

ADMINISTRATION PROCEDURE



TEACHING ORIENTEERING PART 1 AND PART 2

- 1 Service Agreement to be signed prior to course (To be introduced at a later date – not currently available for use)**
 - Tutor to make arrangements for and agree venue, fees, maps etc.
- 2 Course Registration Form (one per course) to be completed**
 - Tutor to register both 'open' and 'closed' courses.
- 3 Return Service Agreement and Course Registration Form to the National Office**
 - The course will be then added to the coaching calendar on the web site, but 'closed' courses will be shown as FULL.
 - All enquiries will be directed to the course tutor or nominated course organiser.
- 4 Tutor or organiser to distribute appropriate Candidate Application Forms**
 - All application forms along with course payment (if applicable) to be returned to the tutor or organiser.
- 5 Tutor or organiser is to send out final course details along with the Medical Form**
 - The medical form is an example; some organisations may have their own form. It is mandatory for the necessary checks and information to be available to tutors.
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- 6 Resource Order Form MUST be completed and returned to the National Office a minimum of 14 days prior to the course** (see below for details of candidate pack contents)
 - Candidate packs will be posted to the tutor or course organiser along with a Delivery Note (one per course). (Also see point 8 below).
- 7 Deliver Course: the Tutor is to give out the Candidate Registration Forms, Attendance Certificates and Evaluation Forms on the day**
 - Candidates must complete the Candidate Registration Form on the day as proof of their attendance on the course.
 - The tutor must give out the Course Attendance Certificate and resource pack to the candidates on the day.
 - Tutors should retain Course Evaluation Forms for 3 years. British Orienteering may request sight of these as part of the verification process.

8 Following the course, the Tutor MUST return the following to the National Office

- All Candidate Registration Forms
- The **Delivery Note**: please use this to record the number of packs used and return it along with any unused candidate packs within 7 days follow the course. Please also indicate where you would like the invoice to be sent.

ALL UNUSED PACKS FOLLOWING A COURSE MUST BE RETURNED.

9 National Office will send out an invoice (to be paid within 30 days)

10 Payment to be sent to the National Office

Teaching Orienteering Part 1 Candidate Pack

COST: £15.00 each

Contains:

- Attendance Certificate
- Resource CD including:
Session plans related to the course core content
Resource templates
Safety Guidelines
- British Orienteering “Adventure Sport for All” leaflet
- BSOA leaflet.
- Young Leader Award leaflet
- DVD leaflet
- Corporate folder
- Other promotional material as appropriate

Teaching Orienteering Part 2 Candidate Pack

COST: £27.50 each (Pack for Scotland £32.20 see note below)**

Contains:

- Attendance Certificate
- ****Orienteering in the National Curriculum Key Stages 3&4**
- Resource CD including:
Session plans related to the course core content
Resource templates
Safety Guidelines
- British Orienteering “Adventure Sport for All” leaflet
- BSOA leaflet.
- Young Leader Award leaflet
- DVD leaflet
- Corporate folder
- Other promotional material as appropriate

For Scotland:

- ****BOOK: Teaching Orienteering.** Please note, there is an extra charge of £4.70 for this book (ie £32.20 for the pack).