

## ENGLISH COACHING MANAGEMENT COMMITTEE MINUTES No. 24



Date: 21<sup>st</sup> February 2009

Venue: BCU HQ Bingham

Next Meeting: 10<sup>th</sup> October 2009  
BCU HQ, Bingham

In Attendance:	Steve Scorer	ECMC Chairman
	Andy Hall	RCO South East
	Andy Maxted	RCO Southern
	Phil Ascough	Outdoor Centre representative and RCO West Midlands
	Ollie Harding	Marathon Coaching Representative
	Lara Tipper	English Coaching Manager
	Siobhan Pratt	Club and Coach Admin Assistant

Apologies:	Ken Hughes	RCO North East
	Scott Bradley	RCO East Midlands
	Anne Hoile	Competition representative - Sprint
	John Lucas	RCO Yorkshire
	Ian Bell	RCO North West

### **Documents Distributed Prior to Meeting #24:**

Agenda

### **The following additional documents were circulated at the meeting:**

ECMC Statistics Report

ECMC Terms of Reference (Agreed 2<sup>nd</sup> March 2008)

UKCMC 24<sup>th</sup> Jan 2009 Lara's Notes

Canoe Wales Board Statement issued 19<sup>th</sup> January 2009

## **1. Welcome and Introductions:**

Steve opened the meeting by welcoming everyone.

It was noted the poor attendance, whilst quorate this was disappointing.

## **2. Declarations of Interest:**

SS asked if everyone had completed the declaration of interests form, to which the response was negative.

Action 24.1 SP to send out declaration of interest forms to all eligible to attend, and maintain information on record.

## **3. Minutes of last meeting:**

See document "ECMC 24 minutes September 14<sup>th</sup> 2008 agreed.doc"

The minutes of previous meeting were proposed by PA and seconded by AH

## **4. Matters arising from last agenda**

See appendix "Status of Actions #24"

## **5.1 English Coaching Manager Report**

Lara reported on the following matters:

### ***Statistics***

SP produced a statistical report on the activity of English Coaching, the second time this had been done (with the last ECMC meeting being the first). A discussion regarding the content continued, the following points were made;

- Thanks to Siobhan for her time and effort in producing the report, and making the changes as requested last time
- Action 24.2 Make the following changes and investigate concerns in next report.
  - Add page at back explaining each report (directory of terms)
  - Number of Updated Coaches does not include UKCC Level 1 Coaches who do not require First Aid, and are still considered updated
  - Number of Updated Coaches + number of non-updated Coaches does not = the total number of Coaches – SP to investigate

- Concern was raised over the low numbers of candidates achieving 4 and 5 Star. Need to advertise in Canoe Focus, as CoDe may not hit many potential candidates.

Action 24.3 This raised a discussion about why we do not authorise 4 and 5 Star Training Courses – ECMC request NSG to consider making this change to enable us to advertise these courses).

Action 24.4 The report on 2008 activity was considered very positive and should be reported through Canoe Focus and CoDe

### ***Licensing***

Lara reported the intention to develop the existing coach update scheme into a Licensing scheme where coaches receive a 'Licence Card'. The requirements for this will match the current Coach Update requirements. Lara is currently working up a proposal, and working through the administration / financing of the scheme.

Due to high level of Coaches who meet all update requirements, except first aid, a letter has been prepared and is being sent to these coaches as a reminder.

Lara reported that a UK agreed list of BCU Courses that serve to update Coaches, is now published on the Canoe England Website.

The 2009 Coach Update Calendar has been published in Feb 2009 Code, with a document being prepared to present at the RCO/LCO forum on procedures.

Lara was pleased to report a successful Canoe England Coach Conference.

### ***English Coaching Network***

The RCO/LCO Forum is scheduled for 7<sup>th</sup> March, with the morning focused around the presentation of a new Keynote Speech, answering questions relating to this, and training the team to deliver it. the afternoon will be focused around supporting the LCOs and running Coach Update.

RCO Elections due in West Midlands and Channel Islands, positions both vacant a letter is being sent this week to all updated coaches in the region to request nominations. Ken Hughes (RCO North East) is due for re-election and the request for alternative nominations published in Feb CoDe.

Siobhan continues to move forward with ensuring LCO gaps are filled, Lara requested that the RCOs also work locally to find appropriate candidates.

Lara reported that we have elected Coaching representatives for Slalom, Sprint, Marathon, and WWR. But have not been informed of representative in Polo or Freestyle.

### ***Workforce Development***

Lara reported that training has been taking place for providers of the Foundation Modules; Phase 2; Competition Modules; FSRT; WWSR; Navigation Courses, and for new 4 Star Providers. Phase 2 is now closed and no new applications for Coach Educators are being considered, except in the competition disciplines.

Training will be available soon for AdWWSR.

We are also prioritising the development of our QA and IV team to get this operational ASAP.

### ***Funding***

Lara reported that Canoe England had been successful in their submission to Sport England for funding for the next 4 year cycle, but that the organisation had not yet agreed how the money would be allocated to each department. Once this has been confirmed she will be able to move forward on the development plan, a report on progress will be available by the next meeting.

Lara also reported that Canoe England Coaching department had just received a £60,000 grant from Sport England, and were currently working out the detail and agreeing with Sport England and Sports Coach UK how this would be spent.

### ***Communication***

Everyone agreed CoDe was a big improvement this month, LT reported that the English PDOs are each writing an article for Level 1 and 2 Coaches on how to coach the various elements of the 1 Star Syllabus, with Nigel Timmins article on Safe Lifting and Carrying being the first.

eNews – Lara reported that we now have the facility to send an email newsletter to Canoe England Coaches (with email addresses drawn from their membership record). This has taken approximately 12 months to set up, but the current communication focus is on getting the Website up-to-date with current information. Once this is in a better position the focus can move to the eNews.

Website – Lara reported that this is a key focus of her work, but that it is a long and slow job! An email distribution list has been created to advise key people of the updates as they are made.

(SP to ensure the email website update is forwarded to all LCOs)

(LT to add note to website bulletin board when updates are made)

Keynote Speech – Lara reported that the Keynote speech was a successful mode of communication and would be continuing to commit time and energy in supporting a team who could deliver it.

### ***UK Developments***

Lara reported that the 4 Star Touring and 3 Star Freestyle have both moved forward and will be launched soon. She also reported that WWR are also keen to develop performance awards under the Star Awards banner.

There are no further developments to report in Paddlepower or Level 2.

There was a review of UKCC Level 1 in November and a number of minor changes made, Training Directors have been notified.

Level 1 Transfer is ready for launch and providers receiving a letter and details this week. Level 2 Transfer is almost ready to go live, with just the last few developments required.

The Level 2 Moderate Water Endorsement was agreed at UKCMC, aiming for a launch date of 1<sup>st</sup> May 2009.

The Level 1/2 Discipline Specific Modules in Sprint and Slalom are almost completed, with the first batch of Tutors trained, and resources being finalized.

The Advanced WWSR is nearing completion with the next focus on training the providers.

The content of the Foundation Modules has now been finalised, with resources just being completed and circulated to providers.

### ***Admin / Staff***

Lara reported that the Coaching department at Canoe England is now fully staffed with a strong administrative team and that this will help ensure business runs more smoothly. We are also looking at appoint a full time IV officer.

## **5.2 Report from UKCMC**

Steve Scorer reported from UKCMC. The main item of concern was the Statement published by Canoe Wales Board on 19<sup>th</sup> Jan 2009 regarding UKCC developments (a copy of the statement was circulated). Lara circulated a copy of her notes from the UKCMC meeting in the absence of meeting minutes.

## **5.3 Report from English Council**

No meeting has occurred since the last ECMC. It was commented that the lack of activity by English Council has a negative impact on ECMCs representation at BCU Board.

It was also noted that at ECMC Sept 2008 SS had raised a concern relating to item 4 of the June English Council Meeting that *"Paul Owen, BCU Chief Executive, stated that the election of the members to the English Council for the regions, competition and recreation would be undertaken by a postal ballot over the next four weeks"*

LT reported that she had been informed that this had been undertaken, but had not been informed of the outcome. RCOs at ECMC were surprised that they had not be included within the postal ballet and asked who it had gone to.

Action 24.5 LT to seek update from David Gent

## **6. Child Protection Steering Group**

Scott Bradley was due to report on the work of the Child Protection Steering Group, but due to unforeseen circumstances was unable to attend this ECMC at the last minute, consequently he was also unable to provide a written report.

## 7.1 Team North Report

Lara provided an update from Ian Bell (RCO North West). No other reports had been submitted.

Ian Bell - NW plans are well in hand for coach updates on dates as already advertised and paddling weekend and update event at Anderton Centre on June 20/21, weekend event.

As I mention to you I feel we need to look at/ update advise about the use swimming pools and also see BCU lifeguards say same.

Need to clarify position with recent LCO elections within the North West region, and ensure these are advertised correctly.

I have had no formal request to report on behalf of the other RCOs in Team North, but as they said cannot make it either, I know Yorkshire have their Coach Update weekend event planed for April. And I known that Ken Hughes and a small team are working on the plans for the club coach symposium to take place in November Teesside area.

Action 24.6 LT request NSG update the Canoeist in the Swimming Pool Document

## 7.2 Team Central Report

Phil Ascough was the only RCO present from Team Central, PA has resigned from the position and is acting RCO while we elect a replacement. A letter has gone out to Coaches within the region inviting nominations. Phil reported that he has not been very active of late, but that the Update Forums have been going well.

## 7.3 Team South Report

Andy Hall reported for South East:

- 5 Level 1 Courses have been run within the region
- Adrian Green has been elected in as new RCO for London, he has been involved in Coach Educator event with 10 new providers recently trained in London. He also held a meeting to determine the needs of London coaches, it was identified that support for old Level 2 Coaches was required, running a Coaching Processes course, and some evening updates for coaches to progress cross cover to UKCC
- The new Racing module is being delivered across region
- The region have supported 2 clubs in building new boat storage
- The region have supported a number of Coaches for Coach Education
- Two very successful Coach update events have been run with over 50 coaches at each

- A new series of Novice slalom team events is being run alongside Div 3 and 4 slalom events – a positive new initiative run by Peter Bedingfield.
- A series of BCU Foundation Modules are being offered across the region during evening sessions
- There appears to be a strong demand for Transfer modules within the region

### **7.4 Competition Reports**

Ollie Harding reported on behalf of Marathon:

- Request for focus and support on the provision of UKCC Level 1 -3 Coach Education Courses as a priority

Lara delivered a report submitted by Anne Hoile on behalf of Sprint Racing:

- Request for focus and support on the provision of UKCC Level 1 -3 Coach Education Courses as a priority

### **7.5 AHOEC Report**

Phil Ascough provided an update to the committee on the concerns of AHOEC in relation to the BCU Coaching Scheme:

- AHOEC issued a report from their AGM Nov 2008 that the BCU Award Scheme was not fit for their needs
- BCU Hosted a consultation meeting in Jan 2009, which was a positive step regarding improved communication and understanding from both BCU and AHOEC. Although it was a disappointment that OEAP were not able to attend as their input is crucial.
- The detail of the Level 2 Moderate Water Endoresment is critical to AHOEC being able to accept the scheme, and AHOEC Exec are unable to move forward until the detail of this is received from BCU.
- There is concern regarding the time it takes for a candidate to achieve Level 2, but that APL development are a positive step towards addressing this.
- Minor concern that as the new Level 3 is not appropriate to Coaches who work centres that qualified coaches, trainers and assessors at the top end will be limited in the future.
- ALAA have recently issued a memo expressing concern regarding the BCU being in a position to provide a scheme for Coaches to work in a moderate water environment in time for this season, and suggests that alternatives maybe required.
- The next opportunity for AHOEC to discuss and vote to accept or decline the BCU scheme will be at their conference April 23<sup>rd</sup> 2009.

- The priorities are Coaches who can work in Sheltered and Moderate Water Environments
- The Recent article in Feb CoDe regarding deployment is useful
- Ratios are limiting to deployers, and if possible to be kept out of Qualification specifications, and kept in Terms of Reference, whilst making it very obvious that the Terms of Reference are GUIDELINES.
- Improved communication regarding unsupervised deployment of Level 1 Coaches.

Action 24.7 LT to try and set up a meeting for the end of March for Phil Ascough, Jo Barnett, Paul Airey (Chair OEAP), Steve Brown (OEAP), Marcus (ALAA), BCU Coaching. Where the BCU present their Scheme, answer any questions and allow the various groups to consult prior to their Conference April 2009.

Action 24.8 LT to urgently provide an update to PA regarding Level 2 Moderate Water decision at UKCMC.

### **7.6 BCU Awarding Body Report**

Steve Scorer reported that BCU Awarding Body developments have been disrupted by recent demands on officer time by Canoe Wales, and highlighted the importance of getting this back on track.

### **8. Open Forum “Coaching Matters Arising”**

No further matters arising

### **9. Any Other Business**

9.1 Election of Vice Chair – At ACM March 2008 ECMC were tasked with electing a Vice-chair through whatever means they felt appropriate. The position was advertised in CoDe and two candidates put themselves forward. These were both interviewed (by SS, AM, and LT) and deemed unsuitable. SS therefore proposed that we elected from within ECMC given that Andy Maxted had expressed an interest. It was discussed if it was appropriate to elect AM given the small attendance, but given that the meeting was quorate and there had been no other expressions of interest that we would move this forward. SS invited any alternative nominations, none were received, AM put himself forwards and was elected in, unopposed for a period of 2 years.

9.2 Annual review of ECMC Terms of Reference – This document was discussed with a number of amendments agreed.

Action 24.9 LT to make amendments to ECMC Terms of Reference, and circulate as an agreed document to those to whom it affects.

Action 24.10 Review ECMC Terms of Reference February 2010.



9.3 ACM Invitations: Lara requested confirmation that it was acceptable to invite only the RCO/LCOs to the next English Coaching ACM. ECMC agreed that it was appropriate to also invite PDOs and SDOs.

9.4 Vice Chair and Chair Elections at ACM: ECMC propose that Steve Scorer remains as Chair until ACM 2010, when the position will be advertised widely and elected in.

Action 24.11 Elect ECMC Chairman at ACM 2010

Action 24.12 Elect ECMC Vice Chair at ACM 2011

### **Date of next meeting:**

10<sup>th</sup> October 2009

Action 24.13 LT to invite all RCOs, all Competition Coaching Representative, John Handyside and Keith Hampton

### **Dates to remember:**

English Coaching ACM, HPP, March 7<sup>th</sup> 2009

RCO LCO Forum, HPP, March 7<sup>th</sup> 2009

UKCMC, Luton, June 13<sup>th</sup> 2009

RCO Forum Team North, 12<sup>th</sup> September 2009

RCO Forum Team Central, 19<sup>th</sup> September 2009

RCO Forum Team South, 7<sup>th</sup> November 2009 (Wey, London, Southern & S.East)

RCO Forum Team South, 8<sup>th</sup> November 2009 (Taunton, S.West & Wessex)

UKCMC, Luton, October 3<sup>rd</sup> 2009

ECMC Saturday 10<sup>th</sup> October 2009

RCO LCO Forum, 6<sup>th</sup> March 2010

English Coaching ACM, 6<sup>th</sup> March 2010

(These minutes were agreed by Steve Scorer and Phil Ascough 6/11/09)

## Summary of Actions:

No.	Area of work	Action proposed	Who	When	Comments (last updated 21 <sup>st</sup> Feb 2009)
#21	UKCC	NSG to discuss 4 and 5 Star referrals and report back to next ECMC	LT		NSG confirmed that referrals are not appropriate as part of 4 or 5 Star. No further action required
#21	ECMC Function	Develop Chair and Vice-Chair Job Descriptions	LT SS		Completed, LT to update ECMC Handbook
22.1	Coaching Service Rules	ECMC request that UKCMC review the 1996 coaching service rules	LT		Carry Forward
22.3	ECMC Chair and Vice Chair Election	Review the election process for ECMC Chair and Vice Chair at ACM in 2009	ECMC	March 2009	Reviewed Feb 2009 ECMC - No changes required
22.5	ECMC Terms of Reference	Review ECMC Terms of Reference	ECMC	March 2009	Reviewed Feb 2009 ECMC
23.1	Balance Score Card	Develop appropriate balanced scorecard for use by ECMC	LT and SS	March 2009	Carry Forward
23.2	English Council	Election of Regional Reps seek updated plan	LT	Dec 2008	Carry Forward
23.3	Development Plan	LT to raise concerns regarding funding with Sue Hornby	LT	Dec 2008	Completed, no further action required
23.4	Statistical Report	SP to revise statistical report for next meeting	SP	March 2009	Completed no further action required
23.5	ECMC Tasks	LT and SS to draw up	LT and	March	Carry

# ENGLISH COACHING MANAGEMENT COMMITTEE MINUTES No. 24



		framework of tasks	SS	2009	forward
23.6	ECMC RCO Representation	SP to liaise with RCOs to establish agreed RCO representation for ECMC	SP	Prior to next meeting	LT to action, complete by 09 ACM
23.7	ECMC Competition Representation	LT Invite Competition Chairs to send Coaching Rep to next ECMC	LT	Prior to next meeting	Carry forward to next meeting
23.8	English Coaching ACM	Advertise and invite eligible attendees	LT	Dec CoDe	LT to action
24.1	Declaration of Interest Form	Circulate and maintain records	SP	Next meeting	
24.2	ECMC Stats Report	Make amendments in next report	SP	Next meeting	
24.3	4 and 5 Star Training	Request NSG consider course authorisation for 4 and 5 Star Training	LT	Next meeting	
24.4	Marketing	Develop article for CoDe and Focus based on Stats report	LT	Next Meeting	
24.5	English Council	Report from David Gent	LT	Next Meeting	
24.6	Swimming Pool Guidance	Request NSG update the Swimming Pool Guidance Document	LT	Next Meeting	
24.7	AHOEC	Set up BCU meeting end of March	LT	March	
24.8	AHOEC	Provide AHOEC urgent update regarding L2 MW decision from UKCMC	LT	Urgent	
24.9	ECMC Terms of Reference	Amend document and Circulate	LT	ASAP	
24.10	ECMC Terms of Reference	Review Document	ECMC	Feb 2010	
24.11	ECMC Chairman	Elect at ACM		March 2010	
24.12	ECMC Vice Chairman	Elect at ACM		March 2011	
24.13	ECMC	Invite all RCOs, Competition Coaching Reps, JH and Keith Hampton to next meeting	LT	#25	