

Minutes of the meeting  
**INTERNATIONAL COMMITTEE**  
Held on 19th April 2010 via Teleconference

10/01	<b>Present:</b> Dave Harrison (Chair), Gareth Candy (Int Programme Director), Sarah Hague (Talent Manager), Toni Louhisola (Performance Coach), Helen Bridle (Athlete Rep), John Rocke (Athlete Rep), Jon Cross (volunteer), Helen Pearce (volunteer), Tony Carlyle, Hilary Bloor (secretary) and Martin Ward (Observer)
10/02	<b>Apologises for Absence:</b> Ed Nicholas (Board of Directors rep) and Mike Hamilton (Chief Executive non-voting) Welcome to Toni Louhisola and Martin Ward
10/03	<b>Minutes of the meeting held on 9<sup>th</sup> December 2009</b> These were accepted as a true record.
10/04	<p><b>Matters Arising</b></p> <p><b>08/16a Disaster Management Plan and pre Trip Check List.</b> A Pre Trip check List was put together by Tony Carlyle and added to the Disaster Management Plan. The overall plan was approved at the last Board meeting for operational use.</p> <p><b>08/16a Status of British Orienteering General Appeal's procedure</b> <b>Action: DH to speak to MH urgently before WOC selections, then remove from matters arising</b></p> <p>[PMN: Appeal's procedure has been approved by the Board. MH will ensure that the website is updated with the correct version.]</p> <p><b>09/31 Future Chair of IC</b> Following DH's announcement at the last meeting that he wishes to stand down as IC Chair after the next meeting (Sept 2010) Martin Ward was approached to take over as Chair of International Committee. Martin agreed in principal and he attended this meeting as an observer. The meeting unanimously endorsed his nomination as next Chair of IC. <b>Action: DH - Martin Ward's nomination as the next IC Chair to be put to the Board at the meeting on 20 April 2010.</b></p>
10/05	<b>Orienteer Development Pathway (ODP)</b> <b>09/26 GC has produced a draft TOR for the ODP</b> See attached.

	<p><b>09/26 Nominees for the discussion group</b> HP suggested nominations should be widely sought for the discussion group. A participation level coach has expressed interest and others with a wide range of backgrounds need to be found. <b>Action: GC - Invite nominations for discussion group through Focus, website and Monthly Bulletin</b></p> <p><b>Communication with the Regions</b> The World-Class team has identified that the ODP (the template for an orienteer to look at all elements of performance and assess areas for improvement) is the key resource of the programme. However if this resource is to be used optimally then a concerted effort is required to increase general awareness and understanding of the ODP.</p> <p>The World-Class team has developed a presentation to be used as a communication tool and will be using it to engage with orienteers through a variety of events and publications:</p> <ul style="list-style-type: none"> <li>• BOF News, Focus, Monthly Bulletin</li> <li>• Scottish Coaching Conference – 24 April – GC and TL will do a presentation on the ODP then feedback to the Monthly Bulletin</li> <li>• BOC Tent – 1<sup>st</sup> May – presentation / display of the ODP including meetings with the TM and LC on Summer Camp and other tours.</li> <li>• 2 regions have shown an interest: (WMOA and SWOA). WMOA are planning to engage with the Association committee by having the ODP as a discussion point on the agenda.</li> <li>• Workshop for the IC at the next meeting – use Talent camp and summer tours as example</li> </ul> <p>The World-Class team are expecting that these events will provide the impetus for the ODP to be widely understood by orienteers.</p> <p><b>Action: IC next meeting and World-Class team</b></p>
10/06	<p><b>International Programme Staffing Structure and Recruitment</b> <b>09/27 Sheffield COE Coach Recruitment</b> No applications were received for this position, so it was decided to split the job into 2 positions:</p> <ul style="list-style-type: none"> <li>• Athlete Manager / TASS – 15hrs per week</li> <li>• Technical Training Coach – 1 day a week</li> </ul> <p>See attached new job specification. The Athlete Manager’s position will be advertised first:</p>

	<p>Start June/July 2010.</p> <ul style="list-style-type: none"> <li>• UKSport and Sport England websites</li> <li>• Sheffield Hallam University</li> <li>• At local Universities who have an Exercise and Sport Course</li> <li>• Hallamshire Harriers, athletic club</li> <li>• Monthly Bulletin</li> </ul> <p>We have already received some interest from the MB. <b>Action: GC/Admin</b></p> <p><b>Edinburgh COE</b> TL gave a brief summary of how things were going: The COE is all up and running and functioning well. TL thanked Jim Aitken (Head of Edinburgh University Centre for Sport and Exercise) for his support. The set-up generally in Edinburgh was very good. Lots of weekend camps on terrain. GC has had meetings with TL and the Edinburgh staff.</p> <p><b>HBridle (athlete perspective)</b> HB hasn't gone to all the training but is aware that there is a lot on offer and intends to do more with CoE.</p> <p><b>JC (as a local orienteer)</b> JC was impressed with the range/quality of training available.</p> <p>GC noted that TL brings lots of new ideas for elite orienteer's which is a positive benefit to British Orienteering. In particular his model for decision making in orienteering can be successfully applied to Talent and Participation level orienteer development.</p>
10/07	<p><b>Selection Races and Selection Process</b> <b>09/28 WOC Selection Races</b> Middle/Long courses have been planned and checked by the controller. Sprint course, new map by Patrick Walder, 90% finished. Site visit this week by Lorna Eades and JC.</p> <p>Main helpers all in place. Extra helpers needed to marshall sprint controls (source locally/possibly CLYDE juniors) and for possible two drink stations on the long (source locally). HB is co-ordinating.</p> <p>Online entries opened today – HB emailed all distribution lists and news item on BO website. Entries close 7<sup>th</sup> May.</p> <p>Final details are being written and will be available after 7<sup>th</sup> May.</p>

	<p><b>09/28 Selection Process / Policies</b> GB Teams have been selected for EOC, Nordic O Tour No comments received from athletes re selections. GC and SH thought the selection process was robust.</p> <p><b>09/28 WUOC</b> David Rosen was involved in WUOC selections. One question was received re selection but no appeal. It was tricky selecting a WUOC GB Team when two governing bodies (BUCS and BOF) were involved. <b>Action: GC - In future the role of BUCS and BOF in selection to be clearly agreed. If BOF is to select athletes then BUCS must agree our entire selection policy and appeals procedure prior to selection.</b></p> <p><b>09/28 Selection Advisors</b> IC is always looking for a new pool of selection advisors. See attached paper on Role of the Selection Advisor. <b>Action: DH has requested names by 30<sup>th</sup> April.</b></p> <ul style="list-style-type: none"> <li>• Talent / Development</li> <li>• Elite / Seniors</li> </ul> <p><b>Competition Structure Review</b> The CSR is in its gathering of information phase. GC has together some ideas from an International perspective. Eg: Too many competitions in the spring – 11 races in 5 weeks. Attached draft paper <b>Action: GC to circulate paper with the minutes for comment</b></p>
10/08	<p><b>Strategy and Whole Sport Plan Implementation</b> <b>09/29 Sport England Reporting</b></p> <p>Notes: The end of year self-assessment has been submitted. Generally the programme is on target (amber).</p> <p>The World-Class team have:</p> <ul style="list-style-type: none"> <li>• Started to provide effective communication channels by for example sharing good practice across developmental groups, providing monthly bulletins which include notes from any sessions delivered, and maintaining regular contact with athletes throughout the season</li> <li>• Introduced an 'Athlete Performance Assessment' tool that assesses a variety of measures both 'process' (based on the ODP) and 'outcome', which can be used interactively to monitor and drive performance of the athletes. The use of the measures</li> </ul>

	<p>in this way has offered the programme the opportunity to monitor and improve the progress throughout the life of an athlete,</p> <ul style="list-style-type: none"> <li>Understanding the athletes' needs in this way has meant that efforts in the future of the 'Excel' programme can be directed to providing a mutually supportive climate.</li> </ul> <p>However, there are a couple of themes that run through the submission that are perceived as barriers and these relate to 'Quality Coaching' and, the lack of female coaches who are qualified to coach at 'Talent' Level.</p> <p><b>Action: DH and SH to discuss a strategy to deal with the lack of female coaches.</b></p>
10/09	<p><b>Programme Director's Status Report, including: 09/30 Formal role descriptions for TM and Lead Coach</b></p> <p>TM pack is being trialled by Dave Rollins (EOC) and Elizabeth Furness (EYOC), and will be finalised following these trials.</p> <p>In future the TM to drive a tour forward and not the office.</p> <p>The TM pack to be clear about job expectations and who in the office is the main contact.</p> <p><b>Action: GC - Draft TM Manual to be sent to HP for comments. After the trial the TM pack to be put onto SharePoint. Lead Coach pack is next on the agenda.</b></p> <p><b>09/30 Central Record System</b></p> <p>See attached screen shots.</p> <p>The BOF SharePoint system is storing all the athlete information. Currently only office based staff have access. World-Class staff and selection advisors to be added.</p> <p>It was suggested that there was an IC discussion board.</p> <p><b>Action: DH to collate idea for discussion board.</b></p> <p><b>GC to talk to MH re when SharePoint will be updated for more users. Data protection issues will limit access.</b></p> <p><b>09/30 Medical Insurance</b></p> <p>Currently no funds available for this, to be reviewed for 2011, including potential for purchasing additional TASS scholarships for non-eligible athletes.</p>

	<p><b>Action: GC - To be reviewed for 2011</b></p> <p><b>09/30 Case Conferences and APA</b></p> <p>Storage onto SharePoint waiting for go ahead to add more users – see central record system.</p> <p>1-2-1 meetings with athletes are a bit behind schedule, approximately 75% have been completed.</p> <p><b>Action: All 1-2-1 meetings for Performance athletes and Talent athletes to be complete by 30<sup>th</sup> May. GC and SH</b></p> <p><b>Future Plans including Operational Plan – International</b></p> <p>Funding and Budgeting a challenge for 2010 despite reductions in programme activities and increase in athlete contributions.</p> <p>International travel costs and an increase in admin support costs have led to some of the overspend.</p> <p>Forecast overspends: UKSport, National/Talent and Club/Regional.</p> <p>Athlete contributions for all camps except WOC. Higher contributions for lower priority camps. The feedback we have received from groups/athletes has been generally positive.</p> <p><b>Action; GC to present case to the next Board meeting to cover overspend.</b></p> <p><b>Athlete Rep – HBridle commented:</b></p> <p>Athletes generally happy with paying a bit, concern was for athletes who cannot afford contributions.</p> <p><b>Action: GC - keep feedback flowing between athletes/staff.</b></p> <p><b>Action: GC - 2011, announce contributions at the same time as selection policy.</b></p> <p><b>Changes in BOF Admin support model</b></p> <p>British Orienteering are planning to change admin structure eg central admin pool</p> <p>MH is doing a review before 2011 to make sure departments pay for what they get from the admin pool.</p> <p><b>Action: GC to monitor changes in Admin support model</b></p>
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	<p><b>09/30 Publicity for World Class and Future Funding</b></p> <p>UKSport Funding ends Dec 2012 and this will present BO and the International Programme in particular with a major challenge if a significant performance programme is to be maintained. Communicating with all orienteers and demonstrating the benefits brought to all in the sport by the existence of a healthy performance programme is always important but going forward it will assume even greater significance.</p> <p><b>Action: All - Communicate key messages beyond the International Programme.</b></p> <p><b>Promote benefits of a healthy International Programme to the sport in general.</b></p> <p><b>09/31 JEC 2010 - UK</b></p> <p>The organisers of JEC 2010 were unable to obtain any financial backing from the Board but The Squad Support Fund has agreed to cover deposits for accommodation etc. All profits from the competition to go back into the 'Squad Funds'.</p> <p>GC emphasised the important role that JEC plays in helping develop young athletes and that an unwritten requirement of taking part is that the UK hosts the event every 6 years. GC felt that the event should be included in BOF's long term event planning and responsibility for overseeing the event should sit within the Events committee structure.</p> <p><b>Action: DH to discuss with MH the best route for getting responsibility for future UK JECs clearly assigned within BOF structure.</b></p>
10/10	<p><b>Talent Manager Update</b></p> <p><b>Club and Regional Talent Squads – Headlines</b></p> <ul style="list-style-type: none"> <li>• 12 Regional Talent Squads established each with ~ 25 athletes.</li> <li>• 5 Club Talent Squads established each with ~ 15 athletes.</li> <li>• 16% of the Regional Squad athletes are also members of a Club Talent Squad.</li> <li>• 36 / 63 clubs have at least 1 or more athletes who have reached the standard required to be a member of a Regional Talent Squad.</li> </ul> <p><b>Notes: Club Talent Squads</b></p>

	<p>The Club Talent Squads are being mentored in the use of the Orienteer Development Pathway. The next stage is to make the move towards measuring the athletes/ coaches competencies at the focus clubs and two clubs have been identified to take part in this initiative. It is expected that these measures can then be used to drive/ advise future Club Talent Squads.</p> <p>March 2010 – Recruitment of clubs to become members of the ‘Club Talent Squads’ initiative by advertising on the ‘British Orienteering website’ plus writing an article in the ‘Club Newsletter’ which is produced by British Orienteering.</p> <p>April 2010 – Formalised an annual ‘Club Talent Squad’ audit which will establish athlete attendance at training/ coaching sessions, athlete development and coach development.</p> <p>Currently only one Welsh and one Scottish club have replied, Club Talent Squad is currently for English clubs only.</p> <p><b>Actions: SH to approach clubs at BOC in the BOF tent.</b></p> <p><b>SH to check out how many clubs have ‘club mark’ and which person in the club is being emailed the information?</b></p> <p><b>SH to send the advert to qualified coaches.</b></p> <p><b>Notes: Regional Talent Squads</b></p> <p>Would like to have spent some time gathering information about the aims and objectives of each of the Regional Talent Squads, in order to understand what mechanisms are in place to assess and monitor athletes. It was envisaged that this information would be used to drive the performances of athletes, resulting in athletes progressing from their Regional Talent Squads into the National Talent Squad. Available time is becoming a barrier to achieving this, although through the formalisation of an annual audit of the Regional Talent Squads, it is expected that the information can then be used to drive/ advise Regional Talent Squads in terms of enhancing athlete performance.</p> <p><b>09/31 Junior Regional Squad Summer Training Camp Proposal</b></p> <p>This proposal went to the Board meeting but didn’t get discussed. It was on the agenda for 20 April</p> <p><b>British Orienteering Tent – BOC 1st May</b> World-Class Team will present the ODP (laptop presentation)</p>
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	Meetings will take place with TM/LC for summer camps and other tours.
10/11	<b>AOB</b>
10/12	<b>Dates for next meeting</b> September meeting moved to October as it clashed with JEC. <b>Next meeting October 16<sup>th</sup> at BOF Office</b> <b>(day before CSC in Sheffield)</b>
	<b>Attached</b> <ul style="list-style-type: none"> <li>• ODP – TOR</li> <li>• Sheffield COE – Job Details / Person Specification</li> <li>• SharePoint Screen Shots</li> <li>• DMP – Pre-Trip Check List</li> <li>• Draft Competition Review</li> <li>• Role of the Selection Advisor</li> </ul>