

The Orienteering Coach Qualification



A new Qualification to support Orienteering.

Following the 2023 Coaching review, the Coaching Advisory Group recommended to the Board of British Orienteering that the Level 2 Coaching Certificate in Orienteering regulated by 1st for Sport is withdrawn and replaced with a new version updated version robustly regulated by British Orienteering. This will provide British Orienteering greater flexibility to develop a Coaching structure that is designed solely with supporting Coaching and Coach development for great sport of Orienteering, placing coaching at heart of participant and athlete development.

Organisation

1. The organising body (E.g. Club/Association/Coach Educator) receives interest from its members for a course, please note that the **minimum number of Trainee Coaches per course is 4 and the maximum is 8.**
2. The club / organising body contacts and secures a British Orienteering Tutor
3. The club coordinates and agrees the dates with the Tutor.
4. The course **should** be advertised on the British Orienteering website to attract more learners up to the maximum number as agreed with the Tutor.
5. Once all dates have been confirmed, **The Orienteering Coach Course Registration Form** must be completed by the Organising Body and sent to coachingadmin@britishorienteering.org.uk no later than 3 weeks before the course start date.
6. The Tutor arranges for participants to be sent the pre-course tasks
7. The Tutor arranges with British Orienteering Coaching Admin coachingadmin@britishorienteering.org.uk for the eLearning enrolments and sets out the dates for the webinars and practical coaching sessions.
8. Tutor send name and BOF numbers to BOF coachingadmin@britishorienteering.org.uk
9. British Orienteering Coaching admin sends trainee coaches link to nimble eLearning website
10. British Orienteering Coaching admin posts coaching cards and handbook to each trainee coach
11. 6 short e-learning modules which will each take approx. 40 mins each and will replace the theory tasks in the old L2 – to be done in your own time and completed before last online Zoom discussion: Coaching Styles, Role and Responsibilities, Inclusive Coaching, Safe Coaching, Physical and Psychological Coaching, Nutrition and Hydration
12. Safeguarding e-learning module (as is required now after qualification)- if someone has already done this it won't need to be repeated.
13. coachingadmin@britishorienteering.org.uk will update each tutor on a weekly basis ,as to the eLearning course progress of each learner on their course.
14. The Tutor confirms the pre-course tasks have been completed and liaises with the British Orienteering Coaching Admin to confirm when the Elearning courses have been successfully completed.
15. British Orienteering will invoice the organising body (E.g. Club/Association) for the appropriate fees per Trainee coach (Appendix A)
16. British Orienteering will send the resources directly to the trainee Coaches (Appendix B)
17. The tutor will organise map printing and additional requirements with Course Organiser
18. Any issues please contact coachingadmin@britishorienteering.org.uk as we are here to support you

Delivery

1. Tutor to send introduction e-mail to all Trainee Coaches (Appendix C) and video call link for the initial webinar together with the Pre-course tasks no less than **2 weeks** before course start date which will be the first online session.
2. Pre-course tasks returned to tutor: deadline suggested 2 – 4 days before first online session
3. Tutor marks and make comments and return to trainee coaches before 1st online session
4. Set dates for online intro session, Practical coaching session and follow up online discussion within 1-week,

final online session which should allow time for all to complete the 7 eLearning modules

Suggested timescales

5. Intro online session, then 1 month later in person practical, then 2 - 5 days later a follow up online session, a month later the final online session
6. Completion of tasks 9 within 8 or max 9 months
7. Final Task 10 assessed practical coaching within 12 months of start of course

Post Course

1. Course Evaluation Forms should be sent to British Orienteering
2. Tutor confirms what happens next (Appendix D)

Final Assessment

1. For all Trainee Coaches the Tutor must ensure that the final assessment takes place within the **1 year deadline**
2. Return all Coach Records electronically to the British Orienteering Coaching admin and any other work required for verification.

Tutor, Assessor and Internal Quality Assurer (IQA) Fees

British Orienteering recognises there is an open marketplace in which tutors, assessors and quality assurers operate. To ensure British Orienteering can effectively budget for the courses run directly by British Orienteering, the Coaching Advisory group have agreed that the following fees:

- a) Tutors will be paid £500 to deliver the course, which include all expenses.
- b) Assessors will be paid £125 p/half day and £250 p/full day, which include all expenses.
- c) Internal Quality Assurers for a desk based verification of a coaches record the fee will be £40 in total and for verification that is observation and coaches records IQAs will be paid at the rate of £125 p/half day and £250 p/full day depending on the number to be completed. These rates will include all expenses i.e. postage, phone calls, etc.

These fees will apply to all British Orienteering paid Tutors, assessors and verifiers and will **include all expenses**.

Note (1) Venue access charges are not included in the British Orienteering Coach training fees. It is expected that the organising club / regional association will pay these if the venue is not free.

(2) Where a non-local tutor / assessor works on a course and travels more than a round trip of **150 miles** the organising club/region should pay additional travel /accommodation expenses.

Administration procedure for anyone who has started The Orienteering Coach Award but not completed within allowed 1 year period as follows:

1. Coaches who do not complete their qualification within 12 months from the start of the course can apply for an extension. This will only be given for max 3 months in the case of a change in circumstances i.e. medical, work or family related. The coach should apply for an extension no later than 12 months plus 1 week from the course start date.

These coaches may be granted an extension of up to 3 months. Their original fee, which included fees for the final assessment is carried over for a further year. The coaching admin notify Financial Manager that this extension has been granted.

1. Coaches who do not complete in the 1 year and for whom there is no extension granted:

(a) They re-register as a new candidate with British Orienteering within 3 months of their 1-year allowance and complete within a further 3 months and will be charged £50 for British Orienteering admin

and their final assessment and IQA costs are carried over for a further 6 months.

(b) They may re-register as a new learner more than 6 months from their original 1-year deadline and they may use original completed evidence towards their Coach Record. Coaches are required to pay £100. (This includes: final assessment fee and IQA fee but does not include assessor travel if this is necessary)

Appendix A: British Orienteering Fees

The Orienteering Coach Award

British Orienteering will invoice the organising body £285 per Learner.

The fee will be £285 per learner as an initial offer until 31st Dec 2024 and hereafter £310 per learner, all costs/fee will be reviewed annually.

This fee covers:

- British Orienteering Coaching registration fee
- British Orienteering eLearning enrolment fees
- British Orienteering resources
- Post and Packing
- Administration Fee
- Assessment Fees for the final assessment; the Learner may be required to pay an additional fee for re-assessment if required.
- Internal Quality Assurers Fees

Appendix B: Update to British Orienteering Resources

British Orienteering resources will include the following:

The Orienteering Coach Award

1. The Coaching Handbook
2. Coaching Cards
3. Link to the Coaching Orienteering DVD and Resource CD

(A link to the British Orienteering policies and procedures should be included in the introduction e-mail sent to all Learners)

Appendix C: Introduction e-mail

All Tutors should send an introductory e-mail to all Trainee Coaches attending a Coaching Course. The introduction e-mail must include the following

1. Confirmation of Dates, Venues, Programme
2. Guidance on appropriate clothing and footwear for the practical sessions; information on refreshments.
3. Link to the Orienteering Coach Award Information Pack
4. Link to the [British Orienteering policies](#)
5. [Coach application & medical form](#) to be completed.
6. Video call link

Appendix D: What needs to be done to complete the Orienteering Coach Award?

All Tutors should send an email to all participants following the assessment the Elearning Tasks 1 - 6 to confirm what is happens next:

1. Confirmation of the nature of the 5 coaching sessions for Task 9: type of group, min 4 linked sessions, one physical coaching session, importance of mentor and who can / can't act as a mentor (i.e. not someone who may act as the final assessor) and passing on information to the mentor (Appendix E)

2. Tips for completing tasks 8 and 9 (e.g. references)
3. The importance of asking for an assessor for tasks 9 & 10 in good time i.e. the whole award must be completed within 1 years of the course start date; although it may be possible to ask for an extension for a reason such as illness, work abroad etc.

Appendix E: Guidance Notes for Mentors

The following notes are the key points for coaches acting as mentors to trainee coaches.

1. Mentors should be a Licensed coach at least the same coach level as the Trainee coach is working towards.
2. The mentor shall not be the Independent Assessor of the Trainee coach.
3. The mentor will mentor all six sessions but does not need to be present at any session (although it may be advantageous to do so).
4. If not attending, the mentor should be prepared to obtain feedback from session attendees.
5. The mentor should be prepared to offer constructive written advice, in the space provided for each session, to the coach being mentored. If the advice is sent by email it should be printed out and attached to the relevant session sheets.
6. Ensure that all necessary paperwork is signed off.
7. The mentor should review the:
 - Session plans
 - Risk assessments
 - Participant evaluations
 - Personal evaluation (feedback) for each session.
8. The mentor shall ensure authenticity of the work
 - Check handwriting
 - Question to check understanding.

Some useful tips for Mentors

- Establish the way you will communicate (email, phone, at or after sessions, Teams, etc.) and start to build the mentor-mentee relationship.
- Consider yourself to be a facilitator; the agenda is set by the mentee and agreed with you. You are providing support and guidance for the mentee so that they are able to develop. You are not in a position to be critical – be supportive.
- Remember that different ways work for different people.
- You will often find that you are asking questions (open & probing) of the mentee; these questions should help them to develop their own thinking and find their own solutions. Challenge the mentee so that they improve.
- A mentor can be like a sounding board for the mentee; this means that you might give advice to the mentee but it is up to that person to decide whether or not to implement the guidance or to pick and choose the bits they wish to implement.
- You will find that you share your own experiences and knowledge with the mentee. Mentoring can produce a mutually beneficial two-way learning situation.
- Expect to learn yourself from the feedback and insights the mentee develops.
- Remember to listen

