

21 Jun 18

See Distr

MILITARY LEAGUE (UK SOUTH) ORIENTEERING RULES FOR 2018-2019 SEASON

References:

- A. [British Orienteering \(BO\) Governance, Policies and Regulations \(www\)](#).
- B. [DIN 2016DIN07-124 \(Authority for Army Orienteering 2016-17\) dated Sep 15](#).
- C. [Army General Administrative Instructions \(AGAI\) Volume 1 Chapter 5: Sport](#).
- D. [Sp Comd UK South Standing Instructions for Sport dated Oct 12](#).
- E. [JSP 907 \(Catalogue of Training Estates\)](#).
- F. [Land Forces Corporate Governance Statement \(LFCGS 10\) dated June 2013](#)
- G. DIO National Licence Arrangements dated 12 May 14 (held by AOA).
- H. [JSP 375 Part 2, Vol 1, Ch 40 \(MOD Health & Safety Handbook – Military Training for Land Systems\)](#).

1. **Orienteering.** Whether training or competing in the Army, up to and including Army Team and Individual championships, orienteering is classified as participating in 'Individual Military Training' (IMT); a distinct form of navigation training. It can be used as a component of Military Annual Training Test (MATT) 5 (Land Navigation), a mandatory annual competence test for Army personnel.
2. **The Rules.** These rules explain the governance structure of the Military League (UK South) (abbreviated to MLS throughout), the competition formats, and provide direction for the staging of events. They are in accordance with the general principles, guidelines and policies outlined at Reference A, as authorised at Reference B and are supported by References C to H.
3. **MLS Aim.** The aim of the MLS is to enhance the effectiveness of military personnel, through the provision of structured orienteering opportunities in a competitive environment, and to foster links with local orienteering clubs, to enhance the quality of military orienteering events and for the benefit of community relations.
4. **Governance.** The MLS will be governed by a committee consisting of the under-mentioned appointments:
 - a. **Chairman.** The Chairman holds overall responsibility for the management of the MLS in accordance with its aims and governance framework. He is responsible for the policy governing MLS activities. The current incumbent is Lt Col Richard Mawer (22 Gp).
 - b. **Secretary.** The Secretary is the main POC for the MLS. He is responsible for the MLS Forecast of Events calendar and liaising with the Army Orienteering Association (AOA) Secretary, to avoid fixture clashes with other championships and embargo any areas as and when necessary. The Secretary is also responsible for the MLS equipment and prizes (including the management of trophies). The current incumbent is Maj Andy Brett (Army HQ).
 - c. **Treasurer.** The Treasurer is responsible for the MLS finances and is the Account Manager for the MLS Account (the Fund Charter is at [Annex A](#)). The treasurer is responsible for raising the MLS Invoice to Event Organisers. The current incumbent is WO1(SSM) John Leddy (MAS(A)).
 - d. **Results Secretary.** The Results Secretary is responsible for the collation and publication of MLS League results, the publication of the Individual and Team Leagues at

regular intervals throughout the season and the publication of Routegadget (RG) data for cross-country events.¹ The current incumbent is WO1 Cie Dunville (Army-CapAM).

e. **Suitably Qualified and Experienced Person (SQEP).** Other AOA Advisors may be called upon to give expert technical advice, as and when required.

5. **MLS Meeting.** The MLS will hold a meeting annually, normally preceding the MLS League Prize Giving event, to discuss any rule changes or items affecting the MLS. Other matters discussed are to include the financial aspects of the MLS, such as Income & Expenditure forecasts and fees, as well as the Annual Statement of Accounts and the current Liquidity Statement.

Event Governance and Safety

6. **Event Officials and Senior Responsible Officer (SRO).** The Event Officials should consist of an Organiser (and Organising Unit); Planner and Controller. Generally, the Organiser will be a Service Person and will therefore be the SRO. Should all the responsible persons (organiser, planner and controller) delivering the event be civilian, then the sponsoring unit must nominate a Service Person to act as the SRO. This Service Person 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/Training Area Standing Orders (where applicable) 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.

7. **Event Management.** Event management must comply with both military policy for individual training activities and BO rules (Reference A). Events must also be run in accordance with the AOA DIO licence agreement (see Annex G to Reference B). All MLS events are to be 'registered' on the BAOC website, through the MLS Secretary.

8. **Retail Traders and Caterers.** Any trader or caterer who attends an MLS event staged on MOD land must hold their own DIO licence.

9. **Risk Management/Event Safety.** The Organiser/SRO is responsible for ensuring that there is an Exercise Action Safety Plan (EASP)² which includes the Risk Assessment; First Aid Action Plan; [Third Party Liability Insurance Certificate](#) (on the BAOC website (under the 'Documents' tab) and any additional specific requirements articulated by Range/Training Area Standing Orders. In particular:

a. **Medical cover.** The organisers are responsible for the provision of appropriate medical cover. This is to include, as a minimum, a qualified first aider cover, the provision of a basic first aid kit at the event and the means to contact the Emergency Services.

b. **Unusual Hazards.** The Organiser, supported by the planner and controller, has responsibility for identifying and advising participants of hazards that the participant would not usually expect to encounter. Examples include: armoured vehicles; exercising troops; road crossings³; forestry operations; deep pits; mine shafts; missing manhole covers; deep water; high-tension power cables; military wire obstacles; very high cliffs. Courses are to be challenging whilst keeping the risk to life as low as reasonably practicable.

c. **Competitors Clothing and Equipment.** As minimum, all competitors are to wear full leg cover⁴; those not compliant are not to be permitted to start any event. Short sleeve shirts are permitted. Competitors are also to be advised to carry a compass and whistle.

d. **Children.** Competitors under the age of 13 years must be accompanied by a responsible adult at all times. Juniors over the age of 13 can complete courses

¹ Routegadget data can also be provided for score events, but considerable time is required; this will not normally be done.

² BO have agreed to the use of the military EASP document and appendices as a substitute for the BO Risk Assessment form.

³ Participants under the age of 16 years old, must not be allowed to compete in courses that include a busy road crossing

⁴ This rule may be relaxed by the Organiser for Park or Urban Orienteering in accordance with BO rules.

unaccompanied, if deemed appropriate by their parent or guardian and, for those under 16 years of age, as long as there is no unmanaged road crossing included on the course.

e. **Weather.** Organisers are to satisfy themselves that the event can take place safely in the weather conditions on the day. This should be re-assessed throughout the event and the activity stopped if there is an unacceptable risk to participants. Appropriate measures are to be put in place to mitigate the effects of particularly hot or cold weather.

f. **Accident Reporting.** It is the responsibility of the event organiser to report accidents and injuries that occur during the event; more details can be found on the BAOC website.

10. **Liability Insurance.** Liability insurance for Army organised or sponsored orienteering events follow the guidance given in Reference F. Neither the MOD nor AOA provides compensation for personal injury resulting from participation in orienteering events, although military personnel would normally expect to be eligible for payments under the Armed Forces Compensation Scheme (AFCS). In all other respects participants take part at their own risk and are advised to consider taking out personal accident insurance. For third party liability:

a. **Service Personnel.** When service personnel are formally authorised to participate in recognised⁵ orienteering activities, they do so 'On Duty'. 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 Training⁶.

b. **Civilians.** AOA liability insurance covers civilians for third party liability when participating in or acting in a position of responsibility for an event, provided that the event is registered on the BAOC website.

11. **Booking of areas for MLS events.** It is a mandatory requirement that the organiser of a MLS event books military training areas and/or private land in accordance with Reference E and/or LFSOs for Training on Private Land (TOPL)). Failure to adhere to this policy could result in the event being deemed an unauthorised activity. Where areas are booked as TOPL, the organiser is to arrange with the private land owner to dual book the area for civilian use (on behalf of BAOC, or via the local civilian club if the latter is utilised as an organiser).⁷ The organiser is to liaise with the MLS Secretary with regards to any additional charges that the private land owner raises.

League Structure

12. **MLS Area/Amalgamations for Sport.** The MLS Area covers all military units and organisations (including Joint and the other single Services⁸) based within the geographical boundaries covered by 11 Inf Bde & HQ SE, 1 Arty Bde & HQ SW and LONDIST AORs. Army units are to compete as Major or Minor Units in accordance with Reference C and as listed in the [Regional Comd UK South Amalgamations for Army Sport](#)⁹. Unit teams may comprise of any gender; there will not be a separate league for women.

13. **Individual Eligibility.** The MLS is open to all service personnel¹⁰ and MOD Civil Servants on the strength of, and representing, MOD units/organisations covered in paragraph 13 above. Although other personnel (military and civilian) are welcome, and encouraged to participate, they will compete only as 'Guests'.

14. **Competitions.** The MLS comprises a number of competitions and activities:

a. **MLS League.** The League will operate throughout the main orienteering season, normally commencing in late Sep and ending in May. It comprises an Individual, a Major

⁵ Recorded on Part 1 Orders, as a formal event; includes exercise instructions and appropriate authority from the CoC

⁶ Safe Persons, Safe Equipment, Safe Place, Safe Practice

⁷ DIO TOPL bookings can only be made for purely military use of land.

⁸ Such as JSU Northwood, RAF Brize Norton and HMS Sultan.

⁹ As controlled by the Secretary ASCB, with proposed changes directed through G7 PD Branch, HQ Regional Command.

¹⁰ Regulars and Reserves from all 3 Services, including RM, FTRS, NRPS, OTC, Cadet Forces and Visiting Forces personnel. Reservists (including OTC) must be on an endorsed military activity, otherwise they are to enter events as a civilian participant.

Unit, a Minor Unit and a Guest Unit/Club League, with any number of competitors from a unit or club competing on any course offered by the organiser within an event that is declared by the MLS Secretary as a MLS League scoring event. See paragraphs 24-25 for detailing of both individual and team scoring for events.

b. **Individual Championship.** The instructions for the Individual Championship are at [Annex B](#).

c. **Team Harris Championship.** The instructions for the Team Harris Championship are at [Annex C](#).

d. **Team Relay Championship.** The instructions for the Team Relay Championship are at [Annex D](#).

e. **Summer Series.** The Summer Series will operate outside of the main orienteering season, commencing in late May and ending in mid-September. There is no formal scoring system within the Summer Series. It offers an opportunity for the training of both runners and newly qualified planners/controllers. Events may be staged in a variety of terrains suitable to the summer season, including urban areas such as barracks.

15. **Fixtures.** Events will normally be held on Wednesday afternoons, but may be held at other times, e.g. during an evening, or on other weekdays. All fixtures are to be arranged through the MLS Secretary who is responsible for notification of events and ensuring publication on the events section of the BAOC website.

16. **Notification of event details.** The Organiser is to publicise the event details, by the means of an Event Flyer uploaded to the BAOC website (via the MLS Secretary), not less than 21 calendar days prior to the event date. A template Event Flier can be found at Enclosure 1.

17. **Type and Standards for Events.** The following formats and standards will apply for all listed MLS League and Summer Series events. All courses MUST be planned in accordance with the BO Rules (see Annex B to Reference A):

a. **Cross-Country format.** Events should have five courses complying with the following parameters ***taken over flat terrain***, and that the rule 'expected time for most competitors' is taken on board by Planners.

Course	Course Colour	Technical Difficulty (TD)	Expected Time For Most Competitors (minutes)	Minimum/Maximum Length (km)
A	Brown	5	65 - 105	7.5 - 10
B	Blue	5	55 - 90	5.5 - 7.5
C	Short Green	5	45 - 75	3.5 - 5
D	Light Green	4	45 - 75	3.5 - 5
E	Long Yellow	2	30 - 45	3 - 3.5

(1) BO guidelines note that each 100m of climb is equivalent to an additional 1 km of flat route; this must be taken into consideration by planners when estimating course completion times.

(2) For D and E Courses the maps should include a legend.

(3) The E Course is a novice course; it is primarily aimed at soldiers who are new to orienteering. The Planner must aim this course at the complete novice and control sites must reflect this; the re-use of control sites from the A, B and/or C courses is not encouraged. It is acknowledged that this comes as additional planning burden; however, the soldier is the priority participant for MLS events. Control descriptions must be written English and not IOF pictorial.

b. **Urban.** Event Organisers are encouraged to use Urban courses throughout the season, although it is expected that the majority of events will use military training areas.

c. **Score format.** Course planners are to ensure that events are planned at a technical and physical standard so that it should be difficult for an individual to achieve a maximum control point score within the target time. Ten points will be deducted per minute over the target time at a rate of 1 point every 6 seconds, or part thereof. Minus scores are to be set to zero before submission to the Results Secretary.

d. **Other formats.** For events other than Cross-Country and Score, (eg Spanish Score, Contour, Corridor, Window, Map Memory and/or Norwegian), a mixture of control sites should be used to encourage competitors and competition. Advice should be sought from either the MLS Secretary or from the AOA Technical Advisor, if necessary.

18. **Start Procedures.** Start times for competitors from the same team on the same course are to be at least 4 minutes apart. The Start Box is to be clearly marked with -1, -2 and -3 minute interval boxes for each course. The -2 box should contain a blank map marked with any significant late map corrections and all OOB areas and the -3 box should contain a concise 'point brief' detailing any significant or additional risk factors, such as exercising troops, dangerous munitions on training areas, road crossings and/or deep water features etc.

19. **Orienteering Event Equipment.** To assist organising units the MLS has various orienteering equipment available for temporary loan, details of which are listed at [Annex E](#). In addition, organising units can hire the stand-alone EMIT MTR system, which works without a computer (plus EMIT cards) for use at unit events.

20. **League Registration.** Units do not need to register for the league as they will automatically be included whenever teams attend an event. However, Team Captains are responsible for ensuring that all team members complete and confirm their entry correctly at Event Registration, as follows:

- a. **Military competitors.** Service number, rank, surname, initial, unit and class.
- b. **Civilian competitors.** BOF number, first name, surname, club and class.

21. **Missing detail.** A competitor whose unit or club cannot be identified on the day by the organiser will be listed as "IND" (independent) and will result in the non-publication of any league points until such time that either the Team Captain or individual rectify such omissions. Individuals of either sex who fail to give a correct age group when registering will be listed as M21.

22. **Age Grouping.** For the purposes of the MLS League, Individual championships, Team Harris and Team Relay competitions, individuals will compete in the BO age category that they will hold at the end of that year.

23. **League Scoring System - Individual Scores.**

a. **Cross-Country events.** This includes Night, Urban, Contour, Window, Map Memory and Norwegian formats, the finish time of the top 3 military runners per course will be averaged, giving the 'target time'. Points will be allocated as follows, but see sub-paragraph 24a(5) below:

- (1) A Course (Brown). Maximum 100 points (see sub-paragraph 24a(6) below).
- (2) B Course (Blue). Maximum of 70 points.
- (3) C Course (Short Green). Maximum of 50 points. Designed to be technically challenging, but less physically demanding.
- (4) D Course (Light Green). Maximum of 50 points.

(5) E Course (Long Yellow). Maximum of 50 points, with a minimum of 10 points awarded subject to correct course completion, even if over time. Successfully completed Long Yellow courses can add an additional 10 points, per runner, to the team score over and above the six or four scoring members; up to a maximum of 60 points for a major unit and 40 points for a minor unit.

(6) For each full minute that a competitor is slower than the 'target time', a point will be subtracted from the maximum allowed for that Course (see sub-paragraph 24a(1)-(4) above). Negative points will not be awarded.

(7) For competitors faster than the 'target time', bonus points will be awarded on the basis of one point per full minute under the 'target time', but this will apply only to the A Course (Brown).

b. **Score events.** The League point's calculation depends on whether more than 2 MLS military runners achieved the maximum score at the event.

(1) **When the maximum score is NOT achieved by more than 2 military runners.** The scores of the first 3 military runners will be averaged, giving the 'target score', with the MLS League points then calculated as:

$$\frac{\text{Runner's Score}}{\text{Target Score}} \times 100$$

(2) **When the maximum score IS achieved by more than 2 military runners.** All those achieving the maximum score be awarded points based on the method used for a Cross-Country event, A Course (Brown) as described above in para 24a (reducing points for every minute behind the "target time. The lowest point's value awarded using this method is the Base Points Value (BPV), and is used to calculate the points for those who didn't achieve the maximum score as follows:

$$\frac{\text{Runner's Score}}{\text{Maximum Score}} \times \text{BPV (as described above)}$$

(3) **Negative points.** Negative points are to be zeroed prior to submission to the Results Secretary.

c. **Penalties.** Participants caught intentionally cheating will be fined MLS points.

d. **MLS Championship events.** MLS League points will not be awarded for any of the MLS Individual, Team Harris or Team Relay Championships.

e. **Event Officials.** 100 points each are awarded to the Organiser, Planner and Controller for an MLS League event (including MLS Championship events). This is available for up to a maximum of two events per official, in whatever capacity, per season and will be taken from the first 2 events that an official undertakes a duty. They may however assist in more, and the Organiser may compete in their own event as long as they are not involved in any part of the course planning and have no prior knowledge of control locations.

f. **League Positions.** The final league individual positions will be calculated from the runners' best 50% rounded up +1 of the total events declared as an 'MLS League Scoring Event'.

24. **League Scoring System - Team Scores.** These will be calculated as follows:

- a. **Major Units.** The top six scoring runners per event will count towards the MLS League position, plus up to six novices on the E Course (Long Yellow) or Score event receiving 10 points for completion. Any number of runners may compete.
- b. **Minor Units.** The top four scoring runners per event will count towards the league position, plus up to four novices on the E Course (Long Yellow) or Score event receiving 10 points for completion. Any number of runners may compete.
- c. **Guest Units/Clubs.** The top four scoring runners per event will count towards the league position, plus up to four novices on the E Course (Long Yellow) or Score event receiving 10 points for completion. Any number of runners may compete.
- d. **Minimum numbers of runners.** Should any unit or club be unable to field a full team, then the maximum points gained will be that obtained from the runners attending.
- e. **Definition of a 'Novice'.** A Novice is defined as an individual under the age of 25, competing in their first orienteering league season.
- f. **Event Organising Unit.** The organising unit is awarded the following points per MLS League event (including MLS Championship events). This is available for up to a maximum of two events, however, the award of these points is dependent upon the production of a set of results for distribution to the Results Secretary (see sub-paragraph 30a below):
- (1) **Major Unit.** 600 points.
 - (2) **Minor Unit and Guest Unit/Club.** 400 points.
- g. **League Positions.** The final team league positions will be calculated from the units' or clubs' best 50% rounded up +1 of the total events declared as an 'MLS League Scoring Event'.

25. **Funding/budgets.** Essential training aids such as control equipment (including EMIT cards), map survey and printing are eligible for public funding (such as from the Sports Equipment Grant (SEG) administered by HQ RC or Unit ECOFPF). Public funding cannot be used for prizes and as such the MLS charge a levy to cover these costs for the league and championship events. Units or individuals are to ensure that such entry fees are paid for from non-public sources. Prior authority and/or advice should be sought from unit budget managers or RAO staff.

26. **Use of electronic results system.** Organisers should use an electronic results system (the MLS preference is the standard EMIT system) for registration and to capture event results data. It is accepted that other systems (such as SI Card or EMIT Touch Free) could be used; however those individuals who own a current Standard EMIT card should not be charged a hire fee for using an alternative system (subject to consultation and agreement with the system operator). Suitable operatives to run the EMIT software are listed below. Results System Operator fees are usually around £1.50 per competitor but it is up to the organising unit to confirm the fee with the operator and confirm the services provided for the fee:

Name	Telephone	Email
Maj (Retd) Allan Farrington	07734 455838	allan@emit-uk.com
Peter Drake	01273 400603	peter@vuggles.co.uk

27. **MLS Recommended Entry Fees.** Event organisers should try to keep the charge per entrant to the recommended amount as shown in the table below. Entry fees include the Results System Operators fees (see paragraph 27 above), the Organising Unit fee, the MLS Levy and the DIO/TOPL Levy (for which the MLS Secretary will raise an invoice). Hire of (EMIT) cards may be charged extra.

Detail	All Military	Senior Civilians (M/W21 and above)	Junior Civilians (M/W20 and below)	Remarks
Recommended Entry Fee (REF)	£3.50	£6	£5	
Breakdown of REF costs				
Results System Operator fee	£1.50	£1.50	£1.50	Paid by the Organiser directly to the Results System (EMIT/SIdent) Operator at the event.
AOA Insurance Levy	-	£1.00	£0.33	To cover safety insurance for non-military competitors.
DIO Levy	Nil	£1.65	£1.65	Civilian entrants only. Invoice raised by MLS Sec post event. Increasing on a yearly basis by 5p.
MLS Levy	£0.50	£0.50	£0.17	To cover equipment maintenance, re-mapping costs and prizes. Invoice raised by MLS Sec post event.
Organising Unit fee	£1.50	£1.35	£1.35	To cover mapping costs, printing maps on waterproof paper and sundries such as light refreshments.
Additional costs				
Hire Card (EMIT)	£1.50	£1.50	£1.50	If required. Paid by the Organiser directly to the Results System (EMIT/SIdent) Operator at the event.

28. **FREE Runners.** As previously agreed the MLS would refund the event organisers the equivalent of the full entry fee (less Card Hire) for civilian helpers, capped at a maximum of 6 (costing the MLS £36 per event). This refund would be clearly shown on the MLS invoice raised by the MLS Sec.

29. **Production of Routegadget (RG) Files.** Routegadget (RG) is a web utility which enables competitors to draw and compare their routes. It not only shows routes but allows the race to be replayed, even simulating a mass start, and can be a useful post-event analysis and training aid. Routegadget needs to be available on the night of the event in order to maximise its usage. Late publication can lead to a drop off in use.

30. **Pre-Event RG requirements.** The Event Planner is responsible for the provision of the following files to the Results Secretary no later than the morning of the planned event:

- a. An IOF XML course file from course setting software (OCAD v9 or equivalent).
- b. A blank map of the competition preferably in GIF format (JPG if this is not possible). Ideally, the map file size should be under 0.5 Mb but with a resolution of at least 200 – 300 DPI (300 for intricate detail).
- c. An 'All controls PDF' or image to enable controls to be sited precisely.
- d. If the production of any of these elements is likely to prove difficult, the Planner should contact the Results Secretary as soon as possible to enable further information to support file production to be provided. This may involve sending the entire OCAD course file for direct extraction.
- e. Where the requisite pre-event files are not provided by the day of the event, a penalty of 25% team organisation points will be applied.

31. **Post-Event RG requirements.** As soon as possible after the event and ideally before results preparation, the Event Organiser shall provide a single consolidated splits file for all runners and courses in Splitbrowser format for EMIT systems and SportIdent (SI) format from Autodownload for SI systems. **This file is critical for RG.**

32. **Production of Event Results.** The Organiser is responsible for ensuring that:

- a. A full set of results, in the correct format, are delivered by email to the Results Secretary as soon as possible after the event, but at the latest within 7 days.
- b. One file containing results for all courses is to be submitted in Splitbrowser CSV format irrespective of the timing system used, in the following format, in position order;

Service/ BOF No ¹¹	Rank/ Init	Surname	Age Class	Unit	Course	Time	Time Behind course winner	Km time (course distance/total time)	Points
----------------------------------	---------------	---------	--------------	------	--------	------	------------------------------------	---	--------

c. These 'Splitbrowser' results will also be placed on the BAOB website under 'MLS Results' against the respective event by either the EMIT representative, where EMIT is deployed or the Results Secretary for other timing systems.

d. Control data is to be kept after an event in order that queries can be investigated, all of which should come through the Team or Club captain.

33. **League Tables.** The Results Secretary is to produce the MLS League Tables (for Individuals, Major Units, Minor Units and Guest Teams) and a copy of these is to be placed onto the BAOB website under MLS Results. League Tables are to be published as often as possible and as a minimum once every 3 to 4 events during the league season and at least a week before the final league prize-giving event.

34. **Prizes/Prize Giving.** The Prize Giving, for all competitions, will be at an event held at the end of the MLS League season, with prizes awarded in the categories listed below. For an Individual to be eligible for a prize in the League, they must be placed in the top third of the Individual League Table. For a Team to be eligible for a prize, that unit or club must have organised at least one event at any point over the summer and Winter League prior to the prize giving:

Competition	Classes	Awards
MLS League – Individual	M/W Open Champion ¹²	1 st
	MU/WU21, M/W21, M/W35, M/W40, M/W45, M/W50+, Guests (open)	1 st , 2 nd , 3 rd
MLS League – Teams	Major Unit (6), Minor Unit (4), Guest Team (4)	1 st , 2 nd , 3 rd
Individual Championships	M/W Open Champion	1 st
	MU/WU21, M/W21, M/W35, M/W40, M/W45, M/W50+	1 st , 2 nd , 3 rd
Team Relay Championships	Major Unit (6), Minor Unit (3), Female Team (3), Veterans Team (3), Under 25 Team (3)	1 st , 2 nd , 3 rd
	Ad Hoc (3)	1 st , 2 nd , 3 rd
Team Harris Format Championships	Major Unit (6), Minor Unit (3), Female Team (3), Veterans Team (3), Under 25 Team (3)	1 st , 2 nd , 3 rd
	Ad Hoc (Long) (3), Ad Hoc (Short) (3)	1 st , 2 nd , 3 rd
	Fastest Harris Team (Military) Long Course (3) ¹³	1 st , 2 nd , 3 rd

35. **Complaints procedures.** Events will be governed by these MLS Rules and AOA/BO Regulations. The format and rules of the MLS will remain unchanged throughout the season. Units seeking clarification should in the first instance consult the MLS Secretary. Any complaints with regard to any competitor or any aspect of the organisation or course planning at events should

¹¹ Failure to include a number for a competitor will result in no league points being allocated.

¹² Open Champions will not be eligible for an age group prize.

¹³ The Nick Bateson trophy.

be directed to the Organiser and Controller, at the event, in the first instance. Matters not resolved should then be directed to the MLS Secretary for further discussion with the MLS Committee, with the decision of the Chairman being final.

AJ Brett
Maj
MLS Secretary
94393 6183 5531 (Military)/01264 88 6183 (Civilian)
andrew.brett354@mod.gov.uk

Annexes:

- A. [The Fund Charter – Military League South Orienteering Fund.](#)
- B. [Instructions for the Individual Championships.](#)
- C. [Instructions for the Team Harris Championships.](#)
- D. [Instructions for the Team Relay Championships.](#)
- E. [List of MLS Orienteering Equipment.](#)

Enclosures:

- 1. Template: MLS Event Flyer.
- 2. Example: EASP.

Distribution:

MLS Chairman
MLS Treasurer
MLS Results Secretary
AOA Chariman
AOA Secretary

THE FUND CHARTER - MILITARY LEAGUE SOUTH ORIENTEERING FUND

References:

- A. Queens Regulations for the Army.
- B. Service Fund Regulations.

Managing Trustee: Commanding Officer, Upavon Support Unit

Fund Manager: Second in Command, Upavon Support Unit

1. **Status.** The Military League (UK South) (MLS) Orienteering Fund is a Service (Non-Public) Fund and is to be administered in accordance with References A and B. It will be held within the Station Accounts administrated by Upavon Support Unit.
2. **Aim of the MLS.** The aim of the MLS is to enhance the effectiveness of military personnel, through the provision of structured orienteering opportunities in a competitive environment, and foster links with local orienteering clubs, to enhance the quality of military orienteering events and for the benefit of community relations.
3. **The aim of the Fund.** The aims of the Fund are:
 - a. To financially support the aim of Military League South (MLS) orienteering.
 - b. The collection and payment of levies due to British Orienteering and other bodies.
 - c. Financing or subsidising the cost of the MLS League, Individual and Team Championship events and the provision of suitable prizes for such competitions.
 - d. Provision or repair of resources and equipment owned or used to support the aim.
4. **Income.** The fund will attract income from the MLS Levy charged at all MLS events.
5. **Maintenance.** The account is to be maintained by the Regimental Accountant, Upavon Support Unit in accordance with accounting instructions detailed in Reference B.
6. **Fund Composition.** The fund is composed of a sub-account with the PRI Upavon Support Unit.
7. **Safeguards.** Audits checks are to be carried out in accordance with Reference B.
8. **Management.** The Treasurer is responsible for the MLS finances and is the Account Manager for the MLS Account. Furthermore, publication of the following will take place annually at the MLS Meeting, normally held in May each year, to ensure clarity of the Fund:
 - a. The Charter for the Military League South (MLS) Orienteering Fund (as contained with the MLS Rules).
 - b. The Annual Statement of Accounts and current Liquidity Statement.

INSTRUCTIONS FOR THE INDIVIDUAL CHAMPIONSHIPS

1. **General.** The MLS Individual Orienteering Championships (known as 'the Championship' throughout this instruction) will be run as a conventional Cross-Country event. The Championships is 'entry on the day' and full event details will be promulgated on a flyer and published on the [BAOC](#) website.

2. **Purpose.** The purpose of the Championship is to:

- a. Annually establish the best male and female orienteer in the MLS.
- b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering.

IOT support recruitment and develop orienteering as a military skill.

3. **Eligibility.** The Championships is open to all Regular and Reserve personnel from UK South designated units¹⁴ and is only open to Military competitors. To qualify for prizes, competitors MUST run on the course that matches their age category.

4. **Competition Format.** Course age categories, Technical Difficulty (TD) and Length (km) are as follows:

Course	Course Colour	Age Category	TD	Length (km)
A	Brown	M21, M35, M40, M45	5	8-10
B	Blue	W21, W35, W40, W45, M50+	5	6-8
C	Light Green	MU21, WU21, W50+	4	4-6
D	Long Orange	Novices	3	4-5

5. **Mapping/EMIT.** The maps are to be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbols, with loose Control Descriptions available in the Start box only. Maps will be issued at the Start and will be collected in at the Finish and will then be made available for re-issue once the last runner has started. The EMIT electronic punching system will be used throughout the competition.

6. **Attendance.** Attendance is voluntary, there is no pre-entry requirement, but competitors are responsible for their own safety and for assessing their abilities to complete the selected course.

7. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at www.baoc.info/ as soon as possible after the event. Prizes will be awarded as follows: Men's Open Champion will be the fastest individual male on the A Course irrespective of age class; the Women's Open Champion will be the fastest individual female on the B Course irrespective of age class. Age class prizes will be awarded in addition to these, based solely on the age class declared at Registration. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).

¹⁴ law para 13 to MLS Rules.

INSTRUCTIONS FOR THE TEAM HARRIS CHAMPIONSHIPS

1. **General.** The MLS Team Harris Orienteering Championships (known as the 'Team Harris' throughout this instruction) will be run as a Harris format event, consisting of a Long and a Short course, for teams of 3. The Team Harris is 'pre-entry only' and full event details will be promulgated on a flyer and published on the [BAOC](#) website.

2. **Purpose.** The purpose of the Team Harris is to:

- a. Annually establish the best teams in the MLS.
- b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering.
- c. Expose the local civilian orienteering community to the best of the MLS teams;

IOT support community engagement, recruitment and develop orienteering as a military skill.

3. **Eligibility.** The Team Harris is open to all Regular and Reserve teams from UK South designated units (with Major/Minor Unit status iaw Sp Comd UK South Amalgamations for Sport)¹⁵, Civilian competitors may enter as guests in Ad Hoc Teams only (Long or Short courses).

4. **Competition Format.** The Team Harris will be run as a Harris format event, consisting of a Long and a Short course, for teams of 3. The basic concept is that each team member has to visit a set of compulsory 'Spine' controls and in addition the Team Captain has to distribute an additional set of 'Secondary' controls amongst the team so that all Secondary controls are visited by at least one member of the team. The team time is determined by the time of the last person in the team to finish, plus any added time for missed controls (see paragraph 6 for details of time penalties). For Major Units this will be the combined time of the Long and Short team last finishers.

5. **Time Penalties.** No team will be disqualified for missing a control. However, missing a control (either Spine or Secondary) is evidence of failure, poor planning or execution of the plan; consequently any competitor that has missed one or more controls will be penalised 15 minutes for every control missed.

6. **Course Details.** The 2 courses will be planned to the following Technical Difficulty (TD), approximate distances and equivalent Colour Coding:

Course	Teams	TD	Spine Controls	Secondary Controls
Long	Major Unit (Long), Minor Units and Ad Hoc (Long)	4 (medium/hard)	8-10 controls 4km	20
Short	Major Unit (Short), Female, Veteran (M/W40+), Under 25, Ad Hoc (Short)	3 (medium)	6-8 controls 3km	15

7. **Team Composition.** Units are only to register competitors who are on the actual assigned strength of their unit on the day of the competition. Teams are to consist of 3 runners, and Units/Clubs may enter as many teams as they wish, but as a minimum team composition is as follows:

¹⁵ law para 13 to MLS Rules.

- a. **Major Units.** Enter a minimum of two teams of 3 (minimum of one on the Long and one on the Short course).
- b. **Minor Units, Ad Hoc (Long).** Enter one team of 3 on the Long course.
- c. **Female, Veterans (M/W40+), Under 25.** Enter one team of 3 on the Short course. These teams may also count towards the Major Unit B team (if appropriate).
- d. **Ad Hoc (Short).** Enter one team of 3 on the Short course.

8. **Mapping/EMIT.** The maps are to be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbols; no loose Control Descriptions will be available. Maps will be issued to the Team Captain at the Start. The EMIT electronic punching system will be used throughout the competition.

9. **Central Briefing/Mass Start.** There will be a central briefing and demonstration for all competitors at 15 minutes before a mini-mass start, in the following order:

- Major Unit (Long) first teams.
- Minor Units (Long) first teams.
- Ad Hoc (Long).
- Major Unit (Short) teams
- Female teams.
- Veteran (M/W40+), Under 25 and Ad Hoc (Short).

10. **Attendance.** Attendance is voluntary and there is no pre-entry requirement, but competitors are responsible for their own personal safety and for assessing their own abilities to complete the selected course.

11. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at www.baoc.info/ as soon as possible after the event. Prizes will be awarded for the categories listed above. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).

INSTRUCTIONS FOR THE TEAM RELAY CHAMPIONSHIPS

1. **General.** The MLS Team Relay Orienteering Championships (known as the 'Team Relay' throughout this instruction) will be run as a conventional relay format event take place. The Team Relay is 'pre-entry only' and full event details will be promulgated on a flyer and published on the [BAOC](#) website..
2. **Purpose.** The purpose of the Team Relay is to:
 - a. Annually establish the best teams in the MLS.
 - b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering. Expose the local civilian orienteering community to the best of the MLS teams;IOT support community engagement, recruitment and develop orienteering as a military skill.
3. **Eligibility.** The Team Relay is open to all Regular and Reserve teams from UK South designated units (with Major/Minor Unit status iaw Sp Comd UK South Amalgamations for Sport)¹⁶, Civilian competitors may enter as guests in Ad Hoc Teams only.
4. **Competition Format.** The Team Relay will be run as a conventional line relay as follows:
 - a. **Mass Start/Gaffles.** The majority of teams will go in one mass start, with teams from the same unit being given different gaffles; the number and timing of separate mini-mass starts will be determined by terrain restrictions and the number of team entries.
 - b. **Courses.** The Team Relay will consist of a Long, Medium and Short lap, run in different order between teams. This means that team placing will not become clear until the end of the very last lap.
 - c. **Laps.** Each lap will be a conventional line course, in which competitors must visit and 'punch' each control in numerical sequence. After 'punching' the last control, the competitor hands over to the next team member by physical touch before 'punching' the Finish Control to record an individual lap time.
 - d. **Finishing.** The team order of finishing is determined by the time the last competitor in each team 'punches' at the Finish Control, plus any added time for missed controls (see separate paragraph on time penalties).
 - e. **Spectator Control.** There will be a 'Spectator Control' sited approximately 1km from the end of each course, to help teams to ensure that their next runner is ready in the Start box and to add a bit of excitement to the event.
5. **Time Penalties.** No team will be disqualified for missing a control. However, missing a control is evidence of failure, poor planning or execution of the plan. Consequently any competitor that has missed one or more controls will be penalised 15 minutes for every control missed.
6. **Course Details.** The 3 courses will be planned to the following Technical Difficulty (TD), approximate distances and equivalent Colour Coding:

¹⁶ law para 12 to MLS Rules.

Lap	TD		Distance (km)	Equivalent Colour Coding
Long	At TD 4 (medium/hard)		5-6	Blue
Medium	Up to TD 4 (medium/hard)		4-5	Green
Short	At TD 3 (medium)		3-4	Orange

7. **Team Composition.** Units are only to register competitors who are on the actual assigned strength of their unit on the day of the competition. Teams are to consist of 3 runners, and may be mixed, all Female, all Veteran (all M/W40+) or all Under 25 competitors. Guest teams (ie civilian) or individuals that form a team will be classed as 'Ad Hoc'. Units may enter as many teams as they wish, but as a minimum Unit team composition is as follows:

- a. Major Unit Team Competition: To consist of 2 Teams of 3.
- b. Minor Unit Team Competition: To consist of one Team of 3.

8. **Mapping/EMIT.** The maps will be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbology; no loose Control Descriptions will be available. Maps will be issued at the Start and will be collected in at the Finish. Maps will then be made available for re-issue once the last runner has started. The EMIT electronic punching system will be used throughout the competition.

9. **Central Briefing/Mass Start.** There will be a central briefing and demonstration for all competitors 15 minutes before the mini-mass start of the first runners from each team, starting with Major, then Minor Units, then any teams not in either of these 2 categories.

10. **Attendance.** Attendance is voluntary and there is no pre-entry requirement, but competitors are responsible for their own personal safety and for assessing their own abilities to complete the selected course.

11. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at www.baoc.info/ as soon as possible after the event. Prizes will be awarded for the categories listed above. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).

LIST OF MLS ORIENTEERING EQUIPMENT

1. The following orienteering equipment is available for temporary loan.

Description	Quantity	Remarks
EMIT Start Controls	3	
EMIT Finish Controls	3	
EMIT Controls	60	See Control Codes in table below
Control Kites	70	
Event Directional Signs (Large)	Various	
Event Directional Signs (Small)	Various	
ESD2 Start Display Clock	1	With stand and carry case
MTR4 & Printer	1	
Start/Finish Banners	1 of each	
EMIT Cards (Version 2)	22	

2. **EMIT Control Numbers.** To assist event planners the following Control Numbers are available. Numbers should always be shown on Control Descriptions as 3 digits to match the way they appear on the actual control:

100	110	120	130	140
101	111	121	131	141
102	112	122	132	142
103	113	123	133	143
104	114	124	134	144
105	115	125	135	145
106	116	126	136	146
107	117	127	137	147
108	118	128	138	148
109	119	129	139	149



World Orienteering Day

Hosted by the RE OC on behalf of the AOA



Bulford Ridge 23 May 18

Travel Directions	Grid Ref: SU216461. From Tidworth, head southwest towards Bulford on the range road called Tidworth Road. The car park will be signed from the north end of the ranges/ridge at crossing point NN.
Terrain	Ridgeline running SW to NE. Consists of a mixture of runnable open land to the north, interspersed with small patches of woodland and gorse. The area is more technical and slower going to the south.
Map	The map is 1:10000. Courses will be single sided and over printed on waterproof paper. Control descriptions on the map.
Registration	Open: 1100 – 1430 Starts: 1115 – 1445 Course Closures: 1600
Other	Units should look to enter the Inter-Unit Champs. Admin Instr available on the BAOC website.
Courses	Blue – 5.8km, 155m Climb, 17 controls. Light Green – 4.2km, 105m climb, 12 controls.
Dress	Full leg cover and short sleeve top mandatory.
Cost	Military: £3.50 Civilian: £6.00 Juniors: £5.00 (M16 and below) EMIT hire: £1.50
Officials	SRO: Maj Ali Lea RE Organiser: Maj Andy Brett RE. andrew.brett354@mod.gov.uk Planner: Charlotte Thornton Controller: Elizabeth Yeadon
Facilities	EMIT, UltraSport clothing and equipment, Tom's Catering, Toilets
Dogs	Dogs are not permitted at the event

Insurance: Public Liability Insurance is provided by Towergate for civilians participating in MLS orienteering events. Individuals are also advised to have their own personal accident insurance. This event is conducted iaw BO Rules (v2.3) wef 1 Jan 2017 and land has been booked iaw JSP 907.

ORIENTEERING FOR MOD SERVICE PERSONNEL IS CLASSED AS MILITARY TRAINING. ALL OTHER PERSONNEL TAKE PART AT THEIR OWN RISK.

The personal data you give at Registration will be used by the event organisers and their agents only for processing/publishing entries & results, conducting safety checks & as required by our insurers to validate our cover.



Maj A Brett RE

Military League South Secretary
Capability Ground Manoeuvre
Blenheim Building, Army Headquarters
Marlborough Lines
Monxton Road
ANDOVER
Hampshire
SP11 8HT

Mil: 94393 6183; Civ: 01264 886183
Email: Andrew.brett354@mod.gov.uk

Ref: AOA/InterUnit18

See Distribution

11 May 2018

EXERCISE ACTION AND SAFETY PLAN (EASP) ORIENTEERING EVENT AT BULFORD RIDGE 23 – 24 MAY 2018

General

1. This EASP has been produced to support the Orienteering Event on Wed 23 and Thu 24 May 18.

Aim

2. The aim of the EASP is to detail the responsibilities and safety brief for organising staff.

Appointments

Ser	Appointment	Rank	Name	Mobile Number	Remarks
1	Senior Responsible Officer	Maj	Alison Lea		
2	Organiser	Maj	A Brett	07709 106 961	
3	Controller	Mrs	Liz Yeadon	07747 446 600	Sarum OC
4	Planner Day 1	Mrs	C Thornton		Sarum OC
5	Planner Day 2	Mr	C Metcalfe		Sarum OC

3. **Senior Responsible Officer (SRO).** The SRO is responsible for overseeing the setting up of all aspects of the course, other than laying out the course itself:

- a. They are to ensure that the event is conducted safely, that adequate facilities are in place and contingency plans can be put to affect when required.
- b. They are to brief all participants and conducting staff on safety for the event, as well as outline how the event will be organised.

Risk Assessment

4. **Event Risk Assessment.** A copy of the risk assessment for this event can be found at Annex A.

5. **Medical Procedures.** The medical plan is as follows:

- a. Individual affected stops the activity immediately
- b. Help is sought from other participants.

- c. Individual/s providing help secure the area, if applicable, to prevent further injury occurring.
- d. First aid is applied as appropriate.
- e. Further medical/general assistance is sought.
- f. The Organiser is informed.
- g. If serious, the first available person should call an ambulance (999). If not him/her in person, the Event Organiser and the staff in the Registration centre, must be informed without delay to ensure appropriate action takes place. The emergency services request should follow the procedure outlined below.
 - (1) Request an Ambulance.
 - (2) State the number of casualties.
 - (3) State the type of injury.
 - (4) State the location of the casualty.
 - (5) Provide full details of access to the training area (entry where the ambulance will be met by service personnel who will escort the ambulance to an RV point or directly to the casualty if appropriate).
 - (6) The event centre and registration is at Grid Ref: SU 216 461; Postcode: SP9 7AQ.
- h. If the injury is not serious but requires further medical assistance beyond that which can be provided by the Event Organiser, nominated personnel will be requested/assigned to transport the casualty to the nearest hospital. The Event Organiser will notify the hospital of their arrival and provide contact details.
- i. Accidents/incidents will be notified as appropriate to the AINC.
- j. The Organiser will ensure that a point of contact remains available throughout by phone.

Staff Safety Brief

6. A safety brief will be issued to all competitors at the start point. This will be both verbally briefed periodically and will be provided on laminated sheets. A copy of the brief is attached at Annex B.

Miscellaneous

7. Vehicle Access.

- a. Military and civilian vehicles are permitted onto Bulford Ridge Training Area via the access road from crossing point NN (SP9 7AQ / GR SU 216 461) are to park in the designated car park for this event.
- b. Military vehicles being used as safety vehicle are only permitted to go forward of the parking area in the event of a casualty on the authorisation of the Organiser. If no mil vehicle is available, then a suitable civilian vehicle will be use as a safety vehicle.

Original Signed

A Lea
Maj
RE Orienteering Sec

Annexes:

- A. Event Risk Assessment
- B. Safety Brief

Distribution:

Lt Col C Huthwaite
Maj A Brett
Mrs L Yeadon
Mrs C Thornton
Mr C Metcalfe
Event notice board

EVENT RISK ASSESSMENT – ALDERMASTON MANOR ESTATE 28 MAR 2018

Establishment /Unit/Ship:		Army Orienteering		Assessment No:	1	Assessment Date:	Apr 18	
Section/Department	Army Orienteering Event at Aldermaston Manor Estate-28 Mar 18			Assessment Type (Delete as appropriate; see Note 1)				
				Specific *	Generic		Record of Dynamic Assessment	
Activity/Process: Orienteering Course								
Assessor				Line Manager Acceptance (See Note 2)				
Name:	Brett			Name:	A Lea			
Rank/Grade:	Maj			Rank/Grade:	Maj			
Signature:	<i>A Brett</i>			Signature:	<i>A Lea</i>			
Hazards (Include Hazard Survey Number where applicable)	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Conse- quence) (See Note 3)	Additional Controls (Each Control Measure is to be specific and managed)	Residual Risk Rating (See Note 4)	Management Plan		
						Owner	Target Date	Comp Date
Deep water, sluices, deep mud	All	Safety Brief given prior to the start Area chosen does not have significant natural obstacles. OOB areas clearly marked and are briefed to runners at the start.	1x2=2 Low			OIC Orienteering	23 May 18	23-24 May

		<p>Accurate and relevant mapping</p> <p>Supervision to ensure adequate clothing/footwear.</p> <p>Carriage of whistle will be encouraged.</p> <p>Hazardous areas clearly marked on the map.</p>						
Rough and uneven terrain	All	<p>Safety Brief given prior to the start</p> <p>Relevant and accurate mapping provided</p> <p>Course levels clearly explained</p> <p>Supervision to ensure adequate clothing/footwear</p> <p>First aid kit available at registration</p> <p>Medical Plan in place</p>	2x1=2 Low			OIC Orienteering	23 May 18	23-24 May
Extreme Weather	All	<p>Extra care to be taken in adverse weather conditions:-</p> <p>If extreme cold additional clothing recommendations will be advised including mandatory carrying of waterproof jacket.</p> <p>If extreme hot, water stations will be included along the courses.</p> <p>Water provided at the finish.</p> <p>Notices at registration advising runners will be included.</p> <p>Medical Plan in place</p>	2x2=4 Med			OIC Orienteering	23 May 18	23-24 May

Fatigue	All	<p>Courses cater for different levels of ability</p> <p>Cut-off time imposed to limit length of competition</p> <p>All competitors checked back in, sweep of area conducted if competitor not accounted for.</p> <p>Supervision to ensure adequate clothing/footwear designed to prevent injury.</p> <p>Medical Plan in place</p>	2x1=2 Low			OIC Orienteering	23 May 18	23-24 May
Dehydration	All	<p>Safety Brief given prior to the start</p> <p>Water provided at finish (and on course if weather is hot)</p> <p>Medical Plan in place</p>	1x2=2 Low			OIC Orienteering	23 May 18	23-24 May
Other users incl horseriders / dog walkers	All	<p>Potential for other users on the area and how they could affect the event detailed in safety brief</p> <p>Organising Team to monitor and continually reassess impact of other users</p> <p>Area booked to deconflict with other major activities on SPTA</p>	1x1=1 Low			OIC Orienteering	23 May 18	23-24 May
Lost	All	<p>Courses designed for different abilities</p> <p>Controls clearly marked, accurate and relevant mapping provided</p> <p>Use of compass and whistle encouraged</p> <p>Actions on lost included in safety brief</p>	2x1=2 Low			OIC Orienteering	23 May 18	23-24 May

		Cut-off time imposed, all competitors checked back in, sweep of area at end of event if required						
Electric shock	All	Access to power supervised and controlled Licensed traders with suitable equipment away from competitors, area confirmed clear and safe during HOTO	1x2=2 Low			OIC Orienteering	23 May 18	23-24 May
Food poisoning	All	Licensed, familiar and experienced traders with appropriate food preparation hygiene rating	1x1=1 Low			OIC Orienteering	23 May 18	23-24 May
Burns	All	Licensed, familiar and experienced traders have their equipment suitable located and marked off away from competitors.	1x1=1 Low			OIC Orienteering	23 May 18	23-24 May
Slips/Trips and Falls	All	Safety Brief given prior to the start Relevant and accurate mapping provided Supervision to ensure adequate clothing/footwear First aid kit available at registration Medical Plan in place	3x1=3 Med			OIC Orienteering	23 May 18	23-24 May
Eye injuries	All	Accurate and relevant mapping provided, participants encouraged to wear eye protection in safety brief.	2x1=2 Low			OIC Orienteering	23 May 18	23-24 May
Smoke/fume Inhalation	All	Equipment emitting smoke/fumes placed at safe distance from main transit routes and congregating areas, inspected and reviewed by event organiser throughout	1x1=1 Low			OIC Orienteering	23 May 18	23-24 May
Vehicles	All	Courses do not cross public roads Signs indicating possibility of 'runners	1x2=2 Low			OIC Orienteering	23 May 18	23-24 May

		<p>on road' clearly displayed where courses cross access track,</p> <p>Car parking strictly controlled,</p> <p>Participants briefed in safety brief.</p> <p>Parking attendants to wear hi-vis jackets. Car told to drive slowly.</p>						
Barbed Wire Fences	All	<p>Courses designed to avoid barbed wire fences</p> <p>Use Crossing Points, if possible. Runners informed about likelihood of fences. Report damage</p>	1x1=1 Low			OIC Orienteering	23 May 18	23-24 May
Adders	All	<p>Runners encouraged to carry whistle to alert attention.</p> <p>Mainly adults taking part which reduces the risk to life.</p> <p>Full arm / leg cover mandatory</p> <p>Runners advised to keep clear if they see an Adder.</p>	1x2=2 Low			OIC Orienteering	23 May 18	23-24 May
Ticks	All	<p>Runners advised to check themselves after the event</p> <p>Full arm / leg cover mandatory</p>	2x1=2 Low			OIC Orienteering	23 May 18	23-24 May

**Line Manager Assessment Review
(See Notes 2 and 5)**

Review Date:	11 May 18	Review Date:	16 May 18	Review Date:		Review Date:	
Name:	Brett	Name:	Lea	Name:		Name:	
Rank/Grade:	Maj	Rank/Grade:	Maj	Rank/Grade:		Rank/Grade:	
Signature:	Original signed	Signature:	Original Signed	Signature:		Signature:	

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Consequence			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

- 3 When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.

- 5 Risk Assessments are to be reviewed:

- Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or Line Management.
- Following the introduction of more vulnerable personnel.
- If "Generic" prior to use.

SAFETY BRIEF

1. All participants taking part in the Army Inter Unit Orienteering Champs event at Bulford Ridge on 23 – 24 May 2018 are to ensure that they are aware of the following safety points by reading this annex and listening to the safety briefs by supervising staff. The supervising staff co-ordinating the start box are to highlight the points below to all personnel before they cross the start line.

2. **Participation.** The event organiser reserves the right to refuse participation on safety grounds. Participants should ensure that they warm-up properly, that they enter a course at the appropriate level for their ability, that they have adequate clothing and equipment, and are sufficiently hydrated. Participants should not compete if they feel unwell or have an existing injury likely to be made worse by competing. The use of compasses, whistles and eye protection is strongly encouraged, and all participants should ensure that they collect the correct map for their course.

a. **Civilian.** All civilian participants take part at their own risk and should ensure that they have adequate personal accident insurance.

b. **Military.** If service personnel, they should ensure that they are 'on duty' with their name appearing on Part 1 Orders to cover military insurance.

3. Specific Dangers.

a. **Out Of Bounds (OOB).** There are areas marked on the map in red hashings and these are strictly OOB, these are to be strictly observed at all times.

b. **Ground.** Significant natural hazards to be highlighted. Unlikely to see adders in advance but avoid if so; check for ticks following the event.

c. **Roads.** All the tarmacked roads on the area/map are OOB to competitors, they're fast narrow roads and are NOT be used as a route choice – courses are designed to avoid roads. Care is to be taken when crossing roads.

d. **Injury/Illness.** If any participant is injured or becomes ill, they should seek help from those around them initially, who should, in turn, inform event staff. If serious, call 999 as soon as possible and ensure that the event organiser is informed who will then advise on the next, appropriate measures. All personnel are advised to carry a whistle to attract attention and consider the use of eye protection.

e. **Weather.** The event organiser will monitor the weather. All participants are advised to drink plenty of fluids before, during and after the event. An indication that you are hydrated can be that you pass clear urine when going to the toilet. [If water stations are deemed necessary, location briefed to competitors]

f. **Lost.** If you are lost, the compass should be set to North West and the participant should proceed in that direction until they reach the Tidworth Road. Turn right and follow the road North / North East towards Tidworth back to the car park. If lost, participants should draw attention to themselves if possible by whistling or shouting.

g. **Other users.** Dog-walkers, horse-riders, cyclists, runners, walkers, work-parties amongst others, could be present on the area. Other users should be respected, and avoided if possible. Participants should maintain situational awareness throughout, be polite, avoid direct confrontation and seek to avoid running through other groups.

h. **Vehicles.** Participants should take care when using main roads and the access road and are discouraged from using them as routes.

i. If any participant has any safety or other concerns, they should contact the **Organiser Maj Andy Brett on XXXXXXXXXXXX** who will be present throughout.

Enjoy the Event