



COACHING COMMITTEE

Report to the Board

Meeting of
COACHING COMMITTEE

Held on Saturday 7th June 2008 at Hyssington Village Hall, Hyssington, POWYS.

The Board is asked to NOTE:

The meeting was inquorate.

- 08/24** The progress that has been made in the retraining of Tutors and Assessors for the introduction of both the British Orienteering Teaching Orienteering courses and the UKCC awards.



COACHING COMMITTEE

MINUTES (07/06/08)

Minutes of the meeting of
COACHING COMMITTEE

Held on Saturday 7th June 2008 at Hyssington Village Hall, Hyssington, POWYS.

08/17 Chairman, welcome and introductions, attendees.

Present: Keith Marsden Chairman, Vicky Thornton Coaching Manager, Christine Vince SWOA, Dave Rogers SCOA, Hilary Palmer EMOA, Cath Williams WMOA, Peter Christopher British Orienteering Vice Chairman.

08/18 Apologies for absence.

Mike Hamilton Chief Executive, Derek Allison Performance Director, Linda Thornton NEOA, Steve McLean NWOA, Ursula Oxbrough EAOA, Nev Myers YHOA, Helen Pearce SEOA, Jim Clarke BSOA

Corresponding members: Gregory McCann NIOA, Sarah Dunn SOA

Post meeting note: Gregory McCann has now been replaced by Raymond Finlay as the new NIOA Regional Coaching Representative.

08/19 Declaration of Interests (2008)

VT to check with Laura Young that everyone on the Committee has now completed a Declaration of Interest and send any reminders as may be necessary. **VT**

08/20 Minutes of last meeting for approval.

The minutes of the last meeting were approved. See British Orienteering website; http://www.britishorienteering.org.uk/downloads/documents/cc_2008_03_15.pdf

08/21 Matters arising not covered elsewhere in agenda or not completed:

At a previous meeting Phil Brown reported that the British Canoe Union (BCU) had increased its First Aid award at Level 3 to 16 hours. John Palmer had written in to query this and at the last meeting KM offered to make some enquiries. KM reported that the BCU have not changed their Level 3 first aid requirement which still stands at 8hrs.

Lakeside 2008: KM reported that he had looked into the matter of Lakeside and that Bill Stevenson had submitted a paper to Council for consideration. Council had rejected it on the grounds that there is no money for Lakeside 2008 in the British Orienteering budget. PC offered to make enquiries, and report back to KM, as to whether or not financial assistance may be forthcoming, from somewhere within the Orienteering Foundation. **PC**

KM reported that he was going to draw up some proposals for Lakeside 2008 and circulate to the Regional Squad Co-ordinators. **KM**

08/22 Update on Funding and WSP

KM reported that the Whole Sport Plan (draft copy) was presented to the Board last week and that it would be circulated for consultation during the Summer. The aim is for it to go to Sports Councils at the end of September.

A query was made as to whether or not any club-coach funding had been acquired by any of the regions and also as to whether or not this scheme of funding was likely to continue. VT to enquire with Mike Hamilton and request an update to be circulated to the RR's.

VT

Post meeting note:

The scheme is unlikely to continue next year and MH has agreed to write a brief update to be circulated.

08/23 Feedback from the Board

PC pointed out that the 'talent pathway' was in the WSP and that people may like to comment on that. He also drew attention to the need for people to recognise the reference to 'activities' in the WSP rather than just events.

PC drew the Committee's attention to the recent orienteering activities booklet produced by Steve Vernon (Participation Manager). This was passed around those present and it was well received. HP explained that clubs who are delivering orienteering activities to their club members may apply to the office for the activities booklet. VT gave DR a copy.

08/24 Coach Education

Teaching Orienteering Courses

HP reported that to date 4 Tutor training courses have been held; 3 in England (North, Midlands and South) and one in Scotland with another soon to be held in Northern Ireland. Hilary Quick and Helen Baxter have been trained to deliver the training courses in Scotland and Northern Ireland respectively. With 68 of our existing tutors having put their names down for the training 56 of those have now been trained. VT is co-ordinating the next training course to be held with Pauline Olivant as the trainer in the Midlands to cater for the remaining people wishing to be trained. Enquiries to VT. The courses have been well received.

VT

VT reported that the trained licensed tutors delivering the courses are now using the Teaching Orienteering administrative procedure and accompanying forms which are available on the website (under coaching - T / A section). A number of courses have already been held using the new Teaching Orienteering resource packs.

UKCC

KM reported that following the signing off of the endorsement for UKCC Level 1 by sportscoachUK in March a delay had occurred with the submission of the award by 1st4sport to QCA. It is hoped that the award will be accepted by QCA in the next few weeks when it can then be submitted to CSG (Coaching Standards Group) for final Endorsement.

In the meantime the delay has enabled a focus on the re-training courses for existing tutors and assessors in order to ensure that we have UKCC Coach Educators and UKCC Assessors qualified and ready to deliver UKCC Level 1 once the qualification is launched in September.

KM went on to explain that two rounds of tutoring and assessor courses have

resulted in approximately 20 Coach Educators and 20 Assessors now being fully trained. VT thanked KM, Pat Mee and Laura Young for the handling of these re-training courses.

It is planned for there to be a 3rd round of training courses offered and funded by Sports England and these courses have been advertised to all those interested. It was noted that this round of courses (CTS, IAPS etc) will be the last courses which are being offered free of charge to existing British Orienteering tutors and assessors. VT is now handling the enquiries and taking bookings for these courses.

VT

From September onwards UKCC Level 1 orientation evening sessions will be held regionally for the qualified UKCC Coach Educators. Pat Mee and Hilary Palmer will be running these sessions and VT will advertise as more details become available. Plans have already been made for UKCC Level 1 pilot courses to take place during September.

KM reported that new resources for UKCC are being produced. These include a new coaching handbook, coaching cards and DVD. Carol McNeill is busy producing the DVD and it is hoped that some of the 'output' will be available for viewing in June.

It was noted that Carol McNeill wishes to alert the Committee to the good news that the publishers of Teaching Orienteering (Harveys and Human Kinetics) wish to consider another update.

UKCC Level 2 draft candidate pack has now been produced by KM and PM

A draft paper covering preliminary plans for APL (Approved Priority Learning) for transfer from existing awards to UKCC awards has been produced and will be circulated shortly

It was explained that existing coaches do not have to bridge across to the UKCC awards as their awards will still be recognised by British Orienteering. However in time people will be encouraged to bridge across as it is expected that there may be pressure from outside (eg from county councils etc) for paid coaches to have the UKCC qualifications which will be seen to have superseded 'old' qualifications.

It was also noted that British Orienteering is now a recognised centre with 1st4sport not just for delivering courses such as Level 2 (and soon UKCC Level 1) but also CTS, IAPS and CIVPS. This may give British Orienteering the opportunity to train Tutors/Assessors from other sports through CTS and IAPS courses.

08/25 Coaching Award Scheme

License to Practise

VT reported that Nicole McKenna is happy for RR's to contact her directly in order to obtain regional spreadsheets to give the details of licensed and non-licensed coaches so that the good work of keeping the lists updated may continue efficiently. It was noted that, for now, the recurring 'glitch' with the database throwing out a list of all coaches as opposed to just the non-licensed (when that selection is made) is fixed. VT suggested therefore that this is a good time for all RR's to request updated spreadsheets.

RR's

It was agreed that the coaching details of coaches who are no longer actively coaching within their region and are non-licensed should, at the RR's written request, be 'suppressed'. VT explained that suppressing a coach's past details in this way retains their coaching history on the database but that they will not receive coaching newsletters etc. Should they choose to commence coaching again their coaching history can be retrieved.

RR's

VT confirmed that she has spoken with Nicole Mckenna in order to ensure that reminders to licensed coaches whose qualifications are due to lapse within three months will be sent out. (in particular 1st Aid and Disclosures) Reminders are to be sent out by either by Nicole or, when possible, by Steph Ilesley (new Coach Administrator). It is hoped that the idea, put forward by Steph Ilesley, that these reminders can go out automatically once the new website linked database is operational can be implemented down track.

VT

Past and Upcoming Courses – Level 3 / 4

VT gave to DR the list of names of people who had attended the last Level 3 coaching course in Southern England at Longmoor Army Camp, last December 2007.

VT reported to the Committee that arrangements for the next level 3 / 4 coaching course have now been made and the courses will be held at Lakeside YMCA Centre, Nr Windermere on September 26-28 (the application form is available using the link on the coaching calendar) – (John and Hilary Palmer are the Level 4 and 3 tutors). People are already booked onto the courses and there are still spaces available.

Level 2 course to be held in Southern England

It was noted that as part of Steve Vernon's increased participation project a Level 2 course is being held in the South where there it is recognised that there is a need for more qualified Level 2 coaches. There are still spaces available on the course and enquires should be made directly with the course Tutor John Tilsley.

Post meeting note:

The dates have been finalised as the 27th September and the 4th and 18th October with the 27th September being the Level 1 course and the October dates being the Level 2 course. Longmoor is the intended venue - awaiting confirmation.

Safety Guidelines

KM reported that he had updated the Safety Guidelines. The words British Orienteering have been used where appropriate and the 'old' award names have been updated. Also an introductory general paragraph has been included on page three to clarify the fact that it is the responsibility of the Coach to determine the risks, from a safety point of view inherent in any area and that the grading system for areas (A,B etc) offers a guidance only. Another update for the Safety Guidelines will be needed in the Autumn with the introduction of the UKCC awards.

VT

VT

VT is to ensure that the updated Safety Guidelines replace the old version on the website and that, on the recommendation of those present, the new version should be dated June 2008 – see **APPENDIX 1**

VT

Also VT to see there is a note under Rules and Guidelines to state that the Safety Guidelines were updated June 2008.

Also VT to ensure that the new version of the Safety Guidelines replaces the old on the next run of Teaching Orienteering Part 1 and 2 CD candidate resources.

08/26 Coaching manager's report

British Orienteering – Coaching Days

VT reported that although the coaching day held, June 7th, at Cordon and Stapeley had been worthwhile the day had not been as well attended as initially hoped when the fixture was made, over a year ago, largely due to the clash of events, this in turn would mean that the day will have made a small financial loss. (There were a total of 82 participants). Whereas the day at Black Beck Woods held in March, with a high attendance, had made a small profit. VT had thanked the planners Ruth Lockley and Andy Hemsted for their efforts and also Hilary Palmer for coaching the British Orienteering members who attended. Ruth Lockley has offered to write a report for the next coaching newsletter and possibly (fixtures and availability of areas permitting) to organise and plan another coaching day in the West Midlands in 2009.

Phil Brown has confirmed in writing that he intends to organise and plan a coaching day on Saturday November 1st the day before the November Classic but an area and permission has yet to be established. VT to liaise with Phil Brown and advertise the coaching day as soon as possible. DR offered to assist and liaise with VT if required.

VT

Carol McNeill has confirmed that she is happy to plan a coaching day next year the Saturday before the National Event at Graythwaite on April 18th 2009.

VT to provide application forms for both coaching days on the coaching calendar once all arrangements have been made.

VT

Coaching Kit

VT reported that interest and orders continue to tick along steadily. However it was noted that Craft are rather slow to dispatch orders. The last order made with Craft in March, for some coaches jackets, will be dispatched in late June / early July and then the garments will be sent to be embroiders before being sent out to the coaches who placed the orders. To combat this problem VT is holding a larger stock of garments and orders can be placed at any time.

VT

Coaching Administrator

VT explained that Stephanie Ilsley had been appointed for this role on 1 day (8 hours) per week. Amongst other things Steph has a host of admin related qualifications, an honours degree in Mathematics, first hand experience of website design etc. Her previous jobs, include project manager for KPMG. She is a member of Wirksworth Running Club and has already attended an introductory orienteering event at Lyme Park.

She will initially be trained in the handling of the administration associated with the Young Leaders Award, Teaching Orienteering courses and assisting with coach's qualifications and enquiries.

VT

The RR's present requested that VT make clear who they should go to Nicole or Steph with different admin requests or queries relating to coaching.

Proof of License – (letter, card or database)

At the last meeting it was agreed that VT was to investigate whether or not a coach could assess their own personal coaching qualification details using their personal password. VT reported back that this is not possible at present but that a request has been made for this to be looked into using the planned new web linked database system. It was agreed by those present therefore to wait to see if this

VT

could be achieved before considering the alternative options of License cards or letters.

Letter to all T/A's

VT reported that a letter summarising all progress and decisions to date mainly with regards to the Teaching Orienteering courses and UKCC Level 1 and training programme was sent out to all existing T / A's in late May. VT to send a copy for interest to all RR's. **VT**

Post meeting note:

An important extract, for information, regarding existing (soon to become) 'old' Level 1:

Three important points to note here:

- o Existing Level 1 courses will cease and the associated resources and use of 'old' notification of attendance forms and 'Trainee Level 1 certificate' will therefore be unavailable when the UKCC Level 1 courses begin (Sept 08).
- o Tutors who have not attended TO training courses will therefore not be in a position to run British Orienteering 'old' Level 1 courses or TO courses.
- o Assessment for existing/old Level 1 will continue up to 31st March 2009 but if possible candidates should be encouraged to work towards UKCC Level 1 assessment instead.

Coaching News

The next coaching news is due to be written and sent out to all coaches in June. KM requested that all RR's send VT any articles or information of interest to coaches as soon as possible.

**All RR's
KM/VT**

08/27 Incentive Schemes

SM reported he had not heard back from any of the RR's so he has not been able to produce any feedback

RRs to report back to SM on the incentive schemes running in their region including suggestions as to what they may like to see.

SM has again offered to act as the co-ordinator to receive feedback and summarise his findings.

**All RRs
SM**

08/28 Regional Coaching Representative - Job description

As promised at the last meeting HP had sent in a SEOA Regional coaching job description. Amendments have been made to this paper for use by all RR's – see **APPENDIX 2**

**All
RR's**

08/29 Reports from Regions

SWOA – Christine Vince

SWJS

The Squad is working well under their new manager, Jeff Butt of SARUM. A party of 14 juniors plus adult helpers went to the British Sprint and Middle distance weekend in Coventry in April. Some had not done Sprint events before but all enjoyed themselves and

made a good showing in the results. One M14 has now won his class at both days of the JK and the British Sprint and Middle Championships. The Squad has four members going to Lagganlia and one to Badaguish, and have hopes of success at the JIRCs. The next SW event will be the Dorset Coast Path Relay, organised to benefit the Squad and hotly contested by the SW clubs. There is now a regular newsletter being sent out, encouraging people to support the Squad in all manner of ways (for instance, they would like some cakes to eat at training sessions!). New O-tops have recently been ordered for Squad members to purchase at a discounted price (with financial support from SWOA).

Quantock Orienteers has organised a Level 1 coaching course for a number of their members in conjunction with activities at their local running club; they are using this association to increase participation in training for both juniors and adults. One BOK member has done a Level 2 coaching course, and the SW rep has done her basic First Aid course.

EAOA – Ursula Oxbrough

Coach Numbers:

We seem to be making a little progress in the matter of getting qualified coaches licensed. It seems to be particularly difficult to find a first aid course suitable for a Level 2 coach but then uniting coach and first aid course is even harder. There is no easy way to monitor licenses which expire on random dates throughout the year. We keep on plugging on. .

Clubs' coaching initiatives.

SOS (Essex) run Saturday training sessions on a regular basis and have members of all ages attending.

Michael Chopping (RDO for N Cambs, Norfolk and Suffolk and a member of Norfolk OC) is planning to run coaching sessions before Norfolk club events.

Junior Squad.

EAJ Potential Squad, which was formed last September for EA juniors with yellow skills and which has been meeting regularly since then, finished the season with a joint trip with EAJS to the Lake District for the British Orienteering Training Day and the Hampsfell Regional Event. We shall persist with EAJPS next year, hoping to recruit another cohort of yellow runners while still progressing our 'improvers'.

SCOA - Dave Rogers

Activities

- Dave Rogers took over SCOA Coaching Officer role in February 2008.
- Junior Squad conducted 21 training days in the last 12 months [June 2007 to May 2008; includes week trip to Oringen 2007].
- SCOA website now has a 'Coaching' section which is slowly being populated.
- All SCOA licensed coaches have been contacted and surveyed with regard to their activities and training needs – update next meeting.
- All SCOA non-licensed coaches have been contacted and encouraged to complete their licensing requirements.

Courses:

- *John Tisley [WSX] is running a Level 1 and 2 combined coaching course at Moors Valley, near Ringwood on 19th July, 23rd and 30th August 2008.*
- Phil Batts [BAOC] is planning to run a Level 3 coaching course on 16th and 17th June 2008 at Longmoor, Hampshire.
- John Tisley [WSX] is running a Level 1 and 2 combined coaching course on 27th September, October 2008 at Longmoor, Hampshire.

Other:

- Dave Rogers and Colin Hicks attended British Orienteering coaching conference at Lilleshall, 1st to 3rd February 2008.
- Dave Rogers attended British Orienteering Coach Assessors' Course at Crewe,

27th and 28th February 2008. Aim is for Dave to be a qualified assessor by late 2008.

- There has been a problem with getting coaches qualifications who have been assessed at Level 2 by Phil Brown processed with 1st4sport. This has been causing a delay with their certificates – VT is looking into this matter.

SCOA Coach Status [as at 14th March 2008 based on British Orienteering's database]:

Licensed:

Level 2: 5
Level 3: 4
Level 4: 3
Level 5: 1

Non-licensed:

Level 1/TOPs/undescribed: 2
Level 2: 3
Level 3: 5
Level 4: 0
Level 5: 0

[does not include inactive coaches]

WMOA – Cath Williams

WMJS have been to the two latest British Orienteering coaching days (Lakes and Corndon). This year we will be taking 18 juniors to Mariestad, Sweden for a week. The numbers in the squad remain healthy - around the 24 mark.

Wrekin have regular coaching for newcomers available on Tuesday evening training events, and a small number of Wrekin members are taking part in the National coaching day on Stapeley and Corndon.

There will be a monthly OD Junior Club Day from September to bring through our non WMOA squad Juniors and schools talent.

WCH have started up a mini club based at a central secondary school, continue with twice weekly training sessions and beginners events, and are preparing for the Staffordshire Schools Championships.

HOC are involved in organizing today's coaching day and are planning a juniors weekend in the autumn.

No feedback received from COBOC or POTOC.

NEOA - Linda Thornton

NEOA Report

We have had to cancel training sessions due to lack of interest over the last quarter.

(NATO and NEJS) I think exams are the main problem, plus other sporting activities on Saturday mornings, and Saturday jobs.

It does flag up those who are committed to orienteering and those to whom it is the second sport. CLOK is arranging a junior training in July.

On the positive side we have had a successful controllers course, a local first aid course in the pipeline, and a lot of teacher level training.

EMOA – Hilary Palmer

There has been agreement between EMOA and the regional office of Sport England to fund some satellite club developments (regular weekly activity sessions) in Derbyshire and Nottinghamshire. Paid coaches will start up these satellite clubs with the aim that after the first year of funding there will be sufficient 'pay and play' participants that the activity

sessions will be practically self sufficient.

In Leicestershire funding has been granted as part of the 'extending activity' programme for schools in one district. Club members are being trained and assessed as Level 1 coaches so that they can run the sessions.

Pauline Olivant, the RDO, has written the grant applications in both cases.

SOA – Sarah Dunn

- Hilary Quick has recently held the following coaching courses
 - 2 TOP Part 1 courses
 - 3 Level 1 / 2 courses
 - Ladies coaching weekend
- A TOP tutors course was also held in May and attended by 4 people.
- The Scottish Junior squad held a training weekend in April and travelled to the FCC finals in May.
- The World Schools Championships was a great success and appears to have re-invigorated the Schools orienteering scene in Scotland.
- Regular coaching activities have been continuing as usual at club and regional levels.

SEOA – Helen Pearce

Following the JK life is a little more relaxed and focus can once again return to 'bread and butter' orienteering matters.

SEJS has continued with its monthly training sessions spread throughout the Region. Each session is supported by about 15-20 juniors accompanied by 10-15 adult/ coaches. The February session was an indoor session with the morning spent in the gym doing such things as circuits, stretching, flexibility, silly games etc etc. The afternoon is a classroom session including more games, route choice analysis and most importantly preview of BOC and JK maps in advance of these events. This session is one we repeat approximately every two years and is well received. Designed to happen on cold, wet days in winter this year's was predictably held on the sunniest day in February.

One club in the Region has been selected as a lead club to work with the new Participation manager. The rest of the Region is watching the work closely in order to gain knowledge of how to grow membership.

Work is continuing to assist Level 2 candidates through their assessment and a mentoring day is planned for July. A candidate has recently been successfully assessed at Level 3.

A joint SEOA/SCOA controllers course is planned for June for aspiring Level 2 and 3 Controllers.

08/30 British Schools Orienteering Association Report from Jim Clarke

Since the last committee meeting, the main focus has been on the World Schools Championships.

BSOA would like to express their thanks to the team from Scotland who organized this years event, and especially to Blair for all his hard work.

Over 20 countries attended including a team from New Zealand. England and Scotland entered teams and a group came from Northern Ireland as part of the Irish team. At this time Wales does not enter a team, pupils at Welsh schools have been part of the England team, although with a tightening of ISF rules this does not look possible in the future. Pupils at English schools who have run for another

country will probably no longer be eligible for the English select team.

England entered 40 pupils (4 school teams and 4 select) Scotland entered 5 school teams (as host nation they could enter 2 teams in each age class) and 2 select teams. Northern Ireland entered an incomplete team and as such were ineligible for individual medals.

BSOA committee member Fran Stone continues to serve as part of the ISF technical committee.

A summary of successes is included. Special Congratulations go to Jonathan Crickmore and Charlotte Watson who both achieved 3 gold medals.

Also for ISF World Schools Championships results see **APPENDIX 3**.

It should be noted that in the overall team event 'select' results England achieved one gold and 3 silver medals, out of eight eligible teams – beating teams such as Sweden etc!

BSOA hopes to hold another coaching weekend for school orienteers.

08/31 Any other business

CV reported that a club committee member had seen the words British Orienteering Coaching Day and he thought that it was a day for coaches not for individuals and groups to go along to be coached. It was acknowledged that it may be possible for people to assume this from the title if they did not read on. VT to re-consider the wording of the title for these days.

VT

VT informed those present that there is a need to find a volunteer to organise next years Annual Coaching Conference – RR's to consider this, ask around and report back on this request as soon as possible. It was hoped that planning would begin in September.

All
RR's

VT to contact Lilleshall to find out if the date for next years Annual Coaching conference has been confirmed yet and report back.

(1st choice: Jan 31st- Feb 2nd 2009 - 2nd choice: Feb 7th- Feb 9th 2009)

VT

08/32 Dates of Next Meetings

Dates of next meetings :

Saturday November 8th

Proposed dates for 2009; March 28th, June 13th

VT wished it to be known, in advance, that she is unable to attend the meeting on November 8th.

RR's

KM suggested that perhaps in future October may be a better than November as this would have the effect of spreading the meetings more evenly throughout the year. This suggestion to be given consideration for 2009. Comments from RR's please.

APPENDIX 1



SAFETY GUIDELINES
on
ORIENTEERING ACTIVITIES AND TRAINING
for Squads, Clubs, Outdoor Centres,
Organisations and Schools

Making use of this guidance

This document is offered as a guide. Each organisation or individual using orienteering regularly with groups should produce their own safety policy taking these Guidelines into account, together with any specific requirements from their own managers, governors or local authorities, such as rules on educational visits, staffing, the use of minibuses etc. Policies should be in writing and all leaders and helpers must be fully aware of what they are and how to implement them if necessary.

This document

This document should be read as complementary to the British Orienteering Rules and Guidelines, which cover such matters as safety at orienteering club races or “events”. Also relevant to these issues is the guidance on risk assessment provided as part of the British Orienteering Coaching Award Scheme (See

http://www.britishorienteering.org.uk/downloads/documents/cdoc_riskass.pdf)

The Purpose of these Guidelines

The intention of these guidelines is to assist the formulation of policies that will

- Promote safe orienteering – often to young people
- In challenging, enjoyable and appropriate ways
- With links to the Sport of Orienteering locally, regionally, nationally and internationally
- And to the requirements of schools and outdoor centres.

What IS Orienteering?

At competitive levels Orienteering is a running sport (solo or relay) using maps made to International Orienteering Federation standards. In the United Kingdom British Orienteering's rules govern the equipment used and the conditions of competition. The British Orienteering Coaching Award Scheme trains individuals to coach relevant skills and knowledge in progressively graded environments matched to the levels of

experience age and aptitude of the participants.

Important points to be considered before orienteering activity commences:

- 1 Orienteering is not a 'stop gap' activity. It requires properly structured planning, organisation and appropriate briefing of participants with regard to behaviour, the limitations of the area and potential hazards.
- 2 The coach or leader in charge should be qualified and competent at a level relevant to the venue and to the conditions prevailing.
- 3 The activity must be planned with due consideration for the ability and preparedness of the group. Orienteering skills required by the session may need to be taught or revised before the participants set off.
- 4 At all levels a qualified First Aider and appropriate accident response kit should be on hand.
- 5 The emergency procedures in place must be relevant to the situation (terrain, location, participants, weather etc.).
- 6 It is not normally good practice to send participants out on a long course. It is often preferable to opt for a series of short out-and-back exercises or loops over distances of 500 to 2,000 metres (or even less) so that the competence, morale and safety of the participants can be monitored.
- 7 Staffing ratios in the next section of this document are offered only as general guidance. It is the duty of the leader to ensure that the group is adequately equipped and supervised. The staffing ratio should be sufficient to enable meaningful help to be given to participants who have difficulties. Younger children, beginners and those with disabilities or special needs, for example, require extra supervision.
- 8 There should always be a responsible person at the "Start" and "Finish" points for the activity whilst participants are out. **An extra adult, without a specific coaching commitment, should be with any group in case of emergencies.**
- 9 Safety for orienteering is best assessed by considering carefully the nature of the area to be used. In the next section, the approximate gradings A to D can only be indications. **It is emphasized that a risk assessment should be carried out before the activity.**

GRADED GUIDANCE ON APPROPRIATE AREAS FOR ORIENTEERING

With pointers to recommended qualifications, staffing ratios & safety issues

Note that the grading of areas can, at best, only be a guide to how 'safe' an area is.

For example many Grade B and C areas can be used in a way which makes their use effective as a Grade A area; for instance by the definition and use of clear boundaries. The Gradings below should therefore be considered to represent the area being used by the coach – not necessarily the whole of the mapped area. The risk involved in an area is therefore likely to be determined more by good planning, adequate staffing and clear briefings than by the specific nature of the area. Nothing replaces the preparation of sensible risk analyses and an understanding of the nature of the risks involved in each activity or event.

Grading of areas can only therefore be a guide. The responsibility for minimising the risk to an acceptable level in all activities remains with the coach.

A coach must also recognise the limits of their knowledge and experience particularly noting the 'Recommended Qualifications' listed below.

A. Private "safe" areas such as School or Outdoor Centre grounds. Small and "simple" areas with very clear boundaries, good access, plenty of handrail 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

Recommended Qualifications - Leaders should have a competent understanding of orienteering, of basic course planning and of how to introduce the sport through sequenced progressive exercises. This competence may best be obtained by attending a short National Governing Body course designed for parents, teachers, centre instructors or others interested in beginning coaching. An appropriate certificate would be the British Orienteering Teaching Orienteering courses or British Orienteering Coach Level 1 course, preferably with assessment.

Suggested staffing ratios - 1 to 12. In school grounds, one qualified leader to 20 with at least one other competent leader to monitor the activity and assist skill development. Similar ratios should be adhered to at Club activities or on "simple" areas.

Some safety issues - If the activity concerned is a trip to a Club Orienteering Event with an organised group then it is especially important to give them advice about a cut off time at which they should "retire" if they have not completed the course. Emphasize that all starters in an event or activity must report to the Finish.

B. "Other" local areas and small woods

Recommended Qualification – British Orienteering Coach Level Two certificate.

Suggested staffing ratios - 1 to 12. In school grounds, one qualified leader to 20 with at least one other competent leader to monitor the activity and assist skill development. Similar ratios should be adhered to at Club activities or on

“simple” areas.

Some safety issues - Taking part in pairs can increase confidence and perceptions of safety for beginners or the young. Staff should be prepared to travel quickly around the area when necessary – for instance by running or cycling. Boundaries and appropriate relocation strategies should be made known to the participants. Where boundaries are hard to define, the use of marshals at points causing concern is recommended.

C.Training on 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 for emergency vehicles.

Recommended Qualification – British Orienteering Coach Level Three certificate.

Suggested staffing ratios - 1 to12 for experienced competent participants; 1 to12 with at least 2 competent staff for a less experienced group.

D.Training on more demanding areas

Complex, exposed or mountainous areas should be avoided except where sufficient staffing expertise is present.

Recommended Qualification – British Orienteering Coach Level Four certificate.

Suggested staffing ratios - 1 to12 with at least 2 competent staff.

PREPARING FOR A SESSION

There is no substitute for good pre session planning and preparation. Session Planning Forms can guide this and provide a record that it has been properly done. (British Orienteering provides examples of such planning; see <http://www.britishorienteering.org.uk/developing/support.php>)

Aim – This may well be to induct or develop participants in the sport of orienteering, using safe and controlled environments where they can learn relevant map-use skills. More detailed objectives for the session may need to be thought out.

Skills analysis – Ensuring that participants have been taught at least the basic skills of orienteering, before they set out, is an important key to safety. An analysis can identify skills likely to be needed for the session which is planned. The skills of the sport are spelt out in the “Step System” for teaching, available from British Orienteering see <http://www.britishorienteering.org.uk/developing/support.php>

Planning - Appropriate course planning is crucial to safe and appropriate orienteering. It is a procedure to be learnt, not left to chance. An understanding of concepts such as “decision points”, “handrails”, and “catching features” and how to incorporate them into a course is needed.

Information - Before the session starts the following information should be known: the type of group, numbers and standard of participants, ages, duration of session, and other relevant details (such as the weather forecast and any local hazards).

Organisation – This includes tasks to be done before the session starts. Control markers may need to be put out, maps pre-marked, control descriptions written, compasses, whistles, first aid kit and any other equipment collected together. Safety briefing sheets should be prepared.

EQUIPMENT FOR VARIOUS LEVELS OF ACTIVITY

1. **The orienteering map** This should be to International Orienteering Federation standards, up to date and suitably weather proofed either in a plastic bag or by lamination (clip boards or neck worn map cases are generally unsuitable for orienteering). Having a map each is better than sharing maps. Appropriately skilled and experienced mapmakers may be contacted through British Orienteering.
2. **Compasses** Research has shown that children as young as 7 can use compasses for map orientation. Compasses are essential when the use of a safety bearing is required. It is preferable that all participants have a compass each. However this recommendation needs to be balanced against the costs of obtaining and maintaining a good stock of suitable compasses – and against the time needed to issue, collect, check and store them.
3. **Whistles** For any activity away from an outdoor centre or school, consider issuing a plastic whistle to all participants. They need to know that whistles are only to be used in a real emergency (leaders may need to explain what could constitute such an emergency). They ought to know the accepted emergency signal (6 short blasts – rest – repeat until help arrives). **A whistle should be carried for all serious training and competition.** Leaders of less experienced groups need to balance against this recommendation that playing with the whistles or frivolous use can be a real possibility and they might decide not to issue them but to insist on paired participation and close monitoring by staff instead.
4. **Watch** It can be very helpful to have a wrist watch each, or - if in pairs - one between two.
5. **First Aid Kit** Should be kept at an appropriate point near to the action, along with other accident response resources (such as a mobile phone, where reception is known to be available). All participants and helpers should know the location of this accident response kit. Properly completed consent/medical forms should be readily available in respect of each person taking part.
6. **Clothing** Participants in orienteering must wear appropriate clothing including full leg cover (not shorts). This is a standard rule of the sport to protect against

cuts from brambles, branches and so on. Activities in cold weather or poor conditions require layered clothing with a windproof and/or waterproof shell garment. Bad weather might require the activity to be cancelled. Footwear should be sturdy with a good tread on the sole. Equipment should not be carried on strings round the neck because of a risk of catching the string – for example in a tree.

7. **Control markers** Even around centres and school grounds it is preferable that proper orienteering control markers and punches are used so that participants become familiar with their use. Needle punches may be used or possibly electronic computerised punching in some situations. The three sided orange and white nylon markers are available in various sizes. They should be used in any area that does not have a proper permanent orienteering course. Any markers, whether nylon ones, permanent posts or other types, should be easy to see and clearly recognisable. Whichever markers are used, all participants must be made aware of what they are looking for. It is undesirable to damage trees by permanently fixing markers to them.
8. **Participants' details** A responsible person should retain details of all the participants, including their names, ages and addresses, contacts to be used in the event of an emergency, the number of people in the group, the date and time of the session, the leaders, the location, a copy of the courses, the cut off time and estimated time of return.

BRIEFING THE PARTICIPANTS

A pre-session explanation may be needed to ensure that participants understand as many of

the following points as are relevant:

- The purpose of the exercise
- How to perform the key orienteering skills required
- The need for an equipment check
- The location of the “Start” and “Finish”
- The cut off time
- The importance of reporting back by that time regardless of course completion.
- The area to be used - including its boundaries (e.g. stay in the forest), dangerous areas (e.g. crags), out of bounds sections (e.g. private property)
- What to do if lost e.g. use a safety bearing.
- Specific hazards e.g. dangers to eyes near low branches, the risks of crossing slippery rock, or of steep descents at speed.
- First aid and emergency procedures.
- The relevance of the Country Code
- The need for Ethical behaviour.

THE NEED FOR INSURANCE

All orienteering activities need to be covered by liability insurance, for protection against claims for damages, negligence etc. All activities conducted by British Orienteering staff or other representatives, and all activities registered with British Orienteering, are automatically covered by British Orienteering insurance. British Orienteering members can register any event, coaching or training session through their association fixtures secretary. Liability cover may also be provided through the school, local authority, sportscoachUK, or the Institute for Outdoor Learning. If in

doubt, register with British Orienteering. There are separate registration forms for coaching activities (Form **ER1C**), and for other activities which do not have an entry fee (Form **ER1P**).

British Orienteering insurance and other liability insurances do not provide personal accident cover. It is a standard condition of British Orienteering events that participants take part at their own risk.

Schools, Outdoor Centre Organisers, Youth Groups or others who feel that commercial non-British Orienteering Personal accident cover for participants might be advisable should suggest this to participants or to their parents well in advance of the activity.

ENVIRONMENTAL CONSIDERATIONS

Whilst orienteering is no more damaging to the environment than other human activities and less than many, all activities should be carried out with the conservation of the environment in mind. Control sites or posts that are frequently used ought to be moved from time to time to reduce foot erosion.

On all issues raised above, British Orienteering can give advice or training. British Orienteering has a scheme of having centres registered as accredited Orienteering Centres.

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APPENDIX 2

Regional Coaching Representative

Job description

- a) Represent Region at Coaching Committee
 - provide brief report to Coaching Committee of regional coaching activities, including coaching courses, first aid courses, regional squad successes etc
 - request financial support from coaching budget if required
 - provide Regional view on meeting discussions
 - attendance at Coaching Committee meetings preferable, else written report acceptable
 - If designated 'Corresponding Member' then provide written report to Coaching Committee but do not attend meetings.
- b) Feed back from Coaching Committee to Region
 - provide brief report to Regional committee of discussions/decisions at Coaching Committee meetings; particularly those of specific interest to that Region.

- disseminate information or requests for action from Coaching Committee as appropriate
- c) Aiding British Orienteering Coaching Manager
- confirm activities of coaches whose coaching licence is due to expire
 - implement national initiatives in the region
 - provide additional support as required / requested
- d) Point of contact for tutors, coaches and potential coaches within Region
- receive and respond to requests for information on training opportunities and courses in the region sent to the email address ??Oacoaching@britishorienteering.org.uk eg SEOacoaching@britishorienteering.org.uk etc
 - maintain contact with RDOs / course providers in Region, and neighbouring regions as appropriate, and disseminate course fliers to potential attendees when appropriate
 - help & advise qualified coaches to maintain, or update, their coaching license

APPENDIX 3

ISF World Schools Championships

Congratulations to all the members of the English, Scottish and Ireland teams.

Long Distance Race –Deville Forest, Kincardine - Podium places

Team Category	Country	Place	Name	School
Senior girls school	Eng	5 th	Kate Farley	Ulverston Victoria High School
Junior boys school	Scot Scot	3 rd 4 th	Finlay Langan Joab Matthews	Aboyne Academy Aboyne Academy
Senior girls select	Eng Eng	3 rd 4 th	Julia Blomquist Alice Leake	Tomlinscote School York College
Junior girls select	Ire Eng Eng Eng	N/C 1 st 4 th 5 th	Aine McCann Charlotte Watson Katrin Harding Lucy Butt	Down High School Keswick School Lancaster Girls Grammar School South Wilts Grammar School
Senior boys select	Eng	3 rd 5 th	Kristian Jones Peter Hodgkinson	Olchfa School Bilborough College
Junior boys select	Eng	1st	Jonathan Crickmore	Downlands Community School

Middle Distance Race -Barr Wood Stirling

Team Category	Country	Place	Name	School
Senior girls school	Eng	4 th	Kate Farley	Ulverston Victoria High School
Junior boys school	Scot Eng	3 rd 4 th	Finlay Langan Jack Wright	Aboyne Academy Ulverston Victoria High School
Senior girls select	Eng Eng	2 nd 5 th	Julia Blomquist Alice Leake	Tomlinscote School York College
Junior girls select	Eng Ire Eng Eng	1 st N/C 3 rd 6 th	Charlotte Watson Aine McCann Zoe Harding Lucy Butt	Keswick School Down High School Lancaster Girls Grammar School School

				South Wilts Grammar School
Senior boys select	Eng	1 st 3 rd	Kristian Jones Peter Hodgkinson	Olchfa School Bilborough College
Junior boys select	Eng	1 st 2 nd 5 th 6 th	Jonathan Crickmore Thomas Louth Jack Benham Graham Hemingway	Downlands Community School The Perse School The Burgate School Cockermouth School

Overall team results

Team Category	Country	Place	School
School			
Senior girls	Eng	Silver	Ulverston Victoria High School
Junior girls	Scot B	7 th	Biggar High School
	Eng	10 th	Ulverston Victoria High School
	Scot A	11 th	Aboyne Academy
Senior boys	Eng	5 th	Nottingham High School
	Scot	16 th	Firrhill High School
Junior boys	Scot A	Silver	Aboyne Academy
	Eng	5 th	Ulverston Victoria High School
	Scot B	11 th	Biggar High School
Select			
Senior girls select	Eng Scot	Silver 6 th	
Junior girls select	Eng Scot	Gold 5 th	
Senior boys select	Eng	Silver	
Junior boys select	Eng	Silver	

Thanks to the hosts, Scottish School Sport Federations and local clubs putting on such an excellent event.

Full results, photographs can be seen on the event web site. www.wsc02008.org.uk
Although the event is normally biannual it is moving to 'odd' years and it has now been confirmed that it will be in Spain in 2009, selection criteria for the England team will be on the BSOA web site shortly.