt with all technical matters in European handball.

Due to the rapid development of handball, the Technical Commission was soon divided into two separate commissions: the EHF Competitions Commission (CC) and the EHF Methods Commission (MC). Since that time the CC has been responsible for dealing with all the competition-related matters of EHF events, playing systems of competitions and event management regulations. Refereeing matters are based on the EHF refereeing structure, set-up by the EHF CC, as well. The EHF CC is currently chaired by Jan Tuik (NED).

In order to guarantee high level refereeing on European handball courts, various programmes have been developed in recent years together with the MC, targeting referee as well as delegate education with special focus on young and female referees. To take the subject to the next level, the EHF Executive Committee made the decision to establish a new advisory, non-statutory body for supporting referee-related issues, the Technical Refereeing Committee (TRC).

In 2009, the EHF Technical Refereeing Committee (TRC) was called into being to serve as a kind of think tank contributing to the further development of European refereeing standards. The first meeting of the EHF Technical Refereeing Committee was on Friday, 9 January 2009 at the EHF Headquarters in Vienna/AUT.

The TRC is currently in their second term in office. The chairman of the committee is Sándor Andorka (HUN), elected member of the EHF Competitions Commission and responsible for refereeing matters within the EHF. The committee is completed by members Peter Olsson (SWE), Jiri Konecny (CZE) and Dragan Nachevski (MKD). Henrik La Cour Laursen (DEN) has been appointed coordinator of the EHF Young Referee Programme (YRP) and therefore works closely together with the TRC.

The daily business concerning both referee administration and educational activities is handled by the EHF Office Business Units “Refereeing/Delegates” (Markus Glaser, Marcos Bestilleiro, Vlado Rancik) + “Teaching/Education” (Helmut Höritsch, Nicole Rabenseifner, Anna Psintrou) representing EHF CAN (Competence Academy & Network) in close cooperation with the EHF CC (CC chairman Jan Tuik, CC member refereeing Sandor Andorka), the EHF MC (MC chairman Frantisek Taborsky/CZE, MC member education and further training Wolfgang Pollany/AUT) and the EHF Executive Committee regarding strategic matters.

3.2. EHF Masterplan and educational activities

In 2010 the EHF Executive Committee approved of an EHF Master plan in order to structure the assignments in EHF officiating and education due to the competence and responsibilities on different levels within the EHF as well as in close cooperation with the EHF member federations.

The following tables refer to the basic task distribution laid down in the said master plan:

EHF CC Refereeing Matters
• Basic Guidelines/Preparations of Strategic Decisions for EHF Executive Committee
• Young Referee Programme
• Female Referee Programmes
• EHF Lecturer Refereeing Profile
• EHF Referee Candidate Course Schedule/Planning

EHF CC/Office Daily Business
• Nomination of Referees and Delegates
• Statistics on Referee Performance/Evaluation
• Nomination of Lecturers/Mentors Refereeing
• Organisation of Referee/Delegate Courses
• EHF Top Referee Seminars
• Competition-related Activities for Referees
• EHF Referee Clothing and Technological Equipment Supply
• Contact to/Data of Chiefs of Referees/Referee Education in National Federations
• EHF Information
• Regular Information Exchange on National Federation Status/Activities 2x per Year
• National Federation Inputs/Requests

Cooperation EHF CC and EHF MC/EHF CAN (Competence Academy&Network)
• Strategic Matters in Education
• Female Referee Promotion
• Education of Referees/Delegates (Course Curricula)
• EHF Lecturer System/Manual
• Teaching Aids
• Physical-, Written and Video Testing
• Referee/Coach Cooperation (Educational Courses, YAC European Championships)
• Task Management Profiles
• Referee Observation/Evaluation System (Parameters, Sheets, Feedback Conference)
• Rules and Rule Interpretations (Working Groups, Contact to IHF, National Federations)
• Technological Equipment/Facilities (Swiss Timing Match Report, Head-sets, ...)
• EHF CAN Services (EHF Website Portal, New Media, e-learning, Teaching DVDs, etc.)

EHF TRC
• Consultancy EHF Referee Education
• Consultancy EHF Young Referee Programme (Males and Females)
• Consultancy EHF Referee Mentoring
• Consultancy National Federation Referee Education
• Consultancy EHF Delegate Education

Based on a proposal by the EHF Technical Refereeing Committee (TRC), the EHF Competitions Commission (CC) suggested the organization of the 2010 EHF Referee Education Workshop to the EHF Technical Delegation (TD), which arranged the educational event between 2nd and 4th July, 2010 in Vienna/AUT.

After the 2005 EHF Referees and Delegates' Convention, the European Handball Federation (EHF) invited all EHF Member Federations again to nominate their chiefs of referees - respectively those facilitators taking care of referee education - to Vienna/AUT for a common EHF workshop, dealing mainly with referee education on national level. The participants were interactively involved in discussions and finalized the framework concept of the EHF Guidelines for National Referee Education, assisted by the attending EHF CC and TRC members. Special focus was also placed on the EHF Young Referee Programme, as well as to possible recruiting strategies for attracting more women referee couples for both national and European level refereeing.

Furthermore, representatives from FIBA Europe contributed to the workshop with some very interesting insights into officiating, with particular reference to players and coaches' behaviour. This was not the first time that the EHF co-operated with specialists from other team sports: UEFA was represented by referees and refereeing specialists in previous educational meetings and workshops. A thorough discussion around the 2010 IHF Rules, as well as an explanation of them, completed the agenda for the event programme, which focused primarily on the following points:

- EHF Guidelines/Curriculum for National Referee Education
- EHF Course Archive and Video based e-learning Internet Portal as Teaching Tool
- EHF Young Referee Programme Coordination
- Referee/Delegate Cooperation
- Referee/Coach Cooperation as an Educational Principle

One of the main tasks of the TRC is the improvement and standardisation of the Referee Education system within the EHF Member Federations. The TRC members have agreed upon the preparation of a basic National Educational Curriculum, comprising guidelines to fulfil at least the minimum requirements for continental refereeing level in Europe.

Referee education and the permanent development of officiating are of prime interest and great importance to the joint structure of European Handball. A clear procedure and good organization constitute the backbone of this structure. The contents represent national as well as international standards for referee education in Europe. Regular checks are necessary to ensure continuous

development through the efficient adoption of innovations and new strategies, as well as through the successful integration of education and development programmes.

Exchange of documents and development patterns on a national, as well as international level, and the elaboration and adaptation of the referees' education programme by the individual nations in line with standard guidelines, will contribute significantly to an internationally guaranteed level of quality. The EHF, together with its member federations, aim at the continuous development and promotion of handball around Europe. The alliance of European nations serves the exchange of valuable information and experience, as well as the organization of international handball competitions.

3.3. EHF Structure of refereeing

A) EHF Referee Education/Career Ladder (EHF Education Masterplan)

The EHF Referee Education/Career Ladder is organised across four levels:

- | | |
|---|------------------|
| 1) EHF Young Referee Programme/
EHF Referee Candidates*) | = Level 1 |
| *) 2 option entry system for National Federation applicants based on their age and experience | |
| 2) EHF Referees | = Level 2 |
| 3) EHF Perspective Referees | = Level 3 |
| 4) EHF Top Referees | = Level 4 |

The aforementioned structure is based on the **EHF Referee Education Masterplan**. While each level corresponds to refereeing at a particular grade, the teaching methods (such as e-learning, blended learning, courses and mentoring system) are designed to provide a greater level of knowledge, applicable to each grade as a referee progresses up the ladder.

B) Curricula/Courses/Teaching Methods/Exam Requirements/Administration:

To be worked out and dealt with by the EHF Competitions Commission Member Refereeing in cooperation with the EHF Office Business Units "Refereeing/Delegates" + "Teaching/Education" representing EHF CAN (Competence Academy & Network).

C) Evaluation/Promotion/Relegation

To be decided and carried-out by the EHF Competitions Commission!

EHF Referee Education
("Career Ladder")

Level 1

(2-way entry system for National Federation applicants based on their age and experience)

Option 1: EHF Young Referee Programme

Option 2: EHF Referee Candidate

Definition:

Level 1 provides a framework for the further development of refereeing skills. It is based on the necessity to select young, talented or experienced referees from National Federations and educate them for European level refereeing.

Target Group

Level 1 is designed for young, talented or experienced referees, who are actively involved in refereeing on a national level.

Entry Age:

18-24 years for National Federation applicants to the EHF Young Referee Programme;

up to **35 years (max. age)** for other National Federation applicants

EHF Young Referee Programme (option 1)

Each National Federation can apply at the EHF for a maximum of 3 EHF Young Referee couples per season. No referee can stay in the programme for more than three years, unless she/he possesses a **"Referee for the Future" Badge**. Referees awarded with the "Referee for the Future" Badge are **EHF Referee Candidates** and can stay in the programme for three years. This way, "Level 1 Referees" can be retained through additional registrations if they don't get promoted to Level 2 immediately.

EHF Nominated Young Referees (with and without badge) are confined to Young Referee Programme activities only, such as the European Open, ISF Games and Challenge Trophy, etc.

EHF Referee Candidates (option 2)

These are either referees coming out of the EHF Young Referee Programme with the "Referee for the Future Badge" or EHF Referee Candidates directly applied for by their National Federations.

Each National Federation can apply for a maximum of 2 couples per season.

Application/Registration/Administration

- application by the National Federation
- registration by the EHF
- administration/annual renewal of the status, carried-out by the EHF

Promotion/ Qualification

Promotion from Level 1 to Level 2 can only take place after an initiative of the National Federation (application for level 2) or after the successful completion of an EHF Referee Candidates' Course with 4 to 6 referee candidate couples, carried-out by EHF.

Level 2

EHF Referees

Definition:

Level 2 provides the basis for further training and skills development of EHF Referees.

Target Group:

This level is for referees with the EHF Referee status, qualified to referee a match on EHF competition level in a satisfactory way and who have a realistic view of their actual level of competence, as well as the domains of competence that need to be improved.

Maximum Age:

EHF Referees - **max. age 50**

Registration/Administration

- registration inquiry by the EHF
- confirmation by the National Federation
- administration/annual renewal of status carried out by the EHF

EHF Nominations:

Immediately after the formal approval, the EHF can nominate EHF Referees for European competitions, such as Club competitions matches, national team competitions etc.

Level 3

EHF Perspective Referees

Definition:

Level 3 consists of maximum 20 EHF Referees (Level 2), carefully selected by the EHF CC (Refereeing) in cooperation with the EHF Business units "Refereeing/Delegates" + "Teaching/Education". The selection is based on the perspective of personal development prior to each season and the chance to be promoted to Level 4 – EHF Top Referees, after a period of careful and intensive EHF monitoring.

Target Group:

A group of maximum 20 EHF referee couples, comprised by the most skilful referees of level 2, according to the EHF Competitions Commission's evaluation conducted prior to each season.

Registration/Administration:

- registration inquiry by the EHF
- confirmation by the national federation
- administration/annual renewal of the status, carried out by the EHF

Development:

It is based on the regular observation of and reporting on the relevant EHF competitions or event matches by the nominated EHF delegates.

Relegation/Promotion:

No referee couple can remain in Level 3 for more than two years. If referees do not deliver the expected performance based on their rated level, they could be dropped from the group during the season. The most talented among the referees of Level 3 have the chance to be promoted to Level 4 (Top Referees).

Level 4
EHF Top Referees (max. age 50)

Definition:

In Level 4 - „EHF Top Referee“, referees perform on the highest possible level in EHF Competitions. The decision will be taken by the EHF Competitions Commission and is confined to individual competitions only.

Maximum Age:

EHF Top Referees - max. age 50

Registration/Administration

- registration inquiry by the EHF
- confirmation by the National Federation
- administration/annual renewal of status, carried out by the EHF after confirmation by the EHF Competitions Commission.

Qualification:

Level 4 referees are qualified to officiate in any EHF competition. Level 4 grade is obtained by those Level 3 Referees, who have demonstrated the ability to perform at this standard (e.g.: European Championship level).

3.4. EHF Lecturers / Curriculum

The EHF Lecturer system aims at utilizing the know-how and competence of European handball specialists from the EHF Member Federations. They shall be nominated to EHF courses and seminars and in the framework of the EHF Development programme they are assigned to various national courses Europe-wide in order to share their experience and knowledge. Furthermore they shall help the EHF to produce various publications and to clarify handball related questions or to prepare analyses.

Following the proposal of the EHF Technical Commissions (Competitions Commission, Methods Commission, Beach Handball Commission) the EHF ExeC confirmed the nominations for 2010-2012 at their meeting on 23 September 2010 in Copenhagen.

Twelve experts in the field of Coaching were proposed by the Methods Commission, 17 Refereeing experts were proposed by the Competitions Commission and the Beach Handball Commission proposed six experts in Beach Handball.

COACHING	REFEREEING	BEACH HANDBALL
Roman Filz (AUT)	Josip Posavec (CRO)	Sinisa Ostoic (CRO)
Martin Tuma (CZE)	Henrik La Cour Laursen (DEN)	Panos Antoniou (CYP)
Ole Norgaard (DEN)	Pablo Permuy (ESP)	Ioannis Meimaridis (GRE)
Juan Garcia (ESP)	Mona Förström (FIN)	Ton van Linder (NED)
Patrice Canayer (FRA)	Hans Thomas (GER)	Ayberk Dilmen (TUR)
Paul Landure (FRA)	Sotiris Migas (GRE)	
Rolf Brack (GER)	Björn Hogsnes (NOR)	
Klaus Feldmann (GER)	Sven-Olav Oie (NOR)	
Ekke Hoffmann (GER)	Antonio Goulao (POR)	
Peter Kovacs (HUN)	Felix Rätz (SUI)	
Carlos Garcia (POR)	Peter Hansson (SWE)	
Alexandru Acsinte (ROU)	Peter Olsson (SWE)	
Marta Bon (SLO)		
Branislav Pokrajac (SRB)		
Per Carlen (SWE)		
Mats Olsson (SWE)		

Due to the fact that the number of EHF Lecturers is limited it shall be possible to nominate external handball experts by the respective Technical Commission in case of necessity. The same holds good for EHF Technical Commission members that are not on the list.

The EHF is carrying-out EHF Referee Candidates' Courses at regular intervals. Both EHF Refereeing and Coaching lecturers are nominated to those courses in order to secure the high level of referee education. The courses are held in English (**Compare Annex 1 - EHF Glossary of Handball Terms!**).

The course basics, theoretical and practical topics as well as testing and evaluation criteria are laid down in the EHF Curriculum for EHF Referee Candidates' courses as follows:

1) ORGANISATION:

EHF in cooperation with National Federations as local organisers (high level handball tournament obligatory)

2) TYPE:

course for EHF referee candidates nominated by National Federations (based on the EHF Structure of Refereeing)

3) COURSE LECTURERS/ADMINISTRATORS:

a) 3-lecturers from CC (refereeing and coaching) and EHF Lecturer Staff

b) 1-2 administrators from EHF Office/EHF CAN

4) DURATION: 7 days

5) LANGUAGE: English

6) ENTRY CRITERIA:

- a) A copy of the passport.
- b) A handball CV of the candidate(s).
- c) Medical attest of max. 1 month old.
- d) A summary of the physical tests and the results signed as a true statement by the chief-referee

7) BASIC REQUIREMENTS:

- a) Physical conditions (Cooper test, Shuttle Run test etc.)
- b) Theoretical knowledge (IHF Rules, EHF Regulations etc.)
- c) Language: Ability to communicate in English.
- d) Ability to manage a match on the highest national level in a sufficient way.
- e) Ability to learn “on the job” and to improve.
- f) Realistic view on his/her actual level of competence and the domains of competency which have to be improved.(realistic objectives).

8) TESTING:

- a) Theoretical: 1rule test
- b) Practical: 2 physical tests (Shuttle run test, Cooper test)

9) TOPICS OF LECTURES:

- a) Expectations (physical conditions, theoretical knowledge, English knowledge)
- b) Procedure before, during and after a match (preparation for the match, responsibility, interrelations, conversations)
- c) Refereeing from the coach point-of-view (entering the goal area, passive play, foul in attack play, dramatic behaviour, advantage)
- d) What do the coaches desire from referees (formal factors, decision-making, communication)
- e) Fair-play-acting (fake actions, injury or not, provocative behaviour)
- f) Common line for our success (goalkeeper, back court player, centre back/playmaker, pivot, winger, defence specialist, counter-attack, the order of the substitution area)
- g) Moving path on the court (correct moving, moving mistakes)
- h) Defensive actions in the goal area, 7 m or not? (intentional and unintentional entry, infringement of goal area, blocking dash using goal area and above goal area)
- i) Refereeing is about communication (facial expressions, personality, progressive behaviour)

10) WORKING SESSIONS:

- a) Theoretical: 14,5 hours
- b) Practical: 38 hours (officiating, observation tasks)

11) FEEDBACK SESSION (OBLIGATORY) BASED ON THE EHF EVALUATION SHEET:

- a) self assessment with referee group
- b) self assessment with lecturer group

12) CERTIFICATE/STATUS/FOLLOW-UP

- a) EHF certificate on successful attendance.
- b) Recommendation to CC regarding the awarding of status of EHF referee
- c) EHF CAN Documentation CD containing lecturers' presentations and teaching tools.
- d) Course documentation for download on <http://activities.eurohandball.com/>

3.5. EHF Young Referee Programme (YRP)

Since the start of the EHF YRP in the late 90ies the programme has been successfully developed by the EHF CC assisted by the EHF Lecturers who carefully guide and evaluate the YRs during the educational events (**Compare Annex 2 !**). Currently the programme is divided into 3 different categories:

All nominated couples from the whole of Europe that will participate in their first course (obligatory with Shuttle Run test and/or Cooper test - no consequences) and rule tests (no consequences).

The purpose of is to teach the referees at an early stage of their career the "pressure" and also to give an indication about the referees who need to practise more and to get a clue about their language skills (English) at an early stage. TIME LIMIT OF MAXIMUM 3 YEARS IN THIS CATEGORY !

All couples having moved on to the next level (YRP referees with badge) shall have obligatory shuttle run tests and/or Cooper tests (with consequence), rule tests (with consequence) in their next YRP activity. TIME LIMIT OF MAXIMUM 3 YEARS IN THIS CATEGORY !

All couples who have passed all exams and tests will be (after advice from EHF) confirmed by their national Federation to participate in an EHF Referee Candidates' Course. At that time the referee should have regularly whistled at least one year in a top competition in his/her national federation.

"FAST TRACK" solutions for especially talented referee couples are possible due to EHF CC decisions.

In 2011, YR nominations are planned to the following events:

- Prague Handball Cup (21-25 April), with 5 to 6 couples
- As in the past years, all referees for the European Open M19 in Gothenburg/SWE (4-8 July) will be recruited from the YR Programme. The total number of couples is not yet defined as the number of participating teams is not fixed.
- The European Youth Olympic Festival in Trabzon/TUR (23 to 30 July) will be played with 8 male and 8 female teams and will have referees from the YR Programme. The exact number still needs to be defined.
- The Cell-Cup International Handball Festival in Veszprem/HUN (18 to 24 August) will also be a tournament for the YR Programme with details regarding number and activities still open.

3.6. EHF Female referee promotion

Currently more than 50% of the handball players in Europe are female, but there are by far not enough female referees and delegates. Therefore it has become obvious that focussing on male referee recruitment, promotion and education is the wrong way.

With reference to various political and technical conferences and expert meetings in 2010 the EHF Executive Committee has approved of a “Women’s Handball Programme” which explicitly foresees the fostering of female referee and delegates recruitment on national and European level in the next years to come.

Based on the discussions and decision of the Executive Committee meeting in Malmö early in 2011 the EHF CC has discussed ways and initiatives regarding the implementation in detail. In order to reach a maximum number of female referees at the 2012 Euro in NED, several activities on different levels will be carried-out, such as the course at the W17 in CZE as well as the nomination of a total of 12 female couples for the two YAC in summer 2011. The CC expects the TRC to be especially active in the area of the female referees and to support them according to their needs.

The TRC is supporting the decision made by the EXEC to have more activities involving female referees. As many tournaments/events as possible shall be used in the near future to support female referees at all levels. The following events are deemed to be good opportunities, to appoint especially female couples from the EHF YRP (17 couples) as well as from the pool of EHF Candidates (3 female pairs):

21-25 April 2011: Prague Handball Cup (CZE)

23 June -3 July 2011: Women’s 17 ECh (CZE)

04-08 July 2011: European Open M19 in Gothenburg (SWE)

17-24 July 2011: 6th European Universities Handball Championship in Rijeka (CRO)

23-30 July 2011: European Youth Olympic Festival in Trabzon (TUR)

18-24 August 2011: Cell-Cup, International Handball Festival in Veszprem (HUN)

Even though it is obvious that a number of female referees improved in the last period through the National YRP it is important to focus constantly on this matter and take it as priority for the mutual cooperation with the EHF Member Federations.

4. National Referee Recruitment – Promotion – Education

4.1. Referee Profile

This is to summarize the main features of a referee in modern handball based on the following areas of competence:

Areas of Competence
Theoretical <ul style="list-style-type: none">• Rule awareness• Game assessment• Awareness of technical terms• Familiarity with tactical game elements
Practical <ul style="list-style-type: none">• Correct rule application, with common sense• Knowledge of signs & signals• Good language skills
Physical <ul style="list-style-type: none">• Good physical condition• Proper nutrition• Individual training and exercise programme• Relaxation techniques
Soft skills <ul style="list-style-type: none">• Ability to decide and execute• Fair, neutral & impartial• Coherent & consistent decisions• Good with managing stress & time• Motivated, self-confident, patient• Has a good relationship to all team members• Resistant to aggressive behaviour• Willingness to listen, learn and understand others• Polite & open-minded

The basis of any game is the rules that both define and describe it. A referee is, by definition, the person to whom a dispute is referred. He is the game's judge, the person responsible to keep it fair and in balance, by ensuring that all the rules are followed and respected by everyone involved. A

good referee should not only be aware of what the rules are, but mainly have a **profound understanding of the meaning of the rules**. He should, therefore, know how a rule must be applied and what verdict should come into effect in case of rule violation. But most importantly, a good referee is able to **apply the rules with common sense**.

As it has already been mentioned, it is imperative that a referee is fully aware of the rules and their meaning. The theoretical rule knowledge is the foundation, but a referee should know when and how to apply a rule. However, rule-awareness is only the first part. “Game assessment” is absolutely critical for good refereeing. The term “game assessment” implies the **spherical understanding** of not only rule application, but most importantly **of the game per se**. In order to determine when a referee should intervene, he/she should be able to understand and follow the course of the game. The referee must **be aware of the technical and tactical game elements** that pertain to handball, as well as of the **various defense and offense strategies**.

Furthermore, it is important that a referee tries to maintain a good relationship with both the team officials and the players, in order to facilitate a better understanding between all sides involved. Penalising rule violations – as it is a referee’s duty – often implies a certain amount of contradiction between the referee and the players or other team members. However, a referee should always assess a situation based on his/her knowledge of the sport’s rules. Therefore, his/her decision making should never be influenced by the players, the coaches or the audience. And while a referee’s decisions are final, they are also subjective; hence, not always right. Consequently, a good referee needs to be modest but not submissive. He/she should always have the courage to dare, to intervene, to take difficult decisions and to stick by them. **Good refereeing is characterised by coherence and consistency**. And this is also what earns a referee respect.

A key aspect in good refereeing performance is **mental and physical preparation** for the game. A referee should be prepared for the challenges he/she might have to face during a match. He/she should, therefore, be well-informed about the two teams and of any specificities pertinent to the match. However, it is important that a referee does not go into a game with preconceived ideas and that he/she **remains neutral and impartial at all times**. At the same time, it is essential for a referee to be in **good physical condition**. A body in shape not only earns the respect of the players, but is also necessary for coping with the physical stress of a game. Thus, a referee should follow a proper nutrition plan and design his/her own training and exercising programme, so as to optimise his performance.

4.2. Basic education

The programme should cover a broad spectrum, ranging from mental capacities to physical condition, with a focus on the development of a variety of handball related skills, such as a profound knowledge of handball rules but most importantly a profound understanding of handball in general, as well as the development of further technical refereeing skills. Lastly, the programme should provide referees with a clear overview of prospects, perspectives and benefits related to the profession.

First of all, a referee should be able to understand handball and its rules on a theoretical level. Therefore, rules should be translated in the native language, but referees should also be familiar with the international, English terminology. Referees should study the history of rules, but should always be aware of new attachments and explanations, and keep up-to-date with modern handball trends. They should, furthermore, be **aware of the rules structures** and be able to comprehend the meaning of rules but also be **able to prioritise**. A referee should be aware that for each situation there are various – and possibly conflicting – viewpoints. While a referee might have his own understanding of a situation, a coach or player might have a different opinion.

An integral part of efficient refereeing is **good knowledge of technical elements**, as well as **handball-related special terminology** of techniques and game systems. All of these should be first understood on a theoretical level, before they can be applied. A referee should be familiar with terms such as: 7m throws, 6m line, pivot fighting, blocking an opponent, wing fouls, blows in the face, foot playing, passive play, etc. Furthermore, he/she **should master all signs and signals**. Signs and signals are a non-verbal means of communication between the referee and the players. Hence, they should be prompt and clear. A referee should never waste any time or concentration considering which sign should be used in each situation; it should be an automated process. He/she should additionally know the correct running paths and watching areas, when to whistle, what punishment to apply in each situation and how to observe and evaluate a situation correctly. Lastly, he should know how to work with the table (time keeper and score keeper) efficiently.

A further area of training is the soft skills of referees. Good refereeing depends at large on the personality of a referee: on his/her ability to decide and execute, on his/her ability to manage stress, as well as time, on his/her motivation and self-confidence, but also on his/her patience and resistance to aggressive behaviour, as well as his/her willingness to listen and to learn. Furthermore, a referee should be polite and have the capacity to be understood by others, be open-minded, but also be in command of good language skills. He/she should also practise good communication with the couple referee, the delegate, the time keeper, the score keeper, the teams' members and

officials, even with the audience and the TV and media. Apart from well-trained soft skills, a referee should also be in good physical condition that keeps up with the requirements of modern handball. He/she should have his/her own individually adjusted training methods but also relaxation techniques. The physical condition of a referee should often be tested and examined.

Moreover, the programme should have an informative nature regarding promotion possibilities and the option to become an international referee, as well as benefits in every day life, such as travelling, the prestige that comes with being a referee, etc. Lastly, the programme should also inform referees of financial advantages included, i.e.: covered travel expenses and accommodation expenses, salary for whistling a match, etc.

4.3. Example DEN

At the 2010 EHF Referee Education Workshop in Vienna/AUT EHF YRP Coordinator Henrik La Cour Laursen/DEN presented an overview on the referee education and further training system for the approximately 1750 active handball referees in Denmark.

DHF League (1 st division)	Age limit 55 years	14/12 couples	2 courses (2+1 days) per year	4x shuttle run per year (9,5; 8,5 level)
Region (2 nd division)	Age limit 55 years	24 couples	1 course per year	2x shuttle run per year
District (3 rd division)	Age limit 55 years	72 couples	1 evening per year	1x shuttle run per year
Local (various matches)	No age limit	Approx. 800 couples	1 evening per year	1x shuttle run per year

In Denmark referees can start at the age of 15. All referees have the chance to be promoted to the next category, if the performance is good. Of course, they can be relegated, if the performance is bad. The young referees have the chance to move very fast to the top, if they have the talent and are guided very carefully by a mentor or observer.

When the referees are on the regional level, the Danish Handball Federation takes over education. Those referees have to attend courses regularly and participate in tournaments, where all the referee talents in Denmark come together and have theoretical and practical further training sessions. At the top Denmark has a system that secures that at least one couple is going up/down every year, independent of age - between 3rd and 2nd division and between 2nd and 1st division/League. On the other levels it depends on what is needed as well as the respective performance, of course.

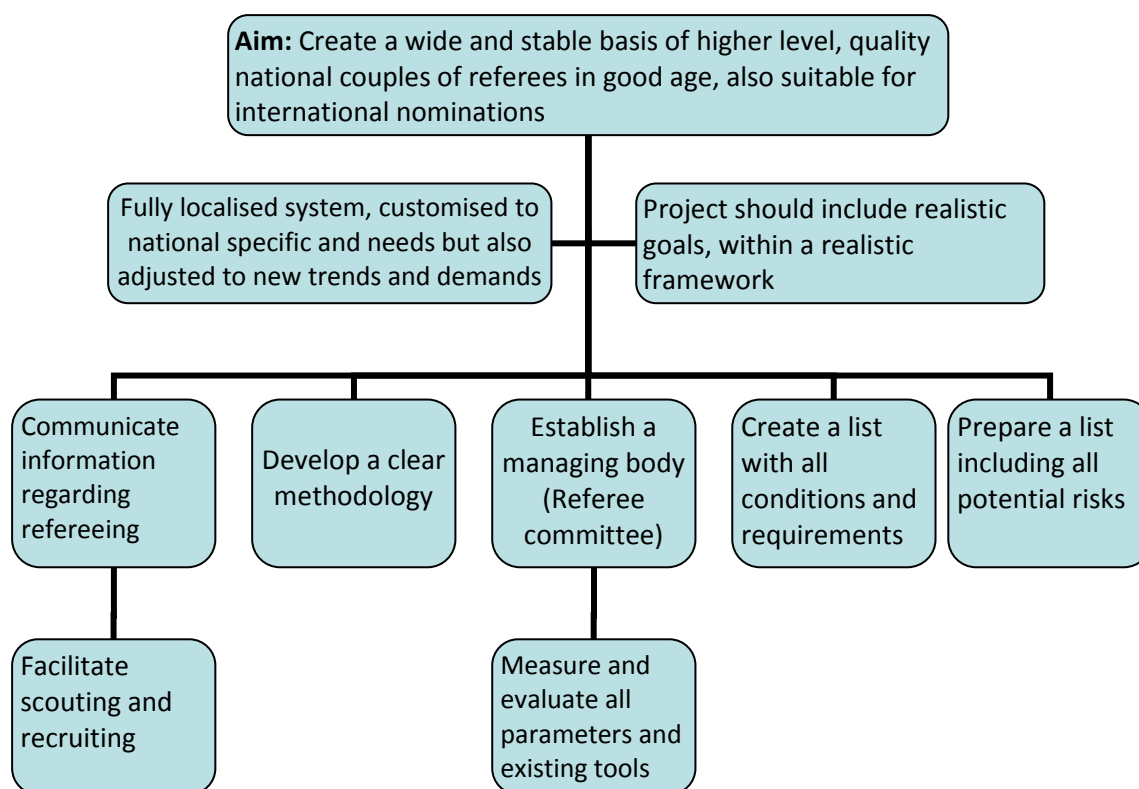
To educate the referees is the task of a competence group at the top, who is responsible for education and evaluation as well as for the implementation of rule changes. “Mentoring” is the keyword that has been successfully applied in referee education and further training in Denmark.

Usually all referees in Denmark have a minimum of one observation per year. When they are coming to level 3, they usually have 4 to 6 observations. For League referees there are observations in every match (EHF Referees' Performance Report)! Also external experts from other team sports or psychologists are involved into further training activities, the latter dealing with mental preparation, communication and conflict management.

The Danish Handball Federation also offers a “short-cut” education model for young referees that are supposed to referee children’s handball activities and younger age category competitions.

5. National Referee Curriculum – Teaching – Testing

5.1. Basics



The target of a so-called curriculum is the creation of a wide basis of local referees in good age, based on regular and ongoing education. The progress of the referees will be observed, monitored and evaluated at regular intervals, therefore also defining the success of the programme. The aim is to create a stable pyramid of higher level referees, which through healthy competition will form quality national couples, which will also be suitable for international nominations. **The education system**

should be fully localised and customised to the national specifics and needs, while at the same time regularly adjusted to the new trends and demands of the sport.

It is a fact that no scientific studies have been conducted, which can provide a clear understanding of the requirements needed in order to achieve maximum refereeing performance. It is only out of experience that we are in position to suggest the following as elements, which should always be included in referee education.

The first step towards achieving the goal is to communicate information regarding refereeing and to develop a clear methodology in order to facilitate scouting and recruiting. The next step is the establishment of a managing body, a referee committee for instance, which will supervise the development of the project. Before proceeding with any further aspects of the programme, the committee should begin with measuring and evaluating all relevant parameters and existing tools. For example, a list could be created, where all relevant parameters (such as age, location, mobility, club membership, licence level, knowledge, abilities etc) are recorded. The next thing to be evaluated would be the educational material, the existing tools and resources available (for instance: books, documents, rule tests, seminars, video libraries, lecturers, translators, contracts with universities, budget, etc).

In addition, a list could be created, including all the conditions and requirements that should be met for the successful completion of any of the steps included in the strategy. Nonetheless, **goals should remain realistic and within realistic frameworks**. Education activities, as well as goals, should be spread into a few years of planning period (between 2 to 5 years, for instance). Moreover, it is important to be prepared for any scenario, including the perspective that some points might not proceed as planned. A list including all potential risks that might endanger the project (e.g.: cancellation of a promised budget, unexpected elections, etc) might prove very useful.

5.2. Theoretical, Practical & Physical Testing

The programme can only function by setting clear targets, therefore, setting or checking target figures for phases 1 and 2 of the programme (e.g. number of referees in particular areas, levels and competitions) might assist a smoother development. Targets could also be set in relation to attributes a referee should have (or should reach) on individual levels. For this reason, it is important to have a clear understanding of all the attributes a referee should have at each level. This should include the following three points:

1. the areas of necessary improvement (physical and mental training, language skills improvement, etc)
2. the tools and methods that are to be used in each level (seminars, match observation, individual and group mentoring, individual studies, regular tests, language courses, presentations, etc)
3. the control methods and result assessment and evaluation

Lastly, a big part of the training should be based on education activities carried out with the contribution of lecturers, be it internal, external or from the EHF. This group of lecturers should be established and employed as the key resource for refereeing improvement, as they can provide new referees with much-needed useful input on a variety of topics, ranging from theoretical to technical and more practical issues, but also share some of their knowledge with less experienced referees.

5.3. EHF Recommendations on physical/mental preparation and testing

On various occasions in the past the EHF involved scientific and medical experts as well as psychologists to set-up appropriate physical tests, fitness-, regeneration-, nutrition and mental training programmes for referees preparing for or managing a top level event in handball.

It has become an EHF standard in referee preparation to carry-out:

- a) the “Shuttle run” field test (with or without lactate sampling)
- b) the Cooper test (with or without lactate sampling)

For both tests as well as overall recreational guidelines and nutrition programmes **compare annexes 3-5** by the IHF Anti-Doping Unit chairman and EHF Anti-Doping official, Prof. Hans Holdhaus/AUT.

Mental preparation, perceptive and communicative tools, stress-and conflict management as well as team building activities have been emphasized in pre-tournament preparations for many years now (**Compare annex 6** - Teambuilding by Johan Ingi Gunnarsson/psychologist and former national team coach ISL!).

6. EHF/National Referee Evaluation – Further Training

6.1. Delegate system

“On-court and off-court officiating” have become major topics in all team sports due to the growing importance of appropriate game administration and professional event management with regard to the needs of the media, TV and the sport public.

The current EHF delegate system is in discussion within the responsible EHF bodies in order to professionalize off-court officiating and event management.

However, the referee – delegate cooperation has been improved considerably over the past years. It is based on a well-conceived feedback/evaluation system of referee observation and assessment, commonly developed by EHF CC and MC. The abolishment of “just awarding points” for a referee performance has been highly appreciated by all parties involved. At the so-called “post-match conferences” the delegate is supposed to give feedback to the referees based on his observations as well as listen to their self-assessment (**Compare annexes 7 and 8** - Referee Performance/Delegate and referee sheets/Clarifications!). The EHF internal results are statistically evaluated by an external expert, Anton Schlick/ AUT in order to have comparable data for the future. EHF delegates have been trained for the proper application of this system in regional EHF delegates’ courses as well as EHF courses for new delegates for many years now. The course basics, theoretical and practical topics as well as testing and evaluation criteria are laid down in the EHF Curriculum for EHF Delegates’ Courses as follows:

1) ORGANISATION:

EHF in cooperation with National Federations as local organisers
(High level handball tournament obligatory)

2) TYPES:

- a) educational courses for new EHF delegates every year
- b) regional training courses for EHF delegates (3 year cycle)

3) COURSE LECTURERS/ADMINISTRATORS:

- a) 3 lecturers from CC, MC, CC Lecturer Staff, or external specialists
- b) 1-2 administrators from EHF Office/EHF CAN

4) DURATION: 3 days

5) LANGUAGE: English

6) ENTRY CRITERIA:

delegates nominated by National Federations

7) BASIC REQUIREMENTS:

proper command of English language, IHF Rules of the Game and EHF Regulations

8) TESTING:

a) Theoretical: 1 test on event management and regulations (75% = passing criterion), 1 test on refereeing methods and rules (75% = passing criterion), 1 communication skill test in the English language

b) Practical: 1 test on officiating and feedback

9) TOPICS OF LECTURES:

a) Event Management

- EHF Policy
- Delegates Tasks
- Safety & Security
- Social behaviour

b) Psychology

- Philosophy , coaching, team building
- Mental approach, perception, realities, (incl TAIS test)
- Authority, stress management
- Communication, cooperation, conflict

c) Refereeing

- Rule knowledge principle and basics
- EHF Delegates System
- Triangle Referee - Delegates - Coach
- Coaching of Referees
- Coaching tasks
- Note taking
- What do we expect from Referees
- Features of a good referee
- Referee performance profile
- Experiences on rule interpretation
- Problem situations and advice
- Special advice on rule interpretation
- Interpretation discrepancies
- Observation task structure

10) WORKING SESSIONS:

- a) Theoretical: 13,5 hours
- b) Practical: 6,5 hours (officiating, observation tasks)

11) FEEDBACK SESSIONS (6,5 HOURS):

- a) with the group
- b) with the lecturers

12) Certificate/status/follow-up:

- a) EHF certificate on successful attendance.
- b) EHF delegate status.
- c) EHF CAN Documentation CD containing lecturers' presentations and teaching tools.
- d) Course documentation for download on <http://activities.eurohandball.com/>

Currently both the EHF CC and the TRC are checking possibilities of introducing a referee mentoring system within the EHF. With reference to the DEN example (outlined in item 4.3.) the idea of modern referee coaching, counselling and guidance by experienced former referees could be introduced (subject to the clarification of logistic and financial consequences), especially for the benefit of YRs. The use of new media communication and IT based teaching aids (e-learning, online platforms, networks, etc.) as well as a customized, individual mentoring environment based on log book documentation and immediate feedback) could contribute a lot to the next step of referee education and guidance in handball on the one hand and to be highly motivating for the people involved on the other.

6.2. Cooperation with coaches

Based on a common decision of EHF MC and CC coaching lecturers/experts are involved in EHF educational courses for referees in order to provide the YRs as well as the EHF referee candidates with the tactical and technical “insights into handball” (athletics, technical skills, tactical concepts, space and playing structure, coaching principles, etc.) in order to improve their skills of “reading the game”. Vice versa the same holds good for EHF coaching courses on all levels with referee experts taking part in order to make coaches familiar with the guidelines of refereeing. This exchange of opinion and the open dialogue have contributed a lot to a better understanding of one another and therefore turned out to be of high added value for the development of the sport.

7. EHF CAN Services and Support

7.1. EHF Web portal

Every EHF Family member (commission member, referee, delegate, lecturer, etc.) has received his/her username and password in order to check/change personal data, off-times as well as to receive customized information concerning his nominations on the EHF web portal (**Compare Annex 9 !**).

7.2. EHF Course documentation archive

The EHF course documentation archive comprises all data of the EHF educational courses and can be accessed via the EHF Family web portal by using the EHF guest accreditation as follows:

Username: EHFCAN2011
Password Guest2011

Under EHF CAN the guest user can choose between Event management (EHF course documentation archive) and e-learning (EHF video database). Viewing and downloading for teaching purpose is permitted and a free-of-charge service for the EHF member federations (**Compare Annex 10 !**).

7.3. EHF Video database

Based on the positive experience from the 2010 EHF Men's Euro in AUT again an EHF CAN "Referee Decision Scouting Project" was carried-out during the 2010 EHF Women's Euro in DEN/NOR by using the SportVAS video analysis system licensed by EHF.

1771 referee decision clips were scouted at this championship according to parameters pre-defined by Sandor Andorka (with reasonable changes compared to the 2010 EHF Men's Euro in order to minimize the scouters' subjective view) and put to the EHF Lecturers' web portal afterwards. Together with the 1725 clips from the Men's Euro approximately 3500 clips are available now having been made accessible for the referee educators in the EHF Member Federations. In the future a quality check of the scouted clips is planned prior to the web exposure.

The EHF video database can be accessed via the EHF Family web portal by using the EHF guest accreditation as follows:

Username: EHFCAN2011
Password Guest2011

Under EHF CAN the guest user can choose between Event management (EHF course documentation archive) and e-learning (EHF video database). Viewing and downloading for teaching purpose is permitted and a free-of-charge service for the EHF member federations.

7.4. EHF Referee website

In 2011 the “main focus” in the cooperation with the FIBA Europe Techno Centre (FETC) concerning the use of IT will be put on the “Observer Programme”, a comprehensive video analysis software for refereeing and coaching issues based on “real time” video footage as well as the linking to an “Online Platform”. This interactive referee website was used for the first time in handball as an EHF pilot project during the 2010 Women’s Euro in DEN/NOR and very much appreciated by all EHF Officials, especially the referees in this tournament. For 2011 it is planned to use those tools in the EHF YAC W17 and W19 EChs and the EHF Challenge Trophy for referee education. Furthermore the development of a “digital score sheet for handball” based on the same “real-time” video technology is scheduled for 2011.

8. Challenges of the future

Apart from a permanent discussion of “on-court and off-court officiating issues” that is crucial for both the development and creditability of the sport with regard to the public recognition there are many other challenges for the team sport handball to be faced in the future such as IT based game analysis and data supply on the one hand, game management details like e.g. substitution area handling, “dead ball officiating” or goal line technology via “instant replay” on the other.

It will be the task of all stakeholders in handball, no matter whether they follow individual and/or economic interests to cooperate on technical level with handball coaching experts, referees, TV/media-, IT- and marketing experts as well as equipment suppliers in order to find the best possible solutions for an even more attractive team sport handball and its top events.

9. List of annexes

Annex 1	Glossary of Handball Terms and Expressions
Annex 2	YRP Evaluation Sheet
Annex 3	The Handball Referee at the Top
Annex 4	The Shuttle Run
Annex 5	The Cooper Test
Annex 6	Mental Referee Preparation
Annex 7	Delegate/Referee Evaluation Sheet
Annex 8	Clarifications
Annex 9	EHF Family Portal
Annex 10	EHF CAN Portal

ANNEXES 1-10

Glossary of handball terms and expressions

Contents:

- I. Technique & Tactics
- II. Defence
- III. Offence
- IV. Rules of the Game
- V. Event Management



I. Technique & Tactics

Basic movement with/without the ball	Set of movements carried out by a player on court.
Bouncing the ball	Rebounding the ball from the court.
Catching the ball	Take hold of the ball after a pass from another player.
Centre back (CB)	A player positioned largely around the midcourt who initiates the offensive play, shoots or tries to penetrate the defence; also called a "playmaker".
Changing direction	Altering the position towards which someone moves.
Court referee (CR)	Referee behind the attacking team watching for any defensive or offensive fouls by the court players or any possession violations.
Goal line referee (GR)	Referee on the outer goal line who watches for any violations and verifies if the ball completely crossed the goal line for a goal.
Goalkeeper	A player positioned inside the goalkeeping area who is – opposed to field players – allowed to use his legs.
Handling the ball	Dribbling, catching or passing the ball.
Left back (LB)	A player positioned on the left hand side of the middle back carrying out action in the second line of the attack.
Left-handed player	Player using and throwing with his left hand.
Left wing (LW)	A player positioned on the left side of the court
Line player (LP)	Playing position in attack. A player who is active largely around the six-metre line among the defenders; also called "pivot"
EHF Officials	There are up to five officials controlling and administering an EHF handball game: two referees, a timekeeper, a scorekeeper, an EHF observer and an EHF supervisor
Playing positions	The seven playing positions are: goalkeeper, left wing, left back, middle back, line player, right back and right wing.
Passing the ball	Throwing the ball to another player from the team.

Piston movement	Basic attacking movement by moving continuously forwards and backwards.
Right back (RB)	A player positioned on the right hand side of the middle back carrying out action in the second line of the attack.
Rebound	The ball bouncing back after e.g. hitting the bar of the goal.
Right-handed player	Player using and throwing with his right hand.
Right wing (RW)	A player positioned on the right side of the court
Sidestepping	A technical element of the attacker's basic movement executed by continually moving sideways mainly in width.
Throwing in the ball	Passing or shooting the ball.
Turning	Changing the direction or movement on court.

II. Defence

Blocking the ball	Basic defensive element: stopping a shot by using hands.
Man marking	Defensive strategy where a defender is assigned a specific opposition player to guard rather than covering an area of the court.
Getting the rebound	Catching the ball that bounces back after a shot.
Holding the opponent	Physical contact to stop the opponent's movement towards a scoring opportunity.
Interception of the ball	Stop and catch the ball before it reaches a particular place (e.g. to intercept a pass).
Man-to-man defence systems	Opposed to zone defence, here the players try to mark the opponents closely and prevent them from even getting the ball.
Combined defence system	Player(s) in the defending team have man marking tasks, the others use a zone defence.
Stealing the ball	Taking ball possession when the opponent is holding or bouncing the ball.
Tackling	Physically holding the opponent in order to prevent shooting.
Zone defence systems	Can be 6:0 (six players on the goal area line), 5:1 (5 players on the goal area line, one player in front of them), 4:2, 3:2:1 (open defence), 3:3, 1:5 (open defence)

III. Offence

Combination	Set play with the activity of the players and the path of the ball determined.
Dribble the ball	Manoeuvring the ball by bouncing it on the floor
Extended fast break	Fast attack with first and second wave of players supported by the entire team.
Fake run movement	The attacker pretends to run in one direction, but moves in another
Faking	Tricking the opponent with a hand or body movement, e.g. body fake, pass fake, shooting fake, rotation fake, etc.
Give-and-go	Offensive play that involves passing the ball (give) and then running (go) to an open spot to receive the ball back.
Shooting on goal	Throwing on goal with an overarm shot, side bend shot, underarm shot, falling jump shot, jump shot, jumping with both feet, etc
Overarm shot	A shooting technique carried out with the arm moving above the shoulder level.
Underarm shot	A shooting technique carried out with the arm moving below shoulder level.
Jump shot	A shooting technique performed having the players feet off the floor.
Bounced shot	Shooting on goal with the ball hitting the floor on its way.
Spin shot	A type of shot with the ball changing direction when bounces back from the floor.
Tactics	A set of planned game elements to be used in attack and in defence by a team during the given game.
Throw through/over the wall	Overtime free throw with the defensive wall three metres from the shooting player.

IV. Rules of the Game

3 metres from the thrower	The opponents are not allowed to stay closer than three meters to the player taking a free throw or throw-in.
3 steps	A player holding the ball is only allowed to make three steps, afterwards he has to dribble or pass the ball.
7m line	A line 7 metres from the goal marking the spot where the penalty throw is to be executed.
7m-shot / Penalty-throw	Direct shot taken from 7 metres. Form of punishment awarded for a foul when a player with the ball in his hand is fouled in clear scoring opportunity.
Assault	A forceful and deliberate attack against the body of another person.
Ball	Round object used in handball in different sizes for women and men and for the different age categories
Bench for substitutes	A bench in the substitution area where the substitute players have to remain seated.
Centre line	Line cutting the court in two halves marking the spot of the throw off
Centre of the court	The circle where the throw off is carried out.
Changing goalkeepers	The goalkeeper leaves court to be replaced by the substitute goalkeeper. This can occur during the game or before a penalty is executed
Change of sides	After the halftime break (or sometimes after coin toss) the teams change sides.
Choice of sides	After the coin toss the teams are allowed to decide which side they want to have their substitution area and goal.
Coach	The head of the team who gives instructions, makes substitutions and creates the tactics during the game.
Coin toss	Before the match the referees carry out a coin toss to determine who will start the game and who can choose ends.
Court player	All the players except for the goalkeepers.
Cross the sideline	The ball leaves the playing court on the side.
Crossed the goal line	The ball is in the goal
Disallowing a goal	The referee decides not to validate a score for any irregularity preceding it
Disqualification	A player may be disqualified by the referees for a number of cases specified in the regulations. In this case the referee shows the player the red card and he cannot return on court for the remaining part of the game.

Endanger	To cause danger of injury to the opponent with any physical contact.
Equipment	The uniform and sports shoes of the players.
Exclusion	Exclusion may be given for assault and the excluded player's team has to play one player short for the rest of the game.
Final signal	The playing time ends with the automatic final signal from the scoreboard or from the timekeeper. If no such signal comes, the referee whistles to indicate that the playing time is over.
Foot	A foul when a player touches the ball with his foot or shin and the ball is given to the opponent team.
Forewarning signal	A signal that warns the teams that the time-out will end within ten seconds.
Fouls	Irregular action usually punished with a free throw.
Free throw	Free-throw is awarded by the referee for fouls or violations from the exact spot it took place.
Free throw line	Nine-meter line that the players have to leave before executing a free throw after a foul that occurred inside the nine-meter line
Goal	The area marked by two posts and a crossbar on the two ends of the playing court.
Goal area	A D-shaped area six metres from the goal that is used only by the goalkeeper.
Goal area line	The line that defines the goal area; also called the "six-metre line".
Goal net	A net attached to the goalposts in a way that the ball cannot rebound or pass through the goal.
Goalkeeper throw	When the ball crosses the outer goal line a goalkeeper throw is awarded
Goalkeeper's restraining line	A line four metres from the goal line that marks the limit where a goalkeeper may advance to defend against a penalty throw; also known as the "four-metre line".
Halftime break	10-minutes break after the first 30 minutes of the game
Inspecting the playing court	The referees checking the goals and the playing court before the game.
Interruption	Stopping the game.
Joint decision	The referees may consult each other during a game to reach a common decision.
Out of play	When the ball is out of play, the game restarts with a throw corresponding to the reason of the interruption.
Outer goal line	A line marking the end of the court, not including the goal line; also called the "back line".

Overtime	According to the competition regulations, when a match ends in a draw, an overtime period may follow. This is played in two halves of five minutes with a one-minute break between them.
Personal punishment	Violations to the rule may lead to personal punishment awarded by the referee. This may begin with a warning, followed by more severe punishments such as disqualification, etc.
Players	Members of a team taking part in the game.
Playing court	Area where the game is played.
Passive play	Keeping the ball in a team's possession without making a recognisable attempt to attack and score.
Playing time	Two halftimes of 30 minutes.
Public scoreboard clock	A clock usually fixed on the wall of the sports hall where the spectators can see the results and the playing time.
Re-enter	A player that has been punished with a two-minute suspension is allowed to enter the playing court again.
Referees	A person in charge of a game who has to make sure that the rules are followed.
Sanction	Any form of penalisation by the referee
Save	The goalkeeper stops a shot with hands, legs or any other body part.
Scoreboard clock with automatic signal	The board fixed on the wall that shows the score and signals at the end of 30 and 60 minutes.
Score	The result of the game.
Serving a 2-minute suspension	The player stays on the substitution bench for two minutes after receiving a suspension.
Sideline	The line that marks the side of the playing court
Substitution	Player entering the court to replace a teammate. A substitution may not be made until the other player has left the court. Players must enter and leave the playing area on their own half of the court and inside the substitution area.
Substitution line	Line that marks the area where the substitutions are allowed.
Suspension	Form of personal punishment, a 2-minute suspension.
Team	A unit of players with a maximum number of 14 on the match report.
Team official	A person representing the team, registered in the match report.
Throw in	When the ball leaves the playing court on the sides, a throw in is to be taken from the sideline.

Throw-off	A throw taken from the centre line to start the game or restart after a goal.
Timekeeper and scorekeeper	People sitting at the jury table responsible for measuring the time and registering the scores for the match report.
Team time-out	Each team can call a 1-minute time-out in both halftimes of the game. This can be done by the team official putting the green card on the jury table when the team is in ball possession.
Uniform	A set of clothes worn by all court players of a team to differentiate themselves from the goalkeeper and from the opponent team.
Unsportsmanlike conduct	Physical and verbal expressions that are incompatible with the spirit of good sportsmanship are regarded as constituting unsportsmanlike conduct.
Warning	Yellow card punishment awarded by the referee as a first measure of progressive punishment.
Whistle for the throw-off	The referee gives the signal to start the game.
Whistle signal	Signal of the referee.

V. Event Management

Accident and health insurance	Coverage by contract for cases of injuries.
Accreditation	A pass that officials, team members, media representatives, etc. receive to move freely in certain areas of the sports hall.
Administration	Arrangements and tasks undertaken to guarantee the game or event organisation.
Announcement	Information released by officials.
Appeal	Process for requesting a formal change to an official decision.
Arbitration regulations	The rules and process of the resolution of disputes.
Arena details	Information and data on the playing hall
Arrival	The exact time that the teams or officials reach the venue.
Banquet	A formal event for the participants of a tournament, usually as a closing act.
Briefing	Any of the meetings between the officials and the local organisers (e.g. key personnel meeting, security briefing or meeting the floor manager).
Changing rooms	The rooms in the playing hall where the players can change before and after the games.
Competitions	An organised event (cup or tournament) where club teams or national teams take part.
Complaints	An official communication from participants stating problems concerning a matter.
Cross matches	Games taking place after Main Round (e.g. the winners of the groups play against the second ranked teams of the other group).
Daily bulletin	Results and statistics of the match day published in a booklet at the end of it.
Deadline	A time and date by which something is to be done.
Delegates	Officials carrying out tasks of event supervision. EHF delegates are observers and supervisors.
Departure	Date and time of participating teams and officials leaving the venue of the game or tournament.
Doping control	Random drug testing for performance enhancing substances in the organism of athletes.
Draw	The procedure of pairing teams and deciding about the competition schedule.
Event venue	The place where the event or tournament takes place.
Expenses for board and lodging	Money spent on accommodation and food.

Feedback	Information and evaluation provided about an event or a game afterwards.
Finals	The last and decisive games of a competition.
Finances	Budgetary questions of a competition or event.
First aid	The provision of basic treatment for an injured player immediately after an injury.
Flooring	The material that covers the surface of the playing court.
Food and beverage for teams	Nutriments provided for the athletes.
General provisions	Basic infrastructure conditions and facilities.
Insurance	Coverage by a contract binding a party to indemnify another against specified losses.
Introductory meeting	Key-personnel meeting; a meeting between EHF representatives and local organisers.
Know how	Theoretical knowledge of a certain task.
Language command	The ability to communicate with the officials and organisers in a commonly spoken language.
Main round	Competition phase; usually games after the Group Phase.
Match follow up	Post-match tasks, such as sending the result to the EHF, finalisation of match report or feedback to the referees.
Match report	The official document containing the list of participants, the score, the remarks of the referees, etc. The match report is done by the officials seated at the jury table.
Media workplaces	An isolated section of the spectators' area with seats and tables provided for the press to carry out their work.
Medical room	A suitable room where the medical treatment can take place.
Nationality	The status of belonging to a particular nation by origin, birth, or naturalization
Nomination	Appointing officials and referees for a certain event or game.
Obligations	Duties, responsibilities
Official events and representation	Events organised during an event for the participants.
Organiser	An association, federation or a club granting the venues and the frameworks for a tournament.
Participants	Athletes, officials and referees taking part at the event or game.
Physical conditions	The status of fitness of a player.
Placement matches	Games played to determine the final ranking of teams.
Playing eligibility in a certain competition	The status whether an athlete fulfils all conditions to take part in a game or competition.

Playing hall	The venue of the match.
Preliminary round	The initial phase of a tournament with all teams competing.
Pre-match conversation	A kind of briefing between the delegate and the referees prior to the game.
Press conference	An official event organised for the press with the participation of the team coaches and player(s) where the media can ask their questions regarding the game.
Press facilities	The infrastructure provided for the media, e.g. tables, computers, internet, etc.
Prizes	The awards won by the teams, e.g. medals, money.
Post match procedure	A short official ceremony at the end of the game (not necessarily after every game).
Protest and appeals	Official complaint about irregularities experienced during a game, made by a team.
Qualification	Games played to decide which teams can take part in a competition.
Referee guidance	Advice and directions given to the referees by senior refereeing experts, mentors; or also the observer's help given for the referees during the game.
Referee observation	Officials controlling the job done by the referees.
Right of participation	Condition under which a team are eligible to take part at an event.
Safety and security	Conditions to be guaranteed for the participants of an event or game to secure that they are not in danger.
Semi-finals	One of the two games played to decide who will take part in the final of a tournament or competition.
Smoking ban	Prohibition of smoking in an area, e.g. inside the sports halls.
Spectators	People watching the sports event inside the sports hall.
Supervision	Official control.
Technical infrastructure	All the equipment guaranteed for a smooth organisation of a game or event, e.g. computers, loudspeakers, etc.
Technical Meeting	An event preceding the match(es) where the officials and team officials check and agree on technical details, such as the clothing or the team lists, etc.
Tickets	Entry passes allowing the holder to take a seat in the spectators' area.
Training schedule	A document containing the times of the training sessions of all the teams of a competition.

Travel expenses	The travel costs of officials.
TV, radio, film, video and advertising rights	Various legal entitlement, e.g. to broadcast the games in TV, to show pictures in print media, to broadcast the games on radio, or to place advertisement on and around the playing court.
Venue	The sports hall where a game takes place.
VIP area	An area or room separated for special guests, usually offering special hospitality services.
Visa costs	Costs of the permission to enter the country.
Younger age categories	Various competition categories for players below the age of 19 for women and 20 for men.



**EHF Competence
Academy & Network**

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EUROPEAN HANDBALL FEDERATION

Match number

2010 IHF / EHF Women's Challenge Trophy

Referee Evaluation Sheet YRP

Referee A:	Referee B:	Nation:	Delegate:	Nation:				
Date:	Venue:	Result		7-m	W	2'	DD	Trainer punish
		End	Half					
Home Team:								
Guest Team:								
Marks (1=bad - 5= excellent)	1	2	3	4	5	Remarks from DELEGATE:		
OVERALL IMPRESSION						Positive remarks (min. 3 remarks):		
Opinion of the Delegate								
Opinion of the Referees								
REFEREEING IN GENERAL								
Opinion of the Delegate								
Opinion of the Referees						Negative remarks (min. 3 remarks):		
Ttl. impression of individual (1-5) DEL:	A		B					
Ttl. Impression of individual (1-5) REF:	A		B					
Things to be improved								
--	-	Ø	+	++				
Body language:						Suggestions for improvement (min. 3 remarks):		
Opinion of the Delegate								
Opinion of the Referees								
Moving Paths:								
Opinion of the Delegate								
Opinion of the Referees								
Progressive punishment:								
Opinion of the Delegate								
Opinion of the Referees								
Remarks on other issues (e.g. hollywood actions / attacker fault with or with out ball etc.):								
Type of game:	Easy		Normal		Difficult		Very difficult	
Type of game:	Easy		Normal		Difficult		Very difficult	
REF-influence:	Increasing difficulties			No influence			Reducing difficulties	
REF-influence:	Increasing difficulties			No influence			Reducing difficulties	

THE HANDBALL REFEREE AT TOP EVENTS

Handball referees have a lot of responsibility. They are not only responsible for conducting matches in accordance with the Rules of the Game but also play a major part in the game themselves. Their integrity, prudence, composure and, last but not least, good physical fitness may determine the outcome of a game.

A referee's performance depends not only on his knowledge of the Rules but, most importantly, also on his mental and physical capabilities. Concentration and responsiveness, but also his "appearance" are critically influenced by his physical and mental condition. Referees – as important actors on the playing court – therefore have to prepare just as thoroughly for their assignments as the players.

Handball has changed significantly in recent years. Matches have become faster, more dynamic, more attractive, but also more risky. This has prompted not only a change in the philosophy of the game but also a different approach to the players' physical conditioning. Today, the main focus is on developing strength, speed, speed endurance, and aerobic endurance. These, in combination with technique and tactics, are the prerequisites for a dynamic and attractive game.

The referees have to adapt to these changes as well and pay more attention than ever to their physical fitness. Speed, endurance, but also strength (a key factor in any assignment) must be developed in the most effective manner, last but not least because referees – unlike players – cannot be exchanged against substitutes and therefore cannot take a rest during a match.

Preparation for the match, conduct during the match and, above all – particularly in tournaments – post-match activities are of key importance. Against this backdrop, the following recommendations are given on how to plan a "match day".

Assumption: European Championship, match starts at 6 p.m.

EVENING BEFORE THE DAY OF THE MATCH

Proper preparation for a match starts as early as the evening before – at dinner. Dinner should be a light meal (low in fat and protein), rich in carbohydrates. Potato dishes, pasta, pizza, but also sweet dishes (such as pancake-type dishes) are excellent choices. It is also important to ingest sufficient fluid, preferably water or fruit juices. Alcohol should be avoided.

Getting to bed early is advisable. An athlete needs a minimum of eight hours' sleep. It is important to have the first deep-sleep phase before midnight.

DAY OF THE MATCH – MORNING

Get up sufficiently early and take your time at breakfast. Breakfast should again consist mostly of carbohydrates. This may include muesli, bread, croissants, etc. Ham and cheese plus some tomatoes, etc. are also okay. With scrambled eggs or omelettes make sure they are not prepared with too much fat. As regards beverages, choose what you usually have in the morning.

After breakfast, a brief walk (about 20 min) is a good thing.

DAY OF THE MATCH – MORNING

The late morning should be used for some brief activation in the regenerative range. It is recommended to do some light gymnastics combined with about 20-30 min of low-intensity endurance training (running without getting out of breath). If possible, these training sessions should take place outdoors. Alternatively, use the hotel's gym, if available.

DAY OF THE MATCH – LUNCHTIME

Have a timely lunch. Lunch is your last chance for eating adequate quantities of carbohydrates (the main suppliers of energy during a match). Again, lunch should consist mostly of pasta, potatoes, rice, etc.. Meat or fish should be regarded as side-dishes and therefore account for only a small part of the meal. You may choose your starters, soup, salad, and dessert according to your individual preferences provided you stick again to the rule “high in carbohydrates, low in fat”. Drinking sufficient fluid is important. Your fluid balance has to be geared optimally to the match. Again, water, mineral water, and fruit juices are the best choices. The ingestion of isotonic or other “sport drinks” is not necessary, as a rule.

After lunch, another brief walk is advisable.

DAY OF THE MATCH – AFTERNOON

A brief nap in the afternoon has proved beneficial. Such naps should not exceed half an hour, however. Studies have shown that short, intensive phases of sleep have a highly positive effect on subsequent performance.

DAY OF THE MATCH – BEFORE THE MATCH

Make sure you arrive at the playing hall sufficiently early to have enough time to get ready for the match.

Warm-up before the match is important. It helps the entire body to get used to the stresses and strains to which it will be exposed. For warm-up, there are no fixed rules and no fixed schedules. Therefore, every referee should prepare a “warm-up routine” as part of his “normal” training.

Warm-up should always include jogging, various forms of running (forwards, backwards, sideways), brief acceleration, gymnastics, some light jumping, etc. Stretching before the match is not recommended. The muscles have to develop a certain tone to be in the best possible condition for action

During warm-up, drink repeatedly small quantities. In the last half-hour before the match up to half a litre.

After warm-up, get dressed again to keep the muscles “warm”.

DAY OF THE MATCH – THE MATCH

During the match, the referee has hardly any chance to take active measures for recovery. Nonetheless, he should use the few breaks (time-out) to drink some fluid and ease any muscular problems (loosen tensions, etc.) that may occur. This may be done by some light “shaking”, perhaps also some light self-massage.

Usually, the first systematic action can only be taken in the break. After drinking, which has already been mentioned repeatedly, it would now be advisable to ingest some carbohydrates, perhaps in the form of carbohydrate-enriched beverages combined with carbohydrate bars (polysaccharides). (Ripe!!) bananas have proved to be a good choice for this purpose as well.

During the break, do some light gymnastics and massage your muscles to counter fatigue. Just a few minutes may produce very good results. Before the 2nd half of the match, do a few exercises (light jumps) to increase muscle tone.

DAY OF THE MATCH – AFTER THE MATCH

The most important recovery phase starts immediately after the match, preferably during the first 2 hours. During this period it is important to take systematic action to promote recovery.

This may include

- **Running** Whenever possible, one should try to chill down sufficiently. This may be done by jogging (can also be done in place in the changing room), some light gymnastics and stretching. The aim is to maintain good blood flow in the muscles and to loosen muscular tone (tensions). Self-massage is also very helpful. Take your time. Proper active recovery takes about 20 – 30 min (!).
If active recovery activities are not possible in the playing hall, they should be done later at the hotel. Everything that is done in the first 2 hours after the match is effective.
- **Showering** The best temperature would be the “body core temperature” (about 38 degrees). Take your time when showering and “massage” tense muscles with the water jet coming from the shower head.
- **Contrast showers** This is a very efficient recovery measure provided it is used properly. Recommendation: 1-2 min hot water alternating with 10-30 sec cold water. Repeat 3 to 5 times.
- **Sauna** Regenerative saunas (up to a maximum of 70 degrees). No water vaporisation!
Enter the sauna dry and leave the sauna when you start sweating. Repeat 2 or 3 times.
- **Bathing** Hot water pool, temperature at “body core temperature”;
Stay there for about 10 – 20 min, combine perhaps with some light water gymnastics.

“Psychological” recovery activities also produce good results. This includes, most importantly, listening to music.

It is recommended to take a brief “music break”. The music should have a relaxing effect. With the equipment available today (iPods, etc.), everyone can easily put together some relaxing music.

Using methods for mental relaxation would also be a good idea, provided one has learnt such a relaxation method properly. The method best known and most popular in sports is the Jacobson method.

The best natural method of mental relaxation is sleep, of course. Especially after a match one should try to go to bed early and, if possible, sleep longer than usual.

The rule for the post-match dinner is:

REPLENISH WHAT YOU LOST IN THE MATCH

Therefore, the main focus is again on the adequate ingestion of fluids and carbohydrates. The body usually signals that it craves carbohydrates. Nonetheless, taking in protein (e.g. fish) is also beneficial. There are no objections against finishing off with a beer provided one has quenched one's thirst already by drinking other beverages.

SUMMARY

The aim of the recommendations listed above is to provide some guidance and to help referees in designing “their” best routine. Some of the activities suggested may appear very simple but have nonetheless proved highly useful in high-performance sports.

Good luck!

Prof. Hans Holdhaus
IMSB-Austria

THE HANDBALL REFEREE

Shuttle Run Test and Training Advice

Shuttle Run Test

With this progressive, accumulative running test the basic endurance, the aerobic and anaerobic threshold and the corresponding heart rates to each level are determined.

Material needed for the test:

- 20 metres distance for running
- Heart rate monitors for each person taking part in the test
- Implements for measuring lactat .
- Audio cassette or computer programme for giving the right speed at the test: The advantage of an audio cassette is that it can be used very easily at different venues, you only need a cassette player. The disadvantage is that the tape can stretch and then become inaccurate, though an adaptation of the running distance is possible. The advantage of a computer programme is the very high accuracy.

Test procedure:

After having done all the preparations (putting on the heart rate monitors, warming up, preparing for taking blood samples) the first level starts at a speed of 7,5 km/h, the tested persons cover the distance of 20 metres at an even speed. At the end of the 20 metre zone one foot should be placed on or behind the 20 metre mark when turning around.

Each level lasts 3 minutes. A blood sample is taken from the earlobe, the heart rate is registered. After a rest of 1,5 minutes the next level (9 km/h) begins. This sequence must be completed 4-5 times depending on the condition of the tested person. 4 levels are necessary for a representative lactat-performance-diagram, the fifth level is only necessary if the anaerobic threshold is not reached after the fourth level. The test shouldn't be a maximal load test.

Referees bear a lot of responsibility. Their task is not just to lead the game rule-consistently, they take an active part in shaping the game. Correctness, discretion, keeping cool and not to forget a good body condition can be decisive for a game.

A referee's performance is not just assessed by the knowledge of the rules, but particularly by his/her psychologic-physical capability. Concentration, reactivity and also his/her appearance depend on his/her current physical and mental condition. Therefore referees have to – as important protagonists on the playing court – prepare for each game as serious as the players.

Training advice:

Handball has changed significantly over the past years. The games has become faster, more dynamic, more attractive and also riskier. Therefore it does not just take a different philosophy of the game, but also a different physical preparation of the

players. Today the development of strength, speed and aerobic endurance are in the focus. They are – in combination with technique and tactics – the precondition for a dynamic and attractive game.

Also the referees have to adapt to these changes and have to be aware of their condition more than ever. Speed, endurance and also strength (a decisive factor at every acceleration) have to be developed optimally, not least because of the fact that a referee, in contrast to a player, cannot be replaced during the game and therefore cannot take a rest.

In this context the interaction between psychological and physical fitness has to be pointed out. Deficits in the physical education have a direct effect to the psychological capability (stress, concentration, reaction, attention, etc.). Even experienced referees cannot compensate physical problems with their experience.

The training of a referee is due to the significance of particular strength factors clearly prescribed. At first the creation of a general endurance is in the focus. Endurance is the base for all other training measures.

In dependence of the current lactate output curve, from where you can see the merits and shortcomings, the emphases in the endurance training are different. Referees with a weak development of the aerobic barrier have to focus their training on the basics (extensive endurance), those having weaknesses in the anaerobic barrier have to train more in the intensive area. On the basis of long-time observations and analyses the following standard values have been established in order to classify the endurance of a referee:

Aerobic barrier	(2,0 mmol/l) 8,5 km/h
Anaerobic barrier	(4,0 mmol/l) 10,0 km/h

On the basis of the attached test results each referee can directly see if the reference values have been achieved, respectively in which part he/she has his/her individual weaknesses that need to be improved.

The different endurance training ranges are:

Regeneration/compensation A0	mostly used for recovery after heavy training effort
Extensive Endurance training A1	typical training for lipometabolism, therefore you can train intensively in this area
Extensive Endurance training A2	training on an aerobic basis that releases carbohydrates and fat
Intensive Endurance training A3	training in the area of carbohydrates, at which the release of carbohydrates can be compensated aerobically (with the aid of oxygen)
Anaerobic Endurance A4	training on the endurance limit

As mentioned before, the general endurance is the most important precondition for a referee's capability and has to be trained all-the-year. This is particularly important because already after a few weeks rest the capability in the endurance area decreases heavily. The shortest duration of the training goes from 60 to 90 minutes. There should be at least 3 training units per week in this area. The heart-rate works as an indicator of intensity. Improvements are expected within 8-12 weeks.

If, however, the anaerobic barrier is developed inadequately it has to be improved with runs in the area of intensive endurance.

The respective individual heart-rate values can be taken from the table.

In case there are any questions concerning the training, do not hesitate to contact me.

Our contact details:

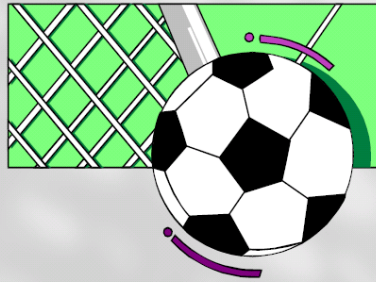
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Good luck for the training!

THE REFEREE

IMSB
Austria

COOPER TEST



12 min RUN



DISTANCE

IMSB-Austria

56

THE REFEREE

IMSB
Austria

over 3.000

excellent

2.700 – 3.000

good

2.400 – 2.700

medium

under 2.400

poor

IMSB-Austria

THE REFEREE

IMSB
Austria

LACTATE

6 – 8 mmol/l

15 – 18 mmol/l

IMSB-Austria

“The task is to do a difficult job well”



Psychological aspects of referees



Jóhann Ingi Gunnarsson

European Handball Federation

What does the referee find most difficult?



- Obstacles, things don't work
 - “an obstacle is an opportunity”
- Negative attitude (before, during and after matches, coaches, players, spectators, etc.)
- Stay focused in uneven matches
- Constant performance for 60 minutes
- Negative media coverage
- Negative rapport from inspectors/delegation
- Social isolation, no support after difficult matches (lack of team cohesion)

European Handball Federation



The trouble with referees is that they know the rules, but they don't know the game”

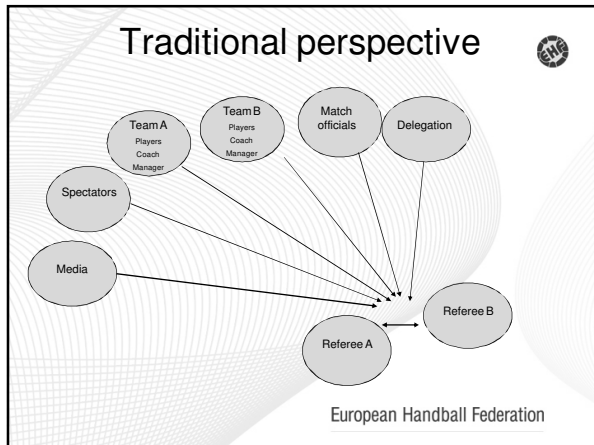
(Bill Shankly, football manager)

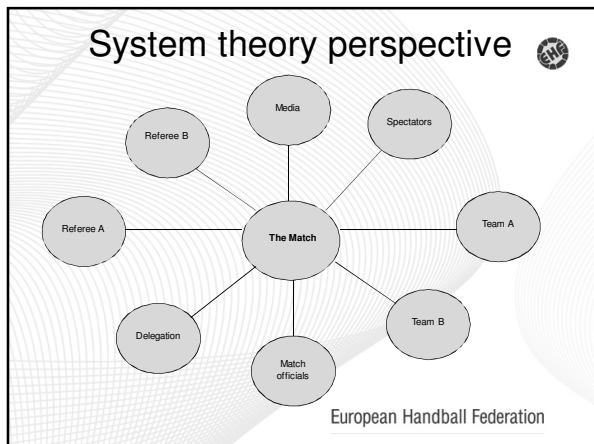
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**Are you ready...
to make tough decisions?**

European Handball Federation





What are the characteristics of the best referees?



- Good leaders
- Courage to decide
- Game comprehension
- Interpretation of game rules
- Assertiveness and determination

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“It’s important to consistently hold the same line through the whole match without showing arrogance. Arrogant referees are bad referees”

An international referee


European Handball Federation

What are the characteristics of the best referees?



- Honesty
- Staying calm and focused
- Patience
- Good physical condition
- Good role-models
- No-one is born a good referee
- Self-knowledge

European Handball Federation




“A key point for any referee is for him to be able to look into the eyes of players and allow them to enjoy themselves.”

An international referee


European Handball Federation

What are the characteristics of the best referees?




- “Sometimes NO CALL is the BEST CALL”
- Good preparation: study the teams
- Respected (Collina)
- Flexibility and good sense of humour
- “See more, hear less” (Prause)

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“I always know I did my job well when they say: Who again, was the referee in the match?”

An international referee

European Handball Federation


What are the characteristics of the best referees?



- Challenging and realistic goals
- Support and consensus in the family
- Learn from the best
- Who makes the least number of mistakes
- Prepare for failure
- Good language skills
- Use body language
- Professionalism

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“The role of the referee is to protect the game, not to dictate the game.”



An international referee

European Handball Federation

What are the characteristics of the best referees?

- Live with your mistakes, don't try to fix them
- Show the respect you want in return
- Be professional
- Always prepared of what's going to happen
- Understand what's going on
- Act on what's happening

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“The best referees know the game so
you forgive them for their mistakes
...and therefore leave them alone”



A top class handball coach


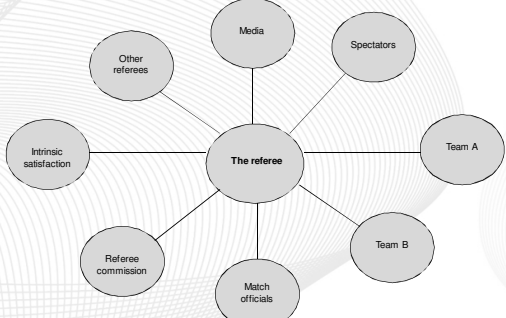
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It's extremely difficult to make
everyone happy




European Handball Federation

Performance evaluation

European Handball Federation

Advice to referee commission members



- Handle criticism professionally
- What message do we send to the referees?
- Constructive feedback
- The sandwich model
- The three-step model
- Not straight after the match - emotional

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"I occasionally get birthday cards from fans. But it's often the same message. They hope it's my last".



(Al Forman, referee)

European Handball Federation



Mental preparation



- Think about the match beforehand
- "The next match is the most important match in my career"
- "Expect the unexpected"  
- Expect good performance
- Establish the right mindset "I choose a positive mindset"
- Self-motivation
- Use pep-talk

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Mental preparation



- Referees coordinate
- Attend well on-time and establish positive communication
- Rituals
- Stress management
- Mental training
- Positive self-confidence

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“Make sure you have a clear head before you go into the game. Then you will be more likely to react well to whatever unpredictable situation that may occur!”



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Successful mentality



- Responsibility for our own mindset
- Think in solutions
- No excuses
- Obstacles are opportunities
- “I look forward to the match, I can’t wait!”
- “I know I can do this, I’ve done it before”
- All worries disappear when the game begins

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Successful mentality



- “I’m in total control of all my actions” in slow and composed inner voice
- “I learn from my defeats”
- “I learn from my victories”
- “I enjoy being under pressure”
- “I smile at my doubts”
- “I’m always at my best when it counts”

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Successful mentality



- Not afraid to make mistakes
- Seek out challenges (50/50 tasks)
- Ascribe success as stable and internal factors
- Task goal orientation

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Concentration



- Concentration – Attentional endurance
- Coping with distractions
- The power of now
- Fear of failure
- “Anchoring”
- Use intermissions to adjust focus



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“There is nothing outside the present moment...If one has truly understood that everything is in this moment, then one ´s life will become far less complicated”

From the values of the Samurai warrior

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Communication styles

- Verbal
- Non-verbal
- The use of headphones



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Communication styles

- Mutual respect
- No special treatments
- Show reaction - “smile”
- Explain but not discuss



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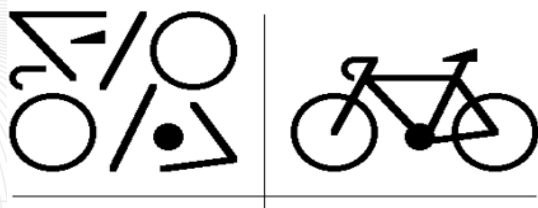
Referees as a team

- Responsible for their own mindset
- Responsible for each other
- Support your colleagues decision
- Support each other
- Share the work



Referees as one team

The unified whole is different from the sum of the parts.



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“Two are better than one if two
acts as one !”

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The importance of feedback



- Thankful for all feedback
- Calm and focused
- Feedback on action not personality
- Everyone who is successful are criticized
- Feedback is an offer!
- The three step model
- The sandwich model



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Inside the coaches head



- The best coaches study behavior and personality of referees
- Is there consistency in their decisions?
- Do they work as a team?
- Do they overuse the whistle or not?
- Are they arrogant or insecure?
- Are they approachable?
- How do they handle criticism?
- Can they be influenced?

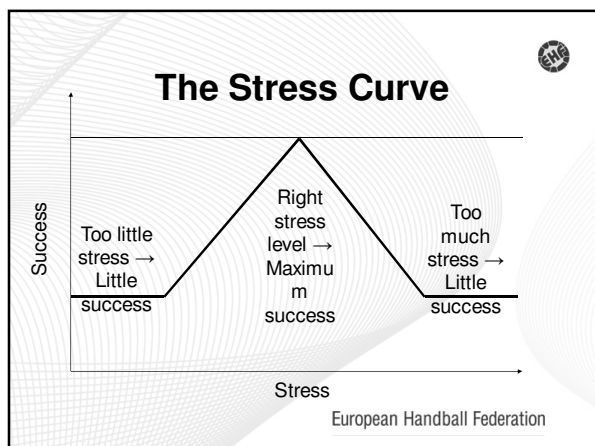
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Stress Management



- Stress is a vital energy
- Too little or too much stress decreases success
- Positive stress increases success
- Stress is individualistic
- Stress is related to control of the situation
- Stress is related to mentality
- Stress is related to self-confidence

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- ### Stress Management
- Know your stress factors (stressors) and learn to control them – don't let them control you
 - Acknowledge your stress and seek help
 - Physical workout
 - Learn at least one relaxation method
 - Enjoy the moment
 - Good preparation is the best medicine
- European Handball Federation

“My goal for all games is to do my job so well that I'll be selected for more games”.

An international referee

European Handball Federation



EUROPEAN HANDBALL FEDERATION

report@eurohandball.com



2010/11 Referees' Performance Report (Delegate's Sheet)

COMPETITIONS		male →			female ←	Match Nr.:										
European Cup <input type="checkbox"/>		senior		YAC	ECh	WCh	Qualification Match <input type="checkbox"/>	Qualification Tournament <input type="checkbox"/>		Final Tournament <input type="checkbox"/>						
National Team <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>						
Referees:						NAT:		Delegate:				NAT:				
Date:		Venue:				Result		7-m	W	2 min.	DD	Bench officials punish				
		END		Halft.												
Hometeam:																
Guestteam:																
ITEMS		--	-	Ø	+	++	+++	REMARKS								
Fair play and Neutrality								Positive Remarks:								
Ball handling																
Steps																
Offensive faults																
Goal area / Defence activity																
Goal area / Offense activity								Negative Remarks:								
7-m decisions																
Invalid scores																
Passive play																
Execution of throws, fast throw-off																
Refs cooperation/positioning								Suggestions for improvement:								
Reading the game,Hollywood act.																
Advantage																
Struggling pivot / defender																
Body language and signals																
Straight line																
Game management																
Atmosphere																
Progressive punishments																
Cooperation with the table																
Submitted by the		DELEGATE		X		REFEREES		e-mail:								
REFEREES' SUMMARY:		→ <input type="checkbox"/>		↘ <input type="checkbox"/>		↗ <input type="checkbox"/>										
TYPE OF MATCH		EASY <input type="checkbox"/>		NORMAL <input type="checkbox"/>		DIFFICULT <input type="checkbox"/>		VERY DIFFICULT <input type="checkbox"/>								
REFEREES' INFLUENCE ON THE MATCH		INCREASING DIFFICULTIES <input type="checkbox"/>		NO INFLUENCE <input type="checkbox"/>		REDUCING DIFFIC. <input type="checkbox"/>										



EUROPEAN HANDBALL FEDERATION

report@eurohandball.com



2010/11 Referees' Performance Report (Referees' Sheet)

COMPETITIONS		male →		female ←	Match Nr.:											
European Cup <input type="checkbox"/>	senior	YAC	ECh	WCh	Qualification Match		Qualification Tournament		Final Tournament							
National Team <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
Referees:				NAT:		Delegate:			NAT:							
Date:		Venue:			Result		7-m	W	2 min.	DD	Bench officials punish					
					END	Halft.										
Hometeam:																
Guestteam:																
ITEMS	--	-	Ø	+	++	+++	REMARKS									
Fair play and Neutrality							Positive Remarks:									
Ball handling																
Steps																
Offensive faults																
Goal area / Defence activity																
Goal area / Offense activity																
7-m decisions							Negative Remarks:									
Invalid scores																
Passive play																
Execution of throws, fast throw-off																
Refs cooperation/positioning																
Reading the game,Hollywood act.																
Advantage																
Struggling pivot / defender												Suggestions for improvement:				
Body language and signals																
Straight line																
Game management																
Atmosphere																
Progressive punishments																
Cooperation with the table																
Submitted by the	DELEGATE			REFEREES		X	e-mail:									
REFEREES' SUMMARY:	→ <input type="checkbox"/>		↘ <input type="checkbox"/>		↗ <input type="checkbox"/>											
TYPE OF MATCH	EASY <input type="checkbox"/>		NORMAL <input type="checkbox"/>		DIFFICULT <input type="checkbox"/>		VERY DIFFICULT <input type="checkbox"/>									
REFEREES' INFLUENCE ON THE MATCH	INCREASING DIFFICULTIES <input type="checkbox"/>		NO INFLUENCE <input type="checkbox"/>		REDUCING DIFFIC. <input type="checkbox"/>											

CLARIFICATIONS ON THE USE OF THE 2010/11 EHF REFEREES PERFORMANCE REPORT

RATINGS (from left to right)

Not satisfactory..... Many mistakes taking influence on the result of the game, loss of control

(- -)

Poor..... Many mistakes, no influence on the result of the game, little control

(-)

Average Several mistakes, but regular control

(Ø)

Good Few mistakes and good control

(+)

Very good Almost no mistakes, very good control

(+ +)

Excellent Practically perfect

(+ + +)

REMARKS (where to start)

1) For each of the items listed you have to take a clear decision where to start following the rating definitions given above - e.g. in case of being not sure to rate either “average” or “good”, reconsider the item in doubt and follow the exact definition with particular reference to the number of mistakes and to the quality of the match control.

2) If one item does not occur in the match, please tick “average” (because of system reasons).

ITEMS

Fair play and Neutrality:	To which extent was the idea of the Fair Play respected and represented in the match. Treating all players and officials of both teams absolutely impartial. Taking no influence whatsoever on the result or the direction of the match.
Ball handling:	Technical faults like wrong dribbling, foot-playing, holding the ball more than 3sec.
Steps:	Reaction upon and correction of all kind of steps. (Defence work can be almost impossible if offensive players are allowed to take too many steps in 1on1 situations. Severe foul done by defenders can be caused by this.)
Offensive faults:	Rule infringements of the offensive player with and without ball possession.
Goal area / Defence activity:	Distinction between violations committed deliberately and / or systematically and such not on purpose during 1on1 situations.
Goal area / Offense activity:	Violations when aiming for the ball, entering during 1on1 situations, landed shots, stepping / falling inside before releasing the ball.
7m decisions:	Evaluation according to the rules and correct restitution of a clear chance for scoring.
Invalid scores:	Scores following any rules violation by the scoring player. Note that this item does correspond with at least one of those mentioned above.
Passive play:	Correct application of signals and calls in terms of rules and idea of the game and situation.
Execution of throws, fast throw-off:	Throws execution (correct placement, 3m distance, stepping on the side line during fast throw-in, 7m throw – goalkeeper line check as well), fast throw-off violations.
Refs cooperation / positioning:	Good teamwork with individual internal communication, correct pick of position and running lanes.
Reading the game, Hollywood act.:	Were the calls timed well in terms of the idea of the game and the rules leading to a game flow or did they break the rhythm of the game by interferences (unnecessary calls). Recognising the Hollywood actions.
Advantage:	Correct application and same balance on either side.
Struggling pivot / defender:	Pivot and defence – interactive play, correct-incorrect blocking (goal referee observation).
Body language and signals:	Appearance in neutral but positive attitude neither show in arrogance nor insecurity. Firm but not repressive in positions, signals and gestures.
Straight line:	Clear and strict calls supporting the players, coaches and audience to identify the clear line of decisions taken.
Game management:	Overall evaluation of the referees in terms of pre-game, running match and after game phase.
Atmosphere:	General impression and flair of the game, including personal behaviour influence.
Progressive punishments:	Clear and strict line in accordance to the rules.
Cooperation with the table:	Mutual assistance. Clear calls on punishments. Continuous contact.

The EHF Family Portal – Referees and Delegates

Available Tools

Time Management

Users of the EHF Family Portal get an overview of their personal dates at EHF events. Referees and delegates can enter dates/periods when they are not available for EHF nominations.

Info

The EHF presents specific information for single users or user groups.

Own Data Management

Users of the EHF Family Portal can see and change the personal data available on the EHF database.

User Management

Users can change their personal password.

Description of the tools

After logging in (EHF website, "EHF FAMILY" on the right top of the site or "https://members.ehf.eu"), the user reaches the personal desktop ("My Desktop") with an overview on current available information (calendar, info).

My Desktop



Event List

- Shows dates known for this user. You may choose between the EHF event list ("My Events"), the unavailability list ("My Off Times") and the complete list ("All").
- Referees can see the entered off times of their team partner additionally.
- Dates can be downloaded as a ".ics-file" (iCal standard) and imported into other applications such as MS Outlook.
- Additionally EHF events are linked with the respective info pages on eurohandball.com.

Calendar

Dates are presented in form of a calendar, using a colour code for various types of events.

New Documents

Information made available to the user by the EHF.

Own Data

In the section "Own Data" the user may see and change the personal data known to the EHF, enter periods of unavailability, and change the password.

Overview



An overview on the data available is presented here.

Edit Data / Common Data



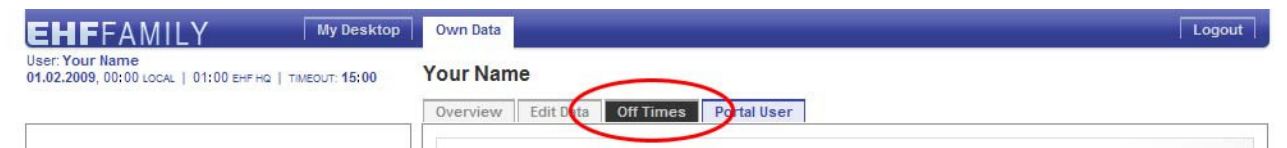
Entering and changing of basic data: prefix, name, nationality, date of birth, languages, sizes.

Edit Data / Address / Telephone / Bank Data



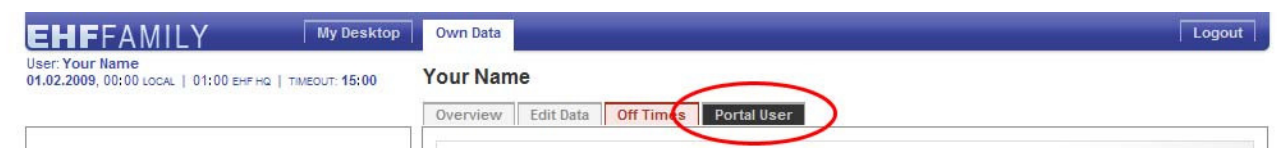
Entering and changing of addresses, phone numbers, e-mail and web addresses, banking information, airport.

Off Times



Entering and changing of periods of unavailability.

Portal User



Changing of the password for the EHF FAMILY Portal.

The EHF Family Portal – Lecturers and Presenters

Available tools

EHF CAN Event Management

EHF Lecturers, EHF Technical Commissions and selected guests can view and download all EHF CAN course documents made available by other community members and the EHF. Presenters can upload and edit courses documents for their assigned courses, and after being approved by the EHF, those uploaded documents are presented to the EHF CAN user group (like noted above). And, in addition, such documents can also be published to the Activities website of the EHF.

EHF CAN eLearning

Is an online video archive, where thousands of short scenes can be searched after specific types of in-game events. The videos may also be downloaded for further use.

Time Management

Users of the EHF Family Portal get an overview of their personal dates at EHF events. Users may enter dates/periods when they are not available for EHF events.

Own Data Management

Users of the EHF Family Portal can see and change the personal data available on the EHF database.

User Management

Users can change their personal password.

Description of the tools

After logging in (EHF website, "EHF Family " on the top right of the site or "https://members.ehf.eu"), the user reaches the personal desktop ("My Desktop") with an overview on current available information (calendar, info).

My Desktop



Event List

- Shows dates known for this user. You may choose between the EHF event list ("My Events"), the unavailability list ("My Off Times") and the complete list ("All").
- Dates can be downloaded as a ".ics-file" (iCal standard) and imported into other applications such as MS Outlook.
- Additionally EHF events are linked with the respective info pages on eurohandball.com.

Calendar

Dates are presented in form of a calendar, using a colour code for various types of events.

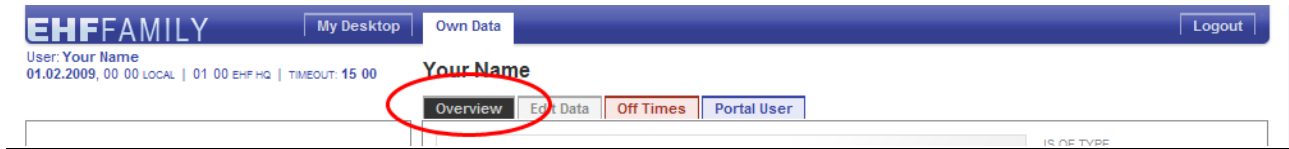
New Documents

Information made available to the user by the EHF.

Own Data

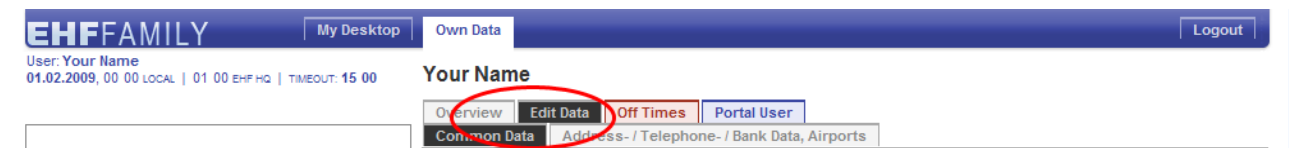
In the section "Own Data" the user sees – and may change – the personal data known to the EHF, enter periods of unavailability, and change his personal password.

Overview



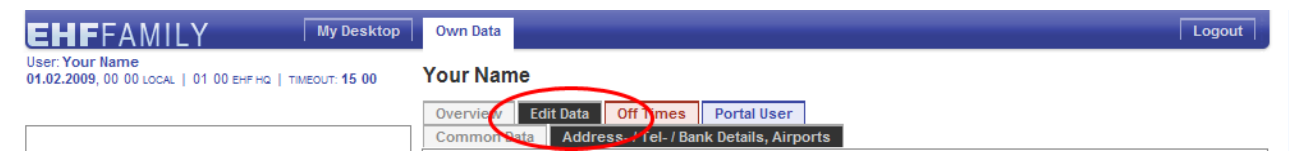
An overview on the data available is presented here.

Edit Data / Common Data



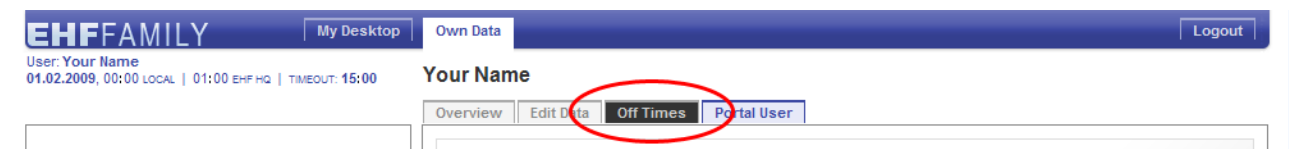
Entering and changing of basic data: prefix, name, nationality, date of birth, languages, etc.

Edit Data / Address / Telephone / Bank Data



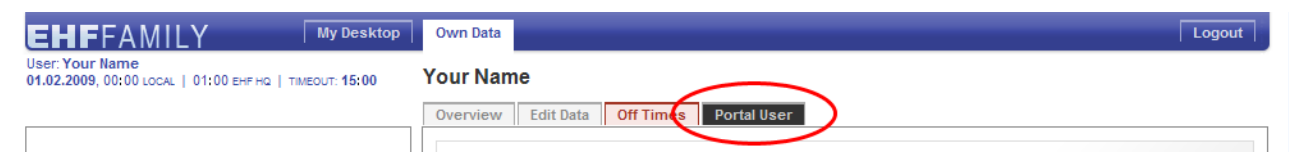
Entering and changing of addresses, phone numbers, e-mail and web addresses, banking information and airports.

Off Times



Entering and changing of periods of unavailability.

Portal User



Change your personal password for the EHF Family Portal.

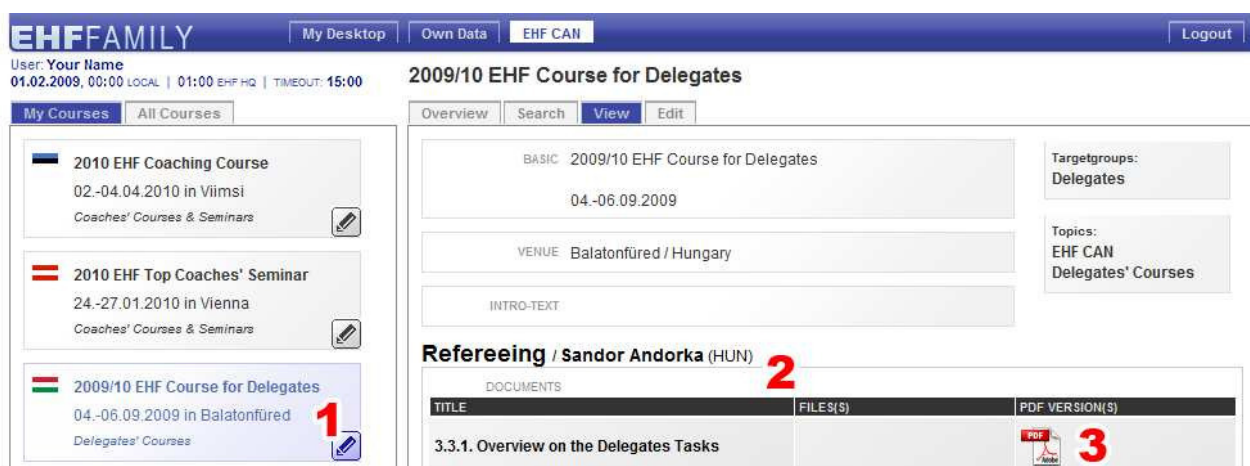
EHF CAN / Events Management

In the section "EHF CAN / Events Management" the user can search for EHF CAN courses and seminars, view own documents and the ones that other users have provided, and upload new documents to the system.

In addition the EHF Office may provide edited versions of the same document or convert documents to PDF where needed.



- 1) Enter the EHF CAN courses & seminars.
- 2) "My" and "All" courses:
"My courses" are all where you were (or will be) involved as a presenter, while "All courses" shows a comprehensive list of all past and present courses and seminars which may be filtered by topics and specific lectures.
- 3) Scroll through the overview of all past and present EHF CAN courses and seminars (grouped by year and topic), or start a **full-text search within all known documents**.
- 4) Click on a specific entry (pencil icon left or text on the right), to view its details and contents.



- 1) After clicking a course or seminar...
- 2) A list with all presenters and their topics is shown, and all documents provided by the presenters (and the EHF).
- 3) Click on a icon to open or download a specific document.

EHFFAMILY | My Desktop | Own Data | **EHF CAN** | Logout

User: Your Name
01.02.2009, 00:00 LOCAL | 01:00 EHF HQ | TIMEOUT: 15:00

2010 EHF Coaching Course

Overview | Search | View | **Edit** ¹

2010 EHF Coaching Course
02.-04.04.2010 in Viimsi
Coaches' Courses & Seminars

2010 EHF Top Coaches' Seminar
24.-27.01.2010 in Vienna
Coaches' Courses & Seminars

2009/10 EHF Course for Delegates
04.-06.09.2009 in Balatonfüred
Delegates' Courses

2008 EHF Top Coaches' Seminar
11.-14.12.2008 in Skopje
Coaches' Courses & Seminars

2008/09 EHF Course for Delegates
04.-07.09.2008 in Balatonfüred
Delegates' Courses

4th EHF Referee Candidates' Course
19.-24.05.2008 in Lignano Sabbiadoro
Referees' Courses

BASIC 2010 EHF Coaching Course
02.-04.04.2010



VENUE Viimsi / Estonia

INTRO-TEXT during the 2010 EHF Challenge Championship in Viimsi / EST

Targetgroups:
Lecturers
Master Coaches

Topics:
Coaching
Coaches' Courses & Seminars

Coaches / Wolfgang Pollany (AUT)

DOCUMENTS			
TITLE	ORIGINAL	EDITED VERSION(S)	PDF VERSION(S)
Trends in female top handball ³			
Trends in male top handball		⁴	⁴

2 + Add a new Document

Additional

DOCUMENT	
TITLE	
1. Program	

2

Document Upload...

FILE:

TITLE:

- 1) If you are a presenter for a course or seminar, you may switch to the edit mode – to upload or change your documents or review edits by the EHF Office.
- 2) To add a new document to the list, click on the “+” button, then select a file from your computer and enter a title. Per default the title field is filled with the filename, but you may enter another name as you like.
- 3) Click on a documents title to edit it.
Click on a documents icon to open or download an existing document, to change the file, or to delete it. A document may only be deleted, if there are no “official” versions (edited or PDF versions exists).
- 4) When the EHF Office reviews user documents, they may provide edited versions if needed, or convert other filetypes to PDF and upload them as versions of the original file.

The EHF Office also controls the publication state for each file/version of a document: If a version is published to the local community (allowed users of the EHF Lecturers Application), all members may view and download it – then the background colour changes to blue. It may also be published to the public (via the Activities Website), then the background colour changes to green.

The default grey background colour means, that a file/version is only visible to the user who uploaded it and the EHF office.

EHF CAN / eLearning

In the section "EHF CAN / eLearning" the user can search within thousands of short video scenes for specific types of in-game events.

The videos may also be downloaded for other uses.

The screenshot displays the EHF FAMILY eLearning web application. The top navigation bar includes 'My Desktop', 'Own Data', 'EHF CAN', and a 'Logout' button. The user is logged in as 'Your Name' with a timestamp of '01.02.2009, 00:00 LOCAL | 01:00 EHF HQ | TIMEOUT: 15:00'. The 'eLearning' section is active, with a dropdown menu showing 'Events Management' and 'eLearning'. The left sidebar contains a 'Videos' section with filters for CATEGORY (All), TYPE (All), TEAM (empty), NATION (All), and COMPETITION (2010 European Championship). A search button is present. Below the filters, it states 'Found 1725 videos.' and shows pagination 'Page 1 of 247'. A list of video entries is shown, each with a 'Show Actions' button and a list of actions: 'Croatia vs France', '2010 Men's - European Championship', 'Match details on www.eurohandball.com', 'Download match report (PDF)', and 'Video download (7 MB)'. The main content area shows a video player with a 'Video details' section. The video is titled 'CRO 16:18 FRA 44:12' and is from the '2010 Men's - European Championship'. The video player shows a handball match in progress. The video player controls include 'PREVIOUS VIDEO', 'RANDOM VIDEO', and 'NEXT VIDEO' buttons. The video player also has a progress bar and a volume control slider.

- 1) Enter the EHF CAN eLearning section.
- 2) Filter the videos list by category and type of the event, team name, team nation and competition. Hint: You will find all matches between the same two national teams if you filter by the nation of one team, and enter the nation (short or long form) of the other into the "TEAM" text field.
- 3) Click on a specific entry, to view the video and more details.
- 4) Control the online video stream;

Attention: The videos are in Microsofts WMV format. The player is immediately available in the Internet Explorer, but there are plugins for most other common browsers and operating systems.

- 5) Video download and more information (match details on www.eurohandball.com and the full match report as additional PDF download).
- 6) Proceed to the next, previous or a random video of the same (filtered) group of videos.