

YMCA Geelong- Use of Copyright Material Procedure



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 165-O	14/03/2017	14/03/2017	APPROVED

1. Use of Copyright Material Procedure

2. Background

Copyright material (Music, Dramatic Works, Artistic Works, Broadcast, Film, Literary and Multimedia works) may be required and used in the course of normal operations at YMCA Geelong venues. The use of such material is subject to the provisions of the Copyright Act 1968 and the Copyright Amendment Act 2006.

To ensure we adhere to these legal requirements, YMCA Geelong have developed a procedure to guide staff on notification and reporting of usage.

3. Guidelines regarding the types and applications for Copyright material

3.1 Use of music (including sound content contained within visual presentations such as film)

3.1.1 All music and sound content is reported quarterly to APRA (Australasian Performing Right Association) and PCCA (Phonographic Performance Company of Australia Limited)

3.1.2 Music usage required to be reported includes;

- Music used as part of a fitness or sporting class (including gymnastics and similar)
- Music used as part of dance class or concert
- Background music within a fitness or sporting centre
- Use of telephone on hold music
- Use of Television screens to show music video, video/DVD, free to air or subscription television, or films

- Background music in function rooms, reception areas or foyers (only where the background music is NOT commercial radio broadcast)
- Venue and program coordinators must to provide the required information each quarter within 7 days of request.

3.2 Dramatic Works may include the use of script, stage directions, choreography or music, lyrics or sound recordings or film used in a performance.

3.2.1 For use of any dramatic works, written permission from the copyright holder must be sought

3.2.2 Where the copyright holder grants conditional permission, these conditions must be followed

3.2.3 A copy of the written permission must be provided to Corporate Services.

3.3 Artistic Works may include paintings, sculptures, drawings, photos, buildings or models of buildings and works of artistic craftsmanship

3.3.1 Written permission from the copyright holder is required to reproduce any works

3.3.2 Where the copyright holder grants conditional permission, these conditions must be followed

3.3.3 A copy of the written permission must be provided to Corporate Services.

3.4 Broadcast may include recordings from television (both free to air and subscription) or radio

3.4.1 Written permission from the copyright holder is required to reproduce or replay any works

3.4.2 Where the copyright holder grants conditional permission, these conditions must be followed

3.4.3 A copy of the written permission must be provided to Corporate Services.

3.5 Film may include television programs, cinematic films (such as those available on DVD, video or by other digital means) and animations

3.5.1 Written permission from the copyright holder (usually the studio or producer) is required prior to screening any film. Any screening in a non-domestic environment is considered public exhibition regardless of ownership, size of audience and payment for attendance.

- 3.5.2 Where the copyright holder grants conditional permission, these conditions must be followed
 - 3.5.3 A copy of the written permission must be provided to Corporate Services.
 - 3.5.4 Any material used within YMCA Geelong venues and operations with copyright permission must be a legitimately obtained, legal original (non-pirated copy).
- 3.6 Literary Works include novels, newspaper articles, lyrics for songs, instruction manuals and similar.
- 3.6.1 Written work should not be reproduced (digitally or by other means such as photocopying) in whole or part without permission of the copyright owner.
 - 3.6.2 If literary works are used (such as a quote), the author must be acknowledged.
- 3.7 Multimedia comprises a combination of several different types of copyright material
- 3.7.1 Written permission must be obtained from the copyright owner for any broadcast, reproduction or use of multimedia material
4. Casual user groups and visiting groups
- 4.1 Groups using YMCA Geelong venues must comply with copyright obligations where required.
 - 4.2 Any agreement to hire or use any YMCA Geelong venue must include an acknowledgement that use and licensing of copyright material is the obligation of the hirer/group.

5. DEFINITIONS

Copyright Material – includes Music, Dramatic Works, Artistic Works, Broadcast, Film, Literary and Multimedia works

Reproduction – includes copying in any form including use on a website, marketing or for training purposes

Broadcast – playing the copyright material to any audience in any format

6. SCOPE

This Procedure applies to all YMCA Geelong Inc. venues and operations and any user or group hiring a venue in whole or part.

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Corporate Services Manager	Develop and Review the procedure on a three year cycle Report use to governing bodies and pay licensing fees as required.
Venue Managers/Program Co-ordinators	Document and report Copyright material usage to Corporate Services periodically, or as required

8. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle and evaluated by the Gymnastics Management Team on an annual basis.

The policy will be provided to parents, staff, and managers via website, handbooks and social media where appropriate.

9. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Approved by:

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Policy Owner: Corporate Services Manager

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Amendment history:

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V1	26/03/2014	Tamara Allan	Draft