

Report to Management Committee

Meeting of
COACHING COMMITTEE

Held on 11th March 2006 at the Waverley Hotel, Crewe

Management Committee is asked to NOTE:

06/01 The excellent attendance!

06/05 Update on Funding.

There is concern that focusing cuts on the World Class Programme was short sighted. It is clear that the UKSC grant is dependant on achieving success at the World Championships; this £200,000 is critical for the Federation. Sport England has previously identified £263,000 for Start and Potential and although not now ring fenced; this may also be at risk if World Class performances were not maintained.

06/06 Annual Coaching Conference

The success of the 2006 Conference.

06/08 Coaching Award Scheme

Changes to the issue of the Level 1 Award.

06/14 BSOA Report

The new talent identification initiative.



Minutes of the meeting of
COACHING COMMITTEE

Held on Saturday 11th March at the Waverley Hotel Crewe.

06/01 Chairman, welcome and introductions.

Present: Keith Marsden Chair/SE, Peter Christopher BOF Vice Chairman, Jim Clarke BSOA, Hilary Palmer EMOA, Phil Brown SCOA, Steve McLean NWOA, Anne Darlington WOA and Ruth Lockley WMOA.

In attendance: Vicky Thornton Coaching Manager & Derek Allison Director of Coaching/NNAS

06/02 Apologies: Ursula Oxburgh EA, Ben Chesters SW, Sarah Noot YH & Helen Pearce SE.

Corresponding members: Gregory McCann NIOA, Stewart Caithness SOA & Linda Thornton NEOA.

06/03 Minutes of the last meeting

The minutes of the last meeting were approved.

06/04 Matters arising not covered elsewhere in agenda or not completed.

05/34 It was noted that as a result of KM's letter following the last meeting the Committee has some new corresponding members and there was a reminder to all regional coaching reps to attempt to find a representative from their region to attend if they are unable to make it to a meeting themselves.

05/32 All the Regional Coaching Representatives now have their own BOF email address according to their region.

e.g. EMOAcosting@britishorienteering.org.uk will now reach HP. This is so that personal email addresses do not have to be advertised. The new BOF emails to be put on the website.

Action VT

06/05 Update on Funding.

UKSC have now changed their decision to cut funding to orienteering in half; it will now reduce from £220,000 per year to £200,000; this was in response to a presentation made to Sue Campbell in November. They also committed to 3 year funding in line with Sport England; the first time on 14 years that we have known our situation 3 years ahead. **Great News!**

Although it was thought by staff that the 2006 budget had been set; this is

still being discussed.

The Federation is now facing up to the challenges of increased staff costs and decreased income from grant, membership and levy and the possible ending of PESSCL funding. As a consequence, cuts have been made across the board in 2006 and an appropriate budget planning process for 2007 and 2008 is being put in place.

The effects in 2006 for the Start programme are that there will be overall limits on numbers of staff and athletes on the summer programme of tours. All athletes will have to pay a personal contribution. It is expected that all four summer camps and the spring and autumn camps will go ahead but efforts must be made to keep costs down.

The situation regarding the Scottish, Welsh and Northern Irish athletes needs to be clarified; previously the Federation had agreed to support their participation in the Start Programme but there was no evidence that this had occurred in the last two years. **Action DA**

There is concern that focusing cuts on the World Class Programme was short sighted. It is clear that the UKSC grant is dependant on achieving success at the World Championships; this £200,000 is critical for the Federation. Sport England has previously identified £263,000 for Start and Potential and although not now ring fenced; this may also be at risk if World Class performances were not maintained.

For the Coaching budget; the Management Committee were not minded to support the work on the UKCC from reserves. Mike Hamilton is aware that the Federation needs to be involved in such initiatives to maintain its credibility. Charges for coach education courses and First Aid courses run by the Federation would rise in 2006 to £75 from £50. It may be that in the future; running courses is not something the Federation will be able to support. MH is aware that some Development funding does support coaching but feels that the amount of funding spent on coaching is too small.

If income from Level 1 Certificates and 1st4sport does not run above budget; the YMCA Lakeside course the fees will need to average £50; in 2005 the youngsters paid £45 and coaches £25.

The Coaching Committee noted that the problem of 'increased expenditure and reduced income' is now being addressed by MH and Management Committee. The Coaching Committee recognises that the problem requires the need for cuts to rectify the situation; although concern over cuts to the WCP was voiced for the obvious reason that '80+% of the funding is dependant' upon producing top 10 WOC results.

KM requested that all Regional Coaching Committee reps go back to their regions to explain that there will be less finance available from BOF to subsidise tours and courses (Summer Camps, Lakeside, Coach education courses and First Aid etc. and that support for juniors and coaches will therefore be requested from Clubs and Associations. **Action All**

RR

2006 Summary report.

The Conference had been considered a success with more attendants than in recent years; it was thought that this was due to better marketing.

The presentations had been put on the BOF website by the end of the week following the conference.

There has been considerable constructive feedback (presented on a spreadsheet) as a result of the questionnaires. It was agreed that Lilleshall is an ideal venue. Several presentations were particularly well received (Phil B, Clare P, Vroni K-S, John H and Jason I). The 'blend' of practical indoor/outdoor, lectures and rest/breaks will be considered for next year as will the theme and speakers – a couple of presenters have been suggested on the questionnaires (eg Graham Gristwood – OCAD) and these will be discussed.

Action VT/DA

It was noted that an overseas speaker would be welcomed and suggestions on the theme could be with emphasis on clubs, regions and/or schools. HP pointed out that "high quality clubs are dependant on good coaches" "coaching could/should be the social side of the club" "training is the fun/social element or should be" and it was generally felt that she would make an excellent speaker should this be the theme! It was also suggested there could perhaps be a different theme for each day.

It has been suggested that name badges could be worn next year.

For 2007 the proposed date is 2nd – 4th February which is the same weekend as 2006 but this cannot be confirmed by Lilleshall until May.

Date to be advertised as soon as possible.

Action VT

06/07 Start Programme

2005 Report review KM, report attached.

It was evident that the Committee felt that Team Managers and Lead Coaches for all tours have an obligation to produce a report for others to learn from, this to be made clear. Also in future reports from trips away are to be circulated to Regional Squad Co-ordinators and the Coaching Committee.

Action DA/HW

The Lagganlia letter has once again been revised. The Regional Junior Squad Co-ordinators have a responsibility not to send inappropriately skilled youngsters.

Action Regional Reps

HP suggested that Regions and prospective Lagganlia juniors should know that it is a 'nomination and selection process' and that following their nomination the athletes selection would depend on their performances as indicated on the nomination letter e.g. achieve at a gold standard at a junior selection race.

Action KM

The Committee would like availability forms for the Summer Tours to be circulated as soon as possible. An up-to-date list of appointments for each of the tours would help Lead Coaches to identify requirements.

Action DA/HW

There was considerable discussion by the Committee about the 'Code of

Conduct' and what exactly is expected and required of the athletes, team managers and coaches on trips away. It was agreed that a BOF set of Guidelines for tours and trips away would be a useful document for everyone to have. Initial documentation to be provided by Phil Brown.

Action PB/VT

Start review action from previous meetings.

The Start selection procedure had been presented at YMCA Lakeside and it was on the BOF website; this should enable Lead coaches and Regional Junior Squad Co-ordinators to explain what is required.

A joint autumn camp has been organised which will incorporate appropriate presentations to the different years about repeatable fitness testing.

Balaguish Lead Coach to be asked to repeat Lagganlia time trails. HW is preparing a standard report format for athlete feedback. The Start squad philosophy is being added to the website. Although illness and injury is being better reported a standard form is to be put on the website. There is no additional funding for more weekends. The sponsorship deals are being advertised on the website and fleeces have recently been issued to key voluntary staff; some still to be distributed.

Action DA/HW

Lead coaches held a positive meeting at the Coaching Conference where a number of these issues were discussed. The Lead Coaches had also been more pro-active in 2005 in finding their own coaching team.

It was requested and that the 'open house' for discussing the Start Programme to take place on the Friday evening at the JK is advertised through the Regional Reps.

Action DA/HW

Gifted and Talented opportunity. Toni O'Donovan had requested an outline for a session at the forthcoming G & T training week; HP was following this up.

Action HP

06/08 Coaching Award Scheme

Level 1 review; see Helen Errington's attached report. There was a healthy debate regarding the Level 1 coaching award as to whether or not the Level 1 Certificate of Attendance (non assessed route) could be 'expanded' to incorporate other trained personnel with teaching skills e.g. teaching assistants; it was agreed that it should be.

A 'new' Level 1 Training Attendance Certificate (for those following route A - the non-assessed route) is to be produced incorporating "This training contained no element of assessment and this Certificate is only valid if the holder is working under the insurance and policy of an outside agency e.g. LEA".

Action DA/VT

It was also clarified that the new Level 1 Orienteering Coaching certificate will be awarded to all those candidates following route B e.g. for those not holding any teaching qualification etc. (e.g. orienteers). If teachers etc. wish to receive this certificate they would need to undergo an assessment. The office procedure for Level 1 to be updated.

Action VT

DA to send a note to all Level 1 Tutors.

Action DA

VT requested that HP provide a form for Level 1 Tutors to complete following Level 1 courses ie to provide the necessary details of the candidate to ensure that they receive the correct Level 1 certificate. This form to replace the existing one on the website and also to be circulated to all Level 1 Tutor/Assessors. **Action HP/VT**

Sports Science courses; although suggestions for such courses had been requested; funding was not available.

UKCC. KM and DA had attended a couple of meetings but unless external funding was available we would only be able to proceed when staff time permitted. DA was asked how much funding approximately would be required to implement Levels 1, 2 and 3. DA estimated that in the region of £20,000 would be required for development costs alone. **Action DA**

Level 2 mentoring. HP suggested that 'task time' needs to be built into the level 2 course if the majority of candidates are going to be successful in obtaining their coaching award. HP feels that mentoring is required within two months following level 2 courses. People present agreed that this would be helpful. **Action DA**

First Aid Courses. We have funding for 3 in the budget. One has taken place in EA and one is now booked for the SE on Sept 29th to Oct 1st. A note to be circulated to all RR's that we have funding available for one remaining course in 2006 (first come first served). **Action VT**

VT reported that the Red Cross has been slow to send the list of names and certificates of candidates who have been successful from the last two courses to the BOF office. This information to be obtained. **Action VT**

The agreement between BOF and the Red Cross ran out on 31st December 2005; it requires renewing. **Action DA**

YMCA Lakeside. Carol McNeil had suggested that the YMCA M/W16's course is moved to the spring to enable more areas to be available in their best condition; access is always a challenge given the Lakes bracken situation. The Committee debated when Lakeside should be held and eventually agreed that it should remain in November. The possibility of using Haverigg was also discussed and it was agreed that people would prefer to use nearer forest areas if at all possible to avoid the extra travelling time. DA/VT to continue to discuss with CMcN. **Action VT**

It was agreed that a level 3 / 4 course needs to be arranged for the autumn. There is an expectation that everyone who attends the Level 3 will have done the Level 2 course. **Action DA/PB**

06/09 Raising the Coaching profile.

VT reported that the sale of the new coaching kit had gone well with plenty of orders from coaches with kit due to be collected at both the British and JK. The fleeces have required embroidery as opposed to print. The suggestion of a gilet for coaches with 'orienteeing coach' across the back is currently being followed up with CP obtaining a quote from Craft. It was agreed that it would be helpful if Clubs and/or Associations held a set of these for their coaches to wear at specific coaching activities,

CATI/beginners events etc. It was suggested that a 'set' of gillets for event officials e.g. organiser, planner, controller and coach maybe of interest to clubs, this idea to be investigated. **Action VT/CP**

VT reported that the new full colour coaching certificate and new coaching slogan "coaching – a great route choice" were now being used. It is hoped that sometime in the future an informative coaching leaflet can be produced outlining the requirements and costs involved for the different coaching awards. VT aims to produce two or three coaching newsletters each year to be mailed to all Coaches and Tutors, Clubs and Associations, the next one being due out at the end of March therefore all copy to be received no later than March 25th please. **Action everyone/VT**

There will be a BOF coaching tent at the National Event at Whitbarrow Scar on March 19th with the aim of increasing coaching awareness. Helena Burrows has obtained coaches to offer free coaching advice to any finishers and the tent will contain a coaching poster display, coach's kit samples and coaching literature. Apart from the 'coaching clinic' idea it is hoped that the tent will be a social/meeting point for RR's, coaches, athletes, regional squads etc. **Action VT/HB/HP**

It is the long term aim to make the BOF coaching tent a regular feature at events.

06/10 Reports from Regions

The responsibilities of the regional Coaching Committee representatives were discussed. While it was recognised that some have more time available to commit to the job than others it was stressed that any assistance in terms of dealing with coaching enquires within the region is extremely helpful. This may include advice on coaching courses, CRB identification, tutoring and assessments. It was pointed out that an up-to-date BOF coach and tutor/assessor lists are useful for RR's who may not know all the qualified personnel within their region personally. It was felt that RR's main responsibility is to act as a communicator of coaching information within their region between all the interested parties.

AD reported that funding for the WOA Development Officer was not likely beyond 2006 and there had been some problems with the Forestry Commission.

RL reported that the West Midlands had had a much more active year with the JK out of the way. There was a lot of coaching activity in Walton Chasers. OD are hoping to employ Graham Gristwood on a Club Mark scheme. Wrekin and POTO are heavily involved with schools and all the clubs without exception are showing some form of coaching activity; well done to POTO, MADO, Harlequins and COBOC.

SM stated that the North West had issues about arranging a 1st Aid course. He also explained that it was apparent that there was a lack of NW juniors in the start squad and that the region was hoping to address this.

PB has been active within South Central with Level 2 courses and will be running further courses and a T/A seminar in the autumn.

Linda Thornton representing the NE region as a corresponding member

sent a report, attached.

06/11 Coaching Manager report

BOF Coaching days. The organisation for the BOF coaching day for both clubs and individuals, to be held at Bishop Woods on April 22nd, is in the capable hands of Carol McNeil. Carol will provide a master map with all controls and also a set of exercises for those who wish to use them. All available on OCAD. We have plenty of people booked in from CLOK, MDOC and EMOA and 6 individual BOF members. Final details due April 10th. **Action VT**

PB has recently confirmed that the club involved has given permission for the use of Star Posts for the BOF coaching day for individuals and clubs to be held on November 4th (the day before the November Classic). An advert will be prepared for all BOF Members, Clubs and Associations. **Action VT/PB**

World Class Coaching System – VT and DA attended a Forum on January 10th in Leeds. It is obvious that a lot of work can be done on this and endeavours are being made to work internally and with Sports Coach UK to progress our System. **Action VT/DA**

Office procedures & BOF Database. Work is currently being carried out to update coaching related BOF office procedures and to up date the BOF data base. **Action VT**

VT explained that the issue of a considerable number of coaching awards has been delayed due to the lack of up to date enhanced disclosures. There was a discussion about the renewal dates for first aid certificates and CRB disclosures.

Coaches should keep their Coaching Awards valid by renewing first aid certificates and CRB checks every three years as necessary according to the date on their certificates. However should either of these lapse when they are involved in coaching activities they should ensure that there is a qualified first aider on-site during their coaching sessions and that they are never 'alone' with a junior. They should up date their 1st Aid Certificate/ CRB check, notifying the coaching manager of their new date(s), as soon as possible.

With regards CRB disclosures it was agreed that clarity should be obtained from Alex Ross with regards to questions which were raised by the Committee such as: Does it have to be a BOF check; if not what is acceptable. How long does it last for? Who can do the identification checks etc. Hopefully the general guidance notes will suffice? It was noted that the documents on the coaching website, England and Wales and Scotland, need to be updated to include something along the lines of 'each region has someone to undertake the identification checks and you can arrange this at a local event'? It was noted that some people regard sending documents to the office as a perceived problem; although everyone who has done it has said it was not a problem. It was felt that it would be of benefit if Alex could answer these questions in the next Coaching Newsletter. **Action DA/AR**

06/12 Development Committee Report – attached.

06/13 National Navigation Award Scheme report – Derek Allison

DA ran a workshop on Silver Level Assessment and was appointed as Treasurer. The criteria for the different Levels had recently been revised and will shortly be published on the website <http://www.nnas.org.uk/> Plans to evolve into a company limited by guarantee and apply for charitable status were well advanced. The scheme is currently financially successful and is looking to undertake moderation and employ a development officer.

06/14 British Schools Orienteering Association report

JC explained that as the WSOC are every two years; the BSOA is starting a new initiative for the intervening years.

They propose a 'talent identification/coaching weekend' in an attempt to 'pick up' juniors who have no connection with orienteering families or clubs. As with the WSOC; youngsters will be selected following the BSOC in the autumn.

06/15 Director of Coaching (matters not covered elsewhere)

KM has put together a useful set of guidelines for nominations for the Peter Palmer Coach of the Year Award. These will be issued well in the autumn.

06/16 Any other business

None.

06/17 Dates of next meetings

17th June 2006 NB Change, 11th November 2006.

The last Coaching Committee in November asked if I could draw together a summary of the various reports from the BOF Summer Tours.

These are the reports that were received;

Lagganlia, No TM report received, Lead Coach report received

Glenmore, No TM report received, Lead Coach report received

Halden, No TM report received, No LC report received

Uppsalla, Team Manager's report received, Lead Coach – coaching summary produced

It is clear that we are missing out on 'lessons learnt' from the summer tours and that we will therefore make it more difficult for future Team Managers and Lead Coaches.

The lack of reports was discussed at a Start Squad meeting of TM's and LC's held at the Coaching Conference. It was resolved that **'Start Squad management needs to insist on both the TM's and LC's producing reports for tours and weekends'**.

Further it was agreed that 'a format for all reports needs to be circulated'.

Picking out the key messages from the reports received;

Lagganlia LC's report;

- behaviour of a small number of athletes was not acceptable
- 3 or 4 of the athletes had not achieved the qualification standard
- excellent coaching team

Glenmore LC's report

- scheduling the tour to follow straight on from the O-ringen led to slow starts for some.
- Pre-existing injuries were an issue in a couple of cases
- Should Start squad own some software (OCAD and/or Condes)

Uppsalla TM's report

- the dates for tour, after Scottish 6 day, was not ideal preparation for tour and several came with injuries

Continuing the review I also looked at the reports received from the two GB Start Squad weekends held in October (South Wales and Scotland) and February (South East England).

Again the receipt of reports was patchy with only about 50% of the expected reports being received at BOF office.

Key points from reports received;

South Wales

The logistics of getting the group to South Wales and during the weekend were poor.

Much too much time was lost travelling to the forests. The accommodation 'had very little to recommend it'.

Scotland

Once again maps were not available until just before the weekend resulting in the LC doing all the planning. The opportunity for coach development is being lost by late organisation

South England

'The Felbury Centre is an ideal venue for a Start Squad weekend'. 'The food was absolutely spot on'.

K Marsden, 8/3/06

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

Attendees

Bob Roach	Peter Bylett	Malcolm Duncan
Keith Marsden	Alex Ross	Neil Cameron
Chris James	Lyn West	Donald Petrie

Apologies

Becky Carlyle	John Morris
Peter Christopher	

Introduction

Bob Roach chaired the meeting.

Updates

Orienteering for the Disabled

- There are a number of regional initiatives being undertaken related to Orienteering for the Disabled. Clubs are advised to seek advice on organisational issues from their RDO.

Volunteering

- A volunteer strategy needs to be submitted to sport England by the end of March. In addition work will commence on the detail needed to support such a strategy.

Regional Badge Scheme

- Course flashes are to be purchased for the Ageless Badge scheme.

Demands on BOF

An increasing number of projects are being suggested to BOF by its members. Alex was asked to list these requests so that they can be prioritised, and where possible Alex will also estimate the cost of development.

Development Fund

Grants were agreed for SOS, HOC and BSOA.

With the increase in requests more formality will be required and accordingly a standard format for applications, with timescales and guidelines is to be produced.

Communications

A small group will begin work on an implementation plan of the Keith Auchterlonie report on improvements to BOF's communications.

Membership Recruitment and Retention

A paper was presented by Neil Cameron was discussed. A small group will be set up to prepare proposals for Management Committee in order to address the problems caused by the falling BOF membership.

Future meetings

26th April 2006

27th September 2006

NEOA Regional Report.

NEOA is at present still a corresponding member, but I do intend to start attending the meetings. In the North East we are starting, via LOK and NATO, adult coaching sessions and are putting on training courses alongside certain NEOA events open to all for a nominal fee for the Junior Squad (the first one is on the 26th March at Arncliffe Woods, an event organised and planned by CLOK Juniors). The CLOK schools events start again this month and they have passed to EBOR schools wanting to be mapped. I know Heather is actively assisting NATO with their school base. I will be attending CLOK's committee meeting next week as there are coaching issues on their agenda. And I'm talking to coaches at NATO to produce a uniformed coaching policy for the North East."

Linda Thornton.