

**Development Committee**  
**Minutes**  
**Wednesday 4 June 2008**

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**The Board is asked to approve:**

**Item 5 (1):** Changes to the Development Committee Terms of Reference as attached appendix 1

**Item 7:** Recommendations to changes to the 'Multi-Day Levy Fund' and approval of the procedure for applying for development grants:

- 1) the Multi-Day Levy Fund should be renamed 'British Orienteering Development Fund'
- 2) the fund should be open to submission from all clubs/associations without restriction
- 3) the application process and deadlines should remain the same for this fund and also for applications for grants to the Ward fund for Junior development
- 4) school/club links projects and bids for volunteer training should be removed from the grant application process as these form part of the development budget for England and applications will be sought via the Development staff.

**The Board is asked to note and decide:**

**Item 8:** Re the development of web based results database, the Board should decide which committee/group should be responsible for overseeing this development as it is not obvious whether this is a fixtures group / rules group / events committee remit.

However the Committee did agree that the Ranking List should be an incentive scheme for all members who compete from Local through to National level events.

**Attendance:****Action**

Ed Nicholas, Chair	Steve Buckley, NWOA
Scott Collier, SWOA	Colin Matheson, NEOA
Roger Scrutton, SOA	Ian Webb, SCOA
Mike Hamilton, Chief Executive	Steve Vernon, Participation Manager
Hilary Palmer, Development Manager	

**Apologies were received from the representatives of the following associations:** BSOA, EAOA, EMOA, NIOA, SEOA, WMOA, WOA, YHOA

**1 Opening remarks**

EN welcomed everyone to the newly reformed Development Committee which he said has a vital role in deciding on strategy to take the sport forward.

**2 Declaration of Interest**

Declaration of interest forms were handed in. No declarations of interest were noted for this meeting.

Any outstanding forms should be completed and sent to the office.

Some  
reps.

**3 Minutes of meetings**

HP to take minutes and circulate draft for agreement before final minutes put on the web site

HP

**4 Notification of any other business**

EN: development of a recognised coaching pathway for young seniors/adults. See item 12 below.

**5 Terms of Reference for Development Committee**

1) Some slight changes to the Terms of Reference were made which will be recommended for adoption to the Board. See attached Appendix 1 .

EN

2) The Terms of Reference will be reviewed annually.

3) It was agreed that regional representatives should act as a communication conduit between their regional committees and clubs and the Development Committee.

All reps

**6 Development Team Reports**

HP gave a brief review of the development staff reports and explained that the RDOs are employed to work between 1 and 2 days per week with the focus split between:

- a) facilitating schools to introduce orienteering (signposting schools to a mapper and a tutor who will provide teacher training) and
- b) supporting clubs to achieve Clubmark accreditation and with their development projects

HP emphasised that the RDOs do not do 'hands on' work in schools as part of their roles. Encouraging clubs to promote local activities in areas where there are orienteering schools is important and some clubs are now seeing an influx of school orienteers and their families.

Club development conferences (e.g. in SW and YH) and the provision of training courses for coaches, planners etc are an important aspect of the team's development work.

The committee commented very favourably on how much the RDOs do with such limited contractual time.

7

### **Ward Fund & Multi-day Levy Fund grant application process**

The background to these funds was explained:

- 1) The Ward fund was a bequest to aid junior development
- 2) The Multi-day Levy Fund comes from organising regions of multi day events such as the Scottish Six Days, Lakes and Welsh Five Days. These regions keep half of the event levies for their development projects and the other half goes into a fund from which all clubs and associations can claim. Historically there had been limits as to which regions/clubs could apply for funding.

It was agreed that this committee should recommend to that Board that:

- 1) the Multi-Day Levy Fund should be renamed 'British Orienteering Development Fund'
- 2) the fund should be open to submission from all clubs/associations without restriction
- 3) the application process and deadlines should remain the same for this fund and also for applications for grants to the Ward fund for Junior development
- 4) school/club links projects and bids for volunteer training should be removed from the process as these form part of the development budget for England.

EN

There was further discussion as to whether there may need to be more strategic use of the fund in the future depending on the level of Sports Council funding for development work. This will be reviewed annually.

8

### **Incentive Scheme(s)**

There was a discussion about incentive schemes such as badges (Colour coded and age class) and the ranking scheme. It was noted that these indicate an individual's improvement and progression competitively.

- 1) It is recognised that these incentives will work best if there is regional/national promotion that they exist and if results are updated to include badge times/lines. Currently web results rarely show these and the committee thought that clubs should be encouraged to show them.
- 2) MH explained that it is hoped that future developments of the web site fixtures/results section would enable the ranking scheme to be extended to include features such as being able to track ones own results/ranking and the system being able to send an automated email to celebrate the achievement of, for example, three silver times, three orange standard results etc. It would also be possible to view results in a national database in different ways e.g. for a regional league/gallop, for a club league etc.

HP in  
Club  
mailing

The committee agreed that this should be progressed and that the Board should decide which committee/group should be responsible for overseeing this development. It is not obvious whether this is a fixtures /

EN/MH  
Board

rules / events remit.

However the Committee did agree that the Ranking List should be an incentive scheme for all members who compete from Local through to National level events.

3) It was also acknowledged that other incentives such as the recognition of different forms of service to the sport should be used more widely so as to reward and recognise contributions to the sport.

There needs to be more development and promotion of these ideas.

Dev.  
Comm.  
Future  
agenda

## **9 Group discussion on 'quality clubs' and 'volunteers'**

Two group discussions on what makes a 'quality club' and 'volunteer development' took place. These were an opportunity for the committee members to pinpoint key points to inform the Whole Sport Plan.

It was agreed that:

Quality Clubs are well managed; offer opportunities for everyone to develop themselves through the sport; need to meet regularly, frequently and ideally to have a definite club base; offer a wide range of activities not just be event organising operations.

Volunteer recruitment needs to be well managed in a club with roles clearly described and training/mentoring to give people confidence. It is essential to recognise / reward volunteers and a club will need a volunteer co-ordinator(s) to help volunteer development in the best possible way. Volunteer development in a club is part of developing the individual members and various methods to train volunteers such as online information for home learning, workshops, mentoring/apprenticing are needed.

## **10 Participation Project (England)**

Steve Vernon reported on progress to date and answered questions from the committee. The 5 clubs in the pilot project are very different in their stages of development and their needs e.g. coach training.

See appendix 2 for an overview of the project to date.

SV will keep everyone informed of progress via Focus, the web site and this committee

SV

SV also reported that he and Caroline Povey are developing an online design and print template for clubs to be able to produce advertising posters and flyers using some good examples from clubs.

## **11 Whole Sport Plan**

MH explained that the development sections of the Whole Sport Plan 2009-13 (see appendix 3) were based on the following:

1) It is necessary to provide for development of orienteering in school, FE and HE sectors of education

2) There must be development of community orienteering as part of increasing participation so that people can access local orienteering

3) In order to retain people in the sport clubs must offer a 'quality' experience.

4) Underpinning the community 'O' and quality 'O' themes is the need for well organised volunteer development

It was stressed that orienteering cannot deliver all of this nationally. Clubs are the deliverers so there will be an approach to work with 10 clubs per year and to develop volunteer co-ordinators in clubs.

MH emphasised that the WSP must be what the sport needs but that it will need to be written in 'sports council speak' in order to attract funding for the programmes. It is anticipated that draft proposals will be circulated in late summer within the sport and submission to the sports councils will be in early autumn. MH

**12 Any Other Business – see (4) above**

1) EN is keen that development of young adults in the sport is discussed in more detail at a future meeting.

2) IW raised the issue of the promotion of good practice ideas to clubs.

Both these will be in a future agenda as there was not time at this meeting. EN/HP

**13 Date and Venue of next meeting**

The next meeting will be in Derby on Saturday 13<sup>th</sup> September 2008 ALL

It is hoped that regions will delegate a representative or substitute to attend.

**14 Chairman's closing remarks**

The Chair closed the meeting by thanking everyone for attending and contributing to the discussions in such a positive way.

## Action List

Item No.	Action	Person responsible	Status
<b>2</b>	Declaration of Interest forms required from committee members – completed and returned to the national office	<b>Some reg. reps. asap</b>	
<b>3</b>	Draft minutes to be circulated for comment before putting on web site	<b>HP</b>	
<b>5 (1)</b>	Changes to Terms of Reference to be made and submitted to the Board for approval	<b>HP / EN</b>	
<b>5 (3)</b>	Regional reps to act and a communication conduit between their regions, clubs and this committee	<b>Regional reps.</b>	
<b>7</b>	Recommend to that Board that: 1) the Multi-Day Levy Fund should be renamed 'British Orienteering Development Fund' 2) the fund should be open to submission from all clubs/associations without restriction 3) the application process and deadlines should remain the same for this fund and also for applications for grants to the Ward fund for Junior development 4) school/club links projects and bids for volunteer training should be removed from the process as these form part of the development budget for England.	<b>EN</b>	
<b>8 (1)</b>	Currently web results rarely show the colour coded or badge times / lines and clubs should be encouraged to show them	<b>HP via Club mailing</b>	
<b>8 (2)</b>	Progress on web based results database and the Board should decide which committee/group should be responsible for overseeing this development.	<b>MH EN/Board</b>	
<b>8 (3)</b>	Future agenda item: recognition of different forms of service to the sport should be used more widely so as to reward and recognise contributions to the sport.	<b>HP – agenda All – canvass ideas</b>	
<b>10</b>	Keep committee advised on progress with Participation Project pilot clubs	<b>SV</b>	
<b>11</b>	WSP to be circulated before submission to sports councils	<b>MH</b>	
<b>12 (1)</b>	Development of young adult pathway in the sport – to be a future agenda item	<b>EN/HP</b>	
<b>12 (2)</b>	Promotion of 'good practice' ideas – future agenda item	<b>HP/SV</b>	

## **Appendix 1: Development Committee: Terms of Reference – Adopted June 2007; Amended June 2008**

The purpose of these Terms of Reference is to provide the umbrella framework within which the Development Committee will operate.

### **Authority**

Authority is delegated to the Development Committee by the Board of Directors to oversee and monitor the work of the development staff across the UK; the Committee will ensure development work is aligned to the vision, values and strategic objectives as determined by the Board.

### **Composition and Membership**

Development Committee shall consist of:

- Chairman, a designated Officer of British Orienteering or a person proposed by Development Committee and approved by the Board
- Director of British Orienteering, *if the Chairman is not a Director of the Federation*
- Development Manager
- Participation Manager
- 3 National Representatives, one each from the Home Nations development programmes
- 9 Association Representatives, one each nominated by the English regional Constituent Associations
- 1 representative nominated by the British Schools Orienteering Association

Non-voting members:

- Secretary, a staff member as determined by the Chief Executive and agreed by the Chairman
- Chief Executive and Chairman of British Orienteering have a right to attend as non-voting members

Development Committee has the right to invite further attendees that shall be non-voting.

### **Responsibilities**

Development Committee is responsible for advising and guiding the Board on strategies to:

- Increase participation and recruit and retain membership of British Orienteering across the age classes
- Promote and market the sport of orienteering
- Support the development of clubs
- Recruit, develop and retain volunteers
- Oversee the delivery of the development objectives as agreed by the Board in the Strategic Plan, and where appropriate supporting other Committees in delivering strategic objectives
- Providing a sounding board for the work of the Development staff particularly in establishing annual targets and monitoring procedures
- Overseeing the work of the Development staff and ensuring it remains focused on delivering the annual operational targets

### **Reporting Structure**

Minutes shall be considered at Board meetings and the Chairman will report directly to the Board. Minutes will also be circulated to the Board, all Committees and Groups, and published on the British Orienteering website.

### **Meetings**

Meetings are held in accordance with the British Orienteering Meeting Guidelines and shall be held a minimum of 3 times per year.

## Appendix 2: (Item 10) Increasing Participation (English clubs) Update

The following clubs were selected for the 'Increasing Participation Pilot Project':

1. Barrow Orienteering Club
2. Southampton Orienteering Club
3. Southdowns Orienteering Club
4. South Ribble Orienteering Club
5. Wessex Orienteering Club

- Since the selection of the 5 clubs the new Participation Manager has had an initial meeting with all of the clubs and started to support the clubs with their plans to increase participation.
- As well as trying to provide solutions to marketing, coaching and volunteering issues the focus has been on establishing a regular (weekly) local facility to act as a club base and to provide orienteering activities as a means of attracting newcomers and beginners to the sport.
- It is hoped that establishing a base will provide familiarity for people and a more regular meeting point that will promote a good club vibe that people can sense.
- The word 'activities' has been used as opposed to 'events' which the definition below should hopefully clarify:

*'Orienteering activities are flexible, easy to set up tasks that can be used to develop individual or group's (small or large) orienteering skills. Activities can take place both indoor and outdoors using a variety of resources dependent on the type of activity planned. In addition activities can be planned to cater for varying abilities of participants from beginner to competent orienteer so that they involve a whole group or club together'.*

- A 'Club Activity Guide' has been produced to provide a resource for clubs aiming to provide orienteering activities and training exercises for current club members and newcomers to the sport of orienteering. The guide contains over 30 indoor and outdoor activities and a guide to setting up Street-O. It is hoped that the guide can be used to increase participation within the sport and offers clubs the opportunity to provide more regular activities that may be more accessible to newcomers and beginners to the sport before progressing into more traditional orienteering events.
- The 'Club Activity Guide' will be made available to clubs currently practicing localised activities or aiming to start them.

The Participation Manager has assisted the 5 clubs with the following:

- Two Level 1 and 2 combined coach education workshops have been set up in the South East and South West regions to enable clubs to provide more coaching.
- Establishing a relationship with local County Sports Partnerships (CSP's) and their sports staff: Partnership Development Managers (PDM's), Sports Development Officers (SDO's) and School Sport Coordinators (SSCo's) who are all able to assist in club development.
- Developing successful marketing and publicity strategies to promote their club and new club base.
- Establishing relationships with FE colleges who can provide 16 – 18yr old sports students to volunteer and assist in club development.



- Finding a suitable and affordable venue to act as a club base.
- Developing simpler and less time consuming events and activities to attract newcomers with no prior knowledge or experience of orienteering.
- Motivating and inspiring current club members to get involved with 'Increasing Participation' within their club.
- Learning to distribute and share the volunteer workload within clubs more evenly.
- Establishing a friendly and sociable environment that attracts and retains new people into the club.

Steve Vernon, Participation Manager

### Appendix 3: (Item 11) British Orienteering – Whole Sport Plan 2009-13 Development Section

This is a summary of the sections which are in the draft WSP Development Section

Programme	Targets	Comments
School, FE and HE	<ul style="list-style-type: none"> <li>No. of school/club links</li> <li>No. of FE/HE – club links</li> <li>Establish means of measuring no. of schools taking part in orienteering competition</li> </ul>	<ul style="list-style-type: none"> <li>RDO support for introduction of 'O' – signposting to mapper, tutor for training</li> <li>RDO as broker in the school/college link to clubs</li> <li>RDO liaises with School Sport Partnerships and County Sport Partnerships re competitions taking place</li> </ul>
Community 'O'	<ul style="list-style-type: none"> <li>No. of clubs/centres involved</li> <li>No. of participants in weekly activities</li> <li>Participants becoming club members</li> </ul>	<ul style="list-style-type: none"> <li>Participation pilot to target 5 more clubs each year and maintain support for the 5 from the previous year</li> </ul>
Quality 'O' experience	<ul style="list-style-type: none"> <li>No. of Clubmark clubs</li> <li>No. of local events</li> <li>Participation in regional events</li> <li>Participation in national and major events</li> <li>No. of participants receiving coaching</li> <li>No. of participants involved as event officials</li> <li>No. of participants helping at events</li> </ul>	<ul style="list-style-type: none"> <li>Clubmark accreditation is the recognition of minimum operating standards for quality clubs</li> <li>Establish robust data capture for all these participation measures</li> </ul>
Workforce development - underpins Community 'O' and Quality 'O' experience programmes	<ul style="list-style-type: none"> <li>No. of clubs with Volunteer Coordinators</li> <li>No. of event volunteers receiving training/attending workshops</li> <li>No. of UKCC Coach accreditations</li> <li>No. of NGB accreditations (other than UKCC)</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Coordinators key to deployment of clubs' workforce – online and workshop support</li> <li>Provision of online and workshop support for regular training of event officials and mappers</li> <li>Provision of regular training courses for coaches</li> </ul>