

# British Orienteering

## Map Advising for Level A Events

### Scope

- 1) This role description and procedure for Map Advising is mandatory for British Orienteering Level A events. It could be used for lower level events if requested by the Event Officials and a Map Adviser is available.
- 2) The aim of Map Advising is to assist Event Officials produce as good a map as practical for their event meeting latest issue relevant requirements:
  - a. British Orienteering Competition Rules
  - b. British Orienteering Appendix H (Mapping)
  - c. The appropriate IOF mapping standard (ISOM or ISSOM)
  - d. Standard formats or styles as defined by British Orienteering
- 3) As mapping is not wholly objective and the map is for the Event organisation, the Map Adviser must avoid imposing their style on the Mapper.

### Responsibility

- 1) The appointed map adviser will be the main contact with the Event personnel which will include, but is not exclusively, Event Organiser/Coordinator, Map Coordinator, Mapper, Planner, Controller and British Orienteering Events Manager
- 2) Elements of the process can be carried out by other personnel at the request of the Map Adviser or to simplify administration but will be reported through the Map Adviser
- 3) The Map Adviser is responsible for monitoring all aspects of map production except course overprints which are the responsibility of the Planner and Controller.
- 4) The Map Adviser provides status reports to the Map Adviser Coordinator as requested.
- 5) The Map Adviser is not responsible for processing requests for deviations from rules but can advise on procedure,
- 6) In the event of serious irresolvable deficiencies the Map Adviser is responsible for informing the Map Group Chairman and Map Adviser Coordinator

### Map Advising Functions

- 1) To advise on map procurement process if required
- 2) To confirm that rules, specifications and standards relevant to the event are met or advise the event officials of requirements and assist meet them.
- 3) To provide advice or discussion for problems with survey or cartography as requested or as seen necessary
- 4) To assist and confirm coordination of mapping process
- 5) To confirm a suitable timescale and monitor progress.
- 6) To check that the base map is suitable
- 7) To confirm the survey draft correctly represents the terrain.
- 8) To check and confirm the map draft meets required standards
- 9) To check and confirm that the final maps with layout meet required standards
- 10) To check and confirm proof copies of the blank maps
- 11) To advise event officials if any serious deficiencies are found and assist resolve them
- 12) If serious deficiencies cannot be resolved at event level, to escalate to Map Group Chairman

## Procedure

See also flow chart

- 1) On appointment the Map Adviser and Map Adviser Coordinator will agree which elements the Map Adviser Coordinator needs to cover with other personnel
- 2) Map Adviser Coordinator will inform Adviser, Senior Event Official and Controller of Appointment
- 3) Map Advising requests information from Senior Event Official if not already sent. (Check list)
- 4) Map Advising reviews and reports on information.
- 5) Map Advising advises on map procurement process if requested.
- 6) Map Advising monitors survey progress
- 7) Map Advising receives and reports on survey base map (if received) and draft (Check list)
- 8) Map Advising visits site to confirm and report on survey. (Check list)
- 9) Map Advising keeps in touch re updates and any mapping issues
- 10) Map Advising receives and reports on proof maps. (Check list)

## Financial Compensation

Reasonable Expenses incurred by map Advisers are paid by the Event at least in accordance with British Orienteering policy

## Restrictions

The Map Adviser can be competitive provided they have not seen a map with control sites and

- a) the embargoed land has been used for orienteering in the 5 years before the event  
OR
- b) they do not go on the embargoed land (another Adviser would be used for the survey check)

## Checklists

These can be live documents being updated as information is received or actions taken

- |               |                     |
|---------------|---------------------|
| Appendix I    | Initial contact     |
| Appendix II   | Draft map checking  |
| Appendix III  | Survey confirmation |
| Appendix IIII | Proof checking      |

## Reference

British Orienteering - Appendix H

IOF "CHECK LIST FOR CONTROLLING THE MAP MAKING OF MAJOR IOF EVENTS" 2008

## Appendix I: Initial Contact

**Map Adviser:**

**email:**

**Tel:**

### EVENT

Name of Event		e.g. BOC. BNC etc
Venue		
Date		
OS Grid Reference		
Map Registration Number		
Has the area been used before		Please supply copy of previous map
Is it a WRE?		

### OFFICIALS

<b>Event Organiser/Coordinator</b>		
Main Contact for the Event	Name	
	Tel No	
	Email	

<b>Map Coordinator</b>		
Responsible for overall coordination of survey, drawing, layout and printing	Name	
	Tel No	
	Email	

<b>Controller</b>		
Appointed by British Orienteering. Available from Events Manager	Name	
	Tel No	
	Email	

<b>Mapper</b>		
If appointed	Name	
	Tel No	
	Email	
If not yet appointed	When is appointment expected	
	Appointment procedure	

<b>IOF or Elite Adviser</b>		
If appointed	Name	
	Tel No	
	Email	

## Appendix I: Initial Contact (Cont)

### **SURVEY**

Base Material	What is available	
	Any action to obtain more e.g. PG plot	
Expected Start Date		
Expected date for draft map		
Cartography software		

### **PRINTING**

Scale	M/W18 to M/W40		
	<M/W16 or >M/W40		
Print method			
Date proofs available			

### **NOTE**

Some of this information will already be available with the British Orienteering Event Managers or Map Adviser Coordinator and should be passed to the Map Adviser on appointment.

**Appendix II: Draft Map Checking**

**Map Adviser:**

**email:**

**Tel:**

**ITEMS TO CHECK**

Symbol Set		
Symbol Size		
Magnetic North		Check against British Geological Survey data
Overall shapes		Check against OS
Clarity		
Contour interval		
Is the choice of Index contour appropriate?		

### Appendix III: Survey Confirmation

**Map Adviser:**

**email:**

**Tel:**

The survey confirmation is an audit to check that the mapping approach produces a good representation of the terrain. It is not a check on individual detail, though such items may be noted during the traverse of the area

#### **BEFORE THE VISIT**

Access arrangements	
Will Event personnel be accompanying the Adviser?	
Are there Sensitive/ Restricted areas not shown as OOB on the map?	
Are there items or areas for which Event personnel would like a second opinion?	
Has the latest map draft been received?	

#### **ELEMENTS TO CONSIDER ON SITE**

Consistency of mapping across the area	
Accuracy of mapping	
Appropriate level of generalisation/detail	
Clarity of representation	
Appropriate use of form lines	
Use of line and point symbols vs. contour lines	
Representation of vegetation	
Assignment of path symbols	
Are minimum feature sizes adhered to?	
Impassable/OOB feature mapping (esp. ISSOM)	

## Appendix IV: Proof Checking

**Map Adviser:**

**email:**

**Tel:**

There will usually be several map variants differing in scale and map size. All must be checked.

For offset litho maps it is recommended that the map files are checked before the printing plates are made as well as the paper proofs

### ITEMS TO CHECK

When to check F = computer file P = paper proof		Scale		Map size		Print method	
Offset Litho	Laser	Item	Note	Map Variants			
P	P	Map Clarity					
F, P	P	Symbol set					
F, P	P	Symbol Size	1				
P	P	Colours					
F, P	N/A	Colour Overlap	2				
F, P	P	North line Spacing					
F, P	P	North line Breaking					
F, P	P	Layout Format					
F, P	P	Layout General Appearance					
		Information which should be included					
F, P	P	1	Name of Area				
F, P	P	2	OS Grid Reference				
F, P	P	3	Scale				
F, P	P	4	Contour Interval				
F, P	P	5	Legend (Special Symbols Minimum)				
F, P	P	6	Scale Bar				
F, P	P	7	Date of Magnetic North				
F, P	P	8	Colour Check				
F, P	N/A	9	Register Crosses				
F, P	P	10	Date of Map				
F, P	P	11	Name(s) of Surveyor(s)				
F, P	P	12	Name(s) of Cartographer(s)				
F, P	P	13	Name and Contact Detail of Printer				
F, P	P	14	Copyright information				
F, P	P	15	Acknowledgement of Source Material				
F, P	P	16	Map Registration Number				
F, P	P	17	Mapping Specification (e.g. ISOM, ISSOM)				
F, P	P	18	Access Disclaimer				
F, P	P	19	Rights of Way Disclaimer				

#### Notes

- 1) Laser printed symbols may need their set size adjusted to print correctly
- 2) In OCAD, check with View>Spot Colours, and correct with zero values in the Colour Table