

# Leicestershire Orienteering Club



## Agenda of Committee Meeting to be held online via Zoom Monday 7<sup>th</sup> February 2022

**Present:** Steve Chafer, Jane Dring-Morris, Roger Edwards, Simon Ford, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West Wendy West, Ernie Williams, Ursula Williamson.

### 1. Apologies for absence: Libby Barber, David Cladingboel, Peter Leake

- SC apologised for a delay in joining the meeting due computer issues.

### 2. Minutes of the last Committee Meeting on Monday 8<sup>th</sup> November 2021

- These minutes were agreed to be a true record.

### 3. Items arising from the last MOM

- RE noted that that Level D events had yet to incorporate a fourth course to aid newcomers to the sport.
- JDM noted that the standing orders had been updated on the club website and that significant progress had been made on updating the appendices with various stakeholders. These will be published in due course once reviewed.
- WW noted that a list of coaches and their qualifications had been emailed to IP.
- SC noted that the club's heat in the CompassSport Trophy was now at Postenplain.

### 4. Request for inclusion in 'Urgent and important items' on the agenda

#### a. Spam Emails and GDPR Practice

- SC reported that several spam emails had been sent to various members of the committee. Please be aware of these and do not reply.
- SC noted that spam appears to be only limited to committee members.
- EW noted that he always uses a subject line to match the content of the email.
- RP reported that there had been some technical changes on the website to try and prevent scraping of email address and spam being generated from the website.

#### Action Points

- IP to write a best practice list to avoid spam emails.

#### b. Club Dinner

- SC advised the committee that booking of the club dinner had been postponed due to Omicron.
- CP suggested that May would be a good date for the dinner, either the 14<sup>th</sup> or 21<sup>st</sup> of May.
- SC suggested returning to Longcliffe Golf Club for the dinner. This was agreed as a suitable venue.

### **Action Points**

- CP to book the club dinner at Longcliffe golf club on a Saturday in May.

### **c. Zoom Licence**

- RP advised the committee that the current Zoom licence would expire at the end of February and the renewal cost for a year was £119.90.
- CP suggested that having Zoom meetings was cheaper than hiring a room.

### **Action Points**

- RP to renew Zoom licence for 1 year.

## **5. Treasurer's Report**

*Please refer to the Treasurer's Report February 2022 circulated prior to the meeting.*

- SF noted that the Treasurer's report should include the £11,000 held in the Mansfield Building Society.
- SF reported that RE was helping in understanding the Gift Aid process and the club's various member offers.
- RE suggested that due to the high fuel cost the committee might look at club mileage rate.

### **Actions Points**

- SF to review the club mileage allowance.

## **6. Delegates' Reports**

- IP reported that since the last EMOA meeting there was nothing significant to report.
- IP noted that EMOA minutes are listed on the East Midlands website.  
<http://www.emoa.org.uk/members/minutesexec211115.pdf>

## **7. Events Committee Report**

*Please refer to the Event Committee Report February 2022 circulated prior to the meeting.*

- CP reported that a programme of Summer League events has been agreed. This may be subject to change due to the usual landowner permission issues.
- CP noted that YBT final Irchester Country Park was proceeding okay and the Nature hut had been booked as a base.
- CP reported that Walton Chasers were still searching for areas for the JK 2024.
- CP advised the committee that SIAC hire dibber charges should be raised to £2.00 and that ordinary dibbers should remain at £1.00. This was agreed.
- RE noted that event notices will need altering to include the new hire charge.

### **Action Points**

- RP to add the SIAC hire charge of £2.00 for all events starting on the 17<sup>th</sup> February 2022.
- CP to alter event notices to include the SIAC hire charge.

## **8. Development Team Report**

*Please refer to the Development Team Report February 2022 circulated prior to the meeting.*

- RE reported that the map for Queen Elizabeth Diamond Jubilee Wood was now sufficiently finished to be used for a POC or a VOC.
- SC asked what the likely footfall of a POC/ VOC would be.

- RE noted that Sense Valley POC has a download average of 1 per week.
- RE noted that VOCs are not as suitable for those new to the sport.
- CP suggested POC usage would be higher at locations with a Café e.g., Beacon Hill.
- It agreed to install a VOC at QEDJW.
- RE reported that the new Hermitage Leisure Centre was due to open shortly. Did the committee want the POC to be replaced?
- RE noted that North West District Council is very supportive of orienteering.
- It was agreed to update the Hermitage map as a possible prelude to reestablishing the POC.
- RE recommended that a £50.00 donation should be made to MapRun and to Ollie O'Brien (Open Orienteering Map) to support these projects in 2022. This was agreed to make the £50.00 donation to MapRun and to Ollie O'Brien.
- RE reported that a First Aid course had been booked for the 14<sup>th</sup> May 2022.
- RE noted that the North West Leicestershire Schools event was a good recruiting event and was likely to invite the schools to the QEDJW event on the 26<sup>th</sup> April.
- CP thought this would be a good idea.
- RP shared with the committee the new mobile-friendly website design on a test website.
- RP noted this test website is using placeholder information. The committee will be asked to provide future feedback on this test website.
- RE reported that the BOF Development conference webinars were all online and covered a variety of topics. The webinar on retaining beginner orienteers had several recommendations useful for the club.
- SC noted that extra volunteers would be needed to implement these recommendations.
- RE reported that an idea from the webinar was a post event follow up email for newcomers.
- SC suggested that email addresses could be sourced from The Start Kite entry system.
- IP noted that this would require an amendment to the Start Kite privacy policy to allow the use of email addresses for post event contact.
- RP noted that clubs GDPR data retention was four years.
- RE reported that the BOF Club Development Officer webinar was useful. A CD Officer could be a route for the committee to explore.
- RE suggested that a bid to the Orienteering Foundation would require at least a £5,000 commitment from the club.
- CP asked what the long-term membership update from the CLOK programme was?
- RE noted the CLOK programme had only run once and attracted 5 new members to the club.
- SC noted that £1,000 per member would be expensive for the club.
- CP suggested that the CLOK model of a CD Officer would be the preferable choice.
- SC noted that more research would need to be done on the long-term impact of having a CD Officer.
- RE noted that the current development plan is out of date.
- JDM noted that COVID paused the work on updating the development plan.
- AP reported that an article was published in the Groby Gazette advertising the upcoming Martinshaw event.

## Action Points

- RE to ask SS to design a VOC for QEDJW.
- RE to ask PL to update the Hermitage Map.
- RE to organise a £50.00 donation to MapRun and £50.00 donation to Ollie O'Brien.
- RP to circulate a feedback form on the test website design.
- RE to research the long-term impact of the CLOK modal of CD Officer.
- JDM to revise the development plan.

## 9. Safeguarding

*Please refer to the Safeguarding Report February 2022 circulated prior to the meeting.*

- WW reported that she attended the BOF webinar on Safeguarding.
- WW noted that guidance was given on what to do if a disclosure was made.
- WW noted that BOF are working on developing an adult concerns reporting form to compliment the current reporting form.
- WW suggested that the club website safety tab should be changed to Safeguarding and Safety. This was agreed.
- IP noted that the club only has one coach listed on the database as having met all the requirements to be licensed.
- WW noted that coaches should never coach without another adult present.
- AP asked if DBS from another organisation was acceptable to BOF?
- WW noted that only BOF can decide and the only way forward is to complete the DBS eligibility form.
- IP reported that he does not have access to the BOF database of awards.

## Action Points

- WW to action the change to the website tab to 'Safeguarding and Safety'.
- AP to complete the BOF DBS eligibility form.
- RP to email Peter Hart for database access for IP.

## 10. Club Captain's Report

- No reported submitted.

## 11. Membership Secretary's Report

*Please refer to the Membership Secretary's Report February 2022 circulated prior to the meeting.*

- RP reported the 2 members had renewed and the club membership total was now 111 members.

## 12. Any Other Business

- IP suggested that a review of the Start Kite entry system be discussed at a future events meeting.

## 13. Date of future meetings:

- Date of next meeting – 9<sup>th</sup> May 2022 via Zoom.

Meeting Closed at 9:19pm

FULL: FEBRUARY, MAY, AUGUST, NOVEMBER – *Normally 2<sup>nd</sup> Monday*  
Events: JANUARY, APRIL, JULY, OCTOBER  
Development &  
Coaching: December, March, June, September

## Bank balance

AT 1.1.22 £5500.62

AT 1.2.22 £5413.14

Decrease of £87

**Major contributors; Items >£100**

### INCOME

Coalville event	965
Leicester Castle event	194
Beaumont Park	<u>155</u>
	1314

### EXPENDITURE

CSC entry	390
Coalville Levy	189
Brookvale hire	300
Acorn Jackets	270
Moirra Levy	102
Others (net)	<u>150</u>
	1401

## EVENT COMMITTEE REPORT FEBRUARY 2022

I am pleased to report that since our last meeting, numbers at events have grown. Winter League Events 5,6, &7 were well attended and the Coalville Urban Event had 140 entries which was around 10% high than pre pandemic numbers. Reports from other clubs in the region show similar growth. On a slightly disappointing note, we seem to have had very few newcomers to events over the winter.

Since the last Committee Meeting, we have been using StartKite for entries to Regional Events. This has worked very well and it is intended to continue to use the system for Regional and National Events for the foreseeable future

Congratulations to Iain Phillips and Steve Chafer on their respective appointments as Level B and Level C Controllers. Matt Birkett has completed a Planners' Course.

Event Officials have been appointed for the next two Regional Events at Martinshaw and Burbage Common and the YBT Final at Irchester in July. Officials are still needed for the Regional Event at Aylestone Meadows on 1st May 2022.

Summer League 2022. The programme for the League was agreed at the last meeting of the Events Sub Committee. Ursula has now, at the time of writing, recruited event officials for all but one of the 17 events. The first event will be on 26<sup>th</sup> April at the QEII Diamond Jubilee Wood. The League will incorporate, as usual, the Score Cup but this will be the last event and will not count towards the League. It will be followed by the presentations and associated social event. A revised programme is attached to this report.

There has been, over the last few weeks, failure of several Si control box circuit boards. Simon is to investigate if it is economic to repair them. As I have previously reported, some of our Si kit is 15 years old and is starting to deteriorate. The recommendation from Simon and myself is that from the next financial year onwards we put a sum of £1,000 in the budget for replacement of kit. The four download boxes have been refurbished and should be useable for the next few years, although we will need to upgrade the printer units on three of them as they are likely to become life expired at some stage.

World Orienteering Day is scheduled to be celebrated between 11<sup>th</sup> and 17<sup>th</sup> May. We have an event at Martinshaw on 11<sup>th</sup> May. Does the Club wish to do anything for this? If so, will the Committee please appoint a co-ordinator.

Some time ago the Committee discussed having a higher charge for SIAC hire Dibbers. The discussion was inconclusive. The subject was revisited at the last Events Sub Committee and the recommendation from that group is that SIAC hire dibbers are charged at £2.00. Normal dibber hire to remain at £1.00.

Chris Phillips

Date	Day	Number	Venue	Organiser
Tue 26 Apr 22	Tuesday	SL 1	QEDJ Woods	Simon Starkey
Wed 4 May 22	Wednesday	SL 2	Outwoods	Steve Edgar
Thu 12 May 22	Thursday	SL 3	Loughborough University	LUOC/IP
Tue 17 May 22	Tuesday	SL 4	Martinshaw	Derek Herd
Wed 25 May 22	Wednesday	SL 5	Donisthorpe	Kevin & Maureen
Thu 2 Jun 22	Thursday	SL 6	Cademan	David Cladingboel
Tue 7 Jun 22	Tuesday	SL 7	Ibstock Urban	Peter Hornsby
Wed 15 Jun 22	Wednesday	SL 8	Boothorpe Woods	
Thu 23 Jun 22	Thursday	SL 9	Abbey Park Sprints	Chris Phillips
Tue 28 Jun 22	Tuesday	SL 10	Swithland Woods	Ursula Williamson
Wed 6 Jul 22	Wednesday	SL 11	Knighton Park Sprints	Ed Chester
Thu 14 Jul 22	Thursday	SL 12	Markfield Urban	Roger Phillips
Tue 19 Jul 22	Tuesday	SL 13	Beacon Hill	Ed de Salis Young
Thu 28 Jul 22	Thursday	SL 14	Foxton Locks Sprints	Steve Martin
Wed 3 Aug 22	Wednesday	SL 15	Hinckley Urban	Keith Willdig
Tue 9 Aug 22	Tuesday	SL 16	Market Bosworth	Steve Chafer
Wed 17 Aug 22	Wednesday	LEI Score Cup	Castle Hill. LEI Score Cup	Chris Bosley

## DEVELOPMENT TEAM REPORT FEBRUARY 2022

Minutes of the Development Committee meeting in November have been circulated.

1. **POC/VOC:** Courses are on Go orienteering on the BOF website. Download numbers are about a third of the summer peak. We are behind with our POC inspection and maintenance programme.

1.2 QEDJW: In 2014, we agreed with the Woodland Trust to put a permanent course into Queen Elizabeth Diamond Jubilee Woods. We now have a usable map. Do we want to take this forwards? And are we going to fund it from club funds? It will probably cost us £100 to put in a range of courses. This would give us another location to maintain but we do have a good relationship with the Woodland Trust.

**Recommendation:** We proceed with permanent course at QEDJW at the club's expense.

1.3 The new Hermitage Leisure Centre opens on 11 February. Not sure if this means open for business. We do have a permanent course from: Stephenson College to the old Hermitage so we ought to open up discussions about reinstating; with the new Centre as a new start and star and loops.

**Recommendation:** We proceed with reinstating permanent course at Coalville at the club's expense.

1.4 I've made no progress in sorting out the MapRun and access at Bradgate Park. I have asked Roy for assistance. He is more minded to a view that anyone can go into the park therefore a virtual course should be able to be installed without English Nature agreement.

1.5 Virtual Orienteering courses have been added after each MapRun club night. We have 42 sets of MapRun. Two not yet used. Likely to use again in the Autumn so need volunteers to design.

1.6 We are undecided on the maintenance arrangements, by default we have none. The issue is that if the base map changes and we upload, the old courses are deleted/ results lost and replaced with a completely new set of courses. It's possible we will reuse the areas and have new control sites or use old sites in a different configuration so does it matter!?

1.7 We made a £100 donation, for use of MapRun, in January 2021.



We should also be looking at a donation to Ollie O'Brien's Open Orienteering map. Fosse Meadows, Irchester, Western Park, Martinshaw Woods, Beacon Hill, Oakham have all had 30 downloads since we started offering Mapruns with over 400 downloads for all locations in the last year. So our urban ones are rarely used.

**Recommendation:** Pay £50 to MapRun for our prospective usage in 2022, and make a £50 donation to Ollie O'Brien for prospective usage in 2022.

2. **Coaching:** We have two level II coaches and others who are trained but have expired paperwork, and therefore are not licensed. We have a low active coach base and have only added Derek in the last five years. First aid is one of the requirements and it looks like the LEI course will be on 14<sup>th</sup> May 2022. Any thoughts on location?
3. **Club night:** on Tuesdays moved to South Charnwood High School Sports hall. Peter has updates map for new fences with new surfaced carparking and floodlights. We have three members attending. We will discuss if we can do anything for Juniors at the March Development Committee meeting.
4. **Schools:** We map schools for a fee, three mappers are handling Castle Mead Academy, St. Barts Quorn and Hugglescote which all are still in progress. Peter will be move forwards on Charnwood College, where the usable area is now out with the school buildings. So will require a number of new plaques.

North West Leicestershire Primary School Championship, plus some secondary pupils, scheduled for Tuesday 5th April 2022. Typically has 800 children for a 30 minute pair score. I am also wondering about a talent day, this would work particularly well if there was a weekend Summer League shortly afterwards in the North West. The event at QEDJW on Tuesday 26<sup>th</sup> April looks a possibility. So we will advertise this via NW Schools with a **family run offer. £5 for a family.**

We are working with Melton & Belvoir, and South Charnwood Sports Partnerships. Caroline Louth (WAOC), delivered a TOPS 1 training course to 10 teachers, (plus both Partnership Managers) at newly mapped, primary schools on 6 December at Hallam Fields Primary, Birstall. I have offered to run a purple pen support session and offered a few summer

Saturday dates for a Melton event. Favourite is Saturday 25 June, but the likelihood of it running is pretty low. Some coaching in schools will be given by Serena Bicknell who has done TOPS1 and did attend a Bradgate Summer league event.

## 5. Recruitment (& Retention)

We had a long discussion at Committee in February 2020. Are we attempting to get juniors, family middle-aged and older people? The whole of this area has been in limbo or embargoed by the covid arrangements. We have poor links to our events and we have one 2022 level Cs in the summer at Aylestone when the weather should be warmer.

Few Level Cs means we must make good use of our Summer League, especially those at weekends (none!) which are more family friendly. We need to do more publicity and preparation before these.

Probably Facebook adverts, Esther was hoping to do something with Roger Phillips.

## 6. Website

Roger Phillips has spent ages developing options, eg the event presentation pages, taken out hard coding and added parameter files instead. Also making our web site **mobile** friendly and to focus on recruitment of **beginners**, so fewer tabs on the top line, with the **members** pages moved to be less prominent and a reduction in the sidebars content. On 26<sup>th</sup> January, we discussed the next steps, Roger P and Chris Bosley are to agree the tabs and the intention is to release a beta version for Committee feedback/questionnaire in the next month. The aim is to go live shortly afterwards with an "agreed" version.

We also want to make new more attractive, so to change the **news** postings: image required, use one liners, with read more for full detail. Roger P has highlighted that we don't celebrate successes. We are not sure how to manage this so options are issue instructions or postings through one person. Who is around to post good news stories?

**Views please.**

**7. BOF Webinars Development Conference January 2022**  
Slides are found at  
<https://www.britishorienteering.org.uk/webinars>

## **8. Retaining Beginners**

8.1 Orienteering Foundation (OF) have issued a report to all clubs and this includes 16 good practice examples. OF report  
[https://www.orienteeringfoundation.org.uk/documents/Newcomer\\_Retention\\_Group\\_report\\_191221.pdf](https://www.orienteeringfoundation.org.uk/documents/Newcomer_Retention_Group_report_191221.pdf)

Some of these we already do, but for instance, some we are weak -asking people about their expectations (rather than bombarding them with the procedure) and follow-up afterwards.

Chris Bosley has completed the web site improvements in an earlier OF report, revived in November 2021. All clubs were reviewed and median score was 60/100, ours was 75, meaning we have quite a bit of improvement we can make.

The BOF Webinar (on BOF resources) of 17<sup>th</sup> January on beginner retention has some thoughts. Things we have not done, or at least not recently! Say an "annual bring a friend event". Main focus was club web sites and handling beginners pre-, at and post- event.

Appendix A lists the points raised which we need to consider and act on if agreed. A broad summary of the actions needed is shown in the recommendations below.

### **8.2 Recommendations:**

- 1. We have a pre-entry process to help beginners arrive at the event with some skills.**
- 2. Where we do have formal meet & greet we seek to find out participant's motivations and get them orienteering quickly and focus on being friendly post race, and pass on a few tips.**
- 3. We improve the meet & greet and have something at Level C and Level D. We have a "pack" at every event that is taken from event to event.**
- 4. We contact all beginners post-event.**
- 5. We record the stats at every event and monitor the data.**

## 9. Club Development Officer

A second OF presentation covered this and OF Chairman indicated they have money for more clubs. Probably for a two year project. The SYO presentation by Pauline Tryner said they did this 26 years ago and had £9k of funding from Sport England.

CLOK have a new CDO, the Chair's presentation. Belief that we needed to (a) provide newcomers with frequent, high quality orienteering experiences, (b) treat our sport as a 'product' and (c) use social media to create a sense of community.

- AGM voted to spend the money. CDO and Schools Development Officer. 2 year contract, with extension. CDO gets people to events volunteers do the "rest".
- CLOK are OF funded and provided an 8 weeks course (4 weeks then race x2). in the 20-40 age group, seemed to me like BOK "Track to terrain" with a social aspect too. Also a **virtual session!** Fee £20 half refunded if become members. Outcome was 4 under 40, 5 41-50 and 7 51-60. All confident to do a Green Course. CDO Cost was £800 income £260. Sessions had 1 coach per 5 participants.

If we make a bid; some specific aspects of a bid are: Strong commitment from the club, Clear objectives including milestones, A sound project plan, The financial aspects, the likelihood of substantial sustainable benefits to the club.

### **What do you think about this....**

Is it something for us?

Can we accept a paid official?

Can we find someone?

Can we give them enough autonomy?

Would we want to spend this sort of money?

CDO to run Holiday clubs. (Funding is often offered by LAs)

### **Recommendation:**

**Explore CDO further and if required seek £10K funding to proceed?**

## 10. Yvette Baker Trophy & Shield Final

At Irchester at the beginning of July. Last year we didn't qualify, hopefully this will be remedied in 2022, we have our Junior Captain and

we ought to have three of the 2021 British School winners Cerys Glover, Daniel Glover and Eoin Simpson in our team of five counters.

### **11. Club Review**

Sport England in its Club Matters has issued a Health Check tool covering

- Governance.
- Welfare and Safeguarding.
- Financial Management.
- Workforce (Volunteers and paid staff)
- Facility Development (Hired and leased facilities)

<https://www.sportenglandclubmatters.com/tools/health-check-tool/>

We may wish to complete and review the report arising. It's meant to be filled in using a collaborative approach rather than just one individual's views.

**Recommendation:** we complete the survey.

### **12. Development Plan**

The plan on our website is 2016-2019. We ought to be putting on a more recent plan. Probably one reflecting our priorities following our covid-19 interlude.

**Recommendation:** create a new Development plan 2022-2025.

### **13. Junior Competitions**

We have CST, YBS ( 3rd April and July) and Peter Palmer Relays (11/9) and we ought to managing the team entries. PPR is the tricky one if we do the overnight stay at Sutton Park and we need DBS sorting for the adults.

Roger Edwards

Development Co-ordinator 27 January 2022

## Appendix A Beginner retention practices

The BOF webinar ( [www.britishorienteering.org.uk/webinars](http://www.britishorienteering.org.uk/webinars) ) on Beginners' Retention had some useful thoughts -things we have not done, or at least not recently! Say an annual "bring a friend" event? The focus was club web sites and handling beginners before, at and after events.

Some possible actions would require buy-in from all parts of the club:

1. Plan events so that there is potential for beginners to continue locally and within a short period.
2. Beforehand we can communicate with IND and advise beginners to study our relevant web pages and to look at videos so they can choose the right course and are prepared to start when they arrive.
3. Newcomer safety should feature on event Risk Assessments.
4. Entry on the day would benefit newcomers even if still done on-line.
5. Allocate 1 or 2 (early and late) suitable experienced volunteers as Meet & Greet at every level C event. They would see them through the start process, advise on which course to run, ensure that they understand safety concerns, discuss their experience at the end, and follow-up in the days after.
6. At events, a poster (A-frame) with orienteering basics would support the Meet & Greet volunteer and give a focal point for beginners.
7. It will be helpful in conversations with newcomers to find out their motivations and expectations in initially trying the sport and in continuing.
8. A handout (BOF may publish one?) which beginners can take round the course with them, giving clues about what to do. This could be used at one person events, or when there is no Meet & Greet person. We do have one in the "Meet" box but this misses out the StartKite and pre-entry aspects. The "Meet" box should be at level C & D events.
9. All club members should to be aware of the need to speak to newcomers. Make them welcome and, if needed, give them tips. Ideally there should be continuity with M&G process, with the volunteer facilitating social contact with potential 'buddies'.
10. A post-event poster (A-frame) and/or a leaflet could include try a POC/VOC near here, a list of the next events, club night etc., and club contact info. This could be at download or with the M&G volunteer. Copies of a local POC could be available for beginners.

11. **Actually contact them afterwards.** (The Sport England mystery visitor found that none of the 3 clubs visited did this!) We can use the entry details (phone and or email) which we retain for insurance and other event relevant purposes. The follow-up message can give an option to subscribe to ongoing contact.
12. We could offer individual coaching to any beginner.
13. A beginner's What's App group could be set up for them to join, if they are interested.
14. We could monitor retention data, review how to increase it and take action to identify why any beginners did not go on to become regular participants, whilst using that intelligence to inform any actions required.
15. We might even need a "Beginner Manager" for all this.

## **SAFEGUARDING REPORT FEBRUARY 2022**

I participated in the Safeguarding Webinar led by Peter Brooke on Tuesday 1<sup>st</sup> February, 2022. This was a webinar to assist Club Welfare Officers/other club members to have an understanding of what to do in the event of a safeguarding concern.

Everybody has a duty to report a safeguarding concern, even if the concern comes via a third party. The top tips for dealing with a disclosure relating to a child are:

1. Ask open questions and don't interrupt. Do not ask leading questions.
2. Take your time and don't rush the person disclosing the information.
3. Show that you understand what the person is saying and reflect back to check you have understood the disclosure.
4. Reassure the person that they have done the right thing and explain that this information will be shared with somebody who will be able to help. This information SHOULD NOT be shared any wider than the Club Welfare Officer.
5. Take notes at the time of the disclosure or immediately afterwards. When making notes, use initials of people, rather than full names. Date and sign the notes, plus add the time of the disclosure. These notes should be reported to the Club Welfare Officer. The Club Welfare Officer will then deal with the concern/report to BOF.)

If dealing with a disclosure relating to an adult (18+), ask the adult what they would like to happen/how they would like you to proceed, then follow this instruction. For children, all disclosures MUST be reported.

There are incident report forms available on the BOF website for reporting concerns (see Safeguarding and Safety section). Also, within this section, is a short YouTube video on how to report a safeguarding concern.

### **Recommendation**

1. On the LEI website, change the heading 'Safety' to 'Safeguarding and Safety' so that there is a clear signpost to safeguarding.

### **Essentials**

1. All coaches MUST undergo a safeguarding course prior to operating as a coach. BOF has an 'Introducing Safeguarding' e-learning course which takes approximately one hour to complete, and this course is being offered at a cheaper price until the end of February. Additionally, there are various e-learning opportunities:  
<https://www.britishorienteering.org.uk/elearningcourses>
2. All coaches MUST have a coaching licence.
3. All coaches MUST have a DBS, which needs to be renewed every 3 years.
4. All coaches MUST have a first aid qualification.
5. All coaches MUST ensure that there is another adult present when coaching juniors, preferably a second coach. NEVER COACH ALONE.

### **Coaches and Qualifications**

I have updated Iain Phillips on the status of the coaches and their qualifications.

*Wendy West*

### **Club Welfare Officer**



