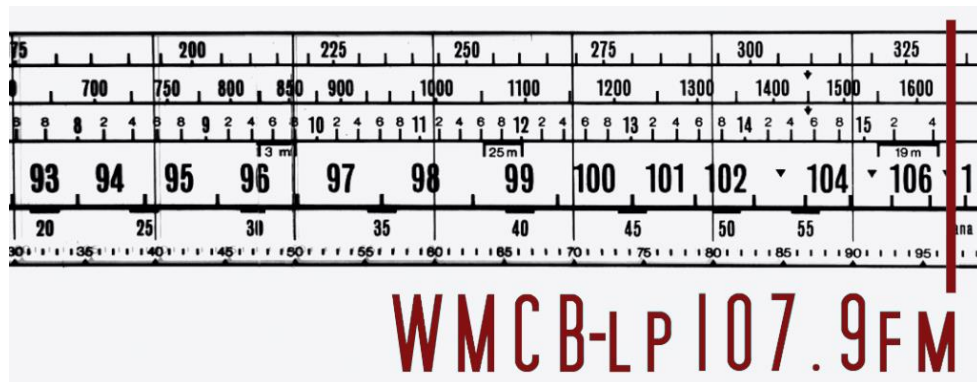


Don't just listen to the radio – Do Radio!

WMCB-LP

Handbook

Greenfield Community Radio
A division of GCTV



WMCB: The Mission

At a time when the mainstream media severely limits the range of information, opinion, music and cultural programming available, **WMCB-LP radio intends to provide a broadcast voice to the diverse and culturally rich members of Franklin County, MA**, through the operation of a volunteer-based, democratically-controlled low-power FM and internet streaming radio station.

Table of Contents

2 – Organizational Structure

3 – Programming Principles

4 – Membership

5 – Training & Certification

6 – Producer Policies

8 – Station Policies

11 – FCC Regulations

14 – Disciplinary and Appeals Process

15 – Grievance Process

20 – Technical Section

23 – Appendixes / DJ Forms:

24 – Producer Agreement *

25 – Station Indemnification Form *

26 – DJ Contact Form *

27 – Fair Response Form

28 - Artist Broadcast Release Agreement

29 – Station Underwriting

30 – DJ Check-in Log

31 – DJ Show Log

32 – Station Visitor Log

WMCB-LP Organizational Structure

WMCB-LP is a project of Greenfield Community Television, Inc. (GCTV), a legally chartered 501(c)(3) non-profit organization whose mission includes enabling and encouraging the open exchange of ideas and information within the Greenfield community. Thus, WMCB-LP exists within the GCTV structure, and therefore operates under its non-profit corporation Bylaws, Operating Rules and Personnel Policies. Refer to the GCTV Handbook for more info.

In 2008, GCTV applied for and was granted by the FCC a Low Power FM (LPFM) Station License and created an Ad Hoc LPFM Committee charged with overseeing the organization and operation of the radio station. This Committee must be comprised of a minimum of two GCTV board members, two WMCB-LP DJs, and one staff member, and hold regular DJ meetings.

The following sub-committees must consist of board members, staff, and volunteers, as appointed by the Ad Hoc LPFM Committee chair, and each should meet at least six times a year.

Membership, Public Relations and Fundraising Sub-Committee

Responsible for coordinating member interests, needs, abilities and availability; developing and implementing a program to inform the community about WMCB-LP; and working to acquire the funds necessary to operate the station. Staff can be the initial interface of all potential DJs coming in to the station, handing them the forms and taking a check, but the follow-up and monitoring etc., should be done with volunteer time.

Programming and Facilities Sub-Committee

Responsible for developing and overseeing an on-air program schedule that reflects the mission, principles, and interests of WMCB-LP and its members, and overseeing the operation of all studio and station equipment in compliance with FCC regulations and assessing the need for additional equipment. Will work with staff to designate specific practical areas of operation, and studio cleaning days.

Training and Technical Sub-Committee

Responsible for the creation and implementation of a training and certification program for all members wishing to produce programming. Also maintains the WMCB-LP Handbook Technical section.

Governance Sub-Committee

Is an arm of the Board of Directors, coordinating the development of the organizational structure, policies and procedures necessary to oversee and operate WMCB.

WMCB-LP Programming Principles

1. WMCB-LP will provide a forum for the expression of the diverse opinions and ideas of its members in the Franklin County community on local, national and global issues in accordance with the First Amendment and existing law and FCC Regulations.
2. WMCB-LP intends to provide a broadcast alternative to the mainstream media. Moving beyond the current laws and FCC regulations which define and limit hate speech, personal attack, libel, slander, etc., WMCB-LP Producers are expected to be inclusive, respectful and courteous in presenting their ideas and opinions and in responding to those of others.
3. WMCB-LP will provide a variety of musical and other cultural programming with an emphasis on airing a diverse range of offerings not generally available in the Mainstream media.
4. WMCB-LP will strive to support members in all ways that enable them to produce reliable, technically sound, state-of-the-art radio broadcasts.
5. WMCB-LP programming will be consistent and reliable. Producers who have been given scheduled air-time are expected to adequately prepare their programs and either be present at the studio or deliver any pre-produced programming to staff far enough in advance so it can be aired at the proper time.

WMCB-LP expects radio producers to be aware of the other WMCB-LP radio shows and actively help promote them during their shows.

WMCB-LP Membership

WMCB-FM membership is open to any member of the Franklin County community (live, work, school) who exhibits an interest in and support of its mission.

As a volunteer organization with significant financial obligations and lots of work to be done, there is an annual **membership fee** and an expectation of **fundraising**, as well as a commitment to **volunteer your time** to help operate the station. In cases of financial hardship, every effort will be made to make other arrangements, ie; barter, or additional volunteer time, etc. to provide access to all those interested.

Additionally, there are three DJ forms to sign, all listed in the Appendix. They are:

- Producer Agreement / Station Indemnification Form / DJ Contact Info.
- DJs must also read the whole WMCB-LP Handbook. You will be tested!

Membership Dues start July 1st of each year

- **Single Member:** \$30 annually, plus a two hour a month commitment of volunteer time.
- **Org Member:** \$80 annually, plus a three hour a month commitment of volunteer time.
- Memberships from outside of Franklin County will be charged 50% extra.

If membership is sought after January 1, the fee will be 50%. If after April 1, the fee will be waived until July 1st.

Membership Fundraising

WMCB costs GCTV over \$6,000 per year to operate. Member DJs must thus each commit to obtaining a minimum of \$200 per year in station sponsorships, as well as participate in annual fundraisers. As GCTV is a 501(c)(3) non-profit, all donations to the station are fully deductible. See the WMCB-LP Underwriting form in the Appendix. Please ask for copies.

Membership Volunteering

Additionally, the station cannot be run just by the GCTV staff. Each WMCB-LP member must volunteer a minimum of two hours each month to assist the station in what needs to be done. This includes sub-committee work, station membership management, cleaning bees, etc.

Membership Meetings

WMCB-LP holds a monthly DJ get-together and planning meeting. Attendance is required at least twice a year, and attendance counts towards Volunteer Time. And, it's fun!

WMCB-LP Training & Certification

In addition to the annual member fee and meeting volunteer time and fundraising commitments, as well as reading and staying familiar with the WMCB-LP Handbook's rules and policies, successful completion of a certification training course is required before you can broadcast on-air.

With this certification, you can now "Do Radio": sharing your ideas, passions, talents, and music with Franklin County.

The certification process requires successfully completing a series of trainings offered by other WMCB-LP volunteers or staff at the GCTV/WMCB-LP facilities in Greenfield.

The training covers the following areas:

1. FCC Regulations and relevant law
2. WMCB-LP programming principles and policies
3. The knowledge and skills necessary to produce a technically sound live and/or pre-recorded radio program

Upon successful completion of the training, you are eligible to receive a regularly scheduled program through GCTV Staff.

Contact the station to inquire as to which DJ is available and willing to sit with you during their live or pre-recorded show for training. This is also a good way to meet the other DJs and so have a leg-up on any of the monthly DJ mixers held at the station.

Your training can be considered part of your monthly volunteer time, as does attending the monthly mixers.

WMCB-LP Producer Policies

1. Each Producer is solely responsible for the content of their program and must sign both the **Producer Agreement** and **Station Indemnification Form**, which affirms that the producer will operate in accordance with existing law; FCC regulations; and WMCB-LP station policies, principles and procedures. You must also fill out the **DJ Info Form**.
2. A Producer is responsible for providing a technically sound program for the day and time scheduled in a timely and consistent manner.
3. Additionally, a Producer is responsible for maintaining a **Program Log** of each show.
4. A Producer is responsible for the security and proper operation of station equipment. Great care should be exercised in bringing anything into the studio that may cause accidental damage to equipment. No food or beverages (except water) are allowed in the studio at any time. Staff should be informed immediately of any equipment problems.
5. WMCB-LP is a non-commercial station. All fundraising activities are subject to relevant laws and FCC regulations and should be cleared through the Board of Directors and / or staff. Any on-air announcements of underwriting support must conform to the FCC guidelines for underwriting announcements on non-commercial radio stations.
6. In the case of on-air “personal attacks,” as defined by FCC Regulations, it is the Producer’s responsibility to perform the actions required by the FCC, which include providing the person or group mentioned with reasonable “air time” on their program to respond using the WMCB-LP **Fair Response Form**.
7. If a qualified candidate for public office appears on your program as a candidate, you are required to provide reasonable air time for their opponents on your show or make arrangements for another producer to do so to fulfill the station’s requirements under current equal time FCC regulations.
8. The possession or use of illegal substances or firearms, smoking, drinking alcohol, etc., in the GCTV / WMCB-LP facilities is prohibited.
9. A Producer is responsible for filling their designated air time with updated new materials in order to keep our audiences involved. Consistent absences or frequently repeated programs will result in the loss of their time slot and will require a re-application for time slots. Programming decisions will be made by the GCTV staff as designated.

10. Any infraction of FCC regulations or WMCB-LP station policies and procedures is subject to a disciplinary procedure which can lead to suspension or revocation of Producer member status.
11. While present in the GCTV / WMCB-LP studio facilities, Producers must act in a professional, friendly manner to GCTV staff, board and other WMCB-LP producers, doing their best to create a drama-free, relaxed environment. Producers are not considered employees of the station, and are subject to all GCTV Station Policies.
12. Local in-person radio programs will be given scheduling preference, followed by programs that are created remotely by residents of Franklin County. Finally, shows produced outside of Franklin County will be aired only if there are open slots available, and membership fees have an added 50% fee increase.

WMCB-LP Station Policies

Air Shifts: All DJs are given regularly scheduled air shifts. The most important aspect of any radio station is what goes on over-the-air, and at any one moment the most important person is the announcer on-the-air... you! Exceptions to this rule may only be granted by the staff.

Absenteeism: It is the sole responsibility of Producers to be on time for their programs. Station staff and other DJs are not responsible for filling in for DJs who fail to show up for their shows. However, all DJs *are* responsible for ensuring that there is audio being broadcast from the station when they leave, by turning Jazzler back up.

In the case of a planned absence, it is the responsibility of DJs to find a suitable replacement for their shows if possible. GCTV staff must be advised by phone or email of all planned absences to replace your show with alternative programming. Failure to notify may result in suspension.

All unplanned absences will be investigated and documented by the GCTV staff, who will, in turn, inform the member of their status. In the case of repeated or chronic unplanned absenteeism without cause, the staff will send a letter of warning to the DJs involved. In the case of a repeated failure to provide a program in a period of three months, the program may be suspended for a period of four weeks. After a third absence in one six-month period, the program may face suspension.

Alcohol and illegal drugs: The use of alcohol and/or illegal drugs is prohibited on the station property. Smoking and vaping is also prohibited.

Equipment: Abuse of station property is strictly prohibited, as is any unauthorized possession of station property. Please treat the equipment gently and carefully and it will give us many years of service. Things may not be borrowed from the station, including music and equipment without written approval from the GCTV Staff. If you are having problems with any equipment or it is not functioning as you expect, note it in your log and inform the GCTV Staff immediately. Do not attempt to “repair” or “adjust” any of the equipment yourself. Any theft, vandalism, or damage incurred to the equipment will automatically result in DJ suspension. The GCTV Board of Directors will determine whether further punishment is justified, which may include paying for damages or legal prosecution.

FCC Rules: This radio station is licensed by the Federal Communications Commission (FCC), all involved with the station will follow FCC guidelines regarding, and not limited to, voicing slanderous or libelous language and material, no foul or indecent language and keeping a log of all material voiced or played on the air. This includes music played, news/PSA's, guests, comedy skits, people calling in to go on the air, etc. If you are in any doubt as to whether a particular song or program is profane or obscene, do not air it. Anyone maliciously or intentionally defying FCC regulations will be suspended, at the discretion of the GCTV Director or designated Staff.

Music: The music we receive may be provided by various record labels to play at our station. Therefore, we have an obligation to do so. Further, the music played is reported to the record labels to chart and track up-and-coming artists. We are a member of BMI, ASCAP, and SESAC and to remain a member in good standing, we have agreed to do keep logs of all tracks played.

Additionally, due to licensing regulations, if music is involved, up to four songs from any one individual artist is allowed to be played within a 3-hour time span, with no more than three songs played in a row. Further, there is a three song limit if the music from said artist is from the same album or same compilation. Producers are responsible for contacting artist or artist management if they want to do a particular program and override this requirement. Said approval must be in writing and received by GCTV staff prior to the aired show.

Professionalism: When conducting yourself during WMCB-LP radio time, you are expected to maintain a high level of professionalism. WMCB-LP radio time is any time you are in the station office, production room, studio, or at any event. To maintain professionalism, do not talk poorly to or of the station, its members, or of any other related persons. If you have an issue or concern, bring it up with the appropriate person. Do not vent publicly.

Program Logs: Logs are legal records of what was broadcasted on-the-air. It is important that accurate logs be kept. Follow the log exactly and fill in the requested information, including information about the songs you played, the times you ran PSAs, news, and legal IDs. Note any deviation from the log and write an explanation on the log. Make sure you sign the log in the appropriate place.

Promotional Copies: Often times CDs are provided by music labels for station use. Do not take these promotional copies from the facility. These are the property of WMCB-LP.

Requests: Callers requesting songs are gladly taken from the audience and can be played at the appropriate times indicated on the program log. Be sure to write down the request on the program log and whether or not you were able to play it; what our audience wants to hear is important information we can use.

Station ID: As WMCB-LP is a broadcast radio station, it is responsible for following FCC regulations pertaining to terrestrial broadcast services, including regular identification announcements. The station identification should be announced regularly. Every half hour, give an ID, saying "WMCB-LP, 107.9 FM, Greenfield, Massachusetts."

Telephone Calls: The phone is for station-use only. Do not use the telephone for personal use. Answer the phone promptly and courteously by saying, "WMCB-LP Radio." Take messages as needed; these calls may be important business to the station. No long distance calls are permitted. Phone calls should not be excessive in length.

Visitors: All visitors must sign in to the facility. During your shift, visitors may help pass the time, but they may also distract you from doing your best. Avoid having people who are not on

staff present in the studio; even if you know these people well, they may still pose security risks. Ask your friends to listen to your air shift, but not in the studio.

Repeat, all visitors must sign in to the facility.

Powers: The activities and affairs of WMCB-LP Radio shall be conducted, and all powers shall be exercised by or under the direction of the Greenfield Community Television Inc., Board of Directors. The Board shall have the power to override any GCTV staff, or Ad Hoc LPFM Committee decisions with a simple majority vote.

Relevant FCC Regulations

It is expected that all Producer Members are aware of, and will operate in accordance with the LPFM's station license. Failure to follow these regulations may lead to disciplinary actions.

1. Official Operating Logs

The FCC requires WMCB-LP maintain two logs: a **Station Log** and a **Program Log** (see Appendix). These logs are legal documents owned by the FCC and must be completely and properly filled out, in ink or on the computer, and signed by Producers operating the station.

2. Emergency Alert System (EAS)

Producers must respond to all EAS tests and alerts, and Interrupt their program to enable the EAS equipment to broadcast these alerts. (Specific operation of this equipment is contained in the Technical section of this manual.)

3. Station Identification

All producers are required to identify the station hourly, as close to the top of the hour as possible, by announcing the call letters of the station and its licensed location. Example: "WMCB-LP, 107.9 FM, Greenfield, Massachusetts." The station ID is a stand-alone announcement, and should not be included in regular conversation as part of a sentence. Station identification must also be made at the beginning and end of each show. These identifications can be done either live or through pre-recorded announcements.

4. Obscenity/Indecency

Obscenity is prohibited by the FCC and subsequent case law. The FCC considers any material that meets the following criteria as *obscene*:

- The average person finds it lewd by contemporary standards.
- It describes sexual conduct in an offensive way.
- The material, as a whole, lacks serious literary, Artistic, political or scientific value.

The FCC defines *indecent* material as: "Language or material that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs."

There are seven "dirty" words that cannot and will not be uttered either by individuals or in song. They are (slightly redacted); sh*t, f*ck, mother-f*cker, piss, tits, c*nt, c*ck-sucker.

5. Personal attacks

“Personal attacks occur when, during the presentation of views on a controversial issue of public importance, someone attacks the honesty, character, integrity, or like personal qualities of an identified person or group. No more than a week after a personal attack, the station must transmit the following three things to the person or group attacked: (1) notification of the date, time and identification of the broadcast; (2) a tape, script, or accurate summary of the attack; and (3) an offer of a reasonable opportunity to respond on the air.” (from FCC publication, *The Public and Broadcasting*, June 1999)

6. Broadcast Hoaxes

“Broadcasting false information concerning a crime or a catastrophe violates the FCC’s rules if: the broadcaster knew the information was false; broadcasting false information directly caused substantial public harm; and it was foreseeable that broadcasting the false information would cause substantial public harm. “ (from FCC publication, *The Public and Broadcasting*, June 1999)

The FCC also requires that any pre-recorded material that presents itself as occurring simultaneous to the broadcast shall be clearly identified as pre-recorded.

7. Clear and Present Danger

Although the FCC has determined that “enforcement should be performed by appropriate law enforcement authorities and not the FCC”, any speech that is “(1) intended to incite or produce dangerous activity; and (2) likely to succeed in achieving that result” is prohibited. This applies to advocacy of using force, violence, or acting in violation of the law.

8. Broadcast of Telephone Conversations

Before recording a telephone conversation for broadcast or broadcasting such a conversation “live,” any party to that call must be informed of the intention to broadcast the conversation. This doesn’t apply when that person is presumed to be aware of its broadcast , such as in the case of that party originating the call to a “call in” show.” or other program that regularly broadcasts telephone conversations with Producers.

9. Rebroadcasts

No broadcast station can retransmit the program, or any part of a program of another U.S. broadcast station without the express authority of the originating station. A written copy of this consent must be kept and be available to the FCC upon request.

10. Political Broadcasting

When a qualified candidate for public office has been permitted to use a station during an election campaign, the FCC requires that station to “afford equal opportunities to all other such candidates for that office”. This does not apply if this person’s appearance is part of a newscast, interview or documentary and her or her candidacy is “incidental” to the subject being covered.

11. Underwriting Announcements

Non-commercial radio stations can acknowledge contributions over the air but they may not promote the goods and services of for-profit donors or underwriters. Acceptable “enhanced underwriting” acknowledgements may include:

- Slogans that identify but do not promote
- Location information
- Value-neutral descriptions of a product line or service
- Brand names, trade names and product service listings

In addition there can be no “call to action” in the announcement, e.g. “get right down to Bertha’s Kitty Boutiquette”, “Stop by the Chatterbox Café” etc.

The following is a typical underwriting announcement:

(Name of program) is brought to you in part by an underwriting grant From Spirit Hous Liquor Store. Located at 338 College Street, Greenfield, Spirit Hous specializes in wines from all around the world, imported beers, and a complete selection of other spirits. WMCB-LP thanks Spirit House for their support.

WMCB-LP Disciplinary and Appeals Process

As an FCC-licensed FM station, WMCB-LP must operate in strict accordance with federal law and FCC regulations. The adherence to these laws and regulations is the ultimate responsibility of the GCTV Board of Directors as they hold the LPFM license. We are using their license to reach your audience, so show them the courtesy and respect for allowing you to broadcast.

Of course, we aren't professionals. We are a group of dedicated volunteers and it is likely that mistakes and omissions will be made. It is WMCB-LP's intention to create a clear and fair progressive discipline process to correct actions that violate FCC regulations and/or the principles, policies and procedures of WMCB/GCTV.

WMCB/GCTV Grievance Process

Any Producer grievances regarding WMCB-LP that cannot be resolved with the parties directly involved should be discussed with the Ad Hoc LPFM Committee of GCTV. If that does not provide an adequate solution, a grievance may be filed following the procedure outlined below.

GCTV Grievance Committee – Definitions and Procedures

1. **Bylaws definition of the Grievance Committee (Adopted June 20, 1994)** The Grievance Committee will hear complaints from volunteers, members and staff of the corporation and other residents of the Town of Greenfield relating to claims of unfair treatment, rules, violations and improper management decisions. Complaints must be submitted to the Committee in writing only after being thoroughly pursued with GCTV Management. The Committee has the right to refuse to pursue matters which it believes are trivial, irrelevant or beyond its scope. The decisions of the Grievance Committee are final except for grievances by paid staff, which must be 1) heard only by Board Members, and 2) be further referred to the Executive Committee for ratification.
2. **Membership** Three Directors, Two Producers (Individual or Institution)
 - a. Wherever possible one of the Directors shall also be a Producer.
 - b. This Committee was established by the Board of Directors in 1994 with the definition given above.
 - c. The Committee has two forms. The full Committee considers grievances from producers and the public. Only the Directors on the Committee will consider grievances submitted by paid staff of the Corporation.
3. **Standard Procedures**
 - a. The Committee will meet as needed to hear grievances. These may be submitted by volunteer members of the Corporation, Staff of the Corporation or any resident of the Town of Greenfield.
 - b. In the case of urgent grievances, the Committee will meet within 7 days of receiving notification of the grievance.
 - c. Prior to submitting a problem to the Grievance Committee the claimant must have pursued the problem thoroughly with the management of the Corporation (i.e. up to a final decision by the Station Manager). In the case of Community Access Producers the procedures prior to submission are described in the current version of the "Operating Rules and By-laws." For Corporation staff the procedures will be described in the personnel policy manual.
 - d. Grievances must initially be submitted in writing to the committee chairperson. The committee will then review the claim and decide whether to accept the claim and hold a hearing to decide the matter.

- e. Grievances submitted by paid staff of the Corporation may be heard only by the board directors on the Committee and the conclusion reached must be submitted to the Executive Committee of the Board of Directors for ratification.

4. Role of the Grievance Committee

The role of the Grievance Committee is to review management decisions based on current rules, policy and practice. Since one source of a grievance is decision by management in an area where existing policy is not fully developed, the Grievance Committee may conclude that new policy needs to be established. It is not the role of the Committee to establish such new policy, but instead to recommend the need for it to the full Board or the appropriate Board Committee. Meanwhile, the Committee will judge matters on the policy existing at the time of the incident, and on the intent of that policy. The Committee recognizes that current rules can never deal with every possible situation, and assumes that both management and producers will operate day by day in a reasonable fashion and in accord with the spirit of the policy as envisioned by the Board when each rule was adopted.

5. Procedure for electing Committee members

- a. The Chairperson will be nominated by the President and elected by the Board, and other Directors members shall be elected by the Board. The Board may elect more than one Director to a “shared” Committee position; in that case, the Chairperson will call on those Directors in rotation to act as members of the Committee.
- b. To fill the Producer positions, the Chairperson will make a public request that interested members submit a resume for consideration. In addition, any member may submit the name of another member/producer whom they consider is suitable to be on the Committee; the Chairperson will then determine if that nominee is interested to serve on the Committee. If any nominations are received an election process will be set up so that members can make known their preferences between those who wish to serve. Ultimately, the Chairperson will recommend names to the Board for appointment.
- c. All appointments have terms of one year.
- d. A quorum of the Committee is three (3) appointed members, two (2) of whom must be Directors.

6. Meeting Types

- a. There will be two types of meeting: grievance hearings, and committee discussions about grievance problems.
- b. The format for hearing is provided below usually. The Committee’s discussion meetings will be held as executive sessions due to the sensitive nature of the questions being discussed.

7. Meeting Attendance

- a. The Committee relies on all members to attend meetings in order to provide diversity of opinions and the most authoritative judgments. If a member of the Committee is unable to attend two (2) consecutive grievance hearings, then the Committee Chairperson may request that the Board reconsider their appointment to the Committee, and arrange for a replacement.
- b. If a member of the Committee is absent for the hearing session of a grievance then he/she may not vote on the outcome of the grievance at any subsequent meeting. When a member is present for the hearing then he/she is expected to make every effort to attend subsequent meetings on that grievance and so follow it through to a conclusion.

8. Meeting Dates and Agenda

- a. There is no set schedule for meetings. They will be called as required in response to grievance filings. Meeting dates and times will be arranged in a flexible way to meet the needs and schedules of the participating Committee members. Meetings are not expected to exceed two (2) hours in length without prior agreement and notice.
- b. Usually, Committee meetings will be held at the GCTV headquarters.
- c. Dates and agendas for grievance hearings will be posted in advance on the bulletin board at Greenfield Community Television, the Community Bulletin Board, and local newspaper.
- d. Participants should remain aware that the Committee is a volunteer group, and that all its members have other pressing responsibilities to accommodate in their schedules. While the Committee will always make a genuine effort to meet promptly, experience has shown that it is not easy to assemble the full committee at short notice.

9. The Normal Pattern of Events for a Grievance

- a. First the grievor sends a brief description of the grievance to the chairperson. Ideally, this description will state the essence of the problem, the resolution sought, and the people involved.
- b. The Chairperson may follow up to get further information. In addition, the Executive Director will be notified by telephone and asked for the management's point of view.
- c. The Chairperson will discuss the grievance with Committee members. If the grievance is accepted for consideration, the Executive Director will be notified immediately. All necessary parties will be contacted by mail and may be asked to provide further information, in writing, to the Committee.
- d. In other cases, the Committee will set the date for a hearing and invite the needed participants to attend. Invitations, other than to Corporation staff, will be sent by certified mail. All participants will be asked to confirm in advance that they will attend the hearing. If the Grievor fails to respond to the invitation by the due date, the Committee will assume that the grievance has been settled and will close the matter; in such cases the grievance

cannot be re-opened. Failure to attend a confirmed hearing without adequate reason could result in suspension from Corporation activities and facilities.

- e. The hearing will normally be completed in a single session.

Following the hearing the Committee members will discuss the matter, gather any further information that they require, reach their decision about the grievance, and prepare documentation describing the outcome. Experience has demonstrated that the whole process is likely to take many weeks. A useful average estimate is about three (3) months.

10. Grievance Hearing Format

- a. Grievance hearings will normally be open to GCTV Greenfield members. However, if there is a serious objection, raised in advance by any party, the Committee may then agree, by a majority vote, to hold a closed session. In addition, grievances presented by staff will normally be heard in a closed session, with only the Directing members of the Committee present.
- b. Both parties to the grievance will be present throughout the hearing.
- c. The grievance hearing shall be structured as follows:
 - The Griever makes a statement on his/her view of the grievance. Strictly time limited – usually a 15-minute maximum. The Griever may hand out further documents, and play video or audio tapes (equipment will be available if requested in advance).
 - The other party, usually Corporation management, makes their statement on the grievance. Again, strictly limited to the same time as the Griever, and in the same format.
 - The Committee members ask their questions of both parties.
 - The Committee may, at its sole discretion, have invited others to attend the hearing and ask questions of them.
 - The management makes a closing statement-limited to two (2) minutes.
 - The Griever makes a closing statement-again limited to two (2) minutes.
- d. After the closing statement, the hearing is over and the public portion of the meeting is complete. The Committee may continue to meet in executive session to discuss their conclusions.

11. Grievance Decisions

- a. After the Committee decides the result of grievance complaint, that result will be documented and published, normally within two (2) weeks. The typical format of the decision description will include:
 - Background Summary, a brief description of the essence of the complaint and the decision process;
 - Decision, the decision:

- Findings, the main points which emerged during the
 - Committee's deliberations and which influenced their decision;
 - Recommendations, any actions which the Committee would like to propose to the Board, Committees or Staff, which may help to avoid similar complaints in the future.
 - Note: When the Committee feels that a Finding or Recommendation is of a sensitive nature, it will be taken direct to Chair of the appropriate Board Committee for discussion and action, rather than documenting it in the grievance decision. The grievance Committee will always seek to present a positive and constructive position with respect to policy, management and operational concerns.
- b. The decision will be sent to all the parties by mail. A week later, the decision will be posted in the access center and in due course, published in the GCTV newsletter.
 - c. Regular reports of the actions and decisions of the Grievance Committee will be made to the Board of Directors at Board Meetings and Executive Committee meetings.

12. **Meeting Records and Minutes**

- a. A public file will be maintained in an easily accessible, well known location in the GCTV headquarters. The file will contain a copy of these procedures, meeting agendas, and grievance decisions.
- b. A file containing meeting minutes, hearing materials and other Committee documents is to be kept by the Chairperson.
- c. The minutes/materials file will be open to the Committee members and, on specific request, to any Board Member. It is not a public file.
- d. Responsibility for writing meeting minutes will rotate among Committee members as assigned by the Chairperson. Generally, the person who documents minutes for a particular grievance hearing should also write the minutes for any post hearing meetings on the same grievance.
- e. Occasionally, the Committee has been asked whether participants may make audio or video recordings of grievance hearings. The Committee's general position on this question, which may be varied in particular circumstances, is as follows:
 - The Committee may make recordings of open hearings, and, given the nature of the proceedings, the Committee will usually opt for an audio only recording. This will be done if the Committee believes that keeping such a record is desirable in a particular case, or if one of the participants requests it at least one (1) week before the hearing. The master tape will be retained by the Committee. A copy of the un-edited tape will be placed in the Corporation library and will be generally available for playback only at the GCTV headquarters. Under no circumstances may the recording be copied, edited, distributed or played publicly without gaining prior permission from the Committee.
 - All recording equipment will be set up before the hearing and left unattended (apart from necessary tape changes) throughout the proceedings.
 - No other form of recording will be permitted.

WMCB-LP Studio Technical Section

Overview of the ARC-10 Master Control Board (MCB)

There are three “buses” or channels carrying audio signal. These are the red, blue and grey buttons along the top of the Master Control Board (MCB).

- The green ‘PGM’ (program) buttons are used to broadcast audio
- The green ‘AUD’ (audition) buttons are used to simultaneously export audio to Audacity
- The yellow ‘CUE’ (queue) buttons are used to set sound levels and line up audio ready to go on air
- The Mics (MIC) can be cued, set to the right levels and put on air using the same buttons

There are currently 8 live audio lines with FADERS that run vertically on the MCB labeled:

- MIC1, MIC2, CALLER, CD1, CD2, JAZLER, AUX, LP1, LP2.

The button below each FADER line will (in the future) remotely stop and start the particular audio source it controls (i.e CD player). The FADERS increase or decrease volume by moving up or down. The last line and FADER to the right labeled ‘MONITOR’ controls the volume of the monitor speakers. The grey button just below this FADER dims the volume of the monitors immediately by 20dB (decibels). It has no effect on broadcast levels.

What To Do “On Air”

When you sign onto the WMCB-LP log, you are in temporary control of one of Greenfields' most important cultural/educational resources. We are very fortunate to have this access to the airwaves since the FCC limits the number of available spots on the dial. Make good use of it. What you present on air and how you present it will reflect on both the Franklin County and WMCB-LP. Yours is a position of considerable responsibility.

As a Producer you are providing a service: sharing with regular listeners and newcomers alike your love and knowledge of the material you are presenting. During your time on the air you are responsible for what is said (and played) over the air.

You have a potential of numerous listeners in the Franklin County area. WMCB-LP LP’s potential listener base is very diverse. Listeners come from all walks of life and have many different interests. Make sure what you and your guests are "putting out" is of interest to listeners other than just you and your friends or guests. Otherwise, they may shut the radio off or change the station. Without listeners our efforts are worthless.

Something that separates WMCB-LP LP from many other radio stations, including some non-commercial ones, is the creative authority WMCB-LP LP gives producers in planning their

programs. We aim to take full advantage of the creativity and expertise of our Producers. With this freedom in mind, some hints about good radio:

Prepare *before* you go on air. What are you going to say first? Is everything you need handy? (run-down of tunes just played, guests' names, PSA copy, weather, station IDs, etc.)

People start to get antsy if there is continual music or talk for more than 30 or 40 minutes. When you are on-air your listeners might want to know some of the following:

1. What station am I listening to?
2. Where are you on the dial?
3. What time is it?
4. What did we just hear?
5. What are you going to play next?
6. Who are your guests? Why are they there?
7. What's the phone number for requests or questions?
8. What's the weather forecast?
9. What are some interesting things to do in town?
10. What's coming up after your program?
11. Are there other shows on WMCB-LP that might interest me?

People are tuned in to hear music, interesting public affairs discussions, news, sports. Give people the information they need, then get on with it.

You should only put telephone calls on the air under specific conditions. The phone caller should have something to contribute to your broadcast. Under no circumstances are you allowed to call someone and put them on the air without their prior approval (FCC rule). Remember, when a caller is on live, you have no control over what they say. Their use of profanity, for instance, instantly becomes your problem, so be careful about incorporating calls into your program.

Mistakes happen. Don't compound your error by dwelling on it over the air. You want people to focus on what sounds good, not what sounds weak.

Most listeners don't know, or care, what an "ID" or "PSA" is, or what it means to "cue" something up. Using such jargon alienates people; it creates an unnecessary division between you and your audience. You want to create the illusion that you are talking directly to each member of the audience.

It is extremely unprofessional to make disparaging on-air remarks about station management or other shows. Don't do it. If you have a problem or concern, please read the grievance procedures on how to proceed. You will find that station members are willing to listen and help. This may be a cause for immediate termination of your program as determined by the staff or board.

Check your sound levels constantly. Wide disparities between the sound of PSAs, music and on-air mics forces listeners to change the volume of their radios.

You are not allowed to falsely identify the station (e.g. false call letters, frequency or location).

You must adhere to all Policies and Procedures related to on-air behavior included in this Manual. Please make sure you are aware of its contents.

Become familiar with other programs offered by GCTV and WMCB-LP. It is encouraged to cross promote those other programs in order to build station loyalty and build audiences. Plan on at least one PSA per program that speaks positively about another program being offered by our organization.

Appendixes Index

24 - Producer Agreement *

25 - Station Indemnification Form *

26 - DJ Contact Form *

27 - Fair Response Form

28 - Artist Broadcast Release Agreement

29 – Station Underwriting

30 - DJ Check-in Log

31 - DJ Show Log

32 - Station Visitor Log

* These forms are required to be signed and kept on file before Members can go on air.

WMCB-LP Producer Agreement

This document is a mutual agreement between WMCB-LP and the undersigned individual and refers to policies and procedures contained in the WMCB-LP Handbook (and other training materials distributed by WMCB-LP). A “WMCB-LP Producer” is defined as any individual who creates and/or controls radio program content or who operates production or broadcast equipment on behalf of WMCB-LP. Any individual wishing to serve as a WMCB-LP Producer must enter into this agreement with the station, and in doing so is regarded by station management to be qualified and certified to serve as a WMCB-LP Producer and is entitled to all the rights and privileges therein.

As a WMCB-LP Producer I will:

1. Strive to fulfill the Mission Statement and General Operating Principles of WMCB-LP.
2. Comply with all WMCB-LP policies and procedures and FCC regulations.
3. Pay all fees, sign all forms, complete all training, and review WMCB-LP Handbook annually.
4. Serve and respect our listeners and present programming in the public interest.
5. Portray WMCB-LP in a positive manner and participate in all fundraising, promotion and outreach.
6. Make a reasonable effort to volunteer and participate in off-air activities that support WMCB-LP.
7. Understand that station management and the Programming Committee reserve the right to rearrange the programming schedule as necessary, and that they may find it necessary to preempt regularly scheduled programs in order to broadcast special content in a timely manner.
8. Understand that station management and the Programming Committee reserve the right to revoke my authorization to broadcast on WMCB-LP if they determine that I have willfully violated the terms of this agreement, and that I may appeal any such revocation through the GCTV/WMCB-LP grievance policy.

WMCB-LP Management will:

1. Treat all WMCB-LP Producers with respect and equitably and consistently enforce this agreement with all signatories.
2. Insure that the rights and privileges to which all WMCB-LP Producers are entitled (as described in this agreement and WMCB-LP Handbook) are upheld.
3. Provide all WMCB-LP Producers with training, written policies and procedures, supervision and timely and constructive feedback and information relating to programming.
4. Provide all WMCB-LP Producers with opportunities to participate in collaborative decision-making with regards to policies and procedures, programming, and other station affairs.
5. Maintain station equipment and facilities in serviceable condition and respond to reported equipment problems in a timely fashion.

Authorization:

I, the undersigned, have read and understand the responsibilities of a WMCB-LP Producer as described herein and fully agree to comply with the terms set forth in this agreement.

Title	Printed Name	Signature	Date
WMCB-LP Producer:			
WMCB-LP Management:			

WMCB-LP Station Indemnification Form

This is an important legal document, please read carefully before signing this form.

Date: _____

I _____ have read and understand the WMCB-LP Station Handbook in its most current form as it was presented to me for my on air training as well as all the accompanying FCC materials attached thereto.

I agree to abide by the rules and regulations as set forth or referenced therein or revised from time to time.

I agree to be responsible for all costs including but not limited to FCC fines, penalties, legal fees and court costs arising from my acts or omissions in violation of the rules and regulations referenced above, or damage to WMCB-LP or GCTV equipment.

Agreed,

Signature of member whose name appears above.

WMCB-LP DJ Contact Information

Name: _____

Show Title: _____

Address: _____

Phone: _____

E-mail: _____

Availability: _____

Will your show be live or pre-recorded? ☐ Live ☐ Pre-recorded

If pre-recorded, can you produce from home? ☐ Yes ☐ No

Describe show you would like to produce: _____

Describe any prior DJ experience: _____

What other talents and skills have you to offer WMCB? _____

Would you like to collaborate with other DJs? ☐ Yes ☐ No

Additional space:

WMCB-LP Fair Response Form

This form is to notify you that your/your groups name was mentioned during a WMCB-LP broadcast and to give you the opportunity to respond should you so wish.

_____ was mentioned on
(person's name/group's name)

_____ on WMCB-LP on
(name of program)

_____ at approximately _____pm.
(day & date)

The context in which you/your group was mentioned was:

(type of discussion, issues)

The following phrases were used

If you would like an opportunity to respond on air at WMCB-LP please notify

_____ by mail to _____

or email _____ or phone _____.

At WMCB-LP we try to offer equal access to all community members following the policies and procedures of the station and its owner, GCTV.

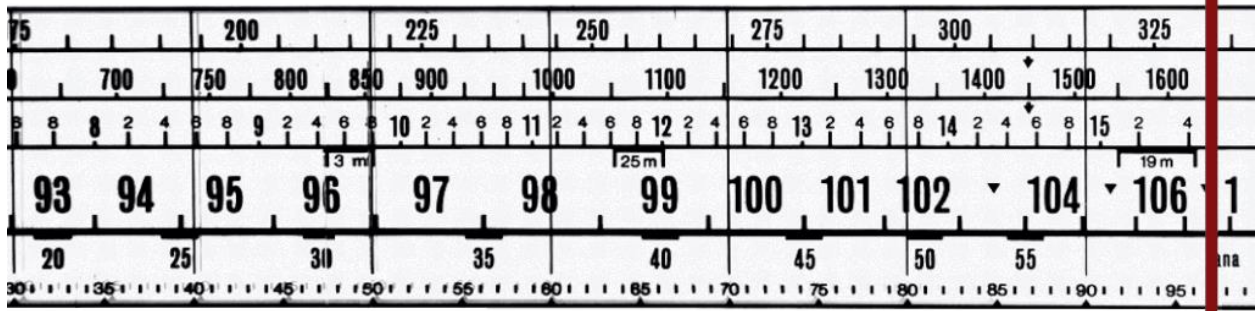
WMCB-LP Artist Broadcast Release Agreement

The undersigned Band, Artist, Performers, or Recording Company or Copyright Holder(s) of the submitted material (the "Copyright Owner") hereby grants GCTV/WMCB-LP 107.9 LPFM a Massachusetts non-corporation, and its licensees and assigns, GCTV/WMCB-LP the following authorizations:

1. Copyright Owner hereby grants to GCTV/WMCB-LP a non-exclusive worldwide license to broadcast live performances and recordings and the musical composition(s) embodied therein (the "Performances") as specified on this Broadcast Release Agreement (the "Agreement").
 2. Copyright Owner hereby grants to GCTV/WMCB-LP a non-exclusive worldwide license to transmit the Performances, in any way now or hereafter known, as part of an interactive or non-interactive program or channel as specified in this Agreement.
 3. Copyright Owner hereby authorizes GCTV/WMCB-LP to reproduce the Performances to the extent necessary for a professional and technically satisfactory transmission of the Performances either via radio waves, across the internet or by any means that GCTV/WMCB-LP in its sole discretion shall determine.
 4. Except as specified in Paragraph 6 below, it is agreed that neither party shall be under any financial obligation to the other pursuant to the execution of the Agreement.
 5. Copyright Owner warrants that Copyright Owner has the unfettered right to enter into this Agreement.
 6. Copyright Owner agrees to indemnify and hold GCTV/WMCB-LP, its members, officers, directors, employees, agents and assigns, harmless from any costs incurred by GCTV/WMCB-LP in connection with this Agreement and the representations made herein.
 7. Pursuant to the terms of this Agreement, Copyright Owner grants to GCTV/WMCB-LP the right to use the title(s) of the Performances, the Copyright Owner's name, likeness and biography, and any images used publicly by Copyright Owner in connection with the Performances.
 8. This Agreement may be terminated at any time by the Copyright Owner, such termination being effective on the date which is thirty (30) days after written notice of such termination is received by WMCB-LP care of Greenfield Community Television at 393 Main Street Greenfield Massachusetts 01031.
 9. All notices by the Copyright Owner shall be directed by verifiable means of delivery to the above address.
- Notices to the Copyright Owner shall be directed to the address listed below unless amended by Copyright Owner in a notice to GCTV/WMCB-LP.
10. This Authorization will be governed in accordance with the laws of the State of Massachusetts.
 11. Both parties have read and understand the terms of this Agreement and, by signing where indicated below, agree to be bound by these terms:

_____/_____/_____
Authorized Representative, GCTV/WMCB-LP / Date Copyright Owner / Date

Full Address:_____



WMCB-LP 107.9 FM

WMCB-LP Station Underwriting

Thank you for your support of Franklin County's community radio station, WMCB-LP. We broadcast at **107.9 FM** in Greenfield, and online at **wmcblp.net**. Your underwriting helps pay for station operations, including staff, office and broadcasting costs. You are a Local Hero!

Business Name

Street Address, City, State, Zipcode

Contact Name

Contact Phone Number and Email Address

☐ I am underwriting for this show: _____

☐ I would like to underwrite the station for \$_____

As WMCB-LP is a project of GCTV, a 501(c)(3) non-profit corporation, underwriting WMCB-LP is tax deductible to the full extent of IRS law. All underwriting is for the period of one-year from the date of the gift.

Check # _____ Date ____/____/____ Amount \$ _____

STATION LOG

INSTRUCTIONS: LOG IN AND OUT ONLY AT THE TIME YOU GO ON THE AIR AND LEAVE THE AIR.

[illegible]

WMCB-LP DJ Show Program Log

[illegible]

WMCB 107.9 LPFM
GREENFIELD, MA

VISITOR LOG

ALL VISITORS MUST SIGN IN!
DJ/PRODUCERS RESPONSIBILITY TO ENSURE
THAT ALL GUESTS SIGN IN!

THIS IS AN OFFICIAL LOG OF WMCB GREENFIELD, MA

[illegible]