



COACHING COMMITTEE

Report to the Board of British Orienteering.

Meeting of

COACHING COMMITTEE

Held on 7th November 2009 at Carrs Lane Church Centre, Birmingham, B4 7SX

The Board is asked to approve:

- 09/39** The recently produced Coaching Policy document. Appendix B
- 09/40** The updated Coaching Committee's Terms of Reference to reflect the responsibility for the development of UKCC Level 3 and changes in the British Orienteering staffing structure.

The Board is asked to NOTE:

- 09/42** The recent Progress on the implementation of UKCC;
- The renewal of the Endorsement of UKCC Level 1 at the end of the first year of operation
 - The successful endorsement of the UKCC Level 2 award.
- 09/42** The statistics regarding the numbers of Coach Education courses successfully undertaken and attendees at these courses since their implementation.



COACHING COMMITTEE

MINUTES (7/11/09)

Minutes of the meeting of
COACHING COMMITTEE

Held on Saturday 7th November 2009 at Carrs Lane Church Centre, Birmingham, B4 7SX

09/33 Chairman, welcome and introductions

Present: Keith Marsden Chairman/SEOA, Christine Vince SWOA, Dave Rogers SCOA, Hilary Palmer EMOA, Jon Carberry NWOA, Nev Myers YHOA, Henry Morgan WMOA, Mark Saunders WOA, Caroline Louth EAOA, John Woodall Board member & Derek Allison Director of Coaching.

In attendance: Mike Hamilton British Orienteering Chief Executive

09/34 Apologies for absence

James Clarke BSOA, Ursula Oxburgh EAOA, Linda Thornton NEOA & Vicky Thornton Coaching Manager.

Corresponding members:

Sarah Dunn SOA, Ray Finlay NIOA, Helen Pearce SEOA

09/35 Declaration of Interest (2009)

KM made a request for committee members to submit a Declaration of Interest for 2010 as soon as they are requested.

09/36 Minutes of last meeting

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

http://www.britishorienteering.org.uk/downloads/documents/governance_minutes_coaching_13_06_09.pdf

09/37 Matters arising not covered elsewhere in agenda or not completed

09/21 Ordnance Survey Copyright issue

The use of RouteGadget and the display of coaching material on maps on websites were discussed. MH reported that a full explanation of what was possible would be included in the next issue of Focus. In summary, only small fragments of maps can be included on a website; any maps supplied, for example by clubs for POC's, need to be requested and sent by email. RouteGadget was not included in the British Orienteering licence.

09/22 Board feedback.

John Woodall had been asked to represent the Board on Coaching Committee.

MH reported that input into the Competitions Framework research was required.

All

It was expected that the report from the Board/Committee day (26th September) would be circulated to everyone next week. Neil Cameron had already started to action the Events Committee review.

09/24 Coaching part of British Orienteering website feedback

No changes had been notified to DA but a number of people continue to express concern at the difficulty of locating “coaching” and “qualifications” on the website when they are viewed as critical aspects in delivering the targets within the Whole Sport Plan.

**DA/
MH**

Risk Assessment.

HP thanked members of the Committee for their feedback; a simplified version had been produced. As a decision had been taken that there was to be “one” British Orienteering Risk Assessment Form; the draft had been sent to the insurers; further feedback was still awaited but it was expected that the new version would ‘go live’ on 1/1/10. A copy is appended, Appendix A.

MH

09/38 Staffing Changes

DA reported on the long consultation over staffing following his appointment as Director of Coaching in April. Funding for a Coaching Administrator, Coaching Manager and Director of Coaching was not available in the programme going forward and there had been an increasing issue over the British Orienteering Office not being able to answer ‘coaching queries’ in a timely fashion as no one at the office dealt with coaching. It was decided therefore to make the CA and CM positions redundant. Coaching administration will in future be provided by the British Orienteering Office Administrative team.

The Committee wanted to express many thanks to Vicky Thornton for four year’s commitment to Coaching.

DA

Financial situation.

SE grants for Grow, Sustain and Excel.

The core staff and administrative costs are included in the 2010 budget.

From 2010 onwards; there is currently no funding from Sport England for any coaching activities. There is a staff meeting on Tuesday (10th November) with regard to coaching funding. Currently the situation is that any coaching activities will have to be self funding and there is already an issue with regard to the perceived cost of coaching and Teaching Orienteering courses.

There was a general discussion over the cost of courses and the number of recent courses cancelled and therefore incurring costs that have had to be covered by the coaching budget. Clubs were generally supportive of paying volunteers’ training costs, more clubs were seeing the benefits of providing frequent training opportunities that their members were prepared to pay for. More coaches were getting more pleasure from coaching and the feedback from attendees at Teaching Orienteering and UKCC courses was very positive. The charges now reflect the actual cost of what is being provided.

In England, more Learning Skills Councils were providing grant opportunities in different parts of the country and County Sports Partnerships were increasingly being able to offer grants.

SportscoachUK grant.

A grant of £30,200 over 2 years had been received from UKSC through SportscoachUK; this was mainly to develop CPD opportunities, develop more Tutors and assessors, bridge existing coaches across onto UKCC and UKCC Level 3 development. This is to be the final funding to NGB’s for coaching.

09/39 'Policy' statement regarding British Orienteering and UK Coaching Framework

The circulated framework was adopted with two minor amendments. The amended document is appended to these minutes. Appendix B.

It was agreed to circulate the new draft to all Licensed coaches asking for any further comments by the end of November.

DA

The Board would also have to approve this document at its next meeting on 10th December.

MH

09/40 Coaching Committee incorporating the National Source Group's Terms of Reference

It was agreed that the NSG be disbanded and that the Coaching Committee's terms of reference be expanded to cover the NSG's previous role and the requirements of the Action Plan for Coaching. KM and DA would produce a draft for Coaching Committee to discuss prior to circulating to the Board for its meeting on the 10th December.

**KM/
DA**

It was felt that the term 'expert group' (for Level 3) used in the correspondence with the committee should be replaced by the term 'working group'.

It was agreed that the amended Terms of Reference for the Coaching Committee should include an item indicating that the Coaching Committee would be kept informed of the composition of the Working Group.

09/41 2010 Coaching Conference

A number of suggestions were made for topics for the 2010 Conference for the weekend 5th – 7th February.

DA

Steve Vernon had asked that one strand should focus on the requirements of the coaches involved in the participation club scheme; perhaps running updates on the possibilities for weekly club sessions.

Other possibilities included the links between the clubs, regional associations and the revised World Class Programme. The recently appointed Club Coach for SYO and the Sheffield Centre of Excellence and its relationship with the region and other clubs was also suggested.

Anyone with suggestions for speakers or volunteers should contact DA.

ALL

09/42 Coach Education:

Numbers:

Since the launch of the awards (approx 15 months for TO courses and approx 12 months for UKCC Level 1), the following numbers had been trained

Teaching Orienteering Part 1, 180 courses and 1875 attendants.

Teaching Orienteering Part 2, 21 courses and 187 attendants.

UKCC Level 1, 27 courses and 144 qualified coaches, a success level of 85%; Coach Educators are to be contacted to chase up any 'not yet competent' candidates although it was known that a number only required their First Aid qualification.

In addition, 60 Tutors, 24 Coach Educators and 26 Assessors had been accredited.

Continuing Professional Development

No help had been received from SportscoachUK with regards to CPD programmes in other NGB's. There were a number of possibilities for CPD development utilising the SportscoachUK grant; some resources, UKCC Level

1, Coaching DVD and the Strength & Conditioning DVD were all possibilities. Dave Rogers and Nev Myers agreed to be email corresponding members in further developing the CPD structure

DA/
DR/
NM

Internal Verifier's Standardisation Meeting

A very successful workshop had produced some useful notes, an updated exam paper and revised Internal Verification documentation. Further guidance notes on how to use the documents were still to be produced.

Coaching DVD

This was now available to UKCC Level 1 & 2 Course attendees and had been well received.

Teaching Orienteering Part 2 Resource CD

This was currently being reviewed.

Strength & Conditioning DVD

Although very welcome; it was felt that some training in 'error correction' was needed by coaches before being fully confident in using the DVD. Steve Vernon to be contacted.

It was suggested that the SportscoachUK 4 day Level 3 workshop for coaches was very good.

Assessor's DVD

Carol McNeil had been commissioned to produce the DVD; DA had produced a draft script which had been reviewed; further filming would take place next week at the UKCC Level 1 Course at Glenmore Lodge.

UKCC:

Level 1 Annual review report

The report for the renewal of UKCC Level 1, circulated with the meeting papers, had been very positive. Well done to all those involved.

Coach Educator/Assessor Training

Two courses were available in January. Further applicants would be most welcome.

UKCC Level 2 endorsement & pilot report

The UKCC Level 2 had recently been endorsed. One pilot course had already run the 3 days of training and assessment and this was to be reviewed at a meeting between Pat Mee, KM and DA on 17th November. Any changes to the paperwork, tasks and learning programmes would be passed to the tutors of the two further pilots in December. Both the Longmoor course and the Glenmore Lodge course still require more applicants..

Old Level 4 course

There is an old Level 4 with 3 attendees at Glenmore Lodge over the weekend of 21st/22nd November, further applications would be welcome.

09/43 2009 Summer Tour Coaching Reports

On an annual basis, International Committee is requested to feedback on coach education requirements to Coaching Committee.

It was recognised that the summer tour reports should be to the International Committee. The Coaching Committee requires feedback on coach education requirements through a summary from these reports. The report that had been sent by Gareth Candy the day prior to the meeting of the Coaching Committee appeared to contain the International Committee information. Surprise was expressed that the Lead Coaches had not been involved in the preparation of

the summer programme coaching report.

Concern was expressed at the number of un-licensed coaches and the lack of women coaches involved in the summer tours.

09/44 Coaching License to Practice

Database update

Lists of coaches and email address lists etc can be retrieved from the 'old management database' although some details (telephone/email/address) may not be current. Such errors can be manually updated.

The old data base also has the up to date coaching qualification currency.

As development of the new British Orienteering data base is undertaken in their 'spare time' by the contractors, we currently are dependant on their timetable. We are not able to afford the rates required to achieve the results desired for a quicker development.

MH

The new web based data base has recently had the members and non members amalgamated, groups have now migrated across and shortly the coaching data base will also migrate.

Any coaches who wish to be able to register their activities can do so by asking their club to nominate them to have access to the registration pages. The system is easier than completing the previous ER1C form but must be revisited following the activity to register the number of participants.

Vetting and Barring update

Currently the database is being consolidated and agencies are being asked to submit information for addition.

It is not expected that anyone will have to do anything with regards Vetting and Barring until next summer. In the meantime, CRB checks must continue to be carried out.

After discussion it was agreed that the coach's responsibility is from when the parents hand over their children, for example for a coaching weekend. Arrangements made by parents prior to the handover are not the coach's responsibility.

First Aid

The current UKCC Level 1, 4 hour and Level 2, 8 hour requirements are to be replaced by a summary of what each level's syllabus should include.

Renewing coaches would have to declare on returning a copy of their certificate that the 'award covers the particular coach award level requirement'. It is expected that this will enable some emergency first aid courses as subsidised by County Sport Partnerships, currently of 3 hour duration, to satisfy the level 1 requirement.

DA

09/45 Reports from Regions

Representatives were reminded that coaching reports should be of 4 paragraphs maximum and cover previous coach education activity, future coach education activities and any issues that they wish to be addressed by the committee. If they are received 2 weeks prior to the meeting, they can be circulated with the papers.

**ALL
Reps**

EMOA – Hilary Palmer

EMOA: a UKCCL1 course started on Nov 7th with 10 attendees (1 from WM) and 2 other EM club members recently attended the course in Bedfordshire. The course this weekend was part of an EMOA training day with courses for mappers, planners, organisers, controllers and coaches all at the same venue

with a communal social area and lunch provided for all the participants. As well as the usual newsletter and web site publicity, clubs approached individuals and 'invited' them to consider attending the courses and this seems to have resulted in the very good turn-outs for all the courses.

SEOA - Keith Marsden

- 9 people attended a recent UKCC Level 1 Course held at Leighton Buzzard. Including two members of the South East junior Squad.
- A 16 hour First Aid course was organised in Marlow during September. 9 members of SEOA and SCOA attended.
- A number of Teaching Orienteering courses have been organised and run by the local RDO's during the early autumn.
- The Trafalgar Square plinth orienteering event was successfully planned and organised.

NWOA – Jon Carberry

BARRO:

No report this period.

BL: John Roelich.

Another enjoyable and exciting Schools League, the 7th so far. We were delighted that 7 new schools took part for the first time. Numbers taking part were the highest to date (we averaged 160 dibbers at all 5 events of the league, a pair use 1 dibber). Children taking part were aged from 5 to 14, came from 20 different schools (14 Primary and 6 Secondary), and travelled from all points of the compass (Wigton, Skelton, Longtown, Lanercost and Houghton) to events. Staff and Parents accompanying children regularly told us how much their children were enjoying their Orienteering.

I planned separate Secondary school courses for the first time, which were a little longer and more challenging, as well as the usual 3 parallel courses for Primary age children. One of the consequences of increased numbers was that the events took longer to run, and we required more space for car parking. Thanks to parents and staff for transporting children to events and for their good humour when waiting to start.

The areas we used were perhaps more challenging than in previous years. It was really encouraging to see that those taking part ensured they visited all control sites, so we had far fewer disqualifications as the league progressed. One feature of recent years has been the number of children who have continued to orienteer in Primary and Secondary Schools.

The final event of the series of 6 was at Hammonds Pond. We had calculated team and individual scores and used the event to present Individual and Team winners with certificates as well as certificates to all 206 children who have competed in at least one event. Earlier starts were necessary here as equipment is less secure after school hours. It is perhaps the best Park in Carlisle and is well worth returning year on year for this presentation event.

I planned 6 courses so we could have individual winners in each age group. We are grateful to the Students from Cumbria University who helped organize the event (and who have done so for the previous 4 years).

Originally a Cumbria Inter district Championship was planned to replace the Orienteering event at the Youth Games. This is unlikely to happen this year. We hope that in future years the Youth Games will be reintroduced or an Inter district competition will happen.

Finally a big thank you to Lesley Minervini Partnership Development Manager

of the Greater Carlisle SSCo for generously sponsoring the running of the league and to Becky Lyon and the students of Trinity School for their invaluable help in running the league this year.

Dates for your diary for 2010 Orienteering League;

Wednesdays after school for the first half of the summer term, with the Presentation Event at Hammonds Pond first Wednesday afternoon after Spring Bank Holiday half term, a 1.30pm start.

DEE:

No report this period.

LOC: Carol McNeil, Richard Lecky-Thompson, Selwyn Wright

Coaching / Training Opportunities (Selwyn Wright).

The good take up of two recent coaching sessions has led to a recognition that it would be of great benefit to all orienteers in the area to offer regular training and coaching opportunities in some of the top quality areas which surround us.

A number of local coaches are therefore getting together to organise a weekly Saturday morning session (7 off) - initially through June and July leading up to the Scottish 6 Days - but hopefully on a more permanent basis if there's a call.

This is how it will work: Each week a coach will take responsibility to organise an activity and will arrange for maps to be printed and controls put out. Some weeks the coaching will be more 'hands on' than others but there will always be the option simply to turn up, collect your pre-ordered map and go off to do your own thing. As far as possible there'll be an activity to suit all ability levels.

If you haven't been asked to help out yet then please email me - the more people who take a turn organising, the less frequently the task comes round again!

The idea's dead simple :

- 1) Email the organiser a week beforehand to book your map
- 2) Turn up prior to 10am at the venue with a £2 offering to receive map and activity details
- 3) Re-gather at 11.30 to get some feedback and decide who's collecting which controls (not the organisers' job!)
- 4) 12 noon disperse.

Autumn series (Carol McNeil / Richard Lecky-Thompson).

Autumn coaching session at TD4 & TD5, run Wednesdays at 4pm (until the clocks change) and repeated on Saturdays at 10 am. In total there will be 13 sessions between late-Sept and mid-Nov, each week a different pre-defined skill.

TD3 / Orange session held separately on Wednesdays at 4pm by Selwyn Wright at UVHS, following the departure of Claire Evans at the end of the summer term.

The first meeting of the club's coaches was held 24th October, with an aim to present the overall picture & build a bank of questions.

November 21st/22nd and December 12th: Level 1 Coaches course at Hawes End.

MDOC:

No report this period.

MEROC:

Nothing to report this period.

PFO/RDO: Hamish Willis.

Re coaching:

As part of the report you will probably want to put down that I am on the UKCC level 2 pilot.

Secondly, Steve Vernon and I are working with an organisation called Street Games to develop a number of youth workers and park rangers to deliver orienteering to young people in parks who would not normally get the opportunity to take part in orienteering. These will start off at Teacher 2 level then hopefully move up to UKCC level 1.

Thirdly, I spent most of last week at Altcar camp at an Army Careers fair for young people. I had been invited to run an orienteering stand as it is a military sport. The army now realise how useful it would be to have Army coaches going into schools delivering orienteering. This could mean an increase in coaches in the northwest working with schools. I have also been invited to go with recruiting teams when they go to cadet units to do some orienteering with the cadets as its a sport that they compete at. My challenge is to link this activity to clubs and to get clubs involved.

SELOC: Paul Turner.

Summer 2009

- Club&Coach scheme sessions in schools focussed on Bolton at one High School and a rota of feeder primaries have been delivered by Hamish Willis
- A weekly Club night has been established through the Participation scheme, using a Bolton primary school base and various summer meeting points around an adjacent area, attended by a mix of juniors, adult newcomers and experienced club members, and led by Cath Wilson

Next

- junior group session as part of October monthly informal event
- a link has been established with Bolton Schools Partnership with plans to integrate an 'adventure relay' into the cross-country season
- further development of the Club&Coach schemes including recruitment for UKCC Level 1 Nov 7/14/21

SROC: Quentin Harding.

The SRJS training is now being coordinated by Ian Selby and supported by the club's coaches. Monthly activities have been planned in to 2010 and it is hoped that this will re-kindle the junior squad identity lost when activities had been combined with adults.

Weekly club sessions restarted in September. The school were very happy with the way the previous year had gone and were happy for us to return for another year. Responsibility for leading the sessions is to be offered to other club members while maintaining a qualified coach presence. Numbers for the new year are down on the previous year.

WCOC: Margaret MacKenzie.

In the club we have twelve qualified coaches – six at the old level 2 and six at new level 1.

Activities

- Orient8: Indoor activities held at Stainburn School, Workington over a

period of 12 weeks during the winter months. This is the second year of this and the attendance has been excellent with a mixture of new seniors and juniors as well as old hands. Activities include – fitness session and then games whilst learning skills required to orienteer. As a club we are delighted with the response to these evening activities. We have had excellent support from Steve Vernon

- Coaching sessions: 6 sessions planned throughout the year.
 - Scale Hill February 2009
 - Hogg Wood May 2009
 - Borrowdale June 2009
 - Mawbray Bank September 2009

The juniors are split into Yellow, Orange or Light Green groups. Exercises are planned to coach and practice the skills required at each level. We have approximately 30 juniors attending each session.

- The club has one coach who is working towards the new Level 2 qualification and she has been doing a lot of work with our novice adult members.

A further two sessions are planned for the second half of the year – one around the time of British Schools' Championships in November and also in December

Opportunities available for juniors to try out their new skills

We feel it is important that not only do we provide coaching but that the juniors have the opportunity to run with a map as much as possible.

- Night events over the winter. At the events leading up to Christmas we always try to have a novice event. These are very popular and well attended. Children find it exciting to be out in the dark with a torch!
- Park Races – April and September. These are held in major population areas eg Cockermouth and Keswick. Again these are very popular and an ideal opportunity for juniors to orienteer in a safe environment. Our park races are incredibly popular with over 100 runners at each event and many of these are juniors
- Summer Evening events – March to August – novice courses offered at each of the events. These are so popular and again an excellent opportunity for our juniors to orienteer safely.
- Schools' League- March to June – many of our juniors compete in the Junior or Secondary school leagues. As a result of these several juniors progress to our summer evening novice courses- also bringing parents along!

WCOC is in the process of developing and implementing a coaching strategy as part of the club's five year development plan.

NWJS: Jon Carberry.

- Twelve athletes were selected for summer tours at Lagganlia, Badaguish & Halden
- Two selected for EYOC, in Serbia
- NWJS were 2nd overall at JIRC in Northern Ireland
- Three athletes were invited to initial Talent Squad: Running & Planning weekend in Sheffield, but are not guaranteed places when the final

squad is formed in the New Year

- Two athletes and coach attend Dame Kelly Holmes two-day mentoring course in Manchester
- Last squad weekend of 2008/2009 held in Lakes on Eycot Hill and at Hawes End, approximately 40 athletes attended
- First squad weekend of 2009/2010 held in late September, at Peel Park and on Beacon Fell, both Lancashire. New intake of 5 girls and 4 boys
- Fitness test held in Chipping village hall mid-October, include Cooper test for first time, run on Preston Arena's track (hired for 1 hour).
- Second squad weekend early November in Deeside, including a night event
- Dates of Squad weekend up to JIRCs in June 2010 now decided to ensure accommodation and minibuses are available

SCOA – Dave Rogers

Activities:

- Junior Squad conducted 19 training days in the last 12 months [September 2008 to 24th November 2009]. Squad numbers around 35 mark, with 15 to 20 regular attendees.
- SCOA website now has a 'Coaching' section which is slowly being populated.

Junior Squad Successes:

- Junior Interregionals in Northern Ireland – large, young squad came 9th overall
- Successful Wednesday army event run by junior squad on 28th October 2009. Over 420 competitors and about £500 made for squad funds.

Courses:

- Colin Dickson ran the UKCC Level 1 coaching course on 30th and 31st May and 13th June 2009 at Longmoor. This course was full [10 attendees].
- John Tilsley ran the Teaching Orienteering Part 1 course at Southampton on 2nd June 2009.
- Martine de Carvalho ran the Teaching Orienteering Part 1 course at Swindon on 9th July 2009.
- First Aid Course [2 days] run in conjunction with SEOA at Marlow on 19th and 20th September 2009. Attended by four SCOA coaches.

Other:

- Dave Rogers has the latest coach list from BO and has sent out reminders to the relevant coaches for CRB and first aid renewals – this has generated several updates from SCOA coaches. It would appear that the reminder system operated by BO has not been functioning over the last few months – and this will be raised at the BO coaching committee meeting.

SOA – Sarah Dunn

- Regular coaching activities and delivery of coach courses have been continuing as usual. Nothing specific to report.
- SOA Board agreed to the disbanding of the UKCC NSG provided that there is continued consultation and involvement of all nations in the development of

the Level 3 course.

SWOA – Christine Vince

SWJS

The Squad performed well at the JIRCs held in Northern Ireland this year, finishing 6th overall, with the best performance being that of the boys' team in finishing 3rd on the individual day. The Squad will be attending the Lakeside weekend (28/29 November), and will be having their own winter training weekend on 9/10 January. Plans are being considered for a tour next year, probably somewhere in the UK, with a possible foreign tour in 2011 or 2012. Five Squad members achieved their UKCC Level 1 qualification in October (two still under 16).

SW Clubs

The UKCC Level 1 course held in October resulted in eight newly qualified coaches (two still under 16); five for the SWJS, one each for BOK, DEVON and SO. Plans are well in hand for another course to be held in Devon in February. Updating of the SW list of coaches continues; I have spoken to several people who are interested in becoming BOF Licensed Coaches.

There will be a Club Development Conference on 28 November (which has been well attended in the past) and which is aimed at increasing participation, developing juniors and retaining club members; to achieve that you need more coaches !

WOA – Mark Saunders

WOA Report.

The Welsh Junior squad has continued to be the main locus of Coaching activity within WOA - some 21 days of activity in 2009. Most notably this included a 10 day tour to Norway and Wales' best ever result in the Junior Inter Regional Champs - 4th position overall.

Activity in the clubs is picking up with some new coaches coming on stream. For example SWOC have commenced a series of regular Saturday morning coaching sessions and both POW and SBOC have maintained a series of low key introductory events with an element of tuition. The expectation is that there will be an increase in emphasis on coaching at the club level.

NEOA – Linda Thornton

We have put on a UKCC level 1 course, plus several teachers courses with more in the pipeline.

CLOK now have a Monday evening junior session which is bringing in school orienteers with the possibility of 2 more sessions in different parts of the area starting in the spring.

They are coaching after short race series ages 5-adult.

NATO are doing Saturday coaching sessions for local school children.

NEJS - two juniors have now completed their Young Leaders Award and a further 4 have started it.

09/46 British Schools Orienteering Association Report

No report was received

09/47 Coaching Managers comments/action points

Dale Park Woods Coaching Day, Saturday 15th May, prior to Pike O'Blisco.

This would be a great opportunity to run on the detailed oak woodlands on the

west side of Graythwaite.

Mark Saunders agreed to try to put on a coaching day in the Forest of Dean. **MS**

Details would be circulated to coaches and appear in the next edition of Focus. **DA**

2009 Coach of the Year Award

This would be made of the AGM at the JK, nominations are to be made by the next Coaching Committee meeting in March. **ALL**

09/48 Reports from other Committees

Elite Competitions Committee

No meeting had taken place; NM thought we should continue the link.

Junior Competitions Committee

There was currently a consultation over the future of the Yvette Baker Trophy rules; all clubs and regional association junior competition representatives had been invited to comment. Anyone wishing to comment should do so through either of these routes. **ALL**

The next meeting was on 9th January a volunteer is required to attend the meeting **ALL**

09/49 Any other business

There was no other business.

09/50 Dates of next meetings

Proposed dates; March 13th, June 12th, and November 13th 2010

Appendix A

Risk Assessment for Orienteering

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club			
Name of person completing this form		Position of person completing this form (coach, organiser etc)	
Venue for session / event / activity		Date for session / event / activity	
Name of person in charge of session / event / activity			
Risk assessment signed		Risk assessment dated	
Risk assessment checked by (name, position and date)	Print name:		
	Sign and date:		

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference:	Place from which signed:
Nearest A&E hospital:	Name and Post code:	Map available (where):
Working telephone:	Landline or mobile: If mobile (reception checked?)	Number:
First Aid cover	Name of first aider:	Located where?

The Risk Assessment- Notes for completing the form

Definitions	Risk assessment and mitigations
<p>Hazard: An unsafe state or condition with the potential to cause harm to participants or others Severity: A measure of the worst injury which is likely to occur as a result of an accident. Note that it is not likely to be able to reduce the severity Risk: A measure of the likelihood of an accident taking place Risk Factor: the multiple of the severity and risk which is used to determine when and what action to reduce the risk should be taken</p>	<p>This simple table helps the person in charge to determine what mitigating controls are needed and how these should be put in place Points system: Low severity = serious injury (loss of limb/eye/life) unlikely to result = 1 High severity = serious injury (loss of limb/eye/life) likely to result = 2 Low risk = small chance of accident = 1 High risk = great chance of accident = 2 Multiply the severity x risk points to get risk factor Risk factor 1 = action not normally required – warn participants Risk factor 2 = action may be required – warn and consider changes Risk factor 4 = action required – modify activity / area to be used</p>

Hazard – note under these headings (see suggested examples to consider)	Severity	Risk	Risk factor	Mitigation
In area to be used (indoor / outdoor)				
Participants				
Other people/activities in area				
Weather				
Equipment				

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The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings (see suggested examples to consider)	Possible outcome / injury	Mitigation <ul style="list-style-type: none">• What control measure?• Who is responsible?
In area to be used (indoor / outdoor)		
Participants		
Other people/activities in area		
Weather		
Equipment		

Examples of hazards with the potential to cause harm
NB: this list is not exhaustive; nor will all these be present

<p>Area to be used: Indoors</p> <ul style="list-style-type: none"> • Floor surface • Other equipment/obstacles • Shared use (dining room / other activities) 	<p>Area to be used: Outdoors</p> <ul style="list-style-type: none"> • Uneven surfaces • Slopes/steps • Slippery surfaces • Tree roots/branches • Vegetation (prickly, stinging) • Wire / ruined fences • Walls to be climbed • Litter (glass, used needles) • Water (streams, rivers, ponds) • Cliffs / crags • Traffic • Rail / tram lines • Mineshafts / caves • Military debris 	<p>Equipment:</p> <ul style="list-style-type: none"> • Pencils in hand when running • Pin punches • Cane tops • Tent guys • Electrical equipment – cables • Generators • Cooking equipment
<p>Participants:</p> <ul style="list-style-type: none"> • Clothing / shoes • Existing medical conditions • Unexpected reactions/allergies • Disorientation • Tiredness 	<p>Other people / activities in area:</p> <ul style="list-style-type: none"> • Walking dogs • Cyclists • Horse riders • Forestry operations • Park maintenance • Shooting / archery • Golf • Stranger danger 	<p>Weather:</p> <ul style="list-style-type: none"> • Cold / heat • Rain / snow / hail • Excessive wind • Lightning

Appendix B

BRITISH ORIENTEERING: COACHING POLICY

Objectives

- To enable anyone who wishes to improve their personal performance to have access to an appropriately qualified coach
- To provide a framework of nationally recognised qualifications, training and support to enable coaches to pursue their personal development

Policy

British Orienteering is committed to making coaching opportunities available for all members and aspirant members at a time and location to suit them.

Implementation

British Orienteering will:

- Create a participant/coaching model to provide clear direction and a strategic framework for the long term development of coaching policy and practice in the UK.
- Recruit and retain qualified coaches with the skills to coach inclusively at each phase of the participant pathway.
- Maximise the role of orienteering coaching in the education sector by the delivery of appropriate training and resources.
- Establish effective education, delivery systems and resources supporting the development of coaches and the coach education workforce in the context of the UKCC and effective CPD programmes.
- Establish appropriate systems to identify, train, qualify and support quality coaches for specific diverse populations.
- Develop quality assured coaching qualifications, CPD and specialist qualifications linked to the requirements of the participant/coaching model.
- Develop and implement the licensing structure recognising volunteer, part time and full time roles.
- Work to raise the profile and recognition of coaches at all levels.
- Promote this policy and commitment to it to all employees, members and volunteers

Monitoring & evaluation

British Orienteering will regularly monitor and evaluate the policy, practices, procedures and operations and inform employees, members and partners of their impact and of any resulting recommendations.

The Board of British Orienteering delegates responsibility for implementation of this policy to the Director of Coaching and monitoring progress to the Coaching Committee.