

THE AUSTRALIAN ORIENTEER

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1 *The Australian Orienteer* is the official publication of Orienteering Australia (OA), and is the medium through which the Council and Board shall report official announcements, significant decisions, and outcomes of meetings, and shall carry advertisements for voluntary and paid positions within Orienteering Australia, and requirements for selection for squads and teams.

2 *The Australian Orienteer* will normally be published four times a year (March, June, September and December).

Finance

3 *The Australian Orienteer* shall be financially independent and sustainable with funding raised from state membership subscriptions, a direct grant from Orienteering Australia and advertising taken in accordance with the advertising policy.

4 The Editor shall be paid a contract fee from the funds of *The Australian Orienteer*, the fee being negotiated on an annual basis with the Board of Orienteering Australia.

5 All production costs of *The Australian Orienteer* shall be met through the income generated. Where the Editor has demonstrated professional production skills, subject to the approval of Orienteering Australia, the Editor may be eligible to receive payment for professional work required for the production of the magazine.

6 The Board of Orienteering Australia shall appoint a Treasurer for the magazine. The Treasurer shall be responsible for the maintenance of all financial records and the payment of accounts, annual audit, etc.

7 The Editor is responsible for the financial management of the magazine, including the proper recording of all financial matters which shall provide these to the Treasurer on an agreed schedule, and the preparation of an audited annual financial report and budget for presentation to the AGM of Orienteering Australia

8 The Editor shall provide an annual schedule of advertising costs to the Treasurer for approval. This agreed schedule shall be circulated to all state associations.

9 No payment shall be made for any contributions (articles and photographs) to the magazine except in situations where prior arrangement has been made with the Editor for reimbursement of photographic or other expenses.

10 *The Australian Orienteer* is subscribed to by all Australian orienteers registered as members with their states except Remote Associates and Officials.

11 The subscription fee for any year will be based on a budget prepared by the Editor in consultation with the Treasurer and agreed to at the Annual General Meeting of Orienteering Australia in the preceding year.

Responsibility

12 The Editor shall:

- a) be responsible for the editorial management of *The Australian Orienteer*, including responsibility for the overall direction, style and content of the magazine and to

- ensure that these are consistent with this policy and the aims and objectives of OA (as identified in the Constitution and the Strategic Plan).
- b) be responsible for all aspects of the production, printing and distribution of the magazine.
 - c) publish in each issue up to the equivalent of two pages of advertisements negotiated by the Board of Orienteering Australia
 - d) promote sales of the magazine within and outside Australia.
 - e) seek advertising for the magazine from orienteering bodies and commercial enterprises
 - f) liaise with editors of state, national and international orienteering periodicals with respect to the exchange of information and other material.
 - g) perform other duties relating to *The Australian Orienteer* as directed by the Council or the Board.

13 The President of OA has the final responsibility to ensure that the magazine maintains a high standard of publication consistent with this policy. The President may request to view final copy of any issue prior to printing.

14 An Editorial Reference Group shall be appointed by the Board to provide advice on matters referred to it by:

- a) the Editor on the publication of possibly contentious material, including letters, articles, photos, etc,
- b) the Editor on advertising policy, or
- c) the Board on issues raised by readers and other stakeholders concerning material published in *The Australian Orienteer*

The Group is not an editorial committee and will not have executive powers, which will remain with the Board or the Editor as appropriate.

Editorial Policy

15 Articles should present orienteering in a positive light, consistent with the OA policy on promoting and developing orienteering (as identified in the Constitution and the Strategic Plan).

16 The production of the magazine, including all photographs and shall be consistent with a 'G' rating – i.e. suitable for all readers including children to view or read. Nudity and coarse language shall not be published.

17 Gender-neutral but grammatically correct language should be used.

18 Sexist or racist comments are unacceptable.

Subject to the context being appropriate, coverage (both textual and photographic) should present a balance between male and female orienteers of all ages, although this may vary from issue to issue depending on the photographs available.

19 The magazine will reflect a balance between the elite and non-elite aspects of orienteering and between the different disciplines within orienteering (as reflected overall in Australian orienteering).

20 The magazine is as much a medium for orienteers to contribute to the sport as it is for them to benefit by reading about it. Appropriate contributions from all Australian orienteering members should be accepted if possible.

21 Articles of a specialist nature (eg. medical, scientific, etc.) shall be written in terms suitable for the readership and may be referred to a suitably qualified person for review prior to publication.

22 While material written in a critical tone is accepted, any criticism should be presented constructively and should not denigrate well-meaning, voluntary efforts of individual orienteers and clubs. Letters and articles that the Editor considers to be written in an inappropriate or destructive tone may be appropriately edited or returned to the authors for rewriting.

23 If the Editor considers that an article of a critical nature is likely to cause offence or be open to dispute, the article should be referred to the President of OA and any person towards whom the criticism is construed to be directed. This should be done in sufficient time to permit a right of reply to be printed in the same issue.

24 Any editorial comments shall be factual and positive in their content. Derogatory or negative editorial comment is to be avoided.

25 Material may be reproduced from other publications or websites. In such cases, the written permission of both the author and publisher must be obtained and full reference to the original publication prominently stated in the reproduced article.

Advertising Policy

26 Advertising conforming to the editorial and advertising policies of *The Australian Orienteer* may be accepted for any product or service related to orienteering or orienteers.

27 *The Australian Orienteer* will not accept any advertising relating to products or services not compatible with the healthy lifestyle of orienteering as a family sport.

28 *The Australian Orienteer* will not accept any advertising relating to alcoholic beverages or tobacco products or items or events sponsored by the manufacturers or suppliers of these products.

29 Advertisements will not be accepted for publication if they are racially, religiously or personally offensive, indecent, libellous or in way contrary to the law.

30 In submitting advertising material for publication, advertisers must comply with any relevant government regulations and must not provide copy that is misleading, deceptive, false, using extravagant language or making unwarranted comparisons with other products or services.

31 *The Australian Orienteer* will not accept advertisements of a personal nature that would normally appear in a 'personals' column of a newspaper.

32 No responsibility will be accepted by *The Australian Orienteer* or Orienteering Australia for the accuracy of any information contained in any advertisement.

33 No views expressed in any advertisement will be endorsed by *The Australian Orienteer* or Orienteering Australia and the acceptance of an advertisement for publication does constitute an endorsement of the product or services offered.

34 No responsibility will be accepted by *The Australian Orienteer* or Orienteering Australia for any damage or loss incurred by late publication, error or failure of an advertisement to appear.

35 Advertisers are responsible for the provision of the format and artwork of any advertisement and *The Australian Orienteer* and Orienteering Australia reserve the right to place the word 'advertisement' above any matter likely to be confused with editorial content.

36 Apart from agreements with major sponsors, *The Australian Orienteer* will not provide advertisers with exclusive advertising of their product or service, but will undertake to keep advertisers informed of the likely advertising to be undertaken of any competitors' products or services.

37 *The Australian Orienteer* will accept advertisements offering readers with free access to products or services, but will not distribute samples with the magazine.

38 *The Australian Orienteer* will accept supplementary material for distribution with the magazine providing it conforms to this advertising policy and does not increase the cost of distribution of a copy of the magazine.

39 Orienteering Australia reserves the right to refuse advertising from any source or to reject any proposed advertisement, the final decision being taken by the Board on the advice of the Editor and the Reference Group for *The Australian Orienteer*.

Review of Policy

40 This policy shall be reviewed from time to time by the Board of Orienteering Australia. The outcome of any review shall be ratified by the Council of Orienteering Australia.

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