

## **PREFACE TO UPDATED SECOND EDITION**

This manual is designed as a reference for the management and administration of Orienteering throughout Australia. While the manual is administered and edited by Orienteering Australia, through a common clause in the constitutions of the constituent State/Territory associations, those associations agree to abide by the rules and regulations of Orienteering Australia, thus the contents of the leaflets in this manual apply equally to the members of State/Territory associations.

The first edition of the manual was developed gradually over more than a couple of decades and by 2007 it was in need of a complete revision. A major review was conducted in December 2007 and as a consequence of the review the decision was made to completely restructure the manual and produce a Second Edition (2nd Ed). Further updates have been made over time, particularly as a consequence of the 2009 amendments to the Constitution which abolished the Orienteering Australia Council, redefined the Annual Conference as a General Meeting of Orienteering Australia, and gave the Board full decision-making authority over all matters which were not reserved to General Meetings by the Constitution.

The principles applied in developing the Second Edition were:

- Each leaflet must be available in an editable electronic form that could be posted on the Orienteering Australia website.
- Each leaflet must reflect the currently approved custom and practice of activities in relation to the management and administration of Orienteering throughout Australia.
- With a few exceptions, eg competition rules, each leaflet should be prepared using the same style, based on simplicity of editing, reading and comprehension.
- Lengthy, working documents such as syllabuses and curricula should be excluded.
- Leaflets should be grouped within functional responsibilities similar to the groupings used for the Operational Plans.
- Every effort should be made to ensure that all leaflets are reviewed and, if necessary, revised annually and certainly as soon as possible after any change in policy that results in a change in procedure(s).

The Executive Officer, Orienteering Australia is the Editor of the Operational Manual and all proposed amendments must be submitted to the Executive Officer. Changes in policy must be approved by the Orienteering Australia Board, following consultation with relevant stakeholders.

Blair Trewin  
President  
December 2015