

HARNESS BREEDERS VICTORIA EDITORIAL POLICY

The purpose of Harness Breeders Victoria's (HBV) *Trackbred* magazine is to provide information, news and items of interest to breeders of Standardbreds and those involved in the Standardbred breeding industry. Whilst Victorian in its focus, it is understood that breeding from across Australia, and internationally, is of interest to our readers, who are themselves distributed across a wide geographic area, and with varying roles in the industry.

This policy aims to provide guidelines to the best practice of production of *Trackbred*, which will contribute to its long term viability and to meeting our reader's needs.

CONTENT

- All articles, photos and other items MUST have the breeding of Standardbreds as their focus
- Content that is primarily concerned with non-breeding activity will be excluded from publication or edited down to make it appropriate (for example, an article about generic State awards, articles on horses which focus on the owner or trainer, generic track activities)
- All horses referred to in articles or photos should have at a minimum their sire and dam listed and where possible, their broodmare sire
- Where possible, the breeders of all horses referred to should be listed
- Content that is potentially libellous will be rejected outright
- Content that is unfairly prejudiced or negative toward any other party will be edited or rejected
- Once published, usage rights remain the property of Harness Breeders Victoria
- Harness Breeders Victoria and its staff have the final decision on the inclusion or exclusion of any content
- Where appropriate, HBV is willing to correct any genuine error in a future edition and in other forums where it has access (i.e. website)
- Content reasonably considered to be offensive will not be published
- We do not accept unsolicited contributions however we **strongly** encourage proposals for content and features from both current and new freelance writers and photographers

CONTRIBUTORS

- From March 2015, all contributors – regular and freelance – will be issued with contracts outlining the agreed rate of payment
- All contracts will be renewed on September 1 of each season. Details may not change but acknowledgement of this is still important
- Contributors should follow a standard procedure when dealing with any grievances – discuss with the Editor first, then the Board, followed by outside mediators if required

PAYMENTS

- Payments will only be issued by Electronic Funds Transfer (EFT) unless by prior arrangement under special circumstances
- Payments to international contributors will incur a \$15AU administration fee to cover part (though not all) of the costs of making a payment to an overseas banking institution
- Payment will **only** be issued upon receipt of an invoice to either:
 - PO Box 406 EPSOM VIC 3551; or
 - contact@vicharnessbreeders.org.au
- Invoices should include the following information to expedite correct payment:
 - ABN or ACN of contributor
 - GST status
 - Postal address and email of contributor
 - Payment details – Bank name and BSB number; Account name and number
 - International invoices will also need to include the contributor's physical address, the bank's physical address and the bank's SWIFT number
 - Itemised list of charges i.e. 2014 Winter Trackbred article – SA News; 2015 Summer Trackbred photograph Blacks A Fake
 - NOTE: A template invoice is available for use by those contributors not familiar with this process
- We recommend that issue of invoice should take place after the publication of the relevant edition of Trackbred magazine (and not consolidated, for example)