

Scottish Orienteering Association

Mapping Strategy

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SOA Mapping Strategy

Contents

1	Foreward	3
2	The SOA Mapping Strategy	4
3	The Background to the SOA Mapping Strategy	5
3.1	<i>SOA Vision and Goals</i>	5
3.2	<i>Issues and Opportunities</i>	5
3.3	<i>Technology</i>	6
4	The Strategy Details	7
4.1	<i>Maintain an Inventory of maps maintained within the SOA and its member clubs</i>	7
4.2	<i>Maintain a portfolio of digital maps</i>	7
4.3	<i>Seek to develop the SOA Copyright portfolio of maps</i>	7
4.4	<i>Transfer of Copyright to member clubs</i>	7
4.5	<i>Promote Access to the SOA portfolio of maps through events & training</i>	8
4.6	<i>Provide guidance on mapping to the SOA member clubs</i>	8
4.7	<i>Maintain a preferred printing option for the SOA member clubs</i>	8
5	Maintaining and Updating the SOA Mapping Strategy	9
6	Transitioning to the SOA Mapping Strategy	10
6.1	<i>People issues</i>	10
6.2	<i>Policies and procedures</i>	10
6.3	<i>Technology</i>	10
	Appendix A – List of Current maps & status	11
	Appendix B – SOA Copyright OCAD File Agreement	12

SOA Mapping Strategy

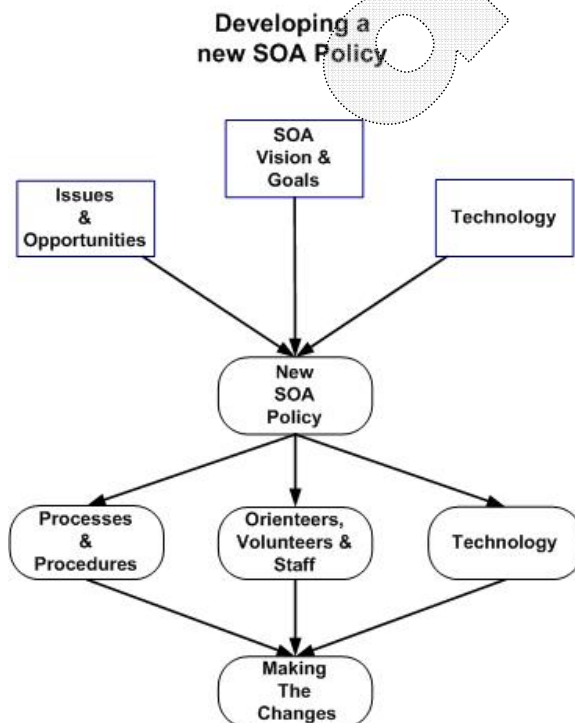
1 Foreward

The **Scottish Orienteering Association (SOA)** views the mapping portfolio of the SOA and its member clubs as one of the key assets of **Scottish Orienteering** – without maps, there would be no events. It is therefore important that the portfolio is developed and maintained fit for the purposes of **Scottish Orienteering** and its Association of Clubs.

This document outlines the **SOA's Strategy on Mapping**. It defines:

- The SOA Mapping Strategy
- The background to the Strategy
 - Key elements impacting a Strategy
 - A Strategy to support the strategic direction of the SOA
 - A Strategy to address some of the current issues
- The Strategy details
 - What maps should be included in the map inventory and portfolio.
 - How the portfolio should be managed – processes and technology
 - How the SOA handles change of map Copyright and ownership
 - How the SOA provides guidance to its member clubs
- How the Strategy should be maintained and updated.
- Management of change in adopting the Strategy.

The document is organised in a way that reflects the diagram below.



Section 2 states the Strategy details concisely

Section 3 provides the background to the Strategy and is organised by:

- SOA Vision & Goals – what strategic SOA elements impact this Strategy
- Issues & Opportunities – what issues & opportunities exist which are promoting change
- Technology – what changes in Technology – mostly IT - can the SOA benefit from

Section 4 provides the detail behind each of the Strategy statements.

Section 5 explains the activities required to transition to the new Strategy, It is organised by:

- Process & Procedure changes
- Roles & responsibilities of orienteers, volunteers, staff
- Technology changes

Appendix A – lists the maps in the current SOA portfolio

Appendix B – is the current map usage agreement template

SOA Mapping Strategy

2 The SOA Mapping Strategy

The SOA will:

- Maintain an Inventory of maps maintained within the SOA and its Association of member clubs
- Maintain a portfolio of digital maps where the Copyright is owned by the SOA and the maps are deemed to be of value to the SOA
- Seek to develop the SOA Copyright portfolio of maps where the opportunity matches SOA's strategic direction
- Suggest guidance to clubs seeking access to map areas
- Promote Access to its portfolio of maps through events and training
- Provide guidance on mapping to the Association of SOA member clubs
- Maintain a preferred Printing option to support the SOA member clubs

This Strategy and its associated Procedures will be regularly reviewed:

- In accordance with changes in the strategic direction of the SOA
- Following any changes in the technology used to support the Strategy
- In all other circumstances, at least every three years.

SOA Mapping Strategy

3 The Background to the SOA Mapping Strategy

3.1 SOA Vision and Goals

The main aim of the Strategy is to support the SOA Vision and Goals and any Strategies defined to support these Vision and Goals.

SOA vision has recently been set as *“more smiling faces in the forest”*. Four of the five supporting SOA goals have a direct impact on the Mapping Strategy. These are:

3.1.1 To provide a sport for all, increasing the public awareness and participation in orienteering in Scotland

The SOA is keen to increase public participation in orienteering. This translates into making it easier for the public to get access to Semi-Permanent and Permanent Orienteering Courses, organised training events etc.

3.1.2 To increase involvement and participation within the club structure, schools, universities and youth organisations

This translates into making it easier for organisations which don't have a natural geographic coverage to have access to high quality orienteering areas for training

3.1.3 To provide a top class competitive programme in Scotland, which attracts the best orienteers in the world

This requires that the SOA introduce and maintain top class competitive areas capable of supporting large events

3.1.4 To win team and individual medals on all international stages

This requires that the SOA maintains a portfolio of top class competitive areas, ideally adding to the portfolio on a regular basis to introduce variety.

Similarly all of our immediate operational priorities are impacted by the Strategy:

- Improving the quality of the orienteering experience/product for members
- Increasing membership of the SOA and participation levels within the sport
- Club development
- Coaching development at all levels
- Marketing of SOA
- Widening volunteer base including increased support and training

3.2 Issues and Opportunities

Several issues and opportunities have been raised, either as a result of operational issues or with a view to improving the effectiveness of the SOA.

3.2.1 Understanding and working the current process

Issue: Two or three requests for a change of map ownership occur every year, and have to be looked at independently. This involves time and effort, and as they are raised on an ad hoc basis, may result in poor decisions

Opportunity: Defining, adopting and communicating the SOA Mapping Strategy will make the process consistent, transparent and simpler to operate.

SOA Mapping Strategy

3.2.2 Important maps maintained

Issue: The SOA Portfolio of maps –see Appendix 1 – currently has no update strategy. This results in important maps becoming out of date, or maps being updated on a piecemeal basis by various cartographers. This reduces the quality of individual maps and the portfolio

Opportunity: The SOA map portfolio should be managed by a professional mapping organisation, supported by an agreed update strategy and contract. The maps should be version controlled to maintain “current” maps, and to retrieve historic versions.

3.2.3 Managed Portfolio

Issue: Our map portfolio is our life blood, and must be protected to prevent a loss of one of our largest assets in the event of an incident. The portfolio must be maintained to an agreed set of procedures detailing back-up and recovery strategy in the event of an incident.

3.2.4 Issue of paper copies

Issue: There is an increasing demand for up-to-date maps with no manual map corrections. Bulk storage of paper copies of maps constrains SOA capital in a vulnerable asset and should be minimised.

3.2.5 Printing on demand

Issue and Opportunity: There is a growing demand for the printing of overprinted maps for all events in all clubs. IN the short term there is an opportunity for SOA to provide a bulk and high quality printing service through Stirling Surveys and potentially at the National Orienteering Centre (for local usage). However, clubs may develop their own printing capability, and the SOA has to be aware of the marketplace.

3.3 Technology

3.3.1 Building on the SOA IT Strategy

The SOA is not in a position to operate IT infrastructure, and should rely external organisations to provide managed storage of electronic data.

The SOA requires security of data within open access to members on a contractual basis. Any system to manage the data requires password protection, with good version control of map files, to ensure that the correct version is accessed while allowing a history to be maintained.

Access should be through commonly used tools, to minimise interventions.

3.3.2 Technology Drivers

Opportunities exist from the use of the following list of Technology Drivers:

- SPEED of Internet Access - Broadband
- Cheaper and more flexible printing options
- Sharing Data through Web based Database tools
- OCAD & Condes widely used

SOA Mapping Strategy

4 The Strategy Details

4.1 Maintain an Inventory of maps maintained within the SOA and its member clubs

An Inventory of all the current orienteering maps in Scotland will be maintained and be easily accessible to SOA members and non-members. The inventory should contain suitable contact information to allow the public to identify and be able to request access to a map at an agreed charge. The BOF inventory of maps may provide the necessary functionality.

4.2 Maintain a portfolio of digital maps

The SOA will ensure that a portfolio of electronic maps is managed and maintained in a professional way. The portfolio should be backed-up and a Disaster Recovery arrangement put in place to provide assurance on continuing access to the portfolio. This arrangement should provide secure access ensuring that potential users have fulfilled any contractual obligation prior to having access. While primarily provided for SOA Copyright maps, the service should be offered to all clubs on a suitable cost basis.

4.3 Seek to develop the SOA Copyright portfolio of maps

For the purposes of orienteering mapping the definition of "Copyright" means:

SOA will seek to increase its portfolio of Copyright maps:

- Where it intends to develop orienteering in areas without established clubs
- Where the existence of the map is beneficial to the SOA and any of the following apply:
 - the map cannot be maintained by local clubs
 - the map is only of use for SOA activities, or would benefit squad development, or coaching
 - there is a perceived financial gain in mapping an area which cannot be realised by a local club

4.4 Transfer of Copyright to member clubs

The SOA will actively encourage member clubs to take over the Copyright and therefore management of individual maps within its portfolio where the following conditions apply:

- The local club is in a better position to manage the ongoing maintenance of the map
- There is no financial benefit to SOA members in the Copyright remaining with the SOA
- The local club agrees to make the map available in the future for SOA Regional and National events at no charge
- The local club agrees to charge Copyright usage to other SOA clubs at a charge no greater than the SOA Copyright charge.

SOA Mapping Strategy

4.5 Promote Access to the SOA portfolio of maps through events & training

The SOA will promote access to its portfolio of maps as a revenue stream, and to promote events and training, e.g.

- Map of the Month
- Training weekends
- Encouraging clubs to use top quality areas for top events, e.g. SOLs.

4.6 Provide guidance on mapping to the SOA member clubs

The SOA will provide guidance on mapping to the SOA member clubs on:

- Mapping standards (through IOF and BOF)
- Mapping process (through BOF)
- Advice on costing, and templates for establishing new mapping contracts (Scottish 6 Days)
- Funding new map production – SOA Development Award process

4.7 Maintain a preferred printing option for the SOA member clubs

The SOA will maintain a printing service to clubs, managed through Stirling Surveys, with limited printing capability existing at the National Orienteering Centre. The cost of the service will be controlled by the SOA Executive.

Stirling Surveys will maintain standard SOA templates, and provide limited advice to SOA members.

SOA Mapping Strategy

5 Maintaining and Updating the SOA Mapping Strategy

This Strategy and its associated Procedures will be regularly reviewed:

- In accordance with changes in the strategic direction of the SOA
- Following any changes in the technology used to support the Strategy
- In all other circumstances, at least every three years.

The Operations Director is responsible for maintaining the Strategy.

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SOA Mapping Strategy

6 Transitioning to the SOA Mapping Strategy

This Mapping Strategy will be adopted according to the timetable below:

6.1 People issues

- General – appoint a volunteer to manage the portfolio of maps by Xxx-07
- General – consult with SOA member clubs on the Strategy, modifying as required by Xxx-07
- Training – train any potential users on the use of any new procedures or processes by Xxx-07

6.2 Policies and procedures

- Portfolio – review maps against criteria for maintaining SOA Copyright by Xxx-07
- Portfolio – offer suitable maps to local clubs by Xxx-07
- Copyright – provide legal definition of what this means by Xxx-07
- Development – prepare a draft set of options for future mapping by Xxx-07
- Review Map Use Agreement – standard across SOA? by Xxx-07
- Review any Data Protection, or other Data sharing issues? by Xxx-07

6.3 Technology

- Upgrade any specific technology required at Glenmore? by Xxx-07
- Backup procedures in place + business continuity by Xxx-07
- Any website implications addressed? by Xxx-07
- Data exchange mechanisms implemented by Xxx-07



SOA Mapping Strategy

Appendix B – SOA Copyright OCAD File Agreement

Please read this agreement, sign it and post (stating your OCAD file requirements) to:
Steve Barrett, Stirling Surveys, Unit 87, Stirling Enterprise Park, Stirling, FK7 7RP

Agreement between the Scottish Orienteering Association and CLUB for the Use of the Electronic File of MAP

Upon acceptance of this agreement the electronic OCAD file will be provided, by Stirling Surveys, on disc/CD/e-mail in the SOA format for the colour laser printer.

Appropriate licences for OCAD and any control description/course over-printing package must be held by the club.

The OCAD file or a copy of this file is not to be given to anyone not associated with the above club or the agreed event or training session.

All copies of the OCAD file are to be destroyed immediately after the event or training session.

The event officials may amend the OCAD file to suit changes in the terrain if required, but they must be approved by the controller, if there is one.

No alterations are to be made to the OCAD Colour Table without the permission of Stirling Surveys.

If any amendments or corrections are made to the map, a paper copy with these highlighted should be sent to Stirling Surveys after the event. Stirling Surveys will then update the original OCAD file.

Additional copies of the map are not to be sold or given to any other individual, club, squad or organisation.

The copyright of the map in all formats and versions is to remain with the Scottish Orienteering Association. This must be stated on all the maps printed.

A copyright fee will be owed on every map printed and access to National Centre areas will be charged in the usual per person manner.

Stirling Surveys will add a print credit and date to the map prior to printing, so that the edition and date of printing is recorded on the map.

Signed on behalf of the SOA/Stirling Surveys: _____ date: _____

Signed on behalf of Club/squad: _____ date: _____

Print name: _____