

# Development Committee Minutes

Saturday 11 September 2010



The Board is asked to note:

**Item 4: Development Fund grants have been awarded to the following clubs:**

- Swansea Bay Orienteering Club is awarded £900
- Kingdom of Fife Orienteering Club is awarded £1,000

**Item 5: The Service Awards will be separated from the Silva Award and nominations will be received in April and October**

**Item 8: The Terms of References of the committee have been updated**

## Attendance

Ian Webb (Chair) Mike Hamilton (Chief Executive)

Helena Burrows (WOA) Steve Buckley (NWOA)

Scott Collier (SWOA) Peter Bylett (BSOA)

Colin Best (YHOA) John Woodall (Board)

**Apologies were received from** Roger Scruton (SOA);Edward Nicholas (Development Manager);Steve Vernon (Participation Manager North);Richard Barrett (Participation Manager South)East Midlands, West Midlands, East Anglia.

## **1. Minutes of previous meeting**

**1.1** The Minutes of the meeting held on Saturday 5 June 2010 were agreed to be a true record.

**1.2** The actions had been completed and it was noted that there is approximately £36k available in the Development Fund. Additionally it was noted that there will be a further payment from the 2010 Lakes 5 Day Event into the Development Fund.

## **2. Regional Reports**

Reports from the Associations present included the following significant points:

- SWOA had held a training day for officials.
- NWOA is continuing to deliver 'increasing participation' as reflected in SV's report; staging major events and the Lakes 5 Day have impacted significantly on workloads in the NW.
- WOA held a Development Conference last Saturday and had a good turn out with 14 participants; WOA are now waiting on the clubs involved to produce club development plans. Sports Council for Wales has provided some funding but unfortunately not for a development officer; WOA thank British Orienteering for assisting with some additional funding.
- BSOA voted to set membership fee to £0 in order to increase the number of schools they are communicating with; BSOA website has been updated this week and can now take orders from anyone delivering orienteering to young people. PB provided examples of resources that are available from BSOA. British Orienteering / BSOA are working towards a new agreement, as a part of this agreement Ozone is being distributed electronically next week.
- YHOA, SYO have now achieved Clubmark accreditation; SYO also won the Peter Palmer relays which reflects well on the club development programme which includes a club night and a talent squad sessions.
- EMOA continues to deliver the Community O programme as described in SV's report; NOC and DVO are continuing to operate well; Mansfield satellite centre is now self-sustaining with the coaching now being delivered by one of the new members.
- SCOA, a Saturday series is now growing; BAOA Wednesday series is also growing to a regular turnout sufficient for 4 courses; TVOC has established a development committee which has made recommendation to the club and has already set up a schools league.

MH described the Regional Roadshow that is about to commence.

## **3. Development Programme Report**

EN had provided a report and the following points were highlighted:

- a) The Development Programme will shift focus to regular community activities and away from the focus on schools; this community focus has been positively received and develops the excellent work that has been delivered in schools.
- b) School/Club links work has and will continue to play a significant part in the programme.
- c) The focus on *regular* activities is seen as being key to being successful – however it does highlight the need for there to be more support for volunteer development.
- d) The HE programme will target 5 universities for this year; the point was made that it is important for the development to be aligned to Physical Education/recreation programmes and not only about setting up University Orienteering Clubs. The issue of club affiliation fees payable to British Orienteering from universities was raised – it is a significant problem at the moment.

#### **4. Development Fund Applications**

Reports from last awards:

- City of Birmingham – EN to chase report\*
- NIOA – a comprehensive report has been received; 27 people (23 from clubs) trained on UKCC Level 1 of which 2 are now club coaches.
- SBOC received £2.5k; the club are organising a significant number of events (83 this year); working closely with Swansea Council to develop permanent O courses; now focussing on training volunteers.

Applications received:

1. SBOC: The application is focused on volunteer development; a proposal to support the controllers/mappers/volunteer official development. The discussion reinforced the same discussion as at the last meeting that funds should not be awarded for equipment unless there is a very clear development need. Funding for use in publicity was of interest, however there is a need for criteria to be developed to enable the committee to evaluate the effectiveness of funding provided for publicity; can this be developed for the next meeting? If any committee member has evidence of publicity being delivered effectively can they provide it to EN or IW, there was particularly interest in post event reports for local media?

Committee members are very positive towards development courses for volunteer event officials but in the case of SBOC this has already been funded by WOA.

It was agreed that £900 towards media promotion/publicity/coverage and establishing criteria to measure the effectiveness; the club can pay volunteer time to provide this if appropriate. There is a need for evidence of effectiveness to be developed.

Development Committee Association representatives are asked to promote the reasons why funding has been awarded within their Associations and particularly what type of activities are being funded.

## **Swansea Bay Orienteering Club is awarded £900**

2. ESOC: The club's Development Plan was seen as being good in the main and parts of the plan/submission are to be applauded including:
  - a) Introducing orienteering into schools and use of Edinburgh University coaches
  - b) Development of coaches

However the linkage between school and club are not clear, for example where is the pathway from school to club? The CATI events are not sufficiently regular (1x month) and appear to be on a different site each time. We know from other work that the most likely model for success is weekly and based at the same venue. We would like to see far more regular sessions ie weekly, somewhere within the family of schools and at the same venue each week.

There is already funding being provided by SOA and committee members would like further information to address the questions raised above, about focusing the development on a single cluster of school. Once that is available there should be a re-submission by ESOC for consideration in January. Need evidence of a stronger school activity centre link. This should not prevent the club from moving ahead with other aspects of the plan.

3. Roxborough Reivers: It is clear from the application form that no funding will be available for software, so OCAD cannot be funded. It was suggested that RR are communicated with to seek clarity on the size of population that is being targeted and how it builds on school/increasing participation.

EN should be spoken to ascertain whether or not he has been in communication with RR and what help RR have been provided with to complete the development aspects of this submission/plan.

A question was raised as to how the club will deal with the situation that they do not have sufficient funding?

4. Kingdom of Fife OC: Again lots of positive feelings about the submission and there is evidence of some excellent work leading up to this point.

EN to discuss, and provide support if necessary, the submission and development plan with KFOC and stress the need for a more structured approach ie try and get one satellite centre working and try to develop coaches/volunteers for that centre before moving on to a second centre.

It was agreed that £1,000 of funding be awarded towards one pilot satellite centre including the mapping of the area to be used and the development of further coaches; need for the Development Committee to be informed about a suitable satellite area ie area and schools. If the case is convincing the Development Committee's response will be positive in January or September.

## **Kingdom of Fife Orienteering Club is awarded £1,000**

It is clear that we need to communicate what we are looking for in submissions to Hilary Quick so that she is able to ensure there is an understanding of what is being looked for in submissions for funding. It was noted that the Development Committee is very keen to support such submissions but that the submissions must meet the criteria we are setting.

Members recognised that the thinking of the Committee has progressed particularly in relation to what is being looked for in a submission and what is likely to be funded. In this context members felt it would be good to provide examples of good club development plans. EN was asked to investigate this possibility.

### **5. Service Awards**

It was agreed that in future nominations will be sought by the end of April and October. This will help to ensure it is seen as being completely separate to Silva Award. It was also agreed that failed nominations for the Silva award should not be included on the basis that it might result in the Service awards being seen negatively.

### **6. Volunteering in British Orienteering**

It was agreed that role descriptions for the volunteer roles in Orienteering should be produced. These should be templates that describe the core roles and on which clubs can elaborate if appropriate. Once drafted they should be circulated for feedback.

Methods that will help to raise the profile of volunteers and their status should be investigated and recommendations made to the next committee meeting.

A discussion took place around how volunteers from outside of Orienteering could be used within orienteering. Is there a role and how can such volunteers be sourced and placed. Examples of such processes may be available from the DofEd.

There is a need for a more apprenticeship/mentored approach to training and development to supplement the course based training which does not fit the needs of some people. British Orienteering is to look at providing the tools/resource for clubs to use although it is recognised that whilst the wish is to make such training and support club based there is a case for it to be delivered via club/cluster of clubs/association. There is always likely to be a need for course based learning but there is thought to be a far larger need for local, on the job, delivery.

EN had asked for committee members to volunteer to critique any papers that are produced, members agreed they will do this.

### **7. Children and Young Persons Plan**

There was a discussion about how Orienteering will provide resources/support for schools especially now that the RDO team will be spending less time on in doing this. The following points were raised:

- a) Support schools to enable them to be self-sufficient; training teachers/staff, practical resources, FAQs, mapping, local club contacts, intra-school competition

- b) Provide evidence of how and why a school/club link should be established; benefits costs etc
- c) British Orienteering website fact sheets/FAQs for schools should be developed
- d) Add links to the web site for Teaching Orienteering courses/opportunities
- e) Provide guidance for clubs to help them work with schools
- f) How to promote club events and schedule them so that they are appropriate for school children
- g) Club support for inter school competition through the summer series – need to be appropriate and schedules sympathetically - guidance
- h) Providing contacts to coaches if schools wish to use a coach – volunteers and paid coaches
- i) Competition Review – how this fits

## **8. Any Other Business**

Terms of reference for the Committee need to be clarified.

- The issues associated with safeguarding and protecting children need to be addressed and referred to.
- Add 's' to Participation Manager

## **9. Actions**

The following actions were noted by the Chair during the summarising of the meeting:

1. Board to be notified regarding the Service Awards and about the wish to separate the Service Awards from the Silva Award.
2. Feedback to be communicated to the clubs regarding their funding submissions.
3. Terms of reference need to be updated and presented to the Board for ratification.
4. Helen Errington to be put on agenda in future Development Committee meetings.

## **10. Date and Venue of next meetings**

The next meetings will be in Birmingham on January 29<sup>th</sup>, Derby on Saturday 4<sup>th</sup> June and Birmingham on Saturday 11<sup>th</sup> September 2010