



Copyright and Intellectual Property Policy

Version 1.0
17 March 2025

TCDA Pty Ltd
ACN 617 607 253
ABN 93 656 571 166

TCDA Director: Paul Singh
Responsible Officer: Paul Singh
Signed:

Revision: 0

1. INTRODUCTION AND PURPOSE

Tamworth City Dance Academy (TCDA) recognizes the significance of intellectual property in dance education and performance. This policy establishes guidelines for protecting TCDA's intellectual property rights while respecting the intellectual property rights of others.

The purpose of this policy is to:

- Clarify ownership of choreography, teaching materials, and other creative works
- Define appropriate use of copyrighted materials within TCDA
- Establish guidelines for recordings, photography, and digital content
- Ensure compliance with relevant intellectual property laws
- Protect TCDA's brand and creative assets

2. LEGISLATIVE FRAMEWORK

This policy operates within and complies with the following legislative framework:

- Copyright Act 1968 (Cth)
- Australian Consumer Law (Competition and Consumer Act 2010)

- Privacy Act 1988 (Cth)
- Designs Act 2003 (Cth)
- Trade Marks Act 1995 (Cth)

3. DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Intellectual Property (IP):** Creations of the mind that are legally protected, including copyright, trademarks, and designs
- **Copyright:** Legal rights granted to creators of original works including choreography, music, photographs, and written materials
- **Choreography:** The composition and arrangement of dance movements and patterns
- **Teaching Materials:** Any resources created for educational purposes, including syllabi, lesson plans, and instructional guides
- **Works for Hire:** Creative works made by an employee within the scope of their employment

4. CHOREOGRAPHY RIGHTS

4.1 Ownership of Choreography

- All choreography created by TCDA staff during their employment and as part of their teaching responsibilities is considered a "work for hire" and belongs to TCDA
- Choreography created by guest choreographers remains their property unless a separate agreement is made
- Any pre-existing choreography created by staff before employment with TCDA remains their property unless otherwise agreed

4.2 Use of TCDA Choreography

- TCDA choreography may not be taught, performed, or reproduced outside of TCDA without written permission from the TCDA Director
- Current staff may not teach TCDA choreography at other studios or organizations
- Former staff may not teach or reproduce TCDA choreography after their employment has ended
- Students may not teach or reproduce TCDA choreography at other studios or organizations

4.3 Student Choreography

- Choreography created by students during TCDA classes, workshops, or assignments remains the intellectual property of the student creator, with a non-exclusive license granted to TCDA for educational and promotional purposes
- Student choreographers will be credited appropriately when their work is performed or displayed

5. MUSIC LICENSING

5.1 Music for Classes and Rehearsals

- TCDA maintains appropriate licensing through OneMusic for the use of music in classes, rehearsals, performances, events, examinations and our websites.
- Staff must use properly licensed music for all classes and activities
- Staff should not use pirated music or recordings

5.2 Music for Public Performances

- TCDA ensures appropriate licensing for all public performances
- Special licensing requirements for performances are managed by TCDA management
- When specific music is required for competitions or special performances, TCDA will ensure proper licensing is obtained

5.3 Original Compositions

- Original music compositions or arrangements commissioned by TCDA for exclusive use become the property of TCDA
- Credit will be given to composers in programs and other materials

6. PERFORMANCE RECORDINGS AND PHOTOGRAPHY

6.1 Official Recordings

- TCDA reserves the right to record and photograph all TCDA classes, rehearsals, and performances
- These recordings and photographs remain the property of TCDA
- TCDA may use these materials for promotional, educational, and archival purposes

6.2 Student and Family Recording

- Photography and recording by parents/students are permitted only in designated performances or events
- Parents/students may not record or photograph regular classes without express permission
- Any recordings or photographs taken by parents/students are for personal use only and may not be publicly shared, sold, or distributed commercially
- Parents/students must respect the privacy and intellectual property of all participants

6.3 External Photographers/Videographers

- Only authorized photographers and videographers may record TCDA performances
- Contracts with external photographers/videographers will specify ownership and usage rights

7. DIGITAL CONTENT AND SOCIAL MEDIA

7.1 TCDA Official Social Media and Website

- Content posted on TCDA's official social media accounts and website is the property of TCDA
- Students, parents, and staff must receive permission before reposting or sharing TCDA's official content

7.2 Personal Social Media Use

- Staff, students, and parents may share approved TCDA content on personal social media with proper attribution
- Staff, students, and parents must not share content featuring other participants without their permission
- Staff must not share choreography, class content, or teaching materials that belong to TCDA on personal accounts without permission
- When sharing TCDA-related content, all posts must align with TCDA's values and Code of Conduct

7.3 Online Class Content

- If TCDA conducts any online classes or workshops, the content remains the property of TCDA
- Recording, sharing, or redistributing online class content is prohibited without express permission

8. TEACHING MATERIALS

8.1 Ownership of Materials

- Teaching materials created by TCDA staff during employment and for use at TCDA are considered works for hire and belong to TCDA
- This includes syllabi, lesson plans, assessment tools, and other curriculum materials
- Pre-existing materials brought to TCDA by staff remain their property unless otherwise agreed

8.2 Use of Materials

- Staff may use TCDA teaching materials only for classes and activities at TCDA
- Staff may not share, sell, or distribute TCDA teaching materials to external parties
- Upon employment termination, staff must return all TCDA teaching materials and may not retain copies

8.3 External Materials

- When using teaching materials from external sources, proper attribution must be given

- Teaching materials from workshops, conventions, or other organizations may be used only with appropriate permission

9. TCDA BRAND AND TRADEMARK

9.1 TCDA Name and Logo

- The TCDA name, logo, and branding elements are the property of TCDA
- Use of the TCDA name or logo for any purpose requires prior written approval
- Staff, students, and parents may not create unofficial TCDA merchandise or materials

9.2 Representation of TCDA

- Only authorized individuals may represent themselves as speaking on behalf of TCDA
- Staff, students, and parents must not claim TCDA endorsement for personal projects or activities without authorization

10. RESPECT FOR THIRD-PARTY INTELLECTUAL PROPERTY

10.1 Use of External Choreography

- Choreography from workshops, conventions, or other external sources must be properly credited
- Permission must be obtained before publicly performing or adapting external choreography
- Syllabus work from recognized dance organizations (e.g., ATOD, RAD) will be used in accordance with the licensing agreements of those organizations

10.2 Educational Fair Use

- TCDA recognizes fair use provisions for educational purposes
- When using copyrighted materials for educational purposes, proper attribution will be given
- Commercial use of third-party materials always requires appropriate licensing or permission

11. COMPLIANCE AND REPORTING

11.1 Compliance Responsibilities

- All TCDA staff, students, and parents are responsible for complying with this policy
- The TCDA Director is responsible for overseeing policy implementation
- Questions about intellectual property matters should be directed to the TCDA Director

11.2 Reporting Violations

- Suspected violations of this policy or third-party intellectual property rights should be reported to the TCDA Director
- Reports will be handled confidentially and investigated promptly
- TCDA will take appropriate action to address violations

12. CONSEQUENCES OF POLICY VIOLATION

12.1 Staff Violations

- Violations by staff may result in disciplinary action up to and including termination
- Serious violations may also result in legal action or financial liability

12.2 Student/Parent Violations

- Violations by students or parents may result in warnings, suspension, or termination of enrolment
- TCDA reserves the right to pursue legal remedies for serious violations

13. IMPLEMENTATION AND TRAINING

13.1 Staff Training

- All staff will receive training on this policy as part of their induction
- Periodic refresher training will be provided as needed
- Staff will acknowledge understanding of this policy in writing

13.2 Student and Parent Education

- This policy will be included in enrolment materials
- Key provisions will be highlighted in the Student and Parent Handbook
- Reminders about intellectual property will be provided before major events and performances

14. SPECIAL CONSIDERATIONS FOR COMPETITIONS AND EXTERNAL PERFORMANCES

14.1 Competition Entries

- TCDA will ensure all competition entries comply with the intellectual property requirements of each competition
- Proper credit will be given for choreography, music, and concept

14.2 External Performance Licensing

- For performances outside TCDA premises, appropriate performance licenses will be obtained
- Staff members responsible for external performances must verify licensing requirements with TCDA management

15. POLICY REVIEW

This policy will be reviewed:

- Annually, with the next review scheduled for 17 March 2026
- When there are significant changes to relevant legislation
- When significant intellectual property issues arise that suggest policy amendments are needed

16. RELATED DOCUMENTS

This policy should be read in conjunction with:

- TCDA Code of Conduct
- TCDA Privacy Policy
- TCDA Complaint Handling Policy
- TCDA Enrolment Terms and Conditions
- TCDA Social Media Guidelines

17. ACKNOWLEDGMENT

I acknowledge that I have read and understood the TCDA Copyright and Intellectual Property Policy. I agree to abide by the terms outlined in this document.

Name: _____

Position: _____

Signature: _____

Date: _____

TCDA Representative: _____

Signature: _____

Date: _____