



## **COACHING COMMITTEE**

*Report to Management Committee*

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Meeting of  
**COACHING COMMITTEE**

Held on Saturday 15<sup>th</sup> March 2008 at Waverley Hotel, Crewe

Board is asked to NOTE:

- 08/08** That roll-out of the new Teaching Orienteering courses aimed at schools and youth leaders has begun following successful Tutor retraining. This includes involvement of Tutors from all the Home Countries.



## COACHING COMMITTEE

MINUTES (15/03/08)

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Minutes of the meeting of  
**COACHING COMMITTEE**  
Held on Saturday 15<sup>th</sup> March 2008 at Waverley Hotel, Crewe

### 08/01 Chairman, welcome and introductions, attendees.

Present: Keith Marsden Chairman, Vicky Thornton Coaching Manager, Christine Vince SWOA, Linda Thornton NEOA, Hilary Palmer EMOA, Helen Pearce SEOA, Cath Williams WMOA, Steve McLean NWOA, Jim Clarke BSOA.

In attendance: Derek Allison, Performance Director

Corresponding members: Gregory McCann NIOA, Sarah Dunn SOA.

It was noted that there had been a number of changes to the Regional Representatives now sitting on the Coaching Committee. The current representation is;

Region	Representative
Scotland	Sarah Dunn
Yorks & Humberside	Nev Myers
North West	Steve McLean
North East	Linda Thornton
West Midlands	Cath Williams
East Midlands	Hilary Palmer
Wales	Sue Doherty
East Anglia	Ursula Oxburgh
South West	Christine Vince
South Central	Dave Rogers
South East	Helen Pearce
Northern Ireland	Gregory McCann

KM thanked Phil Brown (SCOA), Ruth Lockley (WMOA), Ben Chesters (SWOA), Ross McLennan (SOA) and Anne Darlington (WOA), all of whom have recently stood down, for their work on the Committee.

### 08/02 Apologies for absence.

Anne Darlington WOA, Dave Rogers SCOA, Ursula Oxbrough EAOA, Nev Myers YHOA, Peter Christopher British Orienteering Vice Chairman, Mike Hamilton Chief Executive.

**08/03 Declaration of Interests (2008)**

All representatives were asked to complete a new Declaration of Interest for 2008 and to return to British Orienteering by 1<sup>st</sup> May. See Appendix A. **ALL**

**08/04 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\\_2007\\_11\\_17.pdf](http://www.britishorienteering.org.uk/downloads/documents/cc_2007_11_17.pdf)

**08/05 Matters arising not covered elsewhere in agenda or not completed:**

At the last meeting Phil Brown reported that the British Canoe Union (BCU) had increased its First Aid award at Level 3 to 16 hours. John Palmer had written to the Committee to query this and KM offered to make enquiries. **KM**

Lakeside 2008: DA reported that he had prepared a paper for Bill Stevenson to submit to Council. However it had been suggested that it should be submitted to the trustees of the Development fund. The current status is unclear and KM offered to follow up. **KM**

VT reported that she had not made any booking for Lakeside 2008.

**08/06 Update on Funding**

DA reported that the Whole Sport Plan (WSP) timetable had been put back due to the changed priorities of Sport England to reflect the new Minister's requirements. Until Sport England have decided their objectives and set their own targets it is difficult for British Orienteering's WSP to reflect our contribution towards them. A recent grant has been received from Sport England to fund the re-training of tutors and coach educators.

Sports Coach UK has also awarded extra money towards the production of the UKCC Level 1 Coaching DVD.

VT reported that more funding has been awarded by sportscoachUK to subsidise Coaching for Teachers Courses. So far about half of the sums awarded have been allocated so there is still money available for further courses. Any offers to deliver courses, especially those in areas not so far covered, should contact VT. **All RR's**

HP reported that there is more money available for school/club links in England. In order to increase the number of active coaches in clubs, financial support is available for Clubs and Regions to organise the existing Level 2 coaching award and also the new UKCC 1 award, and therefore requests are welcome. RR's to pass on the message to Regional Committees, coaches and clubs. Opportunities to be submitted through the RDO's please. **All RR's**

It was noted that following the request for volunteers to join the new International Committee, Helen Pearce had volunteered and this was approved by the Coaching Committee. Helen will now stand down as SEOA representative on Coaching Committee and will be seeking a replacement.

**08/07 Management Committee feedback:**

There was no report.

### Teaching Orienteering Courses

Hilary Palmer reported that the new Teaching Orienteering courses are available for delivery by licensed trained tutors.

Tutor retraining is underway. Two courses have taken place in England with another planned in April. Training courses for tutors in Scotland and Ireland will be available from May.

A Scottish version of the resources containing information regarding curriculum requirements in Scotland is now available thanks to work done by Lynne Walker.

Funding for a Welsh translation is being investigated by Helena Burrows and Mair Tomos.

HP reported that she will be happy to receive feedback regarding the courses from Tutors but that the intention was to try to re-review in about two years time.

VT explained that we are currently in a 'transition phase' as regards the administrative procedures surrounding these courses.

The trained tutors currently delivering the new Teaching Orienteering courses are following the existing Level 1 administration procedure regarding the distribution of resources.

A new procedure will soon be available on the website and all trained Tutors will then be expected to follow this procedure. Tutors will be informed when the new procedure is available.

VT

The cost of resources for all declared prebooked course will remain as now. After that Tutors will be charged the prices for the new Teaching Orienteering packs. There will be no pre-booked courses after September.

VT also explained that once UKCC Level 1 has been launched the existing Level 1 will no longer be available. Any coaches wishing to undergo Level 1 assessment should do so before September.

It was noted that a letter of thanks had been sent for all the work done on the Teaching Orienteering courses to both Pauline Olivant and Celia Watkinson and those present also expressed their appreciation.

It was noted that Teaching Orienteering Tutors who are Level 1 coaches are only allowed to deliver Part 1.

### UKCC

KM reported that further progress has been made towards UKCC Endorsement for Level 1. 1<sup>st</sup>4sport are currently submitting UKCC Level 1 to Qualifications and Curriculum Authority (QCA) in order for it to appear on the National Qualification Framework.

The next step in the Endorsement process is for UKCC Level 1 to be reviewed by the Coaching Standards Group (CSG) on 26<sup>th</sup> March when it is hoped that it will be 'signed off' subject to submission to QCA.

It was noted that UKCC Level 1 coaches will be required to attend at least a 4 hour First Aid course. This was approved by the Committee.

Work on the UKCC Level 1 resources is underway. The existing Coaching Handbook is being modified and coaching cards and a DVD are to be produced. Any recommendations for a suitable contact to do the 'voice over' on the DVD are

RR's

welcome and should be passed on to KM.

Following endorsement the aim is to pilot the first UKCC Level 1 courses in early summer with the aim of launching the award in the late summer/autumn.

VT thanked KM, the UKCC project manager, and Pat Mee for their work.

DA pointed out the benefits of having Pat Mee involved with this development with her level of expertise and experience with other sports.

The UKCC National Steering group (NSG) has been reviewing the development of UKCC Levels 2 and 3 with input from both Gareth Candy and DA.

Following the feedback from the questionnaire sent out to existing Tutor/Assessors in November effort has gone into making arrangements for the retraining of Tutors and Assessors in order to ensure that they are in a position to deliver the UKCC awards. Training is underway for both Tutors (Certificate in Tutoring in Sport) and Assessors (Introduction to Assessment in Sport).

RR's

Those interested in becoming Tutors or Assessors of UKCC awards should contact VT via the Regional Representatives.

### **Tutor/Assessor Qualifications (T/A Pathway)**

KM presented to the Committee the Tutor/Assessor qualifications pathway document. This was approved by the committee. See Appendix B

It was noted that qualified and trained personnel able to deliver the new Teaching Orienteering courses shall be called Tutors and those qualified and trained to deliver the UKCC awards shall be called Coach Educators. The new names will match the titles used on the attendance certificates sent out following training courses.

It was confirmed that one did not need to be a Tutor to be a Coach Educator.

RRs/VT

HP asked whether all T/A's were aware of which qualification pathway they will be required to follow. VT explained in the main 'yes' and that now that the T/A qualification pathway document had been clarified and approved she is in a position to distribute it to RRs. VT will also distribute to RR's the spreadsheet which sets out existing T/As and the new T/As route(s) - RRs can then assist with any enquiries and inform T/As of their retraining route.

KM explained that a Retraining Review panel had been set up, consisting of three people (2 inside the sport and 1 outside the sport); to advise and make decisions where necessary as to which routes T/As would need to follow.

KM thanked the Review Panel for their work.

### **Tutor and Assessors – requirement to be local or national members?**

The Committee gave consideration to the question of whether all Tutors and Assessors should be required to be Local or National members of British Orienteering. The Committee unanimously agreed that Tutors, Coach Educators and Assessors must be National members of British Orienteering. VT to communicate this decision as necessary.

VT

## **APL Policy**

KM reported that the Approved Prior Learning (APL) policy was being worked on but was not yet ready for review by this Committee.

## **08/09 Coaching Award Scheme**

### **License to Practise**

VT thanked all RRs for their work in helping to get coaches qualifications in place and up to date. Now that the filtering problems with the database are resolved it was agreed that RRs are in a position to contact Nicole Mckenna directly at the office – preferably by email - to request updated spread sheets of licensed and non-licensed coaches to enable them to continue with this good work. VT to communicate this to Nicole.

**RR's/VT**

**VT**

VT also agreed to ensure that reminders for qualification license components, in particular their 1<sup>st</sup> Aid and disclosures, would be sent out to coaches two months in advance of the lapse of any component.

**VT**

### **Past and Upcoming Courses – Level 3 / 4**

VT agreed to obtain a list of candidate's names from Phil Brown's and Bill Hanley's recent Level 3 courses and to circulate to RR's.

**VT**

VT reported that she intends to organise Level 3 and 4 courses in Oct/Nov 08 to be held at Lakeside.

**VT**

### **Course Administration**

VT reported that for the purposes of registering Tutor/Assessor (CTS and IAPS) training courses and the future UKCC awards British Orienteering is now a 1<sup>st</sup>4Sport Recognised Centre.

## **08/10 Coaching Manager's Report**

### **Coaching Days**

VT reported that the coaching day managed by Carol McNeill in the Lake District on April 12<sup>th</sup> is going ahead with a good response from both clubs and individuals. VT to consult with HP regarding coaches to coach the individuals.

**VT/HP**

The next coaching day, with Ruth Lockley organising, is to be held on June 7<sup>th</sup> on Corndon and Stapeley. (PMN: Confirmation has now been received that the day will go ahead and it will be advertised as soon as possible).

**RL/VT**

Helen Pearce stated that she would make enquiries into holding a coaching day in the South East and would consult with Phil Brown on this.

**HP**

DA suggested that a coaching day may be able to be held the day before an event planned at Graythwaite next year. VT to consult with Carol McNeill on this.

**VT**

KM offered to remind to clubs and regions about the availability of and appropriate use of OCAD files.

**KM**

A sample OCAD map use agreement is attached (Appendix C)

## **Coaching Kit**

VT reported that interest and orders for the kit continues to tick along steadily. VT has just submitted an order with extra garments included to enable her to hold more stock since it is more cost effective to place infrequent orders with Craft.

## **Coaching – people with disabilities**

VT explained that she is occasionally contacted by people making requests for specialist coaching advice for people with disabilities. It was agreed that VT should gather together a contacts list of coaches who have experience of coaching orienteering to people (any age) with any form of disability. The following names were suggested by the Committee; Mike Hardy (NEOA), Helen Errington (SEOA), Linda Thornton (NEOA), John Crosby (NEOA), Dave Rogers (SCOA) and Steve McLean (NWOA) are all know to have experience of working with the disabled.

VT

LT to contact Carol Boyd with regards to help in this area.

LT

## **Administration staff – Coaching – 1 day per week**

VT explained that Mike Hamilton has recently agreed that there is a requirement for an extra member of staff to be employed to assist with coaching administration work in the office for one day a week. The post will be advertised soon by Executive Officer, Laura Young.

## **License – letter or qualification card?**

At the last meeting concern had been expressed that Coaching Awards would no longer be on the British Orienteering membership card (due to Licences lapsing during the year).

The Committee discussed the various possible solutions to this concern and it was agreed that VT should investigate whether or not coaches are in a position to gain access to and check their qualifications (all license components) via the website using their personal password. VT to report back to the committee.

VT

## **Coaching News**

It was agreed Coaching News should go out as and when required and as time permits.

## **Coaching Conference feedback**

VT gave an account of the feedback from the conference following the return of 27 feedback forms. Often from the forms there was conflicting opinions. E.g. More networking time – more lectures – less breaks — more practical exercises – less practical – CPD to be included – CPD not to be included etc!

It was agreed that it continues to be difficult to get the balance right and it was suggested that perhaps more alternative workshops for people to choose from is a solution.

Other comments included - a request for overseas speakers – a request for no laptops – a request for pens and paper – a request for better time management – improved reception on the Friday night – better information on what to bring with regards to the practical exercises e.g. 'O' kit required – gym kit for physio session.

Generally there were a lot of positive comments about all talks – people had particularly enjoyed the talk by Mike Hamilton and the practical exercise by Nev Myers. People had generally also found the updates with regards to the coaching award scheme informative and useful.

It was generally agreed that a volunteer is required to take on the organisational work required to ensure the success of the conference and that work needs to be started early to secure speakers etc.

VT has sent off the booking form to Lilleshall for next year's conference and requested Jan 31-Feb 2 2009. VT has been notified that this date cannot be confirmed by Lilleshall until June.

#### **08/11 Incentive Schemes**

RRs to report back on the incentive schemes running in their Region and to include suggestions as to what they may like to see.

SM offered to act as the co-ordinator to receive feedback.

**RRs/SM**

LT reported that CLOK has produced a junior handbook as part of their club incentive scheme for juniors. A copy was passed around and the comments were favourable. A copy has been given to SM.

#### **08/12 Reports from Regions**

##### **SWOA – Christine Vince**

SWJS

Jeff Butt of SARUM has taken over as Squad Manager. Since Chris Poole the previous Manager moved away, Ben Chesters has done sterling work as Manager as well as Lead Coach, but he is now heavily engaged at work and also working on a part-time degree. The strength of the squad was shown at Interland where the SW supplied five junior members (and four adults) and contributed several medals to England's winning total. The SW will also be well represented at the World Schools Championships in April. The SWJS now has a newsletter to which the members are being asked to contribute. Their most recent training day was in February, attended by 26 youngsters; Ben Chesters was assisted by five other coaches. The squad will be at the British Sprint and Middle distance weekend in Coventry in April, and Jeff Butt will be pre-selecting for the JIRCs by the middle of May.

##### **SCOA - Dave Rogers**

SCOA Coaching Officer has changed as of 12th February from Phil Brown (PB) to Dave Rogers (DR). DR apologises for not being able to attend as he has junior squad training on the same day. He will make sure that he attends the next meeting.

DR attended IAPS assessor course, 27th and 28th February 2008 at Crewe.

DR is assembling data on existing SCOA Coaches and others who have attended coach training courses in the last five years. This request has been made to British Orienteering office [reply expected soon after Easter] and will allow the ongoing tracking of coach licensing and assessing at a regional level. It will also aid in identifying future coach training needs in the region.

Active junior coaching continues through the SCOA Junior Squad [15 training and competition days in the last 12 months, not including a week long squad trip to

Oringen 2007].

Some SCOA clubs are active in coaching. Of particular mention SOC which had 48 attendees to a Saturday training day in the New Forest on 23rd February 2008.

A Level 3 course apparently took place at Longmoor, Hampshire on 6th and 7th March 2008 - confirmation and information has been requested of the tutor, PB.

### **WOA – Anne Darlington**

The Welsh Squad has, as always, been very busy under the combined leadership of Mark Saunders and Alice Bedwell with our captain, Kate Balmond, keeping us all focused on ever more various activities. This year we even became cooks, waiters and waitresses for the SHI. The social side of the squad is so important in creating a friendly atmosphere and the monthly get-togethers continue with a post JK week of training and other activities planned. We are very proud that Mark and Alice won the Peter Palmer Coach of the Year Award and that Kate Balmond has won the Welsh Volunteer of the Year Award.

Anne

### **NEOA - Linda Thornton**

NATO had one training session planned which was to run alongside an event - it was cancelled because the event was cancelled.

John Crosby is organising a 1st aid course this weekend for Level 3 coaches

CLOK Are having club nights every month, with armchair coaching.  
A Junior Handbook has been produced.

### **WMOA – Cath Williams**

Junior squad:

We regularly have 20 juniors who enjoy coaching activities. Iain Embrey has contributed very successfully to 3 sessions, bringing a range of new exercises and activities.

Clubs:

Wrekin have a summer series of training events with a coaching theme each week, and expect to be involved with the club coaching day (as do OD). OD's main priority is to get more coaches. WCH have set up links with Lilleshall to get performance profiling for members at a hugely discounted rate, & continue with weekly coaching sessions. Some 1:1 sessions have also been provided on request. POTO provide coaching at monthly local events, and have coaches developing schools orienteering.

No feedback received from HOC or COBOC (who have just organized Birmingham Schools Champs this week).

### **NWOA – Steve McLean**

Region currently has 24 licensed coaches in 8 clubs.

Several have undertaken either or both the Teaching Orienteering training and

external Coach Training qualification in order to tutor relevant courses.

SROC – Junior squad sessions continue monthly. Also coaching and support for beginners at successful series of introductory events. Club involved in Steve Vernon's Participation project and aims to introduce additional regular weekly training at a fixed venue.

NWJS – Monthly training days/weekends. Mixture of technical and physical including regular set of physical tests. April training linked to British Orienteering's Coaching Day.

No reports from others but clubs again reminded to advise of activity and issues.

### **EMOA – Hilary Palmer**

Coaching sessions before district and local events are continuing and are offered to beginners and 'improvers' of roughly White to Light Green standard, though the take up is greatest in the White to orange CC standard groups.

Separate coaching sessions are also taking place for all ages and advertised to members of all EM clubs.

The Junior squad is putting on a programme of coaching approx 1 per month with enthusiastic new 'management'.

The chasing up of unlicensed coaches is almost complete. 5 Level 2 and 3 coaches have not updated their awards or other aspects of the licence for various reasons.

The licensed coaches: Total = 14 (Level 2 = 5, L3 = 5, L4 = 3, L5 = 1)

Unlicensed but active (1 aspect still to be chased up): 8 (L2 = 4 and L 3 = 4)

We had a successful ITC First Aid course in Dec and Jan – held on two Saturdays.

### **SEOA – Helen Pearce**

The SE is in the final throes of preparing for the JK, which is taking up a lot of time and energy.

SEJS continues to thrive, with a number of new members. Two juniors have been selected to represent GB for the World Schools Championship, and three were selected to compete for England in the recent Interland competition.

3 new level 2 coaches have recently qualified and become licensed coaches (another is due to be qualified/licensed shortly)

Chigwell and Saxons have both gained Clubmark

### **SOA – Sarah Dunn**

Hilary Quick held a Level 1/2 coach course at the beginning of March for 5 people. Jon Musgrave and Hilary Quick have held two Level 1 courses for a total of 25 teachers (and similar) in Aberdeenshire.

Questions are arising about mapping of current coaching qualifications to new ones (Assessment for current level 2 is much more stringent than for new level 1.

Appropriate courses will be required for those who want to move from current level 2 to new level 2).

The Scottish Junior squad has held two training weekends this year, with the second including additional younger athletes.

The Scottish junior coaches are concerned about the new date (in school holidays) that has been selected by the Junior Competition Group for the JIRC from 2009, which would make it unlikely that Scotland would be able to send a team. This competition is seen as being important for junior athlete development.

Regular coaching activities have been continuing as usual at club and regional levels.

### **08/13 Junior Competitions Committee report**

HP reported that clubs need to ensure that results include badge times in order that people can claim badges. RRs can help to spread the word to clubs. **RRs**

HP reported that clarification is required about the prizes to be awarded at the Yvette Baker Trophy.

### **08/14 British Schools Orienteering Association Report**

The British Schools Orienteering Championships were held in November 2007. A very successful World Schools Selection Race was held on the Saturday and BSOC07 were held in appalling conditions. The organising club has made a number of suggestions for improving the event in future years – some having cost implications.

The ISF World Schools meeting is being held around the Edinburgh area in April.

More schools are making use of the Young Leaders Award. This is providing training for older pupils who will then help to introduce the sport to younger pupils.

JC reported that there had been discussions on how to improve future schools events and that was on-going.

JC also reported back that some athletes had commented that the ISF World Schools competition was good preparation for competitions such as JWOC, Interland and Home International Competitions.

### **08/15 Any other business**

VT reported that a letter would go out to the RR's asking them for feedback on all coaches whose awards are due for renewal in 2008. Following this feedback the request for a coaching update will be sent to any remaining coaches still due to renew their award. **VT**

VT suggested the possibility of a separate day for coaches to share information and try out each others coaching ideas (CPD day). However the general view seemed to be that the logistics of organising a separate day of this kind probably made the idea impractical (e.g. coaches lack of spare time and where to hold such a day in order to ensure all had a fair opportunity to be included would be problematic). It was suggested that maybe 3 or 4 hours at the Coaching Conference should be dedicated to this for those who wanted to participate.

VT reported that this year there would be no Coaching Clinic at the JK or BOC.

An up to date document outlining the Roles and Responsibilities of RR's for Coaching Committee is required. Helen Pearce offered to email to VT a copy of a Regional example. VT to produce a document and circulate. **VT/HP**

VT requested that CW send to her further information about the arrangements she has made with the Physiotherapist at Lilleshall for testing of individuals. VT to circulate to RRs **VT/CW**

#### **08/16 Dates of Next Meetings**

Proposed dates for 2008:

The next meeting had been proposed for June 7th but it was noted that this now clashes with the Coaching Day. It was suggested that may be an evening meeting could be held and KM offered to look into this and report back to the Committee. **KM**

Other dates; November 8<sup>th</sup> and March 7th 2009.

**PMN:** The meeting on June 7<sup>th</sup> is to be arranged in the evening from 3.30 to 7.00pm at a venue local to the coaching day.

## REGISTER OF INTERESTS



It is good practice in the handling of public and British Orienteering funds for British Orienteering to maintain a Register of Interests and identify potential conflicts of interest. Not only is it good practice, it protects members against possible accusation and misunderstanding, in a sport which often relies on the professional expertise of its members as well as their voluntary commitment.

British Orienteering Council agreed in 2002 that a three part declaration should be completed annually by the following:

- all British Orienteering employees;
- all members of British Orienteering Council, committees and working parties;
- all members of the organising committees of Federation events or IOF events held in the UK;
- all other British Orienteering members who are budget holders or are involved in financial decision-making or control on British Orienteering's behalf.

A declaration is enclosed for you to complete for the current year. Your declaration should include all members of your immediate family (spouse/partner, children, parents and/or other family living with you), and all relevant interests for the immediately preceding two years. Members of the same family or household aged 18 or over may complete a joint declaration: you should each sign a separate cover sheet (the Declaration) and attach them to a single copy of the two forms. Make further copies of any page if you need to.

Commercial interests include any income from mapping, coaching, event entry or results services, on either a fully professional or a part-time fee-earning basis. Non-commercial interests include employment by a Sports Council or other actual or potential grant-giving body; employment by other sporting or outdoor recreation organisations; potential membership of a British Orienteering-funded touring team or squad; or potential receipt of grant aid (yourself or your family). It is particularly important to declare an interest wherever there is an actual, potential, or merely perceived financial or other material benefit to yourself or members of your family. But these are not the only cases, and the best rule is: *if in doubt, declare it.*

If you are sure you have nothing to declare, please say so on the cover sheet, and sign and return that for our records.

The signed declaration will be held in the Register of Interests at the National Office. This Register is available for inspection by any British Orienteering member. Please note that a new declaration should be signed each year, and that it is your responsibility to provide a revised declaration should your own or your family's circumstances change during the year.

The procedure to be followed in cases of conflict of interest is set out on the back of this memo. Please keep it for future reference.

Thank you for your co-operation.

Mike Hamilton  
Chief Executive

## CONFLICTS OF INTEREST PROCEDURE

1. Whenever an individual is personally involved (e.g. present at a meeting) in any discussion or decision concerning a matter in which that person or a member of their immediate family has an interest, s/he may take part in that discussion or decision only if s/he declares to the other parties either a) the nature of that interest, or b) the fact that s/he has made a declaration in the British Orienteering Register of Interests (i.e. the nature of the interest need not necessarily be made public).
2. Where an individual is a member of a group which routinely deals with matters in which that person or a member of their immediate family has an interest (e.g. a member of Map Group who is a professional mapper), the declaration under 1. can be made annually. All such declarations should be recorded in the minutes. In all other cases the declaration under 1. should be made at the time of the relevant discussion or decision.
3. In those cases where the matter for discussion or decision directly affects or is affected by the interests of that individual or a member of their immediate family, s/he may take part in that discussion/decision only:
  - a) with the consent of the chairman (or, if there is none, the other parties to the discussion/decision); *and*
  - b) if the nature of the interest is declared to the other parties.Failing this, that individual shall not take part in the discussion, and may be asked by the chairman (or the other parties) to withdraw from the discussion or meeting. In either case that individual may not take part in any vote on the matter in regard to which they or a member of their family has a direct or immediate interest. The relevant declarations and decisions should be recorded in the minutes of that meeting.
4. Whenever an individual (e.g. a team or tour leader) has authority to act or decide in a matter in which s/he has a direct or immediate interest, that person must declare the interest to the individual to whom s/he is responsible (usually a committee chairman, or ultimately a British Orienteering officer), and obtain their approval for any action or decision taken.

This procedure distinguishes between matters in which you might have a relevant interest (paras. 1 and 2), and matters in which you have a direct or immediate interest (paras. 3 and 4). For example: a member of Map Group who is a full-time or part-time commercial mapper may find that there are items on every agenda in which s/he has an interest, in the sense that they could affect how s/he does his/her business. The fact that s/he earns money from mapping is therefore a relevant interest, and paras. 1 and 2 apply. But there may also sometimes be items which relate specifically to a map which s/he is working on or hopes to get the contract for. In that case there is a direct or immediate interest, and paras. 3 and 4 apply.

This difference is not easy to define, and depends on common sense and good judgement. Obviously there is a direct or immediate interest if you might gain some financial or commercial advantage or benefit. But as another example, Coaching Committee may be making decisions about the provision of coaching activities for talented youngsters. Any member of Coaching Committee with children who could benefit from these activities has a relevant interest and should declare it, perhaps at the start of the year (i.e. paras. 1 and 2 apply). But if Coaching Committee is discussing whether or not to fund a particular coaching camp or tour, and a committee member has a child who hopes to be selected, then s/he has a direct or immediate interest and must declare it in relation to that discussion (i.e. paras. 3 and 4 apply).

If you are uncertain whether your interest in a particular matter is a direct or immediate interest you might want to discuss it with the committee Chairman or British Orienteering Officer. If it is decided that no conflict of interest arises, it is advisable to have that recorded in the minutes: X reported that s/he had discussed a possible interest with the Chairman, who confirmed that no conflict arises in this case. But as always, the golden rule is: *if in doubt, declare it*, i.e. if in doubt, assume that paras. 3 and 4 do apply.

It is recognised that there cannot be hard and fast rules in these matters, and that different committees may need to deal with them in different ways. That is why it is important that decisions and declarations are recorded in the minutes, so committees can establish their own case law.

2008

## DECLARATION OF INTERESTS



Please return to the British Orienteering National Office by May 1<sup>st</sup> 2008

<b>Name:</b>	<b>British Orienteering No.:</b>
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax/e-mail:</b>	

<b>Positions of Responsibility within British Orienteering:</b>
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**Declaration:**

I confirm that

the information given here is accurate and complete to the best of my knowledge and belief;

I have read and understood the procedure to be followed in cases of conflicts of interest;

I am responsible for submitting a new declaration should there be any relevant change in my circumstances in the course of the year;

I recognise that the penalty for withholding information or providing false information may include suspension of British Orienteering membership privileges and/or a public statement in the British Orienteering Bulletin or elsewhere.

**Signed:**

**Date**

**REGISTER OF INTERESTS**  
**DECLARATION OF COMMERCIAL INTERESTS**

Name of Person (and relationship if not a signatory)	Name and/or Nature of Business (and position, if relevant)	Nature of Interest with respect to orienteering.	Whether current or past (with dates*)

\* Please include all interests for the current year and for the two years immediately preceding.

**RITISH ORIENTEERING**  
**REGISTER OF INTERESTS**  
**DECLARATION OF NON-COMMERCIAL INTERESTS**

Name of Person (and relationship if not a signatory)	Nature of Interest	Whether current or past (with dates*)

\* Please include all interests for the current year and for the two years immediately preceding.

## Appendix B

### Tutor/Coach Educator/Assessor Qualification Pathway

#### British Orienteering Tutor Training:

#### Teaching Orienteering Part 1 and Teaching Orienteering Part 2 courses (TOP1& TOP2)

Tutor Route A	1 <sup>st</sup> Step	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step
Has up to date British Orienteering T/A Award	Attend British Orienteering 'Teaching Orienteering' training course	Deliver new British Orienteering Awards	
Tutor Route B			
Does not hold up to date British Orienteering T/A Award .  New Tutor with teaching or tutoring qualifications	Attend British Orienteering 'Teaching Orienteering' training course	Orientation into new British Orienteering awards – i.e. working alongside an existing Tutor/Mentor (i.e. 2 sessions/courses: one to follow and one to lead)	Deliver new British Orienteering awards
Tutor Route C			
Tutored regularly or new Tutor but does not hold a recognised teaching qualification	Attend CTS - Certificate in Tutoring in Sport course (3 days)	Orientation into new British Orienteering awards. i.e. Attend British Orienteering 'Teaching Orienteering' training course and work alongside an existing Tutor/Mentor (i.e. 2 sessions/courses: one to follow and one to lead)  CTS Assessment	Deliver new British Orienteering awards

## UKCC Coach Educator

Coach Educator Route A	1 <sup>st</sup> Step	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step
Current Coach Educator. Holds a recognised teaching qualification & maintained their teaching skills and knowledge	Attend a 1 day Coach Educator update course	Orientation into UKCC awards  Deliver UKCC awards	
Coach Educator Route B			
New Coach Educator, holds a recognised teaching qualification and maintained their teaching skills and knowledge.	Attend a 1 day Coach Educator update course.	Orientation into UKCC awards  Tutoring mentored by an existing Coach Educator.	Deliver UKCC awards
Coach Educator Route C			
Tutored regularly or new Coach Educator but does not hold a recognised teaching qualification	Attend CTS - Certificate in Tutoring in Sport course (3 days)	Orientation into UKCC awards.  Tutoring mentored by an existing Coach Educator.  CTS assessment	Deliver UKCC awards

## UKCC Assessor

Assessor Route A	1 <sup>st</sup> Step	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step
Current Assessor and holds a recognised assessor qualification & maintained their assessing skills and knowledge	Attend a 1 day Assessor update  Orientation into UKCC awards	Assess UKCC awards	
Assessor Route B			
New Assessor and does not hold a recognised assessor qualification	Attend IAPS - Introduction to Assessment Practice in Sport  (2 days)	Orientation into UKCC awards.  Assessing mentored by an existing Assessor.  IAPS assessment	Assess UKCC awards
Assessor Route C			
Current Assessor but does not hold a recognised assessor qualification	Attend IAPS - Introduction to Assessment Practice in Sport  (2 days)	Orientation into UKCC awards.  IAPS assessment	Assess UKCC awards

In most cases a Tutor/Assessor can only tutor/assess at a level below that which he/she is a licensed coach.

However for British Orienteering Teaching Orienteering courses an existing Level 1 Coach may Tutor Teaching Orienteering Part 1 courses and an existing Level 2 coach or a UKCC Level 1 coach may Tutor Teaching Orienteering Parts 1 and 2.

**Appendix C**

**NORTH WEST ORIENTEERING ASSOCIATION**

**AGREEMENT FOR LOAN OF OCAD MAP FILES**

1. This agreement is made between Lakeland Orienteering Club (“LOC” or “the lender”) NWOA and SROC & WAROC and ..... (“the borrower”).
2. The lender holds the copyright of an orienteering map of an area known as ..... (BOF map number ...unknown.... ) which is held on a computer file produced using OCAD software (“the map file”).
3. The lender agrees to loan a copy of the map file to the borrower in order that the borrower may hold an orienteering training event on the area on ..... (date)
4. The lender agrees that the borrower may make copies of or amendments to the map file if desired, subject to the following conditions:
  - a. all rights to the map file, including any amended versions produced by the borrower, shall remain with the lender and all modified maps must continue to show that copyright in the map lies with LOC;
  - b. full details of any changes made to the map file will be comprehensively recorded in the Information Section of the OCAD file by the borrower;
  - c. a copy of the amended map file will be provided to the lender within two weeks of the training event being held, and the borrower will make no further use of either the original file or the amended versions without further agreement from the lender;
  - d. full details of any orienteering training exercises made possible by any changes to the map will be provided by the borrower to the lender so that they can be made available to other borrowers in future if the lender so desires.
5. The borrower agrees to pay a fee of £15.00 to the lender for loan of the map file and to bear all expenses associated with making changes to the file, printing maps from it and returning copies to the lender.
6. The borrower is responsible for acquiring properly licensed OCAD software which is to be used to amend the map file or print copies of the map.
7. The borrower will make separate but related arrangements via the NWOA’s Access and Liaison Officer to obtain permission for access to the area from the landowner, and will pay the appropriate fees for access, administration and other matters. Possession of the map file does not confer any right of access to the area without permission from the landowner.

Signed: ..... Signed: ....Carol McNeill  
on behalf of on behalf of LOC (the lender)

.....  
(the borrower)

Date: .....

Date: