



ARIA CLUB CHART

Code of Conduct September 2008

This Code of Conduct has been developed in conjunction with the ARIA Charts Code of Practice to help ensure a clear, consistent and fair approach to the operation of the ARIA Club Charts. This Code is designed to provide an understanding of the purpose, philosophy and practice of the ARIA Club Chart.

The ARIA Club Chart was launched on 23 July 1999 to provide a weekly synopsis of the most popular tracks being played in leading Nightclubs across Australia. Initially it was compiled externally by a third party, but since October 2003 it has been compiled by the ARIA Chart Department. Initially published as a top 20, the published chart became a top 50 in mid 2003.

Day to day running of the ARIA Club Chart is administered by the ARIA Chart Department with the assistance of the ARIA Club Chart Committee. The Club Chart Committee acts in an advisory capacity to the ARIA Chart & Marketing Committee and is made up of Dance and Urban music specialists, appointed at the discretion of the ARIA Chart & Marketing Committee.

The ARIA Club Chart is compiled each week by aggregating charts provided by a panel of active DJs working across Australia. These DJs are selected and monitored by the ARIA Club Chart Committee.

The responsibilities of the ARIA Club Chart Committee include –

- Overseeing the composition, selection and maintenance of the panel of DJs contributing to the chart.
- Monitoring the implementation of and adherence to this Code of Conduct.
- Identifying and pursuing avenues of promotion and publication of the ARIA Club Chart within the wider scope of the overall ARIA Chart promotional structure.
- Preparing recommendations for the selection of ARIA Awards voting schools in the relevant genres.
- Dealing with other generic issues pertaining to the ARIA Club Chart.

Contributing ARIA Club Chart DJs are expected to -

- Be actively working in the club scene – preferably with 3 or more residencies or significant gigs every week (ARIA must be advised of such in the DJ application process and then be advised by contributing DJs of any significant changes to their working status);
- Prepare a chart each week of the 20 tracks receiving the greatest positive response at their gigs;
- Submit their chart to ARIA on time every week (generally by 3pm Thursdays).
- Charts submitted by each DJ must be free from bias and representative of the most popular tracks played by that DJ in any given week.
- Advise the ARIA Chart Department in advance (if possible) of any known or expected periods when the DJ is not able to contribute to the charts.
- Behave in accordance with the requirements in this Code

Criteria for the selection of contributing ARIA Club Chart DJs

The ARIA Chart Department and the Club Chart Committee will regularly monitor the list of contributing DJs and determine changes to the composition of the DJ Panel based on the following criteria.

- The need for a sufficient number of DJs to ensure a consistent and credible chart each week
- The mix of DJs in order to properly represent the variety of styles being played in clubs across Australia
- Selected DJs need to be prominent and active working members of the nightclub community and prepared to regularly submit chart returns to ARIA

How contributing DJs are selected for the DJ Panel (the selection process) –

- Aspirant working Club DJs are invited to submit a written request to ARIA in the prescribed form (see Appendix A) along with a current sample top 20 chart by that DJ. (see Appendix B)
- Applications will be periodically reviewed by the ARIA Club Chart Committee and either approved or rejected based on the quality of the application and the need for or suitability of the applicant DJ at the time (the balance of different DJ styles needs to be maintained to avoid skewing the chart)
- Applicant DJs will be notified by ARIA of the outcome of their request and successful applicants can usually commence contributing immediately.

ARIA does **not** provide samples to **any** DJs and contribution to the ARIA Club Chart does not guarantee the same from any ARIA Member company. Each ARIA Member makes its own decisions regarding the distribution of samples and promotional material and DJs seeking sample product should liaise with the companies concerned.

Conduct of Record Companies

ARIA membership is not a pre-requisite for product to chart on the ARIA Club Chart but it is encouraged.

- Inclusion of a Company's product in the ARIA Club Chart implies acceptance of and adherence to this Code of Conduct.
- Chart favours are not to be extracted or expected from DJs in exchange for samples or other concessions
- "Spamming" ARIA Club Chart DJs is discouraged – DJ consent should be sought and granted prior to including them on regular or promotional circulars.

Conduct of contributing DJs

The validity and value of the ARIA Club Chart is dependant on the quality and relevance of the weekly chart submissions of the contributing DJs. Therefore, it is expected that contributing DJs are aware of and adhere to the guidelines set out in this document.

- Acceptance by a DJ of an invitation to contribute to the ARIA Club Chart implies acceptance of and adherence to this Code of Conduct.
- The DJ reports are the foundation of the ARIA Club Chart and DJs are expected to compile their reports without bias and in the spirit of producing the most accurate ARIA Club Chart possible.

Appendix A

HOW TO BECOME AN ARIA CLUB CHART CONTRIBUTING DJ

Dear DJ,

So, you want to join the Aria Club Chart?

Due to the number of letters and e-mails we receive from DJs, we have introduced the following system for applicants. This system will provide everyone with a fair chance of getting on the chart, or to reapply if you are a former contributing DJ whose workload or profile has increased.

New applicants will be considered by the Club Chart Committee at its quarterly meetings.

All applicants who apply will be reviewed at the first Club Chart Committee meeting held after receipt of their application. Applicants are requested to not contact ARIA after submitting your application as you will be advised of the success (or otherwise) of your application after the review date.

Please ensure that your application includes the following details:

Name:

DJ Name:

Mailing Address:

Including -

Contact Phone Numbers

Email Address

Residencies (current residencies only)

Guest Spots (recent or upcoming)

Other (Radio/Magazine/TV work)

Styles of Music you play:

Vinyl or CD?

Sample Top 20 (please attach a sample top 20 based on your sets as outlined in Appendix B of this Code)

Here are the criteria for joining the Aria Club Chart. Please make sure you meet these criteria before applying:

OUTLINE OF CRITERIA FOR PARTICIPATING ON THE ARIA CLUB CHART.

1. Frequency of gigs. - DJ's added to the list, must be playing regularly (i.e. 3 or more gigs per week).
2. The chart is a reflection of the music being played in clubs. Please ensure that if selected to report for the ARIA Club Chart you report your current most popular tracks. This is to ensure that the chart remains fresh and vibrant, and is a true reflection of current club music.
3. **Commitment to sending surveys back every week.** Your top 20 charts must be submitted to the ARIA Chart Department (not to committee members/record companies) **by Thursday 3pm, every week please.**

THIS IS KEY TO YOUR ONGOING PRESENCE ON THE ARIA CHART.

Finally please send your application to clubchart@aria.com.au

With many thanks,

ARIA Club Chart Committee

Appendix B

Sample Top 20 Format

DJs should report in the following format -

TITLE (Mix) - Artist - Label - Rank

For example -

TITLE (Mix) - Artist - Label - Rank

Number One Song In Heaven (Devilish Mix) - Sparks - XXX - 1

Song Two (Terrible Twins mix) - Blur - EMI - 2

3 Of A Kind (In Triplicate mix) ~ Trio ~ XXX ~ 3

Four To The Floor ~ Starsailor ~ EMI ~ 4

Take Five ~ Pentangle ~ SBME ~ 5

Six Months In A Leaky Boat...etc