



## **COACHING COMMITTEE**

### *Report to Management Committee*

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#### Meeting of **COACHING COMMITTEE**

Held on 17<sup>th</sup> March 2007 at Carrs Lane Church Centre, Birmingham

Management Committee is asked to NOTE:

**07/05** After discussion the Committee reaffirmed its Roles and Responsibilities as last confirmed in March 2002.

However it also recognised that, with DA now spending his time principally on Performance issues, the Committee will find it increasingly difficult to fulfil its Role as outlined and therefore must consider ways for increasing the resources available to it.



## COACHING COMMITTEE

*MINUTES (17/03/07)*

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Minutes of the meeting of  
**COACHING COMMITTEE**

Held on Saturday 17<sup>th</sup> March 2007 at Carrs Lane Church Centre, Birmingham

**07/01 Chairman, welcome and introductions, attendees.**

Present: Keith Marsden Chairman, Phil Brown SCOA, Steve McLean NWOA, Ruth Lockley WMOA, Anne Darlington WOA, Nev Myers YHOA, Helen Pearce SE, Pauline Olivant EMOA, Jim Clarke BSOA, Peter Christopher British Orienteering Vice Chairman

In attendance: Mike Hamilton British Orienteering Chief Executive, Derek Allison Performance Director, Vicky Thornton Coaching Manager.

**07/02 Apologies for absence.**

Hilary Palmer EMOA, Linda Thornton NEOA, Ben Chesters SWOA, Ursula Oxburgh EAOA

Corresponding members: Gregory McCann NIOA, Ross McLennan SOA

**07/03 Minutes of last meeting for approval.**

The minutes of the last meeting were approved.

**07/04 Matters arising not covered elsewhere in agenda or not completed:**

VT gave further clarification of the situation with regards to Level 1 coaches following the introduction of Licensing for coaches:

If trainee Level 1's wish to be assessed so that they receive their Level 1 Coaching Award from British Orienteering they may then use that qualification in two ways:

They may hold the Level 1 Coaching Award simply as proof that they have been assessed by British Orienteering to Level 1 standard but not worry about obtaining the other three 'components' (see below) ie. in order to become Licensed to Practice by British Orienteering. This would mean that they are not insured by British Orienteering and not entitled to fill out an ER1C. They would choose not to become Licensed if they are only going to be employed to teach orienteering by another body (ie not by their

orienteering Club, Association or British Orienteering either paid or unpaid). When employed by someone else they should have completed a disclosure on behalf of that 'body' and they will be practicing under the policies, code of conduct and insurance cover of that 'body'.

OR

They may choose to obtain their Level 1 Coaching Award and also: (1) complete an Enhanced Disclosure on behalf of British Orienteering, (2) sign and return the British Orienteering Coaches Code of Conduct and (3) join British Orienteering as a minimum of a Local member – in which case they would be a Licensed to Practice Level 1 British Orienteering Coach. In this case they must abide by British Orienteering Policies, Safety Guidelines and Coaches Code of Conduct. Licensed Level 1 coaches are entitled to fill out and submit ER1C's and will be covered by the Federation's insurance policy. Typically these coaches are the ones conducting coaching sessions for their Club on type A areas.

All known Licensed to Practice Level 1 coaches are to be added to the database.

VT

DA gave clarification of the situation regarding the existing Level 2 Award: Having checked with 1<sup>st</sup>4sport the current situation is that we will be able to continue with Level 2 training and assessments. The only change being that the qualification won't be accepted by QCA as on the National Framework. Tutors registered as a Centre with 1<sup>st</sup>4Sport can therefore obtain the resource packs in the usual way from 1<sup>st</sup>4Sport.

Item 06/43 from the previous committee meeting required the production of a junior information leaflet about what was expected from juniors in terms of appropriate behaviour etc. DA explained that this had not yet been done.

DA

Item 06/44 from the previous meeting mentioned the Regional Junior Squad Coordinators Seminar. DA reported back to the Committee that this had been a success and worthwhile in terms of the information shared by all who attended. It had been agreed that the venue in Hathersage was a good one and that another such meeting should be held in two years time.

## **07/05 Role and responsibilities of the Coaching Committee**

In introducing the item KM reminded the Committee that at the end of the last Coaching Committee meeting he had circulated the latest Roles and Responsibilities of the Coaching Committee and had asked for comments. This was as a result of a request from Development Committee for all

British Orienteering committees and groups to consider their Terms of Reference.

From Coaching Committee members there had been one request for more information and one member agreeing to the R&R's as they stood.

Development Committee had recently debated the ToR's of all committees and had concluded that those of Coaching Committee needed no amendment.

MH then pointed out that circumstances had changed and that he asked the Committee to reaffirm or otherwise its R&R's.

The major changes that had taken place were;

- that DA was no longer able to spend substantial time on Coaching matters as he was concentrating on Performance management.

- that the new BOF Strategic plan looked forward to 'taking orienteering to the people' and of its nature would require a substantial investment in coaching resources to achieve that plan.

MH had therefore produced the attached document (Appendix 1) outlining what he saw as the opportunities facing Coaching Committee and presented it for discussion.

He then outlined some directions that were being presented to the sport which in his opinion would affect the way the sport would need to operate in the future. These presented both challenges and opportunities but the feeling was that the sport was 'quick enough on its feet' to be able to adapt to these changes.

Coaching is very high on the Governments agenda but the pressure from the governmental sporting bodies is for more development to be tailored to a Regional basis and be delivered at a Regional rather than at a National level. How can British Orienteering react to that approach?

The Committee started by considering the items listed by MH under the heading of 'Role'. In general the Committee felt that these accurately represented the Roles of the committee. MH suggested that Coaching Committee should consider whether they should attempt to reduce their work load to fit current resources or alternatively build on the argument for increased resources/funding.

Responsibility for the Start Squad was considered but given the make-up of the International Group it was decided that it would be inappropriate to change that responsibility at the present time.

The Committee then went on to consider the resources necessary to fulfil the role as outlined in MH's paper. KM pointed out that, since we currently had so little professional support we should perhaps consider further volunteer support. Appendix E contains a list of short term tasks that could possibly be tackled by volunteers and all

members of the committee were asked to enquire whether anyone amongst their contacts would be willing to take on one of these tasks.

**All RR's**

It was agreed that since no amendment had been made to the Roles and Responsibilities these could now be put on the web.

**VT**

The Committee then moved on to considering the funding available within the Coaching budget 2007 (Appendix F of the attached paper). A number of points of clarification were made but it was recognised that without additional resource the current Coaching Committee role could not be successfully fulfilled.

Given the special items (£20k for Coaching for Teachers and £10k UKCC support) the Coaching Budget for 2007 was effectively a stand still on 2006.

The overall feeling was that the Committee would like to fulfil all items on its 'Role' and therefore needed to consider ways for increasing the resources available.

It was therefore left that KM and MH needed to discuss and agree a plan and produce recommendations which allowed Coaching Committee to fulfil its Role.

**MH/KM**

**07/06 Declaration of Interests**

It was noted that not everyone had yet completed and returned their Declaration of Interests to the office, so MH requested that this be done as soon as possible.

**All  
remaining  
personnel**

**07/07 Update on Funding**

The bottom lines for expenditure and income for the British Orienteering 2007 budget are agreed and money is to be allocated to areas accordingly.

Various bids for funding have been put in to Governmental bodies and it is hoped that we will hear something about these by the end of April.

**07/08 Annual Coaching Conference**

DA reported that the feedback from the 2007 Conference had in the main been positive. There had been a request for more formal sessions on the Saturday evening to allow those

attending to take some form of exercise at some stage during the day. NM commented that the physio session could have been more active and possibly not so long. Another suggestion was a subsidised rate for juniors and students as a way of trying to get the older juniors who are interested in coaching to become involved.

It was noted that there should be more coaching topics (as opposed to development topics).

VT reported that the date for **next year's Conference February 1<sup>st</sup> to 3<sup>rd</sup> 2008** should be confirmed by Lilleshall at the end of May and would then be advertised.

KM requested that ideas for the theme for next year's Conference be sent to VT before April 17<sup>th</sup> when DA,HP and VT are meeting to discuss.

All  
DA/HP/VT

**07/09 Management Committee feedback:**

PC reported that there was nothing to take to Council and that Coach Club Development had been discussed.

**07/10 Coaching Award Scheme and Coaches Qualifications:**

**Coaching for teachers:**

DA reported that £20k had been awarded to be spent on funding the cost of coaching courses for teachers. A document outlining how Tutors can apply to the coaching manager to run these courses has been drawn up and circulated to all Tutors and Development staff.

VT reported that based on an estimated cost of £500 per course this means that with the available funding it was hoped that approximately 40 courses would be run throughout England. These courses would be the existing Level 1 course (tailored to teachers of KS 1 – 3) and the more advanced course for KS 3 – 4.

VT and HP have been receiving applications.

HP and VT are to meet in April to agree how the funding/courses will to be distributed regionally. Per region it may work out at approximately 4 courses each but it might be better to split in groupings of 1 or at most 2 counties so that the courses were reasonably 'local' for potential participants.

VT/HP

**UKCC:**

KM reported that the Delivery Plan had been submitted to SCUK for funding. A response is expected in March. It was reported that we are competing with Phase 1 and Phase 2 sports as well as Phase 3 sports for this money.

Pauline Olivant and Celia Watkinson are currently working on the British Orienteering Teacher/Instructor Course (outside of UKCC) 2 day syllabus. PO reported that an outline for both days has been produced and that they are now working on

the content. Once completed this material will be passed to Phil Brown to assess its suitability for OEC use.

**PB**

PO requested any ideas for fun exercises for teaching skills on a school site for the second day of the course (up to GCSE). SMC offered to supply PO with some material.

**PO/SMC**

Pat Mee has been employed to work on UKCC Level 1 and UKCC Level 2. Pat aims to have an outline for these qualifications prepared by mid April.

This material will then be circulated to the National Steering Group (NSG) for review.

### **Licensing and database improvements:**

VT reported that Licensing had now been introduced to all coaches and that database improvements to cater for the accurate recording of increased data and monitoring procedures was well under way and it wouldn't be long before clear lists showing the 'state' of all coaches Licences (either complete or incomplete) would become available.

VT also reported that Donald Petrie had pointed out that he was not sure if the Licensing scheme would get round the problem that some club could still put on coaching sessions and register them as C5 training events and not as coaching sessions. A discussion on this took place and a recommendation to review and possibly make amendments to the existing ER1P and ER1C forms was made. KM to discuss with Barry Elkington, Chair of Rules Group.

**KM**

License to Practice for Coaches – Qualifications date simplification. Following discussions with MH, VT recommended to the Committee that they consider accepting and agreeing that should a coach have all five 'components' of their Licence in place at the end of the year (ie when membership renewal is due) then that coach should have his/her licence to practice validated for the whole of the coming year and that their coaching qualification would therefore be printed on their membership card. If a coach fails to have everything in place at the time of Licence renewal at the end of the year then their Licence would be incomplete and the qualification would not be printed on their card; they would be able to re-validate it by updating the lapsed component(s).

The Committee agreed that this simplification would be beneficial to ease the management of coaches qualifications and should be implemented. VT to write a letter to all coaches. It was recognised and agreed that 'leeway' (ie up to a maximum of +11.9 months) shall therefore be given to the 'BOF 3 year rule' should a coaches disclosure or coaching update lapse during the course of the year. It was noted therefore that disclosure renewal and coaching updates (for all Levels) can therefore take place at any time

**VT**

of year so that the work load in dealing with these for the Coaching Manager and office staff is spread. NOTE: The exception to this, it was agreed, was that the 1<sup>st</sup> Aid qualification was different in that the renewal dates on a 1<sup>st</sup> Aid certificate are set by an outside organisation and that it should therefore be made clear to coaches that with regards to this qualification in order to ensure that their Licence is kept valid at all times, that it is up to the coach to ensure that their 1<sup>st</sup> Aid is never allowed to expire since no 'leeway' can be given. (ie A lapsed 1<sup>st</sup> Aid certificate at any time will automatically invalidate a coaches Licence to Practice). With the improvements to the database, due to take place after Easter, once the new system is up and running it will be easier to send out reminders to coaches regarding their 1<sup>st</sup> Aid and other qualifications.

VT thanked Michael Napier for all his work and help to date with this.

### **More Coaching Courses for 2007:**

VT explained that she felt that there is currently a lack of coaching courses available on the website. This situation may be improved by VT sending a letter to all Tutors encouraging them to advertise their 'closed' courses on the coaching calendar if they have spaces available.

Level 3 Course. VT put in a request for a level 3 course in the South of England. PB said that he would run one as soon as feasible and that he would communicate directly with Jeff Butt to find out his availability to join the course.

**PB**

Level 3 and 4 Course Oct 6-7: DA reported that he had been in touch with John Palmer and that they would be running a level 3 / 4 course in the Lakes. (PMN; VT has booked the venue which is Lakeside, North Centre House). Courses to be advertised on the coaching calendar with link to application form.

**DA**

### **Tutor/Assessor seminars:**

DA explained that there will be no T/A seminars until UKCC is established. It was also noted that the nature of the training would change.

The content of the Courses for Tutor/Assessors/ Internal Verifiers will have to be agreed as part of the Endorsement procedure for UKCC. It is likely that SCUUK will be providing such courses.

### **Level 1 Resource CD:**

VT put it to the Committee that since the idea to sell the CD and certificate only as a package had been unpopular with so many Tutors it would be preferable to allow the CD to be sold separately prior to courses for £2.50 or as a discounted 'package' available with the certificate following a course. The committee agreed to this but pointed out that this would



have to change once UKCC was established.

### **Coaches Code of Conduct:**

VT explained that a couple of coaches had pointed out that there were places in the code where the wording could be improved and also there had been coaches querying the point regarding drinking alcohol. It was agreed that a 'side letter' would be incorporated in the next coaching communication to all coaches stating that:

- the heading "Good coaching practice should reflect these principles" is to be read as "Good coaching practice reflects these principles".
- that the parent/carer clause is to be interpreted as applying only to minors ie U18's.

and with regards to coaches drinking alcohol the rule is clear:

- when a coach is leading a tour, coaching a group which includes juniors, then the coach must not drink any alcohol at any time. If a coach does not wish to comply with this rule then they must not coach on such tours.
- with regards to coaching senior groups, then when the coach is undertaking the duties of a coach they should not drink any alcohol.

VT to ensure that a copy of the side letter is added to the file containing the signed Code of Conducts.

VT

### **Amendment to Step System:**

The Committee agreed the change to the wording in the Step System Ground Level (as suggested by the UKCC NSG) from 'getting used to being in the woods' to 'getting used to being independent'.

### **First Aid:**

VT stated that there were four areas/questions (see below) to be considered by the Committee. Unfortunately there was only time to consider the first of these, it was therefore agreed that 1st Aid should be carried forward to the next meeting.

The items to be considered being;

- 1st Aid renewal
- Does British Orienteering wish to identify a 1st Aid course provider as the one they recommend and if so which supplier should that be?
- What does BOF want to provide in the way of 1st Aid support? (egs Info only, Coaching Manager to be a communicator between clubs and regions organising courses and coaches wanting courses or should BOF provide courses)
- Does BOF wish to provide financial support for 1st Aid

courses in the future?

With regards to 1st Aid renewal there was a debate regarding whether or not for Level 3 and above it was necessary for coaches to attend a two day course for renewal purposes. DA and PB gave their reasons for keeping the 2 day course requirement and VT countered this with the views (received by email) of coaches who were opposed to this requirement. As a result of lack of sufficient information being available, the Committee were unable to come to a decision on this, and it was agreed that a document should be put together outlining the pros and cons and providing a recommendation to the Committee.

VT/MH

#### **07/11 Incentive Schemes:**

SMc to report back on schemes at the next Coaching Committee meeting.

SMc

SMc requested that RR's check whether or not there was a colour coded incentive scheme operating within their own region or not and report back to him.

All Reps

#### **07/12 Reports from Regions**

##### **EMOA Report – Hilary Palmer**

1. Individual coaching of techniques for beginners and improvers up to TD 3 standard has continued in the hour 10-11am before some of the District events and a good number of people have taken advantage of this. At each event 1 person is designated to be the 'lead coach' and arrange the exercises and at least 1 other coach from each club helps. There will also be a coaching morning on March 31 open to anyone in the region at a fairly central location for the three main clubs near the M1.
2. I have been proactive in chasing up renewals and agreeing with Vicky where there were errors in the coach renewal dates. Pauline and I have re-assessed/updated two coaches who had let their coach update lapse but who were keen to keep coaching. This was a useful way of updating their licence to practice. Personally, I am in the process of mentoring and assessing 2 Level 3 coaches out of the region: Jackie Hallett of BOK and Chris Robinson of SLOW and Val Johnson (DVO) and I helped four trainee Level 2 coaches in POTO to practice coaching with some of our club juniors on two days in January and then John Palmer acted as their external assessor and has liaised with their internal assessor, Tony Duncan. To date 2 of the 4 have completed all their assessment.

**NWOA Report - Steve McLean**  
Nothing to report.

##### **EAOA Report - Ursula Oxburgh**

Not much to report: we now have 1 Level 4 coach and 3 Level 3: a number of qualified Level 2 coaches.

I am continuing to work through the list of EA coaches encouraging them to bring their qualifications up to date. It is possible that some of them are suffering from information overload: when I have mentioned the

update info that has come via e-mail some have suggested that they have not been able to extract the information they need from what has arrived in their Inbox.

I have 2 general suggestions about information I receive about coaching matters:

1. That information, e.g. about coaches in the region, not be sent as pdf files
  - a. because these take ages to download via dialup (for a variety of reasons not everyone has broadband / wireless) and also
  - b. because it is not possible to modify them to add e-mail addresses, intended actions etc. A simple Word document, if necessary in rtf format is much more user friendly.
- 1 That when Word documents are sent out they have a plain heading, not the BOF logo etc (see 1a above).

### **YHOA Report – Nev Myers**

AIRE - Club coaching currently focused on monthly O-lite sessions: informal Saturday morning events where coaching is provided mainly aimed at beginner end. These events are proving very successful, with over 100 attending at some!

SYO - 'Improvers' coaching sessions have been run on Loxley Common. The focus was on attack points, pacing, how to use a compass and walking on a bearing and comprised of two x 2.5hr sessions. The target group was new members and juniors.

EBOR - No club specific coaching activity. New club development plan in process – includes club coaching and club / school links. They are trying to identify a club coaching lead.

HAO - No information received – no qualified coach.

EPOC - No information received – no lead club coach.

CLARO - No information received – no qualified coach.

#### YHOA Junior Squad

- November - 2-day weekend in North Yorkshire – Cropton & Dalby (40)
- 12 Juniors and 5 Coaches went to Lakeside in November
- December - 1-days training at Royds Hall – 4 exercises all on contour only maps (32)
- January – 2-day weekend in the East midlands – Crich Chase & Sherwood (46)
- February – 2-day racing weekend – JOK Sprint & MV National event (30)
- March – 2-day weekend in the Lakes – Bishop Woods & Whitbarrow (49)

### **WMOA Report – Ruth Lockley**

1<sup>st</sup> Aid course at Shugborough Outdoor Centre ran for 13 people with a replacement ICT Tutor after Red Cross were unable to attend. Participants liked the Tutor's approach and felt the material covered was very relevant. Shugborough Outdoor Centre proved to be a very good venue.

WMJS has 23 members; but currently none from POTOC, WRE or COBOC despite considerable schools work in those clubs. Ten squad members attended Lakeside and 18 went to BOF training day in the Lakes.

WCH ran a 30 person training weekend in the Lake District in February and they also ran a level 2 coaching course for 12 participants earlier this year.

HOC and OD both took club groups to the Lake District training and WRE members also attended. All would like to express their gratitude to organisers.

POTOC are continuing to push their new Level 2 coaches through qualification, they are about to open 3 new POC's near Leek which they

hope will support their schools group.  
HOC continue to run regular Junior training camps, provide coach support for adults and Juniors at MADDO events and take increasing numbers of seniors to BOF training weekends.

#### **WOA Report – Anne Darlington**

There are regular coaching weekends held by Mark Sanders and Alice Bedwell for the Welsh Junior Squad at a variety of locations. Three new girls have joined and show a keen attitude.  
There are three members of the Squad in the Start programme and others who are hoping to be selected for tours this Summer.  
Although there is no official RDO efforts are still being made to introduce the sport to children and parents. I believe that Conwy has money to map each school in the county in preparation for the new PE syllabus.  
We have two additional coaches in Heather Burrows Level 3 and Gwenllian Williams Level 2.

Verbal reports were received from SEOA and SCOA.  
No reports were received from SOA, NEOA, SWOA and NIOA.

### **07/13 Coaching Manager report:**

#### **BOF coaching day:**

VT reported that the coaching day had been well attended (18 individuals + 17 groups approx total 320 participants!)  
The day had been advertised well in advance and Carol McNeill had made an excellent job of planning and organising for which the committee and those who attended expressed their thanks. The individuals who attended were lucky enough to be coached by DA and Dave and Jenny Peel and Derek wished to thank them for attending. The only hassle encountered on the day was the muddy car parking field! VT reported that the event will show a small profit and that this will be carried forward to subsidize the next coaching day. A review of the charging in particular in respect of the use of OCAD files is to be undertaken with the aim of 'breaking even' on future coaching days. It may also be that VT will decide to allow groups to book places in advance but pay in full on the day since their numbers tend to change leading up to the event.

#### **Next coaching days:**

VT pointed out that we now have no coaching days planned. The Committee asked that VT suggest some dates for when it would be appropriate to put on a coaching day preferably the day before a selection race or National event and RR's would then consider offering to organise one and get back to VT.

(PMN: VT has studied the fixture list and wishes RR's to consider the following dates and venues:

November 3<sup>rd</sup> the day before the November Classic in the New Forest and also the day before a Regional Event at Delamere Forest.

**ALL Rep's**

December 8<sup>th</sup> the day before DVO National event at Longshaw Estate, Sheffield.

March 8<sup>th</sup> the day before SARUM National event at Great Ridge, Salisbury.)

Carol McNeill is also considering organising another one and will get back to VT.

RL reported that there may be a possibility of a coaching day being held on the Wrekin in June 2008.

RL

**Event coaching clinics:**

VT reported that she had had to cancel the Coaching clinic at Whitbarrow Scar due to uncertainty about parking. However she was making arrangements to hold Coaching clinics at the individual days at both the JK and at the British Championships. VT said that she would send a letter out to all coaches inviting them to help at the clinics.

**On line coaching clinic:**

VT to contact Duncan Archer in order to try to re-kindle interest and further develop the site.

VT

**YMCA Lakeside 2007:**

The weekend has been booked for November 23rd to 25th and will run with a similar format. The Committee agreed that the charges may need reviewing as it was noted that there was an overspend last year.

VT

**Coaches kit:**

VT explained that there was still a delay with the supply of kit from the suppliers (Craft) but that she and Caroline Povey were hoping to get orders ready in time for the JK. Kit prices are to be reviewed. VT to keep coaches informed.

VT

**Insurance for coaches/tutors:**

VT explained that Amy Sarkies had offered to include coaches and tutors FAQ's re-insurance in a FAQ's document which she hoped to write soon.

**List of CRB/disclosure identity checkers:**

VT explained that Amy Sarkies had now added some extra volunteers names to the list.

**Ian Parfitt's orienteering coaching courses:**

VT explained that she had been contacted by Ian Parfitt who wishes to run coaching courses in collaboration with BOF. He is currently working with Andy Hemsted to arrange a course, open to all, in the Peak District. VT to talk with MH, and report back to Ian Parfitt, with regards to BOF's policy on it's level of involvement when working with someone on a business venture of this kind.

VT/MH

**Newsletter articles request:**

VT made a request for interesting coaching articles to be sent to her for use in newsletters and future issues of Focus. VT handed out a sheet giving the forthcoming Focus deadlines.

All

**07/14 Development Committee Report**

(See Appendix 2)

KM requested that anyone interested in being a member of the Volunteer work group should contact him.

**All**

**07/15 National Navigation Award Scheme**

DA reported that he has handed in his resignation and is leaving in November 2007.

There was no NNAS presence at this year's Outdoor Show.

**07/16 British Schools Orienteering Association report.**

BSOA wish to thank HOC and the other officials for BSOC 2006. Following the championships 17 pupils current age M14 were invited to take part in 3 days of coaching pre JK in Delamere Forest during the Easter Holiday 2007. The objective was to conclude with them running the World Schools Selection Race course from 2005 as preparation for them competing in the selection races in 2007. At the time of the invitation none of those invited were members of Regional Junior squads.

**07/17 Director of Coaching**

DA stated that he has not finished his involvement with coaching and that he still wishes to remain involved albeit to a lesser degree.

DA announced that Graham Candy has been appointed as the new Start Manager.

**07/18 Any other business**

**Junior Competitions Group**

Points to be noted;

- the following items will be added to the web-site
  - more information on recommended course lengths for Junior competitions
  - good practice guidance on course planning; white etc
- JIRC- organisers are asked to note the rule which prohibits non-competitive runs
- YBT - concern was expressed by the committee that some regions were suggesting unsuitable dates for the YBT rounds
- BSOC; the decision was made to confirm 1:10000 as the map scale for this event

**Elite Competitions Group;**

Coaching Committee had been asked by Elite Competitions Group to consider two aspects of the FCC competition;

- whether M/W 16 and below would score in FCC rounds
- whether M/W 16 and below would thereby qualify for the final

It was decided that the competition guidelines should remain unchanged i.e.

- M/W16 and below would 'ghost' score i.e. their position would push down the scoring of any M/W18 or M/W 20 behind them
- M/W16 and below would not qualify for the final, this being a competition specifically for M/W18's and M/W 20's.

**07/19    Dates of next meetings**

2<sup>nd</sup> June, 10<sup>th</sup> November and 15<sup>th</sup> March 2008, at Carrs lane Centre, Birmingham.

## APPENDIX 1

### Coaching Committee (CC) – Discussion Paper: Role, Priorities & Issues

This is a discussion document for Coaching Committee members to consider at the meeting on 17 March 2007.

Outcomes to the discussion might be:

1. Confirmation of the role of the committee
2. A statement clarifying the priorities of the committee
3. Agreement of the coaching aspects of the updated Strategic Plan 2007-2009
4. Agreement of the coaching aspects of the Operational Plan 2007
5. Issues or decisions to be raised with Council or Management as a consequence of this discussion
6. Issues to be addressed at future meetings or prior to the next meeting

#### Background

The current Terms of Reference of Coaching Committee are included as Appendix A; Coaching Committee revised its role and responsibilities in March 2002 and the notes are included as Appendix B.

After much discussion Derek's role has now been reviewed and will be focussed primarily on the international programmes. Mike has met with Derek on numerous occasions, Vicky, the Coaching Manager, on several occasions and them both together on two occasions and agreement has now been

reached regarding their work priorities. Appendix E outlines the work each has been doing and outlines

the coaching work that will remain as part of Derek's modified role.

During discussions between the Chairman of Coaching, Keith Marsden, Chief Executive, Mike Hamilton

and the International & Coaching Director, Derek Allison it became obvious that there are issues Coaching Committee members need to address as a consequence of the realignment of Derek's role.

Members should also be aware that submissions are being made to several Sports Council initiatives

that may enable further resource to be made available to coach development. The Coach & Club Development Programme, the Building Capacity (Volunteer Development) initiative and the Action Plan

for Coaching have the potential to increase staff time to deal with coach development.

Additionally, and in parallel to this, over the last few months the Coaching aspects of the Strategic Plan

and the Operational Plan have been updated and are attached as Appendix D.

#### Discussion

As a consequence of the above it is appropriate that Coaching Committee reconsiders its role and responsibilities and Terms of Reference; in particular:

- a) the current reduction in resource, specifically staff time, available to the coaching work programmes and the potential to make more funds for these resources available in the future
- b) the work programme to develop and implement UKCC
- c) the need to align British Orienteering's coaching programmes with the UK Action Plan for Coaching – and the consequential need for Strategic and Operational Plans to reflect this

The following questions may help structure Coaching Committee discussion:

1. **Role:** Does the following reflect the work the Coaching Committee oversees?
  - a. Development of coaching policy, strategic and operational planning both for British Orienteering and in alignment with UK trends ie UK Action Plan for Coaching
  - b. Coach/Instructor development – training and continuous professional development (cpd)
  - c. Coach/Instructor accreditation – UKCC & Teacher & Instructor modules: development, implementation and review; courses, assessment; tutors, assessors, internal verifiers etc
  - d. Coach Licensing Scheme – administration, etc
  - e. Athlete/orienteer development – education, school, university, outdoor centres, etc
  - f. Talent Identification & Development Programme – Regional programmes, Start programme; is this work best facilitated through the Coaching Committee or are there other ways to oversee this work?



g. Liaison with other programmes – World Class coaching programmes, Event standards, Competition Groups, Equity Action Group, Planning and Development, Orienteering in Schools

3. **Priorities:** Is it possible to prioritise these work programmes?

4. Does Coaching Committee prioritise its own workload/committee time to deal with the programmes?

5. Should coaching play a more significant part in the overall development of orienteering? If British Orienteering wishes to change the current image of orienteering amongst the British public into an image of orienteering as a more 'populist' sport then coaches may well be the delivery mechanism to bring this change about – for instance the delivery of more frequent club activity close to population centres. This will require a considerably larger workforce of coaches, possibly with modified skills, knowledge and experiences and will require funding. Is this a role Coaching Committee agrees with and wishes to oversee?

6. **Resource:** The staff resource available to Coaching Committee in 2007 is the Coaching Manager for 2 days per week (0.4 FTE – Full Time Equivalent), how can this be used most effectively?

7. Are there aspects of work programmes that can be delivered by volunteers? This is currently happening with Keith overseeing the UKCC developments, are there others? Specifically:

a. Can regional reps help deal with the constant flow of queries raised with Vicky (50% of her time) & Derek?

b. The organisation of the Lakeside event?

8. Are there aspects of work programmes that can be turned into administrative tasks in order that office staff can deal with them? Specifically:

a. The managing/administering of the licensing scheme?

b. The organisation of Lakeside?

9. Are there areas of work currently delivered that use staff time and/or finance that should/could be halted?

10. **Funding:** The budget and accounts for 2006 is attached as Appendix F; the 2007 Budget has a 'bottom line' figure but is awaiting outcomes from this discussion to finalise the use of the available funds to match priorities for 2007. Mike has agreed to support Vicky in developing and overseeing the budget. Consideration should be given to the most effective use of funds in 2007 and this may be an area of discussion that Coaching Committee wishes to spend some time on.  
MH March '07

## **Appendix A: Current Committee Terms of Reference**

In brief the current ToR are:

### **Composition**

Chair Proposed by CC and Approved by Management Committee and Council. Could also be an Association Representative

Vice Chair To be selected by CC. Should also be an Association Representative.

11/12 Members Representatives from all other Member Associations; representative can elect to be correspondent members

### **Secretary Coaching Manager**

In Attendance\* Vice Chair 2 of British Orienteering

### **Director of International and Coaching Programmes (Programmes Director)**

#### **Communication**

1. Meetings held 3 times per year. Quorum – Chair or Vice Chair plus 6 members (dependent on the number of correspondent members).
2. Agenda and discussion papers circulated to members 2 weeks before meetings. Minutes to be considered at Management Committee and circulated to Council and all Committees and Steering Groups and published on the Federation's website. CC may request MC for some information to remain confidential.
3. CC to report to Management Committee through Vice Chair 2 of British Orienteering or the Programmes Director
4. Association Members to report to respective Associations

#### **Responsibilities**

1. Responsible to Management Committee for orienteering coaching within the Federation
2. Develop a sustainable policy for the development of coaches in education and at club level
3. Advising Event Operations on the number of volunteers required for coaching at all levels
4. To be responsible for incentive schemes for orienteers of all ages
5. Provide support to the International Committee for the British International Team, particularly for the junior classes
6. Other responsibilities as decided by the committee and agreed by MC
7. Agree KPI's with MC to monitor assess, and report on performance

## **Appendix B: Roles & Responsibilities, coaching committee (March 2002)**

Aim: To enable all orienteers of all ages, abilities (and disabilities) to achieve their potential in and maximum fulfilment from the sport.

Primary Objectives: To ensure the development and implementation of coaching and coach education policy.

To ensure that sufficient coaching is available and that it is of high quality.

### **1. Policy Development**

- 1.1. Develop and recommend policy to BOF Council
- 1.2. Ensuring the implementation of council policy
- 1.3. Responsibility for the coaching relevant sections of the BOF Forward Plan

### **2. Coach Education**

- 2.1. The coaching award Scheme
- 2.2. National Vocational Qualifications
- 2.3. Coach education courses and conferences

### **3. Foundation and Participation**

- 3.1. Schools development, including the national curriculum
- 3.2. Outdoor Centre development
- 3.3. Student and Seniors development
- 3.4. Other organisations and opportunities Local Authorities, Sport England etc

### **4. Performance**

- 4.1. Regional junior Squads
- 4.2. Club orienteers personal performance courses

### **5. Excellence, currently the Start Programme(s)**

- 5.1. Junior selection committee (joint with International Exec)
- 5.2. Coaching Programmes

### **6. Facilities and resources**

- 6.1. Support and development for research
- 6.2. Resource development for coaches
- 6.3. Resource development for education
- 6.4. Skills based incentive schemes

### **7. Events**

- 7.1. Monitor progress and developments of the competition steering group

### **8. Maintain Effective Links with**

- 8.1. World Class coaching programmes
- 8.2. Event standards
- 8.3. Competition steering Groups
- 8.4. Equity Action Group
- 8.5. Planning and Development
- 8.6. Schools Development

### **9. Coaches**

- 9.1. Support for effective employment of the Director of coaching
- 9.2. Support for effective employment of the Coaching Manager

### **10. Administration and Finance**

- 10.1. Obtaining support for coaching projects
- 10.2. The effective use of financial support
- 10.3. Assisting with the preparation of Sports Council forward plans and annual reports

## **Appendix C: Coaching Committee Response to Development Committee Review**

This was presented to the Development Committee members in response to the review questions. "I would like to think that Coaching Committee would not only consider current operational matters but be better equipped to plan ahead.

Unfortunately at this time I believe we have two problems;

- a backlog of overdue administrative detail eg quality of information on the Coaches data base which through the efforts of the new Coaching Manager and CC's Regional representatives we are now beginning to address

- through lack of funding we have failed to address the needs of UKCC endorsement and are therefore beginning to slip behind other sports in the quality of our Coaching Tutor/assessment.

This is disappointing for a sport that for many years was an acknowledged leader in this area.

As for overlaps and gaps, since this has not been discussed in Committee then the following must of necessity be a personal view.

Prior to the last reorganisation Coaching Committee (largely) had the responsibilities now undertaken by Junior Competitions Group. Formerly therefore the objectives of the two groups were aligned. I now feel that that alignment no longer exists and that we have different objectives. For example Coaching Committee is charged with 'management' of the British Orienteering summer tours, which are designed to assist our best junior orienteers. However I believe that the Junior Competitions no longer reflect the need to find 'the best' but are more aligned to increased participation."

## **Appendix D: Strategic & Operation Plans – Coaching & Start Programmes**

The coaching and Start programme aspects of the plans follow. Draft copies of the plans are available for committee members that wish to see the documents in their entirety.

### **Strategic Plan**

**Coach Education & Development** – To develop a coach education and development programme aligned to UK standards

British Orienteering's roles and responsibilities:

1. To promote coaching within orienteering
2. Develop and maintain a coach education programme and accreditation scheme, which meets UK Coaching Certificate standards
3. To provide a clear structure and pathway for coaches
4. Development of learning and assessment resources
5. Coordinate training for, and monitor, tutors, assessors and verifiers

**Talent Identification & Development** – To produce medal winners of the future by identifying and developing young athletes

British Orienteering's roles and responsibilities:

1. Coordinate a UK wide approach to talent selection and support providing a pathway for talented athletes to progress through to elite status
2. Select and manage British Orienteering junior squads
3. Coordinate delivery of High Performance Coaching to squad athletes

### **Operational Plan**

**Coach Education & Development** – To develop a coach education and development programme aligned to UK standards that can be the foundation on which development in orienteering is built

British Orienteering's roles and responsibilities:

1. To promote coaching within orienteering

Promote British Orienteering coaching at events eg coaching clinic(s)

Continue to develop a corporate identity for coaches eg kit

Encourage clubs to provide at least one coach at events for newcomers

Updated website information, newsletters and publications

Continue to encourage more people to become coaches through positive marketing eg

"Coaching – the right route choice"

Provision of professional coaching stand / display

2. Develop and maintain a coach education programme and accreditation scheme, which meets UK Coaching Certificate standards

Produce and publish a clear coaching structure with defined competencies, knowledge and experiences based on the UKCC accreditation Levels 1 to 3

Establish and implement a clear development pathway for coaches both in regard to formal qualifications and personal development

Develop UKCC Levels 1 and 2

Maintain the current scheme and develop a further ?? coaches during 2007

Monitor the current UK coverage provided by active coaches and if appropriate target training courses to increase the geographic coverage

Develop commercial courses or workshops that will develop navigation skills

Review the membership management system and determine if it is able to meet the data collection requirements of British Orienteering including the number of coaches at each level and the amount of coaching they provide

Establish procedures for the 'Licensing' of coaches including to modify the database to enable effective management of the scheme

Continued development of learning and assessment resources

To provide all coaches with the tools to market orienteering and participate in the talent identification and development scheme

Provide day-to-day operational management of and support for coaching through the British Orienteering office

Develop standard office procedures for dealing with routine coaching matters

Dealing with general enquiries concerning coaching

Monitoring the coaching budget

3. To provide a clear structure and pathway for coaches

To provide a succinct pathway model

To promote the pathway through Focus and the web site

4. Development of learning and assessment resources

5. Coordinate training for, and monitor, tutors, assessors and verifiers

To foster and facilitate the sharing of ideas and resources especially between tutors through the provision of seminars and the annual coaching conference

To support the implementation of UKCC Levels 1 and 2 in 2008

To support the implementation of courses and workshops for teachers and outdoor pursuits Staff

**Talent Identification & Development** – To produce medal winners of the future by identifying and developing young athletes

British Orienteering's roles and responsibilities:

1. Coordinate a UK wide approach to talent selection and support providing a pathway for talented athletes to progress through to elite status

Review current practices and establish and implement a pathway for talented athletes

2. Select and manage British Orienteering junior squads

Set selection criteria and schedules for the junior squads on an annual basis

Establish competition and training programmes for the junior squads

Coordinate support structures for members of the squads

Provides teams with information, management and support services

3. Coordinate delivery of High Performance Coaching to squad athletes

Establish a programme to disseminate information between senior and junior coaches

Establish continuous professional development plans for all staff

## Appendix E: Programme Director & Coaching Manager Work Programmes

DA had a 50% commitment to support coaching in 2006.

<b>DA's Coaching Commitments</b>	per year commitment		
<b>Anticipated</b>	Expected	Agreed in 2007	Comment
Coaching committee meetings	12	3	continue to attend meetings but agenda, minutes and actions by Vicky
Adventurous Activities Industry Advisory Committee	4	0	resign
Skillsactive Outdoor Employers Group	4	0	resign, consider a volunteer
Plas Y Brenin Management Committee	1	1	try to find a volunteer
Annual Coaching Conference	6	2	continue to attend, help prepare programme at meeting with HP, VT & MH in April, admin by Amy and Nicole report by Vicky
UKCC Meetings	3	3	attend
UKCC Material review	6	0	delegate to others on the UKCC Source Group
UKCC Forums	3	0	delegate to others on the UKCC Source Group
National Navigation Award Scheme	6	3	resign from AGM in November, miss some meetings
SportscoachUK Action Plan for Coaching	4	4	prepare Coaching actions in line with UKAPC prior to March Meeting
Coaching Days	1	1	attend Bishops Wood
Level 4 Course	3	0	delegate to John Palmer
English Outdoor Council	1	0	watching brief maintained, try to find a volunteer
Outdoors show	1	1	attend
YMCA Lakeside M/W16's weekend	2	0	item on March Coaching Committee agenda, what is it for and how high priority is it? Find a volunteer organizer?
Regional Junior Squad Coordinators Seminar	2	0	International Responsibility?
Tutor/Assessor Seminars	3	0	delegate following UKCC developments
<b>Total</b>	<b>62</b>	<b>18</b>	

### Others without specific time commitments

Coaching for Teachers	
CAS enquiries, Teachers	try to find a volunteer to produce a FAQ sheet based on Vicky's email responses of the last year
CAS enquiries, Outdoor Centre Instructors	try to find a volunteer to produce a FAQ sheet based on Vicky's email responses of the last year
CAS enquiries, Coaches	try to find a volunteer to produce a FAQ sheet based on Vicky's email responses of the last year
CAS enquiries, Tutors	try to find a volunteer to produce a FAQ sheet based on Vicky's email responses of the last year
CAS enquiries, Assessors	try to find a volunteer to produce a FAQ sheet based on Vicky's email responses of the last year
Supporting Vicky	continue!
Regional Development Officer	Coaching Support ?
Coaching budget	Mike to help Vicky

Coaches support ?  
 First Aid Course coordination ?  
 1st4sport Qualifications liaison ?  
 Child protection issues ?  
 Outdoor Centre Accreditation scheme ?

### Things not yet started

Marketing of coaching  
 Coaching for seniors & veterans  
 Coaches mentoring scheme  
 Training camp for 'ordinary' members  
 Child protection training for children  
 Coaching for minority groups and the disabled

### Coaching Manager

The responsibilities of the Coaching Manager will be to:

1. Support those clubs and coaches who are already involved, and have a clear commitment to the development of orienteering coaching
2. Liaise with and support regional coaching co-ordinators and development officers
3. Promote, monitor and co-ordinate coaching courses
4. Generate and encourage new ideas for the development of coaching in orienteering
5. Manage the coaching award scheme
6. Develop standard office procedures for dealing with routine coaching matters
7. Co-ordinate the annual YMCA Lakeside course for M/W16's and their coaches
8. Co-ordinate the annual BOF Coaching Conference
9. Deal with general coaching enquiries
10. Support the World Class Programme coaching staff
11. Manage the BOF Coaching First Aid Course programme
12. Support the work of the BOF Coaching Committee
13. Monitor the Federation's coaching budget

The numbers alongside the responsibilities are used within the work programme spreadsheet.

### VT Work Programmes

#### Indicated from 2006

	Days per yr	Progs
General Coaching enquiries	50	1,2,3,5,9,10
Liaison: members, coaches, tutors, reg reps, officials, RDOs, 1st4Sport, etc	inc above	
Coaching Committee: 3 meeting, prep. Servicing	12	12
Annual Coaching Conference	4	8
YMCA Lakeside M/W U16s: enq, booking, advertise, planning, Permissions	4	7
Resources & Communications: coaching literature, newsletters, website, Focus, CD	10	4,5
Review & improve procedures: licensing, database	15	4,5,6
Coordination of 1st Aid courses	4	11
Provision of kit for coaches, ordering, distribution	4	4
Coordination of BOF Coaching days x2	4	3
Develop & monitor budget	4	13
Coaches qualifications, renewals	4	5
Coaching Clinics, BOF Stands, Outdoor Show, JK, BOC	3	4
Child Protection	2	5
Office meetings x6 (part days)	2	

#### Other

UKCC  
 Reg Junior Squads  
 Seminars  
 Forums  
 Level 2 course  
 Admin

Total days: 122  
 VT is employed for 104 days per year & has 10  
 days holiday ie has 94 days Available



## Appendix F: 2006 Coaching Budget & Accounts

28-Feb-07

# Coaching

## Description

December 2006

Annual

YTD

Variance

### Coaching Management

#### Management

Coaching Admin - Staff Costs	29,909	29,909	0
Coaching Rent etc Costs	4,366	6,366	-2,000
Coaching Nat Office Costs	0	250	-250
Coaching Committee Expenses	1,101	1,096	5
Coaching Prog Manager - Exps	500	2,276	-1,776
	<b>35,876</b>	<b>39,898</b>	<b>-4,022</b>

### Instruction/Registration

#### Coaching

#### Instruction

Level 1 & 2 Coach Cert award fees	0	690	-690
Level 1 & 2 Coach Cert award Fees	-5,000	-8,666	3,666
Courses for Teachers Expenses	0	0	0
NCF Courses for Teachers Grant	0	0	0
Outdoor Centre Reg - Expenses	100	44	57
Outdoor Centre Reg - Income	-100	-100	0
	<b>-5,000</b>	<b>-8,032</b>	<b>3,032</b>

### Coaching Delivery

#### Delivery of

#### Coaching

Club Coaching April	500	547	-47
Club coaching April Income	-300	-345	45
Club Coaching Nov	300	270	30
Club Coach Nov - Income	-200	-668	468
Lakeside Expenses	7,000	8,855	-1,855
Lakeside Income	-5,500	-4,765	-735
	<b>1,800</b>	<b>3,894</b>	<b>-2,094</b>

### Coach Training/Development

#### Coach Training

Coaching Conference	5,600	5,669	-69
Coaching Conference - Income	-2,500	-2,661	161
Level 3 Coach Course	1,200	798	402
Level 3 Coach Course - Income	-750	-760	10
Level 4 Coach Course	800	392	408
Level 4 Coach Course - Income	-450	-470	20
Coaching Award Courses	0	0	0
Coaching Award Courses - Inc.	0	0	0
Sports Science Course	0	0	0
Other Coach Education - Income	-700	0	-700
Coach Educ & Development	1,450	933	517
	<b>4,650</b>	<b>3,901</b>	<b>749</b>

### Coach Training/Development

#### First Aid Courses

First Aid 1	2,100	1,708	392
First Aid 1 Income	-750	-426	-324
First Aid 2	2,100	0	2,100
First Aid 2 Income - Glenmore	-750	-60	-690
First Aid 3	2,100	750	1,350
First Aid 3 Hudnall	-750	-722	-28
First Aid 4	0	1,425	-1,425
First Aid 4 Income	0	-1,336	1,336
First Aid SWOA	0	1,050	-1,050
First Aid SWOA Income	0	-1,050	1,050
	<b>4,050</b>	<b>1,340</b>	<b>2,710</b>

### Coach Training/Development

#### Coach

#### Development

Coaching Newsletter	0	0	0
Display/Tutor Logbook Resource	0	0	0
Display/Tutor Logbook Income	0	0	0
Coaching Kit	3,000	3,234	-234
Coaching Kit - Sales	-3,000	-3,491	491
	<b>0</b>	<b>-258</b>	<b>258</b>

### Project UK Coaching Certificate

#### Coaching

#### Certificate

UKCC Comm Meeting Costs	200	441	-241
	<b>200</b>	<b>441</b>	<b>-241</b>

## TOTALS

41,576	41,184	392
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28 February 2007

World Class Start

December  
06

<b>Description</b>	<b>Annual</b>	<b>YTD</b>	<b>Variance</b>
<b>World Class Start</b>			
<i>Programme Expenses</i> Start Prog Staff Expenses	500	203	297
Start Insurance	1,000	842	158
	<b>1,500</b>	<b>1,046</b>	<b>454</b>
<b>World Class Start</b>			
<i>Talent Development</i> Spring Weekends	10,200	12,003	-1,803
Spring Weekends non start	-550	-700	150
Lagganlia Expenses	8,850	9,711	-861
Lagganlia - Income	-3,300	-3,450	150
Summer Camp 2- Balaguish	6,000	6,701	-701
Glenmore Inc.(Non Start)	-2,400	-2,700	300
Summer Camp 3- Halden	13,500	10,490	3,010
Halden Inc.(Non Start)	-4,200	-3,724	-476
Summer Camp 4-Sweden Uppsala	13,500	10,635	2,865
Sweden Inc.(Non Start)	-4,200	-4,200	0
Autumn Weekends	8,350	6,744	1,606
Autumn weekends non start	-500 -	450	-50
	<b>45,250</b>	<b>41,058</b>	<b>4,192</b>
<b>World Class Start</b>			
<i>Programme Support</i> Athlete/Equipment Support	2,200	918	1,282
	<b>2,200</b>	<b>918</b>	<b>1,282</b>
<b>World Class Start</b>			
<i>Coach Development</i> Coaching Development & Support	1,650	1,170	480
	<b>1,650</b>	<b>1,170</b>	<b>480</b>
<b>World Class Start</b>			
<i>Programme</i>			
<i>Administration</i> Start Prog.- Selection Exps	400	214	186
	<b>400</b>	<b>214</b>	<b>186</b>
<b>Total</b>	<b>51,000</b>	<b>44,407</b>	<b>6,593</b>

The budget for 2007 has been agreed as a bottom line figure; however spend within the Coaching and Start programmes are still to be agreed. The Coaching figures reflect the extraordinary funds of £20k for Coaching for Teachers and £10k that Council agreed for use with UKCC.

<b>Prog</b>	<b>Detail</b>	<b>Expend'</b>	<b>Income</b>	<b>Grant</b>	<b>Net</b>	<b>Budget</b>	<b>Budget</b>
					<b>BOF</b>	<b>2007</b>	<b>2006</b>
Coach Education							
	Improvements to Coaching Data Base	1,500		1,500		1,500	
	Coaching Kit	2,000	(2,000)				
	Certification awards fees	1,000	(5,000)		(4,000)	(4,000)	(5,000)
	Coaching Committee Meeting Expenses	2,000			2,000	2,000	1,101
	UKCC Development	2,000			2,000	2,000	200
	UKCC Level 1 Coach Education	4,000			4,000	4,000	
	UKCC Level 2 Coach Education	4,000			4,000	4,000	
	Coaching Conference	5,700	(3,000)	2,700		2,700	3,100
	Coach Education (+ level 3&4)	3,200	(2,000)	1,200		1,200	750
	Coaching for Teachers	20,000		20,000		20,000	
	First Aid Courses	1,000	(1,000)				4,050
	Club Coaching x2	2,000	(1,000)	1,000		1,000	300
	Junior Coaching - Lakeside	8,500	(5,000)	3,500		3,500	1,500
<b>Total Coach Training and Development Prog (ex staff)</b>		<b>56,900</b>	<b>(19,000)</b>	<b>29,900</b>	<b>8,000</b>	<b>37,900</b>	<b>6,801</b>
<b>Start Programme</b>							
	Start Programme: Salaries, expenses, overheads (inc p&p, phone, services, etc)						
	Start Manager salary						
	Start Manager expenses	500		500		500	500
	Office & overheads	2,723		2,723		2,723	2,482
	Insurance	1,000		1,000		1,000	1,000
	Selection expenses						
	Total	4,223		4,223		4,223	3,982
Start Programme: Talent Identification & Development							
	Programme						
	Please advise as to areas/splits eg 2006 accounts						
	total available for programme & below	63,000	(12,600)	50,400		50,400	49,500
		63,000	(12,600)	50,400		50,400	49,500
Start Programme Support							
	Athlete/Equipment support						
<b>Total Start Programme</b>		<b>67,223</b>	<b>(12,600)</b>	<b>54,623</b>		<b>54,623</b>	<b>53,482</b>

## APPENDIX 2

### BOF Development Committee

24th January 2007

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

##### Attendees

Chris James  
Keith Marsden  
Lyn West  
Mike Hamilton

Peter Bylett  
Toni O'Donovan  
Caroline Povey

Derek Allison  
Neil Cameron  
Hilary Palmer

Apologies  
Donald Petrie  
Malcolm Duncan

David Harrison Peter Christopher

##### Introduction

The Chairman reminded members of the need to complete their Declaration of Interest for 2007 and to point out during the meeting where those interests might impinge on the discussion.

##### Multi Day Development Fund.

Draft Procedures for applications for funding from the various funds within British Orienteering were considered.

The funds available are;

- The Multi-day Legacy Fund
- The Bertie and Elsie Ward Funds
- The WOC 76 Fund
- Sport England monies
- School club link monies

The draft procedures were approved and once the application form and detailed procedures are completed the application process will be published on the web.

The committee had received no applications for Development funding.

##### Volunteer Strategy

Draft Terms of Reference for the Volunteer Workgroup were considered. After discussion the TOR's were agreed and it was decided that the Workgroup should report by the end of June.

Volunteers to sit on the Workgroup will now be sought. It is envisaged that the majority of the business of the Workgroup will be conducted by e-mail.

##### Membership

The work undertaken by Dave Nevell in reviewing the historical trends of BOF membership was considered. It was felt that the conclusions drawn by Dave were in line with the overall 'gut feeling' of the committee members.

Dave will be asked to do a similar analysis on participation statistics.

##### Review of the Work of the Committees and Groups.

Following the last Development Committee meeting a request had been made to Committee Chairmen to review their committee's Roles and Responsibilities.

The feedback received had been summarised and there was a lengthy discussion aimed at highlighting;

- areas of overlap
- areas where committees felt they were not addressing their R&R's
- areas not covered by the committees.

As a result of the discussion suggestions were made as to how to address the perceived problems and in particular, areas which it was felt were not receiving sufficient attention, were assigned to Committees or Groups.

There remained a number of unattached items which largely fell under the general heading of 'development'.

Further consideration of the work of the Development Committee will be undertaken at the next meeting.

However it is likely that the 'Development Committee' with its present remit will be disbanded and replaced by a new Development Committee to stand alongside the existing Committees, but with amended responsibilities.

##### Next Meeting

18<sup>th</sup> April 2007