

ECMC Minutes

Saturday, 26th November 2011: 10 a.m. Bingham

Meeting No. 31

PRIVATE & CONFIDENTIAL – FAO PANEL MEMBERS ONLY

<p>1. Attendance and Apologies Attendance: Steve Scorer, Mike Devlin, Gary Denton, Ian Flanders, Andy Hall, Mo Moule, Andy Maxted, Colin Broadway, Andy Hall, Rayan Sammut, Ian Dallaway, Karen Bagshaw Apologies: Ken Hughes, Martin Chester, Ollie Harding, Darren Joy, Ian Bell, John Lucas, Simon Westerman</p>	<p>Action</p>
<p>2. Chair's Welcome and Opening Remarks. All papers had been circulated to the Group. Gary Denton (GD) was welcomed, having taken on his new role of RCO and thanks were expressed to Chris Davies. Steve Scorer's email address has now changed to DISC-DCIQAHD@mod.uk. Thanks to the staff at Bingham who organised the successful 75th Anniversary and Awards Dinner.</p>	
<p>3. Declarations of Interest. Declarations of Interest forms – Karen Bagshaw (KB) to circulate. The use of the Dropbox facility on the computer would be used in future to circulate the meeting papers and this was currently being set up. Action: KB to circulate Declarations of Interest forms to the group.</p>	<p>KB</p>
<p>4. Minutes of Last Meeting. Key points – action grid on back page. SS asked if there were any issues with the last minutes and a discussion was requested. Item 3. London felt that a move to a regional programme would disenfranchise them due to the cost. There had been no further discussion with Beth Ettinger as yet. There were varied views and Andy Maxted (AM) to pick this up. Vice Chair job sharing. AM would be attending the English Council meeting on behalf of the ECMC. The Minutes flow in logical order, essentially moving to circulate as much as possible. Some elements are strictly confidential and the group will be told of these. Template for Regional Team report. Superseded by item 15. Should be reporting against the goals we have set ourselves. CSG. It is interesting to note that there has been a drive from the Board through CSG to appoint on the basis of competency. AM competent to sit on the Board. Appointments to groups are on the basis of recruitment and selection and this needs to be followed. Brian Chapman had said that there will be significant changes to funding and professionalisation of high level committees and boards. The process needs to be adhered to. Coaching framework. This is on the website. CSG progress work on PDM/CDM. SS had produced a Powerpoint presentation showing the BCU Board, CSG, SC, COG. AM to give feedback. The Powerpoint version is to be sent out with the Minutes. GD stated that he is unsure of roles so the Powerpoint could go all the way down the scale. The Powerpoint will also appear on the new website with the coaching area to be reviewed. Rayan Sammut (RS) is looking into this. MD to set Dropbox in place and put the Powerpoint in it as Dropbox can be used as a conversation point and sharing facility. Invites to Dropbox will be through email. It is important to bear in mind the degree of confidentiality. Dropbox is being worked on through COG as they are looking at an alternative so this may be replaced with something similar in the future. Action (1): AM to provide feedback on the Coaching framework. Action (2): MD to set Dropbox in place and provide the completed Powerpoint to go in it. 4 Star Touring Award. The technical group needs to be pulled together and re-tasked. The first meeting is scheduled for the 5th December. Out of the technical groups, one or two Competition groups were under-represented, as was Touring. This had contributed to delays in getting started. Colin Broadway (CB) has put someone forward. Mike Devlin (MD) to check on progress. Other nominations had</p>	<p>AM MD</p>

<p>been requested with Jed Arnold being put forward. Action: MD to check the progress of the 4 Star Touring Award.</p> <p>English Delivery Centre. MD gave his apologies as the statistics and financial report had not been completed. MD will circulate a document with the Minutes. RS had statistics from September 2011 and would produce these in a document format. Action (1): MD to provide statistics and the financial report to be sent out with the Minutes. Action (2): RS to provide a document showing statistics from September 2011 onwards.</p> <p>Canoe England Programme. This was partially completed with its introduction scheduled for January 2012. L5, L3, L2 and L1 are always run centrally with the lead for this not being clear at the moment. L3 to be introduced in January 2012, then gradually bringing L2 Assessment under central lead. No level 4. This is work in progress and RS has an oversight as to what the business plan is going to look like. Delivery team for L3, in partnership with PYB to coordinate programmes and staffing. PYB will do this on our behalf. There is a need to centralise some, not all, of the delivery of Coach Educator programmes across the board, unfortunately there are no resources at present to do this. RS is currently looking into what resources we need, e.g. an effective web/database linkup would allow the promotion of these courses online, including booking. The completion date had not been finalised yet. There had been no final decision made on L1 and L2 and wider discussion was needed. PYB was advertising the Coach Educator programme for L3 courses.</p> <p>Coaching Conference. This was to be held on the 4th and 5th December at Wyboston Lakes.</p> <p>Kayak fishing. There was a paper on this which would be discussed later in the meeting.</p>	<p>MD</p> <p>MD RS</p>
<p>5. Matters Arising. The Minutes were accepted as a true record with no matters arising.</p>	
<p>6. Introductions</p> <p>6.1 English Coaching Manager, Rayan Sammut. Rayan has a background in Compulsory Education and Sports Science with a Masters in Sports Science. She has been a gymnastics coach in Malta and the UK and has worked in secondary schools and a Further Education College. Her hobbies now include rock climbing. The establishment of Canoe England with relation to the Awarding Body has been strengthened by the appointment of Rayan with her role having a dual focus, which includes looking after the coaching workforce, RCOs and LCOs and also the delivery centre aspect which includes providers, tutors, coaches, foundation and safety. The focus at present is multiple with Quality Assurance high on the list of priorities. There is potential for Canoe England delivery. Rayan is looking into improving the communication with RCOs and LCOs to find out which areas need most support. Rayan is responsible for looking after the new website with regard to Coaching and any feedback and ideas would be welcomed. The volume and layout can be improved and the intention is to provide more clarity. Dropbox can be used for any ideas/comments. The SCA website is a federalised setup and is much more user friendly. There needs to be greater clarity between PDO/SCO relationships with Coach Educators falling under Rayan's control.</p>	
<p>CSG (COACHING STRATEGY GROUP) UPDATE</p> <p>This Group sits under the Board and advises on what coaching and education practice should look like. Mo Moule (MM) does not have any role in this with regard to high performance coaching and should really have a link with John Handyside. As regards the Teaching and Learning Group, they are looking at ways to better prepare Canoe England to have the skills and attitude to undertake the role effectively. Subgroups to be included on the Powerpoint.</p> <p>PDM Paper – Progress made to deduct further research CDM (MD). This had been circulated to the group and most people should be aware of and have completed the</p>	

<p>questionnaire that goes with the pdm. This document is flawed with feelings, thoughts and views from participants not included. This is being worked on now with the follow up to the Paddlesport Review. Page 3, v4, shows interview details. Julian North has been tasked with the lead research role on this and it is now a far more robust document. Significance needs to be pdm and cdm collectively and should provide the next development plan as the current plan and financial support ends next year (4 year cycle). This information should form the development planning exercise 2013-2017 which shows areas of greater/lesser activity and areas to develop, e.g. Sit on Top market - recognised growth potential of this. Pros and cons, e.g. 7 sit on tops bought to 1 kayak. RNLI and MCA all consider this group of people to be canoeists/kayakers. Business advantage with this. Feedback welcomed on this for discussion at the March 2012 meeting. It is interesting to see how regions contribute to global figures and SS and RS are to look at this in terms of participation. Women Only courses? Coaching strategy – if we know who we are dealing with and what we want to achieve then competent staff need to be involved. Overlap on adult skills coaches L4 and L3 – comments welcomed (email thoughts/comments to MD initially). Importance in directing people to the questionnaire. KB to email links out to questionnaire.</p> <p>CDM paper – early scoping document giving sense on next area of work to look at and how to proceed with regard to reviewing support and the Coach Educator programme. Need to consolidate information and think about what it means for CE, e.g. review existing awards, better support for coaches on the field. Who's out there, what are they doing and are they providing the best to their ability?</p> <p>High performance group on grid – natural link by MM to that group. This group needs MM representing Competition as she is the only person with that role who attends ECMC meetings. Other Competition representatives need to attend this group. AM provides regular input from Slalom with Sprint in attendance. This is to be a regular agenda item.</p> <p>Action (1): SS and RS to look at how regions contribute to global figures in terms of participation. Action (2): KB to email links out to questionnaire.</p> <p>7.1 Progress made to conduct further research (MD)</p>	<p>SS/RS KB</p>
<p>COG (COACHING OPERATIONS GROUP) UPDATE</p> <p>Meeting midweek and all have been extended to two days. A lot of legacy issues – database of operational tasks growing but with no recognition at a higher level. Overload situation.</p> <p>7. Transfer of Awards (MD). Work from COG point of view endless. Four Nation discussion trying to consolidate current practice and bringing clarity to awards and the situation. Much of this work has moved to the support of awards – foundation, safety and rescue. Looking at layers between qualifications themselves. Key area is the transfer of awards, in position of needing to transfer L1, 2, and 3 qualifications from national qualifications framework to NQS replacement qualification credit framework. QCF- elements of transfer provides opportunities to be looked at and also provides the opportunity to undertake an internal review, particularly for L2. Timeline – transferred by March 2012. Current qualifications are on the existing framework until the end of next year. This will then extend the life of those qualifications on the network. We are in a position at the moment to retain Lara Tipper's service with respect to this process.</p> <p>8. Level 2 Review (MD). Fundamental issue at L2, highlighted through our internal review. Own review regarding admin and paperwork highlight easily addressed issues. The key issue is assessment and questions whether this should embrace both kayak and canoe activities. Strong representation from the SCA that we should separate out assessments. The overwhelming feedback from all contributing nations is that the training course needs to stay as it is, but we should be giving candidates the option to choose which discipline they want to be assessed in. Candidates will have to do the assessment twice and MM voiced her concern that this was not fair.</p>	

COG has found itself at a point where it needs to take further advice from the community. How do we settle that from an internal point of view? In answer to CB's previous question, embracing the principle within the GCF provides the opportunity to retain a philosophical standpoint. L2 Diploma (assessed in both crafts) could be assessed in only one craft for the first assessment and could then go on to get the Diploma. Does that make sense and is it a potential way forward? By taking that line it would give people a chance to opt out. GD is trying to push coaching forward and thinks that it is currently going back towards the old system. If only assessed in one craft, candidates will choose their strongest, do they need to be assessed in two crafts? CB had a discussion with the LCOs who were not keen on this.

Scottish/English consolidated view. As yet, this evidence is not available. Scotland raised an issue that candidates who undertake L2 do not have as much opportunity to get assessed in both craft, they often have a long way to travel as there is a lower number of coaches available to them locally, which can be off-putting. COG is now looking at candidates who have done the training but not an assessment to find out why they chose not to be assessed and will advise CE accordingly. Concern with ID – MD said that joint assessment needs to be retained. Scoping activity will show implications and time and skill complications. They feel that the timeline is too short. MM requested statistics from Scotland regarding coaches, etc.. COG had been tasked to find out why training has been undertaken but not the final assessment. AM suggested that volunteers who do not commence coach training should also be looked at. Seasonal staff? Issue with type of kayaks we are talking about with coaches not bothering with what we are trying to provide. This needs addressing and an agreement made. This is a much more complicated picture than first thought. MD reported that there is a need to establish whether if assessments are split and go straight on the L3, will candidates have to do their L2 again, as in order to progress to L3 they need to achieve a full L2. Coach Educators should be educated to L3 standard. GD thought that there are not enough assessors and mentors to deal with portfolios. It is important that these disciplines are represented at the ECMC meetings.

MD reported that this is the first time CE is trying to meet Sports Coach UK and NGF requirements. Sports Coach UK had put forward some arguments and certain things had been conceded. Our object now is to transfer awards across to GCF, offering the best support and a nationally recognised qualification. There is the potential here to reduce the amount of paperwork. MM voiced her concern that the paperwork is poorly presented and could pose a problem for people with reading difficulties, which could mean that they are being excluded. Under the old system, many candidates did the training but did not progress to the assessment. SS pointed out that COG need to provide a dataset, i.e. numbers, as actual evidence is needed. The same request has been asked of Wales.

The L2 Transfer course is a two day course and AM asked when will this be formalised? RS and MD to give feedback. The view from COG is to do away with this but the underlying sense is that there is still a need to keep it in place as a two day option. The Group was asked for their views – GD thought 2 days. MD thought that one day is of no real value and does not really prepare the candidates. Two days – is this still enough? MM thought that coaches who had gone through the placid water route and transferred to the new L2 would only need a one day course. SS thought that this should be put in the Regional Programme with a set deadline date. GD questioned continuity and consistency with coaches.

9. **Level 3 and Beyond (MD).** The partnership issue with PYB was now finalised. A short programme would appear in the December issue of CoDe. By May 2012, there would be a full 12 month programme. The group was reminded that the old L5 has ceased and will no longer be offered as a training opportunity from the end of this year. There will be a six year opportunity for people to be assessed with the definitive

<p>date to be given out in CoDe. MD thought that this had already been done but would be worth reminding people in the February edition of CoDe. The question was asked if there would be anything to replace it. MD said that within the scoping activity, there is a new L4 award with formal training and assessment elements to it. This could be entirely at BCU level and may be endorsed within UKCC – work in progress at present. First scoping meeting is due in December with this project anticipated to take 18 months. In reality, people need to understand that within the new structure, levels and outputs are higher, therefore finishing at L4. There will be three courses per year on L5 and four for other courses. At present, cannot see there being more than that. UKCC prerequisites? What are the benefits of endorsement to UKCC? Transferability of awards to different sports – there are not many governing bodies that will accept UKCC level awards – would this be transferable to another sport? MD reported that the issue of transferability was strong promotion with UKCC as most sports individually haven't bought in to transferability into other sports; the APL Panel has looked at opportunities to accommodate the transfer from other sports. There is only one other sport that has a L4 endorsement which is Swimming, endorsed through UKCC at a cost of £4,000. This is at Masters level. Action: MD to publish in February CoDe a reminder that the old L5 training opportunity ceased at the end of 2011.</p> <p>10. Kayak Fishing (MD). There was a document for information. The intention was to have leaflets ready for the spring market for sit on top and kayak fishing. There was presently discussion as to whether to produce star awards, although the initial thought was not to. There is an internal marketing issue. Feedback from the kayak angling community is that whenever they approach a club for training, they are told that they cannot do it. There is a need to encourage coaches and clubs to run courses that target kayak anglers and look to encourage training for sit on tops with an endorsement for this training (paddlesport star award). Kayak angling safety module – looking to provide training module and, through the current coach update, provide a half day endorsement programme for coaches to deliver that. Marketing strategy should target clubs, retailers, manufacturers and centres as there is both an internal and external marketing opportunity. There is a need to provide training opportunities which may lead to other learning and other boats.</p> <p>Terms of reference document. For information. Ratios have been debated extensively. Experience of coach and paddler. New addition relates to competition areas. Consolidated previous terms of reference with competition. Amalgamation of two documents. AH to read preamble and reflect back to group. AH to circulate the final document. Action: AH to circulate and feedback to the group the final Terms of Reference document.</p>	<p>MD</p> <p>AH</p>
<p>ENGLISH COUNCIL UPDATE</p> <p>11. Whole Sport Plan (AH) The Whole Sport plan was circulated and subject to discussion. The Chair expressed a concern with ECMC setting objectives in the plan feeling these should be cascaded from CSG. It was however, agreed that a lack of direction from CSG would not stop ECMC from drafting objectives. The Chair felt this matter should be raised at English Council or BCU Board for resolution.</p> <p>12. EC Representative Brief (AM) It was agreed that AM would provide a back briefing paper on English Council for discussion at ECMC.</p> <p>13. Canoe England Development Plan/Regional Development Planning. Whilst the meeting was keen to develop Regional Plans attention is drawn to Item 12. Action: RS to provide data sets for February ECMC (Regional statistics for Coach Education Courses, FSRT and Star Awards).</p>	<p>RS</p>
<p>CANOE ENGLAND/ECMC UPDATE</p> <p>14. ECMC links with BCU Board, CSG, COG & English Council (SS)</p> <p>15. BCU AB & Canoe England – Internal Verification and QA Activity (MD/SS). The Awarding Body is populated by a number of people which includes Graham Lyon.</p>	

The role of the Awarding Body is to ensure the certification of candidates. Unique relationship – financial and operational. This has separate accounts but is run from the same building. The key safeguard is that the BCU owns the qualification and the right as to who can trade and market these qualifications. Centres include the SCA and CE Registered Centre. CANI and Canoe Wales are awaiting registration. At this stage, the Quality Assurance process is to target and look at 25% of L1 deliverers. There are just over 90 L1 providers at this stage, with 50% of these now having their temporary status removed (some have actions to be delivered before). Key points on a positive note are enthusiasm and level of engagement between deliverers and candidates. Through this process and also from feedback from candidates, strengths and weaknesses are now showing. The basis for the next moderation events is to develop a learning programme to meet standards and manage it to meet candidates' needs. Secondly, working partnerships between directors and tutors, making sure all directors can manage their tutors effectively and that all training is achieved. Within the set of moderation dates for next year, there will be included optional L1 workshops which will allow directors and tutors to come on to the workshops that are specifically targeted for their actions. Within the delivery, built-in training for personal development. GD asked if there is reluctance for directors to work with tutors and stated that he personally prefers to work with directors as tutors need to be mentored. Ian Flanders stated that he has always found directors to be helpful. CB stated that on courses that are working with three tutors, this gives him more time to mentor the tutors. There is a need for three, but this poses a money issue. IF asked how a tutor becomes a director. RS has the lead on this but reported that she is not looking at this at present but will look at a process in the future. There is a need to stabilise numbers on courses initially, but recognises the need for this to be looked at. CB asked how do you become a tutor as there is a lack of tutors in his area and has been for the last three years? RS stated that firstly we need to understand how many we need. In her opinion the answer is to stabilise things first before looking at extra staff as the financial cost needs to be taken into consideration. MD reported that it is costing a lot of money to support providers who are not supporting CE. The IV process is not to weed out directors but to support them. To date there had been only two occasions where delivery had been halted.

Level 2 IV Process. Considering capacity, we have to start to look at assessments first then training. L3 courses will have a Quality Assurance strategy once they roll out. The scheme is going forward for L1 and will build in for L2. RS is looking at the cost for directors to run courses which includes a quality assurance bill. Positive feedback has been received from directors and the relationship with directors and the Quality Assurance Officer is strong. To register a course would cost a fee. AM stated that, in his opinion, the cost per course is the right way forward, including it in the course fee. **Action: RS to look into producing a document that shows tutors and observers with a course schedule.**

RS

17.Team North, Central & South Updates/RCO & LCO Forum Update Discussed under item 4.

18.AHOEC (AH) It was agreed that the AHOEC representative would brief ECMC on AHOEC developments/issues at future meetings.

19. Competition (MM). MM stated that guidelines would be helpful for her to report back and SS provided some. MM had spoken to a small group of Competition reps last week. The Competition group had met and elected MM in her absence. There are definitely some communication issues. More issues on facilities. MM asked if the Slalom route had been tweaked? MD reported that it hadn't. **Action: MM to produce a document for Competition.**

MM

Cost of courses – L3 – more resources would be helpful for Competition. GD asked what would you expect to charge people for a L3 BCU course? AH stated that £150 a day was considered to be too low.

<p>20. Go Canoeing. Award circulated. AH had requested similar for Wales. The launch tours will be in April 2012. Endorsement of individuals' experience, etc. and link the level of this to the Sports Leader Award. Potentially gain additional funding. One pilot already run, second one running soon. Unendorsed format, available next year.</p> <p>21. Canoe England Coaching License (MD). CB reported an administration concern. It is the intention that within the new database/website to create a basic portal to allow members to access an electronic form. This is work in progress.</p> <p>English Council Meeting (AM). Success in Sprint and Paracanoe. Group seeking a Vice Chair with Kevin Dennis being re-elected.</p> <p>Canoe England Development Plan. Update from David Belbin, BCU Treasurer, stated financially ok. Concern was expressed that we are below budget on our awards. Statistics need to be looked at to identify gaps and underperformance. MD reported that the bulk of that gap was an element of mis-budgeting from the previous year. The budget figure used was for up to end of October 2011 but was taken from the previous year and didn't recognise a significant amount of income, therefore the wrong figure was used to budget against.</p> <p>Richard Atkinson is the new Waterways and Environment Manager.</p> <p>Ahead of targets for Grow Sustain and Excel.</p> <p>Coaching activity – document circulated. On page 5 there are five key interventions for building links with the education sector. With regard to the UK coaching plan, RS reported that it is not together yet but the final version will look more strategic. There is still the opportunity to put more actions into this plan. CB suggested that the Coach Education Pathway could be put into this plan. The challenge is to drive our view from CDM regarding coaching into the plan and although work in progress, it will not be ready for a little time. There is a need to establish what we might want to do differently for next plan and an overview is needed for next one. Feedback from group is welcomed.</p> <p>The organisation does not charge the market rate for anything. In order to become more financially self-sustained, how we charge needs to be looked at. At present a provider currently charges between £90-£190. To meet actual costs, this needs to be £250.</p> <p>Stronger links with clubs, organisations and providers with SDOs/PDOs through the Regional Development Teams needs to be forged:</p> <ul style="list-style-type: none"> • Structure, course programme from the centre. Working towards 4 star and upwards plus coaching. Have the coaching targets regional sensitive and breaking it down into regions. • Market lead, regionally delivered, centrally assured. • Some providers are presently competing against each other. There should be a mechanism in place to ensure that the two work together. • Cost reduction. Should not use 2 star and FSRT as a benchmark as entry into qualifications. There needs to be a better articulated measurement of skills and system of pre-assessment as the RYA do already. There is a need to look at the financial aspects of system we are currently running which would reduce indirect costs. • Paracanoeing. There was not much reported in the consultation document. • Social media. Reaching out to promote the BCU/CE to adults and children. <p>22.Canoe England Coaching Programme Discussed under items 4 and 9.</p>	
<p>ANY OTHER BUSINESS</p> <ol style="list-style-type: none"> 1. AM expressed his concern that the email from Howard Jeffs, dated 10th August, was misleading in the way it had been written. 2. Team Reports. More thought to these would be given at the ACM meeting. 	

<p>3. ALA is going to be disbanded possibly in March 2013 because of the Government's cost saving strategy. The Industry as a whole wants it to stay but there is no chance of that. Premise is that the Health and Safety at Work Act covers clubs and centres with centres still being liable to provide reasonable, safe activities and can be open to investigation and prosecution. Health and Safety will provide the Code of Practice to centres. Within that it is going to suggest that centres take some form of external assessment. This leads to the concern that without any centralisation there will be too many bodies involved. An appropriate existing body might be used to provide this centrally, e.g. AIAC. The Code of Practice has just been published and MD is meeting with the MLTB to look at it.</p> <p>4. CB would raise the issue of accessing Coach Details from Data Base. Action: MD to report progress at next meeting.</p> <p>23. ACM Date. 17th March 2012. ECMC panel meeting involving LCO's in the morning. Action: RS to produce a timetable for the Day's activities and Election of ECMC Chair.</p> <p>24. 2012 Meetings. ECMC – 18th February 2012, 15th September 2012, 24th November 2012 at Bingham HQ.</p>	<p>MD</p> <p>RS</p>
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