

The following Policy statement was endorsed at the Executive Committee meeting held on 16th July 2015 and adopted as Branch Policy from 16th July 2015

1. INTRODUCTION

This policy provides a guide for members, Clubs and suppliers of SLSQ Point Danger Branch regarding the use of the Point Danger Branch Intellectual Property and Logos, including but not limited to current and former logos, event logos, PDB name and PDB competition cap.

2. AIM

This policy aims to

- Clarify SLSQ Point Danger Branches position relating to the process of use of the logos or Branch IP for use outside of designated and approved branch activities
- Clarify the members and clubs responsibly in relation to use of the logos.
- Clarify responsibility of any people conducting business with the Branch.
- Link the policy to internal compliance regulations.

3. WHO CAN USE THE LOGO/IP

- The Point Danger Branch Council, Executive Committee and Manager can direct the use of the logo for preapproved Branch Activity's
- Any member or club MAY apply to the Branch to use the logo on clothing, promotional material or otherwise.
- Clubs are permitted to use the logo in their Annual Report without written permission (any other use must be applied for).
- Members of Staff and/or office bearers of SLSQ MUST apply to the Branch via the Branch Manager to use the Point Danger Branch logo on any correspondence that is sent via the SLSQ staff, this includes but is not limited to Youth Development Activities/Invitations, Reports and Clothing.
- Any program or document created by SLSQ Point Danger Branch also remains the property of Point Danger Branch and any plagiarism or unauthorised use of these documents will also be dealt with via this policy.

4. APPROVED BRANCH ACTIVITY'S

4.1 WHAT IS AN APPROVED ACTIVITY

An approved activity is any activity that is deemed to be approved by Surf Life Saving Queensland Point Danger Branch and is current on the Point Danger Branch Calendar. Approved activities include but are not limited to the following

- Point Danger Branch run Carnivals
- Youth Development Activities
- Special Events
- Workshops

(Noting : that if your club is the host club of any PDB events – approval still must be sought)

4.2 PROOF OF AN APPROVED ACTIVITY

- Should a club, other entity or individual member wish to use the Point Danger Branch logo (or any other IP of the Branch) they will need to show proof that their activity is an approved activity, either by way of club minute, approved club calendar or confirmation by the Club President

5. APPROVAL PROCESS

- A form to be sent to the Branch outlining the reasons for the use of the IP/Logo is to be submitted
- Timeframes for approval are as follows
 - Promotional Material Special Event – 14 days prior (with template of promotional material provided)
 - Clothing – 28 days prior (with template of design provided)
 - General Requests – 28 days prior
 - Annual Reports/Websites – no approval needed.
 - Club Newsletters – no approval needed.

6. NON APPROVED USE

- Should a club, individual or other entity use the Point Danger Branch logo and/or IP without permission, the matter will be dealt with via internal governance/disciplinary policies.

7. CONCLUSION

This policy is a Branch Policy and as such all Branch Clubs and Member must adhere to this as part of their responsibility towards the Branch

This policy is to be brought to the attention of all personnel for strict compliance.

AUTHORITY TO USE POINT DANGER BRANCH LOGO/IP

DETAILS OF USE

CLUB NAME

DESCRIBED THE REASON YOU WHICH TO YOU SEEK APPROVAL TO USE PDB LOGO:

WHAT IS THE PROPOSED BENEFIT TO THE CLUB FOR THIS

WHAT TRADEMARK OR INTELLECTUAL PROPERTY ARE YOU SEEKING APPROVAL TO USE:

LOGO

OTHER

If Other – please describe

DATES REQUIRED :

DURATION OF REQUIREMENT :

APPROVAL

CLUB

NAME

POSITION

SIGNATURE

DATE

BRANCH

NAME

POSITION

SIGNATURE

DATE

OFFICE USE ONLY

RECEIVED BY CLUB

DATE :

INITIAL :

APPROVALS

APPROVED

NOT APPROVED

CORRESPONDENCE TO CLUB

DATE