



BMBO

RULES and GUIDELINES for Organisers

All BMBO affiliated event organisers are expected to run their events within the rules and guidelines enclosed herein.

These rules and guidelines are designed to help you organise events effectively. Remember, the way your event is experienced by competitors and landowners (ie the people who own the land we ride on) determines the sustainability of mountain bike orienteering.

There are many points that you may not agree with, but we ask you to stick to the contents as currently set out. Our sport is growing and the rules will develop to reflect this.

Competitors are asked to read this so that an understanding of the commitment made by organizers to run events is understood. If you find an event unsatisfactory, we ask you to complete an event evaluation form and forward it to the committee. Issues can then be dealt with in a constructive way.

If you have any ideas you feel may help the sport, let the BMBO know. It's your sport. Your ideas keep it growing. Let the committee have them.

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The British Mountain Bike Orienteering (BMBO)

What is the BMBO?

The British Mountain Bike Orienteering (BMBO) is the National Governing Body for Mountain Bike Orienteering in the UK.

As such, the BMBO promotes Mountain Bike Orienteering in its various formats by coordinating National and Regional Leagues. The BMBO also holds an annual national championship weekend. The BMBO is made up of individual members who compete and affiliated clubs/members who organise events.

Affiliated clubs/members are the only persons allowed to organise BMBO sanctioned events. The BMBO also allows day membership to participate in events. Day members do not classify for National or Regional Leagues.

Brief History

It is believed that the first mountain bike orienteering event in Britain was held in the Forest of Dean in May 1991. During 1992 a number of clubs and organisations expressed an interest in holding events, resulting in the formation of the Trail Cyclists Association to launch and coordinate the Trailquest League for the 1993 season.

By the end of 1995 the Association had 12 affiliated clubs organising some 20 events, and had built a membership of over 400 regular competitors. In 2000 the TCA had 32 affiliated clubs and 690 members with over 10000 Trailquest rides.

Trail Cyclist Association was renamed British Mountain Bike Orienteering (BMBO).

Event formats

The BMBO seeks to promote high quality events that involve mountain biking and navigational skills. These broadly fall into 4 categories: MBO score, MTBO, Bike O and Enduro.

The BMBO does not support events that do not conform in whole or in part to the cycle racing on highways regulations 1960 i.e. events with a fixed or limited routes along public roads or byways.

MBO Score

MBO Score events are navigational events undertaken on mountain bikes. They are designed to test route making and route finding skills, as well as bike handling and fitness. They are NOT races or time trials, but challenges.

MBO Score events usually use Ordnance Survey (OS) maps of scale 1:50000 or 1:25000.

MBO Score events should be planned so as to avoid any possibility of being regarded as a race or time trial. Generally checkpoints are given differing values and distributed throughout a set area. A time limit is imposed. Cyclists then plan and navigate their way around their chosen route, visiting checkpoints in any order, collecting points as they go. Penalties are deducted for those returning late. These events are usually 2 to 5 hours long. Winning competitors are decided upon the number of points scored.

Bike O events

Bike O events are similar to MBO Score events but are navigational events that can be undertaken on any bike. They are generally planned using public roads and off road riding is not permitted. They are designed to test route making and route finding skills, as well as bike handling and fitness. They are NOT races or time trials, but challenges.

MTBO events

MTBO are also navigational events undertaken on mountain bikes. They are designed to test route making and route finding skills, as well as those of bike handling and fitness.

MTBO events generally use modified foot Orienteering maps in order to give the rider more information. The winning times for these events can be between 30 minutes to 2hrs long depending upon the length category. The emphasis is on speed and super-fast navigation. They are normally point-to-point races with controls visited in a fixed sequence. For this reason care must be taken so that MTBO's do not break the racing on Public Rights of Way rule.

NOTE there is a separate booklet 'tips for organising an MTBO event', which incorporates International Orienteering Federation (IOF) MTBO rules.

Spanish events are where you must get all the check points but in any order. This format can apply to MBO Score Bike O or MTBO events.

Enduros

Non-competitive events where cyclists follow a fixed route, given by description in words or on a map. The challenge is to complete the course. Food stops etc. may be provided en route.

Affiliation to the BMBO

Clubs/Members wishing to organise events must affiliate to the BMBO. This is simple to do on the website.

All clubs affiliating to the BMBO agree to follow the rules and guidelines set out in this document.

Club affiliation - What you get from the BMBO

Subject to the rules enclosed herein, British Mountain Bike Orienteering offers the following facilities for affiliated clubs:

- Full organiser civil liability and rider to rider 3rd party insurance cover for BMBO approved events.
- Full use of the on-line entry portal to administer the process for you.
- Publicity for your events through distribution of the BMBO Calendar and regular e-Newsletter.
- Supply details of your events to appropriate cycling / orienteering magazines.
- Publicity of your events on the BMBO web site.
- Provision for an information service in the BMBO Newsletter.
- Access to BMBO SportIdent kit. Contact sportident@bmbo.org.uk to book. National events take precedence, it is then on a first book system.
- Provision of advice and support to event organisers, including seminars and workshops to disseminate good practice.
- Provide clubs where appropriate with feedback about their event(s).
- Sponsorship offers for Organisers as arranged by BMBO from time to time (when available).
- Forestry Commission reduced rates for use where BMBO has negotiated a special rate.
- Benefit from any generic MBO promotions or marketing activity that BMBO undertakes.

Club affiliation - What the BMBO expects from an affiliated club

The British Mountain Bike Orienteering will, in return, expect affiliated clubs to:

- Complete a club affiliation on the BMBO website.
- Register your event on the BMBO website (at least 6 weeks in advance) to gain event approval for each event.
- Await event approval before distributing event Flyers and ensure Flyer conforms to the BMBO standard.
- Complete the online Risk Assessment form supplied when event is approved.
- Promote the BMBO Membership on the day of an event
- Implement the Day Rider form and set entry prices at the correct level for these riders (surcharge).
- Provide Under 21 riders with an entry discount and not charge U21 any Day Rider surcharge.
- Complete on-line event levy form after the event (reflecting entry on the line and Day Rider 21+ riders).
- Post a copy of results on the BMBO website.
- Agree to comply with the guidelines set out with reference to sponsorship of national or regional event series. (If applicable)
- Organise events following the rules and guidelines as set out in this document 'Guidelines for Organisers'.

Statement of fairness to affiliated clubs

The BMBO aims to promote high quality events run by affiliated clubs.

The BMBO will support all clubs in their efforts to provide recreational and competitive riding. Clubs should recognise that the market is limited but growing and that there may be a need for some compromise of proposed events.

The BMBO undertakes to treat all affiliated clubs with equal status. Proposals for events are considered on an equal footing. In the case where the proposals of one club are to the detriment of another, the BMBO will ask the interested parties to compromise. If this fails, then a decision will be made that is in the best interest of the BMBO members. This decision will not be based on the personalities of the clubs involved.

Pre-booking weekend or days prior to the commencement of the Calendar procedure is seen to be unfair and will not be considered.

Affiliated clubs (especially newly affiliated clubs) should recognise that some areas of the country are more frequently used for events and that conflicts may occur between two clubs wishing to use similar or very close areas. Compromise will need to be agreed.

A guiding principle here is do not do anything that may affect another organiser without discussing it with them or a BMBO committee as a third party first. Would you be upset by similar plans? It is good practice to liaise with clubs already running events in an area before applying for BMBO event approval.

If a conflict still occurs the BMBO may ask one of the organisers to consider a different event location and or date, given that there are many possible event areas. If this is not possible then cancellation of plans may be the only option.

Generally organising clubs with a proven record of running high quality events will be more likely to be successful than those who are less organised or inexperienced.

In the first year of affiliation, clubs will normally be involved in organising their events on a stand-alone local basis. In the second and subsequent years of affiliation, clubs may wish to put their events forward for inclusion in the local leagues. All events of 3 hours or more that use electronic timing are considered for the inclusion in the National league.

Organising an event

Note that the following information is written specifically for MBO Score events. However the general principles still apply. Specific information and guidance about MTBO events can be found under the MTBO link on the Home page of the BMBO website.

The organisation of an event falls into two broad categories: the House Keeping and the Competition Planning.

What is House Keeping

The House Keeping is the administrative side of an event. It takes a long time and the competitors do not see this work. You will spend time looking for event centres, contacting landowners, first aiders, Police, etc, but first of all seeking BMBO approval.

This is the stuff that means our sport has a deserved reputation by many groups whose land we use. If you ignore this planning process you will not be welcome back by the local community or the BMBO.

The table below outlines the calendar for organising an event. This is a simple representation of the tasks required. By following this list you will be able to organise an event and avoid any major disasters.

- | | |
|---------------|---|
| 6 months | Confirm suitable areas, check suitability of maps,
Apply for BMBO event approval on BMBO website and book SI Kit.
Gain outline permissions as appropriate.
Enter the event onto the Calendar and set up entry prices for Members and Day Riders. |
| 5 to 3 months | Book event centre and arrange car parking.
Liaise with all persons / organisations on the consultation list.
Visit County Hall/National Park offices to check unclassified roads on the highways
map and routes on the definitive map. |
| 3 to 2 months | Survey the trails in the event area
Identify suitable control sites
Prepare and print event leaflet and upload to BMBO web page
Distribute information to magazines, cafes, local bike shops, clubs etc.
Recruit potential helpers |

Ensure supplies of SI Kit / punches, control flags, control cards
Decide on prizes / awards / refreshments.

- 2 weeks Complete BMBO risk assessment proforma on website. This will be enabled when you register your event and permission is granted.
- 3 to 1 weeks Arrange for collection/ delivery of SI Kit
Collate entries. Make out control cards (if using punches)
Prepare maps references (if not pre-printing maps),
Prepare control descriptions, master maps, and map correction maps.
Print maps if using pre-printed maps.
Set up Event and courses in Autodownload. (See Autodownload manual).
- 2 Days prior or when entries close download entry list and latest membership database from website and import into Autodownload. Check entries and print registration sheets. Download copies of insurance certificate and risk assessment.
Perform dry run to check software and courses.
Print BMBO registration forms for non-members to fill in.
- Day prior put out control flags / SI boxes (allow 20 minutes per control)
(get as many helpers as possible here. (Pre-taping control sites will help)
- Event Day Put up roads signs and car park signs
Put up registration toilets and start / finish signs
Set up registration desks and brief helpers
Set up start and brief start team
Post map corrections and master maps (if being used)
Brief finish and results team
Set up results board. Sort out prizes
Collect control flags
- +1 to 2 weeks Send letters of thanks where appropriate
Collate, check, print and post results incl. BMBO numbers Send results to competitors
Send results & event report to BMBO Results Coordinator / Web site manager/
publicity manager
Complete levy form on website. Receive balance of entry fees from Treasurer.

What is Competition Planning

This is the part of the planning process the competitors interact with, the part of your work that you will be judged by when it is all over. Competitors will judge you by:

the quality of the pre-printed maps or master maps.

Was it possible to navigate straight to the controls using only the map information.

Location of controls on the day, ie are they in the right place.

Accuracy of control descriptions. ie if control is stolen, will the competitors still be looking for it.

Route choice between controls. ie are there a variety of sensible route choices between controls?

How much of the event was essentially road riding.

Was the start and finish clear of fellow competitors allowing fast finishing? ie don't put the finish desk in the hall next to the queue for refreshments.

Were the results promptly displayed?

There may well be many other subtle and personal criteria. As long as you address the main issues, competitors will be extremely grateful to organisers.

The House Keeping Procedures

BMBO event approval

All events that are run under the auspices of the BMBO must receive event approval. This must be done separately for each event.

Approval can only be gained after a completed event application form has been sent to the events secretary,

When an event is approved you will be issued with an event approval form and a copy of the BMBO insurance document specific to each event.

In the rare instance that an event does not get BMBO approval, the BMBO will provide in writing the reasons for refusal. These issues must be addressed before the form is resubmitted.

Events will normally be approved unless:

- You are not an affiliated club
- event clashes in time and / or location with a previously approved event
- You have organised previous poor quality event(s) which has brought the sport a bad name
- You have failed to implement improvements, in quality, to your event despite being given advice on how to do so as a result of feedback from members via the BMBO event evaluation procedure.
- Permission has not been obtained from relevant private landowners typically Forest Enterprise / Water Boards etc.
- You have failed to provide a Risk Assessment Form
- Previously approved Calendar events have been cancelled.
- Failure to pay BMBO levies and insurance fees within 3 weeks of the event
- The event area is considered to be overused for events.
- The event is deemed to be not in the best interests of the sport.

Event approval is given for the event as detailed on the event application. You must inform the BMBO of any changes in good time for the event to be approved. Failure to do so may result in the event losing approved status ie Non Approved. If your event becomes Non Approved you will be informed by letter and your event will no longer be insured, the BMBO will not advertise the event or distribute your event information.

Non-approved status will normally be automatic if any of these details change,

- Event date
- Event location
- Event boundaries

Non-approved status is not automatic if other event details change. However you must inform the BMBO if any event details do change.

If your event becomes non-approved you may apply for re-approval or appeal to the BMBO committee.

Event consultation

The importance of good public relations cannot be over emphasised, and is an essential requirement if an event is to gain BMBO event approval.

Although this task can be onerous, if started in plenty of time, then any disquiet can be met without the possibility of a last minute change to the event plans.

You should therefore contact the following preferably 6 months or at least 3 months before the event, with reminders to landowners one week beforehand if appropriate.

- a. County Council Rights of Way Department and Countryside Department.
- b. District Councils and Parish Councils and any Footpath Officers
- c. Police
- d. Country Landowners Association (CLA) Regional Office (Head office 0171 235 0511)
- e. National Farmers Union (NFU) Regional Office (Head office 0171331 7391)
- f. English Nature/Countryside Council for Wales for SSSI's
- g. Individual farmers/ landowners as appropriate.
- h. National Trust
- i. National Parks
- j. Forest Enterprise
- k. Owners of the event centre.

a. Usually consulted with respect to rights of way, green lanes etc. You may need to deal with both the highways department and the rights of way officers. The best approach is to ring the County Council offices and ask whom to write to. You will need to ask to see the definitive mapping to check any unclear lanes and rights of way. You may discover the OS mapping to be incorrect. You may be surprised to find legal routes not even marked on OS mapping.

N.B. National parks hold the definitive maps for the rights of way within their boundaries.

b. Out of courtesy you should write to the secretary of all district /parish councils within your event area. Typically you will receive 0 -2 replies asking for more details. Remember PR goes a long way.

c. Currently you must write to the local police informing them of the event. They should reply within 10 days, usually advising you that they do not think the event is a good idea. (The situation may change). Consider asking for police slow signs to be put out near the event centre.

d. & e.

Current thinking on the detail need to be provided to C.L.A. and N.F.U. is:

1. The date of the event.
2. Proposed start and expected finishing times
3. The event centre
4. A contact telephone number and address for the organiser
5. An estimate of the numbers that will be taking part in the event.
6. The limits of the event area that is to be used defined by either road numbers and / or grid lines.

- Contact should be made with farmers whose farmyard lies on a road, lane, RUPP or bridleway which is likely to be used as a frequent route on the event.

- If a checkpoint is to be placed near to a farm the farmer should be consulted

- Where a route is particularly sensitive then an alternative may be agreed by the organiser/ farmer.

- Where a farmer is absent what is the best way to make contact? Is it acceptable to leave a note???

- Any feedback from the event should be made via the regional NFU office to the event organiser who will agree on a way forward should any problems have arisen.

f. Out of courtesy you should write to these organisations if they deal with land over which the cyclists will pass. They will advise you as to their opinions, you may need to change plans in the light of comments.

g. Individual farmers are usually helpful if informed of the event. They will complain a lot if you do not inform them, and if they think your riders have left gates open etc.

h. The national trust must be informed if you are crossing their land. The response you get will vary from area to area. The N.T. does have wardens that can advise you and will if approached in the correct way speak to tenant farmers on your behalf.

i. The national parks have wardens who can help you plan your event. They will be able to tell you who owns a particular area of land etc. Write early to give time for consultation and be prepared to relocate checkpoints if advised to.

j. You must complete a Forest Enterprise form (copy in the white section or get one from the F.E offices.) They will charge a fee usually per head based on the area of forest to be used and the event duration. There is currently a National agreement regarding the scale of charges for use of forest Enterprise land.

k. Book one early, maybe a year in advance. Look around the event area leisure centres, schools, and village halls are the most likely locations. Pubs can be satisfactory if they will hire you a big enough room.

Insurance and Risk Assessment

For BMBO approved events insurance of £5,000,000 for legal liability for damages and costs arising out of third party loss, injury or damage and £100,000,000 for damages and legal costs arising out of death or bodily injury. Insurance is required by all major land owners, national parks etc.

You must complete the BMBO On-line Risk Assessment Form at least two weeks prior to the event. Failure to do so will mean your event becomes Non Approved.

Current BMBO Insurance (From the document)

The BMBO hold a Civil Liability Insurance policy arranged (contact treasurer for up to date details) "the liability cover includes the Association, Events, Newsletter, Committees, Officials, Clubs, Members (Full & Day as declared) and voluntary helpers."

Civil Liability is a very wide wording that includes Public Liability (damage to third party property or persons), Product Liability (goods supplied), Errors & Omissions (advice given or not given), Member to Member Liability, Trespass, Libel, Slander and all other matters under Civil Law. Voluntary Helpers and the Interest of Principals are also included within the insurance."

Insurance requirements for organisers and members

"Every incident, particularly those involving personal injury, must be reported to the claims department at Messrs Perkins Slade immediately it happens and they, together with the BMBO's insurers, will advise as to the appropriate course of further action."

All this is tied in with changes to the Civil Justice System, known collectively as the **Woolf Reforms** the purpose of which is to speed up the process of dispute resolution and to render litigation as a last resort. Strict timetables are now in place to direct the handling of claims.

"The BMBO's affiliated associations and clubs should be aware of this information so as to ensure that all members are fully conversant with the new procedures".

Organisers need to pass these words of wisdom on to their own event participants / helpers.

On a practical level organisers are required to:

1. Display the yellow insurance notice supplied by the BMBO on their finish desk.
2. Keep an accident report book and record all details of any incident reported to them, including time date and claimants name and address.
3. Within 24 hours of your event inform a BMBO committee member of the report.

Maps

Mapping techniques are dealt with in the **Competition Planning** section, outlined here are the logistics of using third party maps, which ones to use and why.

The most commonly used maps are printed by the Ordnance Survey (OS). OS 1: 25000 mapping is used for events; these are the Pathfinder, Explorer or Outdoor Leisure series. These are considerably more detailed than the 1: 50000 Landranger maps, and in particular show hedge, fence & wall detail. However, most Pathfinder maps are woefully outdated especially in forested areas, and organisers will need particularly to survey all tracks and inform competitors of any anomalies via "map corrections".

Landranger 1: 50000 maps are suitable for most events.

Map corrections should always be displayed, regardless of the map chosen, at the event centre or overprinted on pre marked maps.

Other maps available include some of the Harvey's maps, and some Forestry Commission maps. Orienteering maps are generally scale 1:10000 or 1:15000 and are suitable for 1 or 2 hour events.

OS maps: using the BMBO copyright licence

To produce pre-printed maps and master maps it is probably better to use the BMBO License.

The outline of the BMBO license agreement with the OS is as follows

- you can make unlimited copies 1:50000 and 1:25000 maps up to A3 size so long as there is no financial gain direct or indirect.

-Financial gain is defined as 'where you or any third party receive any revenue for the publication including indirect or direct revenue or benefit from advertising.' This is the scenario we have when a sponsors logo or address / contact details on the event map. (**Do not put them on the map** if you are using the BMBO license.)

-If you consider that financial gain applies to you then you must apply for your own license (see - each application is likely to attract a license fee and each publication will be treated as individual products and therefore each will be subject to the minimum license fee.)

- You can include mapping on your web site or in brochures as long as they are not sold.

- The BMBO will pay the license fee to the Ordnance Survey

- Once you have paid your annual affiliation fee to the BMBO you will receive a copy of the BMBO licence with the licence number which must be included on the map.

- You must include on the map copy a statement to the fact that 'the event is a BMBO approved event' and preferably include the BMBO logo as well

The exact wording with respect to the license must read on the map is as follows:

Reproduced from [insert *name and scale of map e.g. Landranger® Manchester 1:50000 scale*] by permission of Ordnance Survey® on behalf of The Controller of Her Majesty's Stationery Office. ©Crown copyright [insert *the year of the publication of the O.S. map*] all rights reserved. License number [insert *current BMBO license number*].

FAQ about maps

Q: Am I correct in assuming that the BMBO will be the nominated office and that clubs affiliated to us will be able to use the same license number?

Ans: The license will be for one organisation (the BMBO). The fee is based on the number of offices. I see no problem if others (affiliated clubs) carry out some or all of the copying on your behalf. This should not increase the number of offices and the license fee should still be £45 + VAT.

Q: Copying for internal use as it applies to the BMBO would be for event maps only?

Ans: Yes

Q: Must the BMBO make it clear that maps may only be produced for use at mbo score events and for no other purpose, these map copies may not be sold at all?

Ans: You will be aware that cyclists do pay an entry fee to enter the event and that the map is provided only for those that have entered the event. Map copies must not be sold or used for any other purpose. The entry fee paid is not in exchange for the OS map so it makes no difference.

Q: Would you be able to issue us a license letter, which we take to printers, to prove that we have a license to make map copies?

Ans: Yes there is a clause within the license that covers this and states that by showing a copy of the license to the printer it proves you are licensed. (A copy of this license document is available from BMBO committee on request).

The BMBO will monitor the use of the license. If you do use the BMBO license, you must forward a copy of your event map along with the event report to the event evaluation secretary

If you prefer to get your own license then please refer to the appendices section **dealing with the OS**.

Choice of trails

MBO scores use a combination of the public rights of way network, unclassified highways, permissive trails or public roads.

The Rights of Way Network

Cycles may be legally used on bridleways; byways open to all traffic (BOATS), and restricted byways (formerly RUPPs)

Footpaths can only be used at the express permission of the landowner.

All of the above are to be found on the Definitive Maps held by the Local Authorities, and it is advisable to check key routes with the Definitive Map, as these are being constantly modified. This is particularly important with RUPPs, as these are now being phased out in favour of Restricted Byways.

Unclassified Highways

These will be shown as "white roads" on Ordnance Survey maps, and there is no way that an organiser or competitor can tell from the map whether they are public or private.

It is therefore ESSENTIAL that organisers transfer information on these public highways from county highways maps onto master maps or pre-printed maps for use by competitors at the event centre to avoid the potential for using private routes.

Permissive Roads, Tracks & Trails

This may include farm roads and tracks, private forestry shooting or water authority tracks as well as the occasional public footpath (let the local "Ramblers" know!), all of which will require landowner permission.

Many events will also use Forest Enterprise woodlands, which will require a formal application for use. The local forest manager will advise you of any other permission that may be necessary.

Equipment required by organizers

Control markers, each with an individual code.

Either Control punches & BMBO Tyvek control cards for competitors (available from the committee)
or BMBO SI Kit

Control description sheets for competitors

Display maps showing out of bounds, legal white roads and permissive trails. Minimum of one map per 25 competitors

Entry and start sheets

Pre-marked maps and/or map references and plastic bags for each.

Provisional results "string" and stapler and spare staples or results board.

Start /finish clocks plus synchronised backup. (Not essential if SI kit is being used but a useful backup if it fails.)

Signs for car park, start, finish, toilets & road direction signs

Pens to write on control cards

A money / cash float

Refreshments, prizes and toilet paper

First aid

A qualified first aider or St Johns member should attend the event centre. Also know of the address and telephone number of the nearest hospital, doctor or medical centre. Contact your local St Johns Ambulance office well in advance.

Event communication

All 5 hour events or greater should have at least one and preferably three safety marshals at locations which are known to the competitors and easily found. These marshals should be in phone / radio contact with each other and with the event centre, and will record the passage of competitors during the event.

Organising team

Each organiser will evolve a method of working however the following is a suggested guideline. The use of SI kit will reduce the number of helpers required.

A minimum of six persons will be needed on the day depending on event size and format. You will need more helpers for entry on the day, and if not using pre-marked maps.

Registration 2 or 3, Car Park 1 to 2, Start & finish 2, Marshals 2 to 10

Help desk 1, Results 3 +, Refreshments 2+

Event day registration and start

Table 1 - Pre-entry control cards/SI dibber hire and on the day information

Table 2 - Entry on the day procedure (probable bottleneck)

Table 3 - Help desk also displaying BMBO membership forms and other event Flyers.

Pre-Start -Clear & check procedure if using SI kit.

Start - Map issue and start box (SI Kit)

Around the Hall - map corrections and out of bounds areas - allow a minimum one map per 25 competitors

Competitors may start when they are ready at one minute intervals. It is acceptable to send up to 3 teams away at once if a queue builds - but try and separate mates!

Issuing start times before the event requires more work as entrants need to be informed but reduces start queues and spreads the starters, (avoids the late start bulge)

Help desk

Experience has shown that there are beginners at every event. We recommend that you have a dedicated help desk where beginners can come for advice, tips and a bit of know how.

BMBO Classes

All championship events must use the following class structure.

Solo & Teams (2 competitors)

MBO Score events ALLOW teams of two riders to compete.
MTBO events usually do NOT allow teams of two.

Solos / Teams of two (Combined Age Range)

- Y18 = Youth (aged 15,16 or 17)
- M21 = Open Men (18 to 39) / (34* to 79)
- W21 = Open Women (18 to 39) / (34* to 79)
: *Note the M/W21 classes are Open; any age of rider 17+ can compete
- M40 = 40 to 49 / (80 to 99)
- W40 = 40 to 49 / (80 to 99)
- M50 = 50 to 60 / (100 to 120)
- W50 = 50 to 60 / (100 to 120)
- M60 = 60+ / (120+)
- W60 = 60+ / (120+)

Teams of two only

- X21 = Mixed (combined age 34* to 79)
- X40 = Mixed (combined age 80 to 99)
- X50 = Mixed (combined age 100+)
- X60 = Mixed (combined age 120+)
- G = Generation (Junior 12-14 / Youth 15-17 accompanied at all times by Adult 18+)
- T21 = Tandem (any age combination)
: *Note the X21 class is an Open Class; any age of rider 17+ can compete

Similar classes may be amalgamated at events if entry in any particular class is too low.

Juniors - It is recommended that juniors aged 12-16 should pay half price entry fees.

Under 12's

Children in this category cannot be BMBO members and should NOT be charged an entry fee. They ride entirely under the supervision of and at the risk of their parents. This should be made clear to the parents.

Event prizes

Prizes for the event are usually awarded to the winners of the age categories but it is at the organiser's discretion.

Recommended prize structure	number in class	number of prizes for that class:
	1-5	1 prize
	6-10	2 prizes
	11-15	3 prizes
	16-25	4 prizes
	25+	5 prizes

Classes can be amalgamated to make a viable competition on the day and for prizes. i.e. a single entry in class does not guarantee a prize for turning up.

Also do not combine inappropriate class e.g. W40 ladies with mixed teams X does not give the W40 ladies a chance.

Even if you combine classes on the day for BMBO league purposes the entries should be split into the discrete categories.

BMBO National League prizes

At the end of each season the BMBO will provide prizes or trophies for overall winners in the various leagues where possible.

BMBO Event rules

MBO score is a young sport and the aim is to keep rules to the minimum to achieve good public relations, safety & fairness.

The prime rules therefore are:

1. Follow the Off road Cycling Code meticulously, particularly:-
 - a. by passing walkers and horse riders slowly and courteously
 - b. by closing all gates (even if half open), by not climbing walls / hedges.
 - c. You **MUST NOT** enter any Out of Bounds areas or tracks during an event, penalty **disqualification**.
 - d. The use of footpaths, private tracks or out of bounds areas will result in **disqualification** from the event.
 - e. Ride with the aim to leave no trace, by avoiding skidding.
2. Do not do anything that you would regard as cheating if done by others. Teams **MUST** keep in voice contact (50m) at all times, including control sites & finish. Penalty for split control visits is **50% of total score**.
3. You **MUST** report to the finish - even if you retire.
4. The following equipment should be carried:
 - Helmet (compulsory), waterproof top, 1st Aid Kit, whistle.
 - Map & map cover, compass, watch, 2x50p for phone (be aware that mobile coverage is not 100% in many rural areas).
5. Competitors must offer help to other competitors who are injured or in need of assistance. Compensation for time lost will be at the discretion of the organisers.
6. If a control is missing or located in the wrong place, do not waste time looking for it. Notify the organiser at the end of the event. If this is confirmed you will be credited with the points.
7. Any dispute will be adjudicated / decided by the organisers. Any appeal may / will be adjudicated by the BMBO committee.

Tie breaking

In the event of two competitors in the same class gaining the same score use the following tie breaking system

- 1: Greatest number of high scoring controls,
 - 2: Visited the most checkpoints (and back within the time limit)
 - 3: Competitor not incurring penalties
 - 4: Earliest starter
- "time taken" should not be used thereby avoiding the "race / time trial" pitfalls.

Entry Information

It is clearly important that riders know what to expect at events. The information will be presented on the BMBO calendar entry and possibly a separate Flyer. The information should be all that a rider needs to know in order to enter and compete in the event.

The information should include:

- a statement that the event is approved by the BMBO.
- a clear indication of the entry fees for full, day and junior members. On the day fees if applicable.
- BMBO event rules
- Event name
- Event date
- Venue (including grid ref and map*)
- Event length
- Penalties for lateness
- Map format (pre-printed or master maps with grid references-details).
- Entry closing date
- Local rules
- Start times/period
- Classes
- Brief description of event area
- Required equipment
- Organisers address
- .. Local accommodation
- Shower availability
- Toilet availability
- Type of refreshments

- Prizes
- Car Parking
- Event signed from
- A statement to be wary of other road / trail users.
- If event forms part of a local or National League.

* Maps from the Ordnance Survey web site (<http://www.ordsvy.gov.uk/home/index.html>) can be amended with circles in a graphics package (e.g. Photoshop) - you only need to supply a grid ref and the site gives you your map! I hope you agree the results look good. 'If organisers are unable to provide the OS

map, please supply the grid reference (e.g. SU936412) instead.

An on-line mapping program such as Street map can also be used to generate maps of the venue. The URL can be entered into the appropriate place on the event details page.

Organisers from affiliated clubs can gain access to the Downloads page of the web site to down load logos, BMBO forms and results spread sheet. Contact a member of the committee for further details.

Competition Planning - MBO SCORE

This is the part of the planning process the competitors interact with, the part of your work that you will be judged by when it is all over.

Planning Objectives

Planning the event well is crucial to a successful event. The event planner should have the following objectives in mind when deciding the siting of control points:

1. to scatter the competitors as widely as possible.
2. To ensure that there are many potential overall route choices
3. To provide several route choices between potentially consecutive controls.
4. To give plenty of opportunity for the less skilled entrants to visit a satisfactory number of controls, while providing a tough challenge to put pressure on the high performing competitors.
5. To ensure that there are no obvious illegal shortcuts that may tempt the less scrupulous competitor. (Unless you can have a marshal for the whole event period)
6. MBO scoring is all about navigation and route choice, and control sites should be clearly and quickly identifiable by competitors.

When you have planned your course and check point values ask yourself or a friend:

- Is there an obvious route around the course? (Lack of route choice?)
- Are there too many check points? (Optimum route choice becomes a lottery)
- Are the control sites too far apart? (Even the best only get a few)
- Is the event area too small? (The best will get them all before time limit)

If the answer to any of these questions is YES, think again about the course.

Event length

The most common times time for an MBO score is 3 or 5 hours.

Shorter events are becoming more popular with 1 and 2 hour events being planned to complement Foot orienteering events. Shorter events are often used at night.

Some longer events may offer shorter courses for the less active / fit / keen / family. This is to be encouraged because newcomers may find 5 hour events rather daunting.

In short there are no limits on event length; some organisers even plan 2 day events.

Variations on the theme

In Spain they run score type events in which you must locate all the check points but can choose the order in which you collect them.

Controls and control siting

Well thought out and researched control sites are an essential ingredient for a smoothly run event.

It is advisable to mark locations with tape and appoint someone to check the correct siting of controls.

If you are using grid references get some else to check the accuracy of the references. A GPS may be used with caution.

The usual design for a control "flag" is the use of a 20cm x 20cm square of Correx, with one diagonal white, and the other red.

The following checklist should be thoroughly understood:

1. Controls should be sited on unambiguous features, easily seen on the ground, and ideally also identified on the map.
2. No similar feature should be found within 200m, unless they can be clearly distinguished from each other. This is particularly true of trees, bushes, crags or track junctions in complex path areas.
3. Controls should be generally sited within 10m of the trail, although further is acceptable providing the feature can be easily located.
4. On areas used regularly for events, no feature should be reused on consecutive events, and any reuse of a feature should be avoided.
5. Linear features such as ditches or fences should only be used when they meet, cross or converge

with the trail.

6. In area prone to vandalism, it is acceptable for controls to be out of view, providing a marker tape confirms the location, and the control description is clear and unambiguous.

7. Many organisers use coloured tape to help competitors identify control sites. This is particularly useful where the control is not trackside. The tape then lets the rider know he has located the correct spot and must now follow his control description.

Control description Sheet

Control descriptions make or break the quality of an event. Your course may be excellent, the terrain fantastic, the event centre of the highest quality, your maps laser printed to original quality, it may even be sunny.

All this will count for nothing if the competitors are frustrated by having to "hunt the punch" because they have not been given the information they need.

Accurate and unambiguous control descriptions are surprisingly difficult to produce. The competitor must be able to ride to the location designated by the centre of the control circle, then find the punch by reading your description.

The control description sheet should have:

- a. The control number (To correlate the map and square on control card or SI Box)
- b. The control site feature. E.g. Track/path junction
- c. The location of the control, giving, bearing, distance and elevation from the trail. e.g.. Fence/Stream Crossing - 5m SW. Use compass bearing do not use *left* or *right*, avoid *along* use *up slope* or *down hill*.
- e. Grid references (if being used) to enable a check of the control position
- f. The control site value.
- g. Duration of event
- h. Penalty points for lateness
- i. Emergency Contact number
- j. **"All competitors must report to the finish even if they retire"**

Remember that your control description must lead the competitor to the exact spot the control is located. In the event that the control is stolen or put out in the wrong location, the competitor must be in a position to decide it is missing and not merely "difficult to find".

Highly visible controls are an added bonus. However marker tape may be removed, leaving the control difficult to locate if the description is ambiguous

For example, a control is located at the end of a track in a forest, the description is

"Track end, 2m north, tree"

This description has identified the map feature, given the distance, direction to the control and identified what the control is attached to.

The following gives an example of what appears to be a reasonable description:

"Track end, tree"

The organizer may feel this is adequate since once at the end of the track, he intends the control to be visible when it is put out.

What would be the result if the control is put out by somebody different and is not visible, or is stolen or put at the wrong track end by mistake. The competitor will get to the track end by reading the map but be virtually surrounded by trees and would have no idea how far into the forest the control is. The control is located on a tree. The ambiguous control description has turned a good control location into a lottery due to a poor control description.

Having your controls checked by a third party on the ground is always advisable and should be done well in advance of the event.

Control descriptions can be printed onto pre-marked maps and/or given as a separate sheet.

Reproduced from Sheet 94 1:50,000 scale by permission of Ordnance Survey, Controller of Her Majesty's Stationery Office. © Crown copyright 1996 all rights reserved. Licence number AL100033596.

This is a 5 hour event.

Penalty deductions for lateness are:

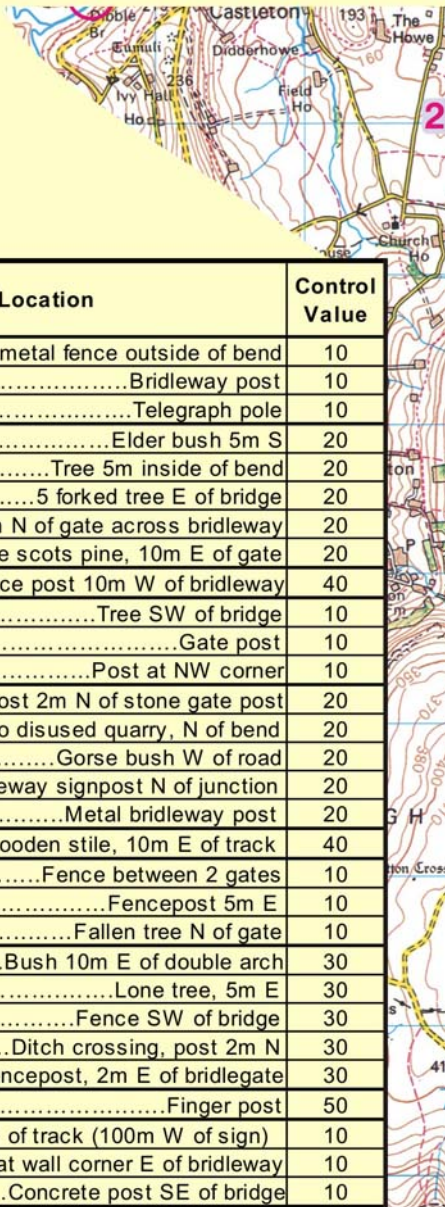
1 to 5 mins: 1 pt/min

6 to 10 mins: 2 pts/min

11 to 20 mins: 5 pts per min

21 to 30 mins: 10 pts per min

More than 30 mins: All points lost



Control Number	Map Feature/Control Location	Control Value
1	Byway bend.....Red metal fence outside of bend	10
2	Bridleway junction.....Bridleway post	10
3	Gate on bridleway.....Telegraph pole	10
4	Edge of wood.....Elder bush 5m S	20
5	Bridleway bend.....Tree 5m inside of bend	20
6	Bridleway - bridge over stream.....5 forked tree E of bridge	20
7	Edge of wood.....Fence post 5m N of gate across bridleway	20
8	Bridleway bend.....Lone scots pine, 10m E of gate	20
9	Bridleway/stream crossing.....Fence post 10m W of bridleway	40
10	Byway - bridge over stream.....Tree SW of bridge	10
11	Gateway SW of track.....Gate post	10
12	Bridge.....Post at NW corner	10
13	Bridleway bend.....Fence post 2m N of stone gate post	20
14	Road bend.....Entrance to disused quarry, N of bend	20
15	Road/overhead cable crossing.....Gorse bush W of road	20
16	Bridleway/track junction.....Bridleway signpost N of junction	20
17	Track/bridleway crossing.....Metal bridleway post	20
18	S edge of woods.....Ruined wooden stile, 10m E of track	40
19	Track E of byway.....Fence between 2 gates	10
20	Bridlegate.....Fencepost 5m E	10
21	Gate on bridleway.....Fallen tree N of gate	10
22	Double arch W of byway.....Bush 10m E of double arch	30
23	Bridleway/stream crossing.....Lone tree, 5m E	30
24	Bridleway - bridge over stream.....Fence SW of bridge	30
25	Track side.....Ditch crossing, post 2m N	30
26	Bridleway bend.....Fencepost, 2m E of bridlegate	30
27	Bridleway crossing.....Finger post	50
28	Bridleway/track junction.....small cairn N of track (100m W of sign)	10
29	Bridleway/footpath junction...Fence post at wall corner E of bridleway	10
30	Track/railway bridge.....Concrete post SE of bridge	10

Extract courtesy of Paul Thornton, Stirling Surveys, Ordnance Survey

Control values

The most commonly used values are 10-20-30 or a range between 10-50. The trend recently has been to avoid excessively high scoring controls, as these tend to draw most people towards them.

A more even spread of control values means there is often more route choice for a similar score.

You may vary this at your discretion since it is part of designing a course depending on terrain and route choice.

National League events should have a minimum available score of 400 and use the BMBO penalty system.

ie 10 x 10points, 10 x 20 points, 10 x 30 points total 600 points.

BMBO Penalty point System

National League Events must use the following sliding scale and it is highly recommended that all BMBO approved events use this system.

Point deducted per minute late as follows:

- 1 to 5 minutes late - lose 1 point per minute
- 5 to 10 minutes late - lose 2 points per minute
- 10 to 15 minutes late - lose 5 points per minute
- 15 to 30 minutes late - lose 10 points per minute
- Over 30 minutes late - lose all points

Tips on control values and planning

1. Try not to be obvious i.e. the furthest points are worth the most points, a more subtle use of a spread of values can greatly enhance the event quality.
2. Place controls for good route choice not just to spread them out
3. Consider several bunched in a complex path area to provide variation on long legs between controls
4. Avoid controls that are simply in and out, unless they add to the overall choice of route.

Creating the event map

Most events now use high quality photocopied maps with control markings, control number, control values etc. already annotated on them. This allows competitors to concentrate on the fun aspect of the event.

If you like the idea of having competitors marking their maps then use master maps for competitors to copy from. There must be sufficient master maps available so that overcrowding is not a problem.

Contents of event map

The following must be on the event map:

- 1- OS copyright notice (including license number)
- 2- Control descriptions
- 3- Penalty point scale
- 4- Emergency number
- 5- Map Scale
- 6- Key to map corrections

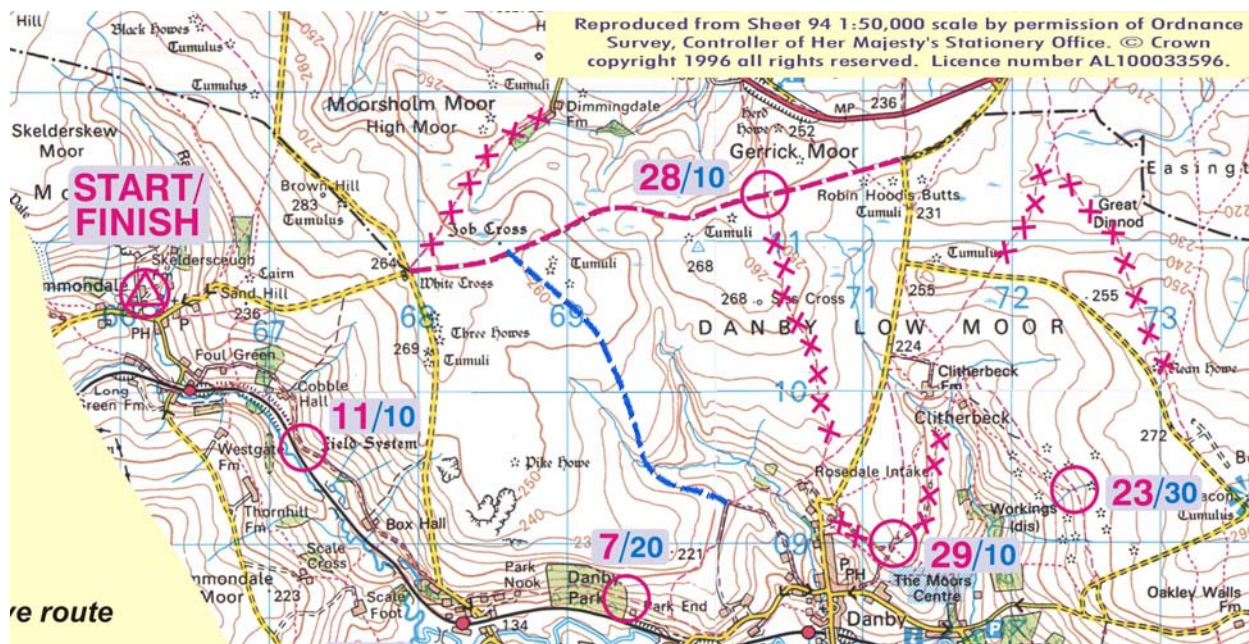
BMBO map marking standard

The BMBO has adopted the following standard:

OS colours and styles- All additional rights of way added to a map must be in the standard OS colour and style for the scale of map used.

i.e. bridleway added to 1:50000 must be a red dash line, 1:25000 would be a green dash line.

Blue Dashed line:	All permissive rights of way organized for a particular event
Red Crosses:	All routes (bridleways, white lanes) out of bounds for the event.
Red Hatch:	Area out of bounds for the event
Red Triangle:	Starting point of event
Two concentric Red Circles:	Finish point of event
Red Circle with Triangle inside:	Start AND finish point
Red Circle:	Control is located in center of circle
Red Number:	Control number
Blue or Black Numbers:	Control value



Extract courtesy of Paul Thornton, Stirling Surveys, Ordnance Survey

Map Corrections

All tracks, paths etc. that are to be ridden by competitors must be marked on the competition map. This defines the legal routes that competitors may ride. Do not locate a control on a path or track that is not marked on the competition map, you will not have defined a legal route to that control.

It is important to remember that competitors must be able to navigate to your controls from the information given on the map alone. The control descriptions allow them to identify the spot the control is located only, once they have arrived via a right of way defined on the competition map at the centre of the circle.

Defining a legal route to a control is important for another reason; people arriving via a non-legal route i.e. across a field will have no excuse for not knowing what was legal or non-legal.

Dealing with the OS

If you are planning to produce a map pre-marked or otherwise for your event you need to apply to the O.S. for a copyright licence. This can be done by using the BMBO licence or by applying for your own licence.

Reasons for sorting out your own licence

If you or any third party receive any revenue for the publication including indirect or direct revenue or benefit from advertising, from the use of the map then you need a licence from OS.

How to get your own OS licence

Note: The licensing department deals with applications on the basis of the name of the club / individual applying. There is not one particular person that all BMBO affiliated clubs can deal with. Apply for your own licence you should contact the O.S. to gain a licence to copy a section of mapping. A letter should be written to O.S at Copyright Licensing, Romsey Road, Southampton, SO16 4GU. You can also fax requests on 023 8079 2535. You can use E mail via copyright.enquiries@ordsvy.gov.uk but the O.S. prefer that you write or fax.

The information to be included in the letter is

1. Name and scale of map to be copied
2. Area of mapping to be copied (area in square centimetres) and ideally an example of the map to be used. (OS will allow copy to be made for this purpose)
3. The date of the event.
4. The intent or otherwise to amend the map with out of bounds areas, check points etc.

5. Number of copies to be made

if the application cannot be dealt with within 3 days the Ordnance Survey will send an acknowledgement card and will action within 21 days. If a reply is required by a certain date this should be noted on the request.

You will be issued with a Copyright Licence detailing the acknowledgement and licence number to display on the mapping. You will also be given an estimate of the royalties. If the print run is low and the royalties minimal the licence fee may be waived. If a letter authorising a 'no charge' is issued then O.S. expect to be informed if the number of copies changes. N.B. the licence is issued on the basis of your application. If you change the details you should re submit your application.

After the event you will be required to send a copy of the final mapping to the O.S. with a receipt from the printer detailing the print run. You will then be invoiced and have about 14 days to pay your invoice.

As at 1-1-2001 please note that (A3 equivalent) size copying is allowed.

Note: The licensing department deals with applications on the basis of the name of the club / individual applying. There is not one particular person that all BMBO affiliated clubs can deal with.

BMBO Calendar consultation procedure

The BMBO co-ordinates events organised by affiliated clubs into a national league- and, providing there are sufficient events, a number of regional leagues. We also promote local events and local leagues run by affiliated clubs.

Planning objectives of Calendars:

- To provide a national championship event
- To provide a national series of events
- To provide a number of regional series
- To endeavour to build a strong base for the sport by promoting local events
- To provide a variety of event terrain and locations , spread throughout the year for each league
- To avoid events with low attendance caused by too many events on the same day or in the same area.
- To spread any league series between different organisers where possible.

Guidelines for choosing calendar events

Factors that are considered when selecting events for approval:

- Organisers pay due fees on time
- Organisers get the results out quickly
- Organisers have not cancelled events previously
- Good feedback reports have been received from recent events
- Good record of adhering to table of event standards
- The event proposal form contains all the relevant details (showing planning, and forethought)

These events considered for regional or local league status, if requested, and:

- Organisers have held regional or local event before
- The event is not adjacent to another in the same region
- The event does not clash with another event
- There is an even spread of the region's events throughout the season.
- There is an even spread of the region's events over the area(continued)
- The organiser shows a knowledge of MBO score events, i.e. has ridden in them previously

Events are considered for closed status given a restricted entry aimed at specific club groups, providing the event is advertised by word of mouth and not in any press or by event Flyer.

NB 1 No organiser should assume that they have the right to hold an event simply because they usually have in the past. The calendar is organised with the best interests of the riders and the sport, not individual organisers. Every effort will be made to meet the requests of all organisers but it must be recognised that there will be clashes of interest and as a result compromise or disappointment may result. In short hope for but don't expect to get everything you want.

NB 2 Potential organisers who fail to meet the requirements listed above should consider attaching themselves to an existing organiser. Contact BMBO committee members for advice.

Application for event approval is done via the online event approval form. The BMBO committee will appoint a Calendar coordinator to whom applications should be made via the online system. Details will be circulated via the club newsletter, but will broadly follow the time tabled below.

BMBO approved events

All BMBO approved events will be covered by BMBO insurance. An email confirming event approval and a certificate of insurance will be issued for each event.
All BMBO approved events will receive the following publicity
-publication of full information on the BMBO website
-event dates published in the BMBO newsletter.

BMBO Logo and its use

The BMBO logo is under copyright and may only be used to promote BMBO approved events. Use of the logo is to be as a discrete part of the literature. Other uses of the logo must be approved by the BMBO committee.



The BMBO logo must not be distorted or re-coloured in any way. It is available in jpeg format on the BMBO website in the download section.

Event evaluation procedure

All event organisers should provide copies of the standard BMBO Event Comment Form at their events, to give competitors the opportunity to fill them in on the day. In order for us to produce as wide an evaluation as possible, it would be appreciated if any Comment forms filled in on the day and handed in to the organiser could be forwarded to the BMBO Event Evaluation Officer.

If possible it is recommended that the standard Event Comment Form be included in the results mailing to competitors. (All BMBO members receive copy of the forms when they join). This gives those that missed the opportunity of commenting on the day a second chance to air their views.

The evaluation procedure for a particular event would normally be carried out between one and two months after the event has occurred. This is to give competitors time to return their comment forms. This time lag is found necessary; as it is not uncommon for comment forms to arrive up to three months after the event, some competitors save them up and send them in bulk mailings. Where ever possible, all events held before bidding starts for dates in the following years calendar will have their evaluations completed, this is to;

- a. Give organisers a chance to address any shortcomings that have been highlighted.
- b. Give the calendar committee guidance as to whether individual organisers are providing events of a suitable standard relative to the event status they are bidding for.

The Event Evaluation forms are compiled, taking a mean score for each of the 19 areas of comment on the Event Comment Form, from all forms returned for an event. Additionally any other comments included on the comment forms are included on the evaluation form against the relevant item. Once the evaluation is completed, a BMBO event response letter, will be generated and sent to the organiser along with the Event Evaluation Form, copies will also be sent to the calendar committee for their considerations.

The BMBO event response letter summarises the quality of the event and highlights those areas, if

any that it is felt need improving. It is not the BMBO's intent to be dictatorial, but to maintain and promote as high a standard of events as can be achieved.

BMBO Web site

The current web manager is contactable at any time via the website link. website@bmbo.org.uk

The aim of the website is:

- to provide as much detail as possible for all BMBO events.
- To be the "face" of the sport to potential new riders
- To facilitate and simplify all aspects of event administration
- To provide a full up to date event listing for all clubs and riders
- To provide an on-line entry system for riders
- To provide a results service for riders
- To provide a results collation service for National and Regional leagues (in development)
- To update members about latest developments regarding BMBO and Mountain bike orienteering in general.

The second may seem superfluous as there are directions in the flyer details, but graphically, a map adds to a more professional image.

'Supply an electronic copy of the event details, preferably in HTML format (via the 'Save as' option in MS Word), or if that is not possible, as a MS Word or straight text (.txt) file.'

The advantage of you supplying HTML, is that you will be able to see how your word-processor translates your, say, Word document in to HTML, and to correct where necessary, e.g. it might have difficulty if you have used particular fonts such as Wingdings.

Maps from the Ordnance Survey web site (<http://www.ordsvy.gov.uk/home/index.html>) are amended with the circles in a graphics package (e.g. Photoshop) - you only need to supply a grid ref and the site gives you your map! I hope you agree the results look good. 'If organisers are unable to provide the OS

map, please supply the grid reference (e.g. SU936412) instead.

Organisers from affiliated clubs may gain access to the organisers page of the web site to down load logos, BMBO forms and results spread sheet. Contact a member of the committee for further details.