



**ARMY**

## ARMY ORIENTEERING ASSOCIATION

**Coaching Officer  
Building 25  
Longmoor Camp  
LISS, GU33 6EL**

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See Distribution

Reference: AOA/Courses/ACF O Instr 01-18  
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### ACF ORIENTEERING INSTRUCTOR COURSE– JOINING INSTRUCTIONS

#### General

1. The Army Orienteering Association (AOA) is providing the Army Cadet Force Association with ACF Orienteering Instructor Courses. The initial pilot course will take place at Longmoor Training Area near Liss, Hampshire on the 20-21 Jan 18. (see course dates at <http://www.baoc.info/events>).

#### Course aim and content

2. The course aim is to enable ACF Adult Volunteers to: understand what orienteering is, the basic skills needed for orienteering, to be able to plan orienteering related activities, to organise safe orienteering events, to coach cadets to improve their navigational skills and to use the EMIT timing system used by the Cadet Force.

3. The course is suitable for those who have no previous orienteering experience.

4. A detailed course programme will be provided on day 1 of the course.

#### Student physical ability

5. All students loaded onto this course must be physically fit enough to move across rough terrain at a moderate pace and be able to carry the equipment needed layout an event and collect it in at its conclusion. If in the opinion of the lead tutor, a Student isn't safely able to do this they will be required to cease participation in the course

#### Course places

6. Courses places are bid through the Westminster IT system and are allocated on a first come first served basis by HQ ACFA.

#### Reporting

7. Students are to report to Building 25 in Longmoor Camp before 08.30hrs on the first day of the course (Saturday) to carry out course joining administration. Students will be booked in and allocated their accommodation and made ready for the first session at 09.00hrs.

#### Hours of work

8. The course commences at 09.00hrs sharp on the Sat am, concludes that evening at 19.30hrs, with a dinner break at 17.30 to 18.00hrs. It re-commences at 08.00 on the Sun am and ends at no later than 17.00. No late arrival, missing of session or early departure will be allowed for a student

to have a successful completion of the course.

## Administration

9. **Accommodation.** The accommodation provided at Longmoor Camp is basic training camp type accommodation with limited facilities. There is no bedding issued for the course, therefore all students are required to bring sleeping bags. Accommodation is secured by code locks and individual lockers are available; padlocks are to be brought if required. Laundry facilities are available within the camp in Bldg 15. Students are to inform the Coaching Officer if accommodation is not required.

10. Accommodation is available on the Fri evening before the course starts but no food is provided. All students needing accommodation on the Fri are to inform the coaching officer

11. **Messing.** All meals are provided by the central catering facility at Longmoor. Meal timings are as follows:

Breakfast - 0700 - 0800hrs

Lunch - Packed meal daily to allow flexibility in teaching.

Evening Meal - 1730 - 1800hrs. There is no meal booked for Sunday evening

12. **Travel arrangements.** Longmoor Camp is situated on the A3, 30 mins from Guildford and 45 mins from Portsmouth. Details and maps are at Annex A. Students arriving by car are to report to the Guardroom with their MoD 90, where they will be issued with a pass and then directed to Building 25. Parking is in official parking areas only. The nearest railway station to Longmoor is Liss. Students arriving by train should use a taxi to get to Longmoor.

13. **Security.** Students are to comply with all local security requirements and are to remain vigilant. Personnel are responsible for all their own kit, equipment and valuables brought to Longmoor.

14. **Pets.** Dogs and other pets are not permitted on Longmoor Training Camp or Area.

## Dress and equipment

15. Uniform is not required on the course. Sufficient sports clothing and equipment suitable for orienteering including outer clothing suitable for wet weather should be brought to the course. While some lessons will take place in the classroom, much of the course will be conducted on the training area.

16. To plan orienteering activities a PC or laptop is needed; as a minimum one between 2 students is required. There are some laptops available for loan from the Coaching Officer. These need to be booked in advance using the contact details above. Please note that Macs are not suitable unless they also have a windows installation. The laptops must be able to have software installed on them. The software is free and is called Purple Pen. It can be downloaded and installed in advance from: <http://purple-pen.org>

17. The following equipment is also required:

<b>Item</b>	<b>Qty</b>	<b>Remarks</b>
Waterproof clothing	As required	For outdoor activity and suitable for carrying out physical activity
Orienteering shoes	2 pairs	Or trainers suitable for off road conditions
Orienteering suits	2	Or running t-shirts and long bottoms for leg protection.
Day sack	1	Take dry kit to area
Plastic bags	As required	For wet clothes
Water bottle	1	

Flask	1	
Knife, fork and spoon	1 set	Cookhouse doesn't always provide these
Compass	1	Issued Silva compass is fine
Whistle	1	Mandatory for use on the training area if injured / lost
Sleeping bag	1	
Padlock and key	1	To secure personal equipment in the accommodation
Stationery	As required	As a minimum notebook, pens/pencils and red pens (biros or fine permanent pens)

18. Clean casual clothes or clean and presentable tracksuits may be worn at meal times.

### Summary

19. The ACF Orienteering Instructor Course offers valuable skills to all students enabling them to introduce and/or develop orienteering within their Contingent. Any queries regarding these joining instructions or the course should, in the first instance, be directed to the Coaching Officer.

Original signed

Phill Batts  
AOA Coaching Officer  
[coaching@armyorienteering.com](mailto:coaching@armyorienteering.com)

Annexes:

- A. Location Maps for Longmoor Camp
- B. Course program

Distribution:

All students

Copy to:

National Sports Delivery Officer, ACFA

AOA Secretary

Tutor Team

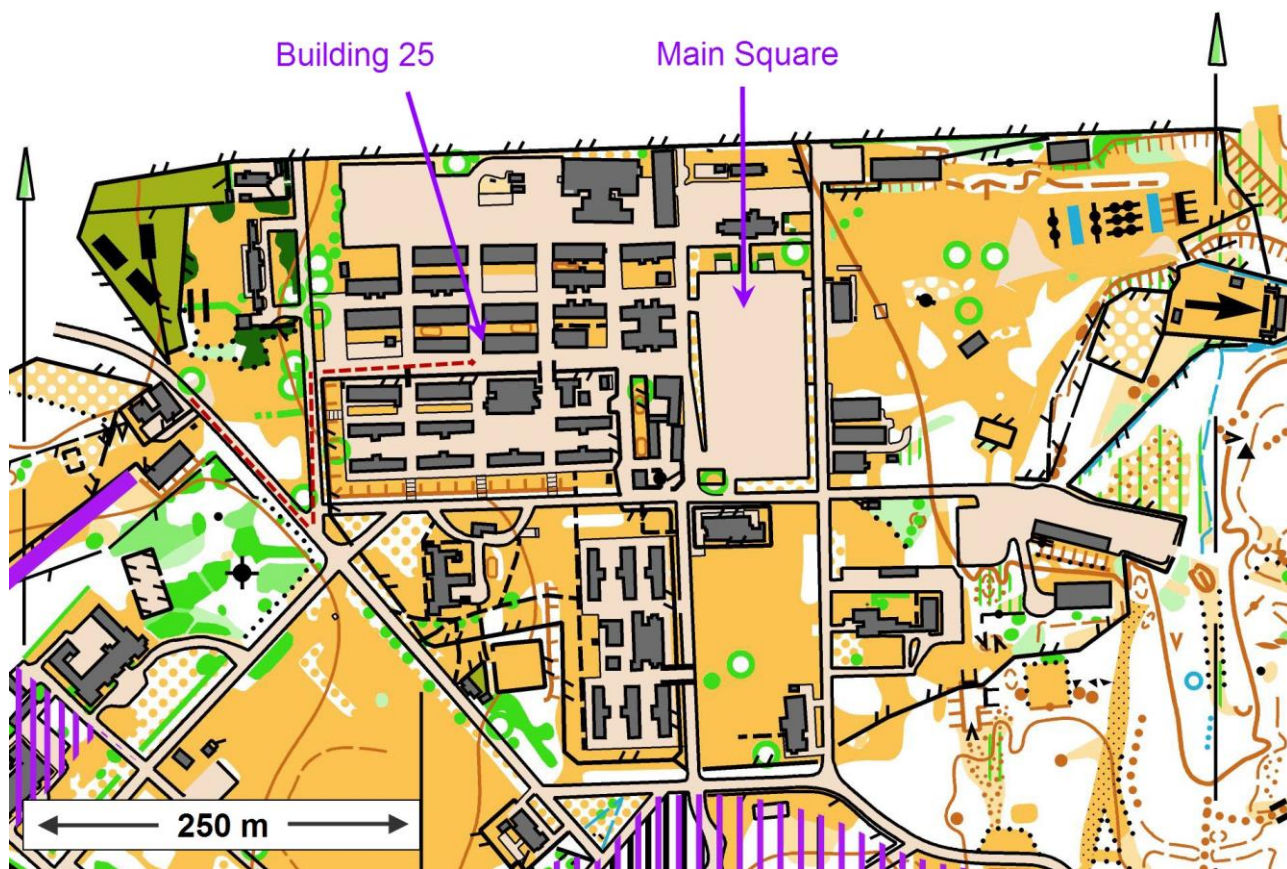
**Annex A To**  
**AOA/Courses/ ACF O Instr 01-18**

**LOCATION MAPS OF LONGMOOR TRAINING AREA**

Location of camp entrance is at (186) SU 79253105, post code GU33 6EL.

Electronic copies of this document contain the following active links to internet maps showing the location of the Camp Entrance: [Google Maps](#) [Multimap](#) [Streetmap](#)

**Location of Building 25 and Main Square Parking**



**Annex B To**  
**AOA/Courses/ ACF O Instr 01-18**

**Army Cadet Force Orienteering Instructors Course Program**

Day/Time	Session detail	Remarks	Resources
<b>Sat</b>			
09.00	Introductions	Tutors and students give overview of O experience	
09.15	What is Orienteering	Get across the fun element	Lesson 1 What is O, IOF video, Maps, EMIT Control & Brikke
09.40	Map basics	Differences to usual OS mapping	Lesson 2 Intro to O Maps, IOF map symbol sheet
10.00	BO Step System	Explain how the skills are built up, illustrate age guide. Discuss the common skills and relate to jargon sheet	BO Step system, Jargon sheet
10.15	How to introduce O maps	Map walk led by tutors. Move straight to Ex1. Focus on map key, control information and course marking	Map of immediate area surrounding the classroom
11.00	Yellow standard courses	Individual effort to walk around the courses	Ex 1 yellow 1 and 2. All controls map, just flags with codes
11.45	Other O exercises	Self-draw, sports/drill hall, jigsaw maps, cones maps, symbol relay, go4Orienteering "cones", map memory, simplification, compass and pacing	Examples of each to view, try out the jigsaw and cones Ex. Need to cover use of compass in O as opposed to Mil Nav Ex
13.00	Activity planning	Use step system and Carol's planning guides. Purple Pen intro. Plan a Yellow and Orange course using set start and finish	Carol McNeal's colour coded planning guides, blank maps. Students in pairs. Tutors to provide support
14.00	Review course plans	Display on screen and review against guides	
15.00	O Course types	Line, score, Harris relay, Relay, Norwegian	Lesson 3 course types, why choose that course. Norwegian handout
15.15	Score course	20 min score event on POC behind guardroom	
15:45	Event organisation	Have to compress the time needed here	Use BO event organiser pack
17.30	Orienteering Club Scene	Overview of BO, regions and club structure. How to find local events. Importance of letting organiser know that a group is going to attend. Demo the BO fixture finder	
17.45	Dinner		
18.15	Plan two courses for 13-14 & 15-16 Cadets	In different pairs from last time. Tutor to choose best	
<b>Sun</b>			
08.00	Coaching fundamentals	Highlight difficulties of coaching O compared to other sports	Use BO level 2 coaching resources
09.30	Prepare for O event with local Cadets	Split into four groups Plan, Cont, Org & Coach.	Collect stores needed
10.00	Planners layout controls	Other 3 groups plan coaching sessions for Cadets. One tutor to go with planners!	
10.30	Controllers check controls	Need resources for intro to O, intro to Map, compass use, TD2/3 skills	
11.30	Organiser set up start and finish		Usual start and finish equipment
12.00	Cadets coaching starts	As planners and controllers return they assist the coaches.	
12.30	First Cadets start courses	Four students to go out onto the course and coach in terrain, remainder coach post finish	
12.45	Finish manned by students	Use MTR4, second print given to Cadets. Hand written results produced by Students from MTR prints	
14.00	Courses close	Tutor and Cadets to collect controls. Students to have tried all roles if possible	