

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Authority for Army Orienteering
Audience:	All Army Personnel
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Expires:	When rescinded or replaced
Replaces:	2017DIN07-091
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Channel:	07 - Training and Education
Content:	General authority for all Army orienteering related activities including events linked to Military Annual Training Test (MATT) 5 - Navigation and ASPT Orienteering courses
Sponsor:	Army Orienteering Association
Contact:	Maj Andy Johnson; andrew.johnson966@mod.gov.uk
Keywords:	Orienteering; Orienteering Authority; Land Navigation; Individual Military Training
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Related Info:	British Army Orienteering Club (BAOC) www.baoc.info
Classification:	OFFICIAL

AUTHORITY FOR ARMY ORIENTEERING

- A. [JSP 907](#) – Use of the Defence Training and Evaluation Estate Parts 1 and 2.
- B. [British Orienteering - Rules of Orienteering](#) Version 3.7 Effective 05 Feb 18.
- C. [Army General Administrative Instruction \(AGAI\) Volume 1 Chapter 5](#) - Sport.
- D. [Army Corporate Standard 10 \(ACS10\)](#) – Insurance dated Jun 18.
- E. [JSP 765](#) – Armed Forces Compensation Scheme.
- F. [JSP 375](#) – Management of Health and Safety in Defence, Part 2, Volume 1, Chapter 40 – Military Training for Land Systems.
- G. [2014DIN07-028](#) - Authority to Conduct Physical Development (PD) Activities and Duty Status Applicability
- H. [JSP 660](#) - Sport in the UK Armed Forces.
- I. [ACSO 3235](#) - Authorisation of Comparable Activities which are not categorised as Adventurous Training or Sport.
- J. [JSP 539](#) - Heat Illness and Cold Injury: Prevention and Management.
- K. [ACSO 2190](#) - The Security of Personal and Mission Critical Information.

1. **Status of Orienteering in the Army.** Some sports contribute directly to the development of military skills by improving the level of individual expertise in the military skill involved. They also play an important role in both encouraging interest in that skill and developing a cadre of subject matter experts and instructors. In many ways they can produce ‘role models’ to demonstrate the level of skill achievable and the benefits to

military capability that are produced. The sports which directly deliver these benefits are¹; Target Shooting, Motor Sports, Orienteering², Nordic Skiing and Parachuting.

a. Orienteering is an activity in which competitors navigate independently through challenging terrain visiting a defined number of control points marked on the ground by an orienteering kite, usually in the shortest possible time, aided in navigation by map and compass only. There are four official orienteering disciplines currently recognised by the International Orienteering Federation (IOF). The discipline in which the Army participates and which is sponsored by the Army Orienteering Association (AOA), is Foot Orienteering (Foot O), which requires the competitor to travel on foot through the terrain. Other orienteering disciplines are not sponsored by the AOA, including Mountain Bike Orienteering (MTBO)³.

b. Orienteering, training or competitive, up to and including Army Team and Individual championships is classified as participating in 'Individual Military Training'; a distinct form of navigation training, usually taking place in forest or hillside terrain and in urban areas (many unit areas are also now mapped) where it is possible to navigate freely between control points on foot ie not limited to tracks and paths. It can be used as a component of Military Annual Training Test (MATT) 5 – Navigation, a mandatory annual competence test for Army personnel.

c. Army orienteers who compete at higher competitive levels, such as Inter Services (Army v Navy v RAF) and UK Armed Forces (UK Armed Forces team v Police/ University) matches are classified as participating in Category 2 Sport.

d. Orienteering overseas by Army personnel is classified as participation in Category 2 Sport and is governed by Ref H rather than this document.

2. **Governance and Supporting Policy.** The AOA provides orienteering governance in the Army by sponsoring events at Army level, delegating the delivery of the military leagues to geographically based League Secretaries and supporting MATT 5 (Navigation) activities upon request. Army orienteering takes place under the following governance:

a. **British Orienteering (BOF).** To comply with Army policy at Ref C, the requirement is that activity is conducted in accordance with National Governing Body (NGB) rules, policies and regulations for the conduct of the sport in the United Kingdom. The AOA uses [British Orienteering](#) (BOF) rules as the foundation upon which all events take place by means of a 'comply or mitigate' philosophy⁴. BOF provides comprehensive rules⁵, policies and regulations regarding the conduct of foot orienteering.

b. **Army Orienteering Association (AOA).** The AOA, through an Executive Committee of nominated officials acting in secondary roles, oversees Army orienteering. Governance is delivered by the Committee, which consists of; President, Chairman, Technical Director, Coaching Officer and Secretary. The AOA sponsors three annual Army level competitions: Inter Unit Championships (usually June); the Inter Corps Championships (usually November); and the Army Individual Championships (which has now been subsumed into the Inter Corps

¹ Ref C Para 5.006 e.

² Direct benefit to MATT 5 (Navigation), together with considerable benefits to MATT 2 (Fitness).

³ Service Personnel wishing to participate in non-AOA sponsored events would not be considered as 'On Duty' or undertaking Individual Military Training and would therefore be required to enter such events as civilians.

⁴ That policies are complied with or appropriate mitigation is in place to reduce the risk to as low as practicably possible.

⁵ Ref B.

Championships). In addition, it co-sponsors Inter-Service and Combined Service events on a rotational basis. AOA events are delivered in accordance with BOF rules, with events recorded on the British Army Orienteering Club (BAOC) website⁶, and insurance levies⁷ are paid when non-entitled civilians participate.

(1) **Governance.** The AOA Governance structure and associated Role Descriptions can be seen at Annex A to this DIN. The AOA Secretary is:

Maj Andy Johnson: andrew.johnson966@mod.gov.uk

(2) **Communications Strategy.** The AOA's communications strategy can be found at Annex B.

(3) **AOA Sponsored Competitions.** The responsibility for organising the AOA sponsored major Army orienteering competitions is allocated to regional leagues and Arms/Corps Orienteering secretaries to spread the burden and ensure a variety of competition areas.

(a) Annex C allocates the responsibilities to Units and Corps, with recommended regional locations.

(b) Annex D the authority for the Inter Unit Orienteering Championships.

(c) Annex E the authority for the Inter Corps Orienteering Championships.

(4) **AOA Executive Committee Meetings.** AOA Executive Committee meetings will take place biannually as directed by the Chairman. Expected attendance is the AOA Committee and others by invitation.

(5) **AOA Annual General Meeting.** The AOA AGM should take place annually during the Inter Corps Championships and will be coordinated by the AOA Secretary. Attendance at these meetings is to include the chairs or secretaries from the Military Leagues, Army Reserve and Arms/Corps Secs and those responsible for running AOA-sponsored teams or competitions (where available).

(6) **DIO National Licence Arrangements for Non-Entitled Civilians.** The AOA facilitates national licensing arrangements for AOA sponsored Army orienteering events on the Defence Estate that include the participation of non-entitled persons (civilians).

c. **Military Leagues (MLs).** There are five⁸ geographically focussed MLs in the UK and two abroad, which provide the basis for military (and civilian) competitors to participate in quality orienteering events close to their unit locations. The MLs are governed by a chair and secretary, with events delivered in accordance with BOF rules, registered on the BAOAC website and levies⁹ paid when non-entitled civilians participate (UK only). MLs have published rules on the BAOAC website that complement BOF rules, covering additional military specific requirements and local

⁶ At www.baoc.info

⁷ Third Party Liability Insurance is purchased annually by the AOA.

⁸ ML North, Central, Southern, Scotland, Northern Ireland.

⁹ Ibid.

levies. The Germany and Cyprus league arrangements are bespoke to country and the responsibility of the respective ML Secretary.

d. **Military Training.** This DIN is the authority for Army Service Personnel (SP) participating in AOA sponsored foot orienteering events and competitions to be classified as Individual Military Training. It is recognised that physical training is an integral part of Service life and is essential for military effectiveness; technically difficult and physically demanding orienteering plays a key role in this military output.

e. **Military Training MATT 5 (Navigation).** Head Training (Hd Trg) sponsors the requirements for Military Annual Training Test (MATT), to deliver trained soldiers at readiness. Specifically, MATT 5 is constructed by ACOS Plans Joint Force Intelligence Group. The activity is governed by the Commanding Officer (CO) of units conducting the activity; it is common for units to participate in Army orienteering events to fulfil some of the requirements of MATT5.

f. **Civilian Orienteering.**

(1) **Benefit – Areas and Maps.** The AOA's relationship with civilian orienteering clubs is on a local individual basis, primarily driven by the requirement to benefit from the use of areas off the training estate, especially regions that have limited access to military training areas, that provide high quality, technically demanding terrain and maps, where civilian clubs own the intellectual property rights to the orienteering maps, but not the right of access. Military events then take place on the civilian estate IAW Training on Private Land (TOPL)¹⁰ policy.

(2) **Benefit – Officials & Events.** Civilian clubs also deliver military events in association with SP. It is also not unusual for civilians to act in an official BOF technical capacity when no Suitably Qualified & Experienced Person(s) (SQEP) from the Army are available. It is also common practice for a few very large scale civilian events to agree that AOA sponsored competitions can be run simultaneously with the larger event framework, thereby benefiting from the civilian event's administration and orienteering map.

(3) **British Army Orienteering Club (BAOC).** The British Army Orienteering Club (BAOC) is a civilian club under BOF governance whose membership is limited to serving and retired Army personnel and their dependants. It provides a non-geographically based civilian club structure of likeminded Army personnel which enables them to participate as an individual or team in civilian orienteering events. The club has a Chairman, Secretary, Treasurer, Webmaster and Mapping Coordinator. BAOC is the civilian arm of the AOA and its governance structure is at Annex A.

3. Risk Management.

a. **Risk to Life (RtL).** AOA does not consider orienteering as a RtL activity. Whilst technically challenging and physically demanding, risks are mitigated by orienteers and their team captains by placing individuals on courses that are appropriate to individual's skill and fitness levels. All orienteering courses are planned in accordance with BOF rules, including the production of risk assessments, and

¹⁰ Ref A Part 2 Chapter 4 and JSP 362 - Volume 2 Leaflet 6 (Training Over Private Land in the United Kingdom).

compliance set by appropriately trained and experienced event officials (Planner, Controller and Organiser). In addition, the level of physical duress the competitor places on themselves whilst orienteering, is self-controlled; they can choose to stop, walk, retire, or not participate.

b. **Senior Responsible Officer (SRO).** For most Army orienteering events, the Organiser will be a SP and therefore assume the role of SRO. Should all the responsible persons (organiser, planner and controller) delivering a military orienteering event be civilian, then the sponsoring unit ***must*** identify a suitably experienced SP to act as the SRO. He or she is mandated to ensure that:

(1) the event is planned and conducted according to the rules and policies laid down for that activity; an appropriate First Aid Action Plan is in place;

(2) Range/Training Area/TOPL Standing Orders (where applicable) are adhered to; and,

(3) is responsible for stopping the activity should unmanageable risk(s) be identified or have occurred prior to or during the event.

c. The SRO should be on site throughout the event from the time that starts commence to confirmation that the last orienteer has downloaded.

d. **Responsible Persons.** In accordance with BOF Rules, the organiser, planner and controller have responsibility for identifying and managing risks that the participant would not usually expect to encounter – such as armoured vehicles, exercising troops, road crossings; forestry operations, deep pits, mine shafts, missing manhole covers, deep water, high-tension power cables, military wire obstacles, very high cliffs, etc. Appropriately planned courses aim to provide competitors with a physically and navigationally challenging course, whilst keeping the risk to life as low as reasonably practicable. To minimise risk, organisers are permitted to impose dress and other additional requirements they think appropriate for an event or activity and must ensure they notify competitors of these requirements.

e. **Competitors' Own Ability and Dress.** Competitors are responsible for their own personal safety and for assessing honestly their own abilities to complete an orienteering course. However, organisers must make reasonable risk management arrangements, through the provision of an Exercise Action and Safety Plan (EASP) or civilian risk assessment, specific to each event and location, to mitigate the hazards about which a competitor might reasonably be unaware. Competitors should only enter a course that is appropriate to their technical experience and physical ability. Competitors must wear clothing that fully covers their torso and legs unless the Organiser has stated otherwise and permitted shorts to be worn (this will normally depend on the terrain). The Organiser can prevent competitors taking part who do not comply with the full leg and torso cover requirements.

f. **Non-Entitled Participants below the age of 16 years.** A parent or guardian is not permitted to sign a disclaimer to allow a junior under the age of 16 to compete where the courses have any routes that require competitors to cross roads with significant traffic, unless appropriate traffic management arrangements have been put in place. In urban areas where competitors are required to cross roads, an under 16 must be accompanied by an adult as laid down in BOF rules.

g. **First Aid.** The Organiser must ensure that appropriate First Aid equipment is available. Trained soldiers are qualified to administer first aid where required. Organisers must ensure that *all* accidents and incidents are to be notified to the Army Incident Notification Cell (AINC)¹¹ and the AOA Sec notified (with personal details anonymised) for ASCB reporting purposes.

h. **Heat and Cold Injury.** Measures to mitigate these injury types must be considered to reduce risk¹². For heat injuries, this could include planning courses at the shorter end of recommended lengths, the provision of water controls, or requesting competitors run down a course. For cold injury, the wearing of waterproof clothing could be mandated. Event organisers and SROs should review these risks immediately prior to events, given the speed at which weather can turn, even in the Summer.

4. **Liability Insurance.** Liability insurance for AOA sponsored orienteering events follows the guidance given in Ref D.

a. **Civilians.** When civilians participate in military competitions, the AOA purchased insurance covers them for third party liability when participating in or acting in a position of responsibility. It does not cover personal accident insurance and civilian participants take part at their own risk in this regard, as they would whenever a civilian registered event is held. The event flyers should contain the following information:

For civilians participating in Army orienteering, Public Liability Insurance is provided by Towergate; individuals are advised to have their own private accident insurance. This event is conducted iaw British Orienteering Rules 2018 (v3.7) and land booked iaw the AOA DIO Licence and JSP907. Orienteering in the Army is classed as individual military training; all others take part at their own risk.

The personal data you give at Registration will be used by the event organisers and their agents but only for the purpose of processing/publishing entries/results, conducting safety checks and as required by our insurers to validate our cover; and, managed iaw the General Data Protection Regulation (GDPR)¹³.

b. For Cyprus and Germany leagues, it is the ML secretaries' responsibility to ensure that when civilians participate, appropriate third-party liability insurance has been purchased by that league.

c. **Service Personnel.** When SP are formally authorised by the Chain of Command to participate in recognised orienteering activities¹⁴, they do so 'On Duty'¹⁵. Under these circumstances, third party liability/public liability protection is provided by the MOD so long as the activity is conducted in accordance with the Safe Systems Approach to Training¹⁶. Duty status is not linked to the Armed Forces Compensation Scheme (AFCS); compensation is paid when "*the claimant shows that the balance of probabilities is such that their injury is more likely than not to have been caused by*

¹¹ [AINC Incident Reporting Website](#)

¹² See Ref I.

¹³ See Annex I

¹⁴ Events listed in this DIN, on the BAOC website under the events tab or authorised by the Commanding Officer.

¹⁵ Ref G refers.

¹⁶ Safe Persons, Safe Equipment, Safe Place, Safe Practice; see Ref F.

service.” Factors that may mean an injury was more likely to be caused by service include: “*participation in service-approved and recognised sport.*”¹⁷ SP participating in AOA events are therefore covered by the provisions of the AFCS.

5. **Data Protection.** Legislative change in May 2018¹⁸ was introduced to protect citizens better from privacy and data breaches in a growing data-driven world, introducing new elements and enhancements. Ref K is the authority and the AOA abide by them in accordance with Annex I.

6. **Participation in Events and Competitions.** All Army orienteering competitions are open to Regular, Reserve personnel, and civilians (IAW event instructions). Whilst men and women do compete in separate competitive classes where appropriate, women are eligible to run in any team.

a. **Service Competition Formats.** Are on foot only and may take the form of:

Ser	Format	Terrain	Description	Controls	Penalty
1	Long (Classic)	Usually forest	Emphasis is on route choice to test ability to use a variety of navigational techniques	All visited in a set order	Missed or incorrect order will lead to disqualification
2	Middle distance	Usually forest	Emphasis is on continuous map reading. Courses contain a high number of controls and frequent changes in direction	All visited in a set order	Missed or incorrect order will lead to disqualification
3	Sprint	Runnable semi urban ¹⁹	High rate of decision-making speed of map reading, map interpretation and route choice make up the challenge.	All visited in a set order	Missed or incorrect order will lead to disqualification
4	Ultra-long	Mainly forest but may be mixed with semi urban		All visited in a set order	Missed or incorrect order will lead to disqualification
5	Urban	Urban terrain, predominantly towns or city centres ²⁰		All visited in a set order	Missed or incorrect order will lead to disqualification
6	Score	Any	Competitor seeks to gain the highest score in a pre-defined time, by visiting the most controls or those with the highest points value. Values can be identical or different due to distance/technical level.	Visited in any order. Not all need be visited.	Significant time penalties for return after defined time, often 10 points per minute.

¹⁷ [JSP 765](#) Armed Forces Compensation Scheme Statement of Policy, Ch 2, para 2.32 refers.

¹⁸ Data Protection Act 2018 (DPA 2018) and General Data Protection Regulation (GDPR).

¹⁹ Subject to suitable traffic control arrangements.

²⁰ Using public open spaces, pedestrian and trafficked streets as well as parks.

Ser	Format	Terrain	Description	Controls	Penalty
7	Relay	Usually forest	A team of 3 or 4 individuals competing one after the other on shortened cross-country courses as fast as possible	All visited in a set order	Missed or incorrect order will lead to hefty time penalties or disqualification.
8	Harris Relay ²¹	Usually forest	A team event which requires planning and coordination under time pressure. All team members receive identical maps and run simultaneously. It is a score event, with two sets of controls: 'Spine' controls which must be visited by each and every team member and other controls that need only be visited by one team member. The team's time is that of the last member to reach the Finish, multiplied by the number of team members. Failure to collectively punch each control or individually punch each spine control will lead to hefty time penalties.		

Table 1: Service Competition Formats.

b. **Exercise TECHNICAL CHALLENGE (Ex TC).** The Inter-Services Orienteering Match usually takes place in the Winter. The competition is physically and technically challenging and the Army Team will only be selected from individuals who have proven themselves able to cope with such conditions. In order to help Team Managers identify these individuals, Ex TC runs throughout the previous year and is a defined series of races, in conjunction with civilian orienteering events that will allow individuals to demonstrate ability and identify where improvement is necessary. Note that none of the MLs provide suitable technical challenges to justify Army Team selection in their own right. EX TC includes over 5 national level competitions and 1 BAOC Long event in its programme. [Further detail](#) can be found in the Documents section of the BAOC website.

c. **Exercise RUNNING COMPASS.** This exercise adheres to the principles of sporting excellence, with the Army team participating in the higher levels of competition. Selected participants will be very active orienteers who could be expected to benefit and develop from training in terrain of a very high technical standard. Seven men and three women will be selected. Interested personnel should contact the AOA secretary for the contact details of the Army Team captains.

d. **Exercise RUNNING DEER.** This exercise is an Army Development Squad exercise and comprises of a series of training exercises for younger (usually under 25 years old) soldiers and officers both male and female, normally based around the major civilian championships, with a final concentrated week of training hosted at a major championship in the UK or abroad. Participants will have demonstrated an aptitude and enthusiasm for orienteering at regional league events.

e. **Exercise SMART RUNNER.** The AOA sponsored Army Inter Unit orienteering championships, usually taking place in June. The competition is usually organised outwith civilian events. See Annex D.

f. **Exercise CUNNING RUNNER.** The AOA sponsored Army Inter Corps orienteering championships, usually taking place in November. The competition is

²¹ Originating in Germany and introduced to the UK in the late 1980's by the then chairman of Army Orienteering, Lt Col Steve Harris.

usually organised within a major civilian night and day cross country event. See Annex E.

g. **Exercise ASTUTE RUNNER.** The AOA sponsored Army Individual orienteering championships now takes place within Ex CUNNING RUNNER.

h. **Exercise DYNAMIC RUNNER.** Annex F provides guidance only to support units or corps participating in Multi-Day Orienteering Events (MDOEs).

i. **Army Cadets.** The AOA will support ACF and CCF events, mainly through identification of key event roles (normally at national competition level) through the AOA Coaching Officer, including identification of mapping support, if required.

j. **Civilian Competitions and Events.**

(1) **Co-hosting Civilian Competitions.** Organisers or responsible SP may wish to collaborate with civilian clubs to either co-host or entirely 'piggy-back' on an event's organisation and orienteering competition. This is often the most cost-effective method of training small groups or running/hosting unit competitions and exercises, especially in isolated areas, where mapped military estate is limited or there is a requirement to orienteer on the highest level of technical terrain. This is an authorised method of participating in civilian orienteering with the requirement that it must be conducted IAW BOF Rules. For participation in all civilian events on duty, it is the CO's responsibility to authorise permission ensuring that BOF rules are in operation and budget authority must be agreed prior to spending public money. For attendance at MDOEs, whilst Corps-level acknowledgement can be obtained, final approval of each soldier's attendance rests with their CO.

(2) **Other Navigation Events.** A growing number of multi-day type challenge pursuit competitions take place outwith the jurisdiction of BOF, such as the Original Mountain Marathon (OMM). COs may deem that these events/competitions contribute further to the unit's individual or collective military training outputs; particularly navigation skills; when those planning to participate have suitable experience to safely take part when conducted as individual military training²². This DIN no longer provides authority for such activities and a Unit/Corps organiser must seek advice from the Chain of Command and comply with policy at Ref H ([JSP 660](#)) and I ([ACSO 3235](#)).

7. **Training.** The AOA delivers Orienteering Skills (Basic, Intermediate & Advanced) and Orienteering Planners and Mapping courses at the AOA Centre of Excellence at Longmoor Trg Area. Training is also provided to Cadet Force Adult Volunteers (CFAVs). Course dates can be obtained from the Courses Clerk at ASPT and from the BAOC/AOA website at www.baoc.info

a. **Coaching Officer.** Anyone interested in attending, instructing or helping on any AOA course, or with queries about course content/standards should contact the AOA Coaching Officer:

Phill Batts, AOA Coaching Officer coaching@armyorienteering.com

²² Individuals may also participate in such events as a civilian and off duty.

b. **Course Aims.** Courses are predominantly for SP and CFAVs, although civilians are welcome to attend.

(1) **Basic Skills Course.** 'Ideal for novices up to Light Green course' – to develop the basic orienteering skills necessary to complete a military league event successfully and accurately. Training is ideal for novices and those on competition courses up to Light Green standard. All attendees are recommended to start their training at this level, irrespective of previous experience, IOT a firm baseline is established and errors minimised.

(2) **Intermediate Skills Course.** 'Progress through the Green to the Brown course' – to enable individuals to improve their technical skills and progress through the Blue and Brown competition courses. Attendees will learn how to continually develop their personal orienteering skills and will receive guidance on training unit teams.

(3) **Advanced Skills Course.** 'Learn to be consistent and win' – to enable individuals to improve their technical skills and progress through the Blue and Brown competition courses. Attendees will learn how to continually develop their personal orienteering skills and will receive guidance on training unit teams.

(4) **Planners Course.** 'Plan challenging and fair courses IAW British Orienteering rules' – to provide students who are already proficient orienteers with the necessary knowledge to enable them to plan challenging and fair courses for military league events and develop as controllers.

(5) **Mapping Course.** 'How to get the most from Open Orienteering Mapper²³'. The course is designed to develop computer & basic mapping skills to turn a simple mapping survey into a specialised orienteering map using open source mapping software. Qualified instructors are used, with costs funded via the AOA Budget.

(6) **Coaching.** Due to the need for highly qualified instructors in this specialist area, it has been agreed with BOF that the AOA will host courses of all levels at the Army Centre of Orienteering Excellence at Longmoor and be granted vacancies on each course. This arrangement will allow the Army to train personnel to a high standard at minimal cost. The course is the "1st 4 Sport" Level 2 course which provides a national qualification. Full details will appear on the BAOC/AOA website.

c. **Course Dates.** Course dates are published on the [Events page of the BAOC website](#).

d. **Course Booking.** The application process to attend AOA sponsored courses is available at a link beside the advertised courses on the [Events page of the BAOC website](#).

8. **Allowances.** Properly authorised events are classified as individual military training and participants are entitled to the normal duty allowances detailed in JSP 752. This includes the appropriate rates of LOA and subsistence allowance for those selected to represent the Army abroad. Service transport may be used subject to the normal rules for military training and charged to Purpose of Travel Code 13 (POT 13). All charges against

²³ Available at <https://www.openorienteering.org/>

Public Funds incurred by individuals, or units, are to be charged against the appropriate unit training budget with prior authority of the budget manager.

9. **Public and Non-Public Funds.** The AOA Secretary controls the central Public budget used to fund the organisation of, but not individual/unit participation in, AOA sponsored events/activities. As Army orienteering is classed as individual military training, essential training aids such as control equipment, map survey and printing, and skills and officials' courses are eligible for public funding. Public funding cannot be used for prizes and as such organisers may charge an entry fee to cover these costs. Units or individuals are to ensure that such entry fees are paid from non-public sources. Both funds are presented for audit and scrutiny annually to the AOA Executive Committee.

10. **Branding.** The AOA badge can be found at Annex H.

Annexes:

- A. Army Orienteering Governance.
- B. Army Orienteering Communications Strategy.
- C. Allocation of Major Competitions.
- D. Ex SMART RUNNER – Army Inter Unit Orienteering Championships.
- E. Ex CUNNING RUNNER – Army Inter Corps Orienteering Championships.
- F. Ex DYNAMIC RUNNER – Participation in multi-day orienteering events.
- G. Defence Infrastructure Organisation (DIO) National Licence.
- H. AOA Branding.
- I. GDPR Policy.

ARMY ORIENTEERING – GOVERNANCE

1. The military governance structure is:

Ser	Appointment	Name	Experience / Qualifications
(a)	(b)	(c)	(d)
Army Orienteering Association (AOA)			
1.	President	Brig James Woodham	
2.	Chairman	Lt Col Chris Huthwaite	Grade B Controller
3.	Technical Advisor	Maj (Retd) Allan Farrington	Grade B Controller
4.	Men's Team Captain	Maj Emmit Andrews	
5.	Women's Team Captain	Capt Kezia Jukes	
6.	Development Manager	Maj Ali Lea	
7.	Coaching Officer	WO2 Phill Batts	BO Coaching L4
8.	Public Budget	Maj Andy Johnson	
9.	Non-Public Budget	WO1 John Leddy	ACMA, CGMA & CPFA
10.	Secretary	Maj Andy Johnson	
Military Leagues (ML)			
11.	ML North	Chair – TBC	
12.		Secretary – Capt Al Mathers	
13.	ML Central ²⁴	Chair – Vacant	
14.		Secretary – Vacant	
15.	ML South	Chair – Lt Col R Mawer	
16.		Secretary – Maj Andy Brett	
17.	ML Northern Ireland	Chair – Vacant	
18.		Secretary – WO2 Mark Philpott (38x CTT)	
19.	ML Cyprus	Chair – Vacant	
20.		Secretary – WO2 Gareth Osborne	
21.	ML Germany	Chair – Vacant	
22.		Secretary – WO2 Ian Page	

2. The civilian governance structure for the British Army civilian orienteering club is:

British Army Orienteering Club (BAOC)			
23.	Chairman	Lt Col Paul L'Estrange	
24.	Secretary	Lt Col Charles Bromley Gardner	Grade C Controller
25.	Treasurer	Maj (Retd) Allan Farrington	
26.	Webmaster	Mr Tim Booth	
27.	Mapping Coordinator	Maj (Retd) Colin Dickson	Grade B Controller

Table 2: Army Orienteering Governance.

²⁴ MLC Finances held at HQ 11 Sig & WM Bde. Equipment re-utilised in MLS.

ROLE DESCRIPTIONS

AOA Chair

Responsible to the AOA Executive committee.

The main role of the Chair is to provide leadership & promote involvement of others.

Specific tasks include:

- Act as a figurehead for the club – both internally and externally.
- Lead the planning, development and monitoring of strategy.
- Lead the AOA Exec, guiding it towards decisions in keeping with strategy.
- Ensure that Exec members are aware of their roles and responsibilities.
- Chair Exec meetings and AGM (or appoint substitute); agree agenda and minutes.
- Working with the Secretary, preparing reports and returns as required.
- Work with the Club Treasurer and Secretary, to ensure that Public and Non-Public funds are spent and managed appropriately in accordance with MOD financial regulations and policy.
- Lead on negotiations with DIO wrt civilian access.
- Ensure AOA sponsored orienteering events/activities comply with National Governing Body (NGB) rules.
- Motivate and enthuse the Exec committee.

Duration/frequency:

- The club President is usually in post for a period of 3 years.
- Executive Committee meetings are generally held once every 6 months.

Knowledge/skills/attributes required:

- Well organised.
- Enthusiastic.
- Prepared to make instant decisions when necessary.
- Confident at chairing meetings and speaking in public.

AOA Secretary

Responsible to the AOA Executive committee.

The main role of the Secretary is to manage the day to day operation of the AOA.

Main Duties:

- Manage the AOA Budget and Public Fund.
- Process and arrange payment of appropriate expenditure, including course staff, fuel and mapping.
- Determine with the AOA Chair, the date, venue and agenda for Annual General Meeting (AGM) and issue to the members timely notice of, and agenda for, the meeting.
- Produce minutes of AGM, obtaining approval of them from AOA Exec and publish them, for final approval at the next AGM.
- Issue timely notice of dates, venues and agendas for Exec Committee meetings and the AGM.
- To be the main POC with ASCB, providing relevant returns, as requested.
- Take minutes of Committee meetings, issue them to Committee members and obtain their formal approval.
- Communicate and respond to enquiries by mail, email and telephone on behalf of AOA, and report to AOA Committee, or officers, as necessary.
- Maintain archive of the minutes of AGMs and Committee meetings and produce them as required.
- In the absence of the Chair, deputise and chair Committee Meetings.
- Ensure, with the Chair, that meetings and AOA affairs are conducted in accordance with accepted practices.

AOA Treasurer

Responsible to the AOA Chair.

The main role of the Treasurer is to manage the day to day non-public funds.

Main Duties:

- Keep and maintain AOA Non-Public Fund accounts.
- Prepare and submit reports to regular committee meetings showing current income vs. expenditure, and the current state of finances.
- Prepare and present the Annual Statement of Accounts to the AGM/Exec Committee.
- Prepare annual budgets of income and expenditure in discussion with appropriate officials and members, and monitor actual expenditure against budget.
- Calculate and propose to committee and AGM levies for the year.
- Process and pay DIO levies for each year.
- Ensure the timely payment of Non-Public and accounts due, and prompt banking of income.
- Maintain a current list of authorised signatories for AOA.

ARMY ORIENTEERING – COMMUNICATIONS STRATEGY

1. Methods.

- a. **Army Briefing Note (ABN).** Annually in January.
- b. **World Orienteering Day.** Annually in May, where the day coincides with an Army orienteering event, normally the Inter Unit Championships.
- c. **Soldier Magazine.** Annually in July.
- d. **Defence Information Note (DIN).** When superseded.
- e. **Prize Giving.** At all Army level competitions, a 2* officer should be invited to attend, present prizes and recognise the value of orienteering in the Army.

2. **Message.** The message regarding the benefits of orienteering as an individual military training activity is described below.

At its most demanding, orienteering provides the challenge of navigating over complex and rough terrain whilst running at speed; combining navigational skill and aerobic fitness. To be competitive at this level, an orienteer must train regularly, not only to build up physical speed and stamina, but also to improve their 'mental' skill. The skills required of a good soldier are very similar to that of an orienteer: the use of a compass, the ability to estimate distance and interpret the ground, whilst continually making multiple decisions.

During an orienteering event a soldier must be confident in their ability, maintain concentration, make decisions under pressure, and sustain a single-minded determination to overcome any setbacks and mistakes. Soldiers taking part in orienteering benefit from:

An improved cardiovascular fitness and stamina;

An increased self-confidence and self-awareness;

An improved ability to make rapid decisions whilst under physical duress;

Superior map reading skill: learning to 'read' the terrain and 'feel' their movement through it;

And a further developed sense of team cohesion.

Orienteering can be used to develop many of the qualities that are essential in a good soldier.

ALLOCATION OF MAJOR COMPETITIONS

Year	Preferred Region for venue ²⁵	Allocated Unit/Corps Responsible for Delivery	
		Inter Unit Orienteering Championships	Inter Corps Orienteering Championships
2014	ML (C)	REME	RE
2015	ML (S)	RAPTC/AAC	RLC
2016	ML (N)	INF	RA
2017	ML (S)	AGC	R Sigs
2018	ML (S)	RE	REME
2019	ML (S)	RAPTC/AAC	RLC
2020	ML (C)	REME	RA
2021	ML (N)	INF	R Sigs
2022	ML (S)	RA	RE
2023	ML (C)	AGC	RLC
2024	ML (N)	RE	RA
2025	ML (S)	RAPTC/AAC	R Sigs

Table 3: Allocation of Major Competitions.

²⁵ The Organiser will determine the venue, ideally within the preferred region.

EXERCISE SMART RUNNER (Inter Unit)

1. **General.** Ex SMART RUNNER is the name given to the Army Inter Unit Team Orienteering Championships and is open to Regular and Army Reserve units. The outline for Ex SMART RUNNER is:
 - a. **Day 1.** Spanish Score Team orienteering race.
 - b. **Day 2.** Harris Relay Team orienteering race.
2. **Team Declaration.** Team Captains will declare teams for both days prior to the start of the competition in accordance with the event instructions. This is an open competition – units & HQs can enter whichever Class they deem appropriate to fit their team(s) abilities. All Class results standalone; and, teams are declared at the outset. This format is designed to be simple and accessible to cater for all abilities.
3. **Attendance.** The Championships are open to Regular and Army Reserve units; there is no requirement to qualify through respective formation or regional championships. Civilians may be invited to participate as guests, for which the decision lies with the organiser, though this is largely dependent upon land access restrictions.
4. **Missed Controls.** The Day 1 and 2 event controller(s) will penalise missed punching or missing control(s), which will result in a 15-minute time penalty per control rather than disqualification.

DAY 1 – SPANISH SCORE TEAM

5. **Event Description.** The Spanish Score format is an event where all controls must be visited, but in any order; the competitor who completes this in the fastest time is the winner. This format removes many of the decision-making strategies of a traditional score event.
6. **Demo Map.** A small demo map is to be made available with pre-placed training controls on Day 1 near Assembly.
7. **Coaching.** The AOA Coaching Officer will organise training for the morning of Day 1.
8. **Format.** A team of four competitors must all visit all controls in any order, with no time limit, with the last runner in to count.
9. **Event Timing.** On Day 1, the Start will not open before 1200 hrs and courses should not close before 1600 hrs.

10. **Event Planning.** The map scale will be 1:10,000 for all courses, with optimal course length determined by the Planner upon terrain and climb, and within the following margins, ideally:

Course	Optimal winning time	Number of controls <i>Not to exceed</i>	Technical Difficulty (TD)
Long (Blue)	60 mins	<35	Up to TD5
Short (Light Green)	45 mins	<25	TD2, TD3 & TD4

Table 4: Spanish Score Course Planner.

DAY 2 – HARRIS TEAM

11. **Event Description.** The Harris Team format is a team event which requires planning and coordination under time pressure, originating in Germany and introduced to the UK in the late 1980's by the then chairman of Army Orienteering, Lt Col Steve Harris. All team members receive identical maps and run simultaneously. It is a score event, with two sets of controls;

- a. 'Spine' controls, which must be visited by each and every team member, in any order.
- b. Other controls, which must be visited by at least one team member, again in any order.
- c. The team's time is that of the last team member to reach the finish. Failure to collectively punch each control or individually punch each spine control will be penalised by a 15-minute time penalty per missed control.

12. **Format.** A team of four competitors who will start together and run simultaneously; visiting mandatory spine and additional controls, as determined by the Team Captain. The team's result is based on the time of its last runner in.

13. **Event Times for Day 2.** The start should open no later than 1000 hrs; and, the course should close before 1300 hrs. Prize giving should be planned to take place NLT 1400 hrs.

14. **Event Planning.** The map scale will be 1:10,000 for the course, with the exact course length dependent upon terrain and climb, and within the following margins:

Course	Type	Length <i>not to exceed</i>	Number of controls <i>Not to exceed</i>	Technical Difficulty (TD)
Long	Spine	4 km	<9	TD2 & TD3
	Other Controls	Control distribution dependent upon terrain and climb	<31	TD3, TD4 & TD5
Short	Spine	3 km	<6	TD2
	Other Controls	Control distribution dependent upon terrain and climb	<24	TD2 & TD3

Table 5: Harris Score Course Planner.

EVENT DISCIPLINE

15. Start Plan.

Class	Day 1	Day 2
E (U25) Class	1330 hrs	1030 hrs
D (Short) Class		
C (Female) Class	1340 hrs	1040 hrs
B (Masters) Class	1350 hrs	1050 hrs
A (Senior) Class	1400 hrs	1100 hrs

Table 6 – Mass Start Plan.

16. **Penalties.** The time penalty for every competitor missing a control on both days will be 15 mins per control missed.

17. Results Plan.

Day 1 Spanish Team	Day 2 Harris Team
<i>The last runner's time counts</i>	
Winner is the team with lowest cumulative time over two days	
A (Senior) Class <i>Team of four runners</i>	
Spanish Long	Harris Long
B (Masters) Class <i>Team of four runners all over 40 years old on the day of the competition</i>	
Spanish Long	Harris Long
C (Female) Class <i>Team of four female runners</i>	
Spanish Short	Harris Short
D (Short) Class <i>Team of four runners</i>	
Spanish Short	Harris Short
E (Under 25) Class <i>Team of four runners under 25 years old on the day of the competition</i>	
Spanish Short	Harris Short

Table 7: Day 1 & Day 2 Results Planner.

18. **Trophies/Prizes.** These are to be arranged by the Event Organiser, with costs met through entry fees. The Men's and Women's individual 1st place winners will be presented with the appropriate cup / plate and for all classes less Junior / Novice will be medals or equivalent. Junior / Novices will be awarded a 1st place £50 and 2nd place £25 voucher for Ultrasport.
19. **Entry Fees.** Individual competitors should make a request to their unit budget manager to allocate public or non-public funds, such as PRI, to pay for entry fees.
20. **Allowances and Service Transport.** This is an authorised exercise and participants are entitled to the normal duty allowances detailed in JSP 752. Service transport may be used subject to the normal rules for military training and charged to Purpose of Travel Code 13 (POT 13). All charges against Public Funds incurred by individuals, or units, are to be charged against their appropriate unit training budget with prior authority of the budget manager.
21. **Authority.** This DIN provides the authority for Army service personnel participating in AOA sponsored events and competitions to be classified as official individual military training. It is recognised that physical training is an integral part of service life and is essential for military effectiveness; technically difficult and physically demanding orienteering plays a key role in this military output.

EXERCISE CUNNING RUNNER (Inter Corps)

1. **General.** Ex CUNNING RUNNER is the name given to the Army Inter Corps Orienteering Championships. The event usually takes place in November and is organised within a major civilian night and day cross country event. The outline for Ex CUNNING RUNNER is:

- a. **Day 1:** Night cross-country orienteering race.
- b. **Day 2:** Day cross-country orienteering race.

2. **Class and Course Details.** Competitors will compete on the following courses:

Time	Course	Nos to count	Army Individual Night Classes	Army Individual Day Classes
			Night	Day
Inter Corps Senior Long; Teams of 6				
Night	Blue	Best 4	M21L, M35L, M40L, M45L & M50L+	n/a
Day	Brown	Best 5	n/a	M21L, M35L, M40L, M45L & M50L+
Inter Corps Senior Short & Women; Teams of 4				
Night	Green	Best 2	W21L, W35L & W40L+ M21S, M35S, M40S, M45S & M50S	
Day	Blue	Best 3	n/a	W21L, W35L & W40L+ M21S, M35S, M40S, M45S & M50S
U25 Competition; Teams of 6				
Night	Long Orange*	n/a	W21S, W35S, MU25 & WU25	n/a
Day	Long Orange	Best 3	n/a	W21S, W35S, MU25 & WU25

Table 8: Event Planner.

- 3. **Army Night Champs:** Based upon Day 1 competition results.
- 4. **Army Individual Champs:** Based upon Day 2 competition results.
- 5. **Results:** Inter Corps are accumulative over Days 1 and 2.
- 6. **Trophies.** These are provided and arranged through the AOA Secretary.

*or equivalent TD3 course for night event

EX DYNAMIC RUNNER – MULTI-DAY ORIENTEERING EVENTS (MDOEs)

1. **Introduction.** From Sep 18, Exercise DYNAMIC RUNNER has been reformulated to provide basic guidance to units considering entry to MDOEs in the UK, eg Scottish 6 Days, Lakes 5 Days, Croeso. It does **not** provide authority to attend these events, which is the responsibility of each participating individual's Commanding Officer.

2. **Purpose of Ex DYNAMIC RUNNER.** The purpose of Ex DYNAMIC RUNNER is to:

- a. Increase Army participation in multi-day orienteering events;
- b. Expose Army competitors to:
 - (1) high quality orienteering maps and planning;
 - (2) technically demanding and physically challenging orienteering;
 - (3) the organisation of a large-scale orienteering competition;
- c. Expose the civilian orienteering community to Army competitors;

IOT maintain the Army in the public eye, support community engagement and recruitment, and develop orienteering as a military skill.

3. **Orienteering as Individual Military Training.** At its most demanding, orienteering provides the challenge of navigating over complex and rough terrain whilst running at speed; combining navigational skill and aerobic fitness. To be competitive at this level, an orienteer must train regularly, not only to build up physical speed and stamina, but also to improve their 'mental' skill. The skills required of a good soldier are very similar to that of an orienteer: the use of a compass, the ability to estimate distance and interpret the ground, whilst continually making multiple decisions. During an orienteering event a soldier must be confident in their ability, maintain concentration, make decisions under pressure, and sustain a single-minded determination to overcome any setbacks and mistakes. Soldiers taking part in orienteering benefit from:

- a. An improved cardiovascular fitness and stamina;
- b. An increased self-confidence and self-awareness;
- c. An improved ability to make rapid decisions whilst under physical duress;
- d. Superior map reading skill: learning to 'read' the terrain and 'feel' their movement through it;
- e. And a further developed sense of team cohesion.

Orienteering can be used to develop many of the qualities that are essential in a good soldier.

4. **Administrative Instructions.** Units/Corps intending to attend a MDOE must issue an exercise administration instruction with an accurate list of participants.
5. **Risk Management.** Competitors will be responsible for their own personal safety and for assessing their own abilities to complete their selected course. At most UK MDOEs, the terrain is often very steep, marshes can frequently be extremely wet and areas of thick forest can reduce running speed. In addition, controls tend to be 'very' technically difficult (TD5*) and the challenge of competing at speed reduced. As a result, novice competitors are recommended to take a critical and honest view of their ability and enter an appropriate course: it is better to start on a lower course and progress than attempt an M21 course and fail.
6. **Entries.** Having secured permission to attend from their COs, competitors are expected to enter MDOEs via the appropriate civilian competition website, with entries listed as members of the British Army Orienteering Club (BAOC). Unit titles must not be used under any circumstances. Organisers should request budget managers to allocate non-public funds, such as PRI to pay for entry fees.
7. **Allowances and Service Transport.** Once attendance is authorised, exercise participants are entitled to the normal duty allowances detailed in JSP 752. Service transport may be used subject to the normal rules for military training and charged to Purpose of Travel Code 13 (POT 13). All charges against Public Funds incurred by individuals, or units, are to be charged against their appropriate unit training budget with prior authority of the budget manager.
8. **Accommodation.** Participants should use the closest service accommodation or a suitable campsite. The use of hotels is unlikely to be authorised.
9. **Authority.** Authority to attend UK MDOEs rests with each participating individual's CO even where Corps level approval for the exercise has been given.

**DEFENCE INFRASTRUCTURE ORGANISATION (DIO)
NATIONAL LICENCE – ACCESS AGREEMENT FOR NON-ENTITLED CIVILIANS**

1. **Purpose.** The purpose of this Annex is to outline the agreement between the Defence Infrastructure Organisation (DIO) and the Army Orienteering Association (AOA) on the enduring national licensing arrangements for AOA sponsored Army orienteering events on the Defence Estate that include the participation of non-entitled persons (civilians).
2. **Agreement.** To allow non-entitled persons access to the MOD Estate the governance arrangements are described below to comply with the DIO National Licence:
 - a. **Governance.** The Licence Holder will be the Vice Chairman of the Army Orienteering Association (AOA). The day-to-day management of the DIO National Licence will be delegated to the AOA Secretary, who will communicate with the five UK Military League (ML) Secretaries: ML North, ML Centre, ML South, ML Scotland and ML Northern Ireland.
 - b. **Compliance.** The AOA is responsible for ML Secretaries' compliance with the National DIO Licence and the AOA will hold an Annual meeting with the ML Secretaries. The Licence will be published on the BAOC website at www.baoc.info under the 'Event Organisation' tab. The revised ML Rules will explain the event methodology and DIO National Licence requirements, in order that organisers, planners and controllers understand their roles and responsibilities.
 - c. **Levy.** The four UK ML Secretaries will be responsible for paying the levy per civilian participant²⁶ to the AOA and the AOA in turn will then centrally pay DIO LMS²⁷. This will reduce effort and provide an efficient and enduring solution.
 - d. **Booking Procedures.** The National DIO Licence requires that the booking of the MOD Estate be in accordance with JSP907 and that organisers comply with Range Standing Orders.
 - e. **Number of Events/Competitions.** The National DIO Licence does not place a constraint on the number or duration of orienteering events/competitions.
 - f. **Senior Responsible Officer (SRO).** Generally, the Event Organiser will be a Service Person (SP) and will therefore be the SRO. Should all the responsible persons [organiser, planner & controller] delivering the event / competition be civilian, then the sponsoring unit must nominate a SP to act as the SRO. This SP is mandated to ensure that: the event is planned and conducted according to the rules and policies laid down for that activity; that an appropriate First Aid Action Plan is in place; that Range Standing Orders are adhered to; and is responsible for stopping the activity should it be identified prior to or during the event that unmanageable risk(s) have been identified or have occurred.
 - g. **Exercise Instructions.** The Organiser / SRO is responsible for ensuring that there is a written exercise instruction to include: Risk Assessment; First Aid Action

²⁶ Cost to be recovered from civilian participants.

²⁷ Regions – MLS includes DIO Regions SE and SW; MLC includes DIO Wales, DIO WM & DIO EM; MLN includes DIO NE, DIO NW and DIO Scot; ML NI includes DIO NI.

Plan; Third Party Liability Insurance Certificate and any additional specific requirements articulated by Range Standing Orders.

h. **Retail Traders and Caterers.** This National DIO Licence for the AOA does not cover the attendance of bespoke orienteering retailer(s)²⁸ and or caterer(s)²⁹. Under current rules DIO LMS require traders to establish their own Licence with their respective Regional DIO office.

3. **Summary.** The AOA Committee recognises the requirement to ensure that non-entitled civilians who conduct activities on the MOD Estate do so with the appropriate legal indemnities and insurance cover. This annex demonstrates that the governance of orienteering by the AOA follows the National Governing Body's requirements and that an enduring National DIO Licence, managed on a day-to-day basis by the ML Secretaries, therefore conforms with statutory requirements and DIO policy.

²⁸ Purpose being to enable soldiers to equip themselves appropriately with technical orienteering equipment.

²⁹ Purpose to provide adequate feeding requirements.

ARMY ORIENTEERING ASSOCIATION (AOA) – BRANDING

1. The AOA formalised its branding, which was endorsed by the AOA Executive Committee in Jul 14. The AOA badge has not been included in the Army Design Library as it is controlled by the AOA Executive Committee. The AOA badge is as follows:



Figure 1: AOA badge.

2. The badge is available in two formats upon request from the AOA Secretary:
 - a. ArmyOrienteeringAssociation_grad.png;
 - b. ArmyOrienteeringAssociation_flat.png;

GENERAL DATA PROTECTION REGULATION (GDPR)

In May 2018, the General Data Protection Regulation (GDPR) came into effect across the EU, enshrined in the UK in the Data Protection Act 2018. The creation of the DPA 2018 is not an end point, rather the beginning, in the same way that preparations for the GDPR did not end on 25 May. The [Information Commissioner's Office \(ICO\)](#) will be enforcing the GDPR and the new Act.

The Six Principles of the Data Protection Act

1. Processing must be lawful and fair.
2. Purpose of processing must be specified, explicit and legitimate.
3. Personal data must be adequate relevant and not excessive.
4. Personal data must be accurate and kept up to date.
5. Personal data must be kept for no longer than necessary.
6. Personal data must be processed in a secure manner.

The Army Orienteering Association (AOA) will expect AOA sponsored event organisers and other responsible officials to comply with the terms of the DPA 2018. Further advice is available below.

Contact the Army Data Protection Support Team

SO2 DPA
94393 7107
01264 886755

SO3 DPA (Assurance)
94393 6756
01264 886756

SO3 DPA (Governance)
94393 6755
01264 886755

Email: [Army Info-CyberSy-DPA-0Mailbox \(Multiuser\)](#)