

Minutes of the SCOA Committee Meeting held on 03 Dec 2004 at Newbury.

651. Apologies were received from Phil Brown, Coaching & BKO, Caroline Ford Treasurer & SOFA, Katy Stubbs Tech Offr & BKO, John Worth Secretary & TVOC.

Present: Mike Bray SN, Allan Farrington Chairman & BAOC, Denise Harper, RDO & BKO, Richard Sharp Fixtures Sec & TVOC, Di Smith SOC, Alan Yeadon BKO

652. Matters arising: None.

653: Chairman's Report: Allan outlined his view of how SCOA should continue to operate as a federation of clubs with certain individuals taking on tasks on behalf of the federation with a reasonable degree of autonomy in order to get the work done quickly, but still canvassing clubs & appropriate individuals for opinions and input. He felt that formal meetings could be reduced to 2 per year, one after the AGM in June and one in December. The March & September committee meetings would only be held if specific issues needed addressing. Most business could be conducted out of committee by use of email & websites. Greater use to be made of SCOA & Club websites to canvass opinion and also a cascade system to be established to pass info out to clubs.

654: Allan then outlined the revised BOF membership proposals and a discussion was held at the end of the meeting to fully discuss them. The main points are that emphasis would be switched to clubs and anyone joining a club would automatically become a BOF member at no extra cost. BOF would still administer the membership system, but membership cards would be in the name of clubs. Clubs would then pay BOF, via an annual remittance collected on a monthly instalment basis, based on the number of runners at any events they organised. This equates to a £2.10p per run event levy, (75p for juniors), although clubs could raise this money in whatever way they wished, using membership, sponsorship or levies. The proposals were generally accepted as a better way forward than the original proposals, although details of how the system would be administered would be useful to fully evaluate it.

655: Based on an original proposal by Richard Sharp of TVOC it was proposed by the Chairman that BAOC/AOA would fund the employment of a SCOA Admin Officer for 18 months, other SCOA clubs would then take it in turn to fund/fill the post on a yearly basis, clubs could combined if necessary. It was then agreed that Jerry Newcombe would take on the task and he would also become the SCOA Treasurer, taking over from Caroline Ford after 7 years in post.

656: Hampshire County Council are holding a reception on 10 Mar 05 for sports volunteers and Allan felt we should get someone there as we could have up to 4 places. Allan in Ireland, but Mike Bray interested, names needed to John Worth by 31 Dec. SN had also bid for funding for work with schools in North Hants which had been granted. Di Smith of SOC asked for details. Allan said we needed to learn from each other and not "reinvent the wheel" each time. Clubs should advise each other of their local successes and we could establish "best practice".

657: A note on Child Protection procedures was needed to advise clubs of best way forward and SCOA needed an advisor on the subject to again advise on best practice.

658: Replacement needed for Janet Gibson who had produced SCOA Champs results & certificates in recent years. Allan thanked her for her efforts and it was hoped Jerry N or John W would be able to print certs locally in future and they would be sent to club reps for distribution.

659: Fixtures Sec Report. Forthcoming major events in the region:

Date	Event	Comment
12/03/05	BKO UK Cup/FCC middle race	Registered
13/03/05	TVOC national event	Registered

09/04/05	British Sprint Champs	Dave Peel (not registered)
10/04/05	British Elite Champs middle race	Dave Peel (not registered)
03/12/05	BAOC/BADO Southern Night Champs	Registered
28/01/06	BKO British Night Champs	
29/01/06	BKO national event	
09/04/06	CompassSport Cup round 1	SCOA event required
24-25/6/06	Junior Inter-regionals	BAOC?

SCOA league:

Four events have taken place so far this season. Seven more are scheduled.

Other matters:

1) Several events in 2006 are looking for hosts: senior home international, British Schools Score championships (7/10/06), CompassSport Cup final (15/10/06) and Yvette Baker Trophy final (10/12/06). Volunteers to me please.

2) BOF map registration numbers are now available on-line. The URL is:
http://cgi.orienteering.plus.com/bof/assoc_fix_sec.php

3) SCOA's next major event of those that have a 'rota' is the British Champs in 2009. There is also no host for the Harvester in 2008. Again, volunteers to me please.

660: Treasurers Report.

As at 29 November 2004 Cash and Bank Accounts

Cheque TSB	1,757.61
Savings TSB	8,008.47

TOTAL Cash and Bank Accounts £ 9,765.08

Grants made during period 1 September - 29th November 2004.

First Aid	
C Currie	£25.00
D Currie	£25.00

Expenditure of Note

BOWC 2005	£100.00
EOC	£461.70

661: Technical Report. *Firstly apologies for not attending the SCOA meeting Thur 3 Dec, I intended to come but work over-running at the house, plus having to make good afterwards before the letting agent arrived first thing the following morning, meant that I couldn't make it at the last minute*

As I said in my recent e-mail, I will be leaving for Australia in less that two weeks so have had to resign as SCOA Technical officer. I asked John W to circulate a job description around all clubs as I don't have an up to date circulation list. Action.....John Worth

The next Rules group meeting is not until March 2005, but the sooner someone takes over the role the better as some of the most significant discussion goes on between meetings by e-mail. Katy has passed her files over to Allan as Chairman.

I have enjoyed my time on the SCOA Committee and will see you all in approx 18 Months time, assuming we do come back when planned.

Action ALL CLUBS TO CANVASS FOR A STAND-IN FOR KATY.

Rules Group Meeting 13th November 2004. Various problems had been experienced accessing technical documents such as Rules and Guidelines on the BOF websites (old and new). Hopefully these have just been resolved as there is a link directly to Rules etc on the Members section of the new BOF website.

A discussion was held on the problems of event officials claiming to be unaware of some of the requirements for National Events, in particular seeding, and whether the appropriate Appendix should automatically be sent out in the same way that the Guideline is. The overall view was that the requirement is listed in the Guideline, if we automatically sent out all relevant Appendices and Guidelines it would be a great deal of paper and we should stick to our current policy. BOF office would make copies of any of the documents available on request.

Changes to the Badge Appendix were approved, these mean that Junior Age Badge standards will awarded at NEs and above and Ageless badge standards for juniors awarded at Regional events. So no more matching of age classes to ageless classes at NEs and complicated calculations for the JM and JW5 courses. All junior ageless courses standards are standalone, not based on another class. This will apply from 1 Jan 2005.

Guidelines for NEs, JK individual, and BOC are being revised to rationalise the course combinations / course length ratios and to incorporate the revised junior course lengths as proposed in the review by Junior Competitions Group. The NE Guideline was approved at the meeting and again should be implemented as of 1 Jan 2005. This has already been circulated to the relevant clubs with NEs next year as a draft, no changes were made at the meeting and the draft should be considered final.

A waiver to the Rules for the Middle Distance BEOC event being held in SCOA in April 2005 was approved allowing it to be opened to non BOF members for the purposes of being a WRE. Non BOF members will not be eligible for the BEOC results.

It was confirmed that Chasing Start regional events were not eligible for ranking points as the start procedure was not randomised. Unfortunately I then had to leave before the last item as Dave flew back from Australia that day –

CompassSport Cup. There were proposals to change the rules for this event, there had apparently been a lot of e-mail discussion prior to the meeting, but as I was inadvertently missed off the circulation list of the first one (and consequently the rest) I was not aware of what had been said. The suggestion was to make the event more flexible with 25 runners to count from at least 5 of the 7 courses (no more than 5 per course). I can't tell you what the final outcome of this discussion was. (Further details have since appeared in CompassSport.)

Action CLUBS TO CANVASS FOR A STAND-IN FOR KATY.

The main roles of the SCOA technical officer come down to 3 different areas.

Representing SCOA on BOF Rules Group, there are 3 meetings a year on Saturday afternoons (next one due March 2005). These are held in either Crewe (but this is becoming less common) or in Birmingham. There is some communication between meetings by e-mail but not an enormous amount. Rules Group is responsible for approving / writing Rules / Appendices and Guidelines which sounds boring but can have a big impact on everyone's orienteering. It is also the appeal committee on protests which is why it is a representative group and appoints Grade 1 controllers. It no longer has responsibility for monitoring Major Events but does tend to get the oddball queries to deal with.

Organising or arranging for someone else to organise training courses for event officials at grade 3 and 2 level. This last year I put on a Grade 3 planners course and had hoped to put on a Grade 2 or 3 controllers course next year. Putting the courses on is really easy as I have just updated all the BOF training materials, so all you have to do is find a location, plan the appropriate practical exercise and present the materials as provided in the pack. I have also hosted a SCOA technical conference the last two years in conjunction with SEOA but have not had a chance to think about one this year. This is generally well received by the attendees and should be continued if at all possible.

Keeping a note of all SCOA controllers and suggesting controllers if approached by clubs or other regions. SCOA controllers are not appointed to events, unlike other regions. If you have any questions please contact me by e-mail which will continue as the same address for the near future, despite me travelling to Australia. Katy Stubbs katy@stubbsk.fsbusiness.co.uk

662: SCOA Regional Development Officers (RDO) report: *Denise Harper*

DEVELOPING SCHOOLS ORIENTEERING

1. Increase awareness and understanding of orienteering in education

- Met with Julie Edwards, Sports Manager, Sport England, who gave me contact details for all County Sports Partnerships, which also link through to School Sports Partnerships. Contacted all CSPs to make them aware of my availability to provide orienteering help/info where needed.
- Contacted various School Sports Development Officers in Berks, Hants, Oxon.
- Advice given to Green Park Outdoor Centre, Bucks re mapping and provision of training for local schools to enable orienteering provision on their own school sites.
- Mapping/coaching advice given to Bouldner Fort Outdoor Centre, IOW, re introducing Orienteering as an activity.
- With Alan Yeadon, ran a stand to promote/dispense information about orienteering; produced basic map, planned and set out Try O course at Go For It – an event held by Burnham Health Promotion Trust for local schools at Burnham Upper School. Gave out details of BKO and TVOC events.
- Contributed to article re orienteering in 'Horizon' - magazine of Institute of Outdoor Education.

2. Enable teachers to develop orienteering in schools

- Visits to help/advise teachers to develop schools orienteering at Kempshott Junior School, Basingstoke ;Hook Primary School, Hants.
- Advice on mapping/resources given to Kimpton, Thruxton and Fyfield School, Andover: The Vine School and Gregg's School, both in Southampton
- Responded to initial enquiries from Bransgore Primary School, New Forest, and St Michael's Easthampstead, Bracknell.
- Explored possibility of running coaching courses through Southampton Institute with Phil Green / Paul Davies.
- Produced demonstration folder of useful resources/ activities for school visits.
- Arranged Coaching For Teachers course for E. Berks primary schools to be run at Slough.

SUPPORT FOR SCHOOL – CLUB LINKS

1. Support clubs to make links with local School Sports Partnerships

- Emailed present named contact in clubs to establish a current school contact in each club. Response awaited from TVOC and BADO.
- Liaised with SN re development plans based on Wavell School (Aldershot) partnership.
- Facilitated at 2 workshops re School/Club Links at WOC2005 Development Conference held in Guildford.

2. Support clubs to develop programmes which encourage young people to take part in orienteering out of school

- Meeting with Di Smith, SOC Chair, re developing school links.
- Exchanged emails with Becky Carlyle re introducing Oxford school children to club orienteering – need to link with TVOC if this develops.
- Meeting with Jes Dickin, SOC to advise on developing an after school orienteering club at his children's school.

- Supported Dave Rogers, BKO, to gain BOF Coach Level 2 Award by mentoring / conducting external assessment. DR runs after school orienteering at Charters School, Ascot (sports college), also has managed SCOA Junior Squad in Tim booth's absence.
- Promotion of BKO Saturday events to W Berks schools.
- Assisted as tutor at Mapping Workshop held as part of WOC2005 programme to enable club members to survey/map schools and small sites.
- Follow up meeting with Sue Betts, SN, to provide support in her new role as Community Sports Coach attached to Wavell School, Aldershot.
- Provided information re available coaching courses to interested club members

3. Support clubs which are working towards Clubmark accreditation

- Liaise with Karen Williams, SN, to support their delivery of requirements for Clubmark
- Addressed SCOA meeting to explain/promote Clubmark to SCOA clubs.
- Explained necessity for, and how to meet requirements of Clubmark, to BKO Committee. Decision to proceed now agreed.
- Produced short article explaining Clubmark for distribution to clubs.

PROMOTING EQUITY IN PARTICIPATION

- Site meeting at Mellow Farm, Dockenfield – near Alice Holt Forest - to provide advice on mapping and installation of a small POC for use with visiting camping groups. (mainly scouts/youth groups) .

DEVELOPING DISABILITY ORIENTEERING

- Ran an inset session for Brookfields School (Secondary SEN) Reading to introduce orienteering in their school grounds.

ADMINISTRATION AND PROFESSIONAL DEVELOPMENT

- Ongoing liaison with Hilary Palmer (Development Manager) and other BOF RDO's to exchange info etc.
- Attend SCOA meetings to report on RDO actions / future plans
- Ongoing liaison with Karen Williams re her development work in N. Hants.
- .Attended inaugural SE NGB Forum in Southampton. Also attended by Sport England / CSPs.
- Attended meeting of BOF RDOs in London.
- Report on BOF Clubmark is attached at end of minutes.

663: SCOA Secretary Report. None

664: Coaching Report: An interesting development is that there are so few attending BOF meetings, only six at the meeting with only five regions represented. This is because a number are now 'corresponding' members of the committee.

- GCSE review of an attempt at a common guideline for Orienteering is now on the web site, as with other 'outdoor pursuits' sports, there is a wide variance of curriculum matter.
- There is still an ongoing debate about child protection issues in sport , particularly about images on web sites
- The BOF website is nearly fully functional, if there are any comments or ways it could be improved contact John Dalton.
- Coach of the year is awaiting regional recommendations, if any are thought of in SCOA could you let me know and I will forward.

- Update on funding, squads etc. at present do not know any more, UK sports only want to fund Olympic sports but they will negotiate over exit strategies. There is a meeting on 15 Dec.
- It would be useful for me and the coaching committee to have a record of practising coaches and their level of qualification in SCOA clubs. Could this be sent to me from each club please?
ActionALL CLUBS

Because of over commitment at work I am not going to be able to run a Level 2 coach course before Christmas but intend to run one in the Spring term. I will negotiate with Allan about sites and dates and advertise soon.

- Junior course lengths have been passed by all relevant bodies and were being discussed at 'Rules' on Saturday.
- We had a long discussion about Grass Roots Orienteering as a key area for development in the sport. Coaching committee love to see orienteers practising their technical skills at training, it seems a quirk of orienteers compared to other sports that this is not common practise. However it would be good for beginners, at all levels, to have opportunity to train.

One suggestion is that orienteers practise on the same area for a number of weeks in a row; perhaps also do a rotation with other clubs, each club doing one per month.

To me the need is for clubs and regions to have plans of how many coaches, and at what levels, they need, to facilitate the clubs needs.

We discussed again about an 'incentive scheme' and although there are advantages for one at three possible levels, pre 12 year olds, all ages limited to step system, or one which is, as in many sports, a process into coach qualifications.

Coaching conference is on 4-6 Feb this year it is a dual time looking at World Class coaching and Club coaching, as well as practical sessions.

One key comment for Competitions/Junior Development is that BADGE TIMES and COLOUR CODE TIMES are put on ALL RESULTS, and AGES as well. There is a growing issue of them not being put on results. Please can all clubs make sure that their software is amended so this positive form of incentive is adequately shown.

We also need a corresponding rep on the junior competitions steering group. This can be a student or a coach from the squad.

Attached below are details of 2 coaching courses which will be run early next year.

The cost of the Level 2 is £75 at the moment but still trying to obtain additional funding so may be cheaper. Please pass on details to any interested parties.

Level 2 Certificate in Coaching Orienteering

Date: March 12th 2005
Venue: The Winston Churchill School, Woking
Times: 9.30 – 4.30.
Cost: £

This course is being run as part of the Orienteering World Cup Development Programme.

Aims: 'The Level 2 Certificate in Coaching Orienteering has been developed in association with the British Orienteering Federation and is one of a number of coaching qualifications awarded by 1st4sport qualifications.
The Certificate qualifies you to coach the skills and techniques of the sport of orienteering to adults and children, up to Level 3 on the BOF Step System.'

Prerequisites:

You are required to:

- Have an interest in coaching orienteering
- Have achieved a level of personal performance in the sport to at least Light Green Standard at any event in the last 12 months.
- Have already attended the BOF Level 1 Coaching Course
- Be over 16

To become a qualified coach you must hold a current First Aid Certificate [minimum of a 4 hour course which covers CPR and EAV].

There are 12 places available and suggest an early response. Please return the form below by 20th February 2005 to:

Karen Williams
Schools Development Officer
14 Florence Road
Fleet
Hampshire
GU52 6LQ

Tel. 01252 405442
Email Karen@britishorienteering.org.

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Name..... Club/School

Address

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I would like a place on the Level 2 Certificate in Coaching Orienteering on March 12th 2005 and enclose £ course fee (cheques payable to BOWC2005 Ltd).

Signed..... Date.....

BOF Level 1 Coaching Course

Date: February 5th 2005
Venue: The Winston Churchill School, Woking
Times: 9.30 – 4.30.
Cost: £25

This course is being run as part of the Orienteering World Cup Development Programme.

Aims: 'To provide candidates with the knowledge, understanding and practical ability to perform/teach the basic skills of orienteering. Candidates will be able to demonstrate safe practice in working with beginners on simple orienteering areas.'

The course is an excellent way for teachers to introduce Orienteering onto the school curriculum or to enhance and progress works already being done. It is the first level in the coaching qualifications offered by the British Orienteering Federation. We have 15 places available and suggest an early response. No later than the 10th January 2005. Please return the form below to:

Karen Williams
Schools Development Officer
14 Florence Road
Fleet
Hampshire
GU52 6LQ

Tel. 01252 405442
Email Karen@britishorienteering.org.

.....

Name..... Address.....

.....

I would like a place on the Level 1 Orienteering Course on February 5th 2005 and enclose £25 course fee (cheques payable to BOWC2005 Ltd).

Signed..... Date.....

665: International Rep Report: The Chairman reiterated that Ken Williams of BAOC had agreed to take this correspondence role on, there was nothing as yet to report.

666: Junior Squad Mick Bray reported about 6 – 10 juniors. Lakeside trip last weekend, Dave Rodgers now level 3 coach. It was agreed that squad needed to work more closely with SEOA & SWOA squads, particularly with combined activities to maximise training time and minimise preparation & set-up work.

667: SCOA to fund petrol costs for any WC05 activity by SCOA officials.

668: Any other business. SOC now have a formal forestry agreement with FC over use of New Forest areas and they will in future meet once per year to agree venues and dates. Already have agreement & permit for all 2005 events.

669: Date of Next Mtg: Immediately after SCOA AGM Thur 16 June 05 at Aldsworth College, Basingstoke. AGM starts @ 1930 hrs.

BOF CLUBMARK

What IS Clubmark?

This is an accreditation award developed by Sport England in conjunction with the Sport Governing Bodies (i.e. BOF) to recognise clubs that demonstrate their commitment to providing an organisation which is seen to be safe, effective and child-friendly, providing a quality and productive experience for young people who wish to pursue orienteering

Why do we need it?

Increasingly schools and Local Authorities will only work with clubs which have this accreditation, or are seen to be working towards achieving it. The funding which BOF receives from Sport England for its development work is partly dependant upon meeting targets, some of which include the requirement for clubs to start working towards this accreditation. Likewise, other funding which may be available for development projects will increasingly only be available to clubs willing to show this type of commitment.

The Clubmark criteria also provides a useful audit of desirable standards which clubs should anyway be seeking to achieve.

So, what does it involve?

Once a club has decided to proceed, they should inform BOF. They will receive a useful CD and folder, containing the various criteria which have to be met, with example templates, guidelines and information needed to achieve the criteria.

The assessment criteria fall under four headings:

1. Protection and Safety of children and Young People
2. Coaching and Competition
3. Sports Equity and Ethics
4. Club Management.

Each heading covers a number of criteria, and evidence or self-declaration forms will be needed to show these criteria have been met. Although the list may at first sight look daunting, most clubs will find that much of it can be achieved already, especially if they are already adopting accepted good practice.

The evidence should then be placed in the file, and a plan of action formulated to ensure the rest of the criteria can be met. This will take some time to work through, but your RDO (Denise Harper) is available to try to help you with this, or to discuss it with you if you feel you would like more information. Once everything is completed, the file is sent to BOF for assessment.

What is the reward?

- The knowledge that you are operating within a safe, effective framework.
- The recognition of being officially regarded by the outside world as an excellent club.
- The Clubmark logo can be used on all club publicity material which will help with marketing club activities to parents / young people / official bodies.
- It will also mean the club will be looked on more favourably when trying to access grant funding.

Within SCOA, SN are already working towards Clubmark, and BKO are about to register.

Denise Harper, BKO and SCOA Regional Development Officer