



COACHING COMMITTEE

Report to Management Committee

Meeting of
COACHING COMMITTEE
Held on 2nd June 2007 at Carrs Lane Church Centre, Birmingham

Management Committee is asked to NOTE:

The meeting was inquorate.

07/33 Following the level of enquiries made at the coaching clinic held at both the JK and BOC 2007 the Committee noted the importance of a British Orienteering presence at these events.



COACHING COMMITTEE

MINUTES (02/06/07)

Minutes of the meeting of
COACHING COMMITTEE

Held on Saturday 2nd June 2007 at Carrs Lane Church Centre, Birmingham

07/20 Chairman, welcome and introductions, attendees.

Present: Keith Marsden Chairman, Anne Darlington WOA,
Helen Pearce SE, Hilary Palmer EMOA, Ruth Lockley WMOA

In attendance:, Derek Allison Performance Director, Vicky
Thornton Coaching Manager.

07/21 Apologies for absence.

Mike Hamilton British Orienteering Chief Executive, Peter
Christopher British Orienteering Vice Chairman, Ursula
Oxburgh EAOA, Steve McLean NWOA Linda Thornton NEOA,
Phil Brown SCOA, Nev Myers YHOA, Jim Clarke BSOA

Corresponding members: Gregory McCann NIOA, Ross
McLennan SOA, Ben Chesters SWOA

07/22 Declaration of Interests

It was noted that not everyone had yet completed and returned
their Declaration of Interests to the office. KM has requested
that this be done as soon as possible.

KM

07/23 Minutes of last meeting for approval.

The minutes of the last meeting were approved. See British
Orienteering website.

http://www.britishorienteering.org.uk/Documents/CC_%202007-03-17_minutes.pdf

Amendment:

Under item 07/17 it was noted that Gareth Candy (not Graham)
had been appointed as the new Start Manager.

07/24 Matters arising not covered elsewhere in agenda or not completed:

Item 07/04 Production of a junior information leaflet about what was expected from coaches in terms of appropriate behaviour etc. **DA**

Amy Sarkies had offered to include coaches and tutors FAQ's re-insurance in a FAQ's document. VT to confer with Amy Sarkies on this. **VT**

VT made a further request for interesting coaching articles to be sent to her for use in newsletters and future issues of Focus. VT aims to have a newsletter out to all coaches and T/A's within the next 3 weeks giving updates on a number of topics: Licensing, First Aid requirements, Code of Conduct, UKCC, Lakeside 2007, Level 3 / 4 courses, British Orienteering Coaching Days, Coaching Conference, Kit, Coaching Clinics, Coaching Calendar, Step System amendment, Ian Parfitt's courses etc. **VT**

07/25 Roles and responsibilities

Following the last meeting Helen Pearce had made minor changes to the roles and responsibilities document which has been accepted by the Committee and is now on the website. (Visit 'coaching committee' and use the link under the heading responsibilities).

It was noted that funding of coaching related activities is a problem area yet to be resolved.

There was a discussion on 'where' Start should lie; with Coaching Committee or International Committee? It was agreed by those present that this committee is happy for the responsibility of Start to be moved so long as there is adequate expertise on the International Committee.

07/26 Management Committee feedback:

KM reported that Management Committee had taken on board what Coaching Committee had stated with regards the lack of available funds and that they will be discussing the issue with a view to finding a solution.

PC had asked for the Committee to note the points made on three topics from the recent Management Committee meeting. Refer to the relevant extracts from the Management Committee minutes in Appendix 1.

07/27 Update on Funding

The proposed budget being put to Council for 2008 has a 'standstill budget' for the development programme, £180k in 2008 against £182k in 2007, the coaching budget is within this area. With Sport England's proposed mechanism of delivery it is important for the Federation to be able to 'respond' at a Regional Level. The Start Programme is within the World Class Programme in which there is a proposed cut of £45k which will undoubtedly effect the World Class staffing levels, Performance, Potential and the Start programmes. The effect on Start could be in the loss of one summer training camp.

DA

07/28 Appointment of New Junior Selector

KM and DA proposed that the Committee appoint Liz Furness as the new Junior Selector. This was unanimously agreed.

DA

07/29 Start Programme Review

DA outlined that 80 juniors have been now selected and explained that the 2007 programme involved 40 volunteer staff members who have been recruited.

DA thanked Nick Barrable for his efforts to ensure that there was a smooth handover of his position to the new Start Manager.

DA went on to explain that the future focus was likely to be on fewer athletes but better support for those athletes would be provided.

It was noted that no appeals about any of the selections had been made this year.

DA recommended that the tour selection criteria are reviewed as usual.

07/30 Coaching Award Scheme and Coaches Qualifications:

Coaching for teachers:

VT and HP met in April to consider the applications made for funding for courses by seven Tutors spread across England. So far £6,957.50 has been allocated to running 15 courses during 2007/08. The dates and venues for which are still being 'firmed up' by Tutors before advertising. A further application for courses in Cumbria has recently been made which will be considered. There is still a remaining £13,042.50 of funds to be spent.

Although there is a reasonable spread of courses across the country it was agreed that there are 'gaps' in the SW, WM, EA and SE. It was agreed that a letter should be sent to all Tutors

VT/HP

in order to try to fill these gaps and also to alert tutors to the fact that there is still available funding and also to make them aware of the GCSE course.

UKCC and New British Orienteering Awards:

Refer to Appendix 2 for update.

KM

HP offered to produce some suggestions for the UKCC Source Group meeting on training/retraining and licensing of tutors (in and outside the sport) for the new British Orienteering training courses (Leader and Instructor) for teachers and other youth workers.

HP

Licensing and database improvements:

VT reported that Michael Napier has been very busy over the Easter period with the JK and BOC and that she had now received written confirmation from him that the database improvements will be implemented within the next three weeks. It would then be possible to extract the list of Licensed to Practice coaches which would clearly show the status of a coaches licence (ie either 'complete' or incomplete') with a record of the relevant data for the five necessary components. VT to send this list out to all RR's as soon as it becomes available.

VT

With this work done a mail merge document showing the status of each coaches licence will be sent out to all coaches.

License number for coaches: VT put forward this idea from PC – the Committee agreed that it would be sufficient to state the coaches award level on their membership card in order to show that coaches are licensed and that to give coaches a 'licence number' would not therefore be necessary. VT to let PC know the decision.

VT

Coaching Calendar: More Coaching Courses for 2007:

VT has been speaking to the more active Tutors and has continued to encourage them to advertise 'closed courses' with spaces. VT to send a letter to all Tutors to explain the benefits to British Orienteering members of having all courses advertised on the calendar and also the necessity for British Orienteering to be able to accurately keep a record of the number of courses run each year.

VT

Level 3 and 4 course(s):

The Committee agreed that the Level 3 and level 4 coaching courses scheduled to run at Lakeside at North Centre House on October 6-7 2007 should be advertised on the calendar and through RR's as soon as possible and the deposit for

VT

accommodation paid.

DA

DA offered to check that PB was clear that he is running the Level 3 course.

VT explained that she had received requests for a Level 3 course to be held in the south of England. VT confirmed that PB had notified her that he was happy to run one. VT to contact PB to discuss and establish a date and venue.

VT

DA

Coaches Code of Conduct:

The 'side letter' clarifying the queries on the wording of the original document (refer to last minutes) is to be included in the next Newsletter to all coaches and will be filed with the Code of Conducts received to date.

VT

The existing Code of Conduct is to be updated with these amendments, put up on the website and distributed to all RR's and used on an on going basis.

Proposed changes to First Aid qualifications for coaches:

The committee were asked to consider and on comment on the changes outlined in a paper - Appendix 3 - put forward by VT and MH.

The Committee agreed that the document was useful.

Those present were not opposed to the suggestion to change the initial qualification requirements for Level 3 as outlined in the paper.

However people were unsure as to whether or not the 'renewal' qualification should differ from the initial qualification:

- Certainly at Level 3 this was felt to be unnecessary should it ultimately be decided to accept a 6-8 hour (1 day) course as the initial requirement.
- At level 4 and above there were differing opinions about the 'renewal' process.

RMc had written in to say: "I have read the First Aid document and support the proposal. Keeping the First Aid up to date has certainly been a stumbling block for many. However, I would say that I felt a lot more confident at First Aid after my second course where I felt things were really reinforced for me".

MH had also written in to say: "My only thought is to wonder if a paragraph could be inserted to explain that 'employers of activity providers (ie outdoor activity centres) may be required to have further qualifications and more regular updates to meet the requirements of their work place' this would probably be

covered in their terms of employment or centre rules”.

This meeting was not quorate and consequently the Committee was unable to make any decisions with regards changes to the existing First Aid qualification requirements so the issue(s) will be carried forward.

KM

7/31 Incentive Schemes – statistics – suggestions:

SMc to report back on schemes at the next Coaching Committee meeting.

SMc

SMc had requested at the last meeting that RR's check whether or not there was a colour coded incentive scheme operating within their own region or not and report back to him. It was acknowledged by those present that this had not been done.

All Reps

07/32 Reports from Regions

SEOA report – Helen Pearce

The region is busy with JK08 activities, having struggled with identifying controllers and an event centre. We are also coordinating European Railway Championships in July, being held in Epping (individual) and Whippendell (relay) forests. 6 SEJS juniors have been selected for summer training camps in Scotland and Scandinavia, and 1 was selected to compete in the Junior European Champs. However, the squad is unable to defend men's trophy at JIRC's due to the weekend being in the middle of the exam period. However, 8 people associated with the SEJS, including 6 juniors members, attended level 1 coaching course 1/Jun/07, to be followed by a level 2 course in the autumn.

SWOA Report - Ben Chesters

Fixture congestion has again meant that we've not been able to hold as many training sessions as would be ideal. Despite this, when training events are held they are good quality and enjoyed by all. We are currently in the process of confirming our team for the JIRC's. This is something which is proving harder year after year - M/W 16's and 18's are proving quite elusive due to exams. Are we the only region suffering from this? (The RR's present commented: "No!")

WMOA Report – Ruth Lockley

Refer to note regarding coaching day under 'British Orienteering coaching days' below.

It was very pleasing to see the numbers of WMOA juniors selected for tours this Summer, including some who have not been on tours before.

HOC ran another successful Junior weekend in April 07 and are planning to fully support British Orienteering training days beginners days and junior weekends and are hoping an informal training group will gather to use the Scottish 6 Days training areas.

WM YBT round has been moved so as not to clash with JHI.

WOA Report – Anne Darlington

Wales have Schools Liaison officer in Mair Tomos. She has run several courses for teachers. She is also mapping the schools and by the end of the year all schools within Gwynedd, Conwy and Anglesey will be mapped. She has also been in touch with Outdoor Education advisors offering help from WOA with training courses. Maps of parks are also on going. Mark Saunders has been providing tutoring for instructors at an outdoor centre in Newport which is likely to be used by the local schools.

EMOA Report – Hilary Palmer

We have continued the very well received coaching hours at District events (10-11am then have a run) which I reported on last time. We have opened them out to adults as well as juniors and the lead coach puts on one or two exercises for people to practise. Clubs also have a 'meet and greet' coach (or more) who offer some technique instruction (map walk, help with map orientation, use of compass etc) at all informal events (summer series etc) as well. Clubs are reporting it to be easier to recruit new members to sign up there and then - possibly because of this extra service?

The next step for the autumn through the winter is to advertise well in advance when the coaching sessions will be on offer. Pauline Olivant (RDO) has worked with club reps to collate a regional programme in the past and this worked well.

SOA Report – Ross McLennan

- Coach Education Day was held in December 06 in Stirling. This was an excellent day for exchange of ideas and updates on current best practice.
- Personal Performance Day was held in early March. An excellent chance for people to practice skills individually or with their clubs. Very well received. The intention will be to hold probably 2 a year.
- Hilary Quick has been appointed to run the National

Orienteering Centre which provides the majority of courses in Scotland.

- There is a week of training and coaching planned prior to the Scottish 6 Days this summer in great terrain with quality coaches - not to be missed!

07/33 Coaching Manager report:

Annual Coaching Conference 2008 date. Theme?

The date for the Conference has now been confirmed as February 1st to 3rd 2008.

The Committee agreed that the introduction of UKCC may be incorporated into the weekend.

RL voiced a request for a talk about the differences between the disciplines from a planning perspective and athletes views.

DA offered to see if he could obtain an overseas speaker.

DA, HP and VT to discuss further.

HP/DA/VT

Coaching Clinic – JK and British:

VT pointed out the importance of a British Orienteering presence at these two major events. VT reported that she had obtained enthusiastic and willing help from athletes when asked (namely Sarah and Dave Rollins and Oli and Jenny Johnson). The pre-race tips initiative had worked well. It was difficult for coaches who are involved with their clubs and families to offer a lot of assistance but some were able to help. A whole range of enquiries, suggestions etc were dealt with and feedback from members was useful. Coaches kit was distributed. Weather permitting, VT is happy to repeat the coaching clinic at a couple of events per year in the future.

On- Line Coaching Clinic:

VT had been in touch with Duncan Archer to discuss this site with him. Unfortunately he has not currently got the time available to him to keep this site updated so he is happy for the task to be given to someone else if there is a willing volunteer. He has offered to provide a set of notes detailing where he is at with regards his ideas for developing the site further from the feedback he has had so far. VT had thanked him for his work and will try to find an enthusiastic person to take it over.

VT

Next British Orienteering coaching days:

VT reported that Ross McLennan is interested in putting one on in Scotland. VT to contact him to discuss, it was noted that it would be good if this one could be held this year if possible.

VT

Carol McNeil has offered to hold a British Orienteering coaching day on either Saturday April 12th (possibly at Bigland) ie the day before the SROC Regional Event at Hampsfell and/or on Saturday April 26th at Graythwaite following a

possible LOC event at Graythwaite the next day. The Committee agreed that their preference would be for the coaching day in the Lakes to be held on the 12th. VT to contact Carol McNeil.

VT

RL confirmed that West Midlands are hoping to run a British Orienteering coaching day on Saturday June 7th ie the day before the HOC National Event at Brown Clee. The plan would be to hold it on a WRE area in Shropshire.

RL

PMN: Suggestion received from DA following the meeting:

“The Sarum National Event, March 9th, is to be a Junior Selection Race next year. If we arrange a British Orienteering Coaching Day nearby I am sure that we can attract a number of Regional Association Junior Squads as we did this year in similar circumstances in the Lakes”. Any willing organisers/planners for this to contact VT.

VT

Coaches kit:

VT reported that the last orders had been distributed and fresh orders for the slightly new range of garments were being taken and an order would be sent off in due course (approx 3 weeks time). Since Craft altered their range the prices have altered slightly and the order form amended accordingly, fleeces are slightly cheaper and the jackets are more expensive. (New order form to be sent out with Newsletter). There has been a problem with the print peeling off garments and a couple of jackets have been returned and reprinted using an alternative printer, the situation is being monitored.

VT

Article/profile on Women Coaches:

VT read out a message from Caroline Povey:

“As part of the equity procedures for UK Sport, we will need to do an article/profile on Women Coaches. Can you start thinking about this please? We will need it for August”.

HP

Helen Pearce kindly volunteered to see what she could come up with for this.

07/34 Development Committee Report

Refer to Appendix 4

07/35 British Schools Orienteering Association report

DA reported that the potential clash between BOC Individual Race (to be used as a Junior tour selection race) and the start of the ISF (World Schools Champs) is no longer a problem because the ISF competition is now starting a day later.

Report from Jim Clarke: The coaching planned over Easter was cancelled due to the storm damage to Delamere Forest. It has now been rearranged for the weekend of 6th -

8th July and will be taking place in the Lake District. Carol McNeil is planning the coaching exercises.

07/36 Any other business

06/29 Rules Group embargo on the use of areas:

DA initiated a discussion on this matter by pointing out that the rules state that those running on an area who have an advantage must declare themselves non competitive for the event. Instead, Clubs are refusing permission for the areas to be used for coaching sessions; this is reducing access to terrain for lower level events and coaching session's unnecessarily. The reduction in the length of the embargo for the different level events was welcomed. It was agreed that the RR's should liaise with the regional reps for the Rules Group in order to voice coaching committee views.

All RR's

Use of ER1C form and ER1P form:

VT reported that following the last Committee meeting KM had written to Barry Elkington (Rules Group) and Amy Sarkies (re-insurance) to clarify things:

KM's email:

"At the last British Orienteering Coaching Committee, Donald Petrie raised the issue of whether there was a way to get round the problem of Coaching sessions being registered on ER1P rather than ER1C forms, in order to bypass the restriction that ER1C's can only be submitted by Coaches who are 'Licensed to Practice'. After some discussion the only suggestion that the committee could come up with was to (perhaps) change/strengthen the wording on the respective forms. Having now had chance to look at the forms I can see little that could be changed to strengthen the wording nor do I know any fundamental reason that could be used to stop the use of ER1P's in this way. I would be grateful for any comment or suggestion on this matter. Would you know whether there was any effect on the British Orienteering insurance cover by the submission of the 'wrong' form?"

Barry Elkington's reply: "As far as the Rules are concerned they define what an event is.

However at the lowest level it is sometimes difficult to tell the difference between a C5 and a coaching session when, as is happening more frequently, there is some element of instruction available for beginners before the event starts. I can imagine that this is sometimes provided by enthusiastic club members rather than qualified coaches. So, in answer to your question, I cannot see any way to stop a coaching session being registered as a C5 event if someone really wants to bypass the system by doing so".

Amy Sarkies reply re-insurance: "Using the wrong form should

not affect the insurance. What's important is that the event is registered so that it is seen as British Orienteering activity and that the people organising/responsible for the putting on of the event are suitably qualified and are British Orienteering members". In the light of the information provided the Committee agreed that no action be taken with regards to amending the forms and that there was nothing which could be done about the point raised by Donald Petrie. VT

VT to communicate the Committee's decision to Donald Petrie.
Lakeside 2008:

VT wished the Committee to note that with more of her time being channelled into Coach and T/A education she would have less time for areas such as Lakeside and that come 2008 she would be looking for someone else to co-ordinate and be on hand at the training weekend. KM suggested that she raise this point with the coaches present at Lakeside 2007. VT

Tutor/Assessor notes:

It was agreed that the T/A list needs updating and that a good time for this to take place would be when the retraining of T/A's for UKCC occurs. It was agreed that the list should consist of those Tutors and Assessors who are active.

The requirement for Tutors and Assessors to become Licensed at some time in the future was also noted.

07/37 Dates of next meetings

November 17th at Carrs Lane, March 15th 2008 and June 7th 2008 (unless the Coaching day in WMOA is confirmed) VT

Appendix 1:

Extracts from the Management Committee Minutes meeting held on 2 May 2007

Points to be noted by Coaching Committee:-

Club & Coach Development Programme:

Pt 49. There was prolonged discussion on this issue; the significant points were:

- a. Recognition that the timescales are and have not been under our control
- b. Recognition that the workload to get to the point of being made an offer has been considerable
- c. There is need to deliver to the 3 Associations that have been made offers a concise resume of the submission, offer, condition, targets and benefits to Associations and clubs that are involved.
- d. Most importantly the Associations and Clubs involved need to understand the commitments they are making.
- e. How can and will a decision be made as to whether to accept or decline the award offers? This was the most discussed point and reflects the almost impossible timescales for consultation and agreement to be reached.
- f. It was recognised that to decline the offers will almost certainly create a very difficult background, if not impossible, for British Orienteering to gain funding with the Sport England regionalised process for funding from April 2009 to 2013.
- g. It was agreed that NC will try to speak to the 3 Association Chairmen before the weekend and offer to meet with them with other members of Management over the coming BOC weekend.
- h. MH to approach the 3 Associations and try to establish meetings with key personnel from the Associations and Clubs.
- i. MH to discuss with the Regional Sports England contacts any criteria they will have for locating the cluster groups they see participating in the programme.
- j. Sufficient work to be done prior to Council meeting on 2 June in order for the way forward with this programme to be clearly laid out.

National Building Capacity Programme

51. This initiative was far less contentious; MH provided the background to the programme and explained that it can be used for a post directly linked to increasing participation and preparing the infrastructure for increased participation.

52. There are 2 areas that fit this programme; a) direct involvement at a national level in helping clubs work to increase participation, b) manage the development of volunteers necessary to develop increased participation ie coaches, event organisers, planners, mappers and controllers.

53. It was agreed that MH produce a draft job description based on the discussion and forward to members for comment. Within this role description any expectations on members of clubs/assoc should be identified.

54. It was agreed that MH will talk to Hilary Palmer about how this role will fit with the role and responsibilities of the development team.

55. The background and job description to be taken to Council on 2 June with a view to accepting this award offer.

Building Capacity: Job description be drafted to fit the requirements of the programme & discussed with Sport England (MH, asap)

Building Capacity: Background to the programme and job description to be presented to Council in June (NC, asap)

2007 Budget update

Pt 65. MH gave an update on the 2007 budget which includes the following changes since the budget was agreed by Council in September 2006:

d. Coaching has an additional £20k allocated to Coaching for Teachers from Sport England, this is a straight payment in and out and has no effect on the bottom line spend

e. There has been a payment of £1.5k to modify the database for coaching and this has been added in: this has reduced the small contingency allocation.

f. Derek Allison has been moved entirely into International which has decreased Coaching and increased International but not altered the budget bottom line.

Appendix 2:

UKCC and new British Orienteering related courses

Background

You will recall that British Orienteering submitted a Delivery Plan to SCUK for funding in January of this year. The hope was that funds would be allocated to us in March to begin work in earnest in April. Unfortunately we have not yet received a response, although one was promised for May.

Nevertheless with a limited amount of funds granted to us by Management Committee and Development Funds we have undertaken the following work;

- define and document the proposed British Orienteering Level 1 and 2 courses. This work has been led by Celia Watkinson and Pauline Olivant, with Glynn Roberts and Phil Brown providing input to ensure that it addresses the needs of the Outdoor Education Market.
- Define and document the proposed UKCC Level 1 course. This work has been led by Pat Mee with help and support from Paul Smith of 1st4Sport. Both Pat and Paul have extensive knowledge of UKCC through their association with other sports

The work on the British Orienteering Level 1 and 2 courses is largely complete and awaits sign off on a number of points by the UKCC NSG (National Steering Group) which meets on 6th June.

Once that sign off is completed we will move on to the plans for retraining of Tutors and Assessors and the production and distribution of new course material.

Proposed Literature

The British Orienteering courses will be each of one-day duration.

The proposed titles of the courses will be;

- British Orienteering Leader Training
- British Orienteering Instructor Training
-

Attendees of the Leaders Award will receive an Attendance certificate; attendees of the Instructors Award will also receive an attendance certificate and may be assessed if they so wish.

The following Material will be available for each of the two days;

- Candidate Information Sheet
- Tutor Information sheet including an outline delivery sheet
- Course session plan
- Course handouts
- PowerPoint slides
- Resource CD for Candidates
- Tutor Resources (CD's, DVD, Sample Certificate etc)
- Candidate Pack from British Orienteering (CD, leaflets etc)

The aims of the two courses are;

- Day 1 Introduce Orienteering
- Day 2 Skills Development

Other Proposals

- Courses to be reviewed in no more than 2 years time
- Resource; as well as CD we should provide KS 3/4 book from Harvey's for the second day
- That Licensing of Tutor/Assessors be introduced (similar to Coach Licensing)

Other

- Phil Brown is to run a 2-day course in June/July based on this material.
- The best way to accomplish the retraining of existing Tutors is still to be decided and will require further discussion. However it was suggested that all existing Tutor/assessors wishing to continue in these roles and to use the new material attend a one-day retraining course (day to include updates on UKCC etc). Material and Resources is to be made available to Tutors on this course. Consideration will be given to the use of SportsCoachUK Training for Tutor/Assessors.

UKCC (Level 1) Update

A new Candidate Pack has been produced

The proposed course will be three days long. Two days of tutoring and a separate final day to provide mentoring and assessment. The length of the Practical assessment has yet to be agreed, although UKCC recommends only 15 mins (Orienteering would prefer more.)

UKCC will include most things in British Orienteering Leader's course (as above) but will also include;

- The 'how to coach introduction'
- Protection of Children and young people
- Session plans and risk assessments
- Some sports science

Consideration will be given to the contents of a one-day conversion course (BO to UKCC transfer).

Consideration of CPD(Continuous Professional Development) for Coaches, Tutors, Assessors and Internal Verifiers is still to be undertaken.

The material to be provided will include;

- Candidate Induction pack
- Candidate Pack
- Learning Programme – for Tutor notes
- Others;
 - o Step System
 - o Player and Coach pathways
 - o Mapping of resources
 - o Glossary of terms
 - o Log books, Session planners etc
 - o Application Form
- Definition of CPD

Appendix 3:

First Aid for British Orienteering Coaches

Introduction

First aid is the care given to a casualty before professional help arrives.

The aims of first aid are:

- to preserve life
- to prevent the worsening of any injuries
- to promote recovery

In cases of serious injury the first most important step is to summon professional help as soon as possible. Without specialist equipment and the training to use it (eg defibrillator) it is rare for a life to be saved. Knowing what not to do is often just as important in preventing worsening of injuries and promoting recovery as the action required.

In the modern age of mobile phones summoning help is much easier but not always possible from more remote areas which may not have a signal.

It is good practice for all individuals to understand the rudiments of first aid. Where there is a “duty of care” it is important that this is the case and this is certainly true of orienteering coaches where they are coaching young people.

Other Sports

The First Aid requirement for coaches in other sports varies. Most sports take place in a built facility or an environment close to urban areas where the response times for ambulances are short. Many of the facilities used will have first aid cover. In sports where this is not the case, there is generally a first aid requirement for coaches. A selection of sports and their first aid requirement for coaches is given in Appendix A.

The first aid requirement varies. The range is from coaches merely having to ensure there is first aid cover (Triathlon) to a requirement for an assessed qualification with a minimum of 16 hours training (Mountain Leadership). The latter is an activity where groups are being lead often in remote and potentially hostile environments.

For the other sports surveyed the qualification requirement seems to depend on the level of the coach and the environment in which they may operate. Canoeing requires 4 hours of training including CPR and EAV for Level 1 and 2 coaches. These coaches are qualified to operate in placid or sheltered water.

Level 3 Canoe coaches and above may operate in “moderate” or “advanced” water. They are required to undertake a minimum of 8 hours training.

Delivery of Training

In general NGBs require training deliverers to be HSE approved. MLTB do not have this requirement and are happy to accept any deliverer providing the course is of the required length.

Some NGBs have specific requirements related to their sport. For instance sailing requires hypothermia, cold water immersion and drowning to be covered. Canoeing requires CPR and EVA to be covered. MLTB requires the course to be delivered in an outdoor environment.

Orienteering Coaching Areas

Orienteering coaching takes place in many types of area from local parks to complex and exposed moorlands.

Level 1 and 2 coaches are confined to areas with clear boundaries and good access and therefore fast access to external assistance. Level 3 coaches are limited to areas with “ready access for assistance” and even at Level 4 and above it suggests that complex and exposed areas “should be avoided” (See Appendix B).

Coaching Renewal

Many NGBs require coaches to have a current first aid qualification. British Orienteering requires coaches to produce a current first aid certificate to revalidate their licence to coach. MLTB does not re-validate Leaders. It advises employers to check current experience using a log book and first aid qualifications.

By its nature few people, let alone coaches, have the opportunity to use first aid techniques. Some of these such as CPR require practice to be useful although incorrect application is unlikely to cause additional harm. Some knowledge is common sense and does not change. Attendance at a repeat course may add little to knowledge. There is considerable variation in the rigorousness of the assessment process. CPR and the “Recovery Position” are the areas that always appear to be assessed. There is little evidence of anyone failing an assessment.

Principles

- All coaches should be encouraged to undertake First Aid training. This is an important life skill.
- First Aid training should not be seen as a significant barrier to obtaining or renewing a coaching qualification.
- In cases of serious injury professional help must be sought at the earliest opportunity. First aid may preserve life, prevent worsening or promote recovery but is only appropriate when no professional help is accessible.
- The level of first aid qualification should be appropriate to the area in which the coach is operating. For all Levels of coaching up to Level 3 there should be ready access to assistance.
- Level 4 Coaches and above may operate in remote, complex and exposed environments.
- The value of repeating knowledge based elements of courses to revalidate first aid qualifications is limited particularly as these are not assessed. Some skills based first aid such as CPR may require regular practice more frequently than every three years to keep them current.

Recommendations

- **Level 1** - No first aid qualification. Coaches should be asked to ensure First aid cover on site is available where possible.
- **Level 2** (UKCC L1) - Initial first aid qualification: “Emergency First Aid Course”. The course will provide an understanding of key life-saving skills, including resuscitation and dealing with unconscious persons. Typical course content: Communication and casualty care. Managing an incident. Looking after yourself and the casualty, adult, child and infant resuscitation (CPR). Treatment of severe bleeding, chest pain and an unconscious casualty and treatment of choking in adults, children and infants. The course will be 3 to 4 hours minimum duration (eg British Red Cross - 4 hours and St John Ambulance - 4 hours).
 - Emergency first aid qualification must remain current by attending a repeat assessed course involving a minimum of 3 hours training every three years.
- **Level 3** (UKCC L2) - Initial first aid qualification: “Emergency and Basic First Aid Course”. The course will focus on key life-saving skills and provide an opportunity to learn the first aid response to the most common accidents and situations, and will be underpinned by the relevant theory. Typical course content: Communication and casualty care. Managing an incident. Looking after yourself and the casualty, adult, child and infant resuscitation (CPR). Treatment of severe bleeding and minor burns, chest pain and treatment of an unconscious casualty and treatment of choking in adults, children and infants. Priorities of first aid and managing the scene.

Treatment of fainting, bites and stings, sprains and strains. The course will be 6 to 8 hours minimum duration (eg British Red Cross - 7 hours and St John Ambulance – 6 hours).

- Basic first aid course need not be repeated but emergency first aid must remain current by attending an assessed course involving a minimum of 3 hours training every three years. It is advised however that every 6 to 9 years coaches should attend and repeat the initial (Emergency and Basic First Aid) course.
- **Level 4 and above (UKCC L3) - Initial first aid qualification: “Practical First Aid Course”.** This course will cover key life-saving skills and allows the coach to practice skills and update his/her knowledge of a wide range of emergency situations outdoors. It also gives the opportunity to learn more about common medical conditions and outlines the appropriate treatment.
Typical course content: Communication and casualty care. Managing an incidents in an outdoor environment to include hypothermia. Looking after yourself and the casualty, adult, child and infant resuscitation (CPR). Treatment of severe bleeding and severe burns, chest pain and treatment of an unconscious casualty and treatment of choking in adults, children and infants. Priorities of first aid and managing the scene. Treatment of fainting, bites and stings, sprains and strains. Treatment of asthma, head injuries, chest pains and shock. Recognition and treatment for meningitis, poisons, seizures and stroke. Bone, muscle and joint injuries.
The course will be 14 to 16 hours minimum duration (eg British Red Cross -14 hours and St John Ambulance (Activity course) – 16 hours).
 - Initial first aid course need not be repeated but emergency first aid must remain current by attending an assessed course involving a minimum of 3 hours training every three years. It is advised however that every 6 to 9 years coaches should attend and repeat the initial (Practical First Aid) course.
- These are minimum requirements. Those who wish to attain higher levels of qualifications should be encouraged to do so.
- A method of assessing knowledge based elements of first aid should be sought (eg multiple choice questionnaire, on line testing) to accompany all emergency first aid qualifications.

May 2007 Contributors: JP, VT, PM, MH & information from other NGB

APPENDIX A

First Aid Qualifications for Coaches in Selected National Governing Bodies of Sport

March 2007

Governing Body	Source of Information	Training Requirement	Approved Deliverers	Renewal Process
British Orienteering Federation (current)	British Orienteering Website	Level 1: no requirement Level 2: Basic life support and emergency (4 hour course) Level 3: and above: more than emergency First Aid and element of assessment (at least 14 hours training)	Any provider approved by Health and Safety Executive (HSE)	Evidence of current First Aid qualification required on renewal of licence to practice every three years.
British Canoe Union	James Glover	Minimum 4 hour course for Level 1 and 2 instructors Minimum 8 hour course. Aquatic First Aid for Level 3 instructors and coaches. First Aid at Work also acceptable. Courses must include expired air ventilation and cardio pulmonary resuscitation. Raft Guide Trip Leaders require a 4 day First Aid Qualification.	Any provider approved by HSE	Renewal required every 3 years. Same course requirement
Mountain Leadership Training Board	Andy Say	Minimum 16 hour course including substantial elements of casualty care and resuscitation. Must be assessed and based on the outdoor environment.	Any legitimate provider acceptable. Consider that any provider staging a 16 hour assessed course will provide an acceptable qualification. Not necessary to have HSE approval	No renewal process. Employers advised to check qualifications including first aid in conjunction with log books.
British Triathlon Association	Judith Brand	No separate First Aid module in coaching qualifications. No first aid certificate required. Coaches are advised to ensure there is first aid cover available.		
Royal Yachting Association	Dawn Seymour	1 day RYA First Aid Course or 1 day basic First Aid which must include hyperthermia,	Course providers must be HSE approved	Instructors and race trainers must

Governing Body	Source of Information	Training Requirement	Approved Deliverers	Renewal Process
British Orienteering Federation (current)	British Orienteering Website	Level 1: no requirement Level 2: Basic life support and emergency (4 hour course) Level 3: and above: more than emergency First Aid and element of assessment (at least 14 hours training)	Any provider approved by Health and Safety Executive (HSE)	Evidence of current First Aid qualification required on renewal of licence to practice every three years.
		cold shock and drowning. Applies to all instructors and race trainers.		hold a current First Aid Certificate.
British Cycling Federation	Nicola Tyre	1 day Appointed Persons First Aid Certificate. No special endorsements. Applies to Level 1,2 and 3 coaches and is the same for all disciplines including mountain biking and cyclo-cross	Course providers must be HSE approved	Must be renewed every 3 years by completing the original training or equivalent

APPENDIX B

Appropriate Areas for Orienteering Training

Coaching Qualification	Type of Area	Characteristics of Area
Level 1	Private "safe" areas such as School or Outdoor Centre grounds	Small and "simple" areas with very clear boundaries, good access, plenty of hand rail features such as paths or fences and so small as to allow supervision of the participants at frequent intervals. An absence of all such hazards as busy traffic, crags, fast or deep water.
Level 2	"Other" local areas and small woods	Areas with clear boundaries, good access, plenty of handrail features such as paths or fences and small enough for supervision of participants at regular intervals. An absence of obvious hazards such as busy traffic, crags, fast or deep water.
Level 3	Other areas which are neither complex nor exposed	Appropriate areas include easier forests or easier country parks and sites with clear boundaries and ready access for assistance or emergency vehicles.
Level 4	More demanding areas	Complex, exposed or mountainous areas should be avoided except where sufficient staffing expertise is present.

May 2007 Contributors: JP, VT, PM, MH & information from other NGB

Appendix 4:

British Orienteering Development Committee

18th April 2007

Meeting Notes (These are not official minutes or a summary of them.)

Attendees

Neil Cameron
Keith Marsden

Chris James
Hilary Palmer

Mike Hamilton
Roger Hargreaves

Apologies
Donald Petrie
Lyn West

David Harrison
Peter Bylett

Peter Christopher
Caroline Povey

Multi Day Development Fund.

Unfortunately the Draft Procedures for applications for funding from the various funds within British Orienteering had not been completed and so it was decided to finalise these through an e-mail discussion in the next few weeks.

The committee had received no applications for Development funding.

Volunteer Strategy

The final draft of the Terms of Reference for the Volunteer Workgroup were considered and agreed.

The 'advertisement' to appear on the British Orienteering website for a chair for the Volunteer Work group was considered and agreed with some minor amendments.

It was hoped that the work of the group would be completed by November 2007.

Review of the Work of the Committees and Groups.

The rest of the meeting was taken up by a review of the work begun at the last meeting.

The Terms of Reference of all British Orienteering Committees and groups were considered and changes and clarifications made.

As a result of the above a series of Recommendations to Council were produced and agreed.

The key changes considered were;

- Development Committee will be disbanded.
- A new Development Committee will be created to oversee the work of the development team across the UK.
- Creation of a Major Events Group
- Creation of a Business and Finance Workgroup
- Creation of Committees to take responsibility for development and oversight of MTBO and Trail-O.
- Review Roles and Responsibilities of Coaching Committee in relation to International Committee.
- Reconstitution of International Committee with clear roles and responsibilities.

Some of the changes considered above may be amended as a result of the recommendations from the Governance Working Group.

Keith Marsden
21-4-07