



Policy Statement

Purpose

The purpose of this statement is to provide the officials and Working Groups with clear policy guidelines, set by the Club Committee, so that available resources may be co-ordinated and prioritised to ensure achievement of the club's aims and objectives. This statement should be read in conjunction with the Club Constitution.¹

Finance

The **Treasurer** will maintain records of all receipts and payments and report on the club's financial status at each committee meeting. The Treasurer will maintain appropriate bank accounts that allow ready access to funds whilst maximising income from interest.

The Committee will appoint suitable officials to sign cheques etc. in line with the requirements of the particular bank.

Fund Raising

The club will consider raising additional funds by applying for grants and by seeking other appropriate sponsorship.

Policy and Planning Group

The Policy and Planning Group is to formulate and document Club Policy. To that aim the Group will

- a) monitor and report on progress to agreed long term goals (currently expressed in the document "2015 – The Way Forward". It will report to the committee on the need for change to these goals and formulate any change.
- b) co-ordinate the long term planning and report to the main committee on progress.

¹ This version (2.0) has been updated in September 2012. It was adopted by the Club Committee meeting on 12th September 2012 and is presented to the Club AGM on 25th October 2012 as part of the revised constitution. . . . Version 1 was contained within Version 3.3 of the Club's constitution but the document has been separated to avoid the need to present any future amendment to a Club EGM.

Fixtures and Mapping Group

Fixtures

The Committee will appoint a **Fixtures Secretary** who will represent the club at regional level.

Mapping

The Fixtures & Mapping WG will maintain a full programme of fixtures and register all fixtures in good time. Full details of this process are to be found in the Club's Event Policy.

The Fixtures and Mapping Working Group will co-ordinate the mapping activity in line with proposed events. The Working Group will ensure all maps are registered in advance of any ground work.

The WG Chair will report on the mapping plan at each main committee meeting.

The club will offer a low cost mapping service to local schools etc.

Land Access

The Committee will appoint a **Land Access Co-ordinator** who will seek permissions from landowners, tenants and other interested parties in support of the agreed events programme. He will report on the state of permissions against the event plan to every main committee meeting.

Competitions Working Group

The Competitions WG will stage occasional races featuring other orienteering disciplines (including score, relays, night, urban, and bike) and fun events. Full details are contained in the Events Policy. The WG will monitor events to ensure events meet an adequate standard.

The WG will appoint officials for Club fixtures. Each fixture will offer as much variety of difficulty as the area allows but at least TD1 TD2 & TD3 courses (if applicable to the discipline).

The WG Chair will report on the current Fixtures/Officials Lists at each main committee meeting.

The WG will ensure Organisers issue advertising for their fixtures at least a month in advance.

The WG will conduct training and updates for event officials as necessary. The WG will provide mentoring opportunities to any member wishing to improve their skills as an official.

The WG is responsible for the maintenance of the Club's equipment. Maintenance will be arranged in liaison and with the help of the Equipment Custodian and Equipment Officer in accord with the Club's Equipment Policy

Development & Coaching Group

Activities

Activities are events other than fixtures which the Club organises and registers with BO for insurance purposes. Activities fall within the remit of the Development & Coaching Working Group. The WG will appoint an Activities Co-ordinator who will ensure the Activities are registered.

Recruitment

The Committee will appoint a **Membership Secretary** who will maintain the membership records and to co-ordinate the club's recruitment activities.

The Working Group will seek to expand the active membership through advertising, media reports, and contact with schools and other organisations. Event organisers will ensure that recruitment packs are available at all NATO events.

The Membership Secretary will bring any significant events to the attention of the Main Committee.

Juniors/Schools

The Committee will appoint a **Junior Co-ordinator** who will oversee all junior development work. A junior representative will be appointed or co-opted to the Club Committee.

The Club will maintain close liaison with local schools and local authorities, including the provision of instructors to explain orienteering to schools (staff and pupils) and to other local youth organisations.

The Club will have a Junior Squad. To facilitate this, the Committee will appoint a **Junior Team Manager**, a **Head Junior Coach** and an **Assistant Junior Coach** to provide coaching opportunities for juniors. Junior coaches will hold appropriate qualifications.

An update of planned activities and any significant issues will be given to each Main Committee meeting.

Coaching

The Committee will appoint a **Coaching Co-ordinator** who will work closely with the junior coaches. Coaching activities will be supervised by a qualified coach.

The Club will provide coaching opportunities available to any member wishing to improve their orienteering skills.

An update of planned activities and any significant issues will be given to each Main Committee meeting.

Permanent Courses

The Committee will appoint a **Permanent Course Co-ordinator** who will liaise with land owners offering permanent courses.

The Club will use permanent courses to increase public awareness of orienteering and thereby boost membership.

The Club will seek to increase the number of permanent courses when appropriate, and will produce new map sets when old stocks are exhausted.

An update of planned activities and any significant issues will be given to each Main Committee meeting.

General

Competition

A **Club Captain** (elected at the AGM) will act for the club at Compass Sport Cup and other matches.

The Club will seek to enter relay teams in the appropriate classes at the British, the JK, Scottish Champs and Harvester events. The Club will seek to enter teams for the Peter Palmer Trophy, the Compass Sport Cup and the Yvette Baker Trophy. Entries to these events shall be paid for by the Club.

The Club will sponsor entries to the British Schools Orienteering Championships.

The Club will encourage orienteering talent with a policy of personal coaching and limited financial support for members achieving high standards. The extent of financial support for relays and Compass Sport Cup will be determined by the Club Committee and give weight to costs and distance to the events.

The club will run a Club Championship event based on the classic cross country discipline.

Data Protection

The Club holds and processes personal data for the purposes of establishing and maintaining membership and providing services to members and will use such personal data under the terms of British Orienteering's Data Protection notification.

Personal Safety

The Committee will ensure that children and adults will find orienteering a safe environment in which to have fun and to learn and develop. The Club will follow British Orienteering policy statements on Protecting Children and Vulnerable Adults. All members working unaccompanied with juniors will hold current CRB vetting.

Health & Safety

The Committee will ensure that all events adhere to British Orienteering Rules and Guidelines to ensure health and safety at all events. The Committee will appoint a Safety Officer who will ensure officials are informed of this policy and maintain additional procedures and forms as required by that policy.