

GUIDELINES FOR REPORTS

1.8

1. These Guidelines apply to all Reports and Papers prepared for the Orienteering Australia Council.
2. Reports provided for Orienteering Australia should include information, issues and recommendations relevant to the Council.
3. All reports should be as concise and, preferably, limited to four pages. When Team Reports are required to include full details of the program, training and results, these should form an appendix separate from the main body of the report which is directed specifically at the Council.
4. Pages should be numbered.
5. Recommendations should be limited to those which are essential for the Council to consider. Recommendations should be numbered, clearly labelled and appear together in one part of the report, preferably at the beginning or end. It should be clear to whom the recommendations are directed.
6. A brief explanation and justification should be given for each recommendation.
7. All reports should be forwarded to Orienteering Australia through the relevant Director (see Operational Manual [new] Leaflet 1.4) or the President.

Adopted
March 2008