

To replace the section currently in Appendix 5 which is under review, plus add extra detail for activities

Mapping for activities.

Maps for new areas may be produced for coaching /"activities" rather than competitions. Such maps are covered by BOF Insurance as long as "commissioned" by the Club.

The following can Commission such mapping: Events Co-ordinator, Development Co-ordinator and Coaching Co-ordinator.

To seek approval, please provide the appropriate person with details of the area to be mapped, the purpose and any known issues about the area.

Provision of services to third parties

The club seeks to support third parties providing orienteering services. We have achieved this by providing advice on Permanent courses, including design and fitting sometimes at a location which we will use for competition and often at schools for their usage only. A fee is normally charged.

Third party mapping

Where the Club is requested to arrange mapping for third parties e.g. Schools or Local Authorities, the Club will endeavour to assist and wishes to maintain access to as many areas as possible. The Club will invite all club mappers to offer their services and will then be selected in rotation from the pool to ensure no undue preference. Mappers on the third party rota are expected to undertake voluntary (expenses only) mapping for the club. If no one is willing then the mapping requirement will be offered to non-club members, who will take over full responsibility.

The club will contract with the third party to provide a map, at a cost agreed by the Schools Liaison Officer with the mapper, bearing in mind the expenses he or she is likely to incur. The cost will also be dependent on the availability of aerial photographs and/or good quality base maps. Stage payments may be agreed with the school, typically over two school financial years.

If the map is or may be used for club competitions, British Orienteering insurance protection is provided for the mapper. (In Autumn 2016 BOF Broker advised that all schools maps are covered as its part of the remit to promote the sport.) Otherwise the third party's insurance and OS copyright provisions apply. Once the third party has confirmed that the mapping has been completed to specification, the club will invoice the third party. Once settlement is received, the Club will pay the mapper his expenses up to the agreed price less the Club's overhead charge of 10%.

Any volunteer mapper is responsible for accounting to the Inland Revenue for any profit element in these arrangements. If the club member operates their own business, they may invoice the club for the agreed fee. If in the light of personal taxation circumstances, a volunteer mapper, working on a map for a third party, may normally claim at the current Inland Revenue maximum rate for casual users (45p) plus incidental expenses. Whenever entering into any contract of this nature with a third party, the contract shall whenever possible, provide access to the area for Club Orienteering at least once a year.

Maps produced should be held in the Club archive, so that if the school loses the map it can be re-sent.
Revised January 2017