

Organisation and Delivery Procedures Introduction

Following a review with National Steering Group for Coaching advisors, Hilary Palmer and Pat Mee, it has been decided future coaching courses will usually be organised by a club or association.

Please note: Courses to be run in Scotland for members of Scottish clubs are usually organised by Hilary Quick; please contact her before making any arrangements.

British Orienteering will register the course with 1st4Sport, provide resources and organise final assessments and internal verification as required.

All other fees and income are at the course organiser's discretion (I.e. Candidate fees/subsidies, coach educator/assessor fees and venue/maps fees etc.). The decision to subsidise candidates fees lies with the organising club and it is up to the club whether the course is subsidised, break even or in profit.

British Orienteering will consider organising National Assessment Days as required to help candidates complete their final assessment at Level 2.

Organisation

1. The organising body (E.g. Club/Association) receives interest from its members for a course
2. The club contacts a British Orienteering Coach Educator
3. The club coordinates dates and books suitable venue
4. The course can be advertised on the British Orienteering web site to attract more participants up to the maximum as agreed with the coach educator.
5. Once all confirmed, a British Orienteering [training course registration](#) form is completed and returned to the National Office no later than 6 weeks before the course start date
6. Coach Educator arranges for participants on L2 training to be sent the pre-course tasks with the electronic copy of the L1 Handbook and tell the participants the date for tasks to be returned.
7. Coach Educator marks pre-course tasks.
8. British Orienteering will register the course with 1st4Sport
9. British Orienteering will invoice the organising club/region for the appropriate fees per candidate (Appendix A)
10. Coach educator/organiser receives British Orienteering resources (Appendix B)
11. Coach educator to organise map printing and additional venue requirements with Course Organiser

Delivery

1. Coach educator to send introduction e-mail to all candidates (Appendix C)
2. Within 5 days of the course start date [4.3 candidate registration form](#) is completed by coach educator confirming all candidates' details

Post Course

1. Return any unused British Orienteering resources
2. Course Evaluation Forms should be sent to British Orienteering
3. (Level 1 only) - Return all candidates Records of Achievement and any other work required for verification
4. (Level 2 only) - Coach Educator confirm what happens next (Appendix D)

Level 2 Final Assessment

1. For all Level 2 candidates British Orienteering will contact all candidates at their 1 year deadline
2. British Orienteering will help arrange the assessment if required

3. If a local assessor is unable to be arranged, a National Assessment Day may be organised by British Orienteering
4. Return all candidates Records of Achievement and any other work required for verification

N.B: All paperwork (i.e. ROAs) can be scanned/copied to the National Office to save postage of full portfolios

Course Educator, Independent Assessor and Internal Quality Assurer (IQA) Fees

British Orienteering recognises there is an open marketplace in which coach educators, assessors and quality assurers operate. To ensure British Orienteering can effectively budget for the courses run directly by British Orienteering however, it has been agreed that the following fees will apply:

- a) Coach Educators and assessors will be paid £100 p/half day and £200 p/full day
- b) Internal Quality Assurers at Level 1: for a desk based verification of 3 portfolios the fee will be £50 in total to include all expenses i.e. postage, phone calls, etc.
- c) Internal Quality Assurers at Level 2: for a desk based verification of a portfolio the fee will be £40 in total and for verification that is observation and checking portfolios IQAs will be paid at the rate of £100 p/half day and £200 p/full day depending on the number to be completed. At both Level 1 and 2 these rates will include all expenses i.e. postage, phone calls, etc.

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

In recognition of the open marketplace, British Orienteering understands that where clubs, associations, education establishments or other recognised centres are paying staff they will offer their own terms directly to coach education staff which may have different rates of pay and different arrangements for expenses.

Administration procedure for anyone who has started a UKCCL2 but not completed in their allowed 2 years as follows:

1. Coaches who are granted an extension by 1st4Sport - no extra charge.

These coaches are usually granted a 6 months' extension and so will/must complete within 3 years of starting. Their original fee which included fees for the final assessment is carried over for a further year. Office admin notify Financial Manager that this extension has been granted.

2. Coaches who do not complete in the 2 years and for whom there is no extension allowed:

(a) They re-register as a new learner with 1st4Sport within 6 months of their 2-year allowance and complete within a further 6 months charged £65 for 1st4Sport registration and British Orienteering admin and their final assessment and IQA costs are carried over for a further 1 year.

(b) They may re-register as a new learner more than 1 year from their original 2-year deadline and they may use original marked evidence towards their portfolio. Such coaches are required to pay £200. (This includes: 1st4Sport registration and editable file, final assessment fee and IQA fee but does not include assessor travel if this is necessary).

(c) Those who started their L2 training before January 2017 and re-register will have some extra tasks to complete as the syllabus has changed. They will have one additional written task and one physical coaching session to do. Fees as in (2) above.

Appendix A: British Orienteering Fees

Level 1 Coaching Award

British Orienteering will invoice the organising club £110 per candidate.

This fee covers:

- 1st4Sport registration fee
- 1st 4Sport Resources
- British Orienteering resources
- Post and Packing
- Administration Fee
- Internal Quality Assurers Fees

Level 2 Certificate in Coaching Orienteering

British Orienteering will invoice the organising club £275 per candidate.

This fee covers:

- 1st4Sport registration fee
- 1st 4Sport Resources
- British Orienteering resources
- Post and Packing
- Administration Fee
- Independent Assessment Fees for the final assessment; the candidate 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:

Level 1 Coaching Award

1. Level 1 Coaching Handbook
2. COACHING DVD/CD resource
3. Level 1 Cards

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

Level 2 Certificate in coaching Orienteering

1. Level 2 Coaching Handbook
2. Coaching Cards
3. 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 candidates)

Appendix C: Introduction e-mail

All coach educators should send an introduction e-mail to all candidates attending a Coaching Course. The introduction e-mail should include the following

1. Confirmation of Dates, Venue, Programme
2. Guidance on appropriate clothing and footwear; information on refreshments and lunch.
3. Link to the [Level 1/Level 2](#) Information Pack
4. Link to the [British Orienteering Policies and Procedures](#)
5. [4.1 Candidate application form](#) to be completed
6. Additional resources available to be from British Orienteering National Office
 - Club Activity Guide (£4.99)
 - O-Zone CD (£4.50)
 - Orienteering DVD (£9.99)
 - Level 1 Coaching Cards (£10.00)

Appendix D: What needs to be done to complete the UKCCL2?

All coach educators should send an email to all participants following the assessment of Tasks 1 - 6 to confirm what happens next:

1. Confirmation of the nature of the 5 coaching sessions for Task 7: 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 doing the tasks above within 12-18 months of task 6
4. The importance of asking for an assessor for tasks 7 - 10 in good time i.e. the whole UKCCL2 must be completed within 2 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 learner coach is working towards.
2. The mentor shall not be the Independent Assessor of the learner 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, Skype, 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!