

OCCUPATIONAL QUALIFICATION STANDARDS

Coach, Level 5

The Occupational Qualification Standards are documents that describe the work, a set of skills, knowledge and attitudes or competency requirements for successful performance of the work.

Occupational qualification standard of Coach, level 5 is the basis for the compilation of training programs and educational programs meeting the demands of the labor market and for assessment of the competency of persons.

Occupational Title	Estonian Qualifications Framework (EQF) level
<i>Coach, level 5</i>	5
Possible specializations and titles on the occupational qualification certificate	
Specialization	Title on the occupational qualification certificate
Canoeing	Coach, Level 5 canoeing
Aerobics and group trainings	Coach, Level 5 aerobics and group trainings
Aikido	Coach, Level 5 aikido
Underwater sports	Coach, Level 5 underwater sports
American football	Coach, Level 5 American football
Crossbow shooting	Coach, Level 5 crossbow shooting
Model car making	Coach, Level 5 car model sport
Motorsport	Coach, Level 5 motorsport
<i>Capoeira</i>	Coach, Level 5 <i>capoeira</i>
<i>Curling</i>	Coach, Level 5 <i>curling</i>
Golf	Coach, Level 5 golf
Hapkido	Coach, Level 5 hapkido
<i>Iaido</i>	Coach, Level 5 <i>iaido</i>
<i>Indiaca</i>	Coach, Level 5 <i>indiaca</i>
Football	Coach, Level 5 football
Cycle racing	Coach, Level 5

ESF program "Development of the system of qualifications"

	cycle racing
Judo	Coach, Level 5 judo
Ju-jutsu	Coach, Level 5 ju-jutsu
Powerlifting	Coach, Level 5 powerlifting
Ice hockey	Coach, Level 5 ice hockey
Bandy	Coach, Level 5 bandy
Checkers	Coach, Level 5 checkers
Karate	Coach, Level 5 karate
Sledding	Coach, Level 5 sledding
Nordic Walking	Coach, Level 5 Nordic walking
Athletics	Coach, Level 5 athletics
<i>Kickboxing</i>	Coach, Level 5 <i>kickboxing</i>
<i>Kobudo</i>	Coach, Level 5 <i>kobudo</i>
Novuss	Coach, Level 5 novuss
Basketball	Coach, Level 5 basketball
Cricket	Coach, Level 5 cricket
<i>Kudo</i>	Coach, Level 5 <i>kudo</i>
Synchronized swimming	Coach, Level 5 synchronized swimming
Bodybuilding and fitness	Coach, Level 5 bodybuilding and fitness
Skittles	Coach, Level 5 skittles
Handball	Coach, Level 5 handball
Ship model making	Coach, Level 5 ship model making
Biathlon	Coach, Level 5 biathlon
Shooting	Coach, Level 5 shooting
Table tennis	Coach, Level 5

ESF program "Development of the system of qualifications"

		table tennis
Air Sports		Coach, Level 5 air sports
Recreational sport		Coach, Level 5 recreational sport
Wrestling		Coach, Level 5 wrestling
Field Hockey		Coach, Level 5 field hockey
Chess		Coach, Level 5 chess
Hiking Sport	alpinism	Coach, Level 5 hiking sport alpinism
	hiking	Coach, Level 5 hiking sport hiking
	biking	Coach, Level 5 hiking sport biking
	mountain hiking	Coach, Level 5 hiking sport mountain hiking
	Water rafting	Coach, Level 5 hiking sport water rafting
Modern pentathlon		Coach, Level 5 modern pentathlon
Motorcycle sport		Coach, Level 5 motosport
Orienteering		Coach, Level 5 orienteering
Petanque		Coach, Level 5 petanque
Baseball		Coach, Level 5 baseball
Billiards		Coach, Level 5 billiards
Boxing		Coach, Level 5 boxing
Sailing		Coach, Level 5 sailing
Radio Sport		Coach, Level 5 radio sport
Rugby		Coach, Level 5 rugby
Horseback Riding		Coach, Level 5 horseback riding

ESF program "Development of the system of qualifications"

Rollerblading		Coach, Level 5 rollerblading
Floorball		Coach, Level 5 floorball
Sambo		Coach, Level 5 sambo
Personal service in the field of sports and physical activity		Coach, Level 5 Personal Coach
<i>Sport chanbara</i>		Coach, Level 5 <i>sport chanbara</i>
<i>Squash</i>		Coach, Level 5 <i>squash</i>
Badminton		Coach, Level 5 badminton
Sumo		Coach, Level 5 sumo
Skiing	cross country skiing	Coach, Level 5 skiing cross country skiing
	Alpine skiing	Coach, Level 5 skiing Alpine skiing
	snowboarding	Coach, Level 5 skiing snowboarding
	biathlon and ski jumping	Coach, Level 5 skiing biathlon and ski jumping
Rowing		Coach, Level 5 rowing
<i>Taekwon-do ITF</i>		Coach, Level 5 <i>Taekwon-Do ITF</i>
<i>Taekwondo WTF</i>		Coach, Level 5 <i>taekwondo WTF</i>
Muay Thai		Coach, Level 5 muay Thai
Tennis		Coach, Level 5 tennis
Triathlon		Coach, Level 5 triathlon
Tournament bridge		Coach, Level 5 tournament bridge
Lifting Sport		Coach, Level 5 lifting sport
Skating	figure skating	Coach, Level 5 skating figure skating
	speed skating	Coach, Level 5

ESF program "Development of the system of qualifications"

		skating speed skating
Swimming		Coach, Level 5 swimming
Powerboating		Coach, Level 5 powerboating
Water polo		Coach, Level 5 water polo
Bowling	<i>Bowling</i>	Coach, Level 5 bowling <i>Bowling</i>
	ninepin bowling	Coach, Level 5 bowling ninepin bowling
Fencing		Coach, Level 5 fencing
Water Aerobics		Coach, Level 5 water aerobics
Diving		Coach, Level 5 diving
Archery		Coach, Level 5 archery
Gymnastics		Coach, Level 5 gymnastics
Dancing		Coach, Level 5 dancing
Volleyball		Coach, Level 5 volleyball
<i>Wu-shu</i>		Coach, Level 5 <i>wu-shu</i>

Part A DESCRIPTION OF WORK

A.1 Description of work

The coach is an exercise and sports specialist who by way of formation of behavior habits, and physical and mental exercises, manages achievement of athletic goals that support human health. The task of a coach is comprehensive, effective and safe development of athletic and physical abilities.

The coach works independently, as a member or a leader of the team involving various specialists. Coaching requires a sense of responsibility, creativity, need for achievement, accuracy and honesty. Periodic efficient upgrading of knowledge and skills supporting the coaching and transfer of experiences and knowledge to colleagues. Important is the ability to influence trainees with personal examples. The coach shall follow the Code of Conduct of Coaches (see Part C of Annex 1).

COACH, Level 5, performs tasks in a variety of situations, due to increased need for achievement for the purpose of increasing the quality of life or in the condition of athletic competition. Has acquired professional skills and knowledge mainly by way of professional learning and long-term work as a coach. Has readiness for transfer of professional expertise to interested parties. Is responsible for the use of time related and technical means required for the work as a coach and the mutual organization of the work of coaches.

A.2 Work units

Specialization takes place in accordance with the selected area of sports, and all of the work units are related to the specialization.

A.2.1 Organization and development of sports:

- 1) choosing of the trainee or completion of a training group;
- 2) compilation of a training plan;
- 3) the involvement of other professionals in the training process;
- 4) coaching of other coaches;
- 5) taking into account the special health related state of the trainee in the training process.

A.2.2 Carrying out educational-training processes:

- 1) development of physical capabilities;
- 2) development of the sport-specific skills;
- 3) the development of social skills and teaching of the culture of the sport;
- 4) use of regeneration tools;
- 5) recommendation and use of sports equipment and fitness equipment;
- 6) coaching of the trainee at competitions;
- 7) direction of eating habits;
- 8) planning, measurement, analysis of integrated development of the trainee and providing feedback;
- 9) tactical and psychological preparation for the selected sports.

WORK UNITS RELATED TO SPECIALIZATION

Specialization takes place depending on the specifics of the sport, the equipment used in the sport and the environment of practicing for the sport. Due to the specificity of the sport, the body awarding the occupational qualification is entitled to impose special requirements.

Specialization is directly related to the work units described in the occupational qualification standards.

A.3 Working environment and the specificity of the work

Coaching requires a willingness to work regardless of the season, both indoors and outdoors, in the evenings and on weekends and away from home (training camps, competitions, trainings, etc.).

A.4 Work equipment
Uses the equipment necessary in the training process in accordance with the sports area.
A.5 Personal characteristics necessary for the work: aptitude and personality traits
1) tolerance to tension and stress; 2) interpersonal skills; 3) need for achievement; 4) sense of responsibility; 5) integrity; 6) consistency; 7) accuracy; 8) flexibility, adaptability; 9) kindness, empathy; 10) emotional stability; 11) ability to motivate.
A.6 Professional training
A coach has a secondary education, has completed the required training and has relevant professional experience in accordance with the level. Prerequisites for application for the occupational qualification have been indicated in the procedure of awarding the occupational qualification.
A.7 The most common job titles
Coach
A.8 Regulations for operating in the occupational qualification
The Sports Act govern work as a coach.

Part B

COMPETENCY REQUIREMENTS

B.1. Structure of the occupational qualification

When applying for the occupational qualification of **Coach, Level 5**, certification is required of all the competencies.

Within the occupational qualification, specialization takes place in the sport indicated in the Occupational Qualification Standards, the assessment of competencies takes place according to the specialization.

B.2 Competencies

MANDATORY COMPETENCIES

B.2.1 Organization and development of sports	ECT Level 5
<u>Performance indicators</u>	
<ol style="list-style-type: none"> 1) selects the trainees, independently compiles the training group on the basis of age, gender, the chosen field of sports; 2) prepares the plan of organization for training; 3) selects the appropriate training methods and means; 4) involves specialists (e.g., a masseur, psychologist, nutritionist, scientist, etc.); 5) takes the trainees to the competitions; 6) supervises lower-level coaches using appropriate communication techniques, supervision methodologies on the basis of his or her best practice; 	
<u>Knowledge:</u>	
<ol style="list-style-type: none"> 1) sporting action planning principles; 2) sports sociology and economics of sport; 3) sports history and culture, competition regulations; 4) national and international organization of sports; 5) principles of project management and records management. 	
<u>Assessment method(s):</u> Oral or written exam and an exam of practical skills.	

B.2.2 Carrying out of educational-training process:	ECT Level 5
<u>Performance indicators</u>	
<ol style="list-style-type: none"> 1) plans and conducts comprehensive training cycles based on the objectives; 2) draws up training plans for the season, based on predetermined objectives; 3) uses versatile exercise banks for development of general physical capabilities and specialist capabilities according to the age and abilities; 4) times the physical skills of the trainees for competitions; 5) demonstrates in a variety of ways and teaches the more significant technical elements of the sport; 6) creates solutions for teaching of the techniques of the sport; 7) detects technique errors of the trainees and corrects them in the training practice; 8) teaches the trainees the basic tactics of the sport; 9) teaches the trainees all the rules of the sport; 10) forwards to the trainees the culture of the sport; 11) manages accurate timing of physical and professional capabilities for performance at competitions; 12) uses laboratory measurements on management of training and directs the medical consultation and/or examination; 	

ESF program "Development of the system of qualifications"

- 13) directs the trainee on preparation of food plan and in use of dietary supplements, based on the specific nature of the trainee and on the training process;
- 14) advises the trainee in special situations (high mountains, climatic conditions, jet lags, weight control, preparation for competitions, etc.);
- 15) implements in their work feasible ways of regeneration (e.g., stretching, massage, saunas, etc.);
- 16) selects sports equipment and devices based on the specific nature and objectives of the trainee.

Knowledge:

- 1) anatomy and physiology;
- 2) bases of pedagogy, didactics and psychology;
- 3) principles of the training process and the foundations of the strategic planning of training;
- 4) relationships between the sport, age, gender, qualifications and health status;
- 5) modern theories and methodologies of the development of physical abilities;
- 6) foundations of athletic selection;
- 7) principles of analysis and evaluation of the training data;
- 8) techniques and the exercise bank of the sport;
- 9) international terminology of the sport;
- 10) culture of the sport;
- 11) means of regeneration, physiotherapy, massage;
- 12) safety and first aid.

Assessment method(s): written test and an exam of practical skills.

TRASVERSAL COMPETENCIES

B.2.3 Coach, level 5, transversal competency	ECT Level 5
<u>Performance indicators</u>	
<ol style="list-style-type: none"> 1) ensures the safety of the trainees and the surrounding people and environment in the training process (including competitions, camps); 2) assesses the situation of those in need, giving first aid and/or calls for assistance; 3) uses the correct professional terminology; 4) use appropriate methods of communication, creates a positive social environment and behaves in accordance with good communication practices; 5) directs the hygiene habits of the trainees; 6) promotes and follows the principles of fair play and the good practice recognized in coaching and the professional ethics of a coach; 7) using the information and communication technologies relevant to his or her duties; 8) constantly improves his or her professional knowledge and practical skills; 9) uses in his or her work the official language at level B2 and one foreign language at level B1 (see Annex 2). 	
<u>Knowledge:</u>	
<ol style="list-style-type: none"> 1) area related laws and regulations; 2) communication and teamwork; 3) principles of athletic training; 4) safety and first aid; 5) organizational culture; 6) sports pedagogy and psychology; 7) basics of entrepreneurship; 8) basics of marketing; 9) sports history, national and international sports organizations; 10) basics of management. 	

Assessment Method(s):

Transversal competencies are assessed in integration with the assessment of all other competencies provided in the occupational qualification standard.

Part C
GENERAL INFORMATION AND ANNEXES

C.1 Information for the preparation and approval of the occupational standards, the awarding body, and a reference to the location of the occupational standard in the classifications	
1. The marking of the occupational standard in the occupational qualification register	19-20112014-3.3/13k
2. Occupational qualification standard prepared by:	Priit Ilver, Audentes Sports Gymnasium Üllar Kerde, Estonian Basketball Association Janek Küppar, Tallinn City Sports and Youth Department Kadri Liivak, Estonian Gymnastics Association Aldur Partasjuk, Sports Club Reval-Sport Erich Petrovits, Jõhvi Sports Center Kristjan Port, Tallinn University Aavo Põhjala, Estonian Judo Association Jaak Salumets, Estonian Association of Coaches Toomas Tõnise, Estonian Olympic Committee Priit Vene, Estonian Olympic Committee
3. Occupational qualification standard approved by	Professional Council of Culture
4. Professional Council Decision No.	22
5. Date of Professional Council Decision.	20.11.2014
6. Occupational standard valid until (date)	19.11.2018
7. Occupational standard version number	13
8. Reference to the Classification of Occupations (ISCO 08)	3422 Coaches, referees and sports officials
9. Reference to the European Qualifications Framework (EQF)	5
C.2 Occupational title in a foreign language	
English coach	
Russian тренер	
C.3 Annexes	
Annex 1: Code of Ethics of Coaches	
Annex 2 Language skill levels descriptions	



Code of Ethics for Coaches

Code of Ethics for Coaches is based on the principles of fair play in sports. The ethical requirements of coaches apply to all levels of skills and competences, to the coaches working in fitness as well as in competitive sports.

The coach must behave ethically in their work, guided by the following principles:

- The coach must respect human rights - all the trainees have equal rights, and they should not be discriminated against on grounds of sex, race, color, language, religion, politics or other opinion, national or social origin, belonging to a national minority, origin, ancestry, or any other social condition.
- The coach must respect the dignity of all trainees, to recognize the contributions of everyone, and the right to be verbally, physically and sexually unabused and unexploited.
- The coach must ensure the safety and suitability of sporting conditions and take into account the age, abilities, and skills of the trainees. The coach must monitor that particularly close in the case of young people and beginners.
- The coach must know and respect the letter and spirit of competition rules both in training and in competitions, ensuring equal opportunities and competition conditions for all athletes.
- The coach must respect the judges and recognize their role in the fair and proper conduct of the competition.
- The job of the coach is to manage and influence the sporty behavior and performance of trainees and at the same time encourage them to decide independently and take responsibility for their decisions, behavior and performance.
- The coach must manage the prevention activities against the use of doping and prohibited methods, to explain to the trainees consistently the adverse effects of doping substances and banned methods.
- The coach must admit that all coaches have an equal right to expect success from their trainees in the competitions held according to rules. Comments, suggestions, and criticisms should be submitted directly to the relevant people and their need to be addressed privately, not in public.
- The coach is not to openly or covertly change the training plans of the athlete entrusted to him or her as a team coach or to force upon the athlete his or her training methodology, not involving the athlete's current coach.
- The coach must recognize the right of all trainees to strive towards the realization of their abilities, even if it would lead to changes in cooperation with the current coach. In such cases, the coach must ensure that the involvement of another coach, or the transition of the trainee to another coach will be discussed thoroughly with the trainee and the change is in the interests of the trainee.



ESF program "Development of the system of qualifications"

- The coach must have recognized professional skills. The coach understands that development of professional skills means continuous learning and acquisition of experience through work. The task of the coach is to share knowledge and skills.
- The coach must respect professional integrity and always be dignified by appearance and behavior. The coach shall not smoke in the presence of trainees. The coach must be sober during trainings and must not, before work or during work use, alcohol or other psychotropic substances. Also, outside the training and competition environment, the trainer must behave properly and to be an example to the trainees and to colleagues.
- The coach must establish good cooperation with all persons and institutions, on which the development of his or her trainees may depend on, including other coaches, sports scientists, doctors, their sports association and other sports organizations.