



Policy and Procedures
Section: 601
Subject: Sport Aerobatics Magazine

Date: 10 April 2021
Revision: 29

601.1 General

The official IAC publication, *Sport Aerobatics* magazine, is the principal method of communication with the membership regarding news, technical information, and other articles of interest to aerobatic devotees. It is considered the top priority of the organization as it is the principal benefit of membership.

601.2 Policy

601.2.1. Distribution

- (a) One copy of *Sport Aerobatics* magazine is distributed to current members of IAC periodically as a part of their membership benefits.
- (b) *Sport Aerobatics* magazine is also distributed to various entities and individuals on a complimentary basis. The complimentary list will be reviewed and updated by the Executive Director annually.

601.2.2. Content

- (a) The pages of the magazine are offered as a clearinghouse of information and a forum for the exchange of opinions and ideas. Each reader is responsible for evaluating this material on an individual basis and utilizing it accordingly.
- (b) IAC will make every effort to present material of wide interest and assistance to the majority of members and readers.
- (c) IAC does not assume responsibility for the accuracy of the material presented by the authors of the articles published.
- (d) IAC does not guarantee or endorse any product offered through advertising appearing within the pages of the publication. The officers and directors invite constructive criticism and welcome any reports of inferior merchandise or services obtained through such advertising so that corrective measures can be pursued.
- (e) The IAC Board of Directors approves the number of pages of the magazine when it approves the IAC Annual Budget. The general guideline for advertising is that it not exceed approximately 30% of the magazine's content.



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601.2.3. Publisher

602.2.3.1. The Publisher of Sport Aerobatics magazine will be the current IAC President.

602.2.3.2. The Publisher has the following responsibilities:

- (a) Oversees the magazine to ensure that it complies with IAC policies and contains articles that are appropriate to the organization and membership
- (b) Is not responsible for the preparation of the magazine for printing.
- (c) To call in corrections and suggestions to the Editor as soon as possible after receipt of each proof.

601.2.4. Advertising

601.2.4.1. Advertising in *Sport Aerobatics* magazine is overseen by the IAC Executive Director.

601.2.4.2. Advertisers and agencies assume liability for all content of advertisements printed including text, representation, and illustrations. They assume all responsibility for any claims arising therefrom made against the Publisher.

601.2.4.3. The Editor and Publisher reserve the right to reject any advertising or to request changes in copy, with or without giving a reason.

601.2.4.4. Advertising rates are approved by the Board of Directors as a part of the annual budget approval process prepared by the Finance Committee. These rates are subject to change without notice as considered necessary by the Board. EAA staff normally proposes the rates.

601.2.4.5. Details regarding payment, rates and other advertising policies are found in the EAA Advertising Rate Card available from IAC Headquarters. All rates are net and not subject to agency commission.

601.2.4.6. The Advertising Rate Card will be reviewed by the Finance Committee annually and rates set as part of the annual budgeting process.

601.2.4.7. Advertising Complaint Policy



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- (a) All complaints regarding incorrect or misleading advertisements in *Sport Aerobatics* will be investigated by the Executive Director for accuracy and truthfulness, and written documentation of the investigation's outcome sent to both the complainant and the advertiser. In the event the advertisement conveys inaccurate information, the Executive Director will halt any future placement of the ad in *Sport Aerobatics*, and request a new ad be submitted by the advertiser.
- (b) All complaints regarding unsatisfactory business dealings with *Sport Aerobatics* advertisers will be documented in writing and filed for future reference. The *Executive Director* will suggest the member work out their difficulty directly with the advertiser, and/or report their difficulty to the Better Business Bureau. No direct action will be taken by the IAC on such matters.

601.2.5 Timing of Publication

The Editor will ensure that all deadlines set by the EAA Editorial Staff and the magazine production vendor are adhered to so that the magazine is mailed by the end of the month preceding the month that appears on the cover.

601.2.6 Quantities

Quantity of magazines produced are determined by a membership list sent to the producing vendor by EAA member services.

A minimum number of magazines, over and above the amount required for the mailing, will be ordered to handle anticipated needs in the next few months. The object of this program is to ensure that the IAC does not have excess inventory of magazines. The Editor will also discuss these quantities with the Publisher periodically to keep him/her up-to-date.

601.2.7 Reprints

- (a) To maintain control of how the content of the magazine is used, all requests for reprints must be approved by the Executive Director.



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- (b) Reprints can be made of the cover but a tab or small banner must be added on the cover which indicates it is a reprint. The IAC will make the determination on where that tab will be placed.
- (c) A proof of the cover with the tab will be reviewed by the Editor before printing.
- (d) All reprints will be done through the publishing company.
- (e) All costs will be borne by the requester.

601.2.8 EAA Photo Ownership/Publications Author's and Photographer's Agreement

- (a) When an EAA photographer is used for photographs for *Sport Aerobatics* magazine at major sport aviation events, which are attended by staff and/or employees, the following policy applies:
- (b) All requests for photo assignments will be made in writing by the Editor.
- (c) Once the assignment has been fulfilled, those photos specifically commissioned by the editor will be considered IAC property for use exclusively in *Sport Aerobatics*.
- (d) The IAC will sustain all the costs associated with the production of these photos.
- (e) When the Editor has completed the selection of photos for use in *Sport Aerobatics*, the photos shall be released for use by other EAA publications.

601.2.9 IAC Publications Author's and Photographer's Agreement

All guest authors and photographers of IAC Publications, including but not limited to *Sport Aerobatics* magazine and the IAC website, will sign an IAC Publications Author's and Photographer's Agreement. The agreement will clearly identify the item(s) submitted for use in IAC publications, and clarifies the terms under which the IAC may use the item(s). The agreement also warrants that the item(s) submitted:

- (a) Does not contain defamatory or libelous content or invade the right of privacy of any person,
- (b) Is the author's or photographer's original work(s) and has not been previously published, and



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- (c) Does not infringe the copyright or any other right of any person. If payment for use of the article is required, the amount will be clearly documented on the agreement. The author's Social Security number along with a W-9 form must be supplied before payment is given.

The IAC Publications Author's and Photographer's Agreement may be modified or updated at any time upon review and with the approval of the *Sport Aerobatics* Publisher. The IAC Publications Author's and Photographer's Agreement form is available from IAC Headquarters.