

OQ Bylaws	Item Last updated:	Aug 2023
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## 5.6. Mapping

- 5.6.1. OQ will fund all new maps used for OQ events (OY, badge and championship events). All maps, once produced, become the property of the nearest relevant club as defined by the Management Committee. OQ retains the right to use OQ funded maps for any future OQ event at no cost to OQ. OQ will also fund the update of any map to be used for an OQ event (note that this doesn't include club events).
- 5.6.2. Clubs are responsible for funding new club maps and updates to maps to be used for club events. Clubs may put in a proposal to OQ for financial assistance to produce or update maps. Club maps produced using OQ financial assistance may be used by OQ for OQ events at no cost to OQ.
- 5.6.3. Mapping contracts (new maps and map updates) let by OQ will be based on a quote provided by the selected mapper. For small mapping contracts (budgeted under \$1,000), a contract for a map can be offered without advertisement (although advertisement through the weekly bulletin is encouraged). For intermediate contracts (budgeted between \$1,000 and \$5,000), OQ is required to call for tenders to complete the mapping work through a notice in the OQ weekly bulletin. For larger contracts (over \$5,000), tenders should be sought through an advertisement in the weekly bulletin and more widely through communication to other states. Mapping updates should be first offered to the original mapper without advertisement.
- 5.6.4. All mapping contracts must stipulate that the mapper will provide an editable electronic version of the map (normally OCAD). Maps, once produced, become the intellectual property of the relevant club (as decided by OQ). Any future updates to the map file must ensure that the name of the original mapper (and date of map production) remains on the map along with the details of any previous updates. To this, the mapper who updates the map must include their name and date of update.
- 5.6.5. In the event of a club map being used by another club, or a club-produced map being used by OQ, a suitable map levy may be requested. At present the levy is 50 cents per map used. The using club (or OQ) will also pay for the printing of the maps.
- 5.6.6. OQ will pay for the annual licence to OMaps to retain an electronic online cloud copy of all maps produced and/or updated using OQ funding under the direction of the OQ Chair of Technical (or appointed OQ Mapping officer). Clubs are also required to keep an electronic copy of all OQ-produced maps that they have been allocated and all maps they have produced themselves on OMaps.
- 5.6.7. Club Technical and Mapping Officers should ensure that when a new club map is made or updated, that a digital copy is loaded on OMaps as per OQ specifications. Club Mapping Officers should ensure that the original mapper/s is given credit and that updates do not change the major features of the map.
- 5.6.8. The OQ Management Committee shall set the charge for all OQ produced maps for sale to non-orienteeing organisations on a case-by-case basis. . Fees will not apply where maps are provided to landowners or land managers such as government agencies.

- 5.6.9. Generally maps of private land should not be sold to non-affiliated clubs or retail outlets, unless they can provide proof of landowner consent.
- 5.6.10. The mapping costs for the annual State Championships shall aim to be at least 50% recovered from the fees charged for this event. This will be done by charging either 50% of the full mapping costs, or \$2,500, whichever is the greater against the event budget.
- 5.6.11. Mapping for major National events (e.g. Australian Three Days or Australian Championships) shall be budgeted separately with 100% cost recovery required for that event.
- 5.6.12. There is no geographical or time restriction on where or when a club may make local club maps, park or street maps with their own funding. Clubs will own copyright of such maps and may charge a map royalty of other users.
- 5.6.13. A rebate for new state school maps may be offered by OQ if covered by external funding. A Memorandum of Understanding may also be offered to a school regarding provision of a mapping rebate in return for usage of the map for an OQ/club event.
- 5.6.14. When paying mappers (or coaches) without an ABN, OQ can accept a Statement by Supplier (Hobby) form to avoid withholding tax. Mappers who are sole traders are also to be paid a superannuation component equivalent to the Super Guarantee Award rate (currently 11.5%).