

***‘Your Voice in the Valley’***

**2YAS**

**Yass**

**Community Radio**

**Association Inc.**

**Policy No 22.**

**Presenter Guidelines.**

These presenter guidelines should be read, learned and digested by all presenters and should be in fact treated as the presenter bible. Compliance with these guidelines should minimise any chance of offending the ethos and rules of the Association.

**Pre Broadcasting Procedures**

1. Prepare your programme. Know what music you are going to play and what you want to talk about.
2. Presenters should arrive at least 10 minutes prior to their shift. They should be there, so as not to delay the departure of the presenter who completes their shift.

You should read and comply with station memos and/or notices etc.

1. You should check your pigeonhole for mail, notices etc.

**General On-Air Procedures**

1. Allow yourself time to be prepared and punctual. Start and conclude your programme precisely on time.
2. Time calls should be given at intervals of 5 or 10 minutes during breakfast and drive time programmes. Also approximately 15 minutes during the day.
3. In keeping with accepted community standards, there shall be no
   1. Food or drink

2. Consumption of intoxicating liquor

3. Consumption of narcotics or other illegal drugs

4. Smoking in the Studios, at any time.

1. The presenter shall not use coarse or obscene language, nor swear or make any statement which may reasonably be construed to be offensive at any time. No recording will be put to air before 8pm which the presenter is aware contains material which may reasonably be construed as offensive. This material may be used after 8pm provided the presenter issues a warning to listeners that the material may offend some listeners.
2. Do not broadcast material which may contravene the requirements of the Code of Practice. These requirements are stated later in this document.
3. Do not criticise the station's programmes, music, Board of Management, volunteers or other presenters.
4. Check the sponsorship computer run schedule and ensure that all sponsorships programmed for your show are played as set out. This is an important station record.
5. The programme committee, in recommending approval of programme proposals, takes into account the nature of the programme and whether the day and time proposed is suitable. Any change in the nature of a programme can impact on other programmes and can affect our overall programming. For this reason you may not change the nature of your programme without prior approval from the programming committee or the Board. For example, if you had approval to present a country programme, you could not change it to a rock 'n' roll programme, without prior approval

**Programme Completion**

1. You must conclude your programme on time.
2. When changing shifts, do so as quickly as possible, so the next presenter can get in the chair ready for their shift.

**Studio Etiquette**

1. Change of shift is to take place during the news. If there is no news, then during the last track. Do not interrupt the incumbent presenter.
2. You are required to leave the studio in the basic ready to use mode. Should you use supplementary equipment, you must reset all switches and plug all standard equipment back in and ensure that it is operational. If you have moved any general settings, please ensure they are also back in their rightful places. Failure to do this will result in withdrawal of permission to use your supplementary equipment.
3. Call the Technical Manager if a fault is present. If you are listening at home or in the car and the current presenter does make a mistake, or equipment malfunctions, do not phone in. The presenter is most probably trying to rectify matters.
4. When you go to air at the start of your shift, thank the last presenter for their programme and indicate that they will be back next week etc.
5. Promote upcoming programmes (that is, within the next two or three days only). It is better to spread them out rather than bombard the listeners with too much information at one time.

**Inability to present programme**

Please be aware of your responsibility as a broadcaster. You have a shift on a community radio station until further notice. It is both an achievement and a responsibility. Should circumstances arise whereby you are unable to personally present your programme, you must notify the Programme Manager at least 24 hours prior to your programme's commencement. If the circumstance arises within that 24 hour period, then the presenter must notify the Programme Manager as soon as possible.

**Programme Committee**

The Programme Manager, the Committee and the Board, considers proposals for programmes and makes recommendations to the Board. The Manager also considers the placement of programmes on air and reserves the right to move programmes and/or presenters if considered necessary, to achieve better programming for the station.

**Our Music Format**

At Yassfm, we endeavour to accommodate all music tastes however some music with bad language will only be allowed to be played after 8pm of a night.

**Cessation of Programme**

1. If you are to cease broadcasting, then you are required to notify the Programme Manager a reasonable time before you do so, in order for other arrangements to be made.
2. You do not have the right to "pass your programme on" to another presenter. The Programme Manager will make that decision. This does not affect your ability to arrange a ‘fill-in’ presenter when it becomes necessary. At these times do not forget to advise the Programme Manager of the ‘fill-in’.

**Community Announcements**

1. All community service announcements are placed in the CSA folder on the broadcast computer in the studio. Some are scheduled. All of these have to be cleared by Station Manager or Board Executive
2. When making your selection be aware of start and end dates. It is not cool to play an out-of-date announcement.
3. Some CSA’s have a “push’ notation, which should be observed.
4. Some have a specific time period during which they should be played. Be sure your selection complies..

**Sponsorship Announcements**

It is imperative to follow announcement guidelines. A summary of these, as issued by the Australian Broadcasting Authority follows. **DO NOT PLACE OUR LICENCE IN JEOPARDY BY INFRINGING THE CONDITIONS**.

1. There is to be no sponsorship or promotion of cigarettes or tobacco products.
2. There is to be no sponsorship or promotion of goods or services which might be considered to offend community standards.
3. All sponsorship has to be approved by Sales and will be reviewed at the time the sponsorship is submitted.
4. You must not enter into any joint promotion or contra arrangement or involve the station in any outside third party promotion without the approval of the Board. Giveaways are almost always a problem and no agreement should be made without first referring the matter to the Sales Manager or one of the Executive. Any sponsorship or contra agreement must benefit the station and not the individual presenter.
5. Sponsorship income is a major source of income for the station and allows programmes to go to air without payment. Should such income not be sufficient to keep the station on air, then presenters may be charged a fee to go to air.
6. Be wary of telephoned requests to play spur of the moment announcements. These may be legitimate but may also really be classed as paid announcements and by playing you degrade the value of our real sponsors. If you have an opportunity, check with someone from Sales or CSA production before making a commitment.

**Unscheduled Sponsorship Announcements**

On occasions it is not appropriate to schedule announcements. This is especially so when they have a limited duration or time does not permit. On these occasions the Sales team provides an ‘Attention Presenters’ sheet into the studio, which names the sponsorship or promo and states the times these are to be put to air.

The named audio is found in Audio Files to be played on the computer and should be transferred to the schedule window and played at the appropriate time. After the announcement has been played please initial the sheet near the time. At the end of the exercise, the team will collect the sheet and add it to the sponsor record.

**Housekeeping**

1. Clear all refuse from the studio on your departure.
2. Food or drink is not to be consumed in the studio. Do not put food scraps in the studio bin. Please wrap up all food scraps that will be thrown out as if you don't they will attract cockroaches.
3. Do not leave the cleaning/tidying up to the next person. Our cleaning person is a volunteer as you are, so everyone must do his or her bit.

**Complaints from the Public**

Handle all calls with respect. Do not make any personal comment or commitment. **Refer all complaints to the President.**

**News**

National news is delivered via Satellite and is presented daily on the hour from a 7am to 7pm on weekdays and from7am to noon on weekends.

The process for 'news to air' is as follows-

1. Plan your last track for the hour to finish at, or very near to the hour, to be ready for the news. This makes for much better presentation.
2. Only play an instrumental track when there is less than 60 seconds before a news bulletin, which can be successfully faded into the news.
3. Those with two channel earphones should tune one to ‘cue the news’ and the other to the programme. It is then quite simple to fade the programme out and the news in.
4. Those without will cue the news to the console and the programme to the studio speakers. The trap is do not open your presenter microphone, you get both to air. The same fade out and in applies.
5. When the national news is over, then go to the sponsorship announcement and follow with the weather and weather sponsorship. At the end of this return to your programme
6. If something goes wrong, simply say "We seem to have a news problem and will have more news in an hour," then move on with the weather or your programme which ever is appropriate. Do not dwell on the problem or make references to problems with the Satellite.

**Funeral Notices.**

When available, these notices are read by the presenter at 8.45am and at 5.45pm, up to the time of the funeral. The notice is faxed to the studio and should remain on the presenter desk until expiry. The final reader should place the notice in the CSA tray in the foyer. At the end of this document is the procedure for Broadcasting Funeral Notices. Appropriate music should be played at the end of the funeral notice.

**Technical**

At all times co-operate with technical staff should they need to enter the studio to attend to any malfunction of equipment during broadcasting. Interruptions may be disconcerting, but at times they are necessary.

**Copyright**

1. The legal position relating to copyright is complex. Generally if you, the presenter, wish to use the work of another (e.g. song, music, story, downloaded interview, podcasts, comedy sketch, newspaper article including the Tribune) you, the presenter, must have the permission of the author/composer/editor. Yassfm, along with other radio stations, has licence agreements with APRA which allows us to play music on air. The licence fee is based on a percentage of our income and we have no say as to how it is distributed.
2. Our licence does not allow us to produce adaptations of works, or to broadcast grand rights works (works longer than 20 minutes, and entire works such as Operas or Musicals). If you are thinking of doing so, you must contact the Board which will examine the licence situation. The Board may refuse permission if the proposal is not covered by our licence.
3. We pay a fee to AMCOS for a 'Production Music Licence'. This allows us to use "Production" or "Library" music for jingles or sponsorship announcements etc. The music covered by this licence is very restricted and does not include the music generally played on air. One example of "production music" would be the News intro.
4. The use of normal musical works as a background for a "live read" sponsorship announcement is not covered by our licence with APRA or AMCOS and should not be used.

**Defamation**

1. The law relating to defamation is complex. Generally a defamatory statement is one that contains an imputation by which the reputation of a person is likely to be injured, or by which other persons are likely to shun or avoid or ridicule or despise that person. In many situations the fact that the statement is true may not provide a defence. Presenters are to avoid any statements which might be considered defamatory.
2. Commercial radio and TV stations have access to a team of lawyers to vet potentially defamatory material before it is broadcast, in order to walk that fine line between acceptable comment and defamation. If you wish to broadcast any controversial material where there is a risk of defamation, you should consult the Board prior to broadcast.
3. Presenters should also realise that our insurance policy covers the Association against claims, not the individual presenter. A person defamed will usually take action against the station but they may add the presenter as a party to the proceedings. You could be held personally liable for damages, which in defamation cases are often substantial. In some cases the insurance company could claim a contribution or indemnity from the presenter responsible.
4. In view of the foregoing, when in doubt, don't say it.

**Australian Music**

Presenters shall ensure that of the musical items broadcast, a set proportion of those items consist of musical items composed and/or performed by Australians. In this respect "Australian" means a person who is a citizen or ordinarily resident in Australia. To ensure that we meet the Australian content requirement we aim for 25% Australian content.

**Code of Practice**

1. Presenters are to comply with the Code of Practice for Community Radio. Failure to do so may result in the loss of broadcasting privileges.
2. Presenters may not broadcast material which may:
   1. Incite, encourage or present, for their own sake, violence or brutality.
   2. Simulate News or events in such a way as to mislead or alarm listeners.
      * 1. Present as desirable the misuse of drugs including alcohol, narcotics and tobacco.
   3. Stereotype, incite, vilify or perpetuate hatred against, or attempt to demean any person or group on the basis of Ethnicity, Nationality, race, gender, sexual preference Religion, age or physical or mental disability.
   4. Defame an individual, group or company.
   5. Harm Children
3. Presenters of a News or Current Affairs program shall:
   1. Present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity.
   2. Clearly distinguish factual material from commentary and analysis.
   3. Not present News in such a way as to create public panic or unnecessary distress to listeners.
   4. Not misrepresent a viewpoint by giving misleading emphasis, editing out of context or withholding relevant available facts.
   5. Respect each person’s legitimate right to protection from unjustified use of material which is obtained without an individual's consent or other unwarranted and intrusive invasions of privacy.

4. Not broadcast the words of an identifiable person unless

* + - 1. That person has been informed in advance that the words may be transmitted.
    1. In the case of words which have been recorded without the knowledge of the person, the person has subsequently, but prior to the transmission, indicated consent to the transmission of the words.
    2. The manner of the recording has made it manifestly clear that the material may be broadcast.

**Miscellaneous**

1. Membership of the Association is not a guarantee of an On Air Programme.
2. All presenters will act so as to portray the station in a favourable light and will not do anything which might bring the station into disrepute.
3. Just as presenters have the privilege of being on air, they also have a responsibility for the station's successful operation. All members of the Association are expected to make an active contribution to the running of the station. The Board’s Managers lead active groups of participants and in this way the station is kept successfully on air. Failure to participate in the running of the station may put our broadcast capability in jeopardy. There may be a situation where a member may not be able to participate in an active capacity. In these instances alternative help situations acceptable to the Association should be able to be arranged.
4. Presenters will assist in and support any fund raising activity on behalf of the Association and also participate in any station or community activity in which the station participates.
5. Presenters should attend Association meetings when called.
6. All presenters will take care of the studio equipment and will not do anything which is likely to cause damage or loss to the station.
7. All presenters will make themselves available to occasionally relieve other presenters at appropriate times.

**Grievances**

1. If any presenter has a grievance with another presenter, a committee or the Board, provision exists within the station's Objects and Rules to deal with this. If the first stages of the process fail to satisfy the grievance you should take the complaint to the Board in writing where it will be dealt with.
2. Presenters should not take complaints to any outside organisation until the matter has been dealt with by the Board. To do so may bring the station into disrepute and any breach of the guidelines will he viewed seriously and acted upon.

**AUTHORISATION.**

This guideline was authorised by the Board of Yass Community Radio Association Inc., at a meeting held on

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Secretary President

Yass Community Radio Association Inc.