

Policy Regarding any Materials Developed For TRIATHON ONTARIO (volunteer or staff)

Legally, any programme, manual, policy or similar, developed for the use of TRIATHON ONTARIO, by staff or volunteers, is the property of TRIATHON ONTARIO unless there is a written statement indicating otherwise. Anything copied, edited, or revised in its entirety or in part, is not considered “original work” under the law. Only “original work” can be considered intellectual property by an individual.

Credit:

- A form must be signed by the developer, acknowledging TRIATHON ONTARIO’s right to use the material – without it the manual or material will not be used
- Date of Original Development should be on the cover and on the foot of the page
- Date of the last revision on the cover and on the foot of each page
- Name of the person making the last revision
- Inside – a record of revisions – who made them and the date
- Inside – an acknowledgement of all former contributors – this gets a bit lengthy as time goes by – too much to keep on the cover
- Terms to be used will be:
 - Developed on Behalf of TRIATHLON ONTARIO by
 - Revised by

Posting to the Website:

- No manuals, or policies will be posted to the website until formally adopted by the board
- Policies will be posted to the public side of the website
- Controlled materials such as education manuals will be posted to the restricted side, and will only be accessible by qualified course conductors
- Informational manuals – eg event organizers manuals – will be posted to the public side
- Posting will be done by the ED or any staff person tasked with this responsibility after the board adopts the content

Recommended wording for required agreement for anything developed for TRIATHON ONTARIO – to be signed prior to use and a copy maintained in the TRIATHON ONTARIO office.

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced by _____ (insert name of individual), or otherwise produced for use in _____ (insert name of TRIATHON ONTARIO programme or purpose) will be owned solely by TRIATHON ONTARIO, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes.

***TRIATHON ONTARIO may agree to share ownership if it chooses to.**