

COPYRIGHT ROYALTY CLAIM INSTRUCTIONS

IT IS IMPORTANT THAT THE INDIVIDUAL(S) RESPONSIBLE FOR OVERSIGHT OF YOUR INSTITUTION'S BROADCAST AND MEDIA RIGHTS REVIEW THESE INSTRUCTIONS. YOUR ACTION MAY BE NECESSARY FOR YOUR INSTITUTION TO RECEIVE ROYALTY PAYMENTS TO WHICH IT MAY BE ENTITLED.

Colleges, universities, and collegiate athletic conferences whose team sports events (*i.e.*, football and/or basketball games) have been telecast live, over-the-air during calendar year 2018 may qualify to receive money that certain cable and satellite TV providers have paid to the U.S. government in exchange for the right to distribute those sporting events. To receive this money, or licensing royalties, the owner of the copyright must file a claim with the designated federal agency responsible for distributing the royalties – the Copyright Royalty Board (“CRB”). Administrative judges appointed by the Librarian of Congress set the royalty rates and determine the distribution of royalties to copyright owners.

As a service to its members, the NCAA files and pursues claims for these licensing royalties on behalf of its Division I member institutions and conferences. In doing so, the NCAA participates in CRB royalty distribution proceedings, and distributes among those members the royalties received from those proceedings.

However, to file such claims and distribute the royalties, the NCAA must receive telecast information from its member institutions and conferences. **Your institution or conference may only receive CRB royalties if you provide the NCAA with the required telecast information.** The NCAA requests this information via a proprietary application available online. Once your institution’s information is submitted through that application, the NCAA, on behalf of itself and the participating institutions/conferences, will file the eligible copyright claims with the CRB.

A Brief Explanation of the Statutory Copyright Royalty System

The Copyright Act requires cable television systems and satellite carriers to pay copyright royalty fees in exchange for the right—given to them by federal law—to retransmit sporting events that are televised “over-the-air” on broadcast television. “Over-the-air” means the broadcast is viewable on TV using an antenna, without the need for any cable or satellite subscription. The requirements for cable systems and satellite carriers are different. In general, cable systems pay royalties for the right to retransmit sporting events distributed on a non-network channel (*i.e.*, on a channel other than ABC, CBS, and NBC) telecasts. But satellite carriers pay royalties for the right to retransmit sporting events that are distributed on both non-network stations and network stations (including ABC, CBS, and NBC).

Cable and satellite providers pay these fees to the U.S. Copyright Office in two installments each year. The collected fees then form two pools that are available for distribution to those claimants whose qualifying programming was retransmitted by a cable or satellite provider during that calendar year. Claims for a given year must be filed the following year. For example, claims filed in 2020 would be related to telecasts that occurred in 2019.

Distribution of the fees is determined by a panel of judges, usually on the basis of settlements among the entities who claim the royalties. Due to the possibility of disputes, distributions tend to be irregular, and sometimes occur years after the year in which they were paid. In some cases, advance partial distributions may be made to the claimants while a final distribution is pending. Royalty funds accumulate interest while they are held by the Copyright Office.

How Do You Submit Claims Information to the NCAA?

For your institution to receive its share of eligible CRB royalties for calendar year 2019, if and when they are released for distribution, you must provide the NCAA with information necessary to submit royalty claims for telecasts of football, men's basketball, and women's basketball games. Contests against non-NCAA members can be included in your claim, such as NAIA institutions. You may provide that information via the NCAA's Copyright Royalty Board application, which is available on ncaa.org under My Apps (Single Source Sign-on) or by clicking [HERE](#). If you do not have access to the CRB application in your My Apps section, contact your institution's Single Source Sign-on administrator to request that you be added as a user. If you are having trouble viewing the application, please try a different internet browser, such as Chrome or Firefox.

Once you access the CRB application, you will be presented with a landing page from which you can access either (i) instructions for completing the CRB form or (ii) the CRB form. Upon selecting the CRB form, please follow the technical instructions provided there.

What Information Should You Submit?

In prior years, the NCAA has invited each member institution to provide information about broadcasts that the institution believes qualify for CRB royalties. This year, to avoid the need for institutions to make those determinations, **the NCAA directs you to identify and claim all games that were broadcast over-the-air on television, for which your institution owns the copyright (or the right to make CRB claims)**. Specifically, you will:

1. Choose the applicable sport (football, men's basketball, or women's basketball);
2. Claim each game (a) that was televised on broadcast television and (b) for which your institution owns the copyright (or the right to make CRB claims);
3. Indicate whether the broadcast was televised on a national network (i.e., on ABC, CBS, FOX, or NBC); and
4. If the game was not televised on a national network, identify which broadcast call sign(s) carried the game

There is no need for you or your institution to determine whether each game broadcast may in fact qualify for CRB royalties (but see below “What Broadcasts Will Qualify for CRB Royalties” for more information about that). Rather, you need only identify each game that was shown on broadcast television, where your institution is the copyright owner (or has the right to make CRB claims).

After the NCAA collects the broadcast information, it will assess which broadcasts may be eligible for CRB royalties. As in the past, the NCAA national office will collect and organize the data and, with the aid of legal counsel, file claims with the CRB on behalf of all participating schools and conferences.

What Broadcasts Qualify For CRB Royalties?

As described above, your institution need not make any determination about which broadcasts might qualify for CRB royalties. The NCAA will perform that function. However, your institution should be aware that many broadcasts will not qualify for CRB royalties, and your institution may not be entitled to receive any royalties, even though many of its athletic contests are shown on television.

Cable and satellite operators are only required to pay royalties for programming that they retransmit as a “distant signal” – a broadcast signal that cannot be received over-the-air in a market because the origination of the broadcast (i.e., broadcast antenna) is too far away. Generally, a signal is “distant” if it is being retransmitted in a market that is more than 40-60 miles away from the originating broadcast antenna.

A. For Royalties Paid by Satellite Providers

(1) The following is a list of telecasts that **would** qualify for CRB royalties paid by satellite providers:

- Games originated by national broadcast networks (ABC, CBS, or NBC).
- Games originated by non-network broadcast stations or by a syndicator (e.g., FOX, Jefferson-Pilot, Raycom, ESPN Regional) and shown on any local broadcast stations.
- Games originated by a local broadcast station and shown by a satellite/cable service. For example, if you have a football game that was originated by an over-the-air station (e.g., WRTV in Indianapolis) but was also shown on a regional cable network (e.g., Fox Sports Midwest), this would be a qualifying event.

(2) The following is a list of televised events that **would not** qualify for CRB royalties paid by satellite providers:

- Games originated by and shown only on ESPN, ESPN2, ESPNU, CST or Versus (*i.e.*, not shown on any over-the-air broadcast station).

- Games originated by and shown only on Turner, TNT, TBS or WGN (*i.e.*, not shown on any over-the-air broadcast station).
- Games originated by a regional cable network (e.g., MSG, FSN, Comcast Sports Net, Altitude, etc.), regardless whether the game was also carried on an over-the-air station.

B. For Royalties Paid by Cable Providers

(1) The following is a list of telecasts that **would** qualify for CRB royalties paid by cable providers:

- The games listed in A(1) above, but excluding games originated by national broadcast networks (ABC, CBS, or NBC).

(2) The following is a list of televised events that **would not** qualify for CRB royalties paid by cable providers:

- Games originated by national broadcast networks (ABC, CBS, or NBC).
- Any of the games listed in A(2) above.

What Should You Do Next?

- 1) If you do not have any games that were broadcast over-the-air (e.g., all of your games were distributed exclusively by ESPN or another cable channel), you need not submit any telecast information. Simply submit a blank CRB claimant form.
- 2) If you do have games that were broadcast over-the-air, and you own the copyright (or the right to submit CRB claims for them), you should submit them to the NCAA via the CRB application by **June 26, 2020**. Technical instructions for submitting claims so are set forth on the form.

For questions, please contact CRB@ncaa.org.