

MLS/Mtg/2016

6 Jun 16

See Distr

MINUTES OF THE MILITARY LEAGUE UK SOUTH (MLS) ORIENTEERING MEETING HELD AT BASINGSTOKE WAR MEMORIAL PARK ON WED 25 MAY 16

Present	Lt Col A Oates WO1 C Dunville WO1 S Greening	FMC (Cap Jt Plans) Army HQ (Cap AM) HQ FTC	MLS Chairman Results Sec MLS Sec
In attendance	Lt Col R Lyon Lt Col P L'Estrange Maj B Fowler Maj R Barrett Capt D Taylor WO1 G Buckley WO1 P Dorritt SSgt J Ranson SSgt C Holcombe Mr Colin Dickson Mrs Allan Farrington Mr Colin Metcalfe Mr Andy McGregor Mr Richard Baldwin Mrs Roberta Baldwin Mrs Elisabeth Dickson	AACen RMAS AACen 25 Regt RLC Arty Cen HQ RC 3 Log Sp Regt RLC 2 MI Bn HQ RC BAOC BAOC BAOC BADO SN SN BAOC	AOA Sec Mapping Officer AOA Tech Adv
Apologies	N/A		

Item	Action
Item 1 – MLS Chairman’s Introduction	
1. The MLS Chairman thanked everyone for attending and stated his aims for the meeting and the future of the MLS League.	
Item 2 – Minutes of last meeting	
2. The minutes of the last meeting were accepted.	
Item 3 – Matters arising from last meeting	
3. There was two outstanding matters from the previous meeting:	
a. Item 8 (para 8i) – Online Pre-registration System. There had been no movement on this matter to date, however, Allan Farrington stated that we could have it up and running in time for the new League season and also utilise it for future championship events. This would allow competitors and teams to pre-register, but still allowing for payment on arrival, although the principal of unrestricted EOD must remain paramount. This would reduce the queues at Registration and help organisers with map numbers etc. Allan Farrington will trial the system during the Summer Series.	MLS Sec/ AOA Tech Adv
b. Item 13 (para 13b) – Purchase of Walkie-Talkies. Post the previous meeting, and after further discussion with technical advisors, the purchase	

<p>was discounted as an option when weighed against equipment care, comms ranges and restrictions, and the underlying fact that the majority of people now own mobile phones.</p>	
<p>Item 4 – Financial statement</p> <p>4. The MLS Sec provided the financial statement, including a breakdown of Income & Expenditure (previous two years, current year (to date and estimated) and predicted for 2017:</p> <p>a. Liquidity State. The Liquidity Statement showed a Net Working Capital of £4,904.13p as at 23 May 16. This figure is slightly up from £4,717.30p the previous year. The MLS Sec then explained that this figure would have been higher except for an unexpected increased amount spent on prizes this year and also expenditure on the re-mapping of Greenham Common. The former was being reviewed (see Item 12 below) and the latter map would be fully utilised including for Summer Series and 2016/2017 League events.</p> <p>b. Income & Expenditure (I&E) Forecast. The aim was to retain an overall Net Working Capital of between £4k and £7k, additionally:</p> <p>(1) There was no increase planned to the Recommended Entry Fee (REF) for the forthcoming season.</p> <p>(2) The three main championship events (the Team Harris, Team Relays and Individual Championships) would all be self-funding.</p> <p>(3) A complete I&E forecast would be conducted for 2017. After note: A predicted 2017 I&E has been completed, with an interim budget set; this will be reviewed in early 2017.</p> <p>c. Mapping refresh. The Mapping Officer has £1k available for re-mapping during 2016 and an initial budget of £1k set for 2017 (although this figure could increase, once the review of I&E is complete in early 2017.</p>	<p>MLS Sec</p> <p>MLS Sec</p> <p>Mapping Officer</p>
<p>Item 5 – Governance.</p> <p>5. The MLS Chairman spoke on the following governance matters including:</p> <p>a. English Nature (EN). EN are vetoing SSSI areas on the DTE and Crown Estates during bird breeding season (March through to September). Organisers should be aware of this, engage early and work or map around such areas if possible, as this affects civilian participation.</p> <p>b. JSP 907 Applications. Organisers should be conversant with the JSP and are to submit their applications to DIO in a timely fashion. Early engagement with LANDMARC to head off any possible issues is advised.</p> <p>c. Car Parking. If an event area allows for car parking off site (eg RMAS using the Churchill car park and then running out onto the Barossa Training Estate) then this can alleviate issues regarding civilian participation, as it reduces the numbers of vehicles on the training areas.</p> <p>d. Positive Feedback. Post event, organisers should endeavour to send</p>	<p>Organisers</p> <p>Organisers</p> <p>Organisers</p>

<p>written thanks and positive feedback to DIO/LANDMARC.</p> <p>6. The MLS Sec then reminded the forum that, as notified at the previous meeting, he was due to leave the Services at the end of the League season, noting that his last day at work would be Fri 24 Jun 16 and final day of Service being the 17 Oct 16. There had been limited uptake (to date) with regards to filling the position, and that there were options to split the role into two (Secretary and Treasurer, with an approximate 60/40 of responsibilities and workload). The MLS Chairman thanked WO1 Greening for all he had done during his tenure and requested that all should dig deep to help find a suitable replacement or replacements.</p>	<p>Organisers</p> <p>All</p>
<p>Item 6 – Equipment</p> <p>7. The following items were discussed:</p> <p>a. MLS equipment. The MLS Sec stated that at the end of Jun/early Jul 16, he and Colin Dickson would check and condition the MLS equipment. Additionally, £300 had been set aside for any repairs and to purchase replacement and/or additional orienteering event directional/’Runners on Road’ signs.</p> <p>b. Lost - Start/Finish Banners. Colin Dickson informed all that the original Start/Finish Banners, encased in a blue bag, were missing. Team Captains/Event Organisers were requested to be on the lookout for them and return them to one of the MLS Committee, if found.</p> <p>c. Start/Finish Feathers. Elisabeth Dickson asked if it would be possible to purchase Start/Finish feathers. All agreed that this was a great idea. The MLS Sec would look at designs and costs in due course.</p>	<p>MLS Sec</p> <p>All</p> <p>MLS Sec</p>
<p>Item 6 – Event organisation</p> <p>8. The MLS Chairman spoke about event organisation, emphasising governance and risk assessment, in particular:</p> <p>a. Issues/Complaints. All issues or complaints should follow the current process. In the first instance these should be resolved at the event with the organisers and/or event officials, and then escalated to the MLS Chairman, via the MLS Sec, if required.</p> <p>b. Dress. Team Captains and competitors are reminded that when orienteering full leg and arm cover (to elbow) is mandatory; no shorts or vest are permitted (with the exception of urban or park events, subject to consent of the organiser). The MLS Chairman directed that anyone turning up to the Start wearing shorts would be turned away in the future. The carrying of whistles was encouraged, but would only be mandatory if the risk assessment indicated the requirement – in which case this will be clearly indicated in the flyer.</p> <p>c. Risk Assessment/EASP. There is a mandated requirement to produce an EASP for all MLS events and this should be clearly displayed at the event registration and retained by the organiser post event. An example of an EASP is available on the BAOC web.</p> <p>d. Dangerous features. Planners/Controllers must clearly identify any</p>	<p>Organisers</p> <p>All</p> <p>Organisers</p>

<p>unusual risks as part of the planning process. Busy road crossings and water features are obvious examples, with additional factors (such as spiral staircases) being relevant in urban events. Having identified risks, they must also ensure that these are clearly briefed to competitors. A concise 'point brief' at Registration and in the Start box is advised.</p> <p>e. Governance – Senior Responsible Officer. It was reiterated that all MLS events must have a serving military 'Senior Responsible Officer', someone from the organising unit's chain of command, who must satisfy themselves that the event is properly organised, and safe. This requires active engagement by the SRO, rather than passive acceptance of a plan.</p> <p>9. Other event organisation matters discussed were:</p> <p>a. Water stops. Lt Col L'Estrange advised that during the hot summer months, organisers should look at putting out a water stop at a suitable junction on the event areas and this should be highlighted on the bullet pointed brief at the Start box.</p> <p>b. Event promotion/flyer. The MLS Sec stated that a full event flyer should be posted on the BAOC web a minimum of 3 weeks prior to the event. However, it is recommended that a draft flyer be uploaded earlier, and that a number of small A5 flyers are left at MLS Registration in the weeks preceding an event, to help publicise it.</p> <p>c. Embargoed area. Colin Dickson informed all that the following areas are embargoed: Long Valley North until after 11 Dec 16 (SN Trophy) and Hawley until after 29 Jan 17 (Concorde Chase), both due to Level B events on these areas.</p>	<p>Organisers</p> <p>Organisers</p> <p>Organisers</p> <p>Organisers</p> <p>All</p>
<p>Item 7 – League 2015/16</p> <p>10. On behalf of all those that have taken part in the MLS League 2015/16, the MLS Sec thanked all organisers and organising units/clubs for their tremendous efforts throughout the Season. Over 8.5k competitive runs were completed (an increase of 0.8k from the previous season), which is very encouraging. 1,502 competitors were registered on the League tables and there was an average of 246 runners per event. It was originally aimed to hold 24 League events, but unfortunately 4 events were cancelled, one due to adverse weather affecting the area and 3 due to area booking issues.</p>	
<p>Item 8 – League 2016/2017</p> <p>11. The MLS Sec/Results Sec spoke on the forthcoming season:</p> <p>a. Rules – enforcement. The MLS Results Sec re-iterated that the current MLS rule regarding organising units' requirement to produce results, in particular Route Gadget data, would be enforced during the forthcoming League season. The submission of Route Gadget data to Allan Farrington in advance of the event was good practice.</p> <p>b. Rules – amendments. The MLS Sec stated that the current rules would remain, with the following changes being made:</p> <p>(1) Championship Events. The current separate instructions for</p>	<p>Organisers</p>

<p>the three Championship events (Team Harris, Team Relays and Individuals) would be incorporated as Annexes to the Rules.</p>	<p>MLS Sec</p>
<p>(2) League scoring – Championships. The three championship events (Team Harris, Team Relays and Individual Championships) would all gain the three officials (organiser, planner and controller) and the organising unit, the maximum league points, to the maximum of 2 events during the season. This ruling is brought back in to help encourage units and officials to volunteer to put on these events.</p>	<p>All/ MLS Sec/ Results Sec</p>
<p>(3) League Scoring System – Team Scores (Novices). The sub-paragraphs relating to teams scoring 10 points each for novices completing the D Course (Long Orange) would be re-worded to include the definition of a novice. This definition will be considered during the summer season and a proposal circulated by email before the MLS restarts in the autumn. These additional points would <u>not</u> be added automatically by the MLS Results Sec, but must be claimed by the Team Captain post event.</p>	<p>All/ MLS Sec/ Results Sec</p>
<p>(4) Prizes/Prize Giving. As prizes for all competitions are now provided by the MLS, and further to the £2.2k budget limit set for 2017, the breakdown of award classes/prize types would be refined (see para 15). However, individual League Class prizes would only be awarded to those that either sit in the top third of the League Table, or had competed 50%+1 League events but in the bottom 2/3 of the table.</p>	<p>MLS Sec</p>
<p>(5) Void Events. In the event that an event is voided through no fault of the organiser (eg due to failure of the EMIT system) the organising unit and individuals may still be awarded their league points.</p>	
<p>c. Fees/Levies. The MLS Recommended Entry Fee (REF) remains unchanged, however the DIO Levy would be renamed DIO/TOPL Levy (TOPL - Training on Private Land). The latter would be charged and collected by the MLS Sec for all events, with those events on DTE incurring the DIO Levy, those outside of DTE the TOPL element. This latter element would be collected and ring-fenced for any additional costs incurred for utilising non-DTE areas. Any such charges should go through the MLS Sec for payment, but should all be agreed prior to the event taking place. Examples of these include one-off charges for usage of school gym changing facilities or services to clean recreation parks' ablutions.</p>	<p>MLS Sec/ Organisers</p>
<p>d. Novice (Long Orange) courses. Event planners/controllers should ensure that the Long Orange courses remain achievable for all competitors, so as to not put off those new to orienteering. Team Captains should also ensure that Novices run at least 2 or 3 Long Orange courses and be confident in their abilities prior to moving up to the Light Green.</p>	<p>Planners/ Controllers/ Team Cpts</p>
<p>e. Coaching at events. Organisers were encouraged to provide some form of coaching at events, aimed at the complete novice. This is particularly important at events that double up as Corps Championships /Inter-Unit competitions. The MLS Sec stated he would aim to organise such training prior to the MLS Team Championship events. After note: This can be for as</p>	

<p>little as one hour early in the event, and should be clearly advertised on the Event Flier.</p> <p>f. Amalgamations for Sport (UK South) – Unit Status. The Amalgamations for Sport (UK South) list, as directed by G7 PD HQ RC (on behalf of the ASCB), remain enforced for <u>all</u> sports, not just orienteering. Where these are incorrect, Team Captains were advised to engage with their CoC to apply for changes. After note: The MLS Sec has actively engaged with PD7 at the previous two Sports Board meetings and will continue to pursue this matter.</p> <p>g. Events forecast. The MLS Sec stated that the Events Forecast was included in the MLS Meeting pack (the BAOC web has been updated accordingly). Units were requested to engage with the MLS Sec to secure dates to fill the fixtures list early on. The list included 11 League events between 28 Sep 16 and Dec 16, and 13 events from Jan to May 17. The aim is to have 24 League events in total, with 13 (50% plus one) to count. Maj Barrett then stated some facts and figures and requested that the number of League scoring events be reduced. SSgt Ranson replied that in the MLS <u>Cross Country</u> League competitors must run in ALL league events to be competitive. After much discussion the MLS Chairman directed that the MLS would persevere with the '50%+1' format. After note: Since the meeting was held 5 League event dates have been filled.</p>	<p>Organisers/ MLS Sec</p> <p>All units</p> <p>All</p>
<p>Item 9 – Summer Series 2016</p> <p>12. The MLS Sec stated that 6 of the proposed 17 Summer Series events had been filled, with other interested parties enquiring about other dates. The aim of the Summer Series is to continue the momentum, for them to be of training value to both novice planners and new competitors, for courses to be innovative and varying formats (such as Spanish Score, Corridor, Map Memory etc) and above all to be fun. Allan Farrington also reiterated that the EMIT Team were available to support these events, but reminded us that the MTR4 Reader was also available as part of the MLS equipment.</p>	<p>All</p>
<p>Item 10 – Individual Championships 2016/2017</p> <p>13. The MLS Sec spoke on the following:</p> <p>a. Format. The format for the MLS Individual Championships was discussed and options such as making the event a Score event, or using League score points to ascertain winners, or possibly splitting the event as Long and Short by Age Class were deliberated. Further discussions would be conducted offline and the final format agreed prior to the release of the MLS Rules.</p> <p>b. Details. It is initially planned that the event would be held on Wed 26 Apr 17; with a suitable area TBC, and an organiser/organising unit, planner and controller required.</p>	<p>MLS Sec</p> <p>All</p>

<p>Item 11 – Team Championships 2016/2017</p> <p>14. The MLS Sec asked if the format for the MLS Team Championships should remain unchanged, or whether we should reduce to one Team event or possibly change the format. It was agreed that the current format should remain:</p> <p>a. MLS Team Harris. It is initially planned that the event would be held on Wed 1 Mar 17; with a suitable area TBC, and an organiser/organising unit, planner and controller required (volunteers to the MLS Sec).</p> <p>b. MLS Team Relays. It is initially planned that the event would be held on Wed 29 Mar 17; with a suitable area TBC, and an organiser/organising unit, planner and controller required (volunteers to the MLS Sec).</p>	<p>All</p> <p>All</p>
<p>Item 12 – Prize Giving 2017</p> <p>15. The MLS Sec spoke on the following:</p> <p>a. Prizes/trophies. As discussed briefly earlier in the meeting, the MLS Sec stated that a £2.2k budget was set for prizes for 2016/2017. Ideas were put forward, with the suggested format of medals (for the junior classes up to M/W40 class and team events); gifts (T-shirts, water bottles or buffs) and Ultrasport Vouchers (for Age Category or Individual Championships) given as options. The breakdown of categories was discussed at length, such as having a variety of prizes, split down by the various competitions. The idea of direct sponsorship (within the MOD guidelines) was also broached. The MLS Chairman gave his broad outline of the intent, to preserve the opportunity for those new to orienteering to win medals whilst reducing nugatory cost. The MLS Sec would investigate options, costs (within budget) and come up with a plan in due course. The proposal will be circulated by email in time for the new season.</p> <p>b. Format. It was agreed that the format would remain the same, with the MLS meeting and Prize Giving ceremony preceding a 60-minute Score event</p> <p>c. Date. It is planned to hold this event on Wed 7 Jun 17 (area TBC), later than usual, as Wed 24 May 17 would be the Army Inter-Unit Team Championships to coincide with World Orienteering Day (the AGC are nominated to organise the Army Inter-Unit Team Championships in 2017) and Wed 31 May 17 was ruled out due to it being school half-term week. An organiser and organising unit/club, planner and controller are required (volunteers to the MLS Sec).</p>	<p>MLS Sec</p> <p>All</p>
<p>Item 13 – Any other business</p> <p>16. The following matters were discussed:</p> <p>a. Young runners. Lt Col L’Estrange said that the incentivising of the younger runners was key to the future of our chosen sport, and to get them out orienteering as often as possible.</p> <p>b. Civilian events. Maj Barrett encouraged the attendance at civilian Level C events and fostering of relations with local clubs.</p>	<p>Team Capts</p> <p>All</p>

<p>c. Prizes for Long Orange runners. Lt Col L'Estrange asked if it would be possible to award a prize to the best in the League on the Long Orange course over the whole season. A brief discussion was held and the MLS Sec would look actively into including such a prize for the forthcoming season.</p>	MLS Sec
<p>d. Female participation. SSgt Holcombe encouraged more female participation particular when you look at the percentage of women in the Army as a whole, compared with numbers attending orienteering events. This was further backed up by the number of age-groups not contested in female categories, both at the Individual Championships and overall in the League this season. All were encouraged to increase female participation in the future.</p>	Team Capts
<p>e. Night events. WO1 Dorritt asked if a League Scoring Night event could be put on. The MLS Sec it was usual to put on a night event prior to the Inter-Corps, but only for training purposes, however, this does not preclude organisers from including one as a League event, although the league should remain predominantly focused on day time cross-country events. Lt Col L'Estrange said that RMAS would look at putting on such an event.</p>	RMAS
<p>f. Coaching Fliers. Elisabeth Dickson asked whether it would be possible to put out some 'orienteering basics', such as IOF symbols on fliers to help the novices in particular. All agreed that this was a splendid idea, with the MLS Sec aiming to hijack event fliers prior to uploading on the BAOC web and adding such information on the reverse of the flier, as well as putting out one-pagers at MLS events. Anyone with any such one-pagers was asked to forward ideas to the MLS Sec.</p>	MLS Sec/ All
<p>g. Starter packs. WO1 Dorritt asked if it would be possible to put an orienteering starter pack on the BAOC web. This was agreed as a good idea and would be actively looked at.</p>	MLS Sec
<p>h. Husbandry of MLS equipment. Colin Dickson asked if organising units that borrow the MLS equipment could ensure that it is not abused, packed and returned in good order.</p>	Organisers
<p>i. Black Colour Coded courses. WO1 Dunville asked if there was any reason why we do not run Black Colour Coded courses in the MLS League for the elite runners. The forum added that the majority of areas within the MLS preclude the inclusion of any Black courses and would also add further burdens to the planners. It was agreed that the best runners that wanted to compete on Black courses could do so on civilian run events around the UK.</p>	
<p>j. Event Fliers - Maps. Capt Taylor asked if it would be possible to put either the Google Map or Street Map hyperlink on event fliers. This was agreed as a good idea, noting that some organisers had placed maps on the reverse of the event flier to assist (notably Old Carter Bks and the Prize Giving events).</p>	Organisers
<p>k. Dogs on DTE. Lt Col L'Estrange reminded all that under the agreed AOA Licence that dogs were NOT permitted on DTE. The MLS Sec said that he would amend the Event Flier template on the BAOC web accordingly.</p>	

<p>Organising units were to comply and competitors were to note. Failure to do so could put the MLS DTE access and the AOA Licence in jeopardy.</p> <p>l. Thank you. Maj Barrett thanked both the MLS Chairman and Committee for all their hard and dedicated work throughout the year.</p> <p>m. Chairman's closing remarks. The MLS Chairman thanked all for their attendance and input, and particularly thanked the MLS Secretary for all his hard work during his tenure, and wished him good luck in his future endeavours.</p>	All
<p>Item 14 – Arrangements for next meeting</p> <p>17. The meeting finished at 1250 hrs. The next meeting would be held on Wed 7 Jun 16 prior to the 2017 Prize Giving ceremony and event. Details, agenda and timings TBC nearer the time.</p>	MLS Sec

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Distr:

All attendees

Copy to:

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SMI Sport, G7 PD, HQ RC (for dissemination to all units in the UK South)