

03 May 19

See Distribution



**RECORD OF DECISIONS – AOA EXECUTIVE COMMITTEE MEETING  
HELD ON LONGMOOR TRAINING CAMP WED 27 MAR 19**

Present	Lt Col Chris Huthwaite	AOA Chairman	CH
	Lt Col Richard Mawer	MLS Chairman	RM
	Maj Andy Brett	MLS Sec	AB
	Maj Andy Johnson	AOA Sec	AJ
	WO1 John Leddy	AOA Treasurer	JL
Apologies	Maj Emmitt Andrews	Army Men's Team Captain	EA
	Capt Kezia Jukes	Army Women's Team Captain	KJ
	Capt Al Mathers	MLN Sec	AM
	SSgt Vicky McCreddie	MLC Sec (Des)	VM
	Maj (Retd) Colin Dickson	AOA Mapping Adviser	CD
	Maj (Retd) Allan Farrington	AOA Tech Adviser	AF
	Phill Batts	AOA Coaching Officer/MLN Tech Rep	PB

	<b>Action</b>
<p><b>Item 1 – Introductions and Opening Remarks</b></p> <p>1. The Chair opened the meeting, noting that this was a mandated annual requirement to provide the necessary oversight of public and non-public funds and confirm governance arrangements.</p> <p><b>Item 2 – Previous Minutes and Actions</b></p> <p>2. The minutes of the meeting held in Mar 18 were approved.</p> <p><b>Item 3 – AOA NGB and ASCB compliance</b></p> <p>3. The Army Sports Control Board (ASCB) mandated compliance with National Governing Body rules, which for AOA was the British Orienteering Federation (BOF). The AOA Chair and Secretary now attended the ASCB Annual Meeting and ASCB was receptive to some of our issues. However, there was a need to maintain the balance between Individual Military Training (IMT) versus sport.</p> <p>4. For military competitions, it was confirmed there was no need for the organiser to be qualified as military league events were classified as Level D (local) events, which could therefore be delivered by a Capt/Sgt, following league rules and policy. It was recommended that an experienced Planner and Controller deliver the technical elements. If an event was to be delivered by a civilian club, a military Senior Responsible Officer (SRO) would need to be identified so that they could be held to account for the delivery of the military activity.</p> <p>5. The risks associated with Army league events were normal for this type of activity but attention was needed for those risks and hazards that orienteers might not normally expect, e.g. armoured vehicles, trenches. A major concern was heat injury and measures had been promulgated to minimise this particular risk.</p> <p>6. The requirement for all participants to wear full leg cover was reiterated. Any participant arriving at the Start wearing inadequate leg cover would not be allowed to commence.</p>	

	<b>Action</b>												
<p><b>Item 4 – AOA Governance</b></p> <p>7. Volunteers were always sought to support the management of Army Orienteering and the Chair and Secretary were confirmed in role for 2019/20.</p> <p>8. A now enduring DIN had been published during 2018, which covered the main policy aspects and provided handrails for competitions.</p> <p><b>Item 5 – Finances</b></p> <p>9. <u>Public Fund</u>. To date, over £37 000 had been spent in FY 18/19, with the majority on course delivery, equipment and mapping. Following discussion, it was assessed that this represented value for money based on the numbers attending AOA courses.</p> <p><b>ACTION 1901 Chair to forward the AOA budget policy to the Secretary.</b></p> <p>10. <u>AOA UIN</u></p> <p><b>ACTION 1902: JL to identify where AOA UIN sits in the hierarchy; after which CH to engage with owner to get budget authority. Complete by Sep 19.</b></p> <p>11. <u>Non-Public Fund</u>. The AOA Non-Public Fund Manager advised current balances on the account, noting that a small surplus had been generated.</p> <p><b>ACTION 1903 It was agreed that the one off payment for Civilian Access to DIO Land would be met from this fund.</b></p> <p><b>Item 6 – Licencing, Insurance and Access</b></p> <p>12. <u>Access</u>. Following dialogue with DIO a new letter outlining the abatement of access charges for civilian access to military orienteering events had been agreed, which would be in force until Jan 2022. Revised charges were;</p> <table border="1" data-bbox="432 1256 1007 1518"> <thead> <tr> <th>Ser</th> <th>Period</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Feb 2019 to end Jan 2020</td> <td>£2.00</td> </tr> <tr> <td>2</td> <td>Feb 2020 to end Jan 2021</td> <td>£2.10</td> </tr> <tr> <td>3</td> <td>Feb 2021 to end Jan 2022</td> <td>£2.25</td> </tr> </tbody> </table> <p>13. As a result of these revisions, all leagues needed to review their entry fees to ensure that these amounts were collected and paid to AOA via the levy.</p> <p>14. <u>Insurance</u>. The third-party liability insurance had been renewed for the calendar year 2019.</p> <p>15. <u>Building 25</u>. The Chair had formally approached DIO regarding the declining state of the building. Other locations had been investigated but all had been inappropriate for a range of issues. Following an approach via Army HQ Strat, a formal survey had been undertaken to determine the requirement and it had been agreed that external work would be funded from the public purse, with all internal work to be undertaken on a self-help basis.</p> <p><b>Item 7 – Courses</b></p> <p>16. A report from the Coaching Officer was received, detailing course attendance</p>	Ser	Period	Fee	1	Feb 2019 to end Jan 2020	£2.00	2	Feb 2020 to end Jan 2021	£2.10	3	Feb 2021 to end Jan 2022	£2.25	<p>CH</p> <p>JL/CH</p> <p>JL</p> <p>League Secs</p>
Ser	Period	Fee											
1	Feb 2019 to end Jan 2020	£2.00											
2	Feb 2020 to end Jan 2021	£2.10											
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	Action												
<p>and issues, dealt with elsewhere on the agenda.</p> <p>17. <u>Status of veterans at AOA and ML events.</u> Following discussion, it was confirmed that as former Service Personnel would be regarded as civilians by DIO, the civilian access levy would need to be applied and collected.</p> <p><b>Item 8 – Mapping</b></p> <p>18. The annual mapping budget to cover the mapping of military training areas only was confirmed as £6500 and all requests for updates were to be made through the Mapping Officer.</p> <p><b>Item 9 – Army Competitions</b></p> <p>19. <u>Individual Championships.</u> It was agreed that the incorporation of this into the Inter Corps Championships had worked well.</p> <p>20. <u>Inter Unit Championships.</u> The 2018 competition was reviewed, following feedback regarding the format, especially regarding Day 1. For 2019, the event organisers were providing a range of Spanish Score courses for individuals in each team to cater for the range of skill levels of those attending. It was confirmed that the Day 2 event would remain as a Harris relay, with only a team time to count.</p> <p>21. <u>Inter Corps Championships.</u> RLC Sec had agreed to administer Army attendance at the following events;</p>													
<table border="1"> <thead> <tr> <th>Ser</th> <th>Date</th> <th>Competition</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sat 30 Nov 19</td> <td>Night Champs</td> <td>Caerwent</td> </tr> <tr> <td>2</td> <td>Sun 01 Dec 19</td> <td>Classic Day Event &amp; Individual Champs</td> <td>Forest of Dean (Nr Coleford)</td> </tr> </tbody> </table>	Ser	Date	Competition	Venue	1	Sat 30 Nov 19	Night Champs	Caerwent	2	Sun 01 Dec 19	Classic Day Event & Individual Champs	Forest of Dean (Nr Coleford)	
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1	Sat 30 Nov 19	Night Champs	Caerwent										
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<p><b>ACTION 1904 – AF to confirm 30 Nov event is Southern Night Champs</b></p>	AF												
<p><b>ACTION 1905 – AJ to publish outline details on BAOC website</b></p>	AJ												
<p>22. <u>Inter Services Competition.</u> The recent success of the Army teams was noted.</p> <p>23. <u>Prizes at AOA Competitions.</u> There had been conflicting preferences expressed regarding the presentation of certificates rather than medals or plaques as prizes at recent competitions. It was confirmed that it was the decision of the event organiser as to the type of prize they felt most appropriate for that event.</p>													
<p><b>Item 10 – League Reports</b></p>													
<p>24. <u>MLS.</u> AM reported that MLS remained healthy with a variety of many well delivered events and attendance. He was concerned about declining military attendance and would continue to review this regularly.</p>													
<p>25. The requirement for a Results Secretary to publish league results was discussed and following discussion, it was confirmed that the role was required as a secondary duty of an Army volunteer and would therefore remain in house, rather than be delivered by the e-timing provider.</p>													
<p><b>ACTION 1906 – AB to liaise with AF and update on AOA position.</b></p>	AB												

	Action
<p>26. AB presented analyses of attendance which demonstrated a downward trend in military attendance compared to an increase in civilian attendance, which could be explained by the older generation of military orienteers leaving the services and fewer younger service personnel following on. AB was considering developing a roadshow to encourage increased attendance. It was confirmed that this was a problem across all sports as reported at ASCB meetings, especially as team activities appeared to be declining in favour of individualistic sporting activities, such as mountaineering.</p> <p>27. The introduction of Mountain Bike Orienteering (MTBO) at events was discussed. It was confirmed that MTBO was not recognised as a military requirement and delivery as part of military league events discouraged. Furthermore, it was reconfirmed that as this was not military training, it would not be covered by any MOD cover or AOA insurance, with individuals required to register as not on duty.</p> <p>28. <u>MLN</u>. The MLN report was received, noting that average event attendance was 64 pax per event, civilian and military.</p> <p>29. <u>MLC</u>. SSgt Vicky McCreadie, based in MOD Stafford had volunteered to take on the MLC Sec role and the AOA Sec had handed over to her and introduced her to civilian club leads.</p>	
<p><b>Item 11 – AOB</b></p>	
<p>30. <u>Trader licensing on DIO estate</u>. The issue regarding licensing requirements for traders present on MOD land, especially at MLS events, was discussed, in light of recent backdated invoicing activity, which was of concern to existing traders. The need for trader licenses had been a part of the DIO access agreement for at least 3 years prior to the current agreement but did not appear to have been policed until very recently and it appeared that the current licensing approach was geared to larger scale events on the Defence estate.</p> <p>31. It was agreed that going forward, potential traders needed to be made aware of the requirement to pay any DIO licence fee and it would be the traders' commercial decision as to whether they chose to attend, if invited by event organisers. It was not considered appropriate for event fees to be uplifted to cover such fees and event organisers were to ensure that licences were held by potential traders.</p>	
<p>32. For the existing situation regarding unpaid trader fees, the following actions were agreed;</p>	
<p><b>ACTION 1907 – JL to identify the events that traders were liable for licence fees for MLS events held on DIO land.</b></p>	<p>JL</p>
<p><b>ACTION 1908 – CH and AB to approach Landmarc to discuss the situation, especially in relation to back-charges to determine how to approach the matter, especially as this could not be covered by any public funding.</b></p>	<p>CH/AB</p>
<p><b>Post Meeting Note:</b> The Chair engaged with DIO Commercial to determine whether it would be possible for traders/merchants to be included in the current licence. DIO Commercial has agreed in principle to amend the licence; 'to treat your Caterer as 'any person participating in or otherwise concerned with the Event' (from your current licence para 1b) and therefore accept that they are included in the licence.'</p>	
<p>33. <u>EBOR proposal to host Inter Corps 2020 competition</u> on Strensall Common (Range Danger Area).</p>	

	Action
<p><b>ACTION 1909 – A more detailed proposal was requested to be submitted to be considered out of committee.</b></p> <p>34. <u>Ex RUNNING COMPASS</u>. It was confirmed that public funding was available under this generic exercise, which was defined in the current DIN.</p> <p>35. <u>Army GeoPortal</u>. AB requested that Army Trg areas mapped for orienteering should be identified on GeoPortal overlays to show that the area was mapped, rather than provide the precise map.</p> <p>36. <u>Event Dress</u>. It was confirmed that there was to be no mixed dress when attending or participating in Army orienteering events.</p> <p>37. <u>Dogs</u>. It was reiterated that dogs were not allowed on the DIO estate, including car parking areas.</p> <p><b>Item 9 – DONM</b></p> <p>38. Next meeting to be arranged before end FY19/20.</p>	<p>PB</p>

*{Original Signed}*

A M Johnson  
Maj  
Secretary AOA

Distribution:

All Executive Committee members

Copy to:

AOA President  
Corps Secretaries

## RECORD OF DECISIONS

Ser	Meeting	Topic	Action Ref	Action/Decision	Responsible	Status	Target Due Date	Comments
1	Exec 2019	Finances - Public Fund	1901	Chair to forward the AOA budget policy to the Secretary.	Chris Huthwaite	Complete		
2	Exec 2019		1902	Identify where AOA UIN sits in the hierarchy; after which CH to engage with owner to get budget authority.	John Leddy/ Chris Huthwaite		30-Sep-19	
3	Exec 2019	Finances - Non Public Fund	1903	The one off payment for Civilian Access to DIO Land would be met from this fund	John Leddy	Ongoing		
4	Exec 2019	Inter Corps Championships	1904	Confirm 30 Nov event is Southern Night Champs	Allan Farrington			
5	Exec 2019		1905	Publish outline details on BAOC website	Andy Johnson			
6	Exec 2019	MLS - Results Secretary	1906	Liaise with Allan Farrington and update on AOA position	Andy Brett			
7	Exec 2019	Trader Licencing	1907	Identify the events that traders were liable for licence fees for MLS events held on DIO land.	John Leddy			
8	Exec 2019		1908	Approach Landmarc to discuss the situation, especially in relation to back-charges to determine how to approach the matter, especially as this could not be covered by any public funding	Chris Huthwaite/ Andy Brett			
9	Exec 2019	EBOR offer to host Inter Corps 20	1909	A more detailed proposal was requested to be submitted to be considered out of committee	Phill Batts			