



## ARMY ORIENTEERING ASSOCIATION

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See Distribution

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### ACF ORIENTEERING INSTURCTOR COURSE– JOINING INSTRUCTIONS

#### General

1. The Army Orienteering Association (AOA) is providing the Army Cadet Force Association with ACF Orienteering Instructor Courses. The third course will take place at ACF HQ & Training Centre, Gilbertfield Road, Cambuslang, Glasgow, G72 8RL on the 16-17 Jun18. (see all 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
  - basic skills needed for orienteering
  - be able to plan orienteering related activities
  - organise safe orienteering events
  - coach cadets to improve their navigational skills
  - 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.
5. On the Sunday, local Cadets will be introduced to the sport, coached, given a choice of two courses to attempt, timed and debriefed by the course students.

#### Student physical ability

6. 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

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

## Course Outcome

8. After successfully completing the course the students will be awarded a licence to practice once that have delivered their first orienteering activity and it has been accepted by their CEO as fit for purpose. The licence to practice has the following restrictions: ACF AVs can only deliver orienteering activities that fit into one of the following three categories:

- Take Cadets to a British Orienteering club event that has courses/activities for juniors
- Plan and deliver orienteering activities to take place in a local authority park that has a permanent orienteering course and make use of the posts provided.
- Plan and deliver an orienteering activity to take place on a military training area that has an orienteering map

## Reporting

9. Students are to report to the reception at the CTC before 0830hrs 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 0900hrs.

## Hours of work

10. The course commences at 0900hrs sharp on the Sat am, concludes that evening at 2000hrs, with a dinner break at 1730 to 1800hrs. It re-commences at 0800 on the Sun am and ends at no later than 1600. No late arrival, missing of session or early departure will be allowed for a student to have a successful completion of the course.

## Administration

11. **Accommodation.** The accommodation provided at the CTC is training camp type accommodation with adequate facilities. There are duvets and sheets available in the accommodation. Accommodation is secured by code locks and shared lockers are available; padlocks are to be brought if required. Students are to inform the Coaching Officer if accommodation is not required.

12. 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.

13. **Messing.** All meals are provided by the catering facility at the CTC. 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

14. There is a ration contribution charge of £11.48 that must be paid by each student to the camp staff. Those staying Friday evening will get breakfast Sat am.

15. **Travel arrangements.** Dechmont CTC is situated the A724 and easily accessed via the A725 from junction 5 of the M74. Details and map are at Annex A. Students arriving by car are to report to the office adjacent to the main entrance with their MoD 90, where they will be issued with a pass and then directed to reception. Parking is in official parking areas only.

16. **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 the CTC.

17. **Pets.** Dogs and other pets are not permitted on the CTC or trg area.

## Dress and equipment

18. 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.

19. 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>

20. 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)

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

## Summary

22. 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  
Army Orienteering Association Coaching Officer  
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Annexes:

- A. Location Maps for ctc
- 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 03-18**

**LOCATION MAPS OF DECHMONT CTC**

Location of camp entrance is at post code G72 8RL.





**Annex B To**  
**AOA/Courses/ ACF O Instr 03-18**

Army Cadet Force Orienteering Instructor Course Program

Time	Session detail	Remarks	Resources
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, map symbol handout
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 handouts
10.15	Ex 1 -How to introduce O maps	Map walk led by tutors. Move straight to Ex 2. Focus on map key, control information and course marking	Ex 1 Map. Need simple hanging controls laid out. IOF Control description handout. Need to take map symbols handout
11.00	Ex 2 - Yellow standard courses	Individual effort to walk around the courses	Ex 2 yellow 1 to 4. All controls map, just flags with codes
12.00	Other O exercises	Self-draw, sports/drill hall, Jigsaw maps, cones maps, symbol relay, go4Orienteering "cones", map memory, simplification, compass and pacing, map symbol quizzes	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
13.30	O Course types	Line, score, Harris relay, Relay, Norwegian	Lesson 3 course types, why choose that course. Norwegian handout
14.00	Ex 3 - Score event	20 min score event around hive	EMIT Brikke's per person
15:45	Event organisation	The essentials to put on an orienteering event for ACF. Includes training permission process	Lesson 4 Event Organisation
16.10	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	
16.30	Ex 4 - Plan two courses for 13-14 & 15-16 yr old Cadets	Use step system and Carol's planning guide. Purple Pen intro. Plan a Yellow and Orange course using set start and finish. Tutors to choose best pair of courses.	Carol McNeal's colour coded planning handout, blank maps with start and finish marked on. Students in pairs. Tutors to provide support. To be used for tomorrow's activity
17.30 – 18.00	Dinner	Resume Ex 4 after dinner	
19.30	Review Ex 4 Activity plans	Display on screen and review against guides. Explain rationale for chose of courses	
08.00	Coaching fundamentals	Highlight difficulties of coaching O compared to other sports	Use BO level 2 coaching resources. Show the coaching cards in the pack
09.30	Prepare for O activity 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	Organisers set up start and finish		Usual start and finish equipment
12.00	Cadet 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	
14.15	EMIT Equipment	To include the kit used by the ACF. To include the use of E-Results Lite software	
15.00	On line Resources available	BO, BAOC, I-orienteering, go4Orienteering, O-training	Useful contacts handout
15.30	Course feedback and dispersal		