

## **DUTIES & RESPONSIBILITIES OF THE MILITARY LEAGUE (UK SOUTH)<sup>1</sup> ORIENTEERING SECRETARY**

Under the auspices of the Chairman Army Orienteering Association (AOA), in conjunction with the MLS Chairman, your duties and responsibilities are:

1. Responsible for the MLS fixtures calendar, liaising with units/clubs to fill the forecast. This includes:
  - a. Updating the BAOC website Events page.
  - b. Updating the HQ Regional Command UK South Sports page.
  - c. Publicising and advertising both the MLS and events.
2. Liaise with:
  - a. Organisers to ensure they are aware of their responsibilities (EASPs etc) and provide advice when required on either the MLS Rules and JSP 907 (Use of Defence Training Estate).
  - b. EMIT(UK) with regards supporting MLS events.
  - c. MLS Results Secretary to ensure prompt production of results and league tables.
  - d. DIO with regards any issues raised in respect of the Defence Training Estate, informing MLS Chairman of any major issues.
3. Responsible for arranging:
  - a. The MLS Championship events, including the MLS Individual, Harris Team and Team Relay Championships.
  - b. The MLS Pre-Season Meeting including providing agenda, financial reports, minutes and any statistics required.
  - c. The MLS Prize Giving event including accounting for all MLS trophies and procuring prizes.
4. Responsible for ensuring the MLS Rules are clear, concise and up to date and for keeping the BAOC website up to date with regards MLS information and documents.
5. Responsible for management of:
  - a. The MLS equipment, its upkeep and procurement of replacements when required.
  - b. The MLS Non-Public Service Fund, including the raising of MLS Invoices and payment to AOA of all AOA and DIO Levies, and the production of financial statements and forecasts when required.
6. Produce reports for and attend Army Sports Control Board (ASCB) UK South and AOA meetings as requested.

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<sup>1</sup> Military League (UK South) Orienteering is shortened throughout this document to 'MLS'.