

Issues raised regarding the use of Club/Association Activities

Over the past week several issues have been raised about the use of the registration system for club and association activities. Hopefully the following will deal with most of these issues:

- a) Coach education: this includes people organising the following courses; none of these should be registered using the 'Club Activities' or 'Events' systems:
- UKCC Courses can only be organised by accredited tutors on a form available from and returned to the National Office or in Scotland the SOA.
 - Other British Orienteering Coach awards such as the Level 3 and 4 should be registered directly with the National Office
 - Teaching Orienteering Parts 1 & 2; to organise a course see the web site and required form at <http://www.britishorienteering.org.uk/downloads/documents/3TeachingOrienteeringCOURSEREGISTRATIONFORM.doc> or by contacting Hilary Quick in Scotland
 - Certificate in Tutoring in Sport (CTS), Introduction to Assessment Practice in Sport (IAPS) and Certificate in Internal Verification Practice in Sport (CIVPS) can only be organised by national staff

Coach education courses are listed in the 'Coaching Calendar' on the web site

- b) Authorisation to use the Event and Club Activities registration systems: In order to manage the system effectively the following has been agreed:
- Registering Events and Club Activities – Association and Clubs will each be allocated 2 people with authority to use the system, in most instances this will be the fixtures secretary and an assistant; it may be that some associations and clubs will split the workload with the fixtures secretary leading on the registering of events and the assistant registering club activities

No other users will be provided with authority to register events or activities, this has proven necessary in order to ensure that the association or club has an overall view on the events and activities they have responsibility for.

In England, RDOs may be asked by a club or association to organise coach education and other volunteer training courses and should use the forms as described in (a). Similarly if they are organising or coaching on behalf of a club or association they should follow the same procedures as described above ie they should ask the association or club fixtures secretary to register the activity. If asked by a school, school partnership, county sports partnership or local authority to organise coach education training as specified in (a) above they should follow the guidance in (a) or if asked to coach an activity they should follow the guidance in (g) below.

- c) Responsibility for events and activities: For both events and activities the club or association will be responsible for the organisation of the event or activity. If there is no club selected

when the event or activity is registered the responsibility will be with the association. Therefore an association junior squad coaching session should be registered into the activities system with no club selected via the Association Fixtures Secretary. (A change has been made to the system to accommodate this.)

- d) Use of 'Out of Association (or club) areas': Coaching activities (or events in rare cases) are sometimes organised in other club or association areas; in such instances the coach, club or association organising the activity should gain permission to use the area/map in writing (email is ok) from the club or association with map rights and landowner responsibilities or the access officer for the area (example Lake District). Once this has been gained the activity can be registered by the association or club organising the activity selecting their own association or club as the responsible sponsor. The named association or club has responsibility for the activity.
- e) Meetings: The activity list is aimed at people wanting to take part in orienteering activities. The activities registration system should not be used for meetings. National committee and group meetings are already listed on the web site under 'Business Calendar'. It is NOT a requirement of the public liability insurance cover provided by British Orienteering for such association or club meetings of members to be registered.
- f) Insurance: Activities must have a qualified coach or a trainee coach under the guidance of a qualified coach supervising the activity. At some point in the near future it will be a requirement that organisers of activities or events will be 'accredited' largely based on their experience and by having demonstrated their competence. Once this is in place organisers may be able to take responsibility for activities.
- Please note that social activities are covered by the British Orienteering public liability cover provided:

- Entry is for club members only or
- Entry is controlled by invitation or
- Entry is by tickets sold prior to the social activity to non-members

If entry is on the door and open to the public the social activity will not be covered and additional insurance cover will be required. The above only applies to social activities that can be considered 'low risk'.

- g) Activities NOT requiring insurance cover: if an activity is organised on behalf of another body, a school or local authority, and will be using their insurance cover then the activity does not need to be registered – however we would like to gather information about such activities and the participation numbers. Please complete the form shown in the link below and return to the National Office.
- <http://www.britishorienteering.org.uk/downloads/documents/RegisteringParticipationNumbersforexternalactivities.doc>
- h) Trips away by club or association squads for training: should be register by the appropriate club or association that is responsible. Note that only the normal orienteering activity is covered by British Orienteering Public Liability insurance. You will not be required to register overnight accommodation or other non-orienteering activities. If you are hiring

accommodation (village hall, school, etc) you should ensure the hiring fee includes accidental damage and public liability insurance cover.