

# **The British Orienteering Event Safety and Welfare Workshop (ESW)**

## **SWOA guide to ESW tutor appointment and workshop administration**

### **Tutor appointment**

1. Contact BOF office and ask them to send you:
  - a. BOF ESW Tutor Application form (called Event Safety Training - Roll Out Tutor details).
  - b. BOF ESW Procedures Jan 2015 document.
2. Complete the Tutor Application form. If you have no formal training/ tutor/teaching qualifications cite your job experience etc. Under 'other relevant information', include your experience as an orienteer both as a competitor and volunteer, any training courses done and any other non-orienteering organising/ instruction roles you may have or had, including work with various age groups. You are showing you are capable of leading a group workshop. Christine Vince (SWOA chairman) and Katy Dyer (SWOA secretary) are both able to provide help with the form if desired.
3. You should receive confirmation of acceptance as an ESW tutor fairly quickly. Check that your name appears on the BOF website confirming that you have been registered as a tutor. BOF will send you material for conducting an ESW; check you have been sent the BOF ESW Attendee Application form.

### **ESW – Administration**

#### **Before**

1. Read the BOF ESW Procedures document and arrange the date, times (3 hours) and venue of your ESW.
2. Register the proposed ESW with BOF as an '**Activity**' via your club Fixtures Secretary. There is no need to use the BOF Training Registration Form (see ESW Procedures doc). Then check that the ESW details are correct in the 'Activities' section of the BOF website.
3. SWOA will fully fund ESW courses run by SWOA clubs so participation is free. Apply for funding to the SWOA treasurer before the ESW date.
4. Inform the SWOA secretary, who will put the proposed ESW details on the SWOA website. Advertise the ESW directly to your own club and clubs in your own and neighbouring associations.
5. Cap the number of participants to suit your ability. Find a helper (experienced orienteer or controller) to assist if possible. A dozen participants is a good maximum to start with.
6. Send out the BOF ESW Attendee Application form to prospective applicants. The returns will give you the level of orienteering experience of participants – be prepared for fairly new orienteers and juniors.
7. Check and prepare the ESW material you have been sent, and supplement as needed. Remember that this is a discussion workshop not a course. Read the latest 2016 BOF Rules on Safety, paras 8 and 15, and Appendix E – Safety. Check that everything works (e.g. projectors).
8. Ask BOF office for blank ESW certificates several weeks in advance, or print off your own.

#### **After**

1. Send the list of participants' names plus BOF numbers to BOF office. Advise participants to check carefully that ESW attendance appears after their name on the BOF website.
2. Return all the participants' ESW Evaluation forms to BOF office.
3. Inform appropriate clubs which of their members have attended the ESW.
4. Find the answers to questions you did not know the answers to. Review and supplement material for next time.
5. Write a report for your club/association.