



COPYRIGHT POLICY

Policy number	O-0012	Version	001
Drafted by	John Baumann	Executive Approval on	05/08/2013
Responsible person	Chairman	Scheduled review date	02/02/2015

INTRODUCTION

EDJSA is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the organisation.

Subject to these responsibilities, EDJSA is committed to the widest possible dissemination of its ideas and findings where these may assist others.

PURPOSE

The purpose of this policy is to clarify the status of material subject to copyright used by the organisation, and to remove any possible misunderstandings about ownership of copyrights.

POLICY

Production of copyright material

Material created by staff of EDJSA entirely on their personal time and not involving the use of the organisation's facilities or materials shall be the property of the creator.

An individual's "personal time" shall mean time other than that for which they receive salary (in the case of staff) or perform assigned functions (in the case of volunteers).

Staff or volunteers who claim that material was made or created on personal time have the onus of demonstrating this proposition. Staff engaged in work during personal time where later confusion may possibly occur are encouraged to discuss this with their supervisors.

With the exception of material created on personal time, all materials that result from activities carried out at EDJSA, or developed with the aid of EDJSA 's facilities or staff, or developed through funds administered by EDJSA, shall be the property of EDJSA except by specific prior written agreement.

Works by independent contractors shall be owned in accordance with the contract under which the work was created. EDJSA shall ensure that there is a written contract for work by an independent contractor specifying ownership.

Any dispute between EDJSA and its staff or volunteers, or between staff or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.

Use of copyright material

Staff and volunteers of EDJSA are required to observe all applicable copyright laws and regulations.

The General Secretary is required to institute procedures that will ensure

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

Copyright on EDJSA materials

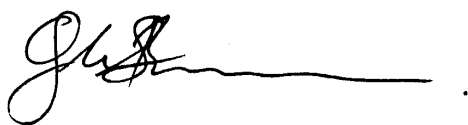
All materials produced by or on behalf of EDJSA are copyright. Permission to reproduce such materials depends on the category into which they fall.

All materials produced by or on behalf of EDJSA will be classified by the General Secretary into one of the following classes.

1. Those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act and any licensing agreement between the user and EDJSA.
2. Those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers.
3. Those materials that are copyright and that may nonetheless be reproduced without conditions.
4. Those materials that are not copyright.

The copyright policies of EDJSA are binding on all staff, whether paid or voluntary. The copyright policies of EDJSA, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee and shall be included in the orientation material given to every volunteer.

AUTHORISATION



John Baumann

Chairman

05 August 2013

Elizabeth & Districts Junior Soccer Association Inc.

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COPYRIGHT PROCEDURES

Procedures number	O-0012	Version	001
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RESPONSIBILITIES

It is the responsibility of General Secretary to ensure that:

- Staff, volunteers and contractors are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees, volunteers and contractors to ensure that they comply with this policy.

PROCESSES

Production of copyright material

A statement of this copyright policy shall be included in the organisation's terms and conditions of employment.

EDJSA will keep records of any discussions made with any staff member regarding any agreements as to the copyright status of any material.

Contracts made by EDJSA with third parties shall specify in writing the copyright status of any material produced under that agreement.

Any dispute between EDJSA and its staff or volunteers, or between staff or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.

Use of copyright material

The General Secretary shall institute procedures to ensure

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

RELATED DOCUMENTS

- Acceptable Use Policy
- Contracts of Employment

AUTHORISATION



John Allen

General Secretary

05 August 2013

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