

ENGLISH COACHING MANAGEMENT COMMITTEE MEETING NO 26

Saturday 6th February 2010 - THE BOAT HOUSE – BARROW-ON-SOAR

MINUTES

PRESENT:

Andy Maxted (AM)	Vice Chair / Southern RCO
Chris Davies (CD)	Eastern Region RCO
Colin Broadway (CB)	East Midlands RCO
Gavin Smallbone (GS)	Cumbria RCO
Ian Bell (IB)	North West RCO
Ian Dallaway (ID)	West Midlands RCO
John Lucas (JL)	Yorkshire RCO
Ken Hughes (KH)	North East RCO
Mo Moule (MM)	Sprint Racing Representative
Ollie Harding (OH)	Marathon Representative
Steve Scorer (SS)	Chairman

IN ATTENDANCE:

John Handyside (JH)	National Competition Development Coach
Lara Tipper (LT)	English Coaching Manager
Russ Smith (RS)	National Competition Development Coach
Simon Hitchcox (SH)	Administrator

APOLOGIES:

Andrew Hall	South East RCO
Adrian Green	London RCO
Brian Aplin	Channel Islands RCO
Nigel Jones	WWR Representative
Paul Booker	Outdoor Centre Representative
Simon Westerman	Wessex RCO
Polo Representative	
Slalom Representative	
Freestyle Representative	
Surf Representative	

1. Welcome and Introductions

Steve Scorer (SS) opened the meeting at 10.30 and welcomed everyone to the meeting.

It was noted that some ECMC members and RCOs have not completed the CE Declaration of interest forms and need to do so before the next meeting.

Action - SH to follow up

SS informed the meeting of Phil Ascough's ill health. It was noted by all that they wish him a speedy recovery and LT will arrange to send a card. Paul Booker nominated to stand in as Outdoor Centre Rep on ECMC.

2. Minutes from last meeting

The minutes were agreed for meeting 25.
Nominated by ID, seconded by AM.

3. Matters Arising from last Agenda

Item number 6 from meeting 25 – there have been a number of issues from the reporting of updates for each region. At the current time of writing there are problems with having three variations of reports and there needs to be additional communication between each of the regions and the ECMC so that these reports are brought in line and trend / analysis can be drawn.

4. Updates

4a. Team North (IB and JL)

IB and JL presented their report. They highlighted a number of issues concerning access to the foundation modules and tutor training. LT confirmed that on 5th March 2010 the SDO's will be trained in signing off people to take deliver the modules, this will help to alleviate the problems, but still ensure similar standards of delivery across the board. LT also stated that if there seems to be a problem with the number of courses running then a list will be published of who can run these courses similar to UKCC level one and two. It was also reported that the UKCC Level 2 support days have been a great success, JL will forward the format of the support days to LT to share.

4b. Team Central (ID, CB and CD)

The Team Central Report was presented. Highlighting that everything is working well, although there seems to be problems with communication due to the size of the region. CB confirmed that there have also been problems in terms of getting hold of individuals to run to specific courses due to data protection. This is covered later on in the Data protection section. ID also requested to have a list of approved centres in the region, similar to that which are in the yearbook for clubs - LT would look into this.

4c. Team South (AM)

AM presented the Team South report, although this was not fully representative of the six regions. SS has asked if Team North and Team Central would submit their reports in the same template / format as the team south region so that this can be taken to the ACM – these should be with SS by 22nd February 2010.

It was highlighted that there is a large demand for people wanting to become FSRT providers – LT to check this with SDOs and get back to ECMC members.

4d. Competition

JH gave an update on the delivery of racing discipline support, with courses planned across the country.

Feedback from the conference was extremely positive. JH has also been running a few workshops on running events.

Advertising of the Course Dates is working well, but needs to be split into each sub-sections. There is also need to look into targeting specific areas / individuals in a similar way as has been recently done for Yorkshire.

4e. AHOEC update

No update due to the circumstances discussed at the start of the meeting.

4f. Report from English Coaching

Lara presented papers on the English Coaching Conference, Statistics Report, and an update from NSG.

The Coach Conference was seen as a huge success thanks to the hard work of all involved. The feedback was mainly very positive. There is the possibility of this event date moving to November / December this year in order to fit in with the Competition Disciplines.

The Statistics report shows fantastic progress, with raises across the board in all target areas. The only slightly disappointing statistics related to the number of female coaches, which only just meets the target; this should be a key target for all regions.

LT also reported that we have had very little take up on the BCU (UKCC) Level 1 Transfer course, identifying the need to better promote it. There is also the intention to contact old level two and level three trainees with information about completing their award before assessment stop at the end of 2010.

Lara produced an update from NSG; and explained the plan to circulate these notes after each meeting.

4g. UKCMC

Matters arising from UKCMC have been included later in the Agenda.

4h. English Council

English Council has not met since our last meeting. Discussion took place regarding the current missing link between the ECMC and the board, due to the inactivity of English Council. It was noted that communication with RDT's is essential to gain a stronger support and all RCO's / LCO's should be working towards this.

AM did discuss that there is a need to White Water Kayaking, Open Canoe, and a Touring group committee in order to increase representation on the forum as these would otherwise will be unrepresented.

4i. Child Protection Steering Group

The steering group have a number of concerns with meeting the standards required. LT has asked if anyone would put themselves forward to represent coaching on the CP Steering Group. Given the time and nature of the meetings there were no members willing to fulfil this requirement. LT will look to find a member of the Canoe England staff to attend the meeting on the behalf of the ECMC / coaching.

5. Discussion on Coaching Matters

5a. BCU Governance and Management Review

LT informed the group the BCU Governance and Management Review was still ongoing with recommendations due to be published after the March BCU Board Meeting.

5b. Election of representatives for UKCMC

The following representation was agreed;

ECMC Chair	Steve Scorer
RCO South/ECMC Vice Chair	Andy Maxted
RCO North	Ken Hughes
RCO Central	Colin Broadway
Competition	Mo Moule (Temporary)
Outdoor Centre Rep	Paul Booker

(In circumstances where a vote is required the three RCOs will have only 2 votes)

Next meeting dates 22nd May 2010, 18th Sept 2010, and 27th Nov 2010.

5c. ECMC Constitution

The following representation was agreed;

Chair	Steve Scorer (March 2010 due for re-election)
Vice Chair	Andy Maxted
RCO South 1	Andy Hall
RCO South 2	TBC
RCO Central 1	Ian Dallaway
RCO Central 2	Colin Broadway
RCO North 1	Ken Hughes
RCO North 2	Ian Bell
Outdoor Centre Rep	Paul Booker (temp. replacement for Phil Ascough)
Competition Rep 1	TBC
Competition Rep 2	TBC
Competition Rep 3	TBC
Competition Rep 4	TBC

Concerning the election of ECMC Chair, SS shared his reservations in re-standing as there are likely to be large-scale changes towards a centralised view to de-centralised working and the possibility on who would be welcomed onto the committee and what criteria if any will be set to sit on this board. It was asked if clarification could be gained on this issue.

5d. English Coaching ACM

English Coaching ACM scheduled for Saturday 6th March 2010. All RCO and LCOs have been invited. All agreed additional invites should include TBC (Child Protection Officer), Jess Kelly (Scouts), TBC (Sea Cadets), Paul Booker (AHOEC), SDO's and TBC (English Council Chair).

The date for the 2011 National RCO / LCO Forum and English Coaching ACM is 5th March 2011.

It was agreed that regional RCO/LCO Forums meeting should take place in the autumn. LT to arrange dates.

5e. Level 3

The staffing requirements for Level 3 have been reviewed and agreed by UKCMC, this will leave us with a very small delivery team in England.

LT asked the committee to consider how they would like to roll out Level 3 in England. After some discussion the consensus was that courses should be centrally administered, at a fixed cost. There would be 5 key areas of delivery; Team North, Team South, Team Central, Plas y Brenin, and Competition.

5f. 2* Standard

CB raised concern about problems with individuals who are accessing BCU (UKCC) Level 1 who have been granted the 2* Awards where they should not have been. These relate to the wording of the 2* criteria where at times it notes demonstrating that there is only need to happen in one discipline rather than both. There may also be a problem with the 2* Assessors when they are competent at one discipline rather than both that they are assessing.

CB will note the changes required and will forward these to LT by 1st March 2010.

5g. 3* Touring Assessor Log Book and Prerequisites

There is not a need for these at the moment, although there may be in the future, but there needs to be a direct route for these individuals to follow. This needs to be reviewed by the Touring Group as it relates to the Touring 4*. CB to contact Dave Rossetter about this action.

3 Star Touring Assessor Requirement – the current requirement is that individuals have to have the prerequisites of 4* canoe and 4* kayak. ECMC have been asked by UKCMC to consider if this should this carry on or should it be available to those who hold just one of the above and undertake additional training.

For	Against	Abstain
SS - Chair	CD - Team Central	AM - Team South
KH - Team North	CB - Team Central	
OH - Competition		
MO - Competition		
IB - Team North		

Based on the vote, the prerequisites should remain as they are and individuals should hold both the 4* canoe and 4* kayak in order to register to assess the BCU 3 Star Touring Award. The overall agreement was the tutors notes need to be carefully written and keep close tabs on the situation.

5h. UKCC Level 2 training extensions

There was discussion surrounding the time candidates require between training and assessment. There are an increasing number of people asking for an extension. It was agreed that if a candidate is given an extension they should be directed to the Course Dates page of the website, and given contact details of their RCO and LCO in case they need additional support.

LT expressed the plan to add a page on the Canoe England website specifically for Level two trainees. This would provide all paperwork documents and RCO / LCO contact details. It was also agreed that details of RCOs and LCOs should be sent out with the post training course letters.

5i. BCU Awarding

SS was pleased to report that BCU Awarding had successfully undergone its first OfQual inspection. Discussion took place regarding the current review of BCU Awarding, and whether we move to 1st4Sport as our Awarding Body. After some discussion there was a unanimous decision that we should remain with BCU Awarding rather than moving to 1st4Sport for the foreseeable future.

5j. UKCC Level 1 Training Directors

LT reported that the number of Level 1 TTDs reduced from 154 to 102 at the end of last year (52 individuals had not met the delivery requirements to remain in role. It was agreed that the focus should now be to look at Quality Assurance and Internal Verification of the TTDs, and move the process forward for Tutors moving up into the TTD role.

LT to circulate current list of Level 1 TTDs – all to report back with any concerns where there are shortages or problems.

LT to circulate the list of individuals by region who have lapsed in the training process due to being inactive.

LT asked for the committee to consider a complaint from an individual who has recently lost his Level 1 TTD status as he had been inactive due to illness. The committee agreed with LT's decision that this individual needs to go through the process as described.

5k. Data Protection

LT confirmed that there is no problem for RCOs and LCOs accessing data, but the issues are around the way data is stored and this has created a number of problems. LT asked the question about what information is needed, the main answers are:

- Ability to contact delivers to ask them to run courses
- Ability to contact members to tell them what's on offer in their region
- Ability to contact members to ask them what they need
- To be able to target key groups / audiences

JL asked if the data published and held by the Yorkshire region is acceptable. LT to check with Robert Deacon (RD) and get back to JL.

JL offered his services to Canoe England in terms of the database issue.

6. AOB

It was recognised that there is a need for a type of BCU Approved Centre suitable for those who run businesses but not out of fixed facilities, and for those who run rent canoes and/or kayaks. LT will raise at NSG.

LT raised the question about Foundation Module ratios. Currently published at 1-12, the group recommended these were raised to 1-20.

LT asked ECMC to review the new Coach License Conditions once circulated.

Date of Next Meeting:

ECMC - Saturday 19th June 2010 at Barrow-Upon-Soar, Leicestershire,
ECMC – Saturday 2nd October 2010 at Barrow-Upon-Soar, Leicestershire,

SS and LT will circulate dates for meetings next year.

Close of Meeting

The meeting concluded at 3:30pm.

Summary of Actions:

No.	Area of work	Action proposed	Who	When	Comments (last updated 6 th Nov 2009)
#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		LT sent request to David Gent March 2010
23.1	Balance Score Card	Develop appropriate balanced scorecard for use by ECMC	LT and SS	March 2009	Carry Forward
23.5	ECMC Tasks	LT and SS to draw up framework of tasks	LT and SS	March 2009	Carry forward
24.4	Marketing	Develop article for CoDe and Focus based on Stats report	LT	Next Meeting	Completed April 2010 CoDe
24.5	English Council	Report from David Gent	LT	Next Meeting	June 2010 ECMC
24.10	ECMC Terms of Reference	Review Document	ECMC	March 2010 ACM	
24.11	ECMC Chairman	Elect at ACM		March 2010	
24.12	ECMC Vice Chairman	Elect at ACM		March 2011	
25.2	Canoe England	UKCC Level 1 & Level 2 stats for next meeting	LT	February 2010	Completed
25.3	BCU Awarding	Update paper on IV & QA introduction	MD LT	February 2010	
25.4	Canoe England	Stats on gender splits for UKCC Level 1 and Level 2 courses	LT	February 2010	
25.7	ECMC Tasks	Item 4.2 Circulation of reports before Meeting 26	LT	End Nov 2009	Part completed
25.8	Dir Coaching	Feedback from Management Review	MD	TBA	Meeting 8 th April LT, SS, AM
25.9	ECMC Tasks	Super Region reviews to be with Steve S by late December Ian Bell, Andy Maxted, Colin Broadway to lead	SS IB AM CB	Report February 2010	Completed and re-circulated
25.10	ECMC Tasks	Minutes of Meeting 24 to be circulated	LT	End Nov 2009	Completed
25.11	Canoe England	MD / LT and Rachel Derry to provide Home Nations with an updated list of audited L3 providers	LT	February 2010	
25.12	Dir Coaching	MD to arrange feedback from NSG on L3 Director & Tutor prerequisites. New and Old, Old style transfer. Delivery plan for L3.	MD	February 2010	Completed
25.13	Dir Coaching	Old L3 end date to be published in December edition of CoDe.	MD	Nov 2009	Completed
25.14	Canoe England	Overview of FSRT Provider scheme. Internal review to be	LT	February 2010	

		done of the provision of training and the deployment and reported upon			
25.15	Canoe England	Chair of UKCMC to be informed agreement by ECMC re-number of attempts (see item 7.3)	LT	Nov 2009	
25.16	ECMC Task	Review NSG paper on Registration fees for 16 year old report to next UKCMC (Jan 2010) (see item 7.4)	LT	February 2010	Completed
25.17	ECMC Task (Comp)	John Handyside and Russ Smith to facilitate a meeting of 6 disciplines from which 4 representatives will attend the ECMC	JH RS	February 2010	
25.18	Canoe England	Update and circulation of Star Test logbooks to UKCC L1	LT	Nov 2009	Completed Dec 2009
26.1	Declaration of Interest Form	Circulate and maintain records	SH	Next meeting	Simon Hitchcox to follow up
26.2	Workforce Development	Publish list of Foundation Module Providers	LT	Next Meeting	
26.3	Coach Education	Circulate Level 2 Support Day Programme	JL/LT	Next Meeting	
26.4	Approved Centres	Circulate list of Approved Centres to Ian Dallaway	LT	ASAP	Completed
26.5	Reports	Teams to submit reports to SS in preparation for ACM	ALL	22 nd Feb 2010	Completed
26.6	Workforce Development	Contact SDOs to review provision of FSRT Provider Training	LT	ASAP	
26.7	English Coaching Network	RCOs to work on strong communication links with RDT to gain increased support at English Council level	RCOs	ASAP	
26.8	Child Protection	CE Staff to take on position of ECMC representative on CP Steering Group	LT	ASAP	
26.9	ECMC	Team South Reps for ECMC to be agreed	LT	ASAP	
26.10	ECMC	Competition Reps for ECMC to be agreed	JH/RS	ASAP	
26.11	ACM	Invites to ACM as per item 5d	SH	ASAP	Completed
26.12	RCO/LCO Forums	Autumn Dates to be set	LT / SDO	ASAP	
26.13	2 Star	Updates to Training and Assessing notes proposed	CB	1 st March 2010	Completed
26.14	3 Star Touring	Communicate to UKCMC re requirement for Providers see 5g	LT	ASAP	
26.15	T2 Support	Produce web page for T2s (See 5h)	LT	ASAP	
26.16	T2 Support	Offer RCO/LCO Details to candidates applying for T2 Extension	LT	ASAP	
26.17	T2 Support	Add RCO/LCO Contact details to T2 Letter	LT	ASAP	
26.18	BCUAB	Communicate outcome from discussion 5i to BCU AB	LT	ASAP	Completed

26.19	Workforce Development	Report to LT any areas of concern with current TTD provider availability	ALL	ASAP	
26.20	Workforce Development	Circulate current list of Level 1 TTDs; plus those who have recently lapsed	LT	ASAP	
26.21	Data Protection	Move forward with provision of information to RCO/LCOs (See 5k)	LT	Report back to next meeting	
26.22	BCU Centre Approval	Raise the need for BCU Approved centres for mobile operators and hire centres at NSG	LT	ASAP	
26.23	Ratios	ECMC recommend ratio for Foundation Modules raise to 1:20 (Take to NSG)	LT	ASAP	

Minutes agreed via email April 2010