

# **COACHING COMMITTEE**

## *Report to Board*



---

### Meeting of **COACHING COMMITTEE**

Held on 8th November 2008 at Waverley Hotel, Crewe

The Board is asked to NOTE:

- 08/40** That 56 members had been trained to Tutor the new Teaching Orienteering courses and that so far over 800 people had attended the Teaching Orienteering Part 1 course and over 150 the Teaching Orienteering Part 2 course.
- 08/40** The successful completion of three pilots of the new UKCC Level 1 coaching award

# **COACHING COMMITTEE**

## *Minutes*



---

Minutes of the meeting of  
**COACHING COMMITTEE**  
Held on Saturday 8th November 2008 at Waverley Hotel, Crewe

**08/33 Chairman, welcome and introductions, attendees.**

Present: Keith Marsden Chairman SEOA, Christine Vince SWOA, Dave Rogers SCOA, Cath Williams WMOA, Hilary Palmer EMOA, Nev Myers YHOA,

In attendance:, Derek Allison Performance Director, Steph Ilsley Coaching Administrator

**08/34 Apologies for absence.**

Mike Hamilton British Orienteering Chief Executive, Peter Christopher British Orienteering Vice Chairman, Vicky Thornton Coaching Manager, Helen Pearce SEOA, Ursula Oxburgh EAOA, Steve McLean NWOA Linda Thornton NEOA, Jim Clarke BSOA Sue Doherty WOA

Corresponding members:

Sarah Dunn SOA, Ray Finlay NIOA

**08/35 Declaration of Interests**

Only two Declaration of Interests remain outstanding for 2008.

**08/36 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\\_06\\_07.pdf](http://www.britishorienteering.org.uk/downloads/documents/cc_2008_06_07.pdf)

The minutes of the previous meeting held on March 15<sup>th</sup> were also approved (as the meeting on June 7<sup>th</sup> had been inquorate). See British Orienteering web site:

[http://www.britishorienteering.org.uk/downloads/documents/cc\\_2008\\_03\\_15.pdf](http://www.britishorienteering.org.uk/downloads/documents/cc_2008_03_15.pdf)

**08/37 Matters arising not covered elsewhere in agenda or not completed:**

Lakeside 2008 – KM reported that, in conjunction with Tony Carlyle, a lot of work had been put into finding an alternative to the Lakeside weekend and that it will now be held at Hawkshead.

A paper had been presented to the Development Committee regarding

funding for Hawkshead 2008. HP advised that applications for funding from the development fund should be made using the standard procedure and including using specific forms. KM confirmed that he will co-ordinate an application for 2009.

KM

Renaming of Coaching days – At the last meeting it was suggested that the title of these days be renamed as it felt it was misleading. NM suggested keeping the name 'Coaching Day' but having a strap line underneath to provide a further explanation. VT and SI to consider this.

SI/VT

### **08/38 Update on Funding:**

Whole Sport Plan – KM confirmed that the Sport England and Northern Ireland sections have been submitted to the Sports Councils and that they have advised that British Orienteering should receive a response in December 2008.

UKCC – KM advised that the award is divided over 3 years and that the 2<sup>nd</sup> years funding has been received from SportscoachUK.

KM confirmed that the 1<sup>st</sup> year ran from April 2007 to March 2008 and hence the 2<sup>nd</sup> year runs from April 2008 to March 2009.

It was also agreed that momentum needs to be kept up on spending the funding.

### **08/39 Board feedback**

The minutes of the Board Committee meeting held on 22 October 2008 had been circulated before the meeting.

KM noted Board Action 6 in which a note is to be drafted to British Orienteering Committees and Groups explaining the need to re-confirm members and officers.

KM noted that PC has emphasised the importance of communicating the Whole Sport Plan effectively. It was agreed that this is already being carried out, in part, through articles in Focus.

KM also noted that Mike Hamilton had explained to the Board members that there are errors with some information on the membership database and that Action 16 asks MH to draft a communication to clubs asking them to check the membership data produced from the database and inform National office of any errors.

KM also made the Committee aware that there had been a problem with the database when sending out the Coaching Newsletter in that only the Committee members had so far received the newsletter and not all coaches.

The RRs were grateful for this information. It was pointed out that the newsletter could be put on the website and all coaches emailed to this effect.

*(Post meeting note: An email cannot currently be sent out to all coaches due to database development work and there is also a delay with posting information up on the website due to development work. Information will be*

VT

*sent out just as soon as possible.)*

DA advised that one Board a year invites a member of the Development Committee to attend their meetings. HP confirmed that when she attends Board meetings she covers coaching and participation matters.

The minutes of the Board can be found on the British Orienteering web site at;

[http://www.britishorienteering.org.uk/downloads/documents/Board\\_2210Minutesv2.pdf](http://www.britishorienteering.org.uk/downloads/documents/Board_2210Minutesv2.pdf)

## **08/40 Coach Education:**

Teaching Orienteering courses – SI confirmed that a number of Teaching Orienteering part 1 and part 2 courses have now been held which have used the new administration procedures and forms and it all seem to be working well.

SI advised that she is responsible for all of the administration of these courses with the exception of sending out the resources which is done by Nicole at the National Office as SI only works one day a week.

To date over 800 candidates have attended the Part 1 courses and over 150 have attended the Part 2 courses.

Teaching Orienteering – tutor training courses - SI reported that, out of 68 existing tutors, 56 have now qualified. Out of the remaining 12 there are 11 tutors who do not wish to deliver Teaching Orienteering courses. This leaves 1 existing tutor who needs training and will be included in the next round of training.

The next round of tutor training courses is being co-ordinated by VT and there are 2 further courses scheduled, one in the North and one in the South (full details are in the Coaching newsletter).

The one in the North is at Sale Water Park on 4 March 2009, the trainer is Pauline Olivant.

The one in the South is in Bristol on 28 March 2009, the trainer is Celia Watkinson.

There are also 2 courses planned in Scotland by Hilary Quick scheduled for Nov/Dec 08.

NM asked if it would be possible to have a one-off list of those qualified tutors. He would like to know who the new ones are.

**SI/VT**

A question was asked about how much income is generated from the Teaching Orienteering courses. HP explained that the fee for the Part 1 course is £15 per candidate and £27.50 for the Part 2 course. Although some of this fee goes towards admin costs the rest goes directly into the coaching budget.

### UKCC:

Level 1 (pilots and future courses) – KM had previously circulated a copy of his progress report to the UKCC National Steering Group (NSG) to the members of the committee.

KM advised that 3 pilot courses had now been held, at Plas y Brenin,

Longmoor Camp and Glenmore Lodge.

A number of UKCC level 1 courses have now been planned, in particular by Hilary Quick and Rosemary Powell.

The courses have gone well and feedback is being collected which will be collated and fed back to Coach Educators.

KM advised that 3 or 4 things had come up at each pilot and mentioned the following:

- An issue with timings and problems with holding the 3 days of the course consecutively
- A problem with lack of orienteering experience at one of the pilots
- The resources could include a CD.
- Exam papers need to be revisited (there are some ambiguous questions)

A concern was raised about RRs not knowing what courses have been organised (prompted by NM commenting on the fact that he did not know beforehand of an YHOA course that had been organised) and not knowing who has attended a course.

HP confirmed that it is the responsibility of the Coach Educator to let the RR know who has attended a course and asked that the procedures are amended to show that a copy of the form 4.3 (registering candidates on a course) should be passed to the RR by SI/VT once the Coach Educator has advised them which local clubs it should be forwarded to.

SI/VT

It was also requested that, when a course is registered, either SI/VT forward a copy of the registration form to the appropriate RR OR the Course Organiser automatically copies the RR in when sending the form to British Orienteering. SI/VT to consider and action.

HP confirmed that the form 4.1 asks for orienteering experience but, although the procedure advises this form needs to be completed and returned to British Orienteering, it does not say that it needs to be completed and returned prior to the start of the course. It needs to be made clear that this form must be returned before the course as it not only asks for orienteering experience but also details of any disability or special requirements which the Coach Educator needs to know beforehand. HP also suggested that this form could be combined with the medical form to save form filling.

SI/VT

KM confirmed that an External Verifier from 1<sup>st</sup>4sport had visited and that his subsequent report highlighted 4 points for action. These are being addressed.

KM confirmed that a DVD to support UKCC Level 1 is being produced by Carol McNeill. He is pleased with the quality and hopes that it will be finished by Christmas/New Year.

Level 1 Bridging course:

DA mentioned that the APL paper contained within the UKCC report produced by KM did not cover people who haven't got any awards and

so the wording should be altered to 'If attended previous Level 1 or not attended any.....'

HP confirmed that the document 'Other UKCC related courses/routes' covers this.

### Level 2

This is mentioned in the UKCC report which will be discussed at the NSG meeting on 25 November 2008.

KM asked for any feedback prior to the meeting.

The suggested 1<sup>st</sup> aid requirement for UKCC Level 2 will be for 8 hours but the existing Level 3 is for a 2 day course. There will be an overlap for a while so there might be some complaints. KM advised that as UKCC Level 2 is a lower award it is his opinion that it is acceptable for only 8 hours.

## **08/41 Coaching Award Scheme:**

### Phasing out of 'old' Level 1 – associated website changes:

KM confirmed that it now states on the website that there are no further old Level 1 courses being run but that assessment continues until March 2009.

### License to Practise:

SI mentioned the problem at the moment with using 2 databases in that there are newly licensed tutors who slip between the net between the 2 databases. SI confirmed that she is keeping a master list of those affected.

SI confirmed that whilst we are waiting for the new database to be up and running when it is hoped that automatic reminders will be sent to licensed coaches, she is sending out a confirmation letter (See Appendix A) which details the expiry dates of the coaching award and licensing components.

SI also confirmed that she has set up a procedure whereby reminders are sent out to licensed coaches who have a component/components that have expired or are due to expire within 3 months. The first batch of reminders have been sent to which the response back has been good.

Mike Hamilton has asked the RRs to consider alternative wording to the notes section on the last page of the coaching award renewal letter (see Appendix B). This section contains a note about those coaches who obtain a coaching award but choose not to become licensed.

The RRs considered the alternative wording and agreed it in principle. HP asked, however, whether the use of the word 'accreditation' was appropriate and whether it should be 'award'. SI will ask Mike Hamilton to consider.

SI

*(Post meeting note: Mike Hamilton has responded as follows:*

*An award is:*

*'An award is something given to a person or a group of people to recognize excellence in a certain field; a certificate of excellence. Awards are often signified by trophies, titles, certificates, commemorative plaques, medals, badges, pins, or ribbons. An award may also simply be a public acknowledgment of excellence, without any tangible token or prize.'*

SI

*An accreditation is:*

*'Accreditation is a process in which is certification of competency, authority, or credibility is presented.'*

*Technically the UKCC and some of our other 'awards' are accreditations rather than awards, and we should therefore be using accreditation.*

*The original wording will therefore remain.)*

It was also felt that the wording on the covering letter was slightly ambiguous as an award is updated not renewed. SI to speak to VT.

NM requested an updated list of licensed coaches which includes licensing dates.

#### September 2008 Level 3 / 4 course feedback

HP confirmed that John Palmer was the Coach Educator at the Level 4 course. 4 people attended and John felt that it was a good group of people being trained at an appropriate level and that the course went well.

HP was the Coach Educator at the level 3 course. The course went well and 3 of the 4 attendees were at the appropriate level.

### **08/42 Incentive Schemes**

SM is still working on a paper but has still not received feedback from all regions.

**RR**

### **08/43 Reports from Regions**

#### **SCOA Report – Dave Rogers**

##### *Activities*

- Junior Squad conducted 16 training days in the last 12 months [November 2007 to 1<sup>st</sup> November 2008. Squad numbers around 35 mark, with 15 to 20 regular attendees.
- Planned Junior Squad training for 18<sup>th</sup> October 2008 had to be cancelled due to lack of coach availabilities. Supplemented by attendance at a SEOA junior squad training day.
- Increasing cooperation with neighbouring junior squads due to lack of coaches [SCOA], lack of juniors [SEOA], business workload of squad manager [EAOA] and proximity of mutual training opportunities [SWOA].
- Two SCOA juniors attended summer tours
- 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.
- All SCOA non-licensed coaches have been contacted and encouraged to complete their licensing requirements.

*Courses:*

- John Tilsley [WSX] ran old Level 1 and 2 combined coaching course on 27<sup>th</sup> September, 4<sup>th</sup> and 18<sup>th</sup> October 2008 at Longmoor, Hampshire.
- 19<sup>th</sup>, 20<sup>th</sup> and 23<sup>rd</sup> September 2008 UKCC Level 1 coaching course at Longmoor, Hampshire – attendee and successful completion information requested and received.

*Other:*

- Dave Rogers and Phil Brown attended a UKCC Level 1 Orientation seminar, organised by British Orienteering, at Milton Keynes on 16<sup>th</sup> September 2008. This is a pre-requisite for all coach tutors and assessors who will be part of the new UKCC standard coach education courses.
- Junior Squad ran a fundraising Wednesday army event, on 29<sup>th</sup> October 2008, raising about £570.

**EAOA Report** - Ursula Oxburgh

There is really not much to report on the coaching front in EAOA

We continue to have teachers enquiring about TOPS courses and we pass them on to our RDOs who presumably sort out something for them.

Our first UKCC Level 1 course is provisionally scheduled for October/November 2009. We have some interest in this already and hope to improve on this as the date approaches.

Essex Stragglers (SOS) put on Saturday training sessions at monthly intervals.

Havering and Essex O Club (HAVOC) have run at least one day of orienteering coaching aimed at non-orienteers

In celebration of their rather flukey qualification for the CompassSport Cup Final, West Anglian O Club members put on 6 training sessions on successive Saturdays leading up to the Final. A select group of club members enjoyed themselves at the sessions and possibly ran better on the day but maybe it was too little too late as they still came last.

After a year's break, West Anglian O Club (WAOC) are resuming junior training sessions at their events.

EA Junior Squad shared a day's training session with SE Junior Squad and competed in the November Classic the next day.

EA Junior Potential Squad has 6 training sessions scheduled over the orienteering season.

**EM Report** – Hilary Palmer

The Sport England funded satellite club project in Buxton has started very

well. An introductory event in the Pavillion Gardens was well advertised using the new British Orienteering postcard and poster flyers throughout the town and in the local schools with the help of the School Sports Coordinators. Over 150 people attended the park event and 35+ have been coming to the weekly sessions organised by coach, Dan Riley.

The attached flyer (see Appendix C) is just one of a number of templates which are available for on-line ordering of posters, flyers and postcard 'adverts' which clubs can use so that a more professional publicity campaign can be delivered. The Buxton sports development and school contacts said that this was the best sports club advert which they had ever seen.

### **SEOA Report**– Keith Marsden

SEOA has been unusually quiet since the JK at Easter and following a number of years of staging major events. Focus has turned more to the bread and butter efforts of many clubs with club coaching being started in a number of clubs including DFOK, SAXONS and CROC.

Southdowns Orienteers, as a participation club has established an offshoot called Southdowns Adventure Runners which meets weekly and is aiming to increase the membership and participation within the club. SLOW are also continuing their encouragement of runners through their association with Hare and Hounds.

The local RDO's are continuing good work having put on a number of Teaching Orienteering courses and planning for a UKCC Level 1 course in the spring.

Four coaches have recently been assessed, 3 at Level 1 and 1 at Level 3. The SEJS has met regularly and has hosted sessions for SCJS (October) and EAJS (November). The squad is made up of about 20 juniors and is able to call on up to 15 licensed coaches. Three coaches have recently completed their IAPS qualification.

### **SWOA Report** – Christine Vince

#### **SWJS**

Jeff Butt, SWJS Manager, has extended the age range to M/W20 to encourage those youngsters who have just missed out on places on the reduced elite programmes. Even so, there are two SWJS members in the Junior Squad and two in the Start Squad. Emily Benham, long an SWJS member, won two silvers and a bronze medal at the recent European MBO Championships. Jeff is looking to improve on the 7<sup>th</sup> place gained by the Squad at the JIRCs, so there is a good programme of training planned over the winter. Numbers of both athletes and adult helpers are rising and the

SW RR and her husband are now involved; a group from Bristol University OC attended the most recent Saturday training event held in the Quantocks. The Newsletter continues to grow in size and in the number of recipients, and the new O-kit has been voted a stylistic success.

#### SW Clubs

As a result of a number of enquiries, Celia Watkinson, SW RDO, is putting on a TOP1 course during November. Most of the committee of Wessex have completed their Level 2 coach training; Wessex is in the Increasing Participation programme. One member of KERNO is working towards his Level 2 award and is intending to reach Level 3 at the earliest opportunity as he feels there is a need to coach club members at the higher levels.

#### SOA Report – Sarah Dunn

- The first UKCC Level 1 course in Scotland was held in October with full attendance. Hilary Quick and Gill Berrow were assessed in delivering the course. The next course will be held in Feb 2009. The SOA are supporting costs for SOA members attending these two courses.
- An update session for SOA coaches was held in October at which Keith Marsden presented the current progress on implementation of UKCC.
- The Scottish squads (ScotJOS and SEDS) have held a programme of domestic training weekends as usual this year. The junior squad also spent a week in Halden training, prior to attending O-Ringen. SEDS participated in the Jukola / Venla relays in Finland before travelling to Estonia for training and preparation for the World University Champs.
- The Jamie Stevenson trophy in September was won by Maroc for the 3<sup>rd</sup> time (out of 4 years). Maroc fielded more than 25% of the total entry for the competition with 42 juniors attending.
- Regular coaching activities have been continuing as usual at club and regional levels.

#### WM Report – Cath Williams

##### West Midlands Junior Squad:

Numbers healthy. Rely too heavily on Iain Embrey to act as coach. As BOF enforces the 'licensed' coaches rule to register coaching we could run into difficulties. So far we have overcome this by attaching ourselves to BOF coaching days where we are 'covered' by the BOF nominated coaches and by joining in with other squads (eg South Central and East Midlands). Paul and Elizabeth Furness are First Aiders but neither have coaching accreditation. Paul in particular is willing to do the training but cannot find courses at appropriate times (works full time and is not prepared to use more holiday time in order to do).

**POTOC:**

Running club School and Youth Group League - starting to increase in number of participants.

**OD:**

Concentrating on the juniors who are not in the WM squad. 3 sessions since September, & 1 adult session, with more planned.

**WCH:**

Weekly sessions in Walton High gym – 30 minutes junior training each week alternating between technique exercises & team-building games (would have more success if we were WCH basketball club!). Monthly beginners events with extra help available continue.

**08/44 Feedback from Summer Tours**

A summary report from TM's and LC's is attached (see Appendix D)

It was noted that two assistant coaches at Lagganlia were not CRB checked. DA asked if these were late additions; KM responded that the problem had been caused by the need being overlooked by Squad management,

This prompted a discussion about whether everyone knew who the CRB document checkers are. This is not detailed on the website. Should there be names (no contact details) or wording to say to contact RDO or RR or to ask Laura Young?) SI will speak to Laura

**SI****08/45 Coaching Manager report**

SI advised that a report of the Coaching Managers current news had effectively been incorporated into the October Coaching Newsletter which had been circulated in advance of the meeting to committee members. The RRs confirmed that they had read the newsletter and there were no comments. See Appendix E

**08/46 British Schools Orienteering Association Report from Jim Clarke**

BSOA wish to thank NOC for hosting the recent British Schools Score Championships. It was good to see a good number of pupils competing who had only been introduced to Orienteering this term and a larger number who were in their first year of Orienteering. BSOA wish to thank those regions running fun days or other introductory sessions in schools which do not have a tradition of Orienteering.

We would also like to thank BKO, SN and BAOC for their work in running next weekends BSOC and world schools selection races.

There have been a number of coaches who have responded to the invitation to apply to be a coach / team manager for the select teams at the World Schools Championships in Orienteering and it can only help to have a greater depth of experience from which to appoint the coaches.

## **08/47 Any other business:**

Message from the National Fixtures Secretary - "The policy is that coaching activities run by a licensed coach should be registered on an ER1C form and must go via the Association Fixture Secretary for the Association where the coaching is taking place (list attached). This is everything from club coaching to British Orienteering Tours. They must not go direct to British Orienteering Office. The only exception would be coaching outside the UK. The policy is that coaching activities run by a licensed coach should be registered on an ER1C form and must go via the Association Fixture Secretary for the Association where the coaching is taking place (list attached). This is everything from club coaching to British Orienteering Tours. They must not go direct to British Orienteering Office. The only exception would be coaching outside the UK."

**KM**

An up to date list of the regional fixture secretaries is attached (see Appendix F)

It was asked whether regional fixtures secretaries should have their own email addresses. KM will enquire about obtaining 12 email addresses.

CV asked whether it was appropriate to put licensed coach's names in SWOA on the website. It was agreed that this was okay so long as the coaches were asked beforehand if they were happy for this to be done.

DA advised that Gareth Candy wanted feedback on the updated Talent Identification Grid which he has recently circulated by the 14<sup>th</sup> November.

A volunteer is still required to help with the organisation of the Annual Coaching Conference on 7<sup>th</sup> and 8<sup>th</sup> February 2008.

A discussion was held as to whether the November meeting could be moved to October starting from 2009 however due to clashes with events it will remain in November.

## **08/48 Dates of next meetings**

Proposed dates for 2009; March 21st, June 13<sup>th</sup> and November 7th.

## Appendix A

### Licensing confirmation letter

Date

FAO:

Dear

I can confirm that

Following your Level 3 coaching update you coach. I can confirm that all components are in place and that you are 'licensed to practice'.

<b>License component</b>	<b>Expiry date</b>
Coaching Level award 3	31 December 2011
Enhanced Disclosure	21 January 2011
First Aid	26 October 2009
Membership of British Orienteering	31 December 2008
Code of Conduct	Completed (signed 8 April 2008)
<b>License valid to</b>	<b>31 December 2008</b>

Regards

Best wishes

Stephanie Ilsley  
Coaching  
Coaching Administrator  
Email address

Telephone: 01629 734042  
[steph@britishorienteering.org.uk](mailto:steph@britishorienteering.org.uk)

**COACHING – A GREAT ROUTE CHOICE!**

## Appendix B



*Registered Office:*  
8a Stancliffe House, Whitworth Road,  
Darley Dale, Matlock, Derbyshire DE4 2 HJ

Phone: 01629 734 042 Fax: 01629 733 769  
Email: [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)  
Reg. in England & Wales, No: 01606472  
[www.britishorienteering.org.uk](http://www.britishorienteering.org.uk)

---

### *LEVEL 2, 3, 4 and 5 COACHING AWARD AND LICENCE TO PRACTICE UPDATE*

July 2008

Dear Coach,

Your coaching award is due to be updated before the end of this year.

As a valued coach I would like to invite you to send to me a summary of your coaching activities to enable me to update your Coaching Award for a further three years. The future of orienteering depends on active, knowledgeable coaches like yourself and I wish to thank you on behalf of British Orienteering for the work which you do.

In line with other Sports, Licensing for Orienteering coaches has now been fully implemented. Improvements to the British Orienteering database now enables coaches' qualifications to be more accurately recorded so that the 'status' of a coaches License can be checked with the office at any time.

Please ensure that you have all five components for your License in place at all times as required. For full information visit:

<http://www.britishorienteering.org.uk/developing/licensing.php>

Do not hesitate to contact me if you have queries or require assistance.

I would like to wish you all the best with your coaching activities.

Yours sincerely

Vicky Thornton  
Coaching Manager

Telephone Home:01625 614335 Office: 01629 734042  
[vicky@britishorienteering.org.uk](mailto:vicky@britishorienteering.org.uk)

**COACHING – A GREAT ROUTE CHOICE!**

**Orienteering is a challenging outdoor adventure sport enjoyed by people of all ages, abilities and backgrounds**

# LEVEL 2, 3, 4 and 5 COACHING AWARD AND LICENCE TO PRACTICE UPDATE - APPLICATION

Please enter your personal details – Name and Address:

I wish to update my Coaching Award and Licence to Practice and therefore:	✓	Office use
I confirm that my contact details (on the above label) are complete and correct.	<input type="checkbox"/>	<input type="checkbox"/>
I enclose a brief record of my recent instructing activities, inc. one example coaching session plan with map & risk 'assess'.	<input type="checkbox"/>	<input type="checkbox"/>
I enclose evidence of attendance at a British Orienteering event.	<input type="checkbox"/>	<input type="checkbox"/>
I hold a satisfactory current Enhanced Disclosure on behalf of British Orienteering	<input type="checkbox"/>	<input type="checkbox"/>
I have enclosed a copy of my valid 1 <sup>st</sup> Aid certificate, or, I have recently sent one to you.	<input type="checkbox"/>	<input type="checkbox"/>
I am a (minimum requirement) Local British Orienteering Member (LBM)	<input type="checkbox"/>	<input type="checkbox"/>
I have enclosed a signed copy of the Coaches Code of Conduct, or, I have recently sent one to you.	<input type="checkbox"/>	<input type="checkbox"/>

Signed..... British Orienteering Federation No .....

Phone No..... Coaching Level.....

**CURRENT EMAIL PLEASE .....**

**Note: Scroll down for licensing rules**

---

For National Office Use:

Date received..... Date actioned.....

**Licence to Practice valid until .....**

(ie Date on which first component of Licence requires updating)

Coaching Level ..... Next Coaching Award update due .....

1<sup>st</sup> Aid renewal due .....

Enhanced Disclosure renewal due .....

British Orienteering Member.....

Signed by Coaching Manager .....

## **LICENSING RULES:**

- Coaching Awards (all Levels) are due for a renewal every three years and must be updated before the end of the year that the update is due. The update can be submitted at any time during the year.
- Membership of British Orienteering also needs updating before the New Year for a License to remain complete.
- A coaches' signed Code of Conduct remains valid for the period of the license. If it becomes necessary to significantly change the Code of Conduct you will be asked to sign the revised C of C.
- 1<sup>st</sup> Aid certificates must be maintained at all times of the year – an invalid 1<sup>st</sup> Aid certificate (valid for 3 years from the issue date) renders a coaches License to Practice incomplete with immediate effect.
- Enhanced Disclosures completed on behalf of British Orienteering must be maintained at all times of the year – an invalid Enhanced Disclosure (valid for 3 years from the issue date) renders a coaches License to Practice incomplete with immediate effect.

*Only coaches who are Licensed to Practice will be covered by the British Orienteering civil liability insurance policy and able to register and run coaching activities.*

NOTE: British Orienteering is aware that there are some coaches who obtain a recognised British Orienteering Coaching Award but who choose not to obtain all components necessary for the British Orienteering coaches' License to Practice. This may be due to the fact they are working for an outside agency under that agency's policies, safety guidelines and insurance. Non-Licensed coaches will not receive British Orienteering's coaching literature so those who wish to maintain their Awards with updates etc are encouraged to become Licensed. Coaches working either paid or unpaid for British Orienteering, Associations and Clubs are required to be Licensed – including assessed Level 1 coaches.

## Appendix C



**COME AND HAVE A GO AT**  
**ORIENTEERING**  
**HAVE FUN, GET FIT AND LEARN NEW SKILLS!**

**Buxton and District Orienteers Club Night**  
Every Tuesday 6:30pm - 8pm  
Gothic Hall  
Buxton Community School  
Adults £2 - Children £1

**Activities include:**  
>Group runs  
>Circuit training  
>Indoor and outdoor orienteering exercises  
>Problem solving activities

*No experience necessary*

**Suitable for all fitness levels, ages and abilities.  
Everyone welcome including families and individuals.**



For further information contact:  
Dan Riley  
Tel: 07796886974  
Email: danloveshills@hotmail.co.uk  
www.dvo.org.uk



## Appendix D

### Summer Training Camps Report for Coaching Committee

#### **Lagganlia** – from Lead Coaches Report

The coaching team was well balanced with ranges of experience and qualification. Three of the Coaches were at Level 2 and we hope that they will progress further. Two plus the Team Manager are Regional Squad coordinators.

Two assistant coaches at the training camp had not had their CRB checks processed in time as they had been submitted too late.

In contrast to previous years there were no 'stars' amongst those present and the athletes' abilities fell into a narrow band with a variety of them doing well in the various races through the week.

The older athletes selected for the training camp were of the right background and standard.

Athletes who had attended either a squad tour or Oringen before the training camp were, at least for the early part of the week, not in a position either mentally or physically to fully participate in the tour. They appeared lethargic and therefore unresponsive.

There was insufficient minibus seats to be able to put two coaches in each minibus and thus this was a risk to safety.

The use of the main building at Lagganlia was a major bonus for the tour. The area is spacious, facilities excellent and support from the Lagganlia staff, as usual, is very good.

#### **Lagganlia** – from Start Programme Manager

There were some concerns reported over a **small number** of the athlete reports from Lagganlia that they should be more encouraging towards the athletes and that areas for improvement do need to be pointed out but perhaps in a less negative way.

There were some concerns over entries in the coaching log for a session being done as a group rather than being done by each coach independently.

Some coaches also felt that the tour reports could be more widely circulated before being submitted to the selectors and sent out to athletes and regional squad managers.

#### **Badaguish** – from Lead Coaches Report

The tour had a great mix of coaching ability and experience and we worked excellently as a team with minimum fuss and organised/generated the maximum learning for the athletes.

Getting permissions and OCAD files took longer than anticipated.

Whilst on Uath Lochans, we noticed 'permanent' controls out because it was map of the month. Had we known this, we could have certainly re-planned courses to have used these and saved us the hassle of hanging and collecting. Worth in future asking for the map of the month all controls for August from the National Centre at Glenmore.

There is probably some potential for kite sharing being Lagganlia and Badaguish – i.e. hanging controls on the same map but different parts, then swapping over at lunch, having left the controls out and collecting them in the pm – however, it maybe too much hassle to co-ordinate, and Lagganlia have control cards at their controls I believe in any case (?).

As a high number of coaches seem to return to Badaguish, it was felt that next year, there should be a total re-vamp of the exercises as the coaches were starting to know some of the control sites rather too well and they were becoming a bit stale.

I felt that the top athletes on this tour could have coped well and benefited even more by being on a 2 week Scandinavian Tour and having experienced the current structure for 7 years, feel that a 16s A (to Scandi) and a 16s B tour (to Scotland) would be better, especially when, in the womens, the W16 JK and British Champions are 1<sup>st</sup> year 16s. Are we holding them back? A move back to the A and B tours would also mean athletes doing the B tour as a top year have less stigma.

**Uppsala** – from Start Programme Manager and Tour Manager

With a two week training camp it was appropriate and very valuable to take all the athletes back to basics and spend time working on Skill Acquisition moving on to Skill Retention and then Skill Transfer (ART principle). It is appropriate to spend time working on the most basic skills with athletes of all abilities from beginner to World Champion.

It was greatly appreciated that IF Thor were willing to pass on all the OCAD files of all the areas we were training on, it is unfortunate that many British clubs are not willing to show the same levels of cooperation and trust.

It was felt that many athletes on the training camp had not previously reached the Skill Retention stage on all of their core basic skills and that perhaps coaches could spend some more time on coaching individual skills to ensure Skill Retention is reached before moving on to multi-skill training exercises. This would be applicable at Club, Regional and National Levels.

Feedback suggested that the athletes benefited greatly from a focus on whole athlete development and including a greater number of sessions on physical, mental and tactical ability as well as technical.

Groups of mixed ages and gender benefitted athlete's learning by providing different view points and experiences in discussions and highlighting different strengths and weaknesses.

Most athlete reports were of an outstanding quality but a small number seemed to have been rushed.

## ATTACHMENT A

### Lagganlia Venues and Exercises

Saturday	Lagganlia	Compass exercises
Sunday and Monday morning (3 x 1/2 day sessions)	Inshriach	Attack Points Control Pick  Line Course Attack Points  Timed runs Compass exercise
Monday afternoon	Strathmashie	One man Relay
Tuesday	Uath Lochan	Relocation Control Pick x 3  Odds and Evens Relay
Wednesday	Loch Vaa	Simplification Control Pick Controlettes  REST AFTERNOON!
Thursday	Achlean	Aiming Off Map Memory Traffic Lights  Short Race
Friday	Inshriach	Classic Race  3 man Relay

Most evenings we also provided a formal session. Topics covered were;

- an introduction to the week
- introduction to Race Analysis
- Route Gadget (organized by Chris Fry)
- race preparation (map review/index contour drawing)
- ankle strengthening (a practical session)
- nutrition (a session presented by Richard Barker)

## ATTACHMENT A

### Badaguish Venues and Exercises

Saturday	pm	Badaguish	Light Jog, stretching and light plyometrics.
Sunday	am	Achlean	Pacing, Star Relay, Attack Points, Depressions
	pm		Corridor
Monday	am	Inshriach S	Brown only, Line, Pick, Simplification
	pm		Relay – 2 person/gaffles
Tuesday	am	Lossie	Fast/Bearings, Hare & Hound, Control Pick
	pm		Peg Relay
Wednesday	am	Inshriach N	Timed runs – track + forest, pairs hanging.
	pm	Badaguish	Tour Ultra Sprint Champs, Prol+Fin, 1:1500
Thursday	am	Uath Lochans	Map Memory, Compass, Course
	pm		Tour Champs. race
Friday	am	Loch Vaa	Tour Champs. Race
	pm		Relay – 2 legs each, 1:5000

Most evenings we had a session about O – from Winners to a Seasons review, and we had a stage of an O quiz most nights, which teams found most enjoyable. And helped widen their O general knowledge.

## Appendix E



*Registered Office:*

8a Stancliffe House, Whitworth Road,  
Darley Dale, Matlock, Derbyshire DE4 2 HJ

Phone: 01629 734 042 Fax: 01629 733 769

Email: [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)

Reg. in England & Wales, No: 01606472

[www.britishorienteering.org.uk](http://www.britishorienteering.org.uk)

---

## COACHING NEWS

October 2008

### CONTENTS:

Introduction

Website updates and on-going amendments

Coach Education - update

Tutor, Coach Educator and Assessor section

Qualifications and Licensing for coaches – update

Safety Guidelines

British Orienteering Coaching Day

Annual Coaching Conference

Peter Palmer Coach of the Year – Nominations please!

Coaching Kit

Coaching for Teachers

Child Protection

NSPCC Child protection – guidelines on staffing ratios

Ofsted registration not required – fact sheet

ER1C Form Message from the National Fixtures Secretary - Peter  
Guillaume

### STOP PRESS

Apologies for the delay in getting this newsletter out to you all the delay has been due to development work associated with the British Orienteering database and website. Amendments and additional information on the coaching website will take place in due course.

***COACHING – A GREAT ROUTE CHOICE!***

## Introduction

The on-set of those early dark evenings heralds the end of what was another busy summer with plenty of coaching and tours taking place and also, in September, the first UKCC Level 1 pilot course held at Plas-y-Brenin National Outdoor Centre successfully completed. So with various news snippets and updates I thought this a good time to write to all licensed coaches.

Firstly though, with evidence to show that the amount of coaching activity and the associated workload is on the increase, most of you will be aware by now, that a Coaching Administrator – Steph Ilsley - has been appointed for one day per week. Amongst other things, Steph is already involved with helping coaches keep their qualifications up to date, administering the new Teaching Orienteering Part 1 and 2 awards and also the new UKCC awards – thanks for the lift Steph!

I wish also to draw your attention to the zip file attached which is relevant to some of the headings below.

Vicky Thornton

Coaching Manager

Telephone Home:01625 614335 Office: 01629 734042

[vicky@britishorienteering.org.uk](mailto:vicky@britishorienteering.org.uk)

## Website updates and on-going amendments

Now that the British Orienteering Teaching Orienteering Part 1 and Part 2 courses and also the UKCC Level 1 course have been established information can be found for these courses on the website by clicking on 'developing orienteering', 'coaching' and then 'award scheme': <http://www.britishorienteering.org.uk/developing/award-scheme.php> Information for tutors regarding the TO courses can also be found on the Tutors and Assessors section under useful documents: <http://www.britishorienteering.org.uk/developing/tutors.php#Useful>

Also in the Tutors and Assessors section 'useful documents' forms have been added under the heading 'mentoring and verification'. There is also information available there regarding the Certificate in Tutoring Sport (CTS) and Introduction to Assessment Practice in Sport (IAPS) awards.

Now that the 'old' Level 1 course has been phased out the coaching website will soon be amended with all references to the 'old' Level 1 course (excepting Level 1 assessment) removed and more information concerning the UKCC awards will gradually be added. The 'old' Level 1 assessment forms will remain available on the website until April 1<sup>st</sup> 2009 when they will be removed in line with the decision to allow assessments to continue to take place up until that date.

Tutors, Coach Educators and Assessors will be interested to know that there will be a coach education training course calendar of courses to be added to the website Tutors

and Assessors section soon. In any case the available up and coming courses are detailed below in the Tutors and Assessors section of this newsletter.

We are aware of a number of other minor amendments which will be done in due course to the web site – many thanks for your feedback.

## **Coach Education**

Most of you are now probably aware that with the successful launch of UKCC Level 1 courses are now being established on the Coaching Calendar <http://www.britishorienteering.org.uk/developing/coaching.php> and the Regional Development Officers (RDO's) along with Hilary Quick in Scotland are now busy establishing dates and venues for the coming year to ensure that UKCC Level 1 courses are available nationally.

Keith Marsden wrote a piece on UKCC Level 1 for the last Focus – see page 28.

The re-training of our existing Tutors and Assessors to deliver and assess UKCC courses and to deliver Teaching Orienteering courses continues to go as planned with more interest than ever from potential new TO tutors, UKCC Coach Educators and Assessors.

With all the changes which have taken place here are some notes which may answer the questions we are asked regarding both coaching awards and coach education:

- Once a coach has successfully completed his assessment then he/she has a coaching qualification which is unaffected by time, however coaches will be encouraged to 'upgrade' to the new UKCC awards via 'bridging courses' since eventually it will be these awards which will be more widely recognised and accepted by outside organisations. It is our intention to make this process as simple as possible. Bridging courses may include an assessment.
- As we introduce the UKCC British Orienteering therefore hopes that all coaches will migrate from the existing awards to UKCC
- Currently we do not know how long this migration process will take – it is likely be a number of years – but at some time in the future British Orienteering will find it unrealistic to manage two separate award streams.
- Existing courses will continue until 'equivalent' UKCC courses are available.
- No more Level 1 courses will be advertised on the coaching calendar (ie the first day of a two day course can no longer be advertised as a Level 1.)
- We are aiming to launch UKCC Level 2 in May/June 2009. Candidates should therefore consider carefully whether to attend future Level 2 courses or wait for the new UKCC Level 2 awards.
- There will continue to be a period of grace after the introduction of UKCC awards that will enable coaches to be assessed against the existing awards. ('Old' Level 1 assessment is only available to April 1<sup>st</sup> 2009.)
- As the recently introduced Teaching Orienteering courses have been designed to feed into UKCC Level 1 anyone wishing to attend these and then to be assessed will be able to do so from the introduction of UKCC Level 1 and against the UKCC Level 1 criteria.

## **UKCC Level 1 – Bridging Courses**

**Course in the Midlands: Day 1 January 31<sup>st</sup> + Day 2 March 14<sup>th</sup> Venue: John O’Leary Centre, Cannock Chase (venue: confirmed)** – all enquiries to Coaching Manager (booking form available on the website coaching calendar soon).

**Course in the South: Day 1 April 25<sup>th</sup> + Day 2 May 16<sup>th</sup> Venue: Longmoor Army Camp (venue: tbc)** – all enquiries to Coaching Manager (booking form available on the website coaching calendar soon).

A two day course consisting of 1 days training followed by a 1 day assessment.

For those candidates who have either attended Teaching Orienteering courses Part 1 and Part 2, or hold a old assessed Level 1 coaching award, or for any one who has previously attended a 1st4Sport Level 2 course but didn’t complete the modules, exam or assessment.

Pre-course work will be essential and will be sent out to candidates 4 weeks prior to attending the course.

The fixed course cost including 1st4Sport registration, resources and staffing will be £160.00 to which must be added the variable costs -e.g. accommodation and food.

## **Tutor, Coach Educator and Assessor section**

Some invitations to Tutor/Assessors to attend the planned retraining courses in order to Tutor/Assess the UKCC awards have gone unanswered. Does this mean that some Tutors/Assessors no longer wish to be retrained to Tutor/Assess UKCC awards? If you have reconsidered your position can you let the Coaching Manager know so that time is not wasted trying to contact you.

If you have in fact decided that you wish to join the training programme to become either a Teaching Orienteering Tutor or UKCC Coach Educator or an Assessor then please complete and return the Retraining Questionnaire contained in the zip file.

If there are still any existing Tutors/Assessors, who have filled in a questionnaire regarding UKCC retraining, who are still not clear as to their retraining route please contact the Coaching Manager.

There are two updated documents contained in the attached zip file which some of you may find useful regarding UKCC training: The ‘Qualification Pathway document’ and also the ‘Training Course descriptions document’.

Just to remind you that with the introduction of UKCC there will (once the existing Level 2 course has been phased out) only be one Recognised Centre, British Orienteering. This does not mean that British Orienteering will initiate every UKCC course. If any qualified Tutor wishes to ‘sponsor’ ie put on any UKCC course they will be able to. British Orienteering will provide the administration of the course, make bookings, provide resources and the necessary Internal Verification for all courses. This means that British Orienteering will be enrolling the candidates prior to the course commencing – the advantage to you as a tutor is that you can focus on tutoring and delivery rather than the mundane administration, a situation I’m sure you will appreciate!

## TO Tutor, UKCC Coach Educator and UKCC Assessor Training Courses

NOTE:- For courses in Scotland refer to the document 'Training Courses in Scotland' in the attached zip file.

For the courses shown below one venue has not yet been booked (to be confirmed, tbc) – the courses will be advertised on the T/A section of the website with a link to the Application Form – if you are interested in a particular course then please complete and return the application form to Nicole Mckenna along with any payment due (the cost of courses is on the application form).

**IMPORTANT:** British Orienteering reserves the right to cancel a course with no less than 3 weeks notice given to the candidates (and any deposit paid returned in full) – this would only happen if the numbers are such that the course is not financially viable – hopefully candidates would then join the next available course.

Diary Dates: Planned courses:

DATE	COURSE	AREA	VENUE	ORGANISER
<b>January 23,24</b>	Coach Educator Training (CTS)	Birmingham	Carrs Lane Church Centre Venue: <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>
<b>January 23</b>	Coach Educator Update course	Birmingham	Carrs Lane Church Centre Venue: <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>
<b>February 6</b>	Assessor Training (IAPS)	Shropshire	Lilleshall National Sports Centre Venue: Seminar Room 2 <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>
<b>February 6</b>	Assessor Orientation and Review course	Shropshire	Lilleshall National Sports Centre Venue: Seminar Room 2 <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>
<i>Date tbc</i> Feb 19 <sup>th</sup> OR Feb 26th	Orientation to UKCC Level 1	Birmingham	Comfort Inn Venue: <b>tbc</b>	Vicky Thornton <a href="#">Email</a>
<i>March 28</i>	Tutor Training course Teaching Orienteering Part 1 and 2	Bristol	26 <sup>th</sup> Bristol North Cote Scout Group, Great Brockeridge, Westbury on Trym, Bristol BS9 3TY. Venue: <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>
<b>March 4</b>	Tutor Training course Teaching Orienteering Part 1 and 2	Sale, Nr Manchester (1 minute off the M6)	Mersey Valley Visitors Centre, Sale Water Park Venue: <b>Confirmed</b>	Vicky Thornton <a href="#">Email</a>

## Qualifications and Licensing for coaches - update

Many thanks to all of you who's awards were due to be updated / renewed this year for posting in the required information.

In future renewals will be acknowledged with a letter of confirmation showing you the status of your license – some of you will have already received such a letter.

Coaches who hold awards due for renewal in 2009 should be aware that your Regional Coaching Representative has the authority to update your award by dropping the Coaching Manager an email – provided you have been actively coaching and kept up-to-date etc. This can save on paperwork all round – the list of Regional Coaching Reps is given below. Those due for renewal in 2009, and who have not been renewed via the reps, will receive a renewal letter at the beginning of the year (Jan/Feb) and you can send in the required information at any time of the year providing it's received before December 2009.

If you are no longer actively coaching and are unlikely to do so then please inform the Coaching Manager so that your name can be removed from the lists.

*Only coaches who are Licensed to Practice will be covered by the British Orienteering civil liability insurance policy and able to register and run coaching activities.*

### LICENSING RULES:

- Coaching Awards (all Levels) are due for a renewal every three years.
- Membership of British Orienteering also needs updating before the New Year for a License to remain complete.
- A coaches' signed Code of Conduct remains valid for the period of the license. If it becomes necessary to significantly change the Code of Conduct you will be asked to sign the revised C of C.
- 1<sup>st</sup> Aid certificates must be maintained at all times of the year – an invalid 1<sup>st</sup> Aid certificate (valid for 3 years from the issue date) renders a coaches License to Practice incomplete with immediate effect.
- Enhanced Disclosures completed on behalf of British Orienteering must be maintained at all times of the year – an invalid Enhanced Disclosure (valid for 3 years from the issue date) renders a coaches License to Practice incomplete with immediate effect.

Coaches' qualifications will NOT be printed on membership cards this year.

Any coach requiring proof (eg from an outside organisation) that they are a qualified licensed coach may request a letter from the Coaching Administrator. This will clearly show the 'status' of their License at the time of printing but will also give the relevant expiry dates relating to qualifications. (Once British Orienteering has a web based database in place this information will be available to coaches using a password.)

All British Orienteering recognised Tutors, Coach Educators and Assessors are also required to be Licensed coaches.

### Regional Coaching Representatives

Scotland	Sarah Dunn	SOAcoaching@britishorienteering.org.uk
Yorks & Humberside	Nev Myers	YHOAcoaching@britishorienteering.org.uk
North West England	Steve McLean	NWOAcoaching@britishorienteering.org.uk
North East England	Linda Thornton	NEOAcoaching@britishorienteering.org.uk
West Midlands	Cath Williams	WMOAcoaching@britishorienteering.org.uk
East Midlands	Hilary Palmer	EMOAcoaching@britishorienteering.org.uk
Wales	Sue Doherty	WOAcoaching@britishorienteering.org.uk
East Anglia	Ursula Oxburgh	EAOAcoaching@britishorienteering.org.uk
South West England	Christine Vince	SWOAcoaching@britishorienteering.org.uk
South Central England	Dave Rogers	<a href="mailto:SCOAcoaching@britishorienteering.org.uk">SCOAcoaching@britishorienteering.org.uk</a>
South East England	Helen Pearce	SEOAcoaching@britishorienteering.org.uk
Northern Ireland	Raymond Finlay	NIOAcoaching@britishorienteering.org.uk

### Safety Guidelines

It's important that coaches are aware that the Safety Guidelines were updated following the last Coaching Committee meeting – refer to minutes point 08/25 at:

[http://www.britishorienteering.org.uk/downloads/documents/cc\\_2008\\_06\\_07.pdf](http://www.britishorienteering.org.uk/downloads/documents/cc_2008_06_07.pdf)

Which states:

Keith Marsden 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.

– see APPENDIX 1 of the minutes by using the link above.

### British Orienteering Coaching Days

A Coaching Day in the Lake District is planned for the Saturday before the National Event at Graythwaite on April 18<sup>th</sup> 2009 – likely venue to be Bishop Woods – the area will be confirmed when it goes up on the coaching calendar with a link to the application

form. As usual it will be open to Clubs, Squad Groups and individual British Orienteering members. It will be managed and planned by Carol McNeill.

## **Annual Coaching Conference Feb 6th-8th 2009**

The application form will be available in mid-November and there will be a link to it from the coaching calendar: <http://www.britishorienteering.org.uk/developing/coaching.php>  
As usual the venue is the National Sports Centre in Lilleshall, near Newport, Shropshire.

This lively, informative, social and useful learning experience is one not to be missed - put it in your diary now!

However we do need your help!

We urgently need someone to help with the coordination of next years Coaching Conference.

We now need someone to work with me (Vicky Thornton) to put together a timetable for the event and to book the required speakers.

This Conference will also feature a number of sessions related to the Continuous Professional Development of specific groups of people for example Tutors, Assessors etc. so there will be a need to liaise with others in putting together a programme that continues the variety of previous years together with sessions of a more specific nature.

Would anyone who has the time to help or who needs to know more please get in touch with me.

Thanks for your help!

## **Peter Palmer Coach of the Year 2008**

### **Nominations for the Peter Palmer British Orienteering Coach of the Year Award**

This year we hope to receive even more nominations for this prestigious award. The award will again be presented at the Annual Coaching Conference. Our current holders are Alice Bedwell (BOK) and Mark Saunders (BOK) who have put so much into coaching the Welsh juniors.

#### **Nominations:**

If you wish to nominate a coach for this award then please email (or mail) your nomination to [vicky@britishorienteering.org.uk](mailto:vicky@britishorienteering.org.uk) by **January 13<sup>th</sup> 2009** with the Peter Palmer British Orienteering Coach of the Year Award as the title.

We need to know your name, the name and club of the coach you are nominating, your reasons for nominating them with a summary of their coaching activities and who they have been coaching as well as anything else which might be of interest to the judges.

Please see the notes below;

## **British Orienteering Coach of the Year Award – Notes for Nominators**

### ***Principle***

A definition of a Coach is ‘one who helps an individual to realise their sporting excellence or potential’.

In order to be considered the candidate must be a British Orienteering Licensed coach at any level from Level 2 to Level 5.

The **nominator** should highlight the candidate’s success in the following areas;

- his/her success in upholding the principle above
- his/her success in developing those around him (parents, helpers, coaches as well as athletes)
- his/her ability to work in the context of the development aims of the organisation (club, region etc) for whom he/she is coaching
- his/her cognisance of the wider context within orienteering rather than a purely coaching view
- his/her recognition and use of the athlete development pathway (eg for juniors from club to Regional squad to GB squad) as appropriate

**Consideration** will also be given to the following aspects;

- the coach’s work must uphold the British Orienteering code of conduct
- all sessions must be held within the British Orienteering safety guidelines
- use must be made of all necessary rules and guidelines (event registration etc)
- the coach must be sufficiently qualified for the work they are undertaking
- the coach should be involved in coaching on a frequent basis
- the coach should be aware of modern coaching theory and developments

## **Coaching Kit**

*Available for UKCC Level 1 coaches and Level 2 coaches and above.*

The kit is still proving popular and is noticed at events and regional and club coaching sessions and therefore helping to raise the profile of Coaching within our sport. Please therefore keep the orders coming I currently have a decent amount of stock (but not every size). Many thanks to all clubs and regions who have continued to financially supported this initiative.

To obtain an order form and information regarding coaching kit click on ‘developing orienteering’ ‘coaching’ ‘support’ then ‘kit’

Or use the link: <http://www.britishorienteering.org.uk/developing/support.php#Kit>

The wording on the order form has been changed to say: " Orders from our suppliers CRAFT will be placed approximately three times a year according to demand. Orders can be made at any time but you may have to be prepared to wait up to 4 months depending whether or not an order has just been placed."

This is because, in order to reduce costs, orders are placed at the same time as orders for the performance athletes. However you could be lucky, you could obtain your order straight away if I have your size in stock!

Costs are on the order form.

## **Coaching for Teachers – available funding**

Just a note to any British Orienteering qualified Teaching Orienteering Tutors out there who may be interested in running courses for Teachers – there is still funding available for 2008- up until April 2009 for running Part 1 and 2 courses so please make enquiries with the Coaching Manager if you are interested.

## **Child Protection**

Please find below a link to the Summer 2008 edition of the Child Protection in Sport Unit newsletter 'RELAY'. This edition has an article about safeguarding and protecting children within British Orienteering.

The newsletter can be found at

<http://www.thecpsu.org.uk/Scripts/content/Default.asp?Page=Newsletter&>

## **NSPCC Child protection – guidelines on staffing ratios**

All coaches should be aware of the advice given by the NSPCC:

“Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).”

## **Ofsted registration not required – fact sheet**

Please refer to the factsheet contained in the attached zip. The factsheet explains the types of childcare that do not require registration with us. The Childcare Act 2006 defines childcare as any form of care for a child including education or any other supervised activity.

## **ER1C Form: Message from the National Fixtures Secretary - Peter Guillaume**

“The policy is that coaching activities run by a licensed coach should be registered on an ER1C form and must go via the Association Fixture Secretary for the Association where the coaching is taking place (list attached). This is everything from club coaching to British Orienteering Tours. They must not go direct to British Orienteering Office. The only exception would be coaching outside the UK.”

Please note: that an up-to-date list of the regional fixtures secretaries can be found in the zip file attached to this newsletter.

**COACHING – A GREAT ROUTE CHOICE!**