

## **Map Group**

*REPORT TO Event Operations Committee*

*(25/11/06)*



Meeting of the Map Group held on **Saturday 25<sup>th</sup> November 2006** at 31 Blackthorn Close, Birmingham, commencing at **11:30**

Event Operations Committee are asked to APPROVE:

1. The amendment to event registration forms to include the requirement for three maps to be sent in, together with the levy, replacing maps sent in with MR2.
2. That maps produced to ISSOM should be titled with a suffix "SPRINT".



## Map Group Minutes (25/11/06)

Meeting of the Map Group held on **Saturday 25<sup>th</sup> November 2006** at 31 Blackthorn Close, Birmingham, commencing at **11:30**

### **Attendance, apologies and Chairman's opening remarks**

#### **Attendance**

Colin Spears (CS)	Chairman
Erik Peckett (EP)	Specialist
Peter Roberts (PC)	Specialist
Christine Roberts (CR)	Specialist
Bruce Bryant (BB)	Specialist
Rod Postlethwaite (RP)	Specialist

Amy Sarkies (AS) Executive Officer Administration

#### **Apologies**

David Olivant (DO) Specialist

#### **Chairman's opening remarks**

1. The Chairman thanked everyone for attending the meeting.

### **Minutes of Meeting 13 May 2006**

#### **To confirm as a true record**

2. The minutes of the meeting held on 13 May 2006 were accepted as a true record.

#### **Matters arising**

3. No matters were identified.

#### **Date of next meeting**

4. It was decided that the next meeting should be held on Saturday 9<sup>th</sup> March in a cottage booked by Peter and Christine Roberts in the Lake District.

#### **British Orienteering report**

5. AS reported on relevant news from British Orienteering National Office.

6. Due to various staffing changes this year it is proving very difficult for the current staff to be able to continue to attend all of the various committees and groups meetings like they have in the past. They will try to attend as many meetings as possible and to support all committees and groups from the office in an administrative way whenever required.
7. Since the departure of Alex Ross from the National Office, specific event operations expertise within the office has been lost and not replaced. A panel of key volunteers has been set up who the National Office refers technical questions to; this is proving to work very well.
8. AS was requested earlier this year by Map Group to redesign the Map Registration forms in order to incorporate school maps. This has proven quite difficult, as some of the forms are generated by the British Orienteering database, therefore the database designer, Michael Napier, would need to get involved which will incur costs. AS presented a quote from Michael Napier, which was a lot higher than any of the mapping budgets.
9. PR commented that it would have been better to have standalone database for the map registration scheme which could be run off a simpler programme such as Microsoft Access which would give Map Group and the National office more control over amending forms and reports.
10. CS confirmed that there was no longer a requirement for forms SA1, SA2 and SA3 which could now be deleted from the process.
11. CS commented that Form MR2 needs to be amended to enable forms SA1-3 to be scrapped. Also MR1S and MR2S to be produced to enable school maps to be recorded and assessed.

**Action:** AS to email quote received from Michael Napier to Map Group (AS, asap).

**Action:** Map Group to review Michael Napier's quote and decided on essential amendments required. Map Group to report back to CS (All, end of December)

**Action:** CS to collate Map Groups responses regarding Michael Napier's quote and to arrange to visit the National Office to discuss way forward with AS (CS, January 2007)

12. PR commented that another key issue with regard to Map Registration is the re-registration of maps. Mappers are redrawing maps and using the original map number when they should be re-registering the revised version of the map and getting a new map registration number. PR asked whether it would be possible to amend the Event Registration/levy return form (ER3) to ask that all event organisers send in three copies of each different scale of map used at an event with form ER3 and for one copy to be retained at the office, one sent to the British Library for archiving and one to PR for assessment.

**Action:** AS to look into the possibility of adding wording to Form ER3 requesting event organisers to send in 3 copies of maps used at an event when sending in their levy (AS, end of December).

## Map Conference

13. CS reported that the map conference was very successful and he had received a lot of positive feedback. CS also commented that there had been a lot of new people at the conference who had not attended one in the past, he put this down to the fact that the conference had been well published on the British Orienteering website. A report from the conference is currently being written and will be published shortly.

**Action:** CS to chase up Map Conference report and to circulate once completed (CS, asap).

14. The conference next year is due to take place somewhere near Teeside in September or October. PR is looking into this and will report back to the next Map Group meeting.

**Action:** PR to arrange 2007 Map Conference (PR, ongoing).

## OS negotiations

15. CS reported that at the beginning of 2005, the Ordnance Survey wrote to British Orienteering informing them that they would be increasing the fee British Orienteering pay for using OS maps as base maps for orienteering maps. The fee was a figure more than British Orienteering could afford and Alex Ross managed to negotiate paying the same fee as previous years. AS confirmed that the Ordnance Survey had not been in touch during 2006 regarding increasing the fee payable for 2006. AS will therefore complete the same calculation as previous years and submit an equivalent fee.

**Action:** AS to calculate number of maps drawn during 2006 using OS base maps and to calculate fee due to Ordnance Survey and pay the fee (AS end of December)

## British Orienteering Insurance

16. It has recently been highlighted that mappers who earn a minimal fee (less than £5k per annum) for drawing maps on behalf of British Orienteering may not be covered under the British Orienteering civil liability insurance. AS confirmed that since finding this out, she has amended the Map Registration documentation and Map Group web pages on the British Orienteering to take out the details about these mappers being covered.

**Action:** AS to investigate situation with regard to mappers who receive a minimal fee for drawing maps being covered under the British Orienteering civil liability insurance cover (AS, asap)

**Actions:** PR to investigate commercial insurance companies to obtain quotes suitable for mappers requiring their own policies (PR, ongoing).

## Caerwent map, JK2007

17. There was issue with a train track on the area and how it was to be mapped. BB reported that the train track is to be physically removed from the area so is therefore no longer an issue. BB reported that the map is moving forward and that the mapper was closely liaising with him to ensure it meets the standards required for a map used for the JK.

## Map Advisors

18. CS reported that the role of a map advisor needs defining better and procedures for appointing a map advisor were made accessible to event organisers. It was noted that the role of a map advisor and the procedures for their appointment are available on the British Orienteering website within the British Orienteering Rules and Appendices (Appendix H).

**Action:** AS to look into ways of making event officials aware of British Orienteering Rules, Appendices and event guidelines (AS, Ongoing).

19. EP commented that the list of Map Advisors held on the British Orienteering database needs updating.

**Action:** AS to send a list of national map advisors and list of local map advisors to PR for PR to review (AS, asap and PR, end of January).

20. In order to ensure all major events had a map advisor assigned to them a list of all major events for 2007 and 2008 would be required. AS confirmed that she would be able to pull this off the British Orienteering database.

**Action:** AS to send a list of all major events for 2007 and 2008 to CS and EP (AS, asap).

## Overprints and colour blindness

21. It was discussed as to how a map should be printed and how a course should be overprinted in order for people with colour blind to be able to read the map and course. The main points were that the quality of the printing is important and the colour used for overprinting is crucial. It was noted that the IOF specification has the wrong colour detailed for overprinting, instead of magenta it should be PMS purple. It was also commented that the circle thickness and size was important. All specifications in this respect were correct, therefore as long as maps and courses were printed in accordance with these specifications then they would be Ok.

**Action:** CS to write an article for Focus to highlight issues with colour blindness and to outline main issues that need to be considered when printing a map and overprinting courses (CS, end of January).

## MapNav & web pages

22. EP commented that the current Map Group website has a lot of useful information detailed within it, it's just the navigation to the site that is difficult.

**Action:** AS to look at ways in which the Map Group website can be found more easily from the British Orienteering website homepage (AS, end of March)

## Map assessments

23. Assessments of selected maps were undertaken during the meeting. There was discussion about how a tree canopy should be mapped and it was noted that once a decision has been made the school map specification would need to be re-written to clarify.

24. It was noted that quite a few maps are being printed without the map's publishing information being printed on them i.e. who has the copyright etc. Publishing laws state that these details need to be included.

**Action:** PR to collate details of maps being printed without legal publishing details and to refer back to mapper when required details not published on the map (PR, ongoing).

25. PR asked whether it would be possible for him to have an email called [mapassessments@britishorienteering.org.uk](mailto:mapassessments@britishorienteering.org.uk) set up for him to liaise with the rest of Map Group regarding assessing maps.

**Action:** AS to look into possibility of setting up an email account on the British Orienteering email server for PR to use for Map Assessments (AS, asap)

## Mapping courses

26. CS commented that it was highlighted at the Map Conference that master classes on how to map specific technical areas would be very useful to a number of mappers.

**Action:** CS to look into holding mapping courses (CS, Ongoing).

## Specifications for TrailO, ISSOM and parks

27. CS commented that ISSOM was designed for drawing maps used for sprint events, however some maps being used for Trail-O and normal orienteering in parks were being drawn using ISSOM when they should be using ISOM. It was decided that if a map is drawn using ISSOM then the word 'Sprint' should appear somewhere in the title e.g. 'Burton Dassett – Sprint'. It was also decided that if an event is using a map that has been drawn using ISSOM it should be detailed within the event details what type of map the competitors will be using.

**Action** AS to send a note to Event Operations and Rules Committee regarding the inclusion of the word 'Sprint' in the title of a map produced to ISSOM (AS, asap).

28. It was noted that some maps are being drawn using a combination of ISOM 2000 and ISSOM 2005. This should not happen, a map should be drawn to one specification and not a combination of them both.

29. Maps used for Trail-O are currently being drawn using a combination of both specifications i.e. scale of 1:5000 (ISSOM) but with smaller symbols (ISOM). A specification for Trail-O maps needs to be created.

**Action:** PR to contact International Trail-O Federation and request that they produce a mapping specification for Trail-O maps (PR, end of December).

## Correspondence

30. Dealt with during the meeting

## **Any Other Business**

31. EP is currently producing a paper on the 'Revision of Orienteering Maps', which outlines certain requirements that need to be considered when revising orienteering maps, such as, if a resurvey of an area is being completed, the survey should be completed in the early part of the year. A resurvey should be completed bearing in mind the time of the event the map is going to be used for.

**Action:** *Things that need to be considered when revising orienteering maps to be sent through to EP for him to add to his paper (All, asap).*

32. EP is also producing a paper on 'Simplification and Selection' which outlines what runners see when they first enter an area and gives priorities on the map to the first thing they see and the main features in order to stop the maps from being cluttered with too much irrelevant detail.

## **Reporting and Actions**

**To agree which items should be recommended to Event Operations or marked for Event Operations to note**

33. The amendment to event registration forms to include the requirement for three maps to be sent in together with the levy.

## **Dates and Venues of Meetings**

34. All meetings to be held at 31 Blackthorn Close, Birmingham, commencing at 11:30 unless specified. Future dates:

In 2007: March 9 (cottage in the Lake District), June ?, November ?

## **Chairman's closing remarks**

35. Suzette Spears was thanked for putting lunch together.
36. Members were thanked for their contributions and the Chairman closed the meeting at 16:45.

## Map Group November 2006

### Action List

<b>British Orienteering report</b>		
1. AS to email quote received from Michael Napier to Map Group.	AS	asap
2. Map Group to review Michael Napier's quote and decided on essential amendments required. Map Group to report back to CS.	All	End of Dec
3. CS to collate Map Groups responses regarding Michael Napier's quote and to arrange to visit the National Office to discuss way forward with AS.	CS	Jan 2007
4. AS to look into the possibility of adding wording to Form ER3 requesting event organisers to send in 3 copies of maps used at an event when sending in their levy.	AS	End of Dec
<b>Mapping Conference</b>		
5. CS to chase up Map Conference report and to circulate once completed.	CS	asap
6. PR to arrange 2007 Map Conference.	PR	Ongoing
<b>OS Negotiations</b>		
7. AS to calculate number of maps drawn during 2006 using OS base maps and to calculate fee due to Ordnance Survey and pay the fee	AS	End of Dec
<b>British Orienteering Insurance</b>		
8. AS to investigate situation with regard to mappers who receive a minimal fee for drawing maps being covered under the British Orienteering civil liability insurance cover	AS	asap
9. PR to investigate commercial insurance companies to obtain quotes suitable for mappers requiring their own policies.	PR	Ongoing
<b>Map Advisors</b>		
10. AS to look into ways of making event officials aware of British Orienteering Rules, Appendices and event guidelines.	AS	Ongoing
11. AS to send a list of national map advisors and list of local map advisors to PR for PR to review.	AS PR	Asap End of Jan
12. AS to send a list of all major events for 2007 and 2008 to CS and EP.	AS	asap
<b>Overprints and colour blindness</b>		
13. CS to write an article for Focus to highlight issues with colour blindness and to outline main issues that need to be considered when printing a map and overprinting courses.	CS	End of Jan
<b>MapNav and web pages</b>		
14. AS to look at ways in which the Map Group	AS	End of

website can be found more easily from the British Orienteering website homepage		March
<b>Map Assessments</b>		
15. PR to collate details of maps being printed without legal publishing details and to refer back to mapper when required details not published on the map.	PR	Ongoing
16. AS to look into possibility of setting up an email account on the British Orienteering email server for PR to use for Map Assessments.	AS	asap
<b>Mapping courses</b>		
17. CS to look into holding mapping courses.	CS	Ongoing
<b>Specifications for TrailO, ISSOM and parks</b>		
18. AS to send a note to Event Operations and Rules Committee regarding the inclusion of the word 'Sprint' in the title of a map produced to ISSOM.	AS	asap
19. PR to contact International Trail-O Federation and request that they produce a mapping specification for Trail-O maps.	PR	End of Dec
<b>Any Other Business</b>		
20. Things that need to be considered when revising orienteering maps to be sent through to EP for him to add to his paper.	All	asap