

December 2022

# Advertising Policy

Guidelines for advertising with the  
Australian Kinesiology Association Inc.



Version: 1.2

# AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

**Administration Office:** PO Box 233, Kerrimuir VIC 3129 Australia

**Ph:** 03 9898 7406 **Email:** [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au)

 Australian Kinesiology Association

ABN: 31 074 034 709

A Document Revision & Version Control Record holds details of all edits to the document. Revisions are made to reflect new or updated business requirements, methods or legislation and/or improved quality practices. The Revision Record indicates all revisions (edits) to the latest version of the document. General formatting and styling is not considered a part of revision.

The following “Conditions of Use” apply to the Document Revision & Version Control Record:

1. Each revision is identified by a revision number and the date of revision.
2. After 5 revisions to any version, or where a revision includes a major portion of the document (more than 20%), the document is to be re-issued with a new version number.
3. Each new version cancels and replaces all previous versions and revisions.

## REVISION TABLE

Version		Version Date	Document Writers	AKAMC Ratification Date	
<b>1.2</b>		14/12/2022	Gail Medland	27/01/2023	
Revision No	Revision Date	Page Number	Revision Description	Revised By:	AKAMC Ratification Date
1	25/08/2022	3	Update Definitions	Gail Medland	16/10/2022
1	25/08/2022	Whole document	Update any reference to the AKA Confidentiality Policy, Procedure, & Agreement to include if applicable, with regard to access to sensitive or confidential material.	Gail Medland	16/10/2022
1a	12/09/2022	10	Remove “Important Note” under Advertising of Courses or Other Activities Practitioner Registration and Membership Upgrade: Reword this entire paragraph to read better	Gail Medland	16/10/2022
1a	12/09/2022	11	Remove the “I understand...” clause relating to the Important note regarding display of CPE points. Remove AKA Witness from Authorisation	Gail Medland	16/10/2022

Revision No	Revision Date	Page Number	Revision Description	Revised By:	AKAMC Ratification Date
1b	03/10/2022	Whole Document	Formatting updates	Gail Medland	16/10/2022
1b	03/10/2022	7	Add a paragraph to the Introduction explaining the document will have 3 sections: General advertising information, <i>In Touch</i> advertising and all other AKA advertising. Add the word "Mediums" to the heading "Advertising Platforms"; add AKA Member newsletter to the dot points.	Gail Medland	16/10/2022
1b	03/10/2022	8	Advertising Fees and Payments: Paragraph 5: add words "on the invoice" after the word "period" to the sentence "...terms of the specified period e.g. 14 days." Cancellations: In the first sentence, remove the words "on the website" after "...prior to publishing." Disclaimers: Add the word "risks" after "...is indemnified against all"	Gail Medland	16/10/2022
1b	03/10/2022	9 11 13	Add new headings: Section 1: General Advertising Information Section 2: <i>In Touch</i> Advertising Section 3: All Other Advertising Update information to reflect the specific heading it relates to.	Gail Medland	16/10/2022
1b	03/10/2022	10	Update link to TGA	Gail Medland	16/10/2022
1b	03/10/2022	11	Appendix A to be changed to <i>In Touch</i> Advertising Agreement & Waiver	Gail Medland	16/10/2022
1b	03/10/2022	17	Add Appendix B Other Advertising Agreement & Waiver	Gail Medland	16/10/2022
1b	16/10/2022	12, 14, Appendix A, Appendix B	Remove reference to an explanation being required if advertising is not accepted	Gail Medland	16/10/2022

<b>Revision No</b>	<b>Revision Date</b>	<b>Page Number</b>	<b>Revision Description</b>	<b>Revised By:</b>	<b>AKAMC Ratification Date</b>
2	14/12/2022	11	Under heading Advertising: Change paragraph 3 “Any entity advertising in In Touch....before their submission is considered for publishing.” To advise that payment for advertising is acknowledgement, acceptance, agreement and consent to the Advertising Policy.	Gail Medland	
2	14/12/2022	17	Appendix A: Remove reference to signatures and replace with disclaimer statement regarding payment for advertising is acknowledgement, acceptance, agreement and consent to the terms and conditions of this policy.	Gail Medland	
2	14/12/2022	17 & 18	Office Use Only: Add “if applicable” after “Signed Confidentiality Agreement Received”	Gail Medland	

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## DEFINITIONS:

Definitions and wording below are stated in the singular and apply to the plural.

**AKA** is an acronym for the Australian Kinesiology Association Inc.

**AKA Witness** means any person employed by the Australian Kinesiology Association Inc. or a current member of the AKA Management Committee, authorised to witness another person's signature.

**Association** means the Australian Kinesiology Association Inc.

**Australian Kinesiology Association Inc.** is the Association of Members who practice kinesiology. Also referred to as Australian Kinesiology Association, the Association, AKA, or AKA Inc.

**Breach of Confidentiality** means restricted and/or sensitive information or material has been shared outside of the boundaries set by the Australian Kinesiology Association Inc.'s policies and documents including the Confidentiality Policy, Procedure, & Agreement, and any Memorandum of Understanding, Terms of Reference, or Contract between the Australian Kinesiology Association Inc. and any engaged entity.

**Complaint** means an expression of dissatisfaction made to, or about the Association, its Members, Staff, or its services, or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. (AS/NZ 10002:2014).

**Complaint Handling Management System** means all policies, procedures, practices, staff, hardware, and software used by the Association in the management of complaints.

**Conference** refers to an event to be delivered for the Australian Kinesiology Association Inc. This event may be face-to-face, online, or a combination of both.

**Conference Coordinator** means the person/s responsible for the management and delivery of both in person and online conferences for or on behalf of the Australian Kinesiology Association Inc.

**Confidential Information** means all data and business relating to the Australian Kinesiology Association Inc., that is understood to be of private nature, that is shared with any other entity. Information considered private includes, but is not limited to:

- Member information;
- Association information including membership information, business operations and financial information;
- Intellectual property;

**Consequences** (as applicable to Workplace Health & Safety Risk Management) refers to outcomes outlined in the Risk Assessment Rating Table.

**Contract** means an agreement between the Australian Kinesiology Association Inc. and any other entity outlined in writing in any capacity, including but not limited to:

- Minutes of a General Meeting;
- A contract;
- Email correspondence between the parties.

**Contractor** means a person or entity engaged by the Australian Kinesiology Association Inc., for the purposes of completing a project for an on behalf of the Association. This role may be in a paid or unpaid capacity. May also be referred to as a Service Provider, entity, sub-contractor, business, organisation, etc.

**Correspondence** means any written communication, including but not limited to, emails, notes, letters, texts, electronic communications, social media comments, etc.

**Current Year** refers to the year specified for the date that an event, such as the annual conference, is to be held as outlined in a document, such as a Memorandum of Understanding, Terms of Reference, etc. It is understood that for some events, preparation may take more than one year to organise.

**Dispute** means an unresolved complaint, escalated either within or outside of the Association.

**Electronic Vote** – see Technology Vote.

**Engagement of Services** relates to the engagement of an entity to perform a task, project, or event, etc., or form a sub-Committee, for defined purposes, for and on behalf of the Australian Kinesiology Association Inc.

**Entity** means an individual, a group of individuals, Member, business, agency, contractor, sub-Committee, etc., engaged in services for or on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, contractor, sub-contractor, business, organisation, etc.

**Feedback** (as applicable to Complaints Handling) means opinions, comments, and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about the Association, its services, or complaint handling system, where a response is not implicitly or explicitly expected or legally required.

**Grievance** (as applicable to Complaints Handling) means a clear, formal written statement by an individual staff member about another staff member, or a work-related problem.

**Hazard** (as applicable to Workplace Health & Safety Risk Management) refers to a situation or thing which has the potential to harm a person.

**Hierarchy of Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the priority order for the types of measures to be used to control risks.

**Injury Management** (as applicable to Workplace Health & Safety) includes workers compensation, claims management, recovery, and return to work activities that are covered by the Return-to-Work legislation.

**Likelihood** (as applicable to Workplace Health & Safety Risk Management) refers to how likely something is to happen, as a result of a hazard.

**Management Committee** refers to the Committee that Manages the affairs of the Australian Kinesiology Association Inc. Also referred to as the MC, or the Committee.

**Mediums** (as applicable to Advertising) refers to In Touch magazine, social media outlets, Australian Kinesiology Association Inc. website, or similar platforms that are governed, managed, or administered by the Association, its staff, volunteers or other entities engaged in projects for or on behalf of the Association.

**Member** means an individual or entity who has a membership with the Australian Kinesiology Association Inc.

**Memorandum of Understanding** means an agreement that is signed between the Australian Kinesiology Association Inc. and the entity it engages for a task, project, event, sub-Committee, etc. This agreement outlines the requirements and expectations of all parties in the undertaking and delivery of a project or task.

**Non-Member** refers to anyone who does not have a membership with the Australian Kinesiology Association Inc.

**Occupational Violence** (as applicable to Workplace Health & Safety) refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

**Office Manager** refers to the person employed by the Australian Kinesiology Association Inc. to manage and oversee the administrative affairs of the Association. Also referred to as OM, or Staff.

**Officer** (as applicable to Workplace Health & Safety) refers to a person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.

**PCBU** (as applicable to Workplace Health & Safety) is an acronym for Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.

**Policy** means a statement of instruction that sets out the parameters of the Association's vision, mission, and goals.

**Procedure** means a statement or instruction that sets out how the Association's policies will be implemented and by whom.

**Project** means an undertaking for or on behalf of the Australian Kinesiology Association Inc. Also referred to as a task, or event.

**Purpose of Engagement** relates to the task, project, event, sub-Committee or similar, that is the reason for engagement of services, for or on behalf of the Australian Kinesiology Association Inc.

**Residual Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the risk rating, based on the risk matrix, after recommended control measures have been implemented.

**Restricted and/or Sensitive Material** means material considered confidential by the Australian Kinesiology Association Inc. Dependent upon the nature of the task, project, event, or sub-Committee, etc. restricted and/or sensitive material requirements will be assessed by the Australian Kinesiology Association Inc. and outlined in the Memorandum of Understanding, Terms of Reference, or Contract.

**Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the possibility that harm (death, injury, or illness) might occur when a person is exposed to a hazard.

**Risk Assessment** (as applicable to Workplace Health & Safety Risk Management) refers to the process of evaluating the likelihood and consequences (or severity) of injury, illness or disease arising from exposure to an identified hazard.

**Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the process of implementing measures to eliminate or minimise the risk associated with a hazard so far as is reasonably practicable.

**Risk Management** (as applicable to Workplace Health & Safety Risk Management) refers to the process of hazard identification, risk assessment, implementation of appropriate risk control measures, and monitoring and review of their effectiveness.

**Service Provider** means person/s engaged in performing a service for the Australian Kinesiology Association Inc. May also be referred to as a volunteer, contractor, sub-contractor, entity, worker, etc.

**Staff** means persons employed and paid a wage by the Australian Kinesiology Association Inc. for administration purposes. Also referred to as Office Staff, Staff, Employees, or Service Providers.

**Sub-Committee** refers to a group of people engaged to perform a task as delegated by the Management Committee.



**Technology Vote** refers to a vote that has been completed on a form (either physically completed or electronically completed) either online, or sent via email to the Australian Kinesiology Association office for the purposes of voting on agenda items at a specified meeting. Also referred to as an Electronic Vote.

**Terms of Reference** refers to an agreement between the AKA Management Committee and a sub-Committee, wherein the Management Committee have delegated duties/tasks, etc., to be performed by that sub-Committee.

**Volunteer** means persons donating their time without expectation of payment of any sort, (e.g. wage, one off payment, payment in kind, etc.) to work on projects, Committees, sub-Committees, events, etc., for and on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, entity, worker, etc.

**Worker** A person who carries out work in any capacity, whether on-site or off-site, for the Australian Kinesiology Association Inc. including all volunteers, staff, contractors and sub-contractors and their employees, suppliers, labour hire company employees, trainees, persons gaining work experience and volunteers. Also referred to as an entity, Service Provider, or Staff.

**Workplace** refers to places where people work in connection with the Australian Kinesiology Association Inc., whether on-site or off-site, including work-related conferences, functions, client events, retreats, and social events.

## Introduction

This document outlines the Australian Kinesiology Association Inc.'s policy and procedures for advertising on any of its mediums.

This document is separated into three sections. Section one outlines general advertising requirements. Section two outlines advertising requirements for *In Touch* magazine. Section three outlines advertising requirements on any other Australian Kinesiology Association Inc. medium, e.g. website, Facebook, etc.

## Disclaimer

The Australian Kinesiology Association Inc. **does not** endorse any advertising on its mediums, unless specifically stated "Endorsed by the Australian Kinesiology Association Inc.", or "Endorsed by the AKA" or similar approved wording.

# SECTION 1: GENERAL ADVERTISING INFORMATION

## Advertising Platforms/Mediums

The Australian Kinesiology Association Inc. platforms for advertising consist of:

- *In Touch* magazine;
- AKA Membership newsletter;
- Australian Kinesiology Association Inc. website;
- Australian Kinesiology Association Facebook page and other social media platforms;
- Australian Kinesiology Association Inc. owned email accounts;

and any other platforms made available post the creation of this document.

## Types of Advertising

Advertising can be done in many forms, including, but not limited to:

- Written words, images, photos, logos, etc., or variations thereof.
- Sound/audio recordings that impart a message or promote something.
- Video recordings that impart a message or promote something, wherein a moving picture is presented to be viewed, as in a slide show or film/video. This may also encompass written words, images, sound/audio recordings, or a slide show/film/video presentation, or a combination of any of these.

Advertising on any of the Australian Kinesiology Association Inc. mediums may include:

- Business logo;
- College/RTO or business name;
- Items/products for sale;
- Services offered;
- Upcoming events:
  - Courses,
  - Workshops,
  - Webinars,
  - Podcasts, etc.

## Advertising Fees and Payment

The Australian Kinesiology Association Inc. will set prices for advertising on any of its mediums. These prices are subject to change at the discretion of the Australian Kinesiology Association Inc. and without prior consultation.

Current advertising contracts will remain in place until such time as a new contract has been entered into between the parties concerned.

Fees for advertising will be associated with the size of the advertisement through to the amount of space required, including digital space for website advertising, such as uploading a video or audio message. These prices will be advertised on the AKA website.

Australian Kinesiology Association Inc. Members may be charged at a different rate to non-members, at the discretion of the Association.

Payment for advertising will be made prior to publishing and due, upon receipt of confirmation that the advertisement has been accepted. Payment will be made via the platform being used by the Australian Kinesiology Association Inc. at the time of the agreement (e.g. Stripe, PayPal, etc.), and within the terms of the specified period on the invoice e.g. 14 days. Failure to make payment within the specified period will result in no advertisement.

Advertising on any Australian Kinesiology Association Inc. mediums with regard to any special terms or conditions negotiated for payment of advertising, will only be delivered once full payment has been received.

## **Cancellations**

Cancellations must be made in writing and received prior to publishing. Any cancellations received after publishing may attract associated fees, which will be deducted from any refund processed.

## **Disclaimer**

Advertisements are considered and accepted on the condition that the Australian Kinesiology Association Inc. is indemnified against all risks, actions, suits, claims, loss and/or damage and expenses resulting from published material on Australian Kinesiology Association Inc.'s advertising platforms.

## SECTION 2: *IN TOUCH* ADVERTISING

### Appropriate Material and Advertising Content

It is an expectation of the Australian Kinesiology Association Inc., that any material published in *In Touch* is of appropriate language, content, and message.

The Australian Kinesiology Association Inc. has the right to remove any content or material it deems inappropriate at its discretion, without notification to the advertiser, and without refund.

Advertising material and content may be edited at the discretion of the *In Touch* Editor and in consultation with the advertiser before publishing. The *In Touch* Editor will have final say over what is published in the magazine.

It is recommended that advertising material and content is supportive of alternative health practices and supports kinesiology and the Members of the Australian Kinesiology Association Inc.

Any attempt to discredit the Australian Kinesiology Association Inc. and/or its Members in any way will not be accepted or published.

### Advertising

Advertising in *In Touch* must uphold the Australian Kinesiology Association Inc.'s Rules and Bylaws, and be in alignment with the Association's ethics and support the Association's reputation.

It is the entities responsibility to ensure their advertisement has been proofed and checked for spelling errors, and consistency and accuracy of its message.

Payment received for advertising in *In Touch* implies your acknowledgement, acceptance, agreement and consent to the terms outlined in the "*In Touch* Advertising Agreement and Waiver" (Appendix A) and Advertising Policy Guidelines, for advertising with the Australian Kinesiology Association Inc.

The Australian Kinesiology Association Inc. does not endorse, nor take responsibility for what is advertised and/or how it is presented.

### AKA Members

Australian Kinesiology Association Members may advertise in *In Touch*. Advertising content must comply with this policy, and any criteria set by the *In Touch* Editor.

Members are also expected to have read, and comply with the following policies:

- AKA Code of Conduct
- AKA Code of Ethics
- And any other policies as deemed appropriate at the time of engagement.

### Non-Members

Any entity that is not a member of the Australian Kinesiology Association Inc. may advertise in *In Touch*. Advertising content must comply with this policy, and any criteria set by the *In Touch* Editor.

The *In Touch* Editor has the final say on whether to accept or not accept any advertising.

## **TGA Approval**

It is the responsibility of the advertising entity to obtain approval from the Therapeutic Goods Administration (TGA) and have a code applied, for any advertisements relating to supplements or other goods that require TGA approval. To ensure compliance, please visit: [Complying with advertising requirements | Therapeutic Goods Administration \(TGA\)](#)

The Australian Kinesiology Association Inc. does not take any responsibility for advertisements published on any of its mediums, for or on behalf of any entity, who does not comply with TGA regulations.

## **Advertising of Courses or Other Activities**

The *In Touch* Editor will consider any courses or other activities to be advertised in *In Touch*. This consideration does not guarantee that the material will be published/advertised.

Material for advertising consideration may include:

- Accredited Kinesiology courses;
- Non-accredited Kinesiology courses;
- Government accredited non-Kinesiology courses, such as Anatomy & Physiology, or Nutrition, Communications, etc.;
- Other courses that are complementary to Kinesiology or other alternative health practices.
- Webinars, podcasts, and the like.
- Kinesiology business advertising e.g. Krystal's Kinesiology, Harry's Holistic Health;
- Other alternative health businesses.

## **Continuing Professional Education (CPE) Points**

Members engaging in courses or other activities advertised on the Association's website, are responsible for checking if the course or activity is eligible for CPE points.

## **Practitioner Registration and Membership Upgrade**

When considering advertised courses for new membership applications or membership upgrades, it is the responsibility of the individual to ensure these courses are valid, and on the current AKA Accredited Courses List, which can be found on the Australian Kinesiology Association Inc.'s website.

## SECTION 3: ALL OTHER ADVERTISING

### Appropriate Material and Advertising Content

It is an expectation of the Australian Kinesiology Association Inc., that any material published on any of its mediums is of appropriate language, content, and message.

The Australian Kinesiology Association Inc. has the right to remove any content or material it deems inappropriate at its discretion, without notification to the advertiser, and without refund.

Advertising material and content may be edited at the discretion of the Australian Kinesiology Association Inc. and in consultation with the advertiser before publishing on any of the Association's mediums.

It is recommended that advertising material and content is supportive of alternative health practices and supports kinesiology and the Members of the Australian Kinesiology Association Inc.

Any attempt to discredit the Australian Kinesiology Association Inc. and/or its Members in any way will not be accepted or published. Any discrediting content placed by others on any Association mediums (e.g. social media platforms) will be removed.

Refer to the AKA Website Article Policy & Procedure for other guidelines regarding publishing on the Australian Kinesiology Association Inc. website.

### Advertising

Any advertising on any of the Australian Kinesiology Association Inc. mediums must uphold the Association's Rules, Bylaws, and all of its policies and procedures, including the Confidentiality Policy, Procedure, & Agreement (if applicable).

It is the responsibility of the Member or entity to ensure their advertisement has been proofed and checked for spelling errors, and consistency and accuracy of the message.

Any Member or entity is required to sign the "All Other Advertising Agreement and Waiver" (Appendix B), and if required, to acknowledge and sign the AKA Confidentiality Agreement (separate document) before their submission is considered for publishing on the Association's website.

The Australian Kinesiology Association Inc. does not endorse, nor take responsibility for what is advertised and/or how it is presented.

### AKA Members

Australian Kinesiology Association Members may advertise on any of the Association's mediums, by utilising the appropriate channels, such as online applications. Advertising content must comply with this policy and the AKA Website Article Policy and Procedure, if advertising on the Association's website.

*If applicable, Members are required to have read the AKA Confidentiality Policy, Procedure, & Agreement, and have signed the Confidentiality Agreement before advertising on the Australian Kinesiology Association's website. This will be required in any instances where access to sensitive or confidential information is to be given to the advertiser.*

Members are also expected to have read, and comply with the following policies:

- AKA Code of Conduct

- AKA Code of Ethics
- And any other policies as deemed appropriate at the time of engagement.

## Non-Members

Any entity that is not a member of the Australian Kinesiology Association Inc. may advertise on the Association's website in line with its policies and procedures. It is a requirement that non-Members have read:

- AKA Confidentiality Policy and Procedure, and have signed the Confidentiality Agreement **if applicable** (if access to sensitive or confidential information has been given to the advertiser);
- AKA Website Article Policy and Procedure (if advertising on the website);
- AKA Advertising Policy Section 1 & Section 3;
- AKA Code of Conduct;
- AKA Code of Ethics,

and agree to comply with these documents in all dealings with the Australian Kinesiology Association Inc.

All non-Member entities agree to advertise material and content in line with this Policy.

It is preferred that any advertising on the Australian Kinesiology Association Inc.'s platforms is to benefit the Association's Members and the Association's interests. Any advertising outside of this scope will be considered at the discretion of the Association.

## TGA Approval

It is the responsibility of the advertising entity to obtain approval from the Therapeutic Goods Administration (TGA) and have a code applied, for any advertisements relating to supplements or other goods that require TGA approval. To ensure compliance, please visit: [Complying with advertising requirements | Therapeutic Goods Administration \(TGA\)](#)

The Australian Kinesiology Association Inc. does not take any responsibility for advertisements published on any of its mediums, for or on behalf of any entity, who does not comply with TGA regulations.

## Advertising of Courses or Other Activities

The Australian Kinesiology Association Inc. will consider any courses or other activities to be advertised on any of its mediums. This consideration does not guarantee that the material will be published/advertised.

Material for advertising consideration may include:

- Accredited Kinesiology courses;
- Non-accredited Kinesiology courses;
- Government accredited non-Kinesiology courses, such as Anatomy & Physiology, or Nutrition, Communications, etc.;
- Other courses that are complementary to Kinesiology or other alternative health practices.
- Webinars, podcasts, and the like.



- Kinesiology business advertising e.g. Krystal's Kinesiology, Harry's Holistic Health;
- Other alternative health businesses.

## **Continuing Professional Education (CPE) Points**

Members engaging in courses or other activities advertised on the Association's website, are responsible for checking if the course or activity is eligible for CPE points.

## **Practitioner Registration and Membership Upgrade**

When considering advertised courses for new membership applications or membership upgrades, it is the responsibility of the individual to ensure these courses are valid, and on the current AKA Accredited Courses List, which can be found on the Australian Kinesiology Association Inc.'s website.



# AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

Administration Office: PO Box 233, Kerrimuir VIC 3129 Australia

Ph: 03 9898 7406 Email: enquiries@aka.asn.au



ABN: 31 074 034 709 ARBN: 074 034 709

## APPENDIX A

### *In Touch Advertising Agreement and Waiver*

I have read **Section 1:** General Advertising Information and **Section 2:** *In Touch* Advertising, of the AKA Advertising Policy.

I understand and agree that any material and/or content may be edited at the discretion of the *In Touch* Editor, and the *In Touch* Editor has final say over what is published.

I agree that I will not attempt to discredit the Australian Kinesiology Association Inc. and/or its Members.

I agree to uphold the Australian Kinesiology Association Inc.'s Rules and Bylaws and my advertisement aligns with the Association's ethics and reputation.

I understand that I am responsible for any advertising content and/or material being proofed and checked for spelling errors, and consistency and accuracy of its message, and waive any responsibility to the Australian Kinesiology Association Inc. for same.

I understand that the Australian Kinesiology Association Inc. does not endorse, nor take responsibility for what is advertised and/or how it is presented.

I understand that the *In Touch* Editor has final say on whether my advertising is accepted or not accepted.

I understand that it is my responsibility to ensure that I have complied with the Therapeutic Goods Administration regulations and obtain the relevant **TGA approval** for any products I advertise with the Australian Kinesiology Association Inc.

I agree to make payment in full, within the specified period, to the Australian Kinesiology Association Inc. for my advertising material, before it is published.

I agree to notify the Australian Kinesiology Association of any cancellations prior to publishing on any advertising mediums, and understand that once the material has been published, any cancellations will be subject to fees.

***Payment received for advertising in *In Touch* implies your acknowledgement, acceptance, agreement and consent to the terms outlined in the "In Touch Advertising Agreement and Waiver" (Appendix A) and Advertising Policy Guidelines, for advertising with the Australian Kinesiology Association Inc.***

Office Use:

Advertising Agreement and Waiver (this Appendix) Received: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

Signed Confidentiality Agreement Received (if applicable): \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

By: \_\_\_\_\_

# APPENDIX B

## All Other Advertising Agreement and Waiver

I have received and read the following policies:

- (If applicable)** AKA Confidentiality Policy, Procedure, & Agreement, and have signed the Confidentiality Agreement (if access to sensitive or confidential information has been granted);
- AKA Website Article Policy and Procedure (if advertising on the website);
- AKA Code of Conduct;
- AKA Code of Ethics.

I have read **Section 1**: General Advertising Information and **Section 3**: All Other Advertising, and agree to abide by the terms and conditions in the AKA Advertising Policy.

I understand and agree that any material and/or content deemed inappropriate by the Australian Kinesiology Association Inc. will be removed without consultation.

I understand that the Australian Kinesiology Association Inc. does not endorse, nor take responsibility for what is advertised and/or how it is presented.

I understand that it is my responsibility to ensure that I have complied with the Therapeutic Goods Administration regulations and obtained the relevant **TGA approval** for any products I advertise with the Australian Kinesiology Association Inc. on any of its mediums.

I understand that I am responsible for any advertising content and/or material being proofed and checked for spelling errors, and consistency and accuracy of its message, and waive any responsibility to the Australian Kinesiology Association Inc. for same.

I agree to make payment in full, within the specified period, to the Australian Kinesiology Association Inc. for my advertising material, before it is published.

I agree to notify the Australian Kinesiology Association of any cancellations prior to publishing on any advertising mediums, and understand that once the material has been published, any cancellations will be subject to fees.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Office Use:

Advertising Agreement and Waiver (this Appendix) Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Signed Confidentiality Agreement Received (if applicable): \_\_\_\_/\_\_\_\_/20\_\_\_\_

By: \_\_\_\_\_