



AUSTRALIAN RECORDING
INDUSTRY ASSOCIATION

CODE OF PRACTICE

For

ARIA Charts

November 11, 2015

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1. THE ARIA CHARTS & THE ARIA CHARTS CODE OF PRACTICE - OVERVIEW

ARIA Charts Code of Practice

- 1.1. The ARIA Charts Code of Practice has been developed to help ensure a clear, consistent and fair approach to the operation of the ARIA Charts. This approach includes Eligibility Rules, Data Rules and other rules designed to facilitate the efficient production of the Charts and to minimise the chance of uncertainty and disputes. The system has been designed to maximise the integrity and accuracy of the Charts by excluding ineligible and inaccurate data.

What are the ARIA Charts?

- 1.2. The ARIA Charts track the popularity of recorded music in Australia. They include the Albums Chart and the Singles Chart. A list of all charts currently produced is shown at 1.3. They are published weekly and can be viewed at the ARIA Charts website (www.ariacharts.com.au) and accessed via www.aria.com.au.

- 1.3. ARIA Charts available on the ariacharts.com.au website include:

- *Singles Chart (Top 50)*
- *Albums Chart (Top 50)*
- *Digital Track Chart (Top 40)*
- *Digital Albums Chart (Top 50) Dance Singles Chart (Top 20)*
- *Country Albums Chart (Top 40)*
- *Compilation Albums Chart (Top 20)*
- *Australian Artist Singles Chart (Top 20)*
- *Australian Artist Albums Chart (Top 20)*
- *Club Chart (Top 50)*
- *Urban Singles Chart (Top 40)*
- *Urban Albums Chart (Top 40)*
- *Audiovisual Chart (Top 40)*
- *Jazz Albums Chart (Top 20)*
- *Core Classical Albums Chart (Top 10)*
- *Crossover / Classical Albums Chart (Top 20)* [formerly called *Classical Albums*]
- *Streaming Tracks Chart (Top 40)*
- *Catalogue Albums chart (Top 50)*

The local Charts contained in the weekly ARIA Report (available to subscribers) are:

- *Australian Singles Chart (Top 100)*
- *Australian Albums Chart (Top 100)*
- *Australian Artist Singles Chart (Top 20)*
- *Australian Artist Albums Chart (Top 20)*
- *Digital Track Chart (Top 50)*
- *Digital Albums Chart (Top 50)*
- *Catalogue Albums Chart (Top 50)*
- *Dance Singles Chart (Top 25)*
- *Dance Albums Chart (Top 25)*
- *Urban Singles Chart (Top 40)*
- *Urban Albums Chart (Top 40)*
- *Club Chart (Top 50)*
- *Hitseekers Chart (Top 20 Singles and Top 20 Albums)*
- *Country Albums Chart (Top 40)*
- *Core Classical Albums Chart (Top 10)*
- *Crossover / Classical Albums Chart (Top 20)* [formerly called *Classical Albums*]
- *Jazz & Blues Albums Chart (Top 20)*
- *Audiovisual Chart (Top 40)*
- *Streaming Tracks Chart (Top 50)*

- 1.4. The aim of the ARIA Charts is to reflect and inform consumer choice in a dynamic way.
- 1.5. All except two of the ARIA Charts are based on retail recorded music sales within Australia from a broad sample of music retailers across the country. The exceptions are (i) the ARIA Club Chart, which is based on reports by working club DJs across Australia, and (ii) the ARIA Streaming Tracks Chart, which is based on streaming frequency as reported by participating streaming service providers. None of the ARIA Charts are based on, or contain, any radio airplay information. For further information on the ARIA Club Chart and the Streaming Track Chart, please see Schedule 2.
- 1.6. ARIA Charts are reviewed from time to time to ensure continued relevance. Consideration of the introduction of new charts, or the discontinuation of others, is managed by the ARIA Chart & Marketing Committee.

ARIA Charts Eligibility

- 1.7. General Eligibility Rules are set out in Section 2 of this Code of Practice. Specific eligibility Rules for each particular Chart are set out in Schedule 2.
- 1.8. ARIA membership is not a prerequisite for the inclusion of specific releases in the ARIA Charts, but is encouraged. Record Suppliers who are not currently members of ARIA are invited to apply for membership (there are membership levels to suit all). A copy of an application form and associated material will be sent upon request or can be accessed from the Member section of the ARIA website (www.aria.com.au). If you are interested in becoming a member, please contact the ARIA office on 02 8569 1144 or at aria.mail@aria.com.au. ARIA member companies are listed on the ARIA website (www.aria.com.au).
- 1.9. Any disputes about eligibility are subject to a dispute resolution process (see Section 4 of this Code of Practice).

ARIA Charts Data

- 1.10. The ARIA Charts depend upon the supply of relevant and accurate data by Record Suppliers and Information Providers. ARIA maintains a database of product releases from information supplied by Record Suppliers and Information Providers. The Record Suppliers include but are not limited to ARIA member companies. Most of the ARIA Charts (see Schedule 2 for specifics) then require that the Record Suppliers provide ARIA with a request that the product releases be surveyed in the Charts (see Schedules 3 and 4). Retail sales information about the Titles surveyed in the Charts is supplied by a sample of retail stores throughout Australia on the basis of their computerised point-of-sale tracking equipment. Information on tracks streamed in any given period is supplied by participating Streaming Service Providers. Both retailers that supply sales information to ARIA, and the streaming services that provide streaming data to ARIA, in accordance with our agreements with them, are called Information Providers. Information supplied by Record Suppliers and Information Providers is regulated by this Code of Practice, including the Data Rules in Section 3.
- 1.11. The full list of ARIA Information Providers is available on the ARIA website (www.ariacharts.com.au). If you are a recorded music retailer selling Products in Australia, or a streaming service delivering streams of recordings in Australia, and are interested in obtaining information on becoming an Information Provider, please contact the ARIA Chart Department on (02) 8569 1155. File specification documents are available on the ARIA website at www.aria.com.au/specifications/. Please note that not all applications will necessarily be successful, but may depend on the existing sample size and the potential for the additional information to improve the accuracy of the Charts.
- 1.12. The ARIA Club Chart is compiled from reports submitted by a panel of active DJs in clubs across Australia. The DJ panel is administered by a committee of dance music specialists. For further details on the composition of this Chart, please see Appendix A of this Code.
- 1.13. The ARIA Digital Track Chart is compiled from sales information received from participating digital retailers. For further details see Schedule 2 of this Code.
- 1.14. The ARIA Streaming Tracks Chart is compiled from streaming data received from participating streaming services. Further details can be found in Schedule 2 of this Code.

The ARIA Charts reflect a wide sample of consumer preferences at the time the relevant information is collected. Although the system is designed to ensure accuracy of all data, as chart calculations are based on sample data (i.e. not all stores / services across the country) it is important to note that the results published remain an approximation of activity during the relevant period.

How the ARIA Charts are Prepared

1.15. This is an overview of how the sales based ARIA Charts are prepared:

- Record Suppliers advise ARIA of product released, and the Titles they wish to be surveyed on particular charts (eg Singles chart or Country Albums chart). Record Suppliers also advise ARIA of all relevant identifiers for each product (catalogue numbers, barcodes, ISRCs etc) so that, where appropriate, the sales for those products can be aggregated for chart calculation purposes (eg to combine sales of the standard version with an eligible limited edition tour release). They also advise ARIA of any particular promotional activity (eg in-store/promotional appearances by an artist) that might be happening in a specific store or group of stores.
- ARIA receives electronic file submissions from participating retailers (Information Providers) covering the chart week.
- ARIA performs diagnostic tests on the data, to isolate any anomalies and identify any potentially corrupted data, checks that any abnormal sales patterns that are observed in relation to a single retailer or series of retailers can be explained (eg resulting from a promotion or in store appearance), and that significant selling Titles have not been omitted from survey. Where necessary, ARIA contacts the relevant retail outlet or Record Supplier for further information, clarification or supply of data as the case may be.
- If an abnormal pattern of sales within a store's file submission cannot be adequately explained, either the offending data or the whole store file will be discarded at ARIA's discretion, depending on the nature of the error.
- ARIA undertakes a weighting process on the physical product sales data. The weighting process seeks to represent, as closely as possible, the total Australian retail sales for each product each week. This weighting process is based on the wholesale sales shipments by major record companies to all music retailers in Australia. Separate weighting tables are produced for albums, singles and audiovisual product. Weighting factors are adjusted from week to week to reflect the final sample size of each given week.
- At present digital sales and streaming data are not subject to this weighting process.
- If a file contains sales for particular Titles which were the subject of specific promotional activity (eg in store appearance) in that store during that week, the sales relating to that particular activity are flagged to ensure they are not 'weighted' during the chart calculation process.

This is an overview of the chart preparation procedure only. Full details on the procedure are set out in Section 2 and following of this Code of Practice.

ARIA Report and ARIA Chart Statistics

1.16. The ARIA Report and ARIA Chart Statistics are available on the following basis:

- Information Providers are entitled to: (a) a complimentary subscription to the ARIA Chart Report (delivered via email); and (b) complimentary access to the ARIA Chart statistics on a secure ARIA website, providing they enter into a standard form confidentiality agreement;
- ARIA Members are entitled to a complimentary subscription to the ARIA Chart Report (delivered via email);

The ARIA Chart Report is also available to anyone by subscription (see ARIA's website for details). Any organization may become a subscriber to the ARIA Chart statistics on ARIA's web-site, subject to paying a fee and executing a confidentiality agreement. Any interested parties should contact ARIA for details, at aria.mail@aria.com.au

Agreements Implied by Participating in an ARIA Chart

- 1.17. ARIA requires that Record Suppliers and Information Providers comply with the ARIA Charts Code of Practice as a condition of contributing data to any ARIA Chart. Participation by any Record Supplier or retail store in the ARIA Charts is taken by ARIA as full acceptance of and willingness to comply with all provisions of the Code of Practice, including the Eligibility Rules, the Data Rules and the rules relating to the consequences of non-compliance with the Code of Practice.
- 1.18. Any Record Supplier that participates in the ARIA Charts by requesting that a Title be surveyed in the Charts is taken to authorise ARIA to use any and all information supplied by the Record Supplier for the purpose of, or in connection with, the preparation, promotion or publication of the Charts and related data and statistics.
- 1.19. Any Information Provider that participates in the ARIA Charts by supplying data about its retail sales or streaming play information is taken to authorise ARIA to use any and all information supplied for the purpose of, or in connection with, the preparation, promotion or publication of the Charts and related data and statistics.

Administration of the ARIA Charts

- 1.20. The ARIA Chart Department is responsible for the day-to-day management of the ARIA Charts, including the interpretation and application of the Eligibility Rules and the Data Rules, the collation of data and the production of the Charts. The Chart Department operates under the general direction of the ARIA Chart & Marketing Committee (the Committee). The Committee may consult independent relevant industry experts as it sees fit in order to assist in ensuring the relevance and accuracy of various Charts. Any changes to this Code of Practice are at the direction of that Committee.

ARIA Gold and Platinum Accreditation Awards

- 1.21. Accreditations are awarded to titles released by ARIA Members for achieving high wholesale sales levels within Australia of Singles, Albums and Audiovisual (DVD/VHS Music Videos) Products.
- 1.22. Accreditations are not displayed on ARIA's single format charts. Currently that is charts including sales of only digital formats (Digital Track Chart, Digital Album Chart, and the Streaming Track Chart).
- 1.23. Whilst the physical component is based on wholesale shipments to stores, that measure is not applicable in the case of digital sales. Therefore, the distributing record company is required to aggregate physical product shipments with certified (or certifiable) reports of sales from Digital Service Providers (DSPs) in their accreditation calculations.
- 1.24. Accreditations are issued based on a declaration received from the principal financial officer of the ARIA member, certifying that the net Australian wholesale sales total to date (across all formats) of a particular release has reached the required accreditation threshold.
- 1.25. Variants of releases may be aggregated for the purpose of accreditation providing the variants meet the chart aggregation criteria (see Schedule 2 of this Code.).
- 1.26. ARIA, on receipt of an appropriately completed declaration, logs the accreditation against the release information held in the ARIA database, issues a certification letter and forwards it to

the member company with the required number (up to a maximum of 5 per release) of ARIA Accreditation seals.

- 1.27. Accreditation seals may only be affixed to, or incorporated into the artwork of, ARIA accredited product.
- 1.28. The accreditation takes effect from the date designated in the ARIA confirmation letter.
- 1.29. The accreditation level of a particular release will be displayed on any relevant ARIA chart published after the effective accreditation date.
- 1.30. The current accreditation levels are:

Singles and Albums	Gold	35,000 units
	Platinum	70,000 units
Audiovisual	Gold	7,500 units
	Platinum	15,000 units

- 1.31. ARIA will note in its database and publish on its charts details of multi platinum achievement. Member companies must submit an accreditation application form updating sales levels for this to occur. Additional seals will not be issued.
- 1.32. The introduction or amendment of accreditation levels will be at the discretion of the ARIA Board, generally following recommendations from the Chart & Marketing Committee.

ARIA Diamond Award

- 1.33. For the purposes of the ARIA Diamond Award, sales of Albums, plus the sales of the Singles and Tracks from that Album, are aggregated.
- 1.34. The threshold for a Diamond Award is 500,000 sales.
- 1.35. While each Album sold counts directly towards qualification for the Award, Singles and Tracks are weighted at 10% of the value of the album (that is, every 10 Single/Track sales = 1 eligible sale).
- 1.36. The Award is attached to the Album, not the related Singles or Tracks, even though they contribute. Otherwise, the same eligibility criteria apply as for other ARIA Accreditations. Only new tracks released in conjunction with the Album are eligible to be aggregated. (Pre-existing hit singles on a Greatest Hits package, for example, would be excluded).

2. ARIA CHARTS ELIGIBILITY – GENERAL ELIGIBILITY RULES

- 2.1. All recorded music product offered for sale within Australia is eligible for inclusion in the ARIA Charts, subject to this Code of Practice. Record Suppliers in Australia are encouraged to advise ARIA of new recorded music releases as they occur and use the Chart Survey Request forms set out in Schedule 3 should they wish the Title to be included in any of the surveyed ARIA charts. Information Providers identify products by barcode, ISRC and/or catalogue numbers. As a result, product sales are unlikely to be identified unless ARIA receives advance notification of all relevant product details, including barcode and catalogue number information. Record Suppliers wishing to advise ARIA of their releases or catalogue titles can contact ARIA at releases@aria.com.au for information.
- 2.2. A Title is not eligible for inclusion in a surveyed ARIA Chart unless the Record Supplier makes a written request (generally via the standard Chart Survey Request form) to ARIA in accordance with the Data Rules (see Section 3). The request will specify the date from which the chart survey is to commence. Sales prior to that date or outside any charting period will not be included in the calculation of charts in that period and cannot be carried forward or transferred into any other charting period.
- 2.3. ARIA will not include any Title in any surveyed chart without a specific written request (survey request) from the supplier. To be added to the survey for a particular Genre Chart, the Title must meet the specific eligibility rules for that chart. Record Suppliers may amend survey information (eg designated lead track) by submitting a further survey request using the designated Chart Survey form (see Schedule 3). Such amendment will only be reflected in charts calculated subsequent to receipt of the notice.
- 2.4. A Title can only be surveyed in one Genre Chart at a time, save for the Crossover Classical chart which may include Titles also eligible for the Core Classical chart.
- 2.5. No Title can simultaneously appear in both the Albums Chart and the Compilation Albums Chart.
- 2.6. A Record Supplier may withdraw any Title from any surveyed Chart by submitting an amended written survey request to the ARIA Chart Department in accordance with the Timetable (see Schedule 4). Such amendment will only be reflected in charts calculated subsequent to receipt of the notice.
- 2.7. In the event of doubt regarding the eligibility of any Title, a Record Supplier may make a written request and ask for a ruling on eligibility by the ARIA Chart Department. The ARIA Chart Department will make a ruling and communicate the decision to the applicant. If the applicant is dissatisfied with the ruling, the provisions of Section 4 of this Code will apply.

3. DATA RULES

Record Suppliers

- 3.1. A Title will not be included in any surveyed ARIA Chart unless a Record Supplier makes a written request in the form prescribed under Schedule 3 (Chart Survey Request).
- 3.2. A Chart Survey Request will not be considered by ARIA unless all the information specified on the prescribed form is supplied and the request complies in all other respects with this Code of Practice. For example, a Chart Survey Request needs to be made in accordance with the Timetable (see Schedule 4). Survey Requests cannot operate or be applied retrospectively.
- 3.3. A Record Supplier (or an Information Provider) must notify the ARIA Chart Department in writing of any in-store promotion or other promotion likely to have a significant effect on the sales level of any Product at any retail outlet or service. Notification must be given at least five days before the event or promotion.

This notification MUST include:

- a) Store / service name and location
- b) Nature and duration of the promotion; and
- c) The particular products involved.

At either (i) the conclusion of the promotion and / or (ii) by midday on chart calculation day(s) (where the promotion spans multiple chart weeks), the Record Supplier and Information Supplier must notify the ARIA Chart Department of the sales achieved, by Title, as a result of the promotion.

The purpose of these notifications is to enable the Chart Department to:

- a) understand the pattern of retail sales when checking for anomalies, and
- b) correctly apply the weighting methodology used in preparing the ARIA Charts.

If an abnormal pattern of sales within an Information Provider's file submission cannot be adequately explained, the anomalous sales will be removed, or if this is not possible, all the sales data for that particular outlet will be discarded and not included in the calculation for that week

- 3.4. ARIA will produce the Charts in accordance with the Timetable set out in Schedule 4. Record Suppliers who do not supply the notifications and information required in accordance with the Timetable run the risk that:
 - a) Relevant Titles or Products are excluded, or
 - b) Titles are incorrectly included (eg where survey amendment requests are not submitted in line with the Timetable) in the Chart.
- 3.5. In relation to any information given to ARIA in connection with the ARIA Charts OR otherwise relevant to the operation of the ARIA Charts, ARIA requires all Record Suppliers to:
 - a) comply with this Code of Practice, including the Data Rules;
 - b) act honestly and lawfully;
 - c) avoid any conduct that is likely to be misleading or deceptive;
 - d) exercise reasonable care to ensure all information supplied is accurate; and
 - e) co-operate with ARIA by promptly answering requests by ARIA for further relevant information, including requests made for the purpose of auditing compliance with the Code of Practice.

ARIA has designed its systems and procedures to minimise or avoid the possible impact of any breaches of the above obligations on the integrity and accuracy of the Charts.

Information Providers

- 3.6. If qualified to participate in the ARIA Charts as Information Providers, retail stores and other service providers are required to enter into an ARIA Information Provider Agreement with ARIA. Information Providers must also comply with this Code of Practice.
- 3.7. Parties wishing to become Information Providers must first contact ARIA (charts.mail@aria.com.au). Data file structure, transmission protocols and other specifications are available upon request. The intending Information Provider's data reporting capability will then be tested (currently over 4 weeks). ARIA will not enter into an Information Provider Agreement unless the results of this testing are satisfactory.
- 3.8. To qualify and remain qualified as an Information Provider, a retail store must be capable of monitoring and recording **all** of their eligible sales (genuine sales to actual consumers) through an electronic point of sale computer. Information Providers must electronically track all of their relevant product sales to consumers and transmit to ARIA preferably daily, but no less frequently than weekly, in accordance with the Timetable. Failure to scan and transmit all recorded music sales will result in the Information Provider being suspended from participation in the ARIA Charts until it satisfies ARIA that it is tracking every sale electronically and in compliance with this requirement.
- 3.9. Sales or Streaming activity submissions will not be accepted from artists or fan clubs or from websites owned or operated by artists, record companies or fan clubs unless the provider of the information to ARIA:
- can demonstrate to ARIA's satisfaction that they are owned and operated independently of the artist, fan club or Record Supplier; or
 - is prepared to submit regular external audit certifications to ARIA demonstrating that their processes and resulting reports are both legitimate and accurate.
- Thus, service providers owned or managed by artists, fans or Record Suppliers who wish to become Information Providers must:
- provide audit certification in regard to their systems and processes prior to commencing as an Information Provider; and
 - provide updated external audit certification annually.
- 3.10. Multiple sales (more than three copies of a title purchased by a single customer at any one time) are ineligible for inclusion in the ARIA Charts.
- 3.11. Similarly (see 3.8) Streaming and Digital Service Information Providers must be capable of monitoring and recording all of their eligible activity (for example, eligible streams or track download sales delivered to Australian users) via a robust computerised system. Digital Service and Streaming Service Information Providers must track and transmit information on all relevant activity to ARIA preferably daily, but no less frequently than weekly, in accordance with the Timetable. Failure to capture and transmit **all** eligible activity will result in the Information Provider being suspended from participation in the ARIA Charts until it satisfies ARIA that it is tracking every transaction electronically and in compliance with this requirement.
- 3.12. Information Providers are encouraged to notify ARIA of in-store promotions (eg artists appearing, signing stock, or performing in or near the store) or other promotional activity likely to have a significant effect on the sales **of any Product** at that outlet / by that service. Notification must be made to ARIA in accordance with clause 3.3; see the Timetable in Schedule 4. Failure to inform ARIA of the activity may result in exclusion of the particular Information Provider's file from the chart calculation for that chart period.

- 3.13. Sales and / or stream counts cannot be carried over from the week in which they are made into a subsequent week or any other reporting period. Any breach of this rule will result in the exclusion of all data from that Information Provider for that week. A common Chart week applies to all ARIA Charts. At present the common Chart week runs from commencement of trading each Friday through to the cessation of trading each Thursday, but this is subject to change at the discretion of ARIA.
- 3.14. If an Information Provider fails to transmit data for a period of 10 consecutive weeks or more, it will be deemed to be inactive, and may have its Information Provider Agreement suspended or terminated at ARIA's discretion. Such termination will result in loss of rights (eg access to the ARIA Charts and statistics on ARIA's website) and removal from the published list of Information Providers. Information Providers who are unable to submit files for any period should contact ARIA at charts.mail@aria.com.au.
- 3.15. Information Providers are to supply information about all of their recorded music Product sales or otherwise chart eligible activity to the ARIA Chart Department every week. Data requirements are available from ARIA upon request and Information Providers should liaise with ARIA about those requirements. Information Providers must provide data only from their Point of Sale / Service Delivery systems and ensure that the data for activity within the relevant chart period reaches ARIA in the required format by PD -1 (Chart calculation day – see the Timetable in Schedule 4).
- 3.16. ARIA has an ARIA Information Provider Agreement with each Information Provider. This Agreement sets out the obligations of ARIA and the Information Provider. Information Providers have a duty in relation to any information given to ARIA in connection with the ARIA Charts or otherwise relevant to the operation of the ARIA Charts, to:
- a) comply with this Code of Practice, including the Data Rules;
 - b) act honestly and lawfully;
 - c) avoid any conduct that is likely to be misleading or deceptive;
 - d) exercise reasonable care to make any information supplied accurate;
 - e) co-operate with ARIA by promptly answering requests for further relevant information by ARIA, including requests made for the purpose of auditing compliance with the Code of Practice; and
 - f) avoid attempting to seek any Collateral Advantage from the fact of participation in the ARIA Charts as an Information Provider.

ARIA has designed its systems and procedures to minimise or avoid the possible impact of any breaches of the above obligations on the integrity and accuracy of the Charts. This is formalised in an agreement that Information providers are expected/encouraged to enter into with ARIA. This agreement protects the rights of both ARIA and the Information Provider.

ARIA

- 3.17. ARIA is responsible for:
1. collating information from Record Suppliers about Titles to be considered for Chart survey;
 2. collecting retail sale or streaming count information from Information Providers;
 3. processing, analysing and weighting the information collected for the purpose of preparing the ARIA Charts;

4. publishing the ARIA Charts and associated statistics;
 5. administering the Eligibility Rules and the Data Rules; and
 6. managing any third party assistance with the collection, processing or weighting of data.
- 3.18. After receiving a Chart Survey Request from a Record Supplier in the form prescribed in Schedule 3, ARIA will process the request and confirm to the Record Supplier that the Titles will be surveyed as requested and will do so in accordance with the Timetable (see Schedule 4).
- 3.19. ARIA undertakes to provide all Record Suppliers that have active survey titles with weekly emailed confirmation of:
- a) All new entries added to survey in the current week, and
 - b) A detailed list of ALL titles belonging to that supplier on all ARIA chart surveys.

Record Suppliers are encouraged to carefully and diligently monitor these documents to ensure that all required Titles and product identifiers are correctly listed in the ARIA database and on the appropriate survey.

- 3.20. ARIA will assist Record Suppliers to check information about a Title included or to be included in a Chart survey upon receiving a reasonable request for access to relevant information held by ARIA and which is not subject to any conflicting confidentiality obligation.
- 3.21. ARIA may request the assistance of any Record Supplier or Information Provider in checking or confirming any information held by them and which is relevant to the accuracy or integrity of the ARIA Charts. Failure to provide such assistance may result in the exclusion of the relevant Product from a chart or charts.
- 3.22. ARIA will republish an ARIA Chart if and when necessary to correct any significant error made by ARIA. ARIA may also republish an ARIA Chart if and when necessary or desirable if it becomes aware of a significant error made by another party to the detriment of a 3rd party. Record Suppliers and Information Providers are asked to draw ARIA's attention to any error in a Chart by no later than midday of the first working day following publication wherever possible. ARIA will not republish due to a failure by a Record Supplier to submit, in accordance with the Timetable, either:
- a) release information, or
 - b) survey requests.

ARIA is not obliged to recalculate or republish if (i) the error is not brought to its attention by midday of the day following publication, or (ii) the error was not made by ARIA.

Timetable

- 3.23. Charts will be produced in accordance with the Timetable for the Chart Cycle set out in Schedule 4.

Rulings on Data Rules

- 3.24. In the event of doubt regarding the interpretation or application of any Data Rule, a Record Supplier or Information Provider may make a written request for a ruling by the ARIA Chart Department. The ARIA Chart Department will make a ruling and communicate the decision to the applicant. If the applicant is dissatisfied with the ruling the provisions under Section 4 of this Code will apply.

Confidentiality

- 3.25. All information supplied by Record Suppliers to ARIA is strictly confidential (unless it is in the public domain) and will not be disclosed or used in any way except to the extent necessary for ARIA to prepare and publish the ARIA Charts or as may be required by law.
- 3.26. Information supplied by Information Providers to ARIA is the subject of confidentiality obligations under the ARIA Information Provider Agreement between ARIA and each Information Provider.

4. REVIEW OF ARIA CHART DEPARTMENT DECISIONS AND DISPUTE RESOLUTION PROCEDURE

- 4.1. The ARIA Chart & Marketing Committee is responsible for considering appropriate changes to this Code of Practice, adjudicating on disputes and overseeing the proper operation of the ARIA Charts. The members of the Committee are appointed by the ARIA Board.
- 4.2. A dispute between a Record Supplier and the ARIA Chart Department concerning the interpretation or application of the Eligibility Rules or Data Rules will be referred to the ARIA Chart & Marketing Committee for resolution as soon as reasonably possible. An ARIA executive (other than a member of the ARIA Chart Department) will act as facilitator.
- 4.3. If the person seeking resolution of the dispute is from an ARIA member company, no person employed by that company may participate in the consideration or resolution of the dispute beyond stating the position of that Company in the dispute.
- 4.4. Information about the dispute will be circulated to all members of the Chart & Marketing Committee, and a copy will be provided to the applicant. This information will include the nature of the dispute, the Chart Department's position, a statement of position by the person seeking resolution of the dispute, and a recommendation by the facilitator.
- 4.5. Upon request, the Record Supplier will supply sufficient examples of the Product in question for review by each member of the Chart & Marketing Committee. Where the Product is yet to be produced, sufficient examples of a mock-up of the proposed Product should be supplied. If at all possible, the facilitator will provide each Committee member (including any member of the Committee who is ineligible to vote) with a document setting out the key questions in a form that requires a "Yes" or "No" answer.
- 4.6. Members of the Committee will have a maximum of 48 hours to communicate their decision to the facilitator, but may be required to respond more urgently if circumstances dictate. In such cases the facilitator will advise the timeframe when circulating the relevant document (see Section 4.5).
- 4.7. The Committee will decide how the dispute is to be resolved. The quorum will be set at a level of at least two Committee members. Committee members are encouraged to appoint 'alternates', who are empowered to respond in the absence of their Committee member. Committee members must advise ARIA of such appointments, and any variations to same. If ARIA cannot contact the Committee members they will then approach the alternate. Decision is by a majority, and a failure to respond within the specified timeframe will indicate acceptance of the recommendation. In the event of a tied decision, the decision will be made

by the Chairperson. If the Chairperson is disqualified from participation, the deputy Chairperson will make the decision. The Committee's decision will be final.

- 4.8. Disputes, and any decisions made by the ARIA Chart & Marketing Committee in relation to a dispute, are strictly confidential unless and until disclosure is authorised by ARIA.

5. BREACHES OF ARIA CODE OF PRACTICE

- 5.1. Any suspected breach of the ARIA Code of Practice may be referred to ARIA for inquiry and determination.
- 5.2. ARIA will decide the nature and extent of any inquiry into the suspected breach.
- 5.3. After inquiring into the suspected breach, ARIA will determine, on the balance of probability, whether or not the suspected breach or any other breach of the Code of Practice has occurred. When it is considered that a breach has occurred, the matter will be referred to ARIA's Chart & Marketing Committee.
- 5.4. If the Chart & Marketing Committee determines that a breach of the Code of Practice has occurred, the Committee will consider and determine whether or not any remedy is, in its opinion, necessary to guard against repetition of the breach and/or to safeguard the reputation or integrity of the ARIA Charts. The Committee may take the following action:
 - a) issue a request requiring the party in breach to report in detail what particular corrective action it proposes to take to guard against repetition of the breach and later to provide a report detailing, to the satisfaction of the Committee, that it has taken effective corrective action to guard against repetition of the breach;
 - b) in the case of a Record Supplier, suspend any Chart Survey Requests by that Record Supplier and remove the offending Chart Survey Requests unless and until the Record Supplier provides a report detailing to the satisfaction of the Committee that it has taken effective corrective action to guard against repetition of the breach;
 - c) in the case of an Information Provider, suspend the inclusion of any data submission from that Information Provider unless and until that Information Provider provides a report detailing to the satisfaction of the Committee that it has taken effective corrective action to guard against repetition of the breach. Note that whilst under suspension, complimentary access to the ARIA Chart Report and ARIA Chart statistics (see 1.16) will be withdrawn; or
 - d) in the case of serious breaches or repeated breaches, exclude participation in the ARIA Charts until such time that it is shown upon application that the applicant is fit and proper to participate in the ARIA Charts.

6. REVIEW AND AMENDMENT OF ARIA CODE OF PRACTICE

- 6.1. This Code of Practice will be reviewed by ARIA from time to time and amended at ARIA's sole discretion. Comments and suggestions for the progressive improvement of this Code of Practice are welcome. Amendments will take effect from the date of first publication on ARIA's website.

7. ARIA CONTACT DETAILS

7.1. *ARIA Membership Enquiries:*

Phone (612) 8569 1144
Fax (612) 8569 1181
Email aria.mail@aria.com.au

7.2. *ARIA Chart Department:*

Phone (612) 8569 1155
Fax (612) 8569 1181
Email charts.mail@aria.com.au

SCHEDULE 1

DEFINITIONS

Album means a Title in any format (eg physical, digital or both) which does not qualify as a Single and which satisfies the following criteria:

- a recording performed by a single (or common) artist, act or orchestra (including “Best Of” compilations of material by the same artist); or
- an original movie soundtrack or cast recording where at least 80% of the tracks were included in that program or film; or
- a concept album featuring at least 80% of new recordings where the songs have been specifically recorded for the project (whether or not the recording is by various artists).

Variants of an album are eligible for aggregation provided:

- that one particular variant is identified as the benchmark product (Standard Album); and
- that at least 90% of the tracks from the Standard Album are included in each variant
- but EXCLUDES product packages comprised of two or more Titles of the same type (two Albums or two DVDs etc) separately available in their own right. Such packages may be eligible to chart as a separate Title (providing they meet other relevant eligibility criteria) and, as such, will generate their own chart history – see **Eligible Packaged Products**.
- A deluxe variant of a standard release will be eligible for aggregation with that standard release if the additional material is not also eligible to chart on the same chart. Copies of the bonus product sold independently of the deluxe release will remain eligible to chart as a separate title on its own chart.

There is no limit on the number of eligible album variants which may be aggregated for chart calculation purposes.

Chain Store means a specialist recorded music retailer with five or more outlets in Australia.

Chart Cycle means the cycle for preparing and publishing each weekly ARIA Chart.

Chart Survey Request means a request by a Record Supplier for a Title to be the subject of an ARIA Chart survey. A pro forma document to facilitate such requests can be found in Schedule 3.

Collateral Advantage means any advantage or potential personal gain but does not include the industry-wide advantages that flow to participants in the music industry from the ARIA Charts.

Compilation Album means an album containing recordings by different artists and includes DJ mixes / sequences.

Data Rule means a rule set out in Section 2 of this Code of Practice.

Department Store means a retail store in Australia with a broad product range that includes recorded music.

Digital Service Provider (DSP) means any retailer of digital music within Australia.

Eligibility Rule means a rule set out in Section 2 of this Code of Practice.

Eligible Packaged Product means Products offered or packaged together if the combined package has a unique catalogue number and is packaged so that the component Products are unable to be sold separately, but does not include a combination of:

- a) two or more Singles, or
- b) one or more Singles and one or more other Products.

Enhanced Value sale means any retail sale of a Single, if that sale is accompanied by (or creates an entitlement to) a promotional offer or other consumer focused incentive, but does not include:

- multimedia enhancements (eg games, screensavers) or video material if that material relates to the artist or the music contained on the same physical item;
- badges, buttons, sew-on patches, posters, postcards or unstapled printed material;
- a competition approved under relevant state legislation if the chance of winning is very low; or
- any promotional offer of only nominal value.

Genre Chart means any Chart designed to encompass a particular musical style. The current ARIA genre charts are:

- *Core Classical Chart (Albums)*
- *Country Chart (Albums)*
- *Crossover / Classical Chart (Albums)*
- *Dance Charts (Singles and Albums)*
- *Jazz and Blues Chart (Albums)*
- *Urban Charts (Singles and Albums)*

Independent Store means a specialist recorded music retailer with less than five outlets in Australia.

Information Provider means any recorded music retailer in Australia that is a Chain Store, a Department Store, an Independent Store, an Online Music Store, a Venue-Based Retailer, a Digital Service Provider, a Streaming Service Provider or a Specialist Supplier and has an agreement with ARIA to provide weekly data for the ARIA charts.

ISRC means International Standard Recording Code, which is the unique identifier for each track. For information on obtaining ISRCs for your tracks, see: <http://www.aria.com.au/pages/isrc.htm> or contact isrc@aria.com.au. Note: different versions of tracks (eg mixes) should have different ISRCs, however one version of a track should never have multiple ISRCs.

Multiple Purchase means the purchase of 3 or more units of the same Product by a single purchaser at any one time.

Music DVD means a product in which the audiovisual content must be directly related to music and musical artists.

Online Music Store means a retailer in Australia that offers physical recorded music products (ie not digital downloads) for sale by means of an Internet-based ordering system.

Product refers to an individual release (ie package available for sale as a single unit, which may include multiple components) relating to a Title, defining the medium (eg. CD, DVD, Vinyl etc) and any relevant identifiers for that release.

Qualifying Digital Sale means a retail sale:

- of a permanent copy of a digital Product eligible for inclusion in the Chart and sold by a Digital Service Provider where the start and finish of the transaction occurs within Australia;
- that is auditable by an independent provider of auditing services and in relation to which a GST invoice is issued in the Digital Provider's point-of-sale system; and
- in respect of which the relevant track is identified in reports to ARIA by a unique ISRC together with the artist name and track title,

but specifically excludes:

- giveaways or promotional copies provided free of charge;
- any tracks bundled with other recordings, video clips and/or ringtones;
- non permanent copies of tracks (eg time limited downloads);
- an Enhanced Value sale, or
- multiple sales of the same Product to the same customer. The file specification for Digital Service Providers requires the provision of information on the quantity of Qualifying Digital Sales sold to 'unique' customers. Chart calculations will be based on the total quantity of such unique sales for each Product.

Qualifying Retail Sale means:

Either

- a retail sale of a Product eligible for inclusion in an ARIA Chart and sold by an Information Provider where the start and finish of the transaction occurs within Australia; and
- a retail sale that is auditable by an independent provider of auditing services and in relation to which a GST invoice is issued in the Information Provider's point-of-sale system;

Or

- Titles consciously exchanged between a provider and a customer in consideration of the customer viewing advertising material which in turn pays for the purchase of the music content from the Record Supplier on behalf of the customer.

But does not include:

- a) sales by an Information Provider at a location other than its retail stores (e.g. at shows or shopping centre appearances) **unless** the ARIA Chart Department is notified in writing five days in advance of the event and the sales at the event are recorded in the Information Provider's POS system at the time of the sale (see 3.3);
- b) sales of Products by an Information Provider to third parties on a consignment basis for resale;
- c) sales of Products by one retailer to another retailer;
- d) Multiple Purchase of a Product from an Information Provider; or
- e) an Enhanced Value sale.

Qualifying Sales means Qualifying Retail Sales and Qualifying Digital Sales where two conditions have been met:

- (i) the Product has been paid for, and
- (ii) it has been delivered to the purchaser.

For example, a pre-order is not a Qualifying Sale until the Product has been delivered.

Qualifying Stream means a recording (or part of a recording) delivered to a consumer in Australia by a Streaming Service Provider where the provision of that stream is of sufficient duration to require reporting and royalty payment to the rights holder of the recording, under the terms of the agreement between the rights holder and the Streaming Service Provider. Only those recordings (or part recordings) specifically requested by the consumer will be considered Qualifying Streams (ie streams of recordings 'suggested' or 'introduced' by the service will not qualify, unless the consumer specifically requests the stream of that recording).

Record Supplier means a supplier of recorded music products to retailers in Australia.

Single means a product in any format (physical or digital) which is either:

- a) a Product containing up to five different songs, and with a music content of not more than 25 minutes duration; or
- b) a Product containing multiple versions of not more than five songs with a combined duration of not more than 40 minutes providing that the combined duration of the longest versions of each song does not exceed 25 minutes.

For the purpose of this definition 'song' may include an instrumental only piece.

Variants of a single are eligible for aggregation provided each variant contains the lead track, providing the format / variant proposed for aggregation **does not** contain the lead track of any other chart single.

Qualifying Digital Sales which may be aggregated for Singles chart calculation purposes are:

- the actual lead track (radio edit or album version), as a single purchase,
- both 'explicit' and 'clean' versions of the lead track (provided one of them is the nominated lead track) and album version will be eligible for aggregation, provided they are of the same duration and essentially identical to the lead or album track contained on the physical single, apart from minimal variation in lyrics,
- video clip version of the lead track, and
- any digital bundle containing the lead track, where that bundle conforms with the duration, content and other eligibility criteria for Singles under the Code. ARIA will not aggregate any bundle unless nominated by the Record Supplier via the Merged Chart Survey Form.

The aggregation of different physical and / or digital variants will be based on the identification of the lead track. Record Suppliers are to select and notify the relevant lead track for survey purposes using the appropriate Chart Survey form (see Schedule 3).

Specialist Supplier means the supplier of a particular genre of recorded music products or some other limited category of recorded music products in Australia.

Streaming Service Provider means a service provider delivering a streamed music service, either by subscription or on a free of charge basis, where the user determines the track to be streamed (ie an on demand service).

Timetable means the timetable set out in Schedule 4 of this Code of Practice.

Title is an aggregation of Products with either identical or sufficiently similar content (see specific Album and Single definitions), and is generally consistent across a range of Product formats.

Venue-based Retailer means a supplier of recorded music products at an Australian venue used for entertainment, cultural displays, commercial promotions, political meetings, or events open to the public.

SCHEDULE 2

ELIGIBILITY RULES FOR PARTICULAR ARIA CHARTS

General

- 1.1. This Schedule sets out eligibility rules for particular ARIA Charts. It should be read together with the General Eligibility Rules in Section 2 of the Code of Practice. Where any inconsistency arises between the General and these specific rules, these specific rules will apply to the extent of any inconsistency. See further the Eligibility Rules and the Data Rules in the Code of Practice and the Definitions in Schedule 1 of this Code.
- 1.2. An Eligible Packaged Product is eligible for inclusion in a chart if the Product otherwise complies with the Eligibility Rules for that Chart

Albums Chart (Top 10, 50, 100, 150)

- 1.3. Eligibility for the Albums Chart requires that the Title:
 - must be an Album (see definition in Schedule 1); and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail stores in Australia; and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older album may be subject to an advertising campaign to coincide with a tour by the performer of the title); and
 - must not be a Compilation Album.
- 1.4. Eligibility does not require that the Title be a new release (eg the Title may be a re-release of a previous Top 100 Album).
- 1.5. A Title will no longer be eligible, and will consequently be automatically removed from survey, if after an initial survey period (currently 15 weeks) it falls below a predetermined Chart rank threshold (currently No.600) and does not recover within a reasonable period (currently 5 weeks). This threshold removal rank is changed to No.150 for albums once they become eligible for inclusion in the ARIA Catalogue Albums Chart.

Singles Chart (Top 10, 50, 100, 150)

- 1.6. Eligibility for the Singles Chart requires that the Title:
 - must be a Single (see definition in Schedule 1); and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail stores in Australia; and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must not be a Title comprised of multiple previously released Singles packaged together.

- 1.7. A Title will no longer be eligible and will consequently be automatically removed from survey if after an initial survey period (currently 15 weeks) it falls below a predetermined Chart rank threshold (currently No.600) and does not recover within a reasonable period (currently 5 weeks).
- 1.8. Labels must supply relevant product identifiers as part of the survey request process (see Chart Survey Form attached). The following types of identifiers will be accepted:
 - ISRC (for tracks)
 - Catalogue number, APN or GRID (for bundles and/or physical product).
- 1.9. Sales of digital products reported by contributing Digital Service Providers with identifiers that accord with the survey request information submitted by Record Suppliers will be aggregated for chart calculation purposes. As a result, it is critical that identifiers communicated via the Chart Survey Form are those utilised by contributing Digital Service Providers.
- 1.10. All digital formats of a track must carry an ISRC. All digital bundles must carry a unique identifier (ie digital barcode). Sales of digital tracks without ISRC and digital bundles without barcodes will not be tracked for chart purposes.
- 1.11. Record Suppliers may amend survey information (eg designated lead track) by submitting a further survey request using the designated Chart Survey Form. Such amendments will only be reflected in charts calculated subsequent to receipt of the notice.
- 1.12. From November 2014, eligible streams as reported by ARIA's contributing Streaming Service Providers will also be aggregated into the chart calculations. Streams will be factored into the chart at a rate periodically determined by ARIA in consultation with the ARIA Finance and Chart & Marketing Committees based on the relative average income of streams to digital track sales.

Compilation Albums Chart (Top 20)

- 1.13. Eligibility for the Compilation Albums Chart requires that the Title:
 - must be a Compilation Album (see definitions in Schedule 1); and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail stores in Australia; and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older album may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - be ineligible for the National Albums Chart.
- 1.14. A Title will no longer be eligible and will consequently be automatically removed from survey if after an initial survey period (currently 15 weeks) it falls below a predetermined Chart rank threshold (currently No.80) and does not recover within a reasonable period (currently 5 weeks).

NSW, Vic/Tas, Qld, SA/NT, WA State Singles, Albums and Compilation Charts

- 1.15. Eligibility for the NSW, Vic/Tas, Qld, SA/NT, WA State Singles, Albums and Compilation Charts is as for the corresponding Singles. Albums and Compilation Charts, except they are restricted to sales by Information Providers made to purchasers in the specific state or territory, subject to 1.11.

The territorial boundaries for these Charts do not necessarily coincide with strict State geographical boundaries but are adjusted to reflect the boundaries adopted by a majority of the record companies for distribution purposes (eg the Northern region of NSW is generally serviced from QLD and hence sales in that Region are included in the QLD Chart).

Audiovisual (formerly 'Music DVD') Chart (Top 40)

- 1.16. Eligibility for the Audiovisual Chart requires that the Title:
- must be a Music Audiovisual Title; and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail outlets in Australia.
- 1.17. Eligibility does not require that the Product be solely an audiovisual package. In the case of a combined audio / audiovisual package, where the audiovisual content is in the 40-60% range by duration, the Record Supplier must nominate whether it is to be surveyed either as an Album or Audiovisual Title (mutually exclusive charts) in the written request for Chart survey. Where the product exceeds 60% of either audio or audiovisual content, such discretion shall not apply.
- 1.18. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.160) and does not recover within a reasonable period (currently 5 weeks).

Australian Artist Singles and Albums Charts (Top 20)

- 1.19. Eligibility for the Australian Artist Singles and Albums Charts is as for the Singles and Albums Charts except that the primary artists of the Title must be from Australia. Where the primary artist is a group, the artist will be considered to be Australian if at least 50% of the members of the group are citizens or residents of Australia.
- 1.20. Any artist that satisfies the following criteria will be deemed to be eligible:
- Any artist who is an Australian citizen;
 - Any artist who was born in Australia;
 - Any artist with permanent residency status and who has lived in Australia for at least six months per year for the two consecutive years prior to the release of the Title in question;
 - Any artist who has applied for permanent residency and has lived in Australia for at least six months of the two years prior to the release of the Title in question and is signed to an Australian Record Label; and/or
 - Any New Zealand artist who has lived in Australia for at least six months per year for the two years prior to the release of the Title in question and is signed to an Australian Record Label.

In the case of groups or duos, at least 50% of the members of the act must satisfy at least one of the above criteria to be deemed eligible.

- 1.21. The ARIA Board reserves the discretion to grant eligibility in special circumstances where it considers, for example, that the artist or group has a strong historical and/or cultural connection with Australia.
- 1.22. If a title contains tracks by Artists from multiple countries, at least 80% of the tracks need to be by Australian artists (as defined above) for the release to qualify for inclusion in these charts.

Catalogue Albums Chart (Top 50)

- 1.23. The ARIA Catalogue Chart will be a weekly sales ranking of Titles that fulfill the following conditions:
 - The chart will be an Albums chart (Singles, Videos and Compilations will be excluded). The same eligibility rules as for the Albums Chart will apply (see 1.3 above).
 - Only Titles whose first Australian release date (and/or chart history) is more than two years prior to the date of the relevant Catalogue Chart will be eligible.
 - Re-issues of formerly deleted Titles will be eligible if the Title satisfies the other criteria.
 - Eligibility for the Catalogue Chart does NOT disqualify a Title from the Albums Chart. A Title can chart simultaneously on both.
 - The chart is not survey based – it is a weighted ranking of all the qualifying best sellers each week.

It is not a pre-requisite that Titles have previous Albums Chart history.

Club Chart (Top 50)

- 1.24. Eligibility rules, together with details of the process for production of the weekly Club Chart can be found in Appendix A of this Code.

Country Albums Chart (Top 40)

- 1.25. Eligibility for the Country Albums Chart requires that the Title:
 - must be an Album or Compilation Album (see definitions in Schedule 1); and
 - must be predominantly within the Country Music genre; and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail stores in Australia.
- 1.26. Eligibility for this chart is confirmed in the week of survey request by an honorary panel of genre specialists appointed and administered by the ARIA Chart Department at the direction of the ARIA Chart & Marketing Committee.
- 1.27. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined

Chart rank threshold (currently No.160) and does not recover within a reasonable period (currently 5 weeks).

Core Classical Albums Chart (Top 10)

- 1.28. Eligibility for the Core Classical Albums Charts requires that the Title:
- must be an Album or Compilation album as defined in Schedule 1;
 - must be predominantly within the Classical genre and/or included or have charted within a comparable overseas chart;
 - must be of works composed by a recognised classical composers and / or be in a publicly recognised classical style;
 - must be of works generally capable of live performance in a concert setting;
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail outlets in Australia.
- 1.29. the term *classical* is to be understood in the broad sense of the term, ie as representative of a wide genre of music (not just music originating in the academically recognised classical period from Haydn to Beethoven).
- 1.30. Arrangements of classical works which are not true to the original version may not be eligible for the Core Classical chart; arrangements should be deemed “classical” in style.
- 1.31. If an album contains a mixture of classical and non-classical works, an 80/20 rule will be applied. That is, at least 80% of the tracks (either by playing time or number of tracks) must be of works regarded as classical according to the above criteria.
- 1.32. Original soundtracks and scores performed in a classical style, by either a single artist or various artists, will be eligible for the Core Classical Album chart.
- 1.33. Eligibility for this chart is confirmed in the week of survey request by an honorary panel of genre specialists appointed and administered by the ARIA Chart Department at the direction of the ARIA Chart & Marketing Committee.
- 1.34. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.80) and does not recover within a reasonable period (currently 5 weeks).

Crossover / Classical Albums Chart (Top 20) (Previously known as the Classical Albums Chart)

1.35. Eligibility for the Crossover / Classical Albums Chart requires that the Title:

- must be an Album or Compilation album as defined in Schedule 1;
- must be predominantly within the Classical or Crossover genre* and/or included or have charted within a comparable overseas chart (* Rearrangements of classical works in popularized idioms can be included: eg. Hayley Westenra's "*River of Dreams*", - a straight adaptation of the second movement of the "*Winter*" Concerto from Vivaldi's Four Seasons.);

must be of works generally capable of live performance in a concert setting;

- must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail outlets in Australia; and
- must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the Title).

1.36. The eligibility for the Classical / Crossover Chart will be judged on the content of the release, not on the performers of the work. [Eg. Renée Fleming's "pop" album *Dark Hope* would not be eligible for the Crossover / Classical chart as the content of the album is pop – not classical material rearranged in a popular idiom.]

1.37. Compilations are eligible for inclusion where at least 80% of the tracks (either by playing time or number of tracks) meet the "Crossover: category criteria.

1.38. Eligibility for this chart is confirmed in the week of survey request by an honorary panel of genre specialists appointed and administered by the ARIA Chart Department at the direction of the ARIA Chart & Marketing Committee.

1.39. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.80) and does not recover within a reasonable period (currently 5 weeks).

Dance Singles Chart (Top 20)

1.40. Eligibility for the Dance Singles Chart requires that the Title:

- must be a Single (see definitions in Schedule 1); and
- must be predominantly of a dance nature, or with a lead track of a dance nature, or be or have been included in the ARIA Club Chart or a comparable overseas chart; and
- must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be part of an advertising campaign to coincide with a tour by the performer of the title), and
- must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail stores in Australia.

- 1.41. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.200) and does not recover within a reasonable period (currently 5 weeks).

Dance Albums Chart (Top 20)

- 1.42. Eligibility for the Dance Albums Chart is as for the Dance Singles Chart except that the Title must be an Album or a Compilation Album (see definitions in Schedule 1).

Digital Track Chart (Top 50)

- 1.43. The ARIA Digital Track Chart is compiled from data reported on Qualifying Digital Sales.
- 1.44. Qualifying Digital Sales will be counted toward the chart from the day of purchase as reported by digital service providers which are Information Providers.
- 1.45. All downloads must be identified by a unique ISRC code in submissions from Information Providers. Sales of individual recordings will not be aggregated unless the ISRC, Title and performer information reported match precisely.
- 1.46. Sales information used to compile the chart must be recorded as a result of genuine purchases by genuine consumers.
- 1.47. The chart reflects popularity of individual recordings and it should be noted that varying performances of a work by an artist (i.e. different versions of the track, including 'mixes') will not be aggregated for this chart. They will chart under their own ISRCs. Consequently eligible sales for this chart specifically exclude any tracks bundled with other recordings, video clips and/ or ringtones.

Hitseekers (Top 20 Albums and Top 20 Singles)

- 1.48. Eligibility for the Hitseekers Chart requires that the Title:
- must be an Album or a Single (see definitions in Schedule 1); and
 - must be by an artist who has never previously been in the Top 50 Albums in the National Albums Chart (in the case of Hitseeker albums) or in the Top 50 in the National Singles Chart (in the case of Hitseeker singles).

The charts are rankings of the top 20 single and album Titles by artists who are yet to appear in the relevant ARIA top 50 chart.

- 1.49. Upon reaching the top 50 of either the ARIA Singles or Albums charts, an artist will be permanently excluded from the corresponding Hitseeker chart from that week onwards (the "Hitseekers Chart Top 50 Rule"). The artist's breakthrough top 50 entry will be heralded as a footnote to the Hitseeker Chart in the week that the first top 50 position is achieved.
- 1.50. Where two or more artists jointly release a recording, the Hitseekers Chart Top 50 rule does not apply unless all of the artists are ineligible under that Rule.

Jazz and Blues Albums Chart (Top 20)

- 1.51. Eligibility for the Jazz and Blues Albums Charts requires that the Title:
- must be an Album or Compilation album (see definitions in Schedule 1);
 - must be predominantly within the Jazz or Blues genre and/or included or have charted within a comparable overseas chart; and

- must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Product to retail stores in Australia.
- 1.52. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.80) and does not recover within a reasonable period (currently 5 weeks).

Streaming Tracks Chart (Top 50)

- 1.53. The ARIA Streaming Tracks Chart is compiled from data reported on Qualifying Streams.
- 1.54. Qualifying Streams, as reported by Streaming Service Providers who are Information Providers, will be counted towards the chart.
- 1.55. All Qualifying Streams must be identified by a unique ISRC code in submissions from Information Providers. Stream reports of individual recordings will not be aggregated unless the ISRC, title and performer information reported match precisely.
- 1.56. A maximum of ten streams per day per customer will be counted toward the Streaming Chart. Where provided by the Streaming Service Provider, ARIA will count the number of individual streamers listening to any given track.
- 1.57. The chart reflects popularity of individual recordings and it should be noted that varying performances of a work by an artist (ie different version of the track, including 'mixes') will not be aggregated for this chart. They will chart under their own ISRCs.

Urban Albums Chart (Top 40)

- 1.58. Eligibility for the Urban Albums Chart requires that the Title:
- must be an Album or Compilation album (see definitions in Schedule 1);
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail outlets in Australia.
- 1.59. Eligibility for this chart is confirmed in the week of survey request by an honorary panel of genre specialists appointed and administered by the ARIA Chart Department at the direction of the ARIA Chart & Marketing Committee.
- 1.60. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.160) and does not recover within a reasonable period (currently 5 weeks).

Urban Singles Chart (Top 40)

- 1.61. Eligibility for the Urban Singles Chart requires that the Title:
- must be a Single (see definitions in Schedule 1); and
 - must be less than two years old (from its first Australian release date) unless in a continuing Chart run or made the subject of a new written Chart Survey request in accordance with the Data and Eligibility Rules (eg a qualifying older Title may be subject to an advertising campaign to coincide with a tour by the performer of the title), and
 - must be the subject of a written survey request for this chart by a Record Supplier who supplies the Title to retail outlets in Australia.
- 1.62. Eligibility for this chart is confirmed in the week of survey request by an honorary panel of genre specialists appointed and administered by the ARIA Chart Department at the direction of the ARIA Chart & Marketing Committee.
- 1.63. A Title will no longer be eligible and will consequently be automatically removed from this chart survey if, after an initial survey period (currently 15 weeks), it falls below a predetermined Chart rank threshold (currently No.160) and does not recover within a reasonable period (currently 5 weeks).

Aggregated (End Of Period) Charts

- 1.64. From time to time ARIA will produce charts based on the aggregated data of the weekly charts. In particular, at the end of each year, ARIA will produce annual "End Of Year" Charts.
- 1.65. The aggregated charts are based on weekly charts whose contributing sales fall entirely or predominantly within the aggregation period. For example, the charts for year YYYY will include all of the charts whose sales periods fall entirely within the 1 Jan – 31 Dec boundaries plus whatever charts whose sales week falls predominantly within that period (4 or more of the seven days).
- 1.66. ARIA will produce annual charts for any of its weekly charts that have been produced for the whole of the year in question.
- 1.67. When compiled, the ARIA End Of Year Charts are listed on the ARIA website.

SCHEDULE 3

ARIA CHART SURVEY REQUESTS

PRESCRIBED FORM

Survey request form.

(All fields must be completed.)



AUSTRALIAN RECORDING
INDUSTRY ASSOCIATION

For ARIA Chart Date Monday: _____ From: _____ (record company)

Forms to be submitted during the week prior to product release by email to survey@aria.com.au

Please ensure that a separate form is used for each week's requests.

Artist	Title	Cat#	APN	Release date	Main chart	Genre chart	F

Survey key:

A = Albums

B = Compilations

C = Classical

D = Dance singles

E = Dance albums

F = Country albums

J = Jazz

Q = Urban albums

R = Urban singles

S = Singles

V = DVD

Please note: Australasian artists on survey are automatically included in either the Australasian Albums or Singles survey provided that the correct country of origin is included with the original release notification.



Survey Request – ARIA Combined Singles Chart

To:	ARIA Chart Department - survey@aria.com.au
Monday Chart Date:	
From Record Company:	

Note

1. Forms to be submitted at least 7 days prior to Monday chart date by email to survey@aria.com.au
2. Please ensure that a separate form is used for each week's requests.
3. Please ensure compliance with ARIA Combined Singles Chart rules at the bottom of page 2 of this document.

Survey Key:
S = Singles **D = Dance singles** **R = Urban singles**

Single				
Artist		Title	Physical CAT# (If applicable)	Release Date
Label		Artist Country	Main Chart	Genre Chart
Eligible ISRCs				
Description	Artist	Title	ISRC	Alternate Identifier(s)
Lead Track >				
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)				
Bundle Type / Description	CAT# (If applicable)	GRID (If applicable)	APN (If applicable)	

Single					
Artist		Title	Physical CAT# (If applicable)	Release Date	
Label		Artist Country	Main Chart	Additional Chart	
Eligible ISRCs					
Description	Artist	Title	ISRC	Alternate Identifier(s)	
Lead Track >					
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)					
Bundle Type / Description		CAT# (If applicable)	GRID (If applicable)	APN (If applicable)	

Single					
Artist		Title	Physical CAT# (If applicable)	Release Date	
Label		Artist Country	Main Chart	Additional Chart	
Eligible ISRCs					
Description	Artist	Title	ISRC	Alternate Identifier(s)	
Lead Track >					
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)					
Bundle Type / Description		CAT# (If applicable)	GRID (If applicable)	APN (If applicable)	

Guide to completing this form:

1. This is a survey based chart, and Labels must nominate product for inclusion. It is the Label's responsibility to ensure that all eligibility criteria are met. ARIA may request the Label from time to time to provide such information as ARIA may require in order to satisfy itself that the eligibility criteria have been met. ARIA may decline to include the product in the relevant chart unless and until such information is provided.
2. Labels must supply relevant digital product identifiers as part of the survey request process (see Merged Chart Survey Form attached). The following types of identifiers will be accepted:
 - ISRC (for tracks)
 - Catalogue number, APN or GRID (for bundles)
3. The aggregation of different physical and / or digital variants will be based on the identification of the lead track. Record Labels are to select and notify relevant lead track for survey purposes (see Merged Chart Survey Form attached).
4. Only sales of digital products reported by contributing DSPs with identifiers that accord with the survey request information submitted by labels will be aggregated for chart calculation purposes. As a result, it is critical that identifiers communicated via the Merged Chart Survey Form are those utilised by contributing DSPs.
5. All digital formats of a track must carry an ISRC. All digital bundles must carry a unique identifier (ie digital barcode). Sales of digital tracks without ISRC and digital bundles without barcode will not be tracked for chart purposes.
6. Sales of different formats and variants of a single may be combined for chart calculation purposes where each format contains the lead track, providing the format/ variant proposed for aggregation does not contain the lead track of any other chart single.
7. Labels may amend survey information (eg designated lead track) by submitting a further survey request using the designated Merged Chart Survey Form. Amendments will only take effect prospectively (ie from the first day of the chart period following submission of the amended survey request).
8. Digital sales which may be aggregated are:
 - 8.1.1 Actual lead track (radio edit or album version), as a single purchase,
 - 8.1.2 both 'explicit' and 'clean' versions of the lead track (provided one of them is the nominated lead track) and album version will be eligible for aggregation, provided they are of the same duration and essentially identical to the lead or album track contained on the physical single, apart from minimal variation in lyrics,
 - 8.1.3 video clip version of the lead track,
 - 8.1.4 up to ten other mixes or versions of the nominated lead track or
 - 8.1.5 actual lead track, bundled with ring tone and/or video, and
 - 8.1.6 any digital bundle containing the lead track, where that bundle conforms with the duration, content and other eligibility criteria for Singles under the Code. ARIA will not aggregate any bundle unless nominated by the Label via the Merged Chart Survey Form.
9. Product sales are aggregated on the basis of unique purchasers, as reported by contributing DSPs.



Survey Request – ARIA Combined Albums Chart

To:	ARIA Chart Department - survey@aria.com.au
Monday Chart Date:	
From Record Company:	

Note

4. Forms to be submitted at least 7 days prior to Monday chart date by email to survey@aria.com.au
5. Please ensure that a separate form is used for each week's requests.
6. Please ensure compliance with ARIA Combined Albums Chart guide at the bottom of page 2 of this document.
7. Only complete this form if digital identifiers are different to those of physical products.

Survey Key:

A = Albums B = Compilations C = Classical E = Dance Albums
F = Country Albums J = Jazz Q = Urban Albums

Album			
Artist	Title	Physical CAT# (If applicable)	Release Date
Label	Artist Country	Main Chart	Genre Chart
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)			
Bundle Type / Description	CAT# (If applicable)	GRID (If applicable)	APN (If applicable)

Album			
Artist	Title	Physical CAT# (If applicable)	Release Date
Label	Artist Country	Main Chart	Additional Chart
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)			
Bundle Type / Description	CAT# (If applicable)	GRID (If applicable)	APN (If applicable)

Album			
Artist	Title	Physical CAT# (If applicable)	Release Date
Label	Artist Country	Main Chart	Additional Chart
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)			
Bundle Type / Description	CAT# (If applicable)	GRID (If applicable)	APN (If applicable)

Album			
Artist	Title	Physical CAT# (If applicable)	Release Date
Label	Artist Country	Main Chart	Additional Chart
Associated Digital Products (please note paragraphs 7 and 9 in regard to eligibility of bundles)			
Bundle Type / Description	CAT# (If applicable)	GRID (If applicable)	APN (If applicable)

Guide to completing this form:

The following rules are to be read in conjunction with, and form part of, ARIA's general Code of Practice for ARIA Charts (Code). They specifically address the eligibility criteria for ARIA's Combined Albums Chart, and the methodology for calculation of that chart.

ARIA membership is not a prerequisite for inclusion of a Label's recordings in the Combined Albums Chart, but is encouraged. All record companies and distributors remain free to package and market their recordings in any way they choose, but products that do not comply with these rules will not be eligible for inclusion in the Combined Albums Chart.

If there is any conflict between the provisions of these specific rules and the Code, then the provisions of these rules will apply to the extent of that inconsistency.

1. Sales of digital variants that replicate the content of a physical album will be eligible to be aggregated with sales of the physical album in the Combined Albums chart.
2. To be eligible for aggregation, digital variants must include at least 80% of tracks (by number) contained on the physical variant of the title.

3. Labels must supply relevant digital product identifiers as part of the survey request process (see Merged Chart Survey Form attached). The following types of identifiers will be accepted: Catalogue number, APN, UPC and/or GRID.
4. Only sales of digital products reported by contributing DSPs with identifiers that accord with the survey request information submitted by labels will be aggregated for chart calculation purposes. As a result, it is critical that identifiers communicated via the Merged Chart Survey Form are those utilised by contributing DSPs.
5. This is a survey based chart, and Labels must nominate product for inclusion. It is the Label's responsibility to ensure that all eligibility criteria are met. ARIA may request the Label from time to time to provide such information as ARIA may require in order to satisfy itself that the eligibility criteria have been met. ARIA may decline to include the product in the relevant chart unless and until such information is provided.
6. Labels may amend survey information by submitting a further survey request using the designated Merged Chart Survey Form. Amendments will only take effect prospectively (ie. from the first day of the chart period following submission of the amended survey request).
7. Digital product sales are aggregated on the basis of unique purchasers, as reported by contributing DSPs (i.e. multiple purchases by a unique purchaser will count as one unit, for the purpose of chart calculation).

SCHEDULE 4

TIMETABLE FOR CHART CYCLE

The current Chart week runs from first sale each Friday to last sale each Thursday inclusively.

The Chart generation process follows a repetitive, cyclical order culminating in the weekly production of the ARIA Charts. The timeframes of the tasks listed are measured relative to the Publication Date (PD) of the charts (which is currently 7pm on the Saturday after the conclusion of the week's sales).

In the following table, the number refers to the number of days before the PD. For example, 'PD-11' means 11 days prior to the Chart publication date.

Thursday	PD -9	New Release information to be provided to ARIA for titles released in the chart week.
Thursday	PD -9	Due date for Record Company requests for survey inclusions of titles for the active chart week (ie for items anticipated to chart on PD).
Friday	PD -7	First day of the chart sales week.
Monday	PD -5	Nominal release date for new product available in the chart week.
Wednesday	PD -3	Completed Survey Lists circulated to Record Companies for checking (for omissions and deletions)
Thursday	PD -2	Final opportunity for Record Companies to make changes to the surveys as a result of PD -4 checking.
Thursday	PD -2	Final day of chart sales week.
Friday	PD -1	Chart Calculation day.
Saturday	PD	Publication Date, when charts are published on the ARIA website.

ARIA CLUB CHART

Code of Conduct March 2013

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 industry 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 2 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 Wednesdays).
- 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 respects the privacy of the panel of contributing DJs and as a result, will treat their contact details as confidential. The same is expected of all participants in the ARIA Club Chart.

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 and Labels

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.
- Record companies and labels, and their representatives, should not contact any ARIA DJs to seek to influence their chart submission.

Conduct of contributing DJs

The validity and value of the ARIA Club Chart is dependent 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 chart submission without bias and in the spirit of producing the most accurate ARIA Club Chart possible.
- It is essential that contributing DJs provide their weekly chart on the basis of their own independent opinion, and not based on the views or requests of others.
- Contributing DJs are not required to provide their weekly chart submission to any other party. When making each weekly submission, contributing DJs are required to certify that they have complied fully with this Code of Conduct. The certification is to state that: "I have read and understood the Club Chart Code of Conduct and hereby certify that the information in this submission is accurate and unbiased. I also certify that I have not been influenced by any request made to me to give any preference to any release included in this submission. I acknowledge that my eligibility as a contributing DJ may be suspended or withdrawn by ARIA if I fail to comply with the Code of Conduct." A submission that does not include the required certification will be disregarded.

Appendix B

HOW TO BECOME AN ARIA CLUB CHART CONTRIBUTING DJ

Dear DJ,

So, you want to join the Aria Club Chart? Due to the overwhelming number of letters and e-mails we receive from DJs each week, we have a simple application form for you to fill out. This will allow everyone a chance of getting on the contributors list, or to reapply if you are a former ACC DJ and your workload or profile has increased.

All applicants will be reviewed and introduced at four points during the year: **February, May, August and November.**

All applicants who apply will be reviewed at the next appointed date. We will let you know the success of your application after the review date.

If you are a previous ARIA contributing DJ, please note that your previous chart submitting history will be taken into consideration when your application is reviewed.

Please ensure that your application has these details:

Name:
DJ Name:
Mailing Address:
Email Address:
• **Phone Number:**
Link to Facebook/twitter/soundcloud:

Residencies (current residencies only)
Weekly:
Fortnightly:
Monthly:
Bi-monthly:
Other (please specify):
Guest Spots (please list only the last three months of spots):

Styles of Music you play:
Radio/Magazine/TV/record label affiliation:

List of Top 20 tracks in your set:

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 you will report your current 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 your chart every week.** Your top 20 chart must be submitted to the ARIA Club Chart (not to committee members/record companies) **by 3pm Wednesday, every week please. THIS IS KEY TO YOUR ONGOING PRESENCE ON THE ARIA CHART.**

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

With many thanks,
The Aria Club Chart Committee

Appendix C

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

I have read and understood the Club Chart Code of Conduct and hereby certify that the information in this submission is accurate and unbiased. I also certify that I have not been influenced by any request made to me to give any preference to any release included in this submission.

I acknowledge that my eligibility as a contributing DJ may be suspended or withdrawn by ARIA if I fail to comply with the Code of Conduct.