

***‘Your Voice in the Valley’***

**2YAS**

Yass Community Radio Assn. Inc.

**Policy No. 16**

**Presenter Policy.**

**Amended at page 5 19/9/11**

**PURPOSE.**

The purpose of this policy is to define the duties and responsibilities of presenters of Yass Community Radio Association Inc.

**DUTIES and RESPONSIBILITIES.**

All presenters have the duty and the responsibility to practice and abide by the following requirements.

1. To present programmes of a high standard in accordance with the Association’s “Objects and Rules” and the Australian Community Media Authority ‘Code of Practice’, using language and content that will not offend the general listening audience.
2. To represent Yass Community Radio Association Inc. on air, in a positive manner.
3. To respect the rights of the listening audience and of the visitors to the station.
4. To be helpful, welcoming and courteous to visitors to the station answering questions where possible and providing correct information or help.
5. To respect the rights of all other presenters
6. To be reliable and punctual in all things.
7. To strictly comply with all instructions from the Sales team, regarding the playing of paid sponsorship announcements, community service announcements and other promos.
8. To maintain a quiet environment in all areas of the station building.
9. To be responsible for the behaviour of your visitors at the station at all times.
10. To treat all station equipment with respect and use only according to instructions.
11. To provide personal earphones and microphone covers.
12. To not remove any property belonging to Yass Community Radio Association Inc. from the station building without permission from the Board.
13. To undertake tasks, in addition to presenting programmes, under the direction of members of the Board, to assist in the running of the station.
14. To actively participate in the affairs of the Association.
15. To be familiar with procedures for dealing with fire and other emergencies and to know the emergency exits within the building.
16. To know where the first aid kit is kept.

PROCEDURES.

All presenters will follow these procedures at all times. The one exception is during emergencies when best practice or the Policy for Emergency Management will endure.

1. Arrive at the studio at least 10 minutes before the start of your programme.
2. Sign in as soon as you arrive.
3. Have your music and information in order before entering the studio.
4. Always have extra music on hand, in case something goes wrong (eg the next presenter arrives late, a CD refuses to play etc).
5. Never enter the studio without the permission of the presenter at the desk.
6. Do not distract the presenter at the desk while the microphone is open.
7. All breakfast presenters are to clean the CD players using the cleaning device supplied. (not now required).
8. Once you have taken the chair, check that:
   1. the sponsorship announcements are scheduled
   2. the weather report is handy
   3. the faders are in the correct position
   4. your first track is lined up
   5. the microphone is in the correct position for comfortable use.
9. Have only necessary people in the studio.
10. Never play tracks on air that you haven’t listened to before hand
11. Remember to play show promos for other shows during your programme
12. Ensure that you pack up everything 10 minutes before the scheduled end of your programme.
13. When giving your final announcements before the end of your programme ensure that you advise the listeners of who is to follow and what the show is.
14. Ensure that the news / weather (and any other) sponsorship announcements scheduled for the changeover time, are ready to be played
15. Vacate the chair as soon as the news comes through or the incoming presenter has a track lined up.
16. Leave the studio as quickly as possible at the end of your programme and take any rubbish away from the studio when you go.
17. Do not have food or drink in the studio.

‘NO SHOW” or ‘FILL IN” for presenter.

In the event of a presenter not arriving on time the following procedure will apply.

1. The current presenter may continue for up to two hours into the next programme slot or for a total of four hours including the original programme time. At the end of four hours, the presenter must vacate the chair. The Doodlebug computer has an emergency music slot. Select and schedule the style of music appropriate and insert the required sponsor announcements and CSA’s. If unable to carry out this operation, deploy the satellite if available, and leave the studio, unless there is a legitimate station task to perform. All presenters must learn how to deploy emergency music. Following the maximum chair time for any presenter, there must be a break of at least 4 hours before returning to the presenter position in any 24 hour period.
2. The leaving presenter should make an on-air announcement that the station is going onto ‘unmanned mode’ because the next presenter has been delayed and it should return to normal manned presentation at xx o’clock, or words to this effect
3. Unless there is another worker on site, the station premises must be locked upon leaving the area. Where another worker is on site, agreement must be made on who will lock up if necessary.
4. Where possible the next listed presenter should be notified that the building is secure so that a key can be arranged if necessary.
5. A presenter ‘no-show’ incident should be notified to the Programme Manager as soon as possible after the event.

**Presenter’s Agreement**

**Presenter name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel (day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel (ah): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mob:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I accept the conditions as outlined in the attached Presenters Policy. I have read and understand my responsibilities as a presenter and Yass Community Radio Association Inc.’s responsibilities towards me.
2. I will comply with all codes, regulations and legislation relevant to Yass Community Radio Association Inc. and community broadcasting stations, and undertake to read and comply with any rules and regulations.
3. I accept responsibility for the content of my programme, and acknowledge that I need to comply with media law requirements including defamation, contempt of court, copyright and anti-discrimination laws.
4. I recognise that in addition to Yass Community Radio Association Inc***.*** under law, I may also be liable for actions, suits, claims, losses and/or damages as a result of my comments or conduct on air.
5. I accept that the Management ofYass Community Radio Association Inc. has responsibility to ensure that proper standards are maintained for programme content, presentation and technical quality, on-air conduct, access to station premises, use of station equipment and property, strategic planning, risk management and Occupational Health & Safety and agree to accept the directions and decisions made by management.
6. I will comply with any reasonable changes in broadcast times, content and structure as agreed by Management and acknowledge that allocation of a time spot to me does not necessarily give me the absolute right to that spot. This especially applies to second or subsequent spots.
7. In relation to the transmission of my programme I agree to:
   * + - 1. Be at the station premises, ready to present my program a minimum of 10 minutes before broadcast time; or
         2. Provide a replacement presenter approved by Management if required.
         3. To not swap programme/times with other presenters and acknowledge that the Programme Manager has this control.
8. I will inform Management, within 48 hours, of any complaint concerning my programme received by me or any incidents that might lead to a complaint.
9. I acknowledge that material produced by Yass Community Radio Association Inc. is the property of the station, and that such material may only be sold to other outlets with the permission of Management. I accept that Yass Community Radio Association Inc. retains the ownership and copyright of all works which it specifically commissions eg. Station and Sponsorship Announcements.
10. I will treat station equipment, facilities and property carefully. I will not remove station equipment or property on any occasion without first having obtained permission from Management.
11. I will reimburse the Association to the extent of the cost of any necessary repair or replacement of station equipment, caused by the use of my personal equipment connected to the station broadcast system. All equipment brought to the station is at my risk and no claim for repair or replacement of my equipment as a result of that use, will be made to the Association.
12. I will not make commercial representations on behalf of Yass Community Radio Association Inc. to any person or organisation without prior written authority from the Board or being part of the Sales team
13. I will treat other volunteers, and station guests with consideration and respect. I will not, without the prior approval from Management, comment publicly on the operation of Yass Community Radio Association Inc., or of any volunteer.
14. I agree that a breach of the above conditions may result in the suspension of my broadcast rights and may, in some situations, lead to the termination of my broadcast rights. I acknowledge the grievance procedures and policies of Yass Community Radio Association Inc., as the appropriate avenue for conflict resolution.

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**Presenter’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note.** To be countersigned by the training officer, only on completion of training and when satisfied that the candidate is ready to go solo.

**Authorisation**

This policy was adopted by the Board of Yass Community Radio Association Incorporated, at its meeting held on 18 April 2011.

**…………………………. …………………………………**

Secretary President

Yass Community Radio Assn. Inc.