

# British Orienteering Continuing Personal Development (CPD) Steering Group Meeting

Minutes of the meeting held on the 18<sup>th</sup> May 2013 at the Comfort Inn, Birmingham

**Present: Lynne Walker Chairman (SOA), Caroline Louth (EAOA), Hilary Palmer (EMOA), Allan Bogle (NIOA), Mick Garrett (NEOA), Hamish Willis (NWOA), Don McKerrow (SEOA), Dave Rogers (SCOA), Christine Vince (SWOA), Helena Burrows (WOA), Janine White (British Orienteering Administrator)**

## **1. Welcome and Introductions**

The chair Lynne Walker welcomed attendees to the first annual meeting of the Continuing Personal Development (CPD) Steering Group. The chair recognised that currently the West Midlands do not have an allocated representative and one should be sought as soon as possible.

On the disbandment of the Coaching Committee British Orienteering Chief Executive Mike Hamilton requested that Lynne Walker act as interim chair and a new chair would be sought at the first meeting of the new steering group. After discussion Lynne Walker was ratified as chair of the CPD Steering Group.

The chair thanked Janine White for her attendance at the meeting and for agreeing to act as minute secretary.

## **2. Apologies**

Late apologies were accepted for Neville Myers (YHOA)

## **3. Report on coaching within associations**

The chair thanked the group for submitting their reports. Each regional representative was given the opportunity to provide an additional update to the report for their region. A number of issues arose from the discussion as follows:

### **Coaching involvement in the Development programme**

#### **Xplorer/Run Challenge**

It was suggested in the North East Orienteering regional report that the Xplorer and Run Challenge products had a considerable demand on coaches' time within clubs. The chair suggested that as it seems as if the products were currently using existing coaches that it was within this groups remit to discuss the implications of Xplorer and Run Challenge on coaching. Hamish Willis (NWOA) clarified that his understanding was that clubs would not have involvement in Xplorer and Run Challenge. Hilary Palmer (EMOA) reiterated that the Development programme's aim was to increase participation and that some clubs and orienteers would attempt to modify Xplorer and Run challenge making it more like a traditional orienteering event thus undermining the programme.

### **Community Orienteering Leader Award**

Caroline Louth (EAOA) commented that there is little club involvement in the Community Orienteering Leader Award which has resulted in weak delivery of this course in her region. Caroline suggested that the club could offer support to make the courses better. Hamish Willis (NWOA) confirmed that currently only two instructors could offer Community Orienteering Leader Award with himself working towards being an instructor for the awards and that this award sits outside of coaching remit.

The group expressed their concern at the lack of communication from British Orienteering but also within regions about these Development programmes.

It was suggested that the Development programme did not sit within the remit of the group but should they seek support then the group would be willing to assist.

### **DBS Enhanced Disclosure**

The group asked for clarification on whose responsibility it was to request a DBS enhanced disclosure. Janine White British Orienteering Administrator informed the group that it was the clubs responsibility to ensure that coaches with access to children and vulnerable adults had the appropriate checks.

## **4. CPD**

Each region confirmed the number of logs that they have assessed as below:

Region	Number of logs 2012	Number of logs 2013
SWOA	6	8
SCOA	6	8
SEOA	0	1
EAOA	2	3
EMOA	11	7
WMOA	-	-
WOA	0	4
NWOA	0	2
YHOA	-	-
NEOA	13	3
SOA	39	14
NIOA	-	-

The group recognise that there is a disparity between regions in the number of logs assessed and that the uptake for completing CPD logs is still quite low. Caroline Louth (EAOA) queried what process was in place for those licenced coaches who had not completed CPD by April 2014. The group agreed the strategy for CPD post 2014 was unclear and that greater clarification was needed. The group agreed the following:

- All licenced coaches must complete and submit their CPD logs by April 2014
- If a log has been assessed and areas for improvement identified, the coach will be awarded a 1 year probationary period to complete their log

- A coach must inform their Association Coaching Representative to seek an extension to their licence expiry date

It was agreed that the benefits of a licence to coach should be better publicised. Caroline Louth proposed that the way in which Community Orienteering Leader Award courses are currently run (e.g. without a licenced coach), undermines the Licence to Coach and reinforces the idea that there are no benefits to having a licence to coach. Hamish Willis (NWOA) and Hilary Palmer (EMOA) suggested that other sports have done similar things and the Community Orienteering Leader Award is restricted to a small safe site such as a club night and therefore does not require licenced coaches.

Lynne Walker (SOA) agreed to write a draft document which clearly states how CPD will be executed strategically after April 2014 and circulate it to CPD steering group members.

**Action: LW**

British Orienteering Administrator Janine White updated the group on CPD and the licence to coach in terms of the Qualifications and Training database. Janine admitted that currently there are issues concerning the Licence to Coach function and CPD but that Mike Hamilton and Caroline Povey would look at this situation once other priorities had been dealt with. CPD steering group members were requested to send details of all logs to the National Office and the Licence to Coach will be manually updated until the system can be amended.

The steering group expressed concerns that their currently is no mechanism in place to inform coaches when they have achieved CPD or of informing them of how to update their CPD. Helena Burrows agreed to write a template congratulations letter for coaches who have achieved CPD for each Association Coaching Representative to send out.

**Action: HB**

It was agreed that in order to facilitate club and individual responsibility in obtaining CPD and a licence to coach, clubs need to have access to the qualifications and training database. Janine White explained that clubs could access the qualifications and training database by contacting British Orienteering National Office.

Helena Burrows sought guidance from the group on evidence used in logs. Lynne Walker explained that evidence which is classed as coaching within the sections of the CPD log (and justified by using the 'What gained / other notes' column) then the amount of hours spent on the task or at the event should be collated in the log.

The steering group considered the knowledge and training section of the CPD log and agreed that more weight should be put onto events such as the Coaching Conference and Association Development days. As such, the following point amendments were made, to be implemented in CPD logs from January 2013:

- Attendance at conference / development event, half day: 3 points
- Attendance at conference / development event, full day: 6 points
- Attendance at conference / development event, 2 day: 12 points

- First Aid course, full day: 6 points
- First Aid course, 2 day: 12 points

Hilary Palmer discussed the benefits of e-safeguarding workshops in relation to CPD as some regions struggle to offer training.

Don McKerrow cautioned that the steering group must be mindful not to discourage coaches by the CPD programme. There can still be coaches doing certain activities even if they do not have a licence to coach as long as there is a licenced coach present.

Allan Bogle updated the group on the issues of a lack of volunteer coaches in Northern Ireland. Allan suggested that a possible reason for this was that NIOA have a number of paid coaches. In the coming months this situation will change and volunteers will be relied on to perform some roles. Allan is attempting to re-establish training days and coaching days but has found that this is subject to the number of events happening in the area.

The issue of events impact on coaching was discussed and Hilary Palmer (EMOA) suggested that the creation of Level D events meant that events are very much result orientated and as a direct effect members are less inclined to attend a non-results related event. The group discussed a number of ways around this which included attending events but not punching the first control and registering as non-competitive at events.

#### **CPD Update**

Lynne Walker requested Association Coaching Representatives to email her directly to share ideas on good practice for the upcoming CPD update newsletter.

#### **5. Coaching Needs Work Group**

Lynne Walker informed the group that the Chief Executive Mike Hamilton will be discussing matters with the group in due course and will be in touch with an update after that.

Helena Burrows expressed concerns that the UKCC Level 3 appeared to have stalled. Hilary Palmer (EMOA) agreed and explained that this was something which she had discussed with Mike Hamilton but is happy to follow up that discussion.

#### **6. Coaching Conference 2014**

The steering group believes that as the coaching conference is strongly linked to CPD that it is within their remit to decide if a conference is required.

Helena Burrows (WOA) agreed to organise the 2014 coaching conference and informed the steering group that if a conference is to go ahead in 2014 it would need to be completely sustainable. Janine White clarified that last years [2013] Coaching Conference came at a loss of £2000. Helena Burrows explained the loss could be down to two reasons. Firstly the poor weather meant that many coaches were unable to attend and second, as the cost of the Coaching Conference increased substantially in 2013, many attendees only attended as day delegates rather than full delegates.

Criticism levied at the conference venue was that it could not be easily accessible by public transport which should be taken into consideration when organising 2014's conference. Don McKerrow suggested that if coaches were willing to provide their own accommodation then the venue could be changed and the conference could not include accommodation which should make it more cost effective.

It was also suggested that the conference could be modular as part of the UKCC Level 3 Coaching Award.

The steering group agreed that to make the conference more appealing it could move around 'centrally located' regions.

Helena Burrows expressed concerns over how the Coaching Conference could be underwritten without British Orienteering. The group agreed that there was a need to have a 2014 coaching conference and that British Orienteering's role should be clarified. Lynne Walker has agreed to discuss this matter with the Chief Executive, Mike Hamilton and the Board but in the meantime tasked Helena Burrows with support from Hilary Palmer (EMOA) to preliminarily investigate venues in the East Midlands.

**Action HB & HP**

### **Volunteer Needs Group**

Christine Vince updated the group on the work of the Volunteer Needs Group as follows

- A questionnaire was sent to clubs for completion. Of the responses received 20-30 clubs are willing to be contacted for a follow up.
- A survey is now available on the British Orienteering website.
- David Maliphant ran through a survey with the juniors.
- Feedback and response will be collated for a report which will be sent to the Board.

### **7. Association Coaching Representative Job Description**

Lynne Walker thanked Mike Hamilton and Laura Martin for circulating the Association Coaching Representative job description and Coaching Programme update. The group would like to ensure that the job description matches up with the coaching programme. Time was allotted for small groups to discuss both papers and feedback to the larger group. A number of questions were raised:

#### **Clarification on the role of Hilary Palmer and Pat Mee**

Hilary Palmer clarified her role as described in the coaching programme document. The current situation within British Orienteering is that we do not have a Director of Coaching, nor can we afford to employ one. British Orienteering does provide coaching support through the Administrator Janine White but she can only dedicate up to three days a week to the coaching programme. Laura Martin will offer the strategic support to the coaching programme. However neither Janine nor Laura are coaches and lack the knowledge and expertise which is why Hilary Palmer and Pat Mee will work with Laura and Janine to ensure that courses are IV'd

appropriately. Hilary and Pat will act as points of contact for information and guidance on scheduling courses. Hilary Palmer believes that clubs should decide when courses are run and who are an appropriate CE, IA and IV rather than scheduling courses first. This will ensure that courses will happen. Also an association may feel more ownership for a course going forward. The CPD steering group would like to express their gratitude to Hilary and Pat for the volunteer work which they are doing and express concern that Hilary and Pat would not be offered expenses. Hilary intimated that if British Orienteering were to offer expenses they would take the offer up.

Lynne Walker asked if there had been any succession planning in relation to Pat and Hilary's roles. Hilary agreed that as the Board had disbanded the Coaching Committee it was the overall responsibility of the Board to ensure that what is put in its place is adequate and that she would expect succession planning to be part of that.

### **UKCC Steering Group**

The group would like to have more information regarding this group. Hilary Palmer explained that there will be one representative from Scotland, Wales and NI and two representatives from England would be sufficient. Emails have been sent to the relevant associations.

### **Laura Martins Role**

It was confirmed that Laura Martin will be reporting to Mike Hamilton. The group felt that the word 'leading' in relation to Laura Martin was not appropriate. It was also felt the membership was largely ignored and that the document should also align with what clubs want. There was also concern that there seemed to be a lack of clarification on how coaching will be joined up and information disseminated.

### **Association and Coaching Representative Roles and Responsibilities**

The group proposed a name change from Association Coaching Organiser to Association Coaching Representative. Don McKerrow warned against changing the roles and responsibilities too much as the group was in danger of reinventing the coaching committee, which the Board has decided no longer needs to exist. The group agreed that they could not amend the roles and responsibilities until they understood what the coaching needs group decide what is required of the steering group and the associations.

The group also wished to clarify who the coach education team was in reference to the coaching programme document. Hilary Palmer confirmed that the coach education team was Hilary Palmer, Pat Mee, Laura Martin and Janine White.

The steering group proposed to make a number of additions to the coaching programme document as follows:

- Continuing Professional Development should be Continuing Personnel Development
- Together with members of the national education team, the CPD steering group have responsibility to assess and moderate the CPD programme and Licence to Coach scheme.

- Be a point of contact for aspiring coaches and other interested parties.

Janine White agreed to take these amendments back to Laura Martin.

**Action: JW**

The CPD steering group was unclear if a member of the National Office would be present at all meetings and suggested that the group could request the presence of British Orienteering staff should they deem it reasonable that they attend.

#### **A.O.C.B**

##### **Coaching Co-ordinator proposal to the Board**

A member of the CPD Steering Group put forward a verbal proposal about having a one day per week paid coaching co-ordinator. The main remit would be to link up the Talent, Performance and Development programmes with coaching.

After much discussion, Lynne Walker agreed to approach the Board of Directors (Philip Baxter, Judith Holt) about this.

**Action: LW**

The steering group agreed to meet mid-May/June 2014 and to finalise a date nearer the time.

The chair thanked all in attendance and closed the meeting.

## Regional Reports

### SWOA report to the BOF Association Coaching Organisers' meeting on 18 May 2013

Lucy Butt, a former SW Junior Orienteering Squad member, is in the Elite Development Squad and is now being selected regularly for GB at junior level.

Three BOK athletes are in the Talent Development Squad: Ben Maliphant, Adam Potter and Duncan Birtwistle.

BOK: the club held a successful Ladies' Coaching Day on 2<sup>nd</sup> February 2013; all places were taken up.

DEVON: Torquay Boys Grammar School qualified for the World Schools Orienteering Championships. The club have qualified for the Yvette Baker Trophy Final in June; the juniors also had some good JK results. There is a considerable amount of coaching done in DEVON and the results show. There was also a Level 1 course with nine candidates in March.

QQ: Nick Fernandes, the Lead Coach, has been out of action recently due to family illness, but plans to be back coaching this summer, and to complete his Level 2 assessment also. The club's Junior Orienteering Group continues to be successful; most of the attendees are still quite young, but several came to the JK.

Licensed Coaches: there are 46 names on the SWOA list, not all of whom are active. Six have presented their coaching log books for checking, and all have been approved (DEVON = 1, WIM = 2, WSX = 3). Two from BOK will present their log books in due course; I am contacting the rest.

UKCC courses: there has been a difficulty. The following email was sent to Mike Hamilton (copied to Lynne Walker):

Mike,

I have had a problem with coaching courses in the SW.

In September 2012, I heard from John Tilsley (my nearest Coach Educator) that BOF had booked Kingston Maurwood College near Dorchester for a SW Level 1 coaching course. I had not had any contact from National Office about this, so I enquired by email and had a reply in October, giving me the dates. This course duly appeared on the BOF website, for 23/24 February this year (+ another Saturday). Two candidates came forward, and paid some money. (Again, I had to pester National Office for details.)

Early in January, I had an email from the most active coach in DEVON, wanting to set up a Level 1 course; she had more than six candidates. It was clear that the DEVON coach was in discussion with National Office with regard to venues, dates and a coach educator. The venues suggested were either Dorchester, or Killerton in Devon (which is NT); dates late in February or early in March.

I had not been notified by National Office that an approach had been made by DEVON; I discovered this weekend that the first contact was late last year. It did not prove possible to get all candidates onto the Dorchester course, or to set up a new course at Killerton for the same dates (the room was not available that weekend). The Dorchester course had to be cancelled; neither of the two original candidates could attend the new course at Killerton, on 2/3 March.

I am most disappointed that, as Regional Coaching Representative, I was not contacted at the first opportunity to discuss both the proposed course at Dorchester and the approach from DEVON. Had this happened in September/October, then I don't doubt that we could have run a course to suit all our candidates.

One candidate who could not attend the Killerton course *should* be able to join one of the courses run by SCOA. The second candidate who could not attend has opted for a course of home study followed



by assessment. The inconvenience caused to the second candidate was particularly disappointing; she has done the COLA course and wishes to become a fully-fledged coach, plus she has funding from her County Sports Partnership.

Christine Vince, SWOA Coaching Representative

## WOA coaching report May 2013

**The WJS** continue to have monthly sessions though this was disrupted by the snow in February. Several ex squaddies have been coming along to help out with coaching. The squad is going to Sweden in August (22 youngsters with several coaches, parents and some ex squaddies as control hangers).

### **Coaching logs**

4 have been received – all 4 have sufficient points for licencing.

There is a general feeling that it is all a bit of a hassle and another hurdle to volunteering and that the time spent filling in the coaching log would be better spent on planning coaching activities. I think that once people have got into the habit and if they keep their log up to date it will be less of a chore for them in the future than having to search back through diaries for dates etc.

### **Non active coaches:**

I sent a questionnaire round to all the UKCC level 1 to try to find out why so many of them are not active and to suggest ways we could help them to become active (eg buddying up, coaches day armchair planning with purple pen etc) but the response has been very poor with replies only from those ones who are active anyway!

### **WOA coaching newsletter:**

The first WOA coaching newsletter has gone out to all coaches in Wales whether they are licenced or not. All the coaches are now on a circulation list so communication should hopefully be better – I hope it will not just be one way communication!

### **Coach education**

Both the UKCC Level 1 and 2 courses scheduled for the of the spring at Plas y Brenin were cancelled due to lack of candidates. There are few ex squaddies who have been helping out with the WJS so we are looking at holding a level 1 later in the year( perhaps in south Wales) although there is another level 1 scheduled at Plas y Brenin in October. Unfortunately this is the same weekend as the rescheduled 2013 Welsh Championships at Newborough.

There are currently 4 level 2 coaches in training who should all complete their assessment by March 2014.

### **2013 Coaching conference:**

5 Welsh coaches attended the conference subsidised by the WOA and their clubs.

### **Club coaching:**

**POW** - despite being heavily involved in Croeso 2012 POW have been active in local schools and have just started a weekly community club.

**SBOC** - Roger Stein has been running regular introductory coaching sessions through April and May

**SWOC** – Nigel Ferrand organised coaching session in the autumn and is planning to do so again next autumn.

**ERYRI** – Sue Norris has been doing some personal 1:1 junior coaching but there is nothing else happening within the club.

Helena Burrows  
May 2013

## Scottish Orienteering Association

### Report to Association Coaching Organisers

Meeting: 18<sup>th</sup> May 2013

### Coach Education Courses

#### UKCC L1 courses

- One course has taken place so far in 2013 - January in SW Scotland (with the assessment in falling heavy wet snow!); 5 candidates were successful.
- Another UKCC L1 course is planned for July at Glenmore Lodge.

#### UKCC L2 course

- 8 candidates attended a UKCC L2 course at Glenmore Lodge in April / May 2013; most are aiming to complete the award before the end of 2013.
- 2 candidates were successfully assessed for their UKCC L2 award at the end of April; a further 2 are planning to be assessed in June.
- The next UKCC L2 course will take place in 2014; there is a reasonable amount of interest in this course.

#### Teaching Orienteering

The SOA had an input to the revisions for the Teaching Orienteering Part 1 resources. These courses continue to be popular and are being run in all parts of the country.

#### Tutor education

**sportscotland** currently offer a course for 'Sports education tutors'; so far, two tutors have been successfully trained and achieved their Professional Development Award. This course is offered free of charge at the moment.

### Club coaching

Regular club activities continue to develop. There is a wide range of activities, tailored to suit the local situation of each club.

Red 'SOA coach' soft-shell jackets and blue polo shirts are being seen around at club coaching events and also at orienteering events; this is all helping to raise the profile of coaching within the sport.

### Coach Education & Development

With financial assistance from **sportscotland**, the SOA continue to be able to offer development days.

- A tutor update day was held at Perth in February and attended by 12 tutors.
- A coach activity day was held near Lanark in February where 15 coaches developed their understanding of running technique, especially uphill running.
- The next coach activity day is planned for Deeside (the Royal one) in November.
- The SOA are holding an Activity Weekend for Volunteers at the end of September - coaching will be part of this as we are volunteers!

Further details of plans for the future as well as content of the days mentioned above, a list of SOA coaches, resources for coaches, etc. can be found at

<http://www.scottish-orienteering.org/natcen>

Hilary Quick and Lynne Walker continue to work on developing the '4x4 Coach Matrix' and aligning the coach & athlete pathways. This development is required by **sportscotland**, along

with the completion of the Coach Action Plan which is tied into the 'Coaching Scotland Action Plan'.

Lynne Walker  
SOA Coaching Co-ordinator  
12<sup>th</sup> May 2013