

20 Oct 21

See Distribution

## **MILITARY LEAGUE (UK SOUTH) ORIENTEERING RULES FOR 2020-2021 SEASON**

References:

- A. [British Orienteering \(BO\) Governance, Policies and Regulations](#)
- B. [DIN 2018DIN07-103 \(Authority for Army Orienteering\) dated Oct 18.](#)
- C. [Army General Administrative Instructions \(AGAI\) Volume 1 Chapter 5: Sport.](#)
- D. [Regional Command PD Branch](#)
- E. [JSP 907 \(Catalogue of Training Estates\).](#)
- F. [Land Forces Corporate Governance Statement \(LFCGS 10\) dated June 2013](#)
- G. DIO National Licence Arrangements dated 12 May 14 (held by AOA).
- H. [JSP 375 Part 2, Vol 1, Ch 40 \(MOD Health & Safety Handbook – Military Training for Land Systems\).](#)
- I. [JSP 660 Sport in the UK Armed Forces](#)
- J. [Physical Development Homepage](#)

1. **Orienteering.** Whether training or competing in the Army, up to and including Army Team and Individual championships, orienteering is classified as participating in 'Individual Military Training' (IMT); a distinct form of navigation training. It can be used as a component of Military Annual Training Test (MATT) 5 (Land Navigation), a mandatory annual competence test for Army personnel.
2. **The Rules.** These rules explain the governance structure of the Military League (UK South) (abbreviated to MLS throughout), the competition formats, and provide direction for the staging of events. They are in accordance with the general principles, guidelines and policies outlined at Reference A, as authorised at Reference B and are supported by References C to H.
3. **MLS Aim.** The aim of the MLS is to enhance the effectiveness of military personnel, through the provision of structured orienteering opportunities in a competitive environment, and to foster links with local orienteering clubs, to enhance the quality of military orienteering events and for the benefit of community relations.
4. **Governance.** The MLS will be governed by a committee consisting of the under-mentioned appointments:
  - a. **Chairman.** The Chairman holds overall responsibility for the management of the MLS in accordance with its aims and governance framework. He is responsible for the policy governing MLS activities. The current incumbent is Lt Col Richard Mawer (Army HQ).
  - b. **Secretary.** The Secretary is the main POC for the MLS. He is responsible for the MLS Forecast of Events calendar and liaising with the Army Orienteering Association (AOA) Secretary, to avoid fixture clashes with other championships and embargo any areas as and when necessary. The Secretary is also responsible for the MLS equipment and prizes (including the management of trophies). The current incumbent is SSgt Des Dickinson (Army HQ).
  - c. **Treasurer.** The Treasurer is responsible for the MLS finances and is the Account Manager for the MLS Account (the Fund Charter is at [Annex A](#)). The treasurer is responsible for raising the MLS Invoice to Event Organisers. The current incumbent is WO1(SSM) John Leddy (Defence Digital, Strategic Command).

d. **Results Secretary.** The Results Secretary is responsible for the collation and publication of MLS League results, the publication of the Individual and Team Leagues at regular intervals throughout the season. The current incumbent is Mr Neil Gordon (AACen).

e. **Suitably Qualified and Experienced Person (SQEP).** Other AOA Advisors may be called upon to give expert technical advice, as and when required.

5. **MLS Meeting.** The MLS will hold a meeting annually, normally preceding the MLS League Prize Giving event, to discuss any rule changes or items affecting the MLS. Other matters discussed are to include the financial aspects of the MLS, such as Income & Expenditure forecasts and fees, as well as the Annual Statement of Accounts and the current Liquidity Statement.

## **Event Governance and Safety**

6. **Event Officials and Senior Responsible Officer (SRO).** The Event Officials should consist of an Organiser (and Organising Unit); Planner and Controller. Generally, the Organiser will be a Service Person and will therefore be the SRO. Should all the responsible persons (organiser, planner and controller) delivering the event be civilian, then the sponsoring unit must nominate a Service Person to act as the SRO. This Service Person is mandated to ensure that the event is planned and conducted according to the rules and policies laid down for that activity; that an appropriate First Aid Action Plan is in place; that Range/Training Area Standing Orders (where applicable) are adhered to; and is responsible for stopping the activity should it be identified prior to or during the event that unmanageable risk(s) have been identified or have occurred.

7. **Event Management.** Event management must comply with both military policy for individual training activities and BO rules (Reference A). Events must also be run in accordance with the AOA DIO licence agreement (see Annex G to Reference B). All MLS events are to be 'registered' on the BAOC website, through the MLS Secretary.

8. **Retail Traders and Caterers.** Any trader or caterer who attends an MLS event staged on MOD land must hold their own DIO licence. The organiser needs to be aware of the DIO fee that the trader/caterer will be charged. It is unlikely that the trader/caterer will attend unless there is a contribution to the fee by the organiser, who must consult with the trader/caterer about this fee when agreeing to them attending the event.

9. **Risk Management/Event Safety.** The Organiser/SRO is responsible for ensuring that there is an Exercise Action Safety Plan (EASP)<sup>1</sup> which includes the Risk Assessment; First Aid Action Plan; [Third Party Liability Insurance Certificate](#) (on the BAOC website (under the 'Documents' tab) and any additional specific requirements articulated by Range/Training Area Standing Orders. In particular:

a. **Medical cover.** The organisers are responsible for the provision of appropriate medical cover. This is to include, as a minimum, a qualified first aider cover, the provision of a basic first aid kit at the event and the means to contact the Emergency Services.

b. **Unusual Hazards.** The Organiser, supported by the planner and controller, has responsibility for identifying and advising participants of hazards that the participant would not usually expect to encounter. Examples include: armoured vehicles; exercising troops; road crossings<sup>2</sup>; forestry operations; deep pits; mine shafts; missing manhole covers; deep water; high-tension power cables; military wire obstacles; very high cliffs. Courses are to be challenging whilst keeping the risk to life as low as reasonably practicable.

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<sup>1</sup> BO have agreed to the use of the military EASP document and appendices as a substitute for the BO Risk Assessment form.

<sup>2</sup> Participants under the age of 16 years old, must not be allowed to compete in courses that include a busy road crossing

c. **Competitors Clothing and Equipment.** As minimum, all competitors are to wear full leg cover<sup>3</sup>; those not compliant are not to be permitted to start any event. Short sleeve shirts are permitted. Competitors are also mandated to carry a whistle and advised to carry a compass.

d. **Children.** Competitors under the age of 13 years must be accompanied by a responsible adult at all times. Juniors over the age of 13 can complete courses unaccompanied, if deemed appropriate by their parent or guardian and, for those under 16 years of age, as long as there is no unmanaged road crossing included on the course.

e. **Weather.** Organisers are to satisfy themselves that the event can take place safely in the weather conditions on the day. This should be re-assessed throughout the event and the activity stopped if there is an unacceptable risk to participants. Appropriate measures are to be put in place to mitigate the effects of particularly hot or cold weather.

f. **Accident Reporting.** It is the responsibility of the event organiser to report accidents and injuries that occur during the event; more details can be found on the BAOC website.

10. **Liability Insurance.** Liability insurance for Army organised or sponsored orienteering events follow the guidance given in Reference F. Neither the MOD nor AOA provides compensation for personal injury resulting from participation in orienteering events, although military personnel would normally expect to be eligible for payments under the Armed Forces Compensation Scheme (AFCS). In all other respects participants take part at their own risk and are advised to consider taking out personal accident insurance. For third party liability:

a. **Service Personnel.** When service personnel are formally authorised to participate in recognised<sup>4</sup> orienteering activities, they do so 'On Duty'. Under these circumstances, third party liability/public liability protection is provided by the MOD so long as the activity is conducted in accordance with the Safe Systems Approach to Training<sup>5</sup>.

b. **Civilians<sup>6</sup>.** AOA liability insurance covers civilians for third party liability when participating in or acting in a position of responsibility for an event, provided that the event is registered on the BAOC website.

11. **Booking of areas for MLS events.** It is a mandatory requirement that the organiser of a MLS event books military training areas and/or private land in accordance with Reference E and/or LFSo for Training on Private Land (TOPL). Failure to adhere to this policy could result in the event being deemed an unauthorised activity. Where areas are booked as TOPL, the organiser is to arrange with the private land owner to dual book the area for civilian use (on behalf of BAOC, or via the local civilian club if the latter is utilised as an organiser).<sup>7</sup> The organiser is to liaise with the MLS Secretary with regards to any additional charges that the private land owner raises.

## League Structure

12. **MLS Area/Amalgamations for Sport.** The MLS Area covers all military units and organisations (including Joint and the other single Services<sup>8</sup>) based within the geographical boundaries covered by 11 Inf Bde & HQ SE, 1 Arty Bde & HQ SW and LONDIST AORs. Army units are to compete as Major or Minor Units in accordance with Reference C and D and as listed in the [Regional Comd UK South Amalgamations for Army Sport](#)<sup>9</sup>. Unit teams may comprise of any gender; there will not be a separate league for women.

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<sup>3</sup> This rule may be relaxed by the Organiser for Park or Urban Orienteering in accordance with BO rules.

<sup>4</sup> Recorded on Part 1 Orders, as a formal event; includes exercise instructions and appropriate authority from the CoC

<sup>5</sup> Safe Persons, Safe Equipment, Safe Place, Safe Practice

<sup>6</sup> Military veterans are classed as civilians with regards to AOA endorsed activity.

<sup>7</sup> DIO TOPL bookings can only be made for purely military use of land.

<sup>8</sup> Such as JSU Northwood, RAF Brize Norton and HMS Sultan.

<sup>9</sup> As controlled by the Secretary ASCB, with proposed changes directed through G7 PD Branch, HQ Regional Command.

13. **Individual Eligibility.** The MLS is open to all service personnel<sup>10</sup> and MOD Civil Servants on the strength of, and representing, MOD units/organisations covered in paragraph 13 above. Although other personnel (military and civilian) are welcome, and encouraged to participate, they will compete only as 'Guests'.

14. **Competitions.** The MLS comprises a number of competitions and activities:

a. **MLS League.** The League will operate throughout the main orienteering season, normally commencing in late Sep and ending in May. It comprises an Individual, a Major Unit, a Minor Unit and a Guest Unit/Club League, with any number of competitors from a unit or club competing on any course offered by the organiser within an event that is declared by the MLS Secretary as a MLS League scoring event. See paragraphs 23-24 for detailing of both individual and team scoring for events.

b. **Individual Championship.** The instructions for the Individual Championship are at [Annex B](#).

c. **Team Harris Championship.** The instructions for the Team Harris Championship are at [Annex C](#).

d. **Team Relay Championship.** The instructions for the Team Relay Championship are at [Annex D](#).

e. **Summer Series.** The Summer Series will operate outside of the main orienteering season, commencing in late May and ending in mid-September. There is no formal scoring system within the Summer Series. It offers an opportunity for the training of both runners and newly qualified planners/controllers. Events may be staged in a variety of terrains suitable to the summer season, including urban areas such as barracks.

15. **Fixtures.** Events will normally be held on Wednesday afternoons, but may be held at other times, e.g. during an evening, or on other weekdays. All fixtures are to be arranged through the MLS Secretary who is responsible for notification of events and ensuring publication on the events section of the BAO website.

16. **Notification of event details.** The Organiser is to publicise the event details, by the means of an Event Flyer uploaded to the BAO website (via the MLS Secretary), not less than 21 calendar days prior to the event date. A template Event Flier can be found at Enclosure 1.

17. **Type and Standards for Events.** The following formats and standards will apply for all listed MLS League and Summer Series events. All courses MUST be planned in accordance with the BO Rules (see Annex B to Reference A):

a. **Cross-Country format.** Events should have five courses complying with the following parameters ***taken over flat terrain***, and that the rule 'expected time for most competitors' is taken on board by Planners.

Course	Course Colour	Technical Difficulty (TD)	Expected Time For Most Competitors (minutes)	Minimum/Maximum Length (km)
A	Brown	5	65 - 105	7.5 - 10
B	Blue	5	55 - 90	5.5 - 7.5
C	Short Green	5	45 - 75	3.5 - 5
D	Light Green	4	45 - 75	3.5 - 5
E	Long Orange	3	30 - 45	3.5 - 6

<sup>10</sup> Regulars and Reserves from all 3 Services, including RM, FTRS, NRPS, OTC, Cadet Forces and Visiting Forces personnel. Reservists (including OTC) must be on an endorsed military activity, otherwise they are to enter events as a civilian participant.

(1) BO guidelines note that each 100m of climb is equivalent to an additional 1 km of flat route; this must be taken into consideration by planners when estimating course completion times.

(2) For D and E Courses the maps should include a legend.

(3) The E Course is a novice course; it is primarily aimed at soldiers who are new to orienteering. The Planner must aim this course at the complete novice and control sites must reflect this; the re-use of control sites from the A, B and/or C courses is not encouraged. It is acknowledged that this comes as additional planning burden; however, the soldier is the priority participant for MLS events. Control descriptions must be written in English and not IOF pictorial.

b. **Urban.** Event Organisers are encouraged to use Urban courses as an alternative to normal event.

c. **Score format.** Course planners are to ensure that events are planned at a technical and physical standard so that it should be difficult for an individual to achieve a maximum control point score within the target time. Minus scores are to be set to zero before submission to the Results Secretary.

d. **Other formats.** For events other than Cross-Country and Score, (e.g. Spanish Score, Contour, Corridor, Window, Map Memory and/or Norwegian), a mixture of control sites should be used to encourage competitors and competition. Advice should be sought from either the MLS Secretary or from the AOA Technical Advisor, if necessary.

18. **Start Procedures.** Start times for competitors from the same team on the same course are to be at least 4 minutes apart. The Start Box is to be clearly marked with -1, -2 and -3 minute interval boxes for each course. The -2 box should contain a blank map marked with any significant late map corrections and all OOB areas and the -3 box should contain a concise 'point brief' detailing any significant or additional risk factors, such as exercising troops, dangerous munitions on training areas, road crossings and/or deep water features etc.

19. **Orienteering Event Equipment.** To assist organising units the MLS has various orienteering equipment available for temporary loan, details of which are listed at [Annex E](#). In addition, organising units can hire the stand-alone EMIT MTR system, which works without a computer (plus EMIT cards) for use at unit events.

20. **League Registration.** Units do not need to register for the league as they will automatically be included whenever teams attend an event. However, Team Captains are responsible for ensuring that all team members complete and confirm their entry correctly at Event Registration, as follows:

a. **Military competitors.** Service number, rank, surname, initial, unit and class.

b. **Civilian competitors.** BOF number, first name, surname, club and class.

21. **Missing detail.** A competitor whose unit or club cannot be identified on the day by the organiser will be listed as "IND" (independent) and will result in the non-publication of any league points until such time that either the Team Captain or individual rectify such omissions. Individuals of either sex who fail to give a correct age group when registering will be listed as M21/W21.

22. **Age Grouping.** For the purposes of the MLS League, Individual championships, Team Harris and Team Relay competitions, individuals will compete in the BO age category that they hold at the beginning of the current MLS season and carry that age category forward until the end of the current season in the following year.

23. **League Scoring System - Individual Scores.**

a. **Cross-Country events.** This includes Night, Urban, Contour, Window, Map Memory and Norwegian formats, the finish time of the top 3 runners per course will be averaged, giving the 'target time'. Points will be allocated as follows, but see sub-paragraph 23a(5) below:

- (1) A Course (Brown). Maximum 100 points (see sub-paragraph 23a(6) below).
- (2) B Course (Blue). Maximum of 70 points.
- (3) C Course (Short Green). Maximum of 50 points. Designed to be technically challenging, but less physically demanding.
- (4) D Course (Light Green). Maximum of 50 points.
- (5) E Course (Long Orange). Maximum of 40 points, with a minimum of 10 points awarded subject to correct course completion, even if over time.
- (6) For each full minute that a competitor is slower than the 'target time', a point will be subtracted from the maximum allowed for that Course (see sub-paragraph 23a(1)-(4) above). Negative points will not be awarded.
- (7) For competitors faster than the 'target time', bonus points will be awarded on the basis of one point per full minute under the 'target time', but this will apply only to the A Course (Brown).

b. **Score events.** The League point's calculation depends on whether more than 2 runners achieved the Maximum Score at the event.

- (1) The event Organiser shall set an "**Allowed Time Limit**" (typically 60 minutes) within which each competitor should complete the course.
- (2) The "**Maximum Score**" is the points earned by visiting all controls on the score course within the Allowed Time Limit and does not include any Bonus or Penalty points.
- (3) A runner's "**Score**" is the points earned from the controls they visit plus any Bonus points less any Penalty points.
- (4) **Bonus** points will be awarded to runners who visit all controls on the basis of one point per full minute the runner finishes within the Allowed Time Limit.
- (5) **Penalty** points will be deducted from the runner's score at a rate of 1 point every 6 seconds, or part thereof, that the runner finishes outside the Allowed Time Limit.
- (6) **When the Maximum Score is NOT achieved by more than 2 runners.** The scores of the first 3 runners will be averaged, giving the 'Target Score', with the MLS League points then calculated as:

$$\frac{\text{Runner's Score}}{\text{Target Score}} \times 100$$

(7) **When the Maximum Score IS achieved by more than 2 runners.** All those achieving the Maximum Score be awarded points based on the method used for a Cross-Country event, A Course (Brown) as described above in para 23a (reducing points for every minute behind the “target time”. The lowest point’s value awarded using this method is the Base Points Value (BPV), and is used to calculate the points for those who didn’t achieve the maximum score as follows:

$$\frac{\text{Runner's Score}}{\text{Maximum Score}} \times \text{BPV (as described above)}$$

(8) **Negative points.** Negative points are to be zeroed prior to submission to the Results Secretary.

c. **Penalties.** Participants caught intentionally cheating will be fined MLS points.

d. **MLS Championship events.** MLS League points will not be awarded for any of the MLS Individual, Team Harris or Team Relay Championships except for below (see paragraph 23e and 24g).

e. **Event Officials.** 100 points each are awarded to the Organiser, Planner and Controller for an MLS League event (including MLS Championship events). This is available for up to a maximum of two events per official, in whatever capacity, per season and will be taken from the first 2 events that an official undertakes a duty. They may however assist in more, and the Organiser may compete in their own event as long as they are not involved in any part of the course planning and have no prior knowledge of control locations.

f. **League Positions.** The final league individual positions will be calculated from the runners’ best 50% rounded up +1 of the total events declared as an ‘MLS League Scoring Event’. (i.e. 25 events equals 12.5 rounded up to 13, plus 1 = best 14 events)

24. **League Scoring System - Team Scores.** These will be calculated as follows:

a. **Major Units.** The top six scoring runners per event will count towards the MLS League position, any number of runners may compete.

b. **Minor Units.** The top four scoring runners per event will count towards the league position, any number of runners may compete.

c. **Guest<sup>11</sup> Units/Clubs.** The top four scoring runners per event will count towards the league position, any number of runners may compete.

d. **Novice points.** Successfully completed courses can add an additional 10 points, per runner, to the team score over and above the six or four scoring members: up to a maximum of 60 points for a major unit and 40 points for a minor unit or guest unit/club. Novice runners will need to be identified by an asterisk appended to their surname in their entry or otherwise declared to the MLS Results Secretary via the team captain for the points to be awarded.

e. **Minimum numbers of runners.** Should any unit or club be unable to field a full team, then the maximum points gained will be that obtained from the runners attending.

f. **Definition of a ‘Novice’.** A Novice is defined as an individual competing in their first or second MLS orienteering league season. Novices competing on the Long Orange or Light Green courses may contribute “Novice” points to the team score, subject to the maximum set out in para 24. d.

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<sup>11</sup> A ‘guest’ is either a civilian with no military connection (ie not MOD Civil Servant, or other entitled civilian), or military outside the MLS region.

g. **Event Organising Unit.** The organising unit is awarded the following points per MLS League event (including MLS Championship events). This is available for up to a maximum of two events. However, the award of these points is dependent upon the production of a set of results for distribution to the Results Secretary (see sub-paragraph 32a below):

(1) **Major Unit.** 600 points.

(2) **Minor Unit.** 400 points.

h. **League Positions.** The final team league positions will be calculated from the units' or clubs' best 50% rounded up +1 of the total events declared as an 'MLS League Scoring Event'.

25. **Funding/budgets.** Essential training aids such as control equipment (including EMIT cards), map survey and printing are eligible for public funding (such as from the Sports Equipment Grant (SEG) administered by HQ RC or Unit ECOPF). Public funding cannot be used for prizes and as such the MLS charge a levy to cover these costs for the league and championship events. Units or individuals are to ensure that such entry fees are paid for from non-public sources. Prior authority and/or advice should be sought from unit budget managers or RAO staff.**Use of electronic results system.** Organisers should use an electronic results system (the MLS preference is the standard EMIT system) for registration and to capture event results data. It is accepted that other systems (such as SI Card or EMIT Touch Free) could be used; however those individuals who own a current Standard EMIT card should not be charged a hire fee for using an alternative system (subject to consultation and agreement with the system operator). Suitable operatives to run the EMIT software are listed below. Results System Operator fees are listed in the table below per competitor but it is up to the organising unit to confirm the fee with the operator and confirm the services provided for the fee:

Name	Telephone	Email
Maj (Retd) Allan Farrington	07734 455838	<a href="mailto:allan@emit-uk.com">allan@emit-uk.com</a>

26. **MLS Recommended Entry Fees.** Event organisers should try to keep the charge per entrant to the recommended amount as shown in the table below. Entry fees include the Results System Operators fees (see paragraph 26 above), the Organising Unit fee, the MLS Levy and the DIO/TOPL Levy (for which the MLS Treasurer will raise an invoice). Hire of (EMIT) cards may be charged extra.



Detail	All Military	Senior Civilians (M/W21 and above)	Junior Civilians (M/W20 and below)	Remarks
<b>Recommended Entry Fee (REF)</b>	<b>£4.00</b>	<b>£7.50</b>	<b>£5.50</b>	
<b>Breakdown of REF costs</b>				
Results System Operator fee	£2.00	£2.25	£1.75	Paid by the Organiser directly to the Results System (EMIT/SI) Operator at the event.
AOA Insurance Levy	-	£1.00	£0.33	To cover safety insurance for non-military competitors. Invoice raised by MLS Treasurer post event.
DIO Levy <sup>12</sup>	Nil	£2.25	£2.25	Civilian entrants only. Invoice raised by MLS Treasurer post event.
MLS Levy	£0.50	£0.50	£0.17	To cover equipment maintenance, re-mapping costs and prizes. Invoice raised by MLS Treasurer post event.
Organising Unit fee	£1.50	£1.50	£1.00	To cover mapping costs, printing maps on waterproof paper and sundries such as light refreshments.
<b>Additional costs</b>				
Hire Card (EMIT)	£1.50	£1.50	£1.50	If required. Paid by the Organiser directly to the Results System (EMIT/SIdent) Operator at the event.

27. **FREE Runners.** As previously agreed the MLS would refund the event organisers the equivalent of the full entry fee (less Card Hire) for civilian helpers, capped at a maximum of 6. This refund would be clearly shown on the MLS invoice raised by the MLS Treasurer.

28. **Production of Routegadget (RG) Files.** Routegadget (RG) is a web utility which enables competitors to draw and compare their routes. It not only shows routes but allows the race to be replayed, even simulating a mass start, and can be a useful post-event analysis and training aid. Routegadget needs to be available on the night of the event in order to maximise its usage. Late publication can lead to a drop off in use. Due to the training benefits associated with RG the Organiser should endeavour to make use of it at MLS (League) cross-country events.<sup>13</sup> If RG is to be provided for, the event the Organiser will need to coordinate the following with the relevant personnel who will upload the event on RG.

29. **Pre-Event RG requirements.** The Event Planner is responsible for the provision of the following files to the above mentioned no later than the morning of the planned event:

- a. An IOF XML course file from course setting software (OCAD v9 or equivalent).
- b. A blank map of the competition preferably in GIF format (JPG if this is not possible). Ideally, the map file size should be under 0.5 Mb but with a resolution of at least 200 – 300 DPI (300 for intricate detail).
- c. An 'All controls PDF' or image to enable controls to be sited precisely.

<sup>12</sup> Current fee applies until licence expires Feb 2022.

<sup>13</sup> Routegadget data can also be provided for score events, but considerable time is required; this will not normally be done.

d. If the production of any of these elements is likely to prove difficult, the Planner should contact the Results Secretary as soon as possible to enable further information to support file production to be provided. This may involve sending the entire OCAD course file for direct extraction.

e. Where the requisite pre-event files are not provided by the day of the event, a penalty of 25% team organisation points will be applied.

30. **Post-Event RG requirements.** As soon as possible after the event and ideally before results preparation, the Event Organiser shall provide a single consolidated splits file for all runners and courses in Splitbrowser format for EMIT systems and SportIdent (SI) format from Autodownload for SI systems. **This file is critical for RG.**

31. **Production of Event Results.** The Organiser is responsible for ensuring that:

a. A full set of results, in the correct format, are delivered by email to the Results Secretary as soon as possible after the event, but at the latest within 7 days.

b. One file containing formatted results for all classes is to be submitted in the following format, grouped by class in position order.

Posn	Rank Initial Surname	Age Group	Unit / Club	Time	Deficit	Pace mins/km	Points
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These results will also be placed on the BAOC website under 'MLS Results' against the respective event by either the EMIT representative, where EMIT is deployed or the Results Secretary for other timing systems.

c. A file in Comma Separated Variable (csv) format should be provided to the League Results secretary to enable calculation of overall League results for Individuals and Units. The file should include the following columns:

Posn	ServiceBOFNo	RankInitial	Surname	AgeGroup	Unit	MLClass <sup>(1)</sup>	Time	Points	Novice <sup>(2)</sup>
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(1) MLClass is the Course letter (A to E)

(2) A Novice is identified by a value of 1; other competitors with a value of 0.

d. Control data is to be kept after an event in order that queries can be investigated, all of which should come through the Team or Club captain.

**League Tables.** The Results Secretary is to produce the MLS League Tables (for Individuals, Major Units, Minor Units and Guest Teams) and a copy of these is to be placed onto the BAOC website under MLS Results. League Tables are to be published as often as possible and as a minimum once every 3 to 4 events during the league season and at least a week before the final league prize-giving event.

32. **Prizes/Prize Giving.** The Prize Giving, for all competitions, will be at an event held at the end of the MLS League season, with prizes awarded in the categories listed below (Team Relay Championship prizes will be awarded at the event). For an Individual to be eligible for a prize in the League, they must be placed in the top third of the Individual League Table. For a Team to be eligible for a prize, that unit or club must have organised at least one event at any point over the summer and Winter League prior to the prize giving:

33.

Competition	Classes	Awards
MLS League – Individual	M/W Open Champion <sup>14</sup>	1 <sup>st</sup>
	MU/WU21, M/W21, M/W35, M/W40, M/W45, M/W50+, Novice (Long Orange), Novice (Light Green), Guests (open)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
MLS League – Teams	Major Unit (6), Minor Unit (4), Guest Team (4)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
Individual Championships	M/W Open Champion	1 <sup>st</sup>
	MU/WU21, M/W21, M/W35, M/W40, M/W45, M/W50+ Novice (Long Orange), Guests (open)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
Team Relay Championships	Ad Hoc (3)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
Team Harris Format Championships	Major Unit (6), Minor Unit (3), Female Team (3), Veterans Team (3), Under 25 Team (3)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
	Ad Hoc (Long) (3), Ad Hoc (Short) (3)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
	Fastest Harris Team (Military) Long Course (3) <sup>15</sup>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>

34. **Complaints procedures.** Events will be governed by these MLS Rules and AOA/BO Regulations. The format and rules of the MLS will remain unchanged throughout the season. Units seeking clarification should in the first instance consult the MLS Secretary. Any complaints with regard to any competitor or any aspect of the organisation or course planning at events should be directed to the Organiser and Controller, at the event, in the first instance. Matters not resolved should then be directed to the MLS Secretary for further discussion with the MLS Committee, with the decision of the Chairman being final.

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 94374 2062 (Military)/0192940 2062 (Civilian)  
[Terence.Dickinson729@mod.gov.uk](mailto:Terence.Dickinson729@mod.gov.uk)

<sup>14</sup> Open Champions will not be eligible for an age group prize.

<sup>15</sup> The Nick Bateson trophy.

Annexes:

- A. [The Fund Charter – Military League South Orienteering Fund.](#)
- B. [Instructions for the Individual Championships.](#)
- C. [Instructions for the Team Harris Championships.](#)
- D. [Instructions for the Team Relay Championships.](#)
- E. [List of MLS Orienteering Equipment.](#)

Enclosures:

- 1. Template: MLS Event Flyer.
- 2. Example: EASP.

Distribution:

MLS Chairman  
MLS Treasurer  
MLS Results Secretary  
AOA Chairman  
AOA Secretary

## THE FUND CHARTER - MILITARY LEAGUE SOUTH ORIENTEERING FUND

### References:

- A. Queens Regulations for the Army.
- B. Service Fund Regulations.

**Managing Trustee:** Commanding Officer, Upavon Support Unit

**Fund Manager:** Second in Command, Upavon Support Unit

1. **Status.** The Military League (UK South) (MLS) Orienteering Fund is a Service (Non-Public) Fund and is to be administered in accordance with References A and B. It will be held within the Station Accounts administrated by Upavon Support Unit.
2. **Aim of the MLS.** The aim of the MLS is to enhance the effectiveness of military personnel, through the provision of structured orienteering opportunities in a competitive environment, and foster links with local orienteering clubs, to enhance the quality of military orienteering events and for the benefit of community relations.
3. **The aim of the Fund.** The aims of the Fund are:
  - a. To financially support the aim of Military League South (MLS) orienteering.
  - b. The collection and payment of levies due to British Orienteering and other bodies.
  - c. Financing or subsidising the cost of the MLS League, Individual and Team Championship events and the provision of suitable prizes for such competitions.
  - d. Provision or repair of resources and equipment owned or used to support the aim.
4. **Income.** The fund will attract income from the MLS Levy charged at all MLS events.
5. **Maintenance.** The account is to be maintained by the Regimental Accountant, Upavon Support Unit in accordance with accounting instructions detailed in Reference B.
6. **Fund Composition.** The fund is composed of a sub-account with the PRI Upavon Support Unit.
7. **Safeguards.** Audits checks are to be carried out in accordance with Reference B.
8. **Management.** The Treasurer is responsible for the MLS finances and is the Account Manager for the MLS Account. Furthermore, publication of the following will take place annually at the MLS Meeting, normally held in May each year, to ensure clarity of the Fund:
  - a. The Charter for the Military League South (MLS) Orienteering Fund (as contained with the MLS Rules).
  - b. The Annual Statement of Accounts and current Liquidity Statement.

## INSTRUCTIONS FOR THE INDIVIDUAL CHAMPIONSHIPS

1. **General.** The MLS Individual Orienteering Championships (known as ‘the Championship’ throughout this instruction) will be run as a conventional Cross-Country event. The Championships is ‘entry on the day’ and full event details will be promulgated on a flyer and published on the [BAOC](#) website.

2. **Purpose.** The purpose of the Championship is to:

- a. Annually establish the best male and female orienteer in the MLS.
- b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering.

IOT support recruitment and develop orienteering as a military skill.

3. **Eligibility.** The Championships is open to all Regular and Reserve personnel from UK South designated units<sup>16</sup> and is only open to Military competitors. To qualify for prizes, competitors MUST run on the course that matches their age category.

4. **Competition Format.** Course age categories, Technical Difficulty (TD) and Length (km) are as follows:

Course	Course Colour	Age Category	TD	Length (km)
A	Brown	M21, M35, M40, M45	5	8-10
B	Blue	W21, W35, W40, W45, M50+	5	6-8
C	Light Green	MU21, WU21, W50+	4	4-6
D	Long Orange	Novices	3	4-5

5. **Mapping/Punching system.** The maps are to be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbols, with loose Control Descriptions available in the Start box only. Maps will be issued at the Start and will be collected in at the Finish and will then be made available for re-issue once the last runner has started. Electronic punching system will be used and the preferred system is EMIT but other options are available to the Organiser.

6. **Attendance.** Attendance is voluntary, there is no pre-entry requirement, but competitors are responsible for their own safety and for assessing their abilities to complete the selected course.

7. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at [www.baoc.info/](http://www.baoc.info/) as soon as possible after the event. Prizes will be awarded as follows: Men’s Open Champion will be the fastest individual male on the A Course irrespective of age class; the Women’s Open Champion will be the fastest individual female on the B Course irrespective of age class. Age class prizes will be awarded in addition to these, based solely on the age class declared at Registration. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).

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<sup>16</sup> iaw para 13 to MLS Rules.

## INSTRUCTIONS FOR THE TEAM HARRIS CHAMPIONSHIPS

1. **General.** The MLS Team Harris Orienteering Championships (known as the 'Team Harris' throughout this instruction) will be run as a Harris format event, consisting of a Long and a Short course, for teams of 3. The Team Harris is 'pre-entry only' and full event details will be promulgated on a flyer and published on the [BAOC](#) website.

2. **Purpose.** The purpose of the Team Harris is to:

- a. Annually establish the best teams in the MLS.
- b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering.
- c. Expose the local civilian orienteering community to the best of the MLS teams;

IOT support community engagement, recruitment and develop orienteering as a military skill.

3. **Eligibility.** The Team Harris is open to all Regular and Reserve teams from UK South designated units (with Major/Minor Unit status iaw Sp Comd UK South Amalgamations for Sport)<sup>17</sup>, Civilian competitors may enter as guests in Ad Hoc Teams only (Long or Short courses).

4. **Competition Format.** The Team Harris will be run as a Harris format event, consisting of a Long and a Short course, for teams of 3. The basic concept is that each team member has to visit a set of compulsory 'Spine' controls and in addition the Team Captain has to distribute an additional set of 'Secondary' controls amongst the team so that all Secondary controls are visited by at least one member of the team. The team time is determined by the time of the last person in the team to finish, plus any added time for missed controls (see paragraph 6 for details of time penalties). For Major Units this will be the combined time of the Long and Short team last finishers.

5. **Time Penalties.** No team will be disqualified for missing a control. However, missing a control (either Spine or Secondary) is evidence of failure, poor planning or execution of the plan; consequently any competitor that has missed one or more controls will be penalised 15 minutes for every control missed.

6. **Course Details.** The 2 courses will be planned to the following Technical Difficulty (TD), approximate distances and equivalent Colour Coding:

Course	Teams	TD	Spine Controls	Secondary Controls
Long	Major Unit (Long), Minor Units and Ad Hoc (Long)	4 (medium/hard)	8-10 controls 4km	20
Short	Major Unit (Short), Female, Veteran (M/W40+), Under 25, Ad Hoc (Short)	3 (medium)	6-8 controls 3km	15

7. **Team Composition.** Units are only to register competitors who are on the actual assigned strength of their unit on the day of the competition. Teams are to consist of 3 runners, and Units/Clubs may enter as many teams as they wish, but as a minimum team composition is as follows:

<sup>17</sup> iaw para 13 to MLS Rules.

- a. **Major Units.** Enter a minimum of two teams of 3 (minimum of one on the Long and one on the Short course).
- b. **Minor Units, Ad Hoc (Long).** Enter one team of 3 on the Long course.
- c. **Female, Veterans (M/W40+), Under 25.** Enter one team of 3 on the Short course. These teams may also count towards the Major Unit B team (if appropriate).
- d. **Ad Hoc (Short).** Enter one team of 3 on the Short course.

8. **Mapping/EMIT.** The maps are to be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbols; no loose Control Descriptions will be available. Maps will be issued to the Team Captain at the Start. The EMIT electronic punching system will be used throughout the competition.

9. **Central Briefing/Mass Start.** There will be a central briefing and demonstration for all competitors at 15 minutes before a mini-mass start, in the following order:

- Major Unit (Long) first teams.
- Minor Units (Long) first teams.
- Ad Hoc (Long).
- Major Unit (Short) teams
- Female teams.
- Veteran (M/W40+), Under 25 and Ad Hoc (Short).

10. **Attendance.** Attendance is voluntary and there is no pre-entry requirement, but competitors are responsible for their own personal safety and for assessing their own abilities to complete the selected course.

11. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at [www.baoc.info/](http://www.baoc.info/) as soon as possible after the event. Prizes will be awarded for the categories listed above. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).



## INSTRUCTIONS FOR THE TEAM RELAY CHAMPIONSHIPS

1. **General.** The MLS Team Relay Orienteering Championships (known as the 'Team Relay' throughout this instruction) will be run as a conventional relay format event take place. The Team Relay is 'pre-entry only' and full event details will be promulgated on a flyer and published on the [BAOC](#) website..
2. **Purpose.** The purpose of the Team Relay is to:
  - a. Annually establish the best teams in the MLS.
  - b. Expose competitors to high quality orienteering maps and planning; as well as technically demanding and physically challenging orienteering. Expose the local civilian orienteering community to the best of the MLS teams;in order to support community engagement, recruitment and develop orienteering as a military skill.
3. **Eligibility.** The Team Relay is open to all.
4. **Competition Format.** The Team Relay will be run as a conventional line relay as follows:
  - a. **Mass Start/Gaffles.** The majority of teams will go in one mass start, with teams from the same unit being given different gaffles; the number and timing of separate mini-mass starts will be determined by terrain restrictions and the number of team entries.
  - b. **Courses.** The Team Relay will consist of a Long, Medium and Short lap, run in different order between teams. This means that team placing will not become clear until the end of the very last lap.
  - c. **Laps.** Each lap will be a conventional line course, in which competitors must visit and 'punch' each control in numerical sequence. After 'punching' the last control, the competitor hands over to the next team member by physical touch before 'punching' the Finish Control to record an individual lap time.
  - d. **Finishing.** The team order of finishing is determined by the time the last competitor in each team 'punches' at the Finish Control, plus any added time for missed controls (see separate paragraph on time penalties).
  - e. **Spectator Control.** There will be a 'Spectator Control' sited approximately 1km from the end of each course, to help teams to ensure that their next runner is ready in the Start box and to add a bit of excitement to the event.
5. **Time Penalties.** No team will be disqualified for missing a control. However, missing a control is evidence of failure, poor planning or execution of the plan. Consequently, any competitor that has missed one or more controls will be penalised 15 minutes for every control missed.
6. **Course Details.** The 3 courses will be planned to the following Technical Difficulty (TD), approximate distances and equivalent Color Coding:

Lap	TD		Distance (km)	Equivalent Colour Coding
Long	At TD 4 (medium/hard)		5-6	Blue
Medium	Up to TD 4 (medium/hard)		4-5	Green
Short	At TD 3 (medium)		3-4	Orange

**Team Composition.** Teams are to consist of 3 runners and the event will be run as an 'Ad Hoc' event, team members can be mix of serving and civilian personnel.

7. **Mapping/EMIT.** The maps will be printed at a scale of 1:10,000 on waterproof paper. Control Descriptions will be on the map and use IOF symbology; no loose Control Descriptions will be available. Maps will be issued at the Start and will be collected in at the Finish. Maps will then be made available for re-issue once the last runner has started. The EMIT electronic punching system will be used throughout the competition.

8. **Central Briefing/Mass Start.** There will be a central briefing and demonstration for all competitors 15 minutes before the mini-mass start of the first runners from each team, starting with Major, then Minor Units, then any teams not in either of these 2 categories.

9. **Attendance.** Attendance is voluntary and there is no pre-entry requirement, but competitors are responsible for their own personal safety and for assessing their own abilities to complete the selected course.

10. **Results/Prizes/Prize Giving.** Results will be placed on the BAOC website at [www.baoc.info/](http://www.baoc.info/) as soon as possible after the event. Prizes will be awarded for the categories listed above. The prizes will be awarded at the MLS Prize Giving event at the end of the season (details to follow).


## LIST OF MLS ORIENTEERING EQUIPMENT

1. The following orienteering equipment is available for temporary loan.

Description	Quantity	Remarks
EMIT Start Controls	4	
EMIT Finish Controls	4	
EMIT Controls	100	See Control Codes in table below
Control Kites	100	
Event Directional Signs (Large)	Various	
Event Directional Signs (Small)	Various	
ESD2 Start Display Clock	1	With stand and carry case
MTR4 & Printer	1	
Start/Finish Banners	1 of each	
EMIT Cards (Version 2)	41	
Sign (Caution Runner)	10	
Signs (Small & Large)	15 & 2	Direction

2. **EMIT Control Numbers.** To assist event planners the following Control Numbers are available. Numbers should always be shown on Control Descriptions as 3 digits to match the way they appear on the actual control. Please consult the MLS Equipment Manager to confirm control availability:

100	110	120	130	140		40	50	60	70	80	90
101	111	121	131	141	31	41	51	61	71	81	91
102	112	122	132	142	32	42	52	62	72	82	92
103	113	123	133	143	33	43	53	63	73	83	93
104	114	124	134	144	34	44	54		74	84	94
105	115	125	135	145	35	45	55	65	75	85	95
106	116	126	136	146	36	46	56		76		96
107	117	127	137	147	37	47	57	67		87	97
108	118	128	138	148	38	48	58		78	88	98
109	119	129	139	149	39	49	59	69	79	89	99

	<b>MILITARY LEAGUE(SOUTH)</b>		<i>BAOC</i>		
	<b>HOSTED BY BAOC</b>				
	<b>ASH SOUTH</b> <b>WEDNESDAY 10 FEBRUARY 2021</b>				
<b>General:</b>	<p>Welcome, with the current COVID19 restrictions in place please note that there are a number of tasks that you are required to do before arriving at the event. During the entry process you will select your preferred start window from those available for your course. You must then make payment to reserve your start window. Please do not turn up at the event unless you have pre-entered. No pay, no run! On race day turn up in you allocated slot, run, get refreshments from Tom and go home. Read notes below.</p> <p style="text-align: center; color: blue;">Pre-entry only</p> <p style="text-align: center; color: red;">Always respect others &amp; social distance even when orienteering</p> <p style="text-align: center; color: magenta;">Don't arrive at the start early, but just before your start</p> <p style="text-align: center; color: cyan;">Download without delay and depart.</p>				
<b>Travel Directions:</b>	Signed north off the B3411 in Ash, nearest Post code is GU12 5DN and Grid SU897513. What3words speeds.debit.acted Parking is at SU905519 accessed by a hard track to the top of the area and is very limited. The route in is concrete in parts with passing places, in coming cars have priority over departures, take care. The up-hill route into the car park is cross by all courses!!!				
<b>Terrain:</b>	Mixed undulating forest with a good network of line features.				
<b>Mapping:</b>	Updated in July 2019 by RLM Maps with minor corrections for this event. Scale 1:7.500 overprinted on waterproof paper. Loose control description will be provided at the start.				
<b>Pre-entry:</b>	Open at 20:00 03 Dec at <a href="http://racesignup.co.uk">racesignup.co.uk</a> .				
<b>Results System:</b>	EMIT– Touch Free -Results <a href="http://race-results.info">race-results.info</a>				
<b>Registration:</b>	1045 – 1355 hours. Without etags, queue up (2m apart) to confirm you have entered and get an etag.				
<b>Starts:</b>	1100 – 1400 hours (only 6 people at a time in each start lane.)				
<b>Course Closes:</b>	1500 hours. Controls will be taken in at 1500hrs				
All runners must download by course closure time; even if you do not finish the course.					
<b>Courses:</b>	<b>Colour</b>	<b>Distance</b>	<b>Climb</b>	<b>Control</b>	<b>Remarks</b>
Start 1	Brown	8.7km	190m	27	Experienced orienteers only
	Sh Green	3.2km	80m	12	Experienced orienteers only
Start 2	Blue	6.9km	160m	21	Experienced orienteers only
	Lt Green	4.8km	110m	17	Improving orienteers
	Lg	4.8km	95m	16	Novice orienteers
	Orange				
<b>Dress:</b>	Full leg and arm cover are mandatory; that means no shorts or vests.				
<b>Other Instructions:</b>	Whistles are compulsory. Place £1 in the charity box at registration and you will be given a whistle. Dogs in car park only.				
<b>Costs:</b>	Military - £4.50p Senior Civilians (M/W 21 and above) - £8.00p Junior Civilians (M/W 20 and below) - £5.50p EMIT Hire (if required) - £1.50p				
<b>SRO:</b>	SSgt Des Dickinson REME				
<b>Organiser:</b>	Maj (Retd) Colin Dickson BAOC				
<b>Planner:</b>	Robin Smith SO				
<b>Controller:</b>	Katherine Bett SN				

<b>Contact Details:</b>	<a href="mailto:courses@armyorienteering.com">courses@armyorienteering.com</a> 07905050129
<b>Facilities:</b>	Toms Food Wagon, (Card transaction only) Toilets.
<b>Insurance</b>	<b>For civilians participating in Army orienteering, Public Liability Insurance is provided by Towergate; individuals are advised to have their own private accident insurance. This event is conducted iaw British Orienteering Rules 2020 and land booked iaw the AOA DIO Licence and JSP907</b>
<b>Orienteering in the Army is classed as individual military training. Competitors are responsible for their own personal safety and for assessing their own abilities to complete the course.</b>	

The personal data you give at Registration will be used by the event organisers and their agents but only for the purpose of processing/publishing entries/results, conducting safety checks and as required by our insurers to validate our cover; and, managed iaw the General Data Protection Regulation (GDPR)

#### Notes

<b>Car park</b>	All drivers are to park as directed in lines with a gap between lines.
<b>Water</b>	There will be no water for refreshment, bring your own.
<b>Disinfectant</b>	Bring your own to wipe anything you may touch, toilet, car etc.
<b>PPE</b>	Bring your own if you require it.
<b>Touching</b>	Do Not touch anything unless you have to.
<b>Start</b>	Will be two lanes, Lane One Brown, Lt Green & Lg Orange. Lane 2 Blue & Sh Green applying social distancing starting. Move away from the map box after collecting map.
<b>Start Clock</b>	There will be a start clock in the start lane.
<b>Following</b>	On tracks, please keep 10m or more behind or pass quickly. At control sites DO NOT touch the control, move through quickly, maintain social distance.
<b>Finish</b>	Move away from finish and apply social distance
<b>Download</b>	Ensure you are drip and spittle free before approaching download, place your tag near the yellow stick to read it and then drop it in the adjacent bucket, a printout will be passed to you.

Have fun and enjoy the woods

\*DELETE top line when done, edit text in RED, use PARAGRAPH MARK ¶ for guidance\*

 <b>ARMY</b>	AOA		
	Telephone	01276 469707	
	Mobile	07905050129	
	E-Mail	courses@armyorienteeing.com	
			Reference: AOA/EASP/B66102
			Date: 08 July 2020

**EXERCISE ACTION AND SAFETY PLAN (EASP) ORIENTEERING EVENT AT MINLEY F5A, F5B, F5D TRAINING AREAS.**

**References:**

1. Rules of Orienteering updated v3.6 dated 9 Dec 16.
2. JSP907 Training Area Bid.
3. MLS Rules 2019-20 Season.
4. JSP 539 v3.1 Heat Illness and Cold Injury.
5. A Commanders Guide to Heat Illness and Cold Injury AC64562.
6. ACSO No 3222 Army Heat Illness Prevention.
7. AOA Heat Injury Prevention Measures.
8. BAMS Bid Number **B66102**
9. **Aldershot & Bramley Trg area Standing Orders**

**General**

1. This EASP has been produced to support the Orienteering Event on **02 Sept 2020**. All participants are to comply and be familiar with the British Orienteering Code of Conduct and the Covid19 Risk Assessment (Annex C) for this event.

2. **Aim** The aim of the EASP is as follows:

- a. To detail the responsibilities and safety brief for organising staff.

3. **Safety Principle** Competitors are responsible for their own personal safety and for assessing their own abilities to complete the course. All competitors are to be aware of increased risk of Heat Injury during the summer months (1 May- 30 Sept).

4. **Appointments** The following personnel are nominated to fill the appointments listed:

Ser (a)	Appointment (b)	Rank (c)	Name (d)	Mobile Number (e)	Remarks (f)
1	SRO	SSgt	Dickinson	07590215149	
2	Organiser	Maj(Retd)	Dickson	07905050129	
3	Planner	Mark	Thompson	07905050129	
4	Control	Peter	Richards		

5. **Organiser** The Organiser is responsible for overseeing the setting up of all aspects of the course, other than laying out the course itself:

- a. The Organiser is to:
  - (1) Deconflict activities and coordinate access with stakeholders.

- (2) Liaise with Senior Safety Training Officer and Training Safety Marshall as appropriate: (07887 525675)
- (3) Book on and off the training area as per the Range Standing Order.
- (4) S/he is to ensure that the event is conducted safely, that adequate facilities are in place and contingency plans can be put into affect when required.
- (5) S/he is to brief all participants and conducting staff on safety for the event, as well as outline how the event will be organised. This can be done via flyer (displayed at registration) and written safety brief (displayed at registration and at start).
- (6) S/he is to study the Heat Illness guidance and consider the threat of heat illness for competitors whilst orienteering. As required a dynamic risk assessment is to be carried out and additional measures implemented as per AOA Heat Injury Prevention Measures.
- (7) S/he is to deliver the event IAW British Orienteering Rules and in particular Appendix E- Event Safety.

6. **Planner** Is responsible for planning safe orienteering courses IAW British Orienteering Rules and in particular Appendix B- Course Planning. S/he is to coordinate with the Organiser to ensure that the event Risk Assessment is fit for purpose prior to the event.

7. **Controller** Is responsible for controlling the event IAW British Orienteering Rules. S/he is to carry out an audit of the risk assessment and Safety Brief.

### **Risk Assessments**

8. **Event Risk Assessment.** A copy of the risk assessment for this event can be found attached at Annex A.

9. **Covid 19 Risk Assessment.** A copy of the risk assessment for this event can be found attached at Annex C.

10. **Medical Procedures.** The medical procedure is as follows:

- a. Individual affected stops the activity immediately.
- b. Help is sought from other participants.
- c. Individual/s providing help secure the area, if applicable, to prevent further injury occurring. In the event of pyrotechnics, ammunition or suspected unexploded ordinance (UXO), the area is to be cordoned off immediately and the Event Organiser informed without delay. Under no circumstances are any participants, regardless of rank or experience, to tamper with any suspected pyrotechnics, ammunition or UXO.
- d. Further medical/general assistance is sought.
- e. The Organiser is informed.
- f. If serious, the first available person should call an ambulance (999). If not him/her in person, the Event Organiser and the staff in the Registration centre, must be informed without delay to ensure appropriate action takes place. The emergency services request should follow the procedure outlined below:

- (1) Request an Ambulance.
- (2) State the number of casualties.
- (3) State the type of injury.
- (4) State the location of the casualty.
- (5) Provide full details of access to the training area (entry where the ambulance will be met by service personnel who will escort the ambulance to an RV point or directly to the casualty if appropriate).

g. If the injury is not serious, but requires further medical assistance beyond that which can be provided by the Event Organiser, nominated personnel will be requested/assigned to transport the casualty to either **Frimley Park Hospital (01276 604604)** or **Petersfield Hospital (01730 263221)**. The Event Organiser will notify the hospital of their arrival and provide contact details.

h. Accidents/incidents will be notified as appropriate to the Training Area Marshal **(07887 525675)** or according to the Range Standing Orders.

i. The Organiser will ensure that a POC remains available throughout by phone.

11. **Staff Safety Brief** A safety brief will be issued to all competitors at the start point. This will be both verbally briefed periodically and will be provided on laminated sheets. A copy of the brief is attached at Annex B.

## Miscellaneous

12. **Vehicles Access.** Military vehicles are permitted in accordance with training area SOPs. If no mil vehicle is available then a suitable civilian vehicle will be use as a safety vehicle.

SSgt Dickinson  
REME Trial Manager  
RETDU  
MLS Secretary

Colin Dickson  
Maj (Retd)  
Mapping Officer  
Army Orienteering

### Annexes:

- A. Event Risk Assessment.
- B. Safety Brief.
- C. Covid 19 Risk Assessment.

### Distribution:

Training Area Officers and Staff as required



**Key Guidance** This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.

**Hazard** is anything that may cause harm, e.g. working at height on a ladder.

**Risk** is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.

**Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.

Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed

Likelihood (L)	Impact (I)	Risk Score Calculation				
		Likelihood				
		1	2	3	4	5
5	5	5	10	15	20	25
4	4	4	8	12	16	20
3	3	3	6	9	12	15
2	2	2	4	6	8	10
1	1	1	2	3	4	5

**5 Step Process** → **Step 1** – Identify the hazards    **Step 2** – Decide who might be harmed and how    **Step 3** – Evaluate the risks and decide on precautions (control measures)    **Step 4** – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures    **Step 5** – Review your risk assessment and update as necessary

<b>Dept / Sub-Unit / Unit / Formation:</b>	Army HQ organised MLS Orienteering event	<b>Assessor (No, Rank, Name):</b>	30031375 SSgt Dickinson
<b>Activity (SSW) / Exercise (SST):</b>	AOA/EASP/B66102 MLS Orienteering Event at Minley F5a, F5b, F5d	<b>Assessor's signature:</b>	
<b>Generic or Specific Risk Assessment:</b>	Specific	<b>Assessment Date:</b>	10 July 2020
<b>Relevant Publications / Pamphlets / Procedures:</b>	2018DIN07-103 Authority for Army Orienteering & DIO-Civ-Access-Licence 01/02/19 <a href="#">JSP 375 Chap 41 Heat Illness Prevention</a> <a href="#">JSP 375 Chap 42 Cold Injury Prevention</a> A Commanders Guide to Heat Illness and Cold Injury AC64562 <a href="#">ACSO 1207 - Climatic Injury Prevention.</a>	<b>Review Date for GRA (Step 5):</b>	02 Sept 2020

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
1	Orienteering	Terrain • Deep water, sluices, deep mud • Rough and uneven • Road Crossings • Eye injuries	• Minor injuries / military personal • Minor injuries / general public	• Safety Brief given prior to the start • Course design to avoid significant natural obstacles. • OOB areas clearly marked and are briefed to runners at the start • Accurate and relevant mapping • Red Tape, road signs, warning in final details, warning on map • Carriage of whistle will be mandatory. • Hazardous areas clearly marked on the map.	2	3	6	No	• Warning at start for road crossings. • Competitors advised to be aware of other road users.	1	3	3	Organiser
2		Military areas • Trenches, pits, barbed wire, etc. • UXO	• Minor injuries / military personal • Minor injuries / general public	• Supervision to ensure adequate clothing/footwear. • Full route recce conducted.	1	3	3	Yes					

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Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Military personnel - fatality • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
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3		Fatigue • Increase risk of slips, trips and falls • Level of individual ability	• Reduced physical and cognitive ability / military personal or general public	• Courses cater for different levels of ability • Cut-off time imposed to limit length of competition  Supervision to ensure adequate clothing/footwear designed to prevent injury.	2	1	2	Yes					
4		Dehydration	• Reduced physical and cognitive ability / military personal • Reduced physical and cognitive ability / general public	• Safety Brief given prior to the start • Water provided at finish (and on course if weather is hot)  Medical Plan in place	1	3	3	Yes					
5		Lost	• Risk of hypothermia to military personal or general public if they are not found, then in a survival situation	• Courses designed for different abilities • Controls clearly marked, accurate and relevant mapping • Use of compass and whistle encouraged • Actions on lost included in safety brief  Cut-off time imposed, all competitors checked back in, sweep of area at end of event if required	3	2	6	Yes					
6	Enviromental	Severe Weather	• Heat or cold injury / military personal • Heat or cold injury / general public	• Extra care to be taken in adverse weather conditions:- • Cold additional clothing recommendations will be advised including mandatory carrying of waterproof jacket. • Hot, water stations will be included along the courses. Water provided at the finish. • Notices at registration advising runners will be included.  Medical Plan in place.	2	4	8	No	• Extra care to be taken in summer months and guidance from AOA additional control measures to taken into account.  • Dynamic Risk Assessment to be conducted on day of the event.	1	4	4	Organiser
7		Ticks	Spread of disease to military personal or general public	• Runners advised to check themselves after the event • Full arm / leg cover mandatory •	1	3	3	Yes					
	Other users	• Horseriders • Dog walkers	Minor injury to competitors or other users	• Detailed in the safety brief	1	1	1	Yes					

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
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		• Other military personal/exercises		• Monitored during the event and reassess as required • Deconflict with other users of SPTA									
	Catering	• Food Poisoning • Burns	Minor injury to competitors or other users	• Organiser to ensure that caterer has own control measures in place and holds relevant risk assessment	1	2	2	Yes					
	Vehicles & generators	• Vehicle movement • Smoke inhalation	Minor injury to competitors or other users	• Signage to indicate runners, movement of vehicles controlled by support staff • Generators sighted as to prevent the build up of harmful emmissions	1	2	2	Yes					
	Fences & cattle grids	• Barbed wire • Metal grid, result in slip hazard or entrapment risk.	Minor injury to competitors	• Use crossing points, report damage to registration	1	1	1	Yes					
	Model Aircraft	• Being struck by model aircraft	Minor injury to competitors	• Competitors encouraged to respect other users. • Briefed on safety brief • Reviewed during event	1	2	2	Yes					
	Foresters	• Struck by falling tree • Traffic accident • Heavy duty kit and equipment	Minor/major injury to competitors	• Competitors encouraged to avoid area of forestry work • Courses planned around these areas IOT avoid Foresters • Cutter is aware of event and potential for competitors being in the vicinity	1	2	2	Yes					

Authorising Officer / Warrant Officer (at unit level)	No, Rank, Name	Post	Date	Signature
Existing and additional controls agreed				
Where risk is elevated up the CoC, CO to confirm additional controls implemented				

**NOTES**

**Risk = Likelihood x Impact**

Likelihood		Definition
5	<b>Highly Probable (Almost Certain)</b>	Is expected to occur in most circumstances
4	<b>Probable</b>	Will probably occur at some time, or in most circumstances
3	<b>Possible</b>	Fairly likely to occur at some time, or some circumstances
2	<b>Unlikely</b>	Is unlikely to occur, but could occur at sometime
1	<b>Remote / Rare</b>	May only occur in exceptional circumstances

Impact		Definition (Health Safety and Environment)
5	<b>Critical</b>	<ul style="list-style-type: none"> <li>Multiple fatalities or permanent, life changing injuries.</li> <li>Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species.</li> <li>Multiple incidents causing a major environmental impact.</li> </ul>
4	<b>Severe</b>	<ul style="list-style-type: none"> <li>A single death or multiple life-threatening injuries.</li> <li>Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation.</li> <li>Single incident causing a major environmental effect or multiple incidents causing significant effect.</li> </ul>
3	<b>Major</b>	<ul style="list-style-type: none"> <li>Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life.</li> <li>Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation.</li> <li>Single incident causing significant environmental impact.</li> </ul>
2	<b>Moderate</b>	<ul style="list-style-type: none"> <li>Multiple injuries requiring first aid.</li> <li>Moderate damage to an area, and that can be remedied internally.</li> <li>Multiple incidents causing minor environmental effect.</li> </ul>
1	<b>Minor</b>	<ul style="list-style-type: none"> <li>An Injury requiring first aid</li> <li>Limited short-term damage to an area of low environmental significance/ sensitivity</li> <li>Incidents causing minor environmental impacts</li> </ul>

**Step 5** - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Management		
Risk Rating	Authorisation	How Risk should be managed
1 – 3 (Very Low)	OC	<b>Review periodically</b> to ensure conditions have not changed and working within ALARP and risk appetite.
4 – 9 (Low)	CO	
10 – 12 (Medium)	OF5 / 1* Bde HQ	<b>Good risk mitigations</b> to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
15 – 16 (Medium to High)	2* Div HQ	<b>Requires active management</b> – review of desired outcome with additional resources or change to output requirements.
20 (High)	3* – HQ HC & FA	<b>Contingency plans</b> may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.
25 (Very High)	4* – CGS, Army HQ	<b>Operational capability</b> where the required outcome impacts on defined military capability.

## **SAFETY BRIEF**

1. All participants taking part in the Orienteering Event at **Long Valley South (B6) on 22 July 2020** are to ensure that they are aware of the following safety points by reading this annex and listening to the safety briefs by supervising staff. All participants are to comply and be familiar with the British Orienteering Code of Conduct and the Covid19 Risk Assessment Annex C for this event.
2. **Participation is at 'Own Risk'**. All participants take part at their own risk and should ensure that they have adequate personal accident insurance. If service personnel, they should ensure that they are 'on duty' or have insurance. The event organiser reserves the right to refuse participation on safety grounds. Participants should ensure that they warm-up properly, that they enter into a competition at the appropriate level, that they have adequate clothing and equipment, and are sufficiently hydrated. Participants should not compete if they feel unwell or have an existing injury likely to be made worse by competing. The use of compasses, whistles and eye protection is strongly encouraged, and all participants should ensure that they have selected an appropriate map.
3. **Specific Dangers.**
  - a. **Forest Cutters.** The contractor has been warned and all courses are away from the cutting. Take care with other large vehicles.
  - b. **Unexploded Ordnance (UXO).** On Military training area. As such, it is possible that UXO might be found on the area. These will appear as metal objects, such as blank ammunition, or canisters, such as smoke grenades, or plastic/cardboard tubes, such as flares, or metal/plastic stakes with connecting wires, such as trip-flares. If in doubt, be cautious, avoid the item and inform event staff as soon as possible. Participants **MUST NOT** touch suspected UXO, regardless of rank or experience. Once informed, event staff will take appropriate action to identify the suspected UXO and impose a safety cordon around the immediate area. Any safety cordon must be respected by all participants.
  - c. **Injury/Illness.** If any participant is injured or becomes ill, they should seek help from those around them initially, who should, in turn, inform event staff. If serious, call 999 as soon as possible and ensure that the event organiser is informed who will then advise on the next, appropriate measures.
  - d. **Weather.** The event organiser will monitor the weather. If high temperatures become a factor, all participants are advised to drink plenty of fluids before, during and after the event. An indication that you are hydrated can be that you pass clear urine when going to the toilet.
  - e. **Lost.** If you are lost, the compass should be set as directed before each lesson and the participant should proceed in that direction until they hit the reference explained in the verbal safety. Then they should follow directions to the drop off point/RV. If lost, participants should draw attention to themselves if possible by whistling or shouting.
  - f. **Other users.** Model aircraft enthusiasts, dog-walkers, horse-riders, cyclists, runners, walkers and work-parties, amongst others, could be present on the area. Other users should be respected and avoided if possible. Participants should maintain situational awareness throughout.
  - g. **Vehicles.** Participants should take care when using main roads and the access road and are discouraged from using them as routes.
  - h. **Fences.** There are a number of fences which should be crossed at gated or suitable point please take care and report any damage to the organiser.
  - i. **Fire.** Inform the organiser by the quickest possible means.

4. If any participant has any safety, or other concerns, they should contact the **Organiser, Maj (Retd) Dickson – 07905050129** mobile who will be present throughout the event.