

## **ARMY ORIENTEERING – RESPONSIBLE PERSONS – IMPLEMENTATION OF COVID-19 SECURE ACTIVITY**

Reference: [2018DIN07-103 dated Oct 2018](#).

**The event officials have the responsibility to stop the activity should they deem it fails to provide a COVID Secure environment; or immediately implement measures to rectify a failing.**

*At no one time can more than six people be present together.*

1. **Senior Responsible Officer (SRO).** The SRO is an on-duty Service Person (SP). As laid down in the [AOA DIN](#). For most Army orienteering events, the Organiser will be a SP and will therefore assume the role of SRO. Should all the responsible persons (Organiser, Planner and Controller) delivering a military orienteering event be civilian, then the sponsoring unit **must** identify a suitably experienced SP to act as the SRO. He or she is mandated to ensure that:
  - a. The event is planned and conducted according to the rules and policies laid down for that activity; an appropriate First Aid Action Plan is in place.
  - b. Training Area / TOPL Standing Orders (where applicable) are adhered to.
  - c. The activity is stopped should unmanageable risk(s) be identified or have occurred prior to or during the event.
  - d. The SRO should be on site throughout the event.
  
2. **Controller.** The Controller is the orienteering official responsible for ensuring that the Organiser and Planner stage the event fairly and safely, in accordance with the BOF Rules for AOA events which are classed as Level D. The Controller may require the Organiser to cancel the event. The Controller's decision is final on the day. The Controller should:
  - a. Ensure the standards required for the event are delivered during the organising, planning, delivery and reviewing of the event.
  - b. Ensure the event and competition rules are adhered to.
  - c. Check and advise on all aspects of the organisation of the event with the Organiser and the Planner; and, ensure the Check Sheet is being actively reviewed during the activity.
  - d. Ensure that the Risk Assessment has been carried out by the Organiser.
  - e. Ratify the final paperwork for the event (final courses; course lengths and climbs; map corrections; control code allocations; course description sheets; overprinted maps).
  - f. For AOA sponsored events, where [AOA Public Liability Insurance](#) is used, the Controller does not need to be licenced by BOF. When [BOF Public Liability Insurance](#) then the Controller must hold the appropriate Licence.
  
3. **Organiser.** The Organiser is responsible for overseeing the setting up of all aspects of the event, other than laying out the course itself. The official is to ensure that the event is conducted

safely, that adequate facilities are in place and contingency plans can be put into effect when required. The Organiser is to deliver the event in accordance with [British Orienteering Rules and Appendix E – Event Safety](#).

a. The Organiser is responsible for completing the usual Risk Assessment and the [COVID-19 specific](#) and ensuring that they are implemented.

b. **The Organiser MUST ensure that a record of all volunteers is retained, should they not be on the start list.**

c. The Organiser is to complete the COVID Secure Check Sheet and retain for a minimum of six-months.

4. **Planner.** The Planner is responsible for planning safe orienteering courses in accordance with [British Orienteering Rules and Appendix B – Course Planning](#).

a. The Planner is to sign the Risk Assessment.

b. **The Planner MUST ensure that courses are designed to reduce the likelihood of competitors breaching the social distancing guidelines; particularly focusing on meeting face-to-face.**

c. The Planner **SHOULD** always use Touch-Free controls.

5. **Controller's COVID Secure Orienteering.** AOA reputational responsibility cannot be overstated and of paramount importance to delivering a COVID Secure activity. It is absolutely vital that any orienteering activity complies with both the letter and the spirit of the Government guidance and that of Force Health Protection Rules and those of BOF's. **In particular, the prohibition on outdoor gatherings of more than six people from different households MUST be strictly enforced.** Failure to respect this guideline has the potential to cause irreparable damage to the reputation of the Orienteering as IMT and could seriously jeopardise future activity.

6. **Participants' Code of Conduct.** Everyone attending the event must follow the [participant code of conduct](#). Should event officials deem that certain participants are not adhering to the code, they should be either asked politely to follow them or instructed to leave. Key considerations are:

a. The Code of Conduct is for the benefit of all participants, volunteers and officials.

b. Using hand sanitizer on arrival and departure.

c. Observing social distancing always, including keeping their distance from other participants, volunteers and members of the public.

d. Act as an ambassador for the Army orienteering always.

## COVID SECURE CHECK SHEET

Item / Activity	Organiser's Comments	Compliance Check
<b>What can take place?</b> Small-scale orienteering events, using electronic punching and timing equipment, with interval starts at socially distanced intervals. These can be linear or score courses.		
<b>Who can take part?</b> Is the Questionnaire in place online?		
<b>Group sizes?</b> At no time can more than six people be present together in a location; i.e. the start.		
<b>Pre-booking in place?</b> All orienteering activities and small-scale events must use a pre-booking system and have pre-allocated start times.		
<b>Payment online?</b> The use of cash should be avoided.		
<b>Allocated time slots in use?</b> No more than six people, including any officials, must be present at the start at any time.		
<b>Do plans ensure that competitors and volunteers are kept 2m apart?</b>		
<b>Is the start and finish a minimum of 100 metres apart?</b>		
<b>Results must not be displayed at the event.</b>		
<b>Are courses planned to enable social distancing?</b> And do they reduce the risk of face-to-face meetings between competitors?		
<b>Are plans in place to ensure all participants and officials comply with the social distancing guidelines of: 2 metres, or 1 metre with risk mitigation?</b>		
<b>Have you completed a full risk assessment?</b>		
<b>Will you send home anyone who develop symptoms of COVID-19?</b> And ensure a record of what took place is recorded.		
<b>Ensure the organiser keep records of all participants and volunteers?</b>		
<b>Ensure that plans limit the sharing of equipment as far as possible?</b>		
<b>Are sensible precautions and clean of equipment in place?</b>		
<b>Toilet facilities should be signed as 'risk area'...</b>		
<b>Is soap and water provided near the Toilets?</b>		
<b>Does the catering provided comply with the UK Government guidance?</b> If not, taken action to rectify or close.		
<b>Are all officials comfortable with their working environment?</b>		