

# OCCUPATIONAL QUALIFICATION STANDARDS

## Elite Coach, Level 8

**Occupational qualification standards are documents** that describe the work, set of skills, knowledge and attitudes or competency requirements for successful performance of the work.

**Occupational qualification standard of Elite Coach, level 8** 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>Elite Coach, Level 8</i>		8
<b>Possible specializations and titles on the occupational qualification certificate</b>		
Specialization	Title on the occupational qualification certificate	
Canoeing	Elite Coach, Level 8 canoeing	
Aerobics and group trainings	Elite Coach, Level 8 aerobics and group trainings	
Aikido	Elite Coach, Level 8 aikido	
Underwater sports	Elite Coach, Level 8 underwater sports	
American football	Elite Coach, Level 8 American football	
Crossbow shooting	Elite Coach, Level 8 crossbow shooting	
Model car making	Elite Coach, Level 8 car model sport	
Motorsport	Elite Coach, Level 8 motorsport	
<i>Capoeira</i>	Elite Coach, Level 8 <i>capoeira</i>	
<i>Curling</i>	Elite Coach, Level 8 <i>curling</i>	
Golf	Elite Coach, Level 8 golf	
Hapkido	Elite Coach, Level 8 hapkido	
<i>Iaido</i>	Elite Coach, Level 8 <i>iaido</i>	
<i>Indiaca</i>	Elite Coach, Level 8 <i>indiaca</i>	
Football	Elite Coach, Level 8 football	

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<b>Cycle racing</b>	<b>Elite Coach, Level 8 cycle racing</b>
<b>Judo</b>	<b>Elite Coach, Level 8 judo</b>
<b>Ju-jutsu</b>	<b>Elite Coach, Level 8 ju-jutsu</b>
<b>Powerlifting</b>	<b>Elite Coach, Level 8 powerlifting</b>
<b>Ice hockey</b>	<b>Elite Coach, Level 8 ice hockey</b>
<b>Bandy</b>	<b>Elite Coach, Level 8 bandy</b>
<b>Checkers</b>	<b>Elite Coach, Level 8 checkers</b>
<b>Karate</b>	<b>Elite Coach, Level 8 karate</b>
<b>Sledding</b>	<b>Elite Coach, Level 8 sledding</b>
<b>Nordic Walking</b>	<b>Elite Coach, Level 8 nordic walking</b>
<b>Athletics</b>	<b>Elite Coach, Level 8 athletics</b>
<b><i>Kickboxing</i></b>	<b>Elite Coach, Level 8 <i>kickboxing</i></b>
<b><i>Kobudo</i></b>	<b>Elite Coach, Level 8 <i>kobudo</i></b>
<b>Novuss</b>	<b>Elite Coach, Level 8 novuss</b>
<b>Basketball</b>	<b>Elite Coach, Level 8 basketball</b>
<b>Cricket</b>	<b>Elite Coach, Level 8 cricket</b>
<b><i>Kudo</i></b>	<b>Elite Coach, Level 8 <i>kudo</i></b>
<b>Synchronized swimming</b>	<b>Elite Coach, Level 8 synchronized swimming</b>
<b>Bodybuilding and fitness</b>	<b>Elite Coach, Level 8 bodybuilding and fitness</b>
<b>Skittles</b>	<b>Elite Coach, Level 8 skittles</b>
<b>Handball</b>	<b>Elite Coach, Level 8 handball</b>
<b>Ship model making</b>	<b>Elite Coach, Level 8 ship model making</b>
<b>Biathlon</b>	<b>Elite Coach, Level 8 biathlon</b>
<b>Shooting</b>	<b>Elite Coach, Level 8 shooting</b>

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<b>Table tennis</b>		<b>Elite Coach, Level 8 table tennis</b>
<b>Air Sports</b>		<b>Elite Coach, Level 8 air sports</b>
<b>Wrestling</b>		<b>Elite Coach, Level 8 wrestling</b>
<b>Field Hockey</b>		<b>Elite Coach, Level 8 field hockey</b>
<b>Chess</b>		<b>Elite Coach, Level 8 chess</b>
<b>Hiking Sport</b>	<b>alpinism</b>	<b>Elite Coach, Level 8 hiking sport alpinism</b>
	<b>hiking</b>	<b>Elite Coach, Level 8 hiking sport hiking</b>
	<b>biking</b>	<b>Elite Coach, Level 8 hiking sport biking</b>
	<b>mountain hiking</b>	<b>Elite Coach, Level 8 hiking sport mountain hiking</b>
	<b>Water rafting</b>	<b>Elite Coach, Level 8 hiking sport water rafting</b>
<b>Modern pentathlon</b>		<b>Elite Coach, Level 8 modern pentathlon</b>
<b>Motorcycle sport</b>		<b>Elite Coach, Level 8 motosport</b>
<b>Orienteering</b>		<b>Elite Coach, Level 8 orienteering</b>
<b>Petanque</b>		<b>Elite Coach, Level 8 petanque</b>
<b>Baseball</b>		<b>Elite Coach, Level 8 baseball</b>
<b>Billiards</b>		<b>Elite Coach, Level 8 billiards</b>
<b>Boxing</b>		<b>Elite Coach, Level 8 boxing</b>
<b>Sailing</b>		<b>Elite Coach, Level 8 sailing</b>
<b>Radio Sport</b>		<b>Elite Coach, Level 8 radio sport</b>
<b>Rugby</b>		<b>Elite Coach, Level 8 rugby</b>
<b>Horseback Riding</b>		<b>Elite Coach, Level 8 horseback riding</b>
<b>Rollerblading</b>		<b>Elite Coach, Level 8</b>

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		<b>rollerblading</b>
<b>Floorball</b>		<b>Elite Coach, Level 8 floorball</b>
<b>Sambo</b>		<b>Elite Coach, Level 8 sambo</b>
<b>Personal service in the field of sports and physical activity</b>		<b>Elite Coach, Level 8 Personal Coach</b>
<b><i>Sport Chanbara</i></b>		<b>Elite Coach, Level 8 <i>sport chanbara</i></b>
<b><i>Squash</i></b>		<b>Elite Coach, Level 8 <i>squash</i></b>
<b>Badminton</b>		<b>Elite Coach, Level 8 badminton</b>
<b>Sumo</b>		<b>Elite Coach, Level 8 sumo</b>
<b>Skiing</b>	<b>cross country skiing</b>	<b>Elite Coach, Level 8 skiing cross country skiing</b>
	<b>Alpine skiing</b>	<b>Elite Coach, Level 8 skiing Alpine skiing</b>
	<b>snowboarding</b>	<b>Elite Coach, Level 8 skiing snowboarding</b>
	<b>biathlon and ski jumping</b>	<b>Elite Coach, Level 8 skiing biathlon and ski jumping</b>
<b>Rowing</b>		<b>Elite Coach, Level 8 rowing</b>
<b><i>Taekwon-do ITF</i></b>		<b>Elite Coach, Level 8 <i>Taekwon-Do ITF</i></b>
<b><i>Taekwondo WTF</i></b>		<b>Elite Coach, Level 8 <i>taekwondo WTF</i></b>
<b>Muay Thai</b>		<b>Elite Coach, Level 8 muay Thai</b>
<b>Tennis</b>		<b>Elite Coach, Level 8 tennis</b>
<b>Triathlon</b>		<b>Elite Coach, Level 8 triathlon</b>
<b>Tournament bridge</b>		<b>Elite Coach, Level 8 tournament bridge</b>
<b>Lifting Sport</b>		<b>Elite Coach, Level 8 lifting sport</b>
<b>Skating</b>	<b>figure skating</b>	<b>Elite Coach, Level 8 skating figure skating</b>
	<b>speed skating</b>	<b>Elite Coach, Level 8 skating</b>

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		<b>speed skating</b>
<b>Swimming</b>		<b>Elite Coach, Level 8 swimming</b>
<b>Powerboating</b>		<b>Elite Coach, Level 8 powerboating</b>
<b>Water polo</b>		<b>Elite Coach, Level 8 water polo</b>
<b>Bowling</b>	<b><i>Bowling</i></b>	<b>Elite Coach, Level 8 bowling <i>Bowling</i></b>
	<b>ninepin bowling</b>	<b>Elite Coach, Level 8 bowling ninepin bowling</b>
<b>Fencing</b>		<b>Elite Coach, Level 8 fencing</b>
<b>Water Aerobics</b>		<b>Elite Coach, Level 8 water aerobics</b>
<b>Diving</b>		<b>Elite Coach, Level 8 diving</b>
<b>Archery</b>		<b>Elite Coach, Level 8 archery</b>
<b>Gymnastics</b>		<b>Elite Coach, Level 8 gymnastics</b>
<b>Dancing</b>		<b>Elite Coach, Level 8 dancing</b>
<b>Volleyball</b>		<b>Elite Coach, Level 8 volleyball</b>
<b><i>Wu-shu</i></b>		<b>Elite Coach, Level 8 <i>wu-shu</i></b>
<b><i>Disc Golf</i></b>		<b>Elite Coach, Level 8 disc golf</b>

## 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 supports human health. The task of a coach is the comprehensive, effective and safe development of athletic and physical abilities.

The coach works independently, as a member or a leader of a 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 the transfer of experiences and knowledge to colleagues is important. Also 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).

**ELITE COACH, Level 8** performs the tasks that require most advanced and specialized skills and techniques in the chosen field, using efficiently the most advanced expertise in the border areas in all areas and levels of sport and exercise. Has acquired top professional skills and knowledge comparable to a high academic level and has been repeatedly proven at the top international level through effective coaching. Has international authority, shapes by example and behavior the culture of the sport on an international level; Demonstrates his or her innovation, autonomy, scholarly and professional integrity and sustained commitment to the development of new ideas or processes at work or study contexts.

### A.2 Work units

Specialization takes place in accordance with the selected area of sports, and all of the work units are related to 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;
- 6) training and development of methodological materials.

#### A.2.2 Carrying out of 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 the competition;
- 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 SPECIALISATION

Specialization takes place depending on the specifics of the sport, the equipment used in the sport and the environment of practicing 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

standard.

### **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, 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**

An Elite Coach is a person who 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**



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Coach.

**A.8 Regulations for operating in the occupational qualification**

The Sports Act governs work as a coach.



## Part B COMPETENCY REQUIREMENTS

### B.1. Structure of the occupational qualification

When applying for the occupational qualification of **Elite Coach, Level 8** certification is required of all the competencies.

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

### B.2 Competencies

#### MANDATORY COMPETENCIES

B.2.1 Organization and development of sporting	ECT Level 8
<u>Performance indicators</u> <ol style="list-style-type: none"> <li>1) establishes assessment criteria for selecting an athlete to a team, on the basis of the age, sex, capability and of the athlete and on the basis of the field of sport;</li> <li>2) selects the trainees, compiles the training group and/or the team, based on the set objectives;</li> <li>3) prepares comprehensive preparatory plans (including financial planning, competition calendar, functional and medical testing and assistance, in addition, the need for other support services), and sets long-term goals;</li> <li>4) if necessary, involves specialists (e.g., a masseur, psychologist, nutritionist, scientist, etc.);</li> <li>5) advises coaches on specific issues using his or her experience and innovative solutions;</li> <li>6) supervises other coaches on a high level;</li> <li>7) develops methodologies of the sport and compiles teaching materials that contribute to the growth of mastery of the trainee;</li> <li>8) develops innovative solutions that contribute to the growth of mastery;</li> <li>9) educates coaches on the basis of the training objective.</li> </ol>	
<u>Knowledge:</u> <ol style="list-style-type: none"> <li>1) sporting action planning principles;</li> <li>2) sports sociology and economics of sport;</li> <li>3) sports history and culture, the competition regulations;</li> <li>4) national and international organization of sport;</li> <li>5) project management and conduct;</li> <li>6) possibilities of application of the areas bordering with the sports and physical activity.</li> </ol>	
<u>Assessment methods(s):</u> interview and expert evaluation.	

B.2.2 Carrying out of educational-training process:	ECT Level 8
<u>Performance indicators</u> <ol style="list-style-type: none"> <li>1) critically evaluates and resolves special situations regarding development of the capability of the trainees;</li> <li>2) prepares training plans for the trainees with more ambitious goals and for the athletes on the level of national teams;</li> <li>3) analyzes training plans and advises compilation thereof on an internationally recognized level;</li> <li>4) evaluates, analyzes and implements the most advanced, person-centered, specialized knowledge in the border areas of the field on compilation of the training plan, and teaching of tactics and techniques;</li> <li>5) manages accurate timing of physical and professional capabilities in complicated competition</li> </ol>	

<p>conditions;</p> <ol style="list-style-type: none"> <li>6) implements more complicated and more developed testing methods for the comprehensive management of the technical, tactical, physical and psychological development of the athlete;</li> <li>7) offers person-centered most advanced and innovative solutions for the preparation of a nutrition plan and use of supplements;</li> <li>8) creates unique person-centered ways of regeneration directed to achieving increased objectives in special situations;</li> <li>9) develops sporting means in person-centered ways in special situations targeted for achieving increased objectives, involving experts;</li> <li>10) shapes by the example and by the behavior the culture of the sport on an international level, being the authority figure of sports culture.</li> </ol>
<p><u>Knowledge:</u></p> <ol style="list-style-type: none"> <li>1) anatomy and physiology;</li> <li>2) pedagogy, didactics and psychology;</li> <li>3) principles of the training process and the strategic planning of trainings;</li> <li>4) relationships between the sport, age, gender, qualifications and health status;</li> <li>5) modern theories and methodologies of the development of physical abilities;</li> <li>6) athletic selection;</li> <li>7) principles of analysis and evaluation of the training data;</li> <li>8) techniques and the exercise bank of the sport;</li> <li>9) international terminology of the sport;</li> <li>10) culture of the sport;</li> <li>11) means of regeneration, physiotherapy, massage;</li> <li>12) safety and first aid.</li> </ol>
<p><u>Assessment methods(s):</u> interview and expert evaluation.</p>

### TRASVERSAL COMPETENCIES

<b>B.2.3 Elite Coach, level 8, transversal competency</b>	<b>ECT Level 8</b>
<p><u>Performance indicators</u></p> <ol style="list-style-type: none"> <li>1) ensures the safety of the trainees and the surrounding people and environment in the training process (including competitions and camps);</li> <li>2) assesses the situation of those in need, giving first aid and/or calls for assistance;</li> <li>3) uses the correct professional terminology;</li> <li>4) use appropriate methods of communication, creates a positive social environment and behaves in accordance with good communication practices;</li> <li>5) directs the hygiene habits of the trainees;</li> <li>6) promotes and follows the principles of fair play and the good practice recognized in coaching and the professional ethics of a coach;</li> <li>7) uses communication channels and information and communication technologies relevant to his or her duties;</li> <li>8) constantly improves his or her professional knowledge and practical skills;</li> <li>9) uses in his or her work the official language and one foreign language at level C1 and another foreign language at level B2.</li> </ol>	
<p><u>Knowledge:</u></p> <ol style="list-style-type: none"> <li>1) area related laws and regulations;</li> <li>2) communication and team work;</li> <li>3) principles of athletic training;</li> <li>4) safety and first aid;</li> <li>5) organizational culture;</li> </ol>	



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| 6) sports pedagogy and psychology;<br>7) basics of entrepreneurship. |
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Assessment method(s):

Transversal competencies are assessed in integration with the assessment of all other competencies provided in the occupational qualification standards.
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## Part C

### GENERAL INFORMATION AND ANNEXES

<b>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</b>	
1. The marking of the occupational standard in the occupational qualification register	19-20112014-3.6/3k
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	3
8. Reference to the Classification of Occupations (ISCO 08)	3422 Coaches, referees and sports officials
9. Reference to the European Qualifications Framework (EQF)	8
<b>C.2 Occupational title in a foreign language</b>	
English <i>elite coach</i>	
Russian <i>элит-тренер</i>	
<b>C.3 Annexes</b>	
<b>Annex 1: Code of Ethics of Coaches</b>	
Annex 2 Language skill levels descriptions	



Euroopa Liit  
Euroopa Sotsiaalfond



Eesti tuleviku heaks



SIHTASUTUS  
Kutsekoda

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## Annex 1

### 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.



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- 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.