

Item 6.3.1.2 - Performance Pathway Steering Group Terms of Reference

November 2023

Reports to: The Board of British Orienteering

Summary: The Performance Pathway Steering Group (PPSG) has delegated powers from the Board to provide oversight of the British Orienteering Performance Pathway. This will involve, for levels 3/4/5 of the programme, delegated authority to set programme philosophies, long term plans, annual targets & objectives, approve selection policies and to provide check and challenge to the programme and staff on planning, delivery, resources, and critical issues. The PPSG will report to the board of British Orienteering at least annually on progress.

1. TERMS OF REFERENCE

1.1. The Performance Pathway Steering Group shall:

- 1.1.1. Set the philosophies, long term plans, annual targets and objectives of the Performance Pathway in line with the British Orienteering's strategy (Thriving Clubs for a New Generation) and in conjunction with those responsible for delivery of the performance pathway programme
- 1.1.2. Discuss and approve the Selection Policy and membership of the Selection Panels for all GB representative international FootO competitions.
- 1.1.3. Provide those responsible for the delivery of the programme with expert advice and input on delivery, structure and resources and any challenging matters arising.
- 1.1.4. Act as one route for participants in the performance programme and other stakeholders to raise concerns or requests relating to the programme with a clear line of escalation through the PPSG Chair to CEO and British Orienteering Chair if required. Other formal routes relating to safeguarding, whistleblowing and staff performance already exist and should remain primary routes for these issues.
- 1.1.5. Consider any additional projects required to contribute to the Aims and Objectives of the Performance Programme and where appropriate submit to the Board for approval.
- 1.1.6. Provide the Board with formal reporting on a regular basis (at least annually), including logging issues or disagreements arising. This is not to replace the staff's responsibility to report to board as standard.
- 1.1.7. Have no budgetary responsibility.

2. MEMBERSHIP

2.1. The Performance Pathway Steering Group will be composed of:

- 2.1.1. The Chair, independent from other performance roles within Orienteering, appointed by the Board of British Orienteering
- 2.1.2. A non-executive Director of British Orienteering with responsibility for Performance, appointed by the Board of Directors
- 2.1.3. The member of staff who has overall responsibility for the management of the Performance programme, ex officio and who can represent Level 5.
- 2.1.4. A delegate for Level 4 (ie manager or coach) appointed by the Chair.
- 2.1.5. A delegate for Level 3 (ie manager or coach) appointed by the Chair.
- 2.1.6. A delegate for JROS, nominated by JROS, appointed by the Chair.
- 2.1.7. Up to two athlete representatives, preferably one Level 5 and one Level 4, nominated by athletes, appointed by the Chair.
- 2.1.8. Up to one parent of a Level 3 athlete appointed by the Chair.
- 2.1.9. Up to two Independent Performance Expert(s) (eg ex athletes or coaches) appointed by the Chair, who are not otherwise currently involved in the programme.

- 2.2. A minute taker should also be present at meetings and minutes published on the organisation's website.
- 2.3. The CEO is not part of the group but can deputise for the staff member on the group if necessary and can attend/observe meetings if they desire.
- 2.4. There should be a maximum of 10 members of the group.
- 2.5. The group should endeavour to have balanced gender and age profile.
- 2.6. The group may from time to time require staff, invite experts or other representatives to attend meetings as presenters, advisors or observers. The Chair will approve such invitations in advance.
- 2.7. Membership of the Group is voluntary but travel to meetings and other reasonable expenses will be paid in line with current BOF policies.
- 2.8. The role of the Chair is to plan and arrange the meetings, ensure all relevant documentation is in place, chair the meetings, and ensure actions are followed up on appropriately.
- 2.9. The role of the staff member (ie Performance Director or Manager) will be to work with the Chair to provide necessary relevant input in a timely manner to ensure the efficient functioning of the group.
- 2.10. Members will be appointed for a three-year term unless in discussion with the Chair

3. OPERATING PRINCIPLES

- 3.1. The quorum necessary for the transaction of business shall be five.
- 3.2. Guest invitees do not have a vote.
- 3.3. All members of the group have one vote. In the event of a ties vote the chair will have the casting vote and will abide by convention of supporting the status quo
- 3.4. The group will meet once a year in person to establish the critical plans and policies for the year ahead. Following meetings to track progress and update will be held online and scheduled in line with the performance programme needs and calendar. A yearly plan of standing items is available in appendix 1.

4. WORKING GROUPS

- 4.1. The Performance Pathway Steering Group may decide to form start and finish Working Groups with responsibility for the implementation and/or development of any specific projects within its responsibility. Where it does so The Performance Pathway Steering Group remains responsible for the management, oversight, and reporting in respect of any such project at all times. Any additional expense incurred must be authorised by the Board.

5. STATUS

Approved by British Orienteering Board, 11 December 2023

APPENDIX 1 – Yearly planner/schedule

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| October (90mins online) | <ul style="list-style-type: none">• Review of the summer competitions; highlight successes and lessons learnt.• Receive results from Athlete survey and other feedback.• Review performance and spend against aims and objectives of the previous years.• Receive draft Selection Policies. |
| November (full day in person) | <ul style="list-style-type: none">• Agree and approve Performance programme philosophies, aims and objectives for upcoming year.• Agree and approve selection policies, panels.• Advise on programme plans and budgets at high level. |
| December (90mins online) | <ul style="list-style-type: none">• Follow up to approve selection policy as required.• Follow up on year-plans or budget details as required.• Ensure selection policies are published. |
| May/June (2 hours online) | <ul style="list-style-type: none">• Review selection process. Highlight any lessons learnt.• Previews of upcoming summer competitions.• Receive Budget spend YTD.• Check and challenge on any matters arising. |
| At all meetings as appropriate | <ul style="list-style-type: none">• Have sight of any welfare or behaviour issues relating to the programme.• Individually or collectively raise concerns relating to the programme.• Provide a route for escalation of concerns if necessary.• Reporting to board. |