



BRITISH ORIENTEERING FEDERATION

LEVEL THREE COACH AWARD:

SYLLABUS AND ASSESSMENT PROCEDURES

INTRODUCTION

The levels of attainment to be achieved will be measured in the following areas:

1. Personal orienteering skills
2. Instructing and coaching skills
3. Knowledge & understanding of the sport

SECTION A: ATTAINMENT TARGETS FOR ASSESSMENT

1. PERSONAL ORIENTEERING SKILLS

- 1.1 The candidate will be a competent orienteer.

Competent: can demonstrate technical skills up to and including Step System level 5

2. COACHING SKILLS

The candidate will be able to:

- 2.1 prepare and co-ordinate skills development programmes for groups;
skills: up to and including Step System level 5
groups: of similar and varied technical ability, similar and varied physical ability
- 2.2 Organise, plan and lead skills development sessions for groups in an effective and safe manner;
skills and groups: as in 2.1
effective and safe manner: compliant with BOF Safety Guidelines; appropriate physical preparation; effective use of communication skills
- 2.3 coach individuals and groups in orienteering skills in an effective and safe manner;
effective and safe manner: see 2.2

3. SUPPORTING UNITS

The candidate will be able to:

- 3.1 demonstrate an up to date knowledge of coaching systems and methods
instruction systems and methods: Step System, recent coaching literature relevant to all levels, methods of teaching specific skills; learning and coaching processes.
- 3.2 demonstrate an understanding of the basic principles of exercise and injury prevention
principles of exercise: components of fitness; principles of training; energy systems; methods of training.
injury prevention: warming up; cooling down; stretching; dealing with heat and cold.
- 3.3 demonstrate an understanding of orienteering maps and how they are produced
understanding: to include the characteristics, strengths and limitations of orienteering maps; methods of production for coaching; copyright.
- 3.4 demonstrate an understanding of the requirements for using land for orienteering
requirements: permissions, permits, insurance, registration, environmental issues
- 3.5 demonstrate an understanding of appropriate safety procedures for orienteering
safety procedures: as per BOF Safety Guidelines for Squads, Clubs, Outdoor Centres,

- Organisations and Schools*
- 3.6 demonstrate a knowledge of and ability to use appropriate personal and event equipment.
equipment: in addition to those listed in the Level Two award: compasses (able to use clip, thumb and base plate correctly), IOF pictorial description sheets
- 3.7 demonstrate an understanding of the Federation's event, membership and coaching structures.
understanding: a thorough knowledge of all aspects relevant to those competing at up to and including grade 1 events.
- 3.8 identify, access and provide advice and information on services and resources available from BOF and other sources
Services and resources: coaching literature, audio-visual aids, maps, equipment purchase and hire, courses for personal development, coaching support, organisational support (for land access, insurance etc.) for working at all levels up to Step System level 5.
- 3.9 Demonstrate an understanding of and commitment to the scUK Code of Ethics.
scUK Code of Ethics and Conduct for Sports Coaches: the latest version as published by sports coach UK

SECTION B: ASSESSMENT

1. BEFORE ASSESSMENT

Before completing assessment, the candidate must:

- 1.1 have attended a BOF approved Level Three (Club Coach) award course. This requirement may be waived on application to the Director of Coaching.
- 1.2 hold a current First Aid Certificate, approved by BOF .
- 1.3 have demonstrated their competence at Step System level 5. The evidence to be used will be agreed with the assessor. Normally, candidates will need to achieve a colour standard (Green, Blue or Brown) appropriate to their physical ability, at an event deemed by the assessor to test the required skills. Event map and results to be submitted.
- 1.4 be a member of BOF.
- 1.5 be over the age of 18.
- 1.6 have completed and signed a Personal Disclosure Form and an Application Form to act as a volunteer coach on behalf of the British Orienteering Federation.

Before undergoing assessment the candidate should

- 1.7 hold a current Level Two certificate. If the candidate does not hold this award then the Level Three (Club Coach) assessment will include additional elements.

2. ASSESSMENT

Assessment will be in three stages, with an additional element for those who have not previously qualified as BOF Instructors:

- 2.1 Submission of prepared material. As a minimum, this will include:
 - 2.1.1 Full documentation for a programme to develop the skills of a group. This should consist of at least 6 separate sessions, to be at technical levels 4, 5 and/or 5+.
 - 2.1.2 Courses planned to (a) Light Green and (b) at least one of Green, Blue or Brown standards as selected by the assessor. Maps should be correctly drawn up, with appropriate written and IOF pictorial description sheets attached.

2.2 Practical assessment

2.2.1 Implementation of a progressive programme of at least 4 skills development sessions. This shall consist of some or all of the sessions documented under 2.1.1. An evaluation of the programme by the candidate to be submitted to the assessor.

2.2.2 At least one full session observed by the assessor. This may be one of the programme in 2.2.1. If not, full documentation of the session will be included in the prepared material submitted to the assessor in 2.1.1 as a supplement to the programme.

2.3 Supplementary questions.

These may be oral or written. Questions are used to ensure that the full range of competencies and knowledge is covered by the assessment. Questions will be focused on the requirements of a Level Three (Club Coach). Additional questions covering Step System levels 1-3 will be asked of candidates who are not current Instructors.

2.4 Additional elements for those not holding a valid BOF Level Two Certificate.

2.4.1 Submit as part of the prepared material, session plans for teaching 3 separate Steps, up to and including Level 3, including indoor and outdoor exercises.

2.4.2 Submit a course or courses planned to a colour standard selected by the assessor from white, yellow, orange and red; maps should be correctly drawn up, with an appropriate control description sheet.

2.4.3 Select one of these sessions and be observed by an assessor delivering it to an appropriate group. This group will of necessity be different to that observed in 2.2.2.

3. AFTER ASSESSMENT

There are 3 main possible outcomes:

- 3.1 Pass. A certificate will be issued from the National Office; the successful candidate will be accredited by BOF as a Level Three (Club Coach) until the date endorsed on the certificate.
- 3.2 Referral. Certain competencies were not demonstrated, but full reassessment is not felt to be necessary. Supplementary work will be set by the assessor to fill those gaps, as part of the current assessment.
- 3.3 Reassessment. The candidate will need to resubmit their portfolio and/or undertake an additional practical session. In this case there will be an additional assessment fee.

SECTION C: RENEWAL

The BOF Level Three (Club Coach) award is renewable after a period of three years for those who maintain their membership of BOF. Prior to the award becoming void the coach will be written to at the address given on their BOF membership.

To renew the award, the coach will need to supply BOF Office with the following from their BOF Logbook:

1. evidence of their completion of 3 C4 (colour-coded) events or higher at Green standard or higher in the previous 2 years.
2. evidence of exercises and materials used for coaching in the previous 12 months (including maps, exercise plans etc.).
3. evidence of continued personal development as a coach, to include attendance at a minimum of one BOF Coaching Conference or two other relevant coaching conferences / courses in the previous 2 years.
4. a current copy of a BOF approved First Aid Certificate.

In the event of a lapse of BOF membership, the Level Three (Club Coach) award will also lapse. Application for reinstatement will need to be made to the Director of Coaching, and may require re-assessment.