

Terms of Reference in respect of Scottish Junior Orienteering Squad (ScotJOS)

The Scottish Orienteering Association (SOA) and the ScotJOS leadership team agree that the following terms of reference correctly outline the basis upon which ScotJOS is constituted and managed.

ScotJOS will be responsible for

- Provision of British Orienteering Federation (BOF) Performance Level 2 Regional Training Squad within Scotland for athletes within the M/W14 to M/W18 age categories.
- Organising the representation of Scottish juniors at annual Junior Inter Area Championships and Junior Home Internationals events and will liaise with the organisers of the these events when located in Scotland.

The aims of the ScotJOS are:

- Attitude:
 - A professional programme of coaching, training and race preparation
 - Committed to assisting juniors
 - improve their orienteering skills as an athlete and volunteer
 - working towards achieving their performance goals
 - maintain their interest within the sport beyond junior level
- Progression:
 - ScotJOs squad athletes continue to build their skills, fitness and experience to improve their competitive performance
 - ScotJOs squad athletes are prepared and supported to make the transition to senior competitions and squads should they wish
- Welfare: athletes, parents/ carers, coaches, volunteers
 - are engaged and enjoy their involvement with ScotJOS
 - feel valued and in control of their involvement and contributions
 - understand what they need to do to get selected, and how ScotJOS works
 - fully aware of their rights and responsibilities in terms of behaviour, communication and safeguarding
 - Adhere to the concept of “Getting it right for every child”

The ScotJOS Leadership team will consist of

- A lead coach who will
 - holding at least a Level 2 BOF coaching qualification or equivalent
 - be a BOF licenced coach
- A team manager who will
 - hold a current Child Wellbeing and Protection in Sport qualification (CWPS)
 - be a certified first aider
 - ideally be a BOF licenced coach

SOA will

- Provide support required by ScotJOS team eg safeguarding, finance, social media, processing of PVG applications
- Maintain relevant policies and guidance required
- Be responsible for the recruitment and have the final say in respect of the appointment of the ScotJOS Leadership team

ScotJOS Leadership Team will

- Maintain current BOF Coaching licence qualifications and adhere to BOF Code of Conduct for Coaches
- Be aware of policies of SOA/BOF and undertake to adhere to their terms with special regard to child welfare and safeguarding policies and guidance
- Adhere to fair policies in respect of selections in terms of the BOF Code of Ethics and Behaviour
- At the beginning of each year hold a meeting with parents/carers to explain the provisional plans for the year, the structure of ScotJOS and practical arrangements
- Maintain high standards of communications with children, parents/ carers and volunteers in respect of any activity in terms of SOA guidance
- Ensure any volunteer support is recruited in terms of SOA recruitment policies
- Assist in the delivery of any safeguarding communications/ education/ anti doping information.
- In terms of any concern, complaint or other issue being raised, they will inform the SOA as soon as practicable and work with the SOA to ensure it is resolved.
- Appoint a treasurer for ScotJOS who, in conjunction with the ScotJOS Leadership team, will manage the finances of ScotJOS in a responsible and prudent manner and liaise with SOA in terms of recording and other financial accounting matters.
- In event of a member of ScotJOS leadership team wishing to step down from their position, the ScotJOS leadership team will work with SOA to recruit replacement volunteers and any appointment will be subject to the approval of the SOA Board.