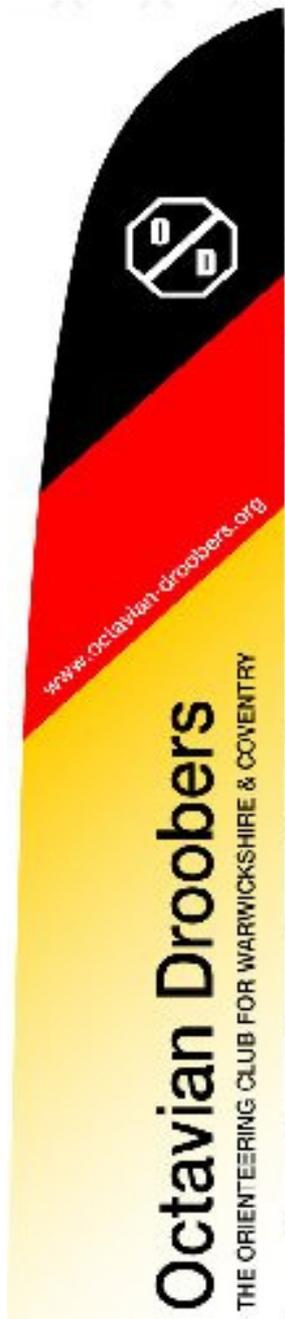


# Octavian Droobers Orienteering Club Coaching Handbook



A Guide for Club Coaches

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# Introduction

This handbook sets out the coaching framework within Octavian Droobers. It defines the roles and responsibilities of British Orienteering Licensed Coaches, Assistant Coaches and Volunteer Helpers who support coaching activities within the club. Club members performing any of these functions are required to operate in accordance both with OD and British Orienteering policies and practices.

The requirements for and definition of the nationally approved coaching related qualifications required by British Orienteering are specified on the British Orienteering website. These documents may be updated at any time and it is therefore not sensible to reproduce them in this handbook as the currency of any text cannot be assured. Likewise providing web links to existing documents on the British Orienteering website also invites obsolescence. The only way to be sure of using the current version of any coaching related document is to access it on the British Orienteering website.

The one document that is reproduced in this handbook because of its high relevance is the “Code of Conduct for British Orienteering Coaches” but the reader is advised to check the British Orienteering website in case a later version is published.

The handbook contains the following sections:

1. The coaching structure within OD.
2. Finding an active, licensed OD coach.
3. Coaching pre-requisites.
5. Coaching Job Descriptions.
5. Personal Conduct.
6. Maintaining Coaching Standards.
7. Policies.
8. Annual Coaching Plan.

Appendix 1: Code of Conduct for British Orienteering Coaches

Appendix 2: Code of Conduct for Coached Athletes

Appendix 3: Code of Conduct for Parents / Carers

# 1. The coaching structure within OD

Formal coaching sessions within OD must be led a Licensed Coach. The Licensed Coach may be assisted by other Licensed Coaches, Assistant Coaches or Volunteer Helpers. For safety reasons at least two responsible adults should be present throughout every coaching session although the second adult need not be a coach. Assistant (unlicensed) coaches may contribute to the preparation and delivery of club coaching under the supervision of the Licensed Coach. It is hoped that this will ultimately increase the pool of licensed coaches in the club.

- Lead Coach: an active, experienced and competent orienteer, qualified to UKCCL1 or higher
- Licensed Coaches: qualified to UKCCL1 or higher
- Assistant Coaches: internally mentored
- Volunteer Helpers: not assessed

\* In the absence of a qualified Lead Coach, a Coaching Coordinator should be co-opted to manage the club coaching programme. The Coaching Coordinator, if not licensed to coach, can only participate in the deliver of coaching under the guidance of a Licensed Coach. In the remainder of this document, the term Coaching Coordinator may be substituted for Lead Coach when (i) the position of Lead Coach is vacant, and (ii) direct coaching is not involved.

A Junior Coach may be appointed with the specific responsibility for coordinating coaching of club juniors. If this appointment cannot be made then junior coaching will fall into the remit of the Lead Coach.

## 2. Finding a Licensed OD Coach.

Requests for club coaching / coaches should be addressed to the Lead Coach, who can be reached by email at [coaching@octavian-droobers.org](mailto:coaching@octavian-droobers.org)

A list of the coaching related qualifications held by OD coaches is maintained by the Lead Coach. Club coaches are requested to advise the Lead Coach of any changes to their qualifications status and are reminded to also inform British Orienteering so the national database can be maintained.

### **3. Coaching Pre-requisites.**

A Licensed Coach is required:

- to have attended and passed the UKCCL1 coaching course endorsed by British Orienteering
- to hold a current First Aid certificate appropriate to the type and location of area in which coaching is delivered
- to have signed the Coaching Code of Conduct

Coaches do not generally need a Disclosure and Barring Service (DBS) certificate (which has replaced the previous Criminal Records Bureau (CRB) check). The current DBS requirements should always be checked on the British Orienteering website. The general guidance at the time of writing is that a DBS is required either if working unsupervised with children and vulnerable adults on a frequent and regular basis, or if staying away overnight with people in either of those categories.

An Assistant Coach:

- should be an active orienteer who is competent to the Orange colour standard (technical difficulty 3).
- should understand and abide by the Code of Conduct for British Orienteering Coaches

A Volunteer Helper:

- should understand and support the principles of the codes of conduct contained in the appendices of this handbook

### **4. Coaching Job Descriptions**

#### **Job Description - Coaching Coordinator (in the absence of a Lead Coach)**

Responsible to: The Club Committee

Prime Purpose: To coordinate the annual club coaching programme

Pre-requisites:

- An experienced orienteer

Duties:

- To prepare the annual coaching plan and to appoint qualified coaches to deliver the plan to the membership.

## Job Description – Lead Coach

Responsible to: The Club Committee

Prime Purpose: To plan, implement and lead the delivery of the club coaching programme

Pre-requisites:

- An experienced, active and capable orienteer
- Orienteers at or above the Green colour standard (Technical Difficulty 5)
- Have a good knowledge of orienteering coaching techniques to TD5
- Competent in a wide variety of UK terrain
- Be up to date with current orienteering coaching practice
- Have successfully completed the UKCC Level 1 Coaching Course
- Hold a Valid First Aid Certificate
- Be aware of British Orienteering safety requirements and emergency procedures as they relate to coaching

Duties:

- Liaise with other club coaches / chair any coaching group meetings.
- Maintain a record of licensed OD coaches, their qualifications and the qualification expiry dates.
- Provide a mentoring service for UKCCL1 Coaches and Assistant Coaches.
- Implement a coaching programme that aims to support club members of all ages and abilities. This may include the use of external coaches / inter-club collaborations / British Orienteering organised coaching days.
- Assign coaching resources to deliver the coaching programme.
- Identify talented performers, assist them to reach their potential and bring them to the attention of others who can offer the further development.
- Handle any special needs of athletes in confidence.
- Ensure that coaching sessions are correctly registered for the purpose of insurance.
- Ensure all Assistant Coaches and Volunteer Helpers are aware of the Coaching Code of Conduct.
- Encourage club members to become coaches.

- Keep abreast of changes to coaching requirements instigated by British Orienteering.

## **Job Description – Licensed Coach**

Responsible to: The Lead Coach

Prime purpose: To plan and deliver individual club coaching sessions

Pre-requisites:

- Orienteers at or above the Orange colour standard (Technical Difficulty 3)
- Have a good knowledge of orienteering coaching techniques to TD3
- Have successfully completed the UKCC Level 1 Coaching Course
- Hold a Valid First Aid Certificate
- Be aware of British Orienteering safety requirements and emergency procedures as they relate to coaching

Duties:

- To help plan the club coaching programme
- To plan and deliver agreed coaching sessions
- To mentor Assistant Coaches
- To bring talented performers to the attention of the Lead Coach
- To provide feedback from their coaching sessions

## **Job Description – Junior Coach**

Responsible to: The Lead Coach

Prime purpose: To plan and deliver coaching sessions for club juniors

Pre-requisites:

- Licensed coach.

Duties:

- To deliver a programme of coaching aimed specifically at club juniors.
- To help prepare juniors for competitions such as the Yvette Baker Trophy, the Peter Palmer Relays and both British Schools Orienteering Championships.
- To develop juniors to the point at which they may progress into the West Midland Junior Squad.
- To advise juniors on their personal development options and to recommend talented juniors to the Lead Coach.

### **Job Description – Assistant Coach**

Responsible to: The Session Coach

Prime purpose: To assist in the delivery of club coaching sessions

Pre-requisites:

- Orienteers at or above the Orange colour standard (Technical Difficulty 3)
- Have a good knowledge of orienteering coaching techniques to TD3

Duties:

- To assist at an organised coaching session e.g.
  - Control hanging
  - Explaining and demonstrating simple techniques to small groups
  - Shadowing / observing individuals
  - Discussing learning points post exercise
  - Feeding back observations to the licensed coach
- Optionally to contribute to the preparation of coaching sessions.

### **Job Description – Volunteer Helper**

Responsible to: Session Coach

Purpose: To provide non-coaching related support at coaching sessions

Duties:

- To assist in the event of emergencies
- To assist with transportation of people or equipment to /from the event

- To be available at the base point
- To maintain the attendance register during the session
- To dispense first aid if qualified

## **5. Personal Conduct**

All coaches, athletes, parents, carers and volunteer helpers who attend club coaching sessions should be aware of their obligations for personal conduct to ensure that all coaching is delivered and received in a climate of mutual respect and trust.

Concerns regarding coaches or volunteer helpers should be addressed in the first instance to one of the following; the Session Coach, the Lead Coach, the OD Child Protection Officer, the OD Club Chair, or another committee member. Legitimate concerns will be addressed by a jury convened by one of the above, unless implicated in the complaint.

Athletes, parents or carers who breach their code of conduct will receive a verbal warning either from the session coach or from the OD Lead Coach. In more serious cases a written warning will be given. Repeat offences or serious offences will lead to exclusion from all club coaching activities until an assurance on future behavior is received and any suspension period has been served. A sanctioned athlete, parent or carer may appeal their sanction to the OD Club Chair whose decision, after consultation with the OD Club Committee, will be final.

## **6. Maintaining Coaching Standards**

It is each coach's responsibility to maintain their License to Practice status. Coaches are required to demonstrate and provide evidence that they have undertaken appropriate Continuing Personal Development (CPD) in line with the British Orienteering CPD programme. As a minimum this should ensure that a coach maintains their level of knowledge in line with current thinking. Failure to maintain a personal CPD log with sufficient evidence may lead to suspension of their license to coach by British Orienteering.

A wealth of information on this topic can be found on the British Orienteering website.

Any coach who needs additional advice is recommended to contact the Lead Coach. Any coach who loses or is at risk of losing their license to coach should advise the Lead Coach at the earliest opportunity.

## 7. Procedures and Policies

Coaching within OD is subject to the principals and ethics laid out in the UKCC Level 1 Coaching Handbook. These state the coach's role and responsibilities and require each coach to sign the British Orienteering Code of Conduct (Appendix 1) before they can be licensed.

The UKCC Level 1 Coaching Handbook contains a copy of the British Orienteering Policies and Procedures with which all coaches must be familiar. More up to date versions may be available on the British Orienteering website.

All coaching sessions must be risk assessed. Blank forms can be downloaded from the British Orienteering website.

Risk assessments include planning for emergencies, which includes but is not limited to; missing athletes, injury or illness, unexpected severe weather.

The Emergency Response Plan maintained on the Governance page of the British Orienteering website should be put into action in the event of a significant emergency.

Coaches should be familiar with the following policies (located on the Governance page of the British Orienteering website):

- British Orienteering Policies
- O-Safe Protection Policy and Procedures for safeguarding Children and Vulnerable adults
- Equality Review and Action Plan
- Trips Away with Children and Vulnerable Adults Policy
- Emergency Response Plan

## 8. Annual Coaching Plan

An annual coaching plan, commencing in September, should be prepared by the Lead Coach in consultation with other active OD coaches. The aim of the plan should be to provide a range of coaching opportunities for club members. The plan will take into account both the availability and skill levels of the present group of coaches and the appetite of the membership for club coaching.

The plan may include a combination of club resourced coaching sessions and externally resourced coaching sessions. Club sessions will normally be staged locally and are designed for club members and potential members. Externally resourced coaching may be local or remote and may be shared with other clubs.

The main club based coaching effort will be scheduled between September and March with a regular programme of Saturday coaching sessions scheduled during that period where possible. Coaching sessions may either be linked with existing club events or run independently.

The peak orienteering season of April and May may include coaching sessions depending upon the national event calendar.

Promising club juniors can be invited to join the West Midland Junior Squad on attaining a suitable standard. Part of the club coaching focus is to develop juniors to that proficiency. The West Midland Junior Squad has included a high proportion of club juniors for many years and much of the coaching has been delivered by OD club coaches.

The annual coaching plan will include, where possible, one coaching week-end outside the West Midlands region. The objectives for this week-end are two-fold; (i) to provide more challenging coaching opportunities for expert orienteers in the club, and (ii) to provide a climax to the domestic coaching programme. The week-end away may use an external coaching resource to make best use of more challenging terrain.

Coaching will generally not take place across the schools summer holiday period.

A projection of the annual coaching profile is shown in the following table (timings are for guidance only):

Session Type	Duration (hours)	Quantity per year	Time (hours)
Local Saturday sessions	2	6	12
Group coaching – set of linked sessions	1	4-6	5
West Midland Junior Squad – local sessions	3	3	9
West Midland Junior Squad – away trip	10	1	10
Club summer week-end away	8	1	8

In addition, personal coaching for individuals and groups and be delivered on request and ad-hoc coaching is available at many OD Level C and Level D events.

# Appendix 1: Code of Conduct for British Orienteering Coaches

Good coaching practice reflects these principles

Rights – Coaches must:

- respect and support the rights of every individual to take part in orienteering
- respect the needs of the athletes before the needs of the sport
- create an environment of fun and enjoyment which is free of fear, discrimination or harassment
- provide orienteering experiences which are matched to the athletes' ages and abilities, as well as their physical, behavioural and emotional development
- be discreet in the handling of any information about athletes and coaches
- provide positive verbal feedback in a constructive and encouraging manner to all athletes, both during coaching sessions and at events

Relationships – Coaches must:

- be aware of and abide by the policies and procedures outlined in 'O-Safe, A Guide to the Welfare of Children & Vulnerable Adults'
- not engage in any behaviour which constitutes any form of abuse (physical, sexual or emotional), neglect or bullying
- promote the welfare of their athletes and discuss with the athletes, their \*parents/carers and other coaches the potential impact of the programme on the athlete
- take action if they have any welfare concerns about any of their athletes by following the appropriate procedures
- encourage athletes to take responsibility for their own development
- develop an awareness of nutrition as part of an overall education in lifestyle management
- communicate fully with athletes and \*parents/carers the nature of the coaching programme and costs involved
- recognise that it is illegal for players under 18 to drink alcohol or for those under 16 to smoke; coaches should actively discourage both

\*consultation with parents/carers applies only for minors i.e. U18's.

Responsibilities (Personal Standards) – Coaches must:

- be fair, considerate and honest in their dealings with everyone
- display high standards of language, manner, punctuality and preparation
- be a positive role model for athletes and other coaches
- promote respect for the environment
- promote an image of a healthy lifestyle (do not smoke, take banned substances or drink alcohol whilst coaching or responsible for athletes)

In the case of alcohol:

- when a coach is leading a tour coaching a group which includes minors, then the coach must not drink any alcohol at any time. If a coach does not wish to comply with this rule then they must not coach on such tours.
- with regards to coaching senior groups, when the coach is undertaking the duties of a coach they should not drink any alcohol.

Responsibilities (Professional Standards) – Coaches must:

- be committed to providing enjoyable and quality activities for their athletes
- follow the guidelines provided by British Orienteering for coaching activities
- be committed to the ongoing development of their knowledge and skills
- ensure that their British Orienteering License to Practice is valid
- ensure all athletes are coached in a safe environment where there is no unacceptable risk of injury, with adequate first aid readily to hand
- be aware of, and abide by, the British Orienteering procedures ('Trips Away') for taking young people on trips or residential tours at home and abroad

*All coaches should be aware that a serious breach of the coach's code of conduct could result in the coaching license being revoked and them being subject to the British Orienteering Disciplinary Policy and Procedures. For further information refer to the British Orienteering 'O' Safe Policy, Complaints Procedures and Disciplinary Policy and Procedures.*

## **Appendix 2: Code of Conduct for Coached Athletes**

- Participate within the rules of the club and of British Orienteering.
- Respect the coaches and their helpers and abide by their decisions with good grace.
- Respect the rights of your fellow athletes and treat them as equals.
- Show respect and consideration to the public in or near the training area.
- Treat the environment in which you compete with care. Report accidental damage done or observed to the lead coach.
- Do nothing to prejudice the goodwill of landowners or their tenants, and comply with any requests made by them.
- Heed the advice given by the lead coach regarding suitable clothing, especially in poor weather.
- Advise the lead coach in advance of any special needs.
- Pay any requested coaching fees promptly.
- Arrive in time to avoid delaying coaching sessions and inconveniencing others. Inform the lead coach if you are going to be late.
- Provide Consent and Medical forms prior to coaching sessions when requested.
- Do not smoke or consume alcohol or drugs of any kind at coaching sessions.

## **Appendix 3: Code of Conduct for Parents / Carers**

- Encourage your children to learn the rules and compete within them.
- Discourage unfair competition, gamesmanship and arguing with officials.
- Help your child recognise good performance, not just results.
- Never force your child to take part in orienteering.
- Set a good example by recognising fair play and applauding good performances by all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them enjoy their orienteering.
- Use correct and proper language at all times.
- Inform the lead coach well in advance of any special needs or facts that may be important either for the welfare of a child or which may require modification of the coaching session.