

COACHING COMMITTEE
Report to the Board of British Orienteering



Meeting of
COACHING COMMITTEE
Held on 13th June 2009 at Carrs Lane Church Centre, Birmingham, B4 7SX

The Board is asked to NOTE:

- 09/24** Progress made on the definition of a Continuing Professional Development (CPD) system for British Orienteering Coaches.

**COACHING COMMITTEE
MINUTES (13/06/09)**



Minutes of the meeting of
COACHING COMMITTEE

Held on Saturday 13th June 2009 at Carrs Lane Church Centre, Birmingham, B4 7SX

09/17 Chairman, welcome and introductions

Present: Keith Marsden Chairman SEOA, Christine Vince SWOA, Dave Rogers SCOA, Ursula Oxburgh EAOA, Linda Thornton NEOA, Hilary Palmer EMOA, Jon Carberry NWOA
In attendance: Derek Allison Director of Coaching, Vicky Thornton Coaching Manager,

09/18 Apologies for absence

Mike Hamilton British Orienteering Chief Executive, Jim Clarke BSOA, Steph Ilsley Coaching Administrator, Nev Myers YHOA, Cath Williams WMOA, Mark Saunders WOA,
Corresponding members:
Sarah Dunn SOA, Ray Finlay NIOA, Helen Pearce SEOA

09/19 Declaration of Interest (2009)

VT reported that she has emailed a reminder to those who are yet to complete and send their Declaration of Interest to Laura Young at the office.

KM made a further request for committee members to submit any outstanding Declarations of Interest for 2009 as soon as possible.

09/20 Minutes of last meeting

The minutes of the last meeting were approved. See British Orienteering website:
http://www.britishorienteering.org.uk/downloads/documents/cc__2009_03_21_V3.pdf

09/21 Matters arising not covered elsewhere in agenda or not completed

Ordnance Survey copyright issue; no further information was available so Keith Marsden is to chase and update and circulate it to the committee. KM

09/22 Feedback from the Board

The Board has not yet made any decision on who would be representing the Board on Coaching Committee.

Coaching Committee had been requested to attend a day meeting with the Board along with all other committee's on Saturday 26th September in Birmingham.

09/23 'Policy' statement regarding British Orienteering and Coaching

Derek Allison reported that the Board had asked for Coaching Committee to produce a 'policy statement' on the direction that coaching in the Federation would take.

Keith agreed to circulate the current documents 'Roles and responsibilities of Coaching Committee' and the 'Terms of Reference'.

Derek Allison and Keith Marsden would produce a draft to be circulated to enable all members to comment in time for feedback to be incorporated and for it to be discussed

KM

and approved at the November Committee meeting; the Board would also have to approve this.

DA/
KM

09/24 Coaching – general

- Coaching Brochure

The Coaching Brochure was well received by the Committee. It was agreed that it should not be included in the Teaching Orienteering Packs. Tutors would have a supply and they could be given to appropriate candidates.

- Continuing Professional Development

A paper outlining a possible CPD system had been circulated before the meeting (see Appendix A) and was well received. The principle behind the document was to encourage coaches to develop and it was expected that some of the elements would be 'on trust'. The paper would act as a template for the next, detailed level. This would be prepared and circulated to the committee along with a proposed recording mechanism for email discussion prior to the next meeting. Derek Allison would contact SportscoachUK and other NGB's directly for information on their CPD mechanisms.

KM/
DA

DA

DA

- Safety Guidelines

The draft circulated was approved with minor amendments. Mike Hamilton to be asked to comment on the draft as approved. Following this; the document is to be circulated and put on the website. There were still outstanding issues over the registering of coaching activities using the British Orienteering online system. Some Associations and clubs continued to request coaches use ER1C forms and send them to their Fixtures secretary. It was expected that in time coaches would move to the online system.

- Website

If any members had identified deficiencies on the coaching pages of the British Orienteering website could they please inform Vicky Thornton. A site map was requested.

All/VT

- Ranking Consultation

Keith Marsden would respond on behalf of Coaching Committee but individuals were invited to respond directly.

KM/
All

In summary; the Committee reaffirmed its view that ranking lists for M/W18 and under should not be published. Ranking lists are not used for selection of junior activities. We do not think that juniors should be put under 'ranking pressure' nor do we feel that travelling to events to collect 'points' is a good development activity for youngsters; much of such pressure comes from parents. The Ranking scheme was not seen as an incentive.

All

The Committee welcomed the recently published incentive scheme proposals from Development Committee. Both the participation incentive scheme and the racing challenge seemed to offer good incentives to athletes and would be reviewed further by the committee

09/25 Coach Education:

Teaching Orienteering:

- CD of Resources

The new CD of Resources for Part 1 was now available

- Courses

The number of Teaching Orienteering Courses continues at the high level of 2008.

DA

- Resource/Course Costs

The decision on pricing is a British Orienteering decision. Following discussion on input from the BSOA; Coaching Committee did believe however that the resources were good and that the Federation should maximise income from such resources.

- Teaching Orienteering – new tutors

Originally the tutors training had been paid for under the Coaching for Teachers scheme. This money had now been spent and alternative funding arrangements were being made. 5 new tutors had recently been trained. The next tutor training course is to be held October 17th in Bristol. (4 already booked)

UKCC:

- IV Standardisation Meeting

There will be a meeting of the British Orienteering IV's over the weekend 25/27th September in Birmingham.

DA/
KM

- Level 1

The DVD was now complete and about to be published

QCA have now agreed that it is not now a pre requisite to have a First Aid qualification. The details of the implementation of this decision have to be decided.

KM

VT

The Scottish Orienteering Association is to move over from 1st4sport to SQA as their awarding body. This will allow candidates to access funding streams and was also a requirement for SOA to continue to receive funding from SportScotland.

KM

British Orienteering has to undertake its annual review of the UKCC Level 1 by the end of June. Course dates were to be set by both anticipating the need and by asking tutors to express their availability. It was noted that the current cover sheet for the UKCC Level 1 does not have 'UKCC' on it.

- Coach Educator/Assessor Training

British Orienteering has been delivering Coach Educator, Assessment and Internal verifier training to Archery in addition to its own workforce. It was expected that this would reduce over the next year. It was still anticipated that there would be annual CTS and IAPS courses with a biennial CIVPS Course.

DA/
PM

- Candidate Funding

British Orienteering had funding available to support volunteer development.

- Level 2

The draft learning programme and qualification specification have been circulated to the source group for comment; feedback had been received from NIOA, SOA and WOA, further feedback is expected.

Consideration over the possibilities of any pre requisites, UKCC Level 1 for example needs to be made.

09/26 Coaching Award Scheme:

- Existing Awards 1st4sport Level 2

The last 'old' Level 2 course was held in March; attendants have two years from the date of the course to complete their assessment.

- Existing Awards Levels 3 & 4

All Level 3 & 4 assessments must be completed by 30th September 2010.

PMN: If the demand is there a Level 4 course will be held on November 21-22 and has been advertised on the coaching calendar.

- License to Practice

Although this is going well, the new web based database is eagerly awaited.

There is not yet any news on the 'vetting and barring' scheme which is due to replace the current CRB process

09/27 Reports from Regions

EMOA – Hilary Palmer

All four EM clubs are involved in coaching activity for their members and newcomers.

DVO: the Buxton programme continues to attract over 30 people each week and a new satellite in either Derby or Chesterfield is planned

LEI: coaches have been running a parent and child series in one of the School Sports Partnerships which was very successful. Alongside this they offered low key 'events' at one small wood close by on Saturdays.

LOG: focuses on running low key events with coaching which attract good numbers

NOC: now has two satellite weekly centres running in Mansfield and Retford.

SEOA - Keith Marsden

A successful final of the Essex Schools Champs was held on 10th June at Chelmsford.

About 150 juniors took part.

Regular training is being undertaken at;

- CHIG – a series of 6 summer sessions are currently underway
- HH – a programme of junior training is underway including a sleep over (training for Peter Palmer Relay?!)
 - Other training has been undertaken by DFOK, SAXONS and SLOW.

Two SAXONS members have recently qualified at UKCC Level 1 and 2 DFOK members are due to attend the next UKCC Level 1 course in the area. One SLOW member has recently completed his L2CCO award.

A Level 3 Controllers course was held at Tunbridge Wells; 6 SAXONS members attending. Southdowns Orienteers continue to organise their weekly club nights as part of the British Orienteering participation project. About 10 members regularly attend. Both RDO's in the region are organising regular Teaching Orienteering courses. Regular SEJS training continues with 8 members of the squad being selected for a variety of Great Britain representation and/or attendance on a British Orienteering summer tour.

NWOA – Jon Carberry

BARRO: No report this period.

BL: No report this period.

DEE: Currently Dee Junior training is held on an ad hoc basis. The normal pattern is a winter residential w/e at Delamere with a few day training sessions during the remainder of the season. Adults are welcome to join the training, (but not stay over).

As you are aware a significant number of the Dee Juniors are involved in the NWJS training. There has been a consistent stream of club juniors training selection for BOF summer tours and / or the start programme over the past 8 years.

LOC: 2009 - we have had 3 coaching half days for level 4/5 on Saturday mornings and plan to link with WAROC & BARRO to hold 6 in June/July also on Saturday mornings. We are holding a CATI day on 6th June at Great Tower.

MDOC: In 2009 so far, formally we've only done the BOF Coaching Day at Bouth, and I don't have any further activity planned at the moment. We do also try to have a coach available for beginner instruction at every MDOC event.

MEROC: Relatively little to report from MEROC I fear. I think Dennis Currie does a little bit of coaching here and there, but other than that there has been no activity, nor is there likely to be. I'll try and encourage the younger member (sic!) to consider.

NWJS: Weekends held in January & February, with a fitness test day in March, and days in April and May. 15 potential new members attended in May to see if they wanted to join the squad, and it gave the coaches a chance to assess their current standard – some will start in September, others in Jan'10. Twelve juniors made the 3 summer tours, and 2 selected for EYOC.

Coaches meeting held at the end of May to plan the rest of 2009, and last weekend of this squad year is at the end of June.

PFO: Re coaching in PFO, we were running coaching sessions at our Saturday morning events but the demand for this has tailed off. The kids just want to get on with it. However I am involved in Club and Coach which is 2 days per week in schools coaching at a very basic level and Cath Wilson is running our Participation project.

I am also looking at coaching special needs people for a special needs course we hope to run in July and I have just spent 2.5 days with some kids referred to us by the police in

Burnley as a pilot for doing more of that kind of work. It actually went very well. What we aren't doing is any high level coaching. In the past we have held a junior and a separate adults training day around autumn. I just haven't got round to organising it this year.

SELEC: SELOC coaching activities since January:

- two members attended UKCCL1 days 1 and 2 in March; Andrew Bridge then attended day 3 in April and Hannah Bridge was due to attend last weekend (and I assume did so, but haven't confirmed as yet)
- Hamish Willis (RDO, PFO) has been appointed as Lead Coach for the SELOC / PFO Club & Coach scheme and has started to deliver sessions at Turton High School and feeder primaries
- Cath Wilson (PFO) has been appointed as Coach for the SELOC / PFO Participation scheme and has started preparing to deliver SELOC weekly sessions once we have venue finalised
- In the absence of qualified coaching, a limited amount of advice & guidance, including shadowing and training support, has been undertaken with a very few members at our Saturday informal events

Plans for the next few months:

- establishment of Club&Coach scheme to include recruitment and training of assistant coaches, including teachers
- establishment of Participation Scheme and inclusion of additional coaches
- potential paid experience for Hannah / Andrew in West Lancs under tutelage of Hamish
- expansion of coaching provision to include monthly informal events, particularly for club juniors and newcomers

Issues recently raised:

- efficient and productive re-qualification/licensing of previously qualified coaches no longer up to date but with valuable experience (has been suggestion of future fast-track to recognise competence and experience)
- insurance cover to run sessions while in process of qualifying (has been answered probably as far as it can be at the moment)
- deadlines to complete Level 2 before 'old' scheme expires (personal note: started in June 2007 before other O roles intervened) (has been largely answered by Derek Allison)

SROC: Coaching Qualifications:

Cath Wilson has I believe acquired her level 2 (old money) but have not talked to her to confirm.

Coaching Activities:

16 club members took up club's offer of coaching on the BOF coaching day at Bouth prior to the Graythwaite event. This was well received and demonstrated a need for a full range of coaching needs in the club both in terms of ability and age.

Two additional Club coaching sessions have taken place in the last six months. These have been aimed at all age group but in the TD2 to TD4 range. There has been a loss of

identity to the junior squad side in doing this that needs to be addressed.

Weekly sessions at Ripley as part of the participation project continue to provide a club focus around Lancaster. While these have only a small orienteering aspect, they provide a good opportunity to act as a communication platform for future and past activities. Numbers had stayed settled at about 45 per week but these have dropped back in the summer as other outdoor opportunities are on offer.

SROC has been invited to join in with a group of south Lakeland clubs to provide weekly TD5 training to club members on a Saturday. This to start with a series of 7 weeks, where each club takes it in turns to provide the training. SROC will provide one of these sessions. This should provide a good opportunity and is worth trying, but only a few club members who are expected to attend bearing in mind the distance and time of year.

WCOC: Coaching Activities of WCOC 2009

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 Cockermouth School over a period of 12 weeks during the winter months. Attended by a mixture of adults and juniors. Activities include – physical activities, map games, and street o.
- Coaching sessions
 - six sessions planned throughout the year.
 - sessions so far – Scale Hill February 2009
 - Hogg Wood May 2009
 - Borrowdale June 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. A further three sessions are planned for the second half of the year.

Opportunities available for juniors to try out their new skills

We feel it is important that not only that 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 course. 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,
- Summer Evening events – May to August – novice courses offered at each of the events. These are very 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.

SCOA – Dave Rogers

Activities:

- Junior Squad conducted 16 training days in the last 12 months [June 2008 to 7th June 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:

- Summer Tour and Championship Selections:
 - Katherine Bett - Lagganlia Summer Tour
 - Tamsin Moran - Badaguish Summer tour
 - Peter Bray - Halden Summer Tour; European Youth Championships

Courses:

- John Tilsley [WSX] ran the UKCC Level 1 coaching course on 21st and 22nd March and 4th April 2009 at Longmoor, Hampshire. Four helpers from the junior squad attended and successfully completed UKCC Level 1 initial requirements. They will now serve their "coach apprenticeship" by providing supervised training sessions with the junior squad [as well as with their clubs].
- UKCC Level 1 Bridging course carried out on 25 April and 16 May 2009 at Longmoor. The majority of attendees passed course.
- Colin Dickson is running the UKCC Level 1 coaching course on 30th and 31st May and 13th June 2009 at Longmoor. This course is full [10 attendees].
- John Tilsley ran the Teaching Orienteering Part 1 course at Southampton on 2nd June 2009.
- Martine de Carvalho is running the Teaching Orienteering Part 1 course at Swindon on 9th July 2009.

SOA – Sarah Dunn

- Since March two TOP1 courses have been held in Moray and Aberdeenshire with a total of 27 attendees.
- The UKCC Level 1 course has been officially accepted by the Scottish Qualification Authority. Future courses run in Scotland will be registered and managed by the SQA and financing of courses will be managed by the SOA. Three further courses are planned for the summer.
- National squad coaching activities have continued at junior and senior levels as usual.
- Regular coaching activities have been continuing as usual at club and regional levels.

SWOA – Christine Vince

SWJS: Squad members achieved three team golds and two team bronzes, plus an individual silver at the Worlds Schools in Madrid. For the JK individual results, there was M18L 2nd and 3rd, M20L 1st, W18L 1st.

Three members are going to Badaguish and one to Lagganlia. Two have been selected for JWOC. One member has been selected for the World Junior and Senior MTBO Championships.

The current Squad focus is on the JIRCs in September. They have also been busily fund-

raising at the SW events through the spring, selling cakes and secondhand clothes, with considerable success.

SW Clubs:

A UKCC Level 1 course is being held on 17/18/24 October in Dorchester. Ken Stimson (NWO) and Graham Pring (KERNO) have become Level 2 BOF Licensed Coaches. One member of Devon and two from BOK have done their UKCC Level 1 course.

The tidy-up of the SW coaching records continues; as a result, one member of WIM has had his records updated and has come back onto the list. An updated list has been presented to the SWOA committee; it appears that some names are missing and I need to contact these people and establish their credentials. Some clubs have very few coaches (or the numbers are inflated by those who have workplace qualifications but do not coach for their club). These clubs are being encouraged to find candidates for the Level 1 course in October.

WMOA – Cath Williams

At OD, junior training will start again in September in conjunction with Saturday morning events. They are getting massive turnouts - up to a 100 - at their Wednesday evening events where advice is available for new comers.

OD are having a weekend Junior Training camp in September, targeted at those Juniors not in the WMOA Squad, and school orienteers.

15 Wrekin members took advantage of the BO coaching day at Bouth Woods. Their summer series of Tuesday night events now under way with coaching available from club coaches.

POTOC have completed 5 weeks of after school club as part of the Grow Project. They are part of the way through their summer evening school and youth group league and training events.

WCH are limited in access to Cannock Chase with restrictions from fungus (which sees permissions withdrawn from the regular beginners events) and embargos, but are making the most of it by hiring a classroom as a base every Tuesday night & having a mixture of beginners basic coaching, more advanced orienteering exercises & orienteering fun & games for all.

09/28 British Schools Orienteering Association Report – Jim Clarke

During the week of 14th-19th April teams from both England and Scotland participated in the World Schools Championships in Orienteering in Spain.

The school teams were from Banchory Academy, Biggar High School, King Henry VIII and Ulverston Victoria High School. There was also a select team for each age group from England and one in both the junior classes from Scotland.

On Thursday 16th the long distance race was held. Gold Medals were won by Rhona McMillan of Banchory Academy, Maxwell O'Hara of Ulverston and Florence Haines from the England select team. Silver was won by Jonathan Crickmore from the England Select

Team. Bronze medals were won by Zoe Harding and Thomas Louth both from the England Select Team. Rona Lindsay of Scotland and Aidan Smith were just outside the medals in 4th place.

Henry VIII girls were placed 4th in the older girls. Banchory Girls were 3rd and Ulverston 4th in the younger girls. Ulverston boys were 7th in the older boys and 2nd in the younger boys. Biggar boys finished 9th.

In the select teams races England's older girls were in 2nd position and the younger girls were in 1st position. The older boys were in 2nd position and the younger boys in 1st. The Scottish select team of younger boys were in 6th position.

On Saturday 18th the Middle distance races took place. In the younger girls select race Florence Haines took another Gold Medal. Rona Lindsay of Scotland took Bronze in the same race. Lucy Butt was just outside the medals in 4th place. In the boys younger select race Jack Benham won a Silver Medal and Katrin Harding took Bronze in the Older girls select race.

In total 11 medals were won by members of the English and Scottish teams.

World Schools Overall Results

OLDER BOYS: Ulverston 7th, England Select Bronze OLDER GIRLS: King Henry VIII 4th, England Select Bronze YOUNGER BOYS: Ulverston 5th, Biggar High School 10th, England Select Gold, Scotland Select 7th YOUNGER GIRLS: Banchory Academy Bronze, Ulverston 4th, England Select Gold, Scotland Select 4th

The teams from both countries were very grateful for the help and support provided by British Orienteering, whether financial help or administrative help from British Orienteering office in eg arranging insurance.

09/29 Coaching Managers comments/action points

PMN: The date for the next Annual Coaching Conference is booked for February 5th-7th 2010 (Confirmation to be given by lilleshall in July).

- General enquiries

Currently, many coaching enquiries are being made directly to Vicky Thornton rather than to the Association Coaching Representatives. Reps are asked to respond to enquiries within their Region.

- Database/website

It was expected that the database would start to be available by the end of July.

- CRB checkers

Laura Young is to ask the individuals for permission for their names to be published on the website and those giving positive response will be made available.

- Code of Conduct

Coach Educators are to be asked to use the latest version of the Code when encouraging new UKCC Level 1 coaches to be come licensed. Existing coaches will sign the latest

All

DA/VT

DA

version when they renew. It was confirmed that 'electronic signatures' were acceptable.

- Updates for existing coaches

As the CPD programme is being rolled out, some recently developed material will become available for existing coaches.

- Coach Education staff lists

These have been circulated to Regional Association Representatives to enable inactive coaches to be chased up etc.

- Bouth Woods Coaching Day

235 people attended the coaching day, 220 groups and 15 individual members and was very successful. It was agreed that mechanisms should be explored to increase the number of coaching days; asking freelance coaches to put them on etc. with courses being advertised through the Federation. All Association Representatives are asked to identify dates and venues for future coaching days.

- 2008 Coach of the Year

Jason Inman was presented with the COTY award at the AGM.

- Newsletters

It was agreed that as Focus had included many coaching articles in recent years; more people were receiving coaching information and the need for a specific newsletter had decreased. With the website developments it will soon be possible for electronic newsletters with specific 'news for coaches' if desired.

09/30 Reports from other Committees

- Junior Competitions Committee

Nothing to report

- Elite Competitions Committee

PMN Nev Myers represented the Coaching Committee at the Elite Competitions Steering Group members of Coaching Committee should refer to the Elite Competitions minutes on the website:

<http://www.britishorienteering.org.uk/downloads/documents/ECGMinutes2009FINAL230609.pdf>

09/31 Any other business

There was no other business.

09/32 Dates of next meetings

Proposed dates; November 7th 2009, March 13th 2010, June 12th 2010.

Board/Committee Meeting 26th September 2009.

All

Appendix A

British Orienteering – Continuing Professional Development (CPD) – May 2009

Introduction

At the meeting of the British Orienteering Coaching Committee held on 21st March 2009 a paper was discussed regarding the introduction of a CPD programme for Coaches, Coach Educators, Assessors and Internal Verifiers.

This paper is the next step in that process and is aimed at presenting some further proposals and the outline of such a system for British Orienteering.

Comments from the meeting of Coaching Committee on 21st March 2009.

The original paper presented to Coaching Committee posed a number of questions regarding CPD.

This section aims to summarise the feedback from the Committee at that meeting;

Comments made;

- Any CPD system should cover the three areas of knowledge, experience and training.
- It was agreed that the successful completion of a CPD programme by individual coaches should be a condition of continued licensing.
- It was felt that as well as Coaches, Coach Educators, Assessors and Internal Verifiers that a system should apply to Trainers.
- The key element of CPD should be variety i.e. that there should be a wide range of options available that could constitute CPD
 - o in length, a few hours to a whole day
 - o on-line training, attendance at seminars; British Orienteering organised, other suppliers
 - o wide area of subjects related to Coaching such as; 'How to Coach', communication, Nutrition, psychological, physiology, etc.
- There was a preference expressed for a points scoring system

Proposals for a British Orienteering CPD System

The rest of this paper draws heavily on a papers provided by David Rogers (SCOA) and Jon Marsden (SOA) who have used their experience of CPD procedures in a variety of industries. I am also grateful to other coaches who have provided thoughts and ideas on the subject.

Introduction

Continuing professional development (CPD) is carried out by professional bodies both in industry, management and in sport. CPD is a combination of approaches, ideas and techniques that allows an individual to manage their own learning and growth. The benefits of CPD allow individuals to:

- build confidence and credibility through tracking their individual learning activities
- form and achieve career goals by focusing on their training and development
- cope positively with change by constantly updating their skill sets
- being more productive and efficient by reflecting on their learning and highlighting gaps in their knowledge and experience

- adding value to their organisation through their continual growing competency

From an organisation point of view it ensures that a person, who perhaps has no desire to become more qualified, maintains their level of knowledge in line with current thinking and practices.

The basic characteristics of a CPD programme can be summarised into three categories:

- knowledge
- training
- experience

Knowledge: refers to the information pertinent to the performance of professional activities. It may be gained through various activities such as: gaining particular qualifications, individual or guided research through reading specific texts, review of visual media, or participation in seminars or conferences.

Training: refers to activities that guide the individual to apply their gained knowledge in practical situations. Examples of training are: attendance at specific courses, and individual mentoring.

Experience: refers to activities that are conducted during the individual's professional activities and which contribute to the enhancement of the quality and effectiveness of the individual as a professional. Some of these can be characterised as informal skills as they are acquired by discussion and involvement with others.

There are also those skills which are learnt outside the main context of the programme. For example, for coaches, skills such as presentation skills, people management skills and listening/questioning skills fall into this category. These I will call 'Transferable skills' and could fall into either the heading of 'Training' or 'Experience'.

Example CPD Programmes

Different professions offer different CPD programmes. However all provide a balance between knowledge, training and experience. Activities are generally weighted using a points system, with the points being aggregated across a particular time period, such as 3 to 5 years. Activities are logged on standardised forms, and increasingly an individual can continuously maintain their record by logging into the organisation's website.

Appendix A provides some web links to examples of CPD programmes.

A CPD Programme for Orienteering at Coaches

For orienteering coaches, it is proposed that a combination of knowledge-based, training-based, and experience-based CPD activities will contribute to an individual coach's CPD requirements.

Each type of activity will be assigned a points value. In each key category a minimum number of points will need to be gained to satisfy the individual's CPD requirements.

It is recognised that it is important that as a wide a variety of activities are provided in order to allow coaches with a wide variety of coaching interests e.g. schools to National Squad, technical to physical, practical to educational be able to pursue their chosen coaching careers.

Table 1 provides examples of activities and associated points values within each of the three key categories.

Table 1: Points Values for CPD Activities

Category	Examples of Activities	Points Value
Knowledge	<ul style="list-style-type: none"> • self-study of relevant orienteering texts; e.g. books, on-line training etc. • demonstrate familiarity with British Orienteering's rules and guidelines, as they pertain to the development of orienteering through coaching • self-study of relevant coaching texts such as are available through bodies such as sports coach UK (Coaching Edge)/ Coachwise / 1st4sport/Peak Performance/ Coaching Focus • self-study of relevant sports-related texts and primary research materials, covering such fields as sports medicine, exercise physiology, sports psychology, and sports nutrition 	Up to a maximum of 10 points per year
Training	<ul style="list-style-type: none"> • attendance and successful completion of British Orienteering coach courses • attendance and successful completion of Coach education courses e.g. CTS/IAPS/CIVPS • attendance and successful completion of 1st4sport course • attendance at British Orienteering Annual Coaching Conference and similar events • attendance and successful completion of sports-related course • successful completion of on-line training provided by British Orienteering. • being mentored by a more experienced coach • acting as a mentor to a less experienced coach • transferable skills 	Up to a maximum of 10 points per year
Experience	<ul style="list-style-type: none"> • maintenance of coaching log as a British Orienteering coach • coaching on a British Orienteering summer orienteering tour • coaching with a National Squad • acting as a coach assessor, coach educator, internal verifier on British Orienteering-run coach education courses • play an active coaching role as an official for a club, regional association, or national body • transferable skills 	Up to a maximum of 30 points per year

- A coach should be required to attain a minimum total points value over the three year cycle.

- The points total assigned to a Coach could also be dependant upon their level eg Level 1 – 100 points, Level 2 – 120 points, Level 3 – 140 points.
- The points assigned to each activity would also be dependent upon the time required to complete the activity. Each acceptable activity would then be assigned points on a pro-rata basis.

The CPD Process

The CPD process would be administered by British Orienteering. Every coach would be obliged to maintain their own CPD log and submit it as part of the regular three yearly renewal process.

In addition it is also likely that such a system will require British Orienteering to

- highlight texts that constitute CPD learning
- develop specific texts or on-line learning processes
- monitor and maintain up to date material provided by British Orienteering
- direct British Orienteering coaches to relevant material e.g. coaching research material

Appendix A

American Board of Industrial Hygiene,
<http://www.abih.org/members/documents/CMProgramHandbook2008.pdf>

Association of Chartered Certified Accountants, <http://www.accaglobal.com/members/cpd/>

British Occupational Hygiene Society,
<http://www.bohs.org/standardTemplate.aspx/Home/Professional/ContinuingProfessionalDevelopment>

Institution of Civil Engineers,
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