Scottish Orienteering Association

Mapping Strategy

Version: 1.1 - draft
30th August 2007

Contents

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.
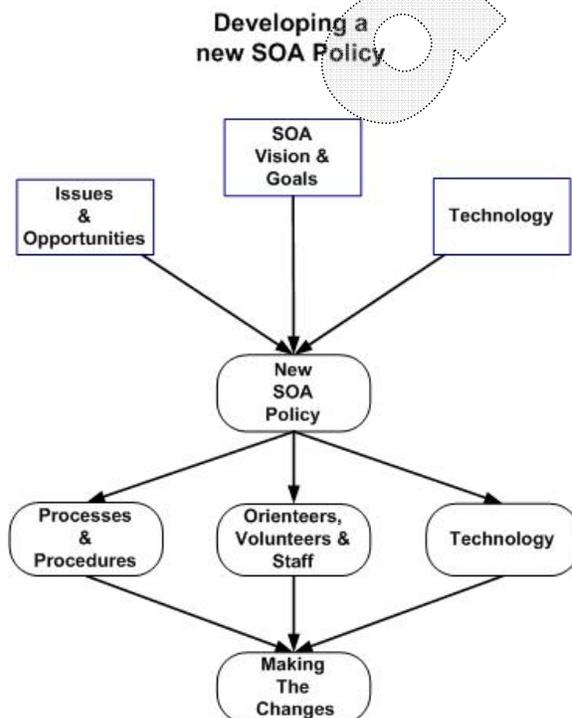
Section 2 states the Strategy details concisely

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

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.

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.

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

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:
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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:
    o   the map cannot be maintained by local clubs
    o   the map is only of use for SOA activities, or would benefit squad development, or coaching
    o   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.

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.

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.

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

Appendix A – List of Current maps & status

Map Title	BOF Reg No.	Grid Reference	Area (sq km)	Scale	Terrain	Copyright	Date	Format	Paper Copies	In Use (Y/n)	SOA Action	Suggested Use Level	Comments
Achdalieu		NN 072 784	n/a	15k	Birch woodland and open moorland which is tussocky on the lower slopes. There are several high deer fences in the area. Conditions can we very wet and heavy underfoot.	SOA							
Achlean		NN 842 996	4	10k, 15k	An area in Glen Feshie. Predominantly fast runnable Scots pine plantation with many rides.	SOA		OCAD					
Alve		NH 839 084	n/a	15k	Intricate contour detail in places.	SOA							
Ardchattan		NM 969 364	n/a	15k	Mostly open hillside.	SOA							
Arisaig		NM 687 873	n/a	15k		SOA							
Aviélochan		NH 905 156	1	10k	Small intricate area of birch wood. Across road from N. Granish.	SOA							
Bagaguish		NH 958 097	4	15k	Close to Glenmore. Many roads and tracks. Some rock features.	SOA							
Clunas		NH 912 481	10	15k		SOA							
Craig Leach		NH 613 420	n/a	15k		SOA							
Craigbui		NH 809 038	n/a	10k		SOA							
Culbin		NH 997 614	4.5	10k	A large coastal strip of extremely complex wooded-sand dunes with good network of roads and tracks.	SOA							
Dallaschyle		NH 838 484	3.5	10k, 15k	Used for WOC99 this is a technically difficult area with many unusual rock and contour features.	SOA							
Dochan & Deishar		NH 923 203	18	10k, 15k	A large area of technically and physically difficult pine forest. Some areas of open moor and birch. Hillsides with small contour and rock detail.	SOA							
Dunachton		NH 825 053	1	10k	A tiny area with paths and good contour features. Close to Kincraig.	SOA							
Ellan Wood		NH 904 227	1	10k	A small area suitable for beginners and schools. Runnable with many paths and small sections of contour detail. Used by the public.	SOA							
Fersit		NN 350 790	n/a	15k		SOA							
Glen Affric		NH 285 265	n/a	15k		SOA							
Glen Nevis and Cow Hill		NN 115 735	n/a	15k		SOA							
Glen Truim		NH 668 925	5	15k	An area south of Kingussie. Three distinct parts, a large steep moor section, an intricate birch area and a more open pine forest with some paths.	SOA							
Glenmore Lodge		NH 987 094	n/a	5k		SOA							
Gorstean		NN 598 924	4	10k, 15k	An area for orienteering south of Laggan. Plantation with varied runnability and a section of natural Scots pine. Also home to the Wolftrax MTB centre.	SOA							
Inshriach		NH 853 044	12	10k, 15k	A well-known area north of Feshiebridge. Used for the Veteran World Cup in 1994 and for Strathspey '95. A fast runnable plantation with an area of very intricate contour detail.	SOA							
Inveruglas		NH 820 000	n/a	10k		SOA							
Littlemill		NH 700 360	2	10k, 15k	Intricate area with unusual contour features and different vegetation	SOA							
Loch Vaa		NH 918 175	15	10k, 15k	A moraine area with varying amounts and sizes of contour features. Very little rock detail. Technically difficult. Mostly birch wood.	SOA							
Meall Mhor		NH 740 360	3	10k, 15k	Traditional working forest with many rides and some contour features.	SOA							
Moor of Alvie		NH 845 072	2	10k	A well-contoured area north of Kincraig suitable for short race or relay training.	SOA							
North Granish		NH 906 157	1	10k	Small training area similar to Loch Vaa. Technically difficult small contour detail. Birch wood.	SOA							
Rannoch Forest		NN 618 572	n/a	15k		SOA							
Rogie		NH 440 594	6	10k, 15k	Used for WOC99. An area with good contour detail, many large and small rock features. Mostly good runnability though tough in places.	SOA							
Roseisle		NJ 105 658	5	2 x 10k	On the Moray coast between Findhorn and Burghead. A 500m x 5km strip of intricate wooded sand dunes. Mapped at 2.5m contour interval.	SOA							
Strathmashie		NN 570 905	8	10k, 15k	Lying to the south west of Laggan. Used for Strathspey '95. A forest of varying runnability with contour detail throughout.	SOA							
Tomvaich Wood		NH 668 925	5	10k, 15k	North and adjacent to Anagach a forest with two areas of intricate contour detail as well as a larger less interesting hill	SOA							
Uath Lochan		NH 830 015	9	10k, 15k	Another new area for orienteering. Considered for the 1999 World Championship Relay. Scots pine forest of good runnability with many rides and contour features throughout.	SOA							

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: _____