

## GUIDELINES – TV, FILM AND RADIO SCRIPTS

**WE RECEIVE MONEY FOR CERTAIN WORKS AND PAY THE WRITERS OF THOSE WORKS.**

The money that we collect for TV, film and radio writers comes from:

- retransmission of TV and radio programmes on cable, satellite and online platforms
- educational recording
- private copying (levies)
- minor income sources – these include schemes operating in overseas territories for the public broadcast of works and the rental of audiovisual works.

We receive data from a number of different collecting societies around the world as well as the Educational Recording Agency (ERA) in the UK. The money we receive from each of these societies comes with a lot of accompanying data telling us which works by UK scriptwriters have been shown.

We also do our own research on the channels broadcast in the UK so we know which works have been broadcast and when.

We add this transmission data to our database, so when you log in, you'll not only see any information that you've added, but also information that we have been told about or researched ourselves and have added to your account for you.

### TELLING US WHAT YOU'VE WRITTEN

#### Types of works to tell us about

##### TV programmes/films

1. Scripted TV programmes/films produced in the UK with a **writing credit**.
2. Scripted TV programmes/films in the UK with a contractual 'quit clause'.

These are works broadcast on any channel or the main streaming services, that is, Netflix or Amazon Prime. Please do not tell us about any scripted works created for video-sharing sites such as YouTube.

Co-productions: where a show is a co-production between the UK and another country, you'll need to contact us to find out if it is eligible for payment.

##### Radio programmes

1. Scripted radio programmes produced in the UK with a **writing credit**.
2. Scripted radio programmes produced in the UK with a contractual 'quit clause'.

These works are only eligible if they have been broadcast on the following channels:

- BBC Radio 1.
- BBC Radio 2.
- BBC Radio 3.
- BBC Radio 4.
- BBC Radio 4 Extra.
- BBC World Service.
- BBC Radio Cymru.
- BBC Radio Wales.

These are the only channels that we collect information about at the current time. Any works submitted for other radio channels will be rejected.

### When to tell us

Please tell us about your scripted works **after** they've actually been broadcast, ideally allowing two weeks from broadcast.

We do much of our own research and add a lot of information about works by UK writers to our database once they've been broadcast, so you may then find, when you come to add a work, that we've already done it for you. However, we aren't always given one-hundred per cent accurate information so it's very useful if you can regularly check your account to see if what we've done is correct and fill in any gaps for us.

### What types of shows do we class as 'scripted'?

Any programme with a **writer credit** qualifies. We understand that many other shows do contain 'scripted content' by way of introductions/jokes/links written for autocue and more. However, unless your work has a writer credit on the show, **or** you can prove via your contract that you made a written contribution to the show and are entitled to receive income collected from 'collecting societies' such as ALCS, then under our distribution rules we cannot pay you for any use of that work.

### Entitlement to receive money from ALCS – quit clauses

A 'quit clause' is a clause in a contract which means that writers are able to collect money for a given work through recognised collecting societies (such as ALCS). An example of a 'quit clause' in a contract can be seen here (clause 13)- [writersguild.org.uk/wp-content/uploads/2015/02/ITV-WGGB-PMA-final\\_with\\_appendices.pdf](http://writersguild.org.uk/wp-content/uploads/2015/02/ITV-WGGB-PMA-final_with_appendices.pdf)

## VALID CONTRIBUTION TYPES

You don't have to be the sole scriptwriter to receive money from ALCS. We also make payments to:

- scriptwriters\*
- original authors (or 'authors of underlying works')\*
- adaptors\*
- dramatists
- devisors
- abridgers
- translators.

At the current time, you can only indicate the contribution types with an asterisk \* next to them when entering works on the website. If your contribution type is one of the others, please enter your work as a scriptwriter, and then contact [audiovisualworks@alcs.co.uk](mailto:audiovisualworks@alcs.co.uk) with the specific details.

## Devisor shares

If you are credited with a devisor role on the work and have a quit clause allowing you to claim as a devisor, you can add it to your account. A devisor share can also be claimed if you are the creator of an underlying work that has been used indirectly, for example the author of a book where the idea and characters have been used, but the story and concept is original.

## RESTRICTIONS

We won't pay members for programmes that don't have any formally recognised scripted content. So, if you don't have a writing credit on the production, or a 'quit clause' in your contract, you will not be eligible to receive payment for this work from ALCS at the current time.

If the show you have written for is not a UK production or co-production, then this won't be currently eligible for payment.

If you're submitting a radio script, please only supply information about scripts that have been broadcast on the BBC channels specified above.

We aren't currently collecting information about:

- podcasts
- CDs
- audiobooks
- DVDs.

### VALID CONTRIBUTIONS



Scriptwriters



Original authors



Adaptors



Dramatists



Devisors



Abridgers



Translators

### RESTRICTIONS



Podcasts



CDs



Audiobooks



DVDs



Unscripted content



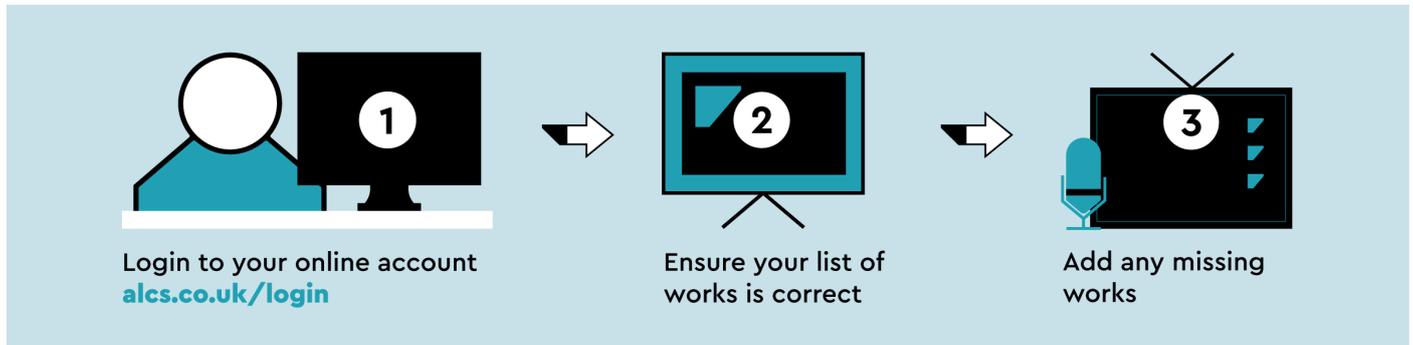
Non-UK productions

## HOW TO TELL US ABOUT YOUR WORKS

Tell us about your works using your ALCS online account: [alcs.co.uk/login](https://alcs.co.uk/login)

The site will guide you as to which bits of information you need to add. Some is mandatory (and will have an asterisk \* next to it); some is supplementary information.

Please don't send us emails or attachments listing your works. We unfortunately do not have the resources to add these to members' accounts ourselves. In order to make sure they're added, please use the ALCS website to enter the works to your account.



When you log in to your account, before adding any works please check that we haven't already added them for you. We receive a lot of data about our members' broadcast works from external sources, so we recommend you first check to see if it's already there (and that we've got it right).

## CHECK YOUR ACCOUNT

Because we get the data about your works from a number of different places, we ask that members check their account to see if we've added one of your works on for you already before you use the 'add work' function. If we believe a work is already listed on your account, then we'll have to reject it. We also know that you're the person that knows your work the best, so if we've got something wrong, then please tell us about it. It's very important that we're accurate so that we can ensure you get the correct level of payment.

## DEADLINES

There are no 'deadlines' per se. However, in order to ensure that you receive all that you're owed, check your works before each distribution to make sure that they're up to date and accurate. We enter a lot of data for members about their works, much of it given to us by other collecting societies, so we ask that members take a look at their accounts before each distribution to make sure that we've got everything right so that when we do pay you, there are no complications.

## WHEN YOU ARE LIKELY TO RECEIVE A PAYMENT

ALCS makes payments to members twice a year, and you may receive payments in one or both of these depending on which of your works have been broadcast, and which sources your income is coming from.

You won't receive a payment for a programme that was very recently transmitted as it takes time after the transmission of a work for the payment to get to ALCS. On average, this takes around two years, but it can vary depending on which collecting society and country is sending us the money (in some cases we receive backdated payments from many years before).