

CHECK LIST FOR CONTROLLING THE MAP MAKING OF MAJOR IOF EVENTS

Introduction

This check list has been prepared to assist Event Advisers control the maps for major IOF events.

The check list has been written in such a way that the Event Adviser will be able to follow the whole mapping project from beginning to end. An ideal - and heavy - procedure is suggested in this check list. If the Event Adviser does not have enough time or other resources for three visits to the terrain and three meetings together with the organisers, all the items shall be checked somehow in any case. The assistant to the Event Adviser or the course controller (national controller) can do some parts of this procedure.

Principles

Maps, course markings and additional overprinting shall be drawn and printed according to the IOF Map Specifications:

- International Specification for Orienteering Maps, ISOM 2017
- International Specification for Sprint Orienteering Maps, ISSOM 2007
- International Specification for Ski Orienteering Maps, ISSkiOM 2009
- International Specification for MTB Orienteering Maps, ISMTBOM 2010

If it seems that there is a need to deviate from the specifications, the Event Adviser should explain how the organiser can apply for permission to deviate from the IOF specification. Generally deviations are not allowed. In some very special cases the IOF can give permission for a deviation.

The map must give a complete, accurate and detailed picture of the terrain. For an international event, it must be up-to-date in all parts which could affect the end result of the competition. The need for legibility is above other requirements: content, the need for accuracy, the level of detail. The chapter 2.6 *Generalisation and legibility* in ISOM 2017 is very important to follow.

According to the ISOM 2017 the scale of the orienteering map is 1:15000. If the 1:10000 scale is to be used, it is as a strict enlargement of the 1:15000 map.

According to the Competition Rules for IOF Foot Orienteering Events (15.2) the map scales shall be:

long distance	1:15000
middle distance	1:10000, 1:15000
relay	1:10000, 1:15000
sprint	1:4000, 1:5000

First visit to the competition terrain and first meeting

Time: as soon as possible after the nomination as the Event Adviser of the event and before the map making has begun.

Visiting the terrain

- with the best available map
- checking at least all different parts (types) of the terrain
- checking the suitability of the terrain for the competition
- checking if there are any national or local special features in the terrain.
- If it seems that the organisers want to deviate from the specifications, it must be explained how to obtain permission to deviate

The meeting

Meeting with the assistant to the Event Adviser, the national controller, the map makers and preferably also with the course planner (or the leader of the course planning group). Before this meeting the Event Adviser should have asked the organiser to prepare a plan for the mapping project.

- Getting to know each other
 - Assigning responsibilities: checking the plan made by the organisers
 - Who is leading and in charge of producing the maps as a whole (terrains, personnel, schedule, economy)?
 - Who is in charge of the uniformity of style of the maps made by different map makers?
 - What kind of internal/national quality assurance procedures are planned for the mapping process?
 - Starting points and principles
 - The maps shall be made according to the specification
 - The scale of the maps shall be in accordance with the IOF rules
 - The schedule must be loose, but the work must proceed. Tight schedules for map makers, course planners and controllers are not acceptable at any stage
 - Checking the schedule of the mapping. If the organisers have not yet made a mapping plan, a deadline for its production must be set. The content of the plan:
 - When are the base maps ready?
 - The schedule for the field work and drawing
 - When will the first drafts be ready for course planning?
 - When will the first drafts be ready for controlling?
 - When will the final versions of the maps be ready?
 - When will the courses be ready and drawn?
 - When will the maps and the courses be printed?
 - How will the proper quality of map printing be ensured?
 - When will the printing be controlled?
 - How much time is there for re-prints if needed?
 - Plans for model event maps and training maps
 - The base map
 - If there is an old map of the terrain, the Event Adviser should ask the organiser to check whether it is good enough for the base map
 - Check the north direction and the scale
 - Check the shape of the map: the map must be compared with the GPS measurement or some official maps to ensure that the shape of the map is correct (the map may not be stretched or inclined)
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- Is the style of the map modern enough, that the map is suitable as a base map and it will not make it difficult to make a map according to the specification?
 - If a new base map is ordered, the quality should be controlled in advance
 - Photogrammetry:
 - Are the aerial photos good enough or will new photos be taken?
 - Is the operator experienced?
 - Other types of base maps: Laser airborne scanning (LIDAR), orthophoto?
 - The choice of sample maps that will be published on the Internet and/or in bulletins (a part of the competition map or parts of maps from a similar terrain types)
 - The map files
 - The back up copies during the work
 - The name of a computer map file could reflect the version of the file (e.g. including date)
 - Making sure that the latest map file is used every time
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The second visit to the terrain and meeting

Time: when the field work and drawing has started in all terrain types

Visiting the terrain

First a quite long walk through the terrain with map printouts (competition scale or strict enlargement)

- Has the specification been followed?
 - If not, the reasons must be clarified with the map maker. Correcting the map is discussed.
 - Are there any special problems to be solved?
- Controlling especially the following matters:
 - The level of generalisation
 - The readability of the map
 - How has the shape of the terrain been drawn?
 - How have form lines been used?
 - For flat terrain: the optimal level of the index contours
 - How is the runnability shown?
 - How are the open and semi-open areas shown?
 - How has the classification of tracks and paths been done?

The meeting

The following things should be checked:

- Items and questions arisen during the second visit to the terrain
 - Feedback from the course planner
 - Feedback from the assistant Event Adviser, the national controller and the course controller
 - Are the earlier planned resources for map making still available?
 - Is the mapping project on schedule?
 - Feedback from the organiser to the IOF (in the Event Adviser visit report)
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The third visit to the terrain and meeting

Time: when the field work and drawing are ready, but there is enough time to make corrections to the maps before printing.

Visiting the terrain

The following things should be checked:

- Have all the corrections been made?
- The general quality of the map making
- Issues raised by national controller, course planners and course controller

After visiting the terrain the Event Adviser checks all the symbols and details on the map printouts. The map file should be available.

- All the symbols that are not according to the specification shall be changed or removed
- All graphical mistakes shall be corrected

The meeting

The following things should be checked:

- Items and questions arisen during the third visit to the terrain
- Has the feedback from the course planner and course controller been taken care of?
- Is the mapping project on schedule?
- The layout of the maps
 - High quality of layout and graphic design
 - Enough space for control descriptions and other overprint
 - Is there enough time to plan and draw a nice layout?
- The printing arrangements: where, when, who will be controlling the quality? Where will all the maps be kept before the events?
- The choice of sample maps to be published on the Internet and/or in bulletins

Controlling during the competitions

The Event Adviser shall check that the organiser (preferably the course planner) will check every single map that will be transported to the start, map change and change-over:

- No mistakes in map printing
- The course overprint shall be in right place
- No mistakes in the control descriptions
- Clear and correct class code

The Event Adviser shall check where all the maps will be kept during the event.