Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

30 April 2013 [shall come into force on 4 May 2013];

15 October 2013 [shall come into force on 1 January 2014].

10 November 2015 [shall come into force on 13 November 2015].

12 December 2017 [shall come into force on 1 June 2018].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 77

Adopted 26 January 2010

**Regulations Regarding the Procedures for the Certification of Sports Specialists and the Requirements Specified for a Sports Specialist**

*Issued pursuant to*

*Section 20, Paragraphs three and four of the Sports Law*

**I. General Provisions**

1. The Regulation prescribes:

1.1. the procedures for the certification of sports specialists and the requirements specified for a sports specialist in order to acquire the right to work in the field of sports;

1.2. the fee for the certification of a sports specialist.

2. This Regulation does not apply to employees of the institutions of the Ministry of the Interior who, while performing the duties of their office, work in the field of sports.

3. Certification shall include examination of the theoretical knowledge and professional skills of sports specialists (hereinafter – the certification examination) and the issuance of a certificate of the professional qualification as a sports specialist of the relevant type of sports (hereinafter – the certificate).

4. The certificate shall be issued for five years.

5. Certification and the reissuing of a certificate without taking certification examination (hereinafter – the re-certification), except for the case referred to in Paragraph 26 of this Regulation, shall be performed on behalf of the association “Latvijas Sporta federāciju padome” [Sports Federation Council of Latvia] (hereinafter – the Sports Federation Council of Latvia) by the Certification Commission of Sports Specialists (hereinafter – the Commission) composed of seven persons. The by-law and composition of the Commission shall be approved by the Board of the Sports Federation Council of Latvia. The Commission shall have a quorum if at least five persons participate at a Commission meeting. The Commission shall operate pursuant to the Standard LVS EN ISO/IEC 17024:2005 “Conformity Assessment. General Requirements for Bodies Operating Certification of Persons”.

**II. Procedures for the Certification of Sports Specialists**

6. A natural person wishing to receive the certificate (hereinafter – the sports specialist to be certified) shall submit to the Commission:

6.1. a written submission. The submission shall specify the given name, surname, personal identity number, declared place of residence, telephone number, place of employment and position, as well as the type of sport (field of activity);

6.2. the documents certifying the education acquired and the completed further education or vocational in-service training programmes (copies shall be submitted, presenting the originals or certified copies);

6.3. if the Category A or B certificate is being applied for – a statement attested by the employer on professional activity in the field of sports in the previous five years (hereinafter – the statement). If the sports specialist to be certified has worked for several employers within the previous five years, the statement shall be submitted from all employers. If any of the employers has terminated activity, the statement from the relevant employer need not be submitted;

6.4. a written opinion of a recognised sports federation of the type of sports (field of activity) specified by the sports specialist to be certified, or – if the relevant type of sports (field of activity) does not have a recognised sports federation – a written opinion of the Sports Federation Council of Latvia on meeting the requirements specified for the sports specialist of the relevant category;

6.5. an opinion of the family doctor on the suitability of the state of health of the sports specialist for the work to be performed;

6.6. [30 April 2013];

6.7. a document (or a copy thereof) which confirms that payment for the paid service referred to in Sub-paragraph 35.1 of this Regulation has been made.

[*30 April 2013*]

7. The Commission shall:

7.1. conduct certification on the basis of the submission of the sports specialist to be certified;

7.2. develop and submit for approval to the Board of the Sports Federation Council of Latvia the requirements and evaluation system for the certification examination;

7.3. submit proposals to the Board of the Sports Federation Council of Latvia for the approval of the composition of the certification examination commission consisting of three persons;

7.4. develop and submit for approval to the Board of the Sports Federation Council of Latvia the operational procedures of the certification examination commission;

7.5. accept the documents referred to in Paragraph 6 of this Regulation and, no later than 10 days prior to the certification examination, inform the sports specialist to be certified in writing of the time, place, content and evaluation system of the certification examination;

7.6. accept the documents referred to in Paragraph 23 of this Regulation for the re-certification of a sports specialist, not later than within 30 days from the date of submitting the submission inform in writing the sports specialist to be re-certified of the examination of the submission for re-certification and conduct re-certification in accordance with the submission of the sports specialist to be re-certified;

7.7. within seven days after the certification examination, send information on the examination results to the sports specialist to be certified;

7.8. within a month after submitting the submission and the documents attached thereto to the Commission, decide on the issuance of the certificate of the relevant category or refusal to issue the certificate;

7.9. prepare and issue the certificate to the sports specialist certified (re-certified);

7.10. issue a duplicate of the relevant certificate;

7.11. develop and maintain an electronic register of certified sports specialists, as well as ensure its public availability on the website of the Sports Federation Council of Latvia (www.lsfp.lv);

7.12. examine a complaint of the sports specialist regarding the examination process and evaluation and decide on the holding of a repeated certification examination, refusal to hold a repeated certification examination, reviewing of the evaluation of the certification examination or refusal to review the evaluation of the certification examination. The Commission shall, within five working days, inform the submitter of the complaint in writing of the decision taken;

7.13. examine and evaluate the proposals submitted in accordance with the procedures specified in Paragraph 31 of this Regulation for the revocation of a certificate and decide on the revocation of a certificate or refusal to revoke a certificate;

7.14. [30 April 2013].

[*30 April 2013; 10 November 2015*]

7.1If a person has an activated official electronic address account, the Commission shall use the official electronic address of the person for communication and circulation of electronic documents with the person.

[*12 December 2017*]

8. The certificate shall be drawn up in accordance with Annex 1 to this Regulation.

9. The chairperson of the Commission shall approve the certificate by signature and the stamp of the Commission after the certificate has been signed by the President of the Sports Federation Council of Latvia.

10. The work of the Commission shall be ensured by the Sports Federation Council of Latvia.

**III. Requirements for a Sports Specialist**

11. Persons who deliver sports trainings (activities) or carry out educational or methodological work in the field of sports, and also persons who provide assistance to persons who attend sports trainings (activities) or are completing a vocational orientation sports education programme shall be required to have the certificate (except for the persons referred to in Paragraphs 12 and 12.1 of this Regulation).

[*30 April 2013; 10 November 2015*]

12. A sports specialist who has obtained a diploma for higher pedagogical education in a sports study programme is entitled to work without a certificate in the field of sports and deliver sports trainings (activities) for five years after obtaining the diploma. Within one month after the issuing of the diploma, the higher education institution shall submit the information on the respective sports specialist, indicating his or her name, surname, as well as the number and date of issue of the diploma, to the Sports Federation Council of Latvia for entry in the Register Sports Specialists.

[*30 April 2013; 10 November 2015*]

12.1 A person who is acquiring a higher pedagogical education in a sports study programme and meets at least one of the following criteria is also entitled to work in the field of sports and deliver sports trainings (activities) without a certificate:

12.11. the person has acquired a vocational orientation sports education (education programme code 30V) at an accredited vocational orientation sports education institution;

12.12. the person has acquired the full number of credits required for the first academic year.

[*10 November 2015*]

12.2Within one month after commencement of employment, the person referred to in Paragraph 12.1 of this Regulation shall submit information on the type of sports and the higher education institution where the person is acquiring a higher pedagogical education in a sports study programme (indicating the name, surname, personal identity number and attaching a written agreement of the recognised sports federation of the respective type of sports) to the Sports Federation Council of Latvia for entry in the Register Sports Specialists.

[*10 November 2015*]

13. A sports specialist who is implementing an extracurricular sports education programme shall be required to have higher pedagogical education in sports or the Category C certificate. A sports specialist who is implementing an extracurricular sports education programme in a type of mental sport shall be required to have the Category C certificate or higher pedagogical education, or higher education and a certificate regarding having completed a pedagogical vocational in-service training B programme.

14. Certification provides three certificate categories:

14.1. Category A (sports trainer) certificate;

14.2. Category B (sports trainer) certificate;

14.3. Category C (sports trainer) certificate.

[*30 April 2013*]

15. A person who has acquired the Category A, B or C certificate is entitled to implement a vocational orientation sports programme and an extracurricular sports education programme, deliver sports training (activities) or carry out educational or methodological work in the field of sports.

16. [30 April 2013]

17. The Commission shall grant the Category A certificate to a person who:

17.1. has acquired higher pedagogical education in sports;

17.2. has worked as a sports trainer for the past five years;

17.3. meets any of the following criteria:

17.3.1. while working as a sports trainer, within the previous five years has prepared teams or athletes that have participated in competitions as part of the Latvian national team and have achieved elite performance results in conformity with the determination criteria (Annex 2);

17.3.2. has been working in the chosen field of sports for not less than 20 years, delivers and organises training methodological activities in the chosen field of sports for not less than 16 hours per year, trains young sports specialists in the chosen field of sport, manages training placements for young sports specialists, is the author or co-author of educational methodological aids, textbooks or special literature publications;

17.4. has received an opinion of the relevant recognised sports federation or – if the relevant type of sport (field of activity) does not have a recognised sports federation – of the Sports Federation Council of Latvia on the conformity of the person to the requirements specified for the Category A sports specialist;

17.5. within the previous five years has completed or delivered further education programmes corresponding to the work of a sports trainer in the amount of not less than 60 hours.

[*30 April 2013*]

18. The Commission shall grant the Category B certificate to a person who:

18.1. has acquired higher pedagogical education in sports, except for the case referred to in Paragraph 28 of this Regulation;

18.2. has worked as a sports trainer for the past five years;

18.3. has received an opinion of the relevant recognised sports federation or – if the relevant type of sports (field of activity) does not have a recognised sports federation – of the Sports Federation Council of Latvia on the conformity of the person to the requirements specified for the Category B sports specialist;

18.4. within the previous five years has completed or delivered further education programmes corresponding to the work of a sports trainer in the amount of not less than 60 hours.

[*30 April 2013*]

19. The Commission shall grant the Category C certificate to a person who:

19.1. has acquired secondary education;

19.2. has received an opinion of the relevant recognised sports federation or – if the relevant type of sports (field of activity) does not have a recognised sports federation – of the Sports Federation Council of Latvia on the conformity of the person to the requirements specified for the Category C sports specialist;

19.3. within the previous five years has completed vocational in-service training programmes licensed by the Ministry of Education and Science (not less than 320 hours) that include knowledge of sports theory, sports medicine, sports physiology, sports pedagogy, sports psychology, type of sport or field of activity;

19.4. has passed the certification examination.

20. [30 April 2013]

21. If the sports specialist to be certified cannot provide documents regarding sufficient work experience or the necessary amount of hours for raising the qualification, he or she shall take the certification examination.

22. A sports specialist who has obtained a diploma of higher pedagogical education in a study programme for the qualification as a sports trainer is entitled to receive the Category B certificate.

**IV. Re-certification of Sports Specialists**

23. The sports specialist to be re-certified shall, not later than three months before the expiration of the validity period of the certificate or in the fifth year after the acquisition of a diploma of higher pedagogical education in a sports study programme, submit to the Commission:

23.1. a written submission. The submission shall specify the given name, surname, personal identity number, declared place of residence, telephone number, place of employment and position, as well as the type of sport (field of activity);

23.2. the documents certifying the further education programmes completed during the validity period of the certificate in the amount of not less than 60 hours (copies shall be submitted, presenting originals or certified copies);

23.3. the person referred to in Paragraph 12 of this Regulation – the diploma of the higher pedagogical education in a sports study programme (a copy shall be submitted, presenting the original or a certified copy);

23.4. the statement attested by the employer on the previous five years. If the person has worked for several employers within the previous five years, the statement shall be submitted from all employers. If any of the employers has terminated activity, the statement from the relevant employer need not be submitted;

23.5. a written opinion of the recognised sports federation of the type of sport (field of activity) specified by the sports specialist to be re-certified or – if the relevant type of sport (field of activity) does not have a recognised sports federation – a written opinion of the Sports Federation Council of Latvia on the conformity to the requirements specified for the sports specialist;

23.6. a statement issued by the family doctor on the suitability of his or her state of health for the specified position;

23.7. [30 April 2013];

23.8. a document which certifies that payment has been made for the paid service referred to by Sub-paragraph 35.5 of this Regulation or a copy thereof.

[*30 April 2013*]

24. The Commission shall examine the conformity of the documents referred to in Paragraph 23 of this Regulation to the requirements specified for the acquisition of the certificate of the relevant category.

25. If the Commission finds that the documents referred to in Paragraph 23 of this Regulation conform to the requirements specified for granting the certificate of the relevant category, the Commission shall grant the sports specialist to be re-certified the certificate without having to take the certification examination.

26. If the Commission finds that the documents referred to in Paragraph 23 of this Regulation do not conform to the requirements specified for granting the certificate of the relevant category, the Commission shall take the decision to refuse the re-certification. A substantiated refusal for re-certification shall be sent to the sports specialist to be re-certified, however, he or she has the right to take the certification examination (except when the documents referred to in Sub-paragraphs 23.3, 23.5 or 23.6 of this Regulation have not been submitted).

[*30 April 2013*]

27. If the sports specialist has met the requirements for the receipt of a certificate of higher category during the validity period of the Category B or C certificate, he or she shall be granted the certificate of higher category. The certificate of higher category shall not be granted to the sports specialist earlier than after a year (beginning from the date of entering into effect of the decision to grant the certificate of the previous category).

[*30 April 2013*]

28. A sports specialist who has been granted the Category C certificate may, after two years (beginning from the date of entering into effect of the decision to grant the certificate of the previous category), apply for the acquisition of the Category B certificate if he or she has higher education and educatees taught by him or her have participated in competitions as part of the Latvian national team and have achieved results meeting the elite performance criteria (Annex 2) within this period.

**V. Rights of a Sports Specialist to be Certified (Re-certified)**

29. A sports specialist to be certified (re-certified) has the right to:

29.1. receive the certification examination programme at the office of the Sports Federation Council of Latvia;

29.2. receive information at the office of the Sports Federation Council of Latvia on the place and time of the certification examination and to take the certification examination not later than 30 days from the date of submitting the submission;

29.3. become acquainted with the evaluation system for the certification examination and, within seven days after taking the examination, receive information on the results;

29.4. if certification has been refused, within three months from the day of receipt of refusal, submit a submission to the Commission for the re-taking of examination, appending a document (or a copy thereof) to the submission which confirms that payment has been made for the paid service referred to in Sub-paragraph 35.4 of this Regulation. The documents submitted by he sports specialist to be certified (re-certified) to the Commission previously need not be appended to the abovementioned submission;

29.5. receive information on the results of the evaluation within 30 days after submitting the submission for re-certification;

29.6. receive information on the composition of the certification examination commission;

29.7. submit a complaint to the Sports Federation Council of Latvia regarding the composition of the certification examination commission and request that a new certification examination commission be formed;

29.8. submit a complaint to the Commission regarding the examination process or evaluation;

29.9. contest the decision of the Commission on the certification, re-certification or revocation of a certificate before the Board of the Sports Federation Council of Latvia. A decision of the Sports Federation Council of Latvia may be appealed before court in accordance with the procedures specified in the Administrative Procedure Law.

**VI. Procedures for Revoking the Certificate**

30. The certificate may be revoked if the sports specialist has violated the laws and regulations governing the field of sports or the ethical standards of sports.

31. A proposal for the revocation of a certificate may be submitted to the Commission by:

31.1. the Ministry of Education and Science;

31.2. the Sports Federation Council of Latvia;

31.3. a recognised sports federation;

31.4. an institution or organisation where the certified sports specialist is employed.

32. The certificate shall be revoked by the Commission by taking a decision within one month from the day of submitting the proposal to the Commission.

33. The Sports Federation Council of Latvia shall, within five working days, notify in writing of the decision to revoke the certificate to:

33.1. the sports specialist;

33.2. the submitter of the proposal;

33.3. the institution or organisation where the sports specialist is employed.

34. The sports specialist shall hand in the certificate to the Commission within five working days after the decision has become incontestable and unappealable.

**VII. Fee for the Certification of Sports Specialists**

35. A certification examination, the issuance of the certificate and its duplicate, and the re-certification of a sports specialist is a paid service. The expenses for the abovementioned services shall be covered by the sports specialist to be certified (re-certified) in the following amount:

35.1. the certification examination – EUR 9.96;

35.2. the issuing of the certificate – EUR 21.34;

35.3. the issuing of the duplicate of the certificate – EUR 21.34;

35.4. the repeated certification examination if, within three months after refusal of certification, a sports specialist to be certified (re-certified) submits a submission to the Commission for re-taking the examination – EUR 9.96;

35.5. the re-certification of a sports specialist – EUR 21.34.

[*15 October 2013*]

36. The certificate and duplicate of the certificate shall be issued after a document (or a copy thereof) has been submitted to the Sports Federation Council of Latvia which confirms that payment has been made for the paid service referred to in Sub-paragraph 35.2 or 35.3 of this Regulation.

37. Fee for the paid services referred to in Paragraph 35 of this Regulation shall be paid into the account of the Sports Federation Council of Latvia held with a credit institution.

**VIII. Closing Provisions**

38. Cabinet Regulation No. 386 of 2 June 2008, Regulations regarding the Certification Procedures of Sports Specialists and Requirements to which a Sports Specialist must conform in Order to Acquire the Right to Work in the Field of Sports (*Latvijas Vēstnesis*, 2008, No. 87, 187, 202), is repealed.

39. Certificates issued up to the day of coming into force of this Regulation shall be valid up to the expiry date indicated therein.

40. Category D certificates shall be valid until the expiration date specified therein and shall give the right to provide assistance to persons who attend sports trainings (activities) or are completing a vocational orientation sports education programme by advising and recommending physical load appropriate for the human body and by using sports rationally to strengthen and maintain human health and to deliver sports trainings (activities) for the improvement of sports mastery in accordance with a sports training (activities) plan drawn up by persons who have acquired the Category A, B or C certificate, only while such persons are on temporary leave.

[*30 April 2013*]

Prime Minister V. Dombrovskis

Acting for the Minister for Education and Science, Minister for Agriculture J. Dūklavs

**Annex 1**

Cabinet Regulation No. 77

26 January 2010

**Sample of a Sports Specialist Certificate**

[*30 April 2013*]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Certification Commission of Sports SpecialistsSports Specialist CertificateNo.\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,  (given name and surname) | | | | | | | | | | | | | |
| personal identity number |  |  |  |  |  |  | - |  |  |  |  |  | , |
| CATEGORY \_\_\_\_ SPORTS SPECIALIST (SPORTS TRAINER)  with the right to work in the field of sports as a  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (profession in the accusative, type of sport in the locative)  Issued on \_\_\_ \_\_\_\_\_\_\_\_\_ 20\_\_  Valid until \_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_  President of the Sports Federation Council of Latvia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature and full name)  Chairperson of the Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature and full name)  Place for a seal | | | | | | | | | | | | | |

Acting for the Minister for Education and Science, Minister for Agriculture J. Dūklavs

**Annex 2**

Cabinet Regulation No. 77

26 January 2010

**Criteria for the Determination of Elite Results**

[*30 April 2013*]

1. The places won (not lower than those indicated in Tables 1, 2, 3 and 4 of this Annex) by athletes or teams when competing as part of the Latvian national team shall be recognised as elite results.

2. The results of Tables 1 and 3 of this Annex shall be applied in individual disciplines (also pairs, fours, eights, relays, beach volleyball), the results of Tables 2 and 4 of this Annex – in team sports games (types) (for example, basketball, football, table tennis, handball, hockey, curling, tennis, volleyball, floorball, rugby, tug of war) and team standing.

3. The places won by athletes or teams in competitions (in the relevant discipline or weight category) where less than eight countries participated shall not be regarded as elite results in non-Olympic sports types (except if a medal was won). If less than eight countries have participated in the competition, the number of participants must be at least 16 (number of teams – no less than 12) and the athlete or team must finish in the top half of the athlete or team ranking (including qualification competitions, if such have taken place).

4. The places won by athletes or teams in distance competitions or in types of sport the international federations of which have not been recognised by the International Olympic Committee or the Global Association of International Sports Federations (SportAccord) shall not be recognised as elite results.

5. When applying these criteria, World Junior Championships and European Junior Championships shall be regarded as championships organised by the relevant world or European federation in which athletes who are more than 18 years of age, but younger than the age limit set by the relevant international or European federation, are permitted to participate.

6. When applying these criteria, World Youth Championships and European Youth Championships shall be regarded as championships organised by the relevant world or European federation in which athletes who are less than 18 years of age are permitted to participate.

7. In competitions that take place according to the minus one rule system and where the positions of the losing athletes or teams are not determined, losers of the semi-final shall be considered the third place winners, losers of the quarter-final – the fifth place winners, losers of the eighth-final – the ninth place winners.

Table 1

**Olympic Sports Types and Disciplines**

**Individual (also pairs, fours, eights, doubles, relays and beach volleyball)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Competitions** | **Place** |
| 1. | Olympic Games | participation |
| 1.1 | Paralympic Games | participation |
| 1.2 | Deaflympics | participation |
| 2. | World Championship | 1st–20th place |
| 3. | European Championship | 1st–16th place |
| 4. | World Cup (final standings) | 1st–16th place |
| 5. | European Cup (final standings) | 1st–14th place |
| 6. | Junior World Championship | 1st–16th place |
| 7. | Junior European Championship | 1st–14th place |
| 8. | Youth World Championship | 1st–14th place |
| 9. | Youth European Championship | 1st–12th place |
| 9.1 | Youth Olympic Games | 1st–12th place |
| 10. | European Youth Olympics | 1st–10th place |

Table 2

**Olympic Sports Types and Disciplines**

**Team sports games (types) (basketball, football, handball, hockey, curling, volleyball)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Competitions** | **Place** |
| 1. | Olympic Games | participation |
| 1.1 | Paralympic Games | participation |
| 1.2 | Deaflympics | participation |
| 2. | World Championship | participation in the final tournament |
| 3. | European Championship | participation in the final tournament |
| 4. | World Cup (final standings) | 1st–12th place |
| 5. | European Cup (final standings) | 1st–8th place |
| 6. | Junior World Championship | 1st–16th place |
| 7. | Junior European Championship | 1st–14th place |
| 8. | Youth World Championship | 1st–14th place |
| 9. | Youth European Championship | 1st–12th place |
| 9.1 | Youth Olympic Games | 1st–12th place |
| 10. | European Youth Olympics | 1st–6th place |

Table 3

**Non-Olympic Sports Types and Disciplines**

**Individual (also pairs, fours, eights, relays)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Competitions** | **Place** |
| 1. | World Championship | 1st–20th place |
| 2. | European Championship | 1st–16th place |
| 3. | World Cup (final standings) | 1st–16th place |
| 4. | European Cup (final standings) | 1st–14th place |
| 5. | Junior World Championship | 1st–12th place |
| 6. | Junior European Championship | 1st–10th place |
| 7. | Youth World Championship | 1st–12th place |
| 8. | Youth European Championship | 1st–10th place |

Table 4

**Non-Olympic Sports Types and Disciplines**

**Team sports games (types)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Competitions** | **Place** |
| 1. | World Championship | participation in the final tournament |
| 1.1 | World Games | participation in the final tournament |
| 2. | European Championship | participation in the final tournament |
| 3. | World Cup (final standings) | 1st–10th place |
| 4. | European Cup (final standings) | 1st–6th place |
| 5. | Junior World Championship | 1st–8th place |
| 6. | Junior European Championship | 1st–7th place |
| 7. | Youth World Championship | 1st–8th place |
| 8. | Youth European Championship | 1st–7th place |

Acting for the Minister for Education and Science, Minister for Agriculture J. Dūklavs