



Iowa High School Music Association

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Recommended Copyright Verification Process for Sanctioned Events

It is the requirement of the IHSMA that every music performance occurring at every event sponsored by the IHSMA be U.S. Copyright Law compliant. To ensure this IHSMA will be utilizing the NFHS Copyright Compliance Database for all IHSMA events where scores are not required for the judge panel. It is our strong recommendation that each IHSMA sanctioned event adopt a similar policy verifying that all music being performed at their event is Copyright compliant prior to allowing a performance to occur. The following guidance has been developed to aid host sites and participating schools in this process.

What's needed:

1. Event sponsors should have all participating schools certify that their performance is U.S. Copyright Law compliant.
2. Event sponsors should collect verification of the music being performed at their event as well as any permissions/licensing needed in order for participating ensembles to perform that music. Event sponsors should collect title, composer, arranger, publisher. IHSMA uses the following verifications for each type of music being performed at IHSMA sponsored events:
 - a. Stock Arrangement (provide scan of first page of music that includes the copyright)
 - b. Original Composition (provide letter from composer granting you permission to duplicate and perform their work)
 - c. Public Domain (provide scan of referring webpage showing work in the public domain).
 - d. Custom Arrangement (provide custom arrangement license or permission that has been secured from the rights holder).
3. Event sponsors should review that information prior to their event and resolve any issues that might arise. It's important that any issues that exist be resolved PRIOR to allowing a school to perform.

How do I collect this information?

1. NFHS Copyright Compliance Database
 - a. This is our best suggestion and is the tool IHSMA will be utilizing. To use this tool:
 - i. Go to nfhs.org
 - ii. Select "Register" (or login if you are already in their system)
 - iii. Once you are set up as a user, select the "Resources" dropdown and select "Copyright Compliance".
 - iv. Select "Manage Events"
 - v. Select "Create Event"
 - vi. Once done instruct all of your attending schools to do the following:
 1. Go to nfhs.org

(over)

2. Select “Register” (or login if you are already in their system)
 3. Once you are set up as a user, select the “Resources” dropdown and select “Copyright Compliance”.
 4. Select “My Schools”
 5. Select the “Manage Schools” button and then select “Create School” if your school name is not present.
 6. Once your school has been created, select “Manage Ensembles” and then select “Add Ensemble”.
 7. Once your ensemble is created then select “Manage Selections”
 8. Select “Add Selection”, input the needed data and upload all verifications that are needed. Verifications should be in .pdf format and should be organized before beginning this process. Repeat this step until all selections being performed have been input.
 9. Select “Back to Main Page” and then select “Search Events”
 10. Select Iowa from the State dropdown and select 2017 or 2018 depending upon the calendar year your event falls in.
 11. Select View/Attend for the event you are interested in participating.
 12. If ensembles are attending multiple events they can simply select view/attend for those additional events as well.
2. Create your own system for Collecting Copyright Verification information.
 3. Check information onsite prior to allowing performances
 - a. Caution: This option has the greatest potential for director error and doesn’t allow for any issues to be resolved prior to festival/contest day.