

WRYR-LP

Volunteer Handbook

WRYR-LP 97.5 FM
Community Radio

2002

SACReD
Building a Future on the Strength
of Bay Communities

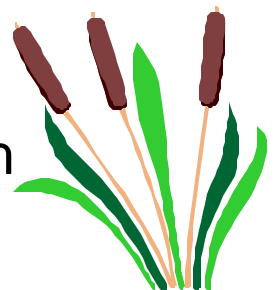


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LAST WORD

WRYR-LP FM: Mission

WRYR-LP FM Radio is a project of **South Arundel Citizens for Responsible Development (SACReD)**, a non-profit, 501(c)(3) organization whose mission is to work toward sustainable and environmentally responsible mid-Chesapeake Bay communities through education, research and action.

SACReD's goals include:

- Protection of the Chesapeake Bay's water quality, beauty and wildlife habitats;
- Wetlands preservation and restoration;
- Community empowerment for environmental, resource and facility planning and decision-making;
- Creation of educational and recreational opportunities for youth that increase environmental awareness and nurture commitment to ecological protection and;
- A continuing commitment that includes securing agreement on a management strategy for Franklin Point (Shady Side, Maryland) that both preserves the property in its natural state, and provides low-impact facilities for public interpretation and education.

SACReD sees **WRYR-LP FM Radio** as a new and creative means of reaching out to the Chesapeake Bay community.

WRYR-LP FM programs will reflect the mission and goals of **SACReD** and will also include local news, health and lifestyle information, music and entertainment, discussions on issues of local interest, and other programs of interest to the communities served by the station.

WRYR-LP FM: Background and Introduction

Community Radio

The Federal Communications Commission (FCC) grants licenses to two types of radio stations: commercial and non-commercial. Commercial radio stations are licensed to a group of investors who make money on station profits. Non-commercial radio stations are licensed to a variety of non-profit entities ranging from state agencies to school boards, universities, and community groups. Historically, most non-commercial stations were owned, operated, and financed by educational institutions. But since 1949, when the first Pacifica station was founded, non-commercial licenses have been granted to non-profit corporations of community individuals. These are community radio stations.

WRYR-LP FM

In January 2000, the Federal Communications Commission (FCC) adopted rules creating a new, low power FM radio (LPFM) service. Under these rules, small community groups are allowed to reach out via ordinary radio signals to listeners in local areas.

In April 2000, the Commission began soliciting for applications from community groups who wished to start stations under these new rules. Applicants were to be non-commercial, local groups.

SACReD applied in the first round of applications for a 100-watt station. Out of 3400 candidates, it was one of 100 (3 in Maryland) to be granted a Construction Permit for a Low Power FM Broadcast Station. The FCC granted the license to **WRYR-LP FM** on March 29, 2002. The license is held by **SACReD**.

WRYR-LP FM broadcasts at 97.5mHz/Channel 248 in the FM band. The station has 100 watts of effective radiated power (ERP) and broadcasts to the coastal communities of the mid-Chesapeake Bay area, including Anne Arundel, Calvert, Queen Anne, Talbot, Dorchester and Caroline Counties, and Maryland's capital city, Annapolis. It is a non-profit, non-commercial station, totally supported by its listeners and by **SACReD**.

The call letters -- **WRYR-LP FM** -- reflect the station's motto:
"We aRe Your Radio".

As a project of **SACReD**, a non-profit, volunteer organization, **WRYR-LP FM** is operated at a grass roots level with a team of volunteers, much donated equipment, and funding contributed by businesses, organizations, and individuals throughout the communities we serve.

ABOUT THIS HANDBOOK

The operating policies of **WRYR-LP FM** are based on the principles of democratic decision-making, which call for:

- Treating each other with respect, fairness, and dignity;
- Encouraging creativity and personal development.

This handbook briefly outlines volunteers' rights and responsibilities. The procedures and practices outlined in this handbook may change from time to time as necessary.

Having received one copy of the handbook, **each volunteer is responsible for knowing and understanding its principles**. Any additional copies will be issued at the volunteer's expense.

Volunteers needing clarification or additional information about any material in this handbook should contact the Station Manager.

Updates

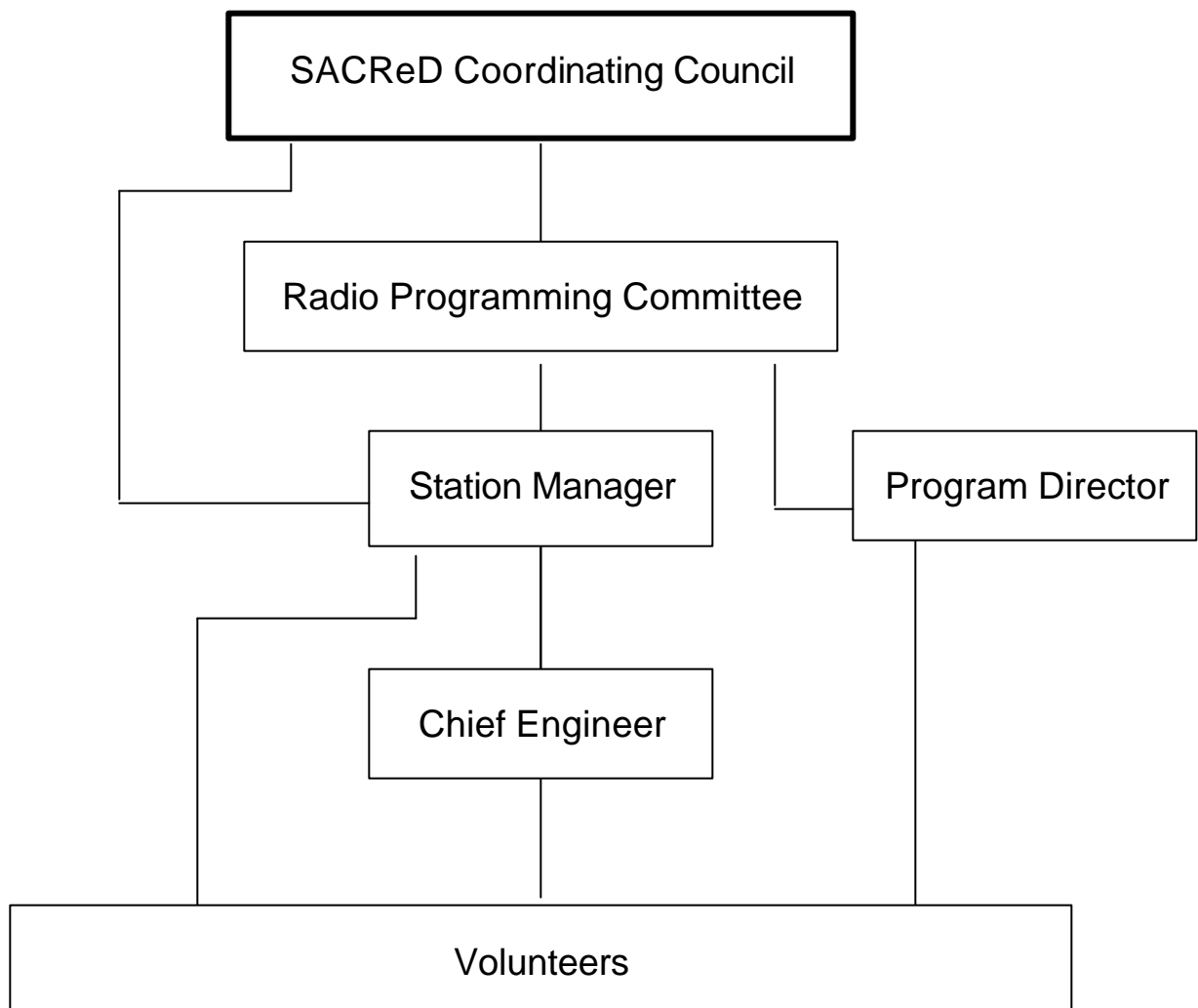
Any changes in FCC or **WRYR-LP FM** policies will be posted on our notice/bulletin board. All **WRYR-LP FM** personnel are expected to read these updates on a regular basis, as station broadcasting conditions and policies will change from time to time. They should then ensure that new information is transferred to their copy of the Handbook.

Where possible, revisions will be issued.

STRUCTURE

WRYR-LP FM is owned and operated by **SACReD**. The station is governed by a Radio Programming Committee that consists of members from the **SACReD** Coordinating Council and individuals from SACReD's active membership.

The organizational/operational structure looks like this:



Roles and Responsibilities

SACReD Coordinating Council

The **SACReD** Coordinating Council will maintain the **WRYR-LP FM** operating license. The Council is responsible for approving staff positions and official documents of **WRYR-LP FM** that guide station operation, including this Volunteer Handbook. The Council will regularly review such operations to ensure their consistency with the mission of the organization and adherence to **SACReD** Bylaws.

In addition, the Council will appoint members to the Radio Programming Committee.

Radio Programming Committee

The Radio Programming Committee makes decisions about on-air programs and types of material to be broadcast. The Committee will define radio station jobs, make personnel recommendations to the Coordinating Council and work with the Program Director and Station Manager to develop material reflecting **SACReD**'s interests. The Radio Programming Committee will be responsible for ensuring that the interests of **SACReD** are represented in on-air programming, are highlighted in programming and that the mission and bylaws of **SACReD** are known by all volunteers. The Station Manager and Program Director will be members of the Committee. The Chair of the Committee will be responsible for regularly updating the full **SACReD** Coordinating Council as to the station's progress and performance, and any emerging issues that could affect **SACReD**. All members of the committee must be **SACReD** members in good standing.

Station Manager

The Station Manager oversees day-to-day operations at the station. He/she ensures that the station is in full compliance with FCC rules and regulations and operates in accordance with **SACReD**'s mission. He/she is a member of the Radio Programming Committee.

Program Director

The Program Director oversees on-air programs and production projects. He/she is responsible for evaluating the quality and entertainment value of programs. If the Program Director determines that a program is not effective on air, or needs more work prior to airing, the program creators may make necessary work with guidance from the Program Director and resubmit to the Radio Programming Committee for approval. The Program Director, in consultation with the Station Manager, determines the program schedule. The schedule must be approved by the Radio Programming Committee.

Chief Engineer

The Chief Engineer ensures that all station equipment operates effectively, legally and correctly. All malfunctions or problems with studio equipment should be reported to him/her. The Chief Engineer is also responsible for updating the Station Log.

Volunteers

As a non-commercial project of a non-profit organization, **WRYR-LP FM** relies heavily on volunteers. The vast majority of **WRYR-LP FM** programs are the product of the knowledge, hard work, and creativity of on-air volunteers. In addition, many volunteers contribute similar levels of experience, skills, effort and inventiveness to many off-air operations. All radio volunteers are encouraged to become **SACReD** members. All volunteers are expected to fully support and participate in as many **SACReD** activities and events as possible.

Upon the direction of the Program Director, volunteers will play **SACReD** programming and other WRYR-LP FM required broadcasts at specified times, as instructed.

COMMUNICATION

Clear and constant communication is essential to the successful operation of the station. Volunteers are expected to check the Message Board in the studio regularly, and to record information in the On-Air Log as a matter of course.

Personal Information

Each volunteer must keep their current address, telephone numbers and (if available) fax and e-mail information on file with the station. No contact information will be released to outsiders without the written permission of the volunteer. In all other cases, this information is for internal use only.

Messages and Mail

It is the volunteer's responsibility to check for messages or mail on a weekly basis. Volunteers should also regularly check the telephone answering machine for messages. Written messages should be clearly posted on the Message Board in the studio. Any mail that arrives at **WRYR-LP FM**, **regardless of addressee**, is the property of **WRYR-LP FM**.

Answering Listeners' Questions

Listeners may call the station asking for information about something that has been announced on the air. If the on-air volunteer who made the announcement is not available, **WRYR-LP FM's** policy is to take a message and post it on the Message Board. Volunteers should not answer questions about **WRYR-LP FM** or **SACReD** unless authorized to do so.

If the person who takes the call is too busy, or the information is not readily available, **WRYR-LP FM** policy is to politely thank the listener for calling and apologize for not being able to help the caller further.

It is against WRYR-LP FM policy to give out volunteers' phone numbers or to call on-air volunteers at home or at work about announcements made during their shows.

Under no circumstances are any volunteers to respond to questions or comments by the media. All media requests are to be forwarded to the President of SACReD or the Program Director, who will consult with the President of the SACReD Coordinating Council.

Criticism

Every volunteer has the right to discuss or criticize perceived problems ***within*** the station. However, ***use of a regular on-air shift to criticize station policy is inappropriate and strongly discouraged.*** On-air Volunteers are asked to consider the station's mission and the effect on listeners of airing complaints about the equipment or facilities, or of commenting negatively about **WRYR-LP FM** events or policies.

Personal attacks will not be tolerated. **WRYR-LP FM** holds personally liable any volunteer who defames (as defined by law) any individual. Liability includes, but is not limited to, any related expenses, charges, or fines. **WRYR-LP FM** will pursue legal remedies.

Only those volunteers specifically designated by the **SACReD** Coordinating Council are empowered to speak on behalf of the station. Speaking for the station without permission of the Coordinating Council is grounds for immediate dismissal from the station.

Public Relations

Volunteers must keep a clear distinction in public expression, written or oral, between an individual point of view and that of the station. Volunteers must obtain permission from the Coordinating Council, or its designated agent, before writing any letter or article for publication or making any public address in which they in any way officially represent **WRYR-LP FM**. Upon completion, such an article or address must be approved by the Coordinating Council prior to publication or delivery.

Volunteers may not use **WRYR-LP FM** or **SACReD** letterhead for correspondence that expresses a personal conclusion or point of view. Any inquiry from representatives of the news media must be directed to the Program Director and/or the President of the **SACReD** Coordinating Council. The Program Director will pass on all media requests or comments to the President of **SACReD**.

WRYR-LP FM hold personally liable any volunteer whose unapproved public comments or behavior results in expenses, legal charges or fines and **SACReD** and **WRYR-LP FM** will pursue legal remedies, if necessary.

Public Events and Political Activities

At public events or during political activity, volunteers must make clear to others that they represent only themselves and not **WRYR-LP FM**. This includes performing as a DJ at a club or party or on stage. By policy, the station's stance is non-partisan.

CONDUCT

Courtesy

On-air volunteers are expected to start and end their shows on time. Volunteers are expected to behave courteously toward everyone they encounter at the station, including phone callers. Volunteers who are on the air during times when no other volunteers are on duty are expected to answer the phone.

Training and Compliance

All on-air volunteers must undergo training and demonstrate to the Program Director that they fully understand the rules and procedures required for broadcasting. For example, they should be fully familiar with, and abide by, the contents of this Handbook. Volunteers are encouraged to learn and practice basic skills, such as those involved in writing, production, or transmission, and to ask for support from those at **WRYR-LP FM** with the appropriate skills.

All volunteers must complete the On-Air Log at all times when using the facilities. (See page 33 'On-Air Log')

Disclaimers

In dealing with sensitive or controversial topics, or expressing personal opinions, it is the on-air volunteer's responsibility to make clear to the listeners that opinions expressed are those of the individual and are not necessarily those of SACReD, WRYR-LP FM, its volunteers or management. An example statement:

“The views and opinions expressed during (name of show) are solely those of the participants and do not necessarily reflect that of **WRYR-LP FM** or **SACReD**.”

When a political representative or candidate or anyone providing a viewpoint on a political issue is provided air-time on any program, a statement must be read at the end of the program inviting rebuttal viewpoints or representatives of the other political parties.

Attendance and Tardiness

Volunteers who are unable to fulfill their regular shifts are responsible for notifying the Station Manager or Program Director and for finding a substitute or solution that meets the Program Director's approval. ***Two weeks' notice is preferred.*** Routine absence with short notification may be considered cause for permanent removal from a volunteer position. Missing four or more consecutive weeks may result in a position being permanently assigned to another volunteer. Failure to notify the Station Manager or Program Director of an upcoming absence and, thus, leaving an assigned position vacant will result in removal from the schedule.

Volunteers are expected to be on time. If a volunteer is going to be late, he/she must call the station and notify the Program Director or, if the Program Director is unavailable, the volunteer in the preceding shift. A volunteer who receives such a call is requested to cover until the late volunteer has arrived and should record the incident in the On-Air Log. If the on-air volunteer (or Program Director) has to leave prior to the next volunteer's arrival, he/she may configure for automated broadcast.

Smoking

Smoking is not permitted on the station premises. Smoking is allowed outside the building, but with due regard for other tenants of the building. Please ensure that you dispose of cigarette butts properly and safely.

Alcohol and Drugs

WRYR-LP FM strictly forbids the possession and/or use of any illegal substance on the premises of **WRYR-LP FM**. **WRYR-LP FM** strictly forbids possession and/or use of alcoholic beverages in Master Control and in any room from which **WRYR-LP FM's** broadcast is originating. **WRYR-LP FM** also strictly forbids the presence of empty alcohol containers in any of these rooms. Furthermore, **WRYR-LP FM** strictly forbids possession and/or consumption of alcoholic beverages by the on-air volunteer in the studio, offices or during their shift at **WRYR-LP FM**. Persons who violate any part of this policy will be subject to dismissal.

Housekeeping

Volunteers must keep work areas neat and orderly. Recycling bins are clearly marked. Volunteers are expected to clean up after themselves (including the bathroom), to place litter in the proper bins, and to return equipment and materials to where they belong.

Volunteers must not store personal items in the station.

Parking

Personnel using **WRYR-LP FM** studio facilities may park in the spaces in front, to the left-hand side, and in back of the building. Do not park in the spaces in front of the Domino's Pizza storefront. Please be considerate of the needs of all businesses that share the building. Do not park in spaces reserved for the handicapped, unless you are entitled.

SECURITY

A volunteer who admits anyone into the station is responsible for the conduct of whomever they admit. All **WRYR-LP FM** volunteers are responsible for taking reasonable steps to ensure the safety and security of the station facilities and equipment. Volunteers have the right and responsibility to question any stranger on the premises. Volunteers have the right to ask anyone to leave immediately if they are disruptive, threatening, or behaving suspiciously. If any situation threatens the building or interferes with station control of the broadcast signal, volunteers are expected to request assistance from the Program Director, Station Manager, a Council Member, designated people on the contact list (posted on the Message Board), or the police.

The station doors will be locked at all times when the station is unattended. Any volunteer who finds entrance doors unlocked during non-business hours must inform the Station Manager immediately. All volunteers must uphold the station key policy.

Key Policy

The Station Manager is responsible for the distribution and collection of all station keys, will determine which keys are appropriate for whom and will distribute them accordingly. The Council President determines which Council Members receive keys. The Station Manager may issue keys to volunteers who meet one of the following criteria:

- Female volunteers who host – or work on – shows after dark;
- Volunteers designated to open and close the studio;
- Volunteers who have special duties.

The Station Manager must explicitly approve the issuing of keys to volunteers and keep a log of keys issued and those who have access to security system codes

Public File

The Station Manager is responsible for setting up and maintaining a "public file" as required by the FCC. This file must be kept in an accessible location in the station office or studio. All on-air volunteers should know the location in case of an FCC inspection. The "public file" contains the station's License, On-Air Log and FCC correspondence.

FCC Inspections

The FCC is allowed to enter and inspect the station premises without notice during regular business hours. Any **WRYR-LP FM** volunteer should be prepared to greet an unannounced FCC visitor with complete respect, honesty and hospitality. All on-air volunteers must be trained in the requirements of an FCC inspection, and be prepared to assist with one should the need arise. If an FCC inspector arrives at the station and no manager is present, the volunteer who greets the inspector should immediately try to contact the Station Manager or Program Director, so that a manager can be present during inspection.

EMERGENCIES

Accidents

WRYR-LP FM expects all volunteers to be safety-conscious. If an accident or injury occurs, volunteers must respond immediately (i.e. call an ambulance, if needed) and then report the accident to a Manager as soon as possible. A first-aid kit is located in the restroom.

Fire

In case of fire, the following procedure must be followed:

- Use extinguisher if possible (an extinguisher is located just inside the front door of the station)
- Call 911
- Close doors to prevent the fire from spreading
- Evacuate in a calm and orderly manner

Bomb Threat

All bomb threats should be taken seriously and acted upon. If the station receives a bomb threat, the following procedure must be followed:

- Record any and all information on the Bomb Threat Form located on the front desk.
- Call the police
- Evacuate the building
- Do not re-enter the building until the police bomb squad has declared it safe to do so.

PROPERTY

All volunteers are expected to exercise care in the use of station property (building, supplies, and equipment) and to use such property only for authorized purposes. Negligence in the care and use of such property may be considered cause for dismissal. The appropriate Manager must approve personal use of station property in advance. Unauthorized removal of **WRYR-LP FM** property from the premises, or its conversion to personal use, will be considered sufficient cause for dismissal, and the appropriate authorities may be notified.

All program materials produced by **WRYR-LP FM** volunteers using **WRYR-LP FM** equipment or supplies remain the exclusive property of **WRYR-LP FM** unless special arrangement is made in writing for special exemption, or a contract is negotiated with the Radio Programming Committee in which **WRYR-LP FM** assigns its rights.

Volunteers who accept funds or goods on behalf of **WRYR-LP FM** must turn them over to the Station Manager or Program Director on the first working day following acceptance.

The station assumes no responsibility for loss or damage to the personal property of a volunteer.

Music Library

WRYR-LP FM record albums, tapes and compact discs are *not* available for loan except for official station business, as authorized by the Program Director. No recorded material may be taken from the station unless authorized by the Station Manager or Program Director. Volunteers working on **WRYR-LP FM** material scheduled for broadcast have precedence over volunteers employing the office or studio listening facilities for their own use. All volunteers are

expected to promptly re-file any materials used from the music library.

The basic rule about use of music in the **WRYR-LP FM** collection is to respect it, as it belongs to another volunteer or to the station. Handle CDs and other materials with care, and do not remove them from the studio. All personal items should be clearly marked with the owner's name.

Music Acquisition

WRYR-LP FM generally does not purchase recorded music. The music library mainly includes donated items.

The Coordinating Council authorizes the Program Director to decide how to allocate the donated music including, but not limited to, being catalogued for the library, given away on-air, used as premiums, sold at record sales, or passed on to individual on-air volunteers. Upon receipt, the Program Director will mark the music as **WRYR-LP FM** property to help distinguish between station property and personal property that may be brought into the station.

Individual volunteers may be authorized by the Program Director to correspond with – or otherwise contact – music companies, agents, or artists in order to acquire music for the station that is appropriate for their shows. Volunteers who originate such contacts are expected to keep the Program Director informed of their activities. In making these contacts, volunteers who misrepresent their role at the station or make negative or derogatory statements about the station, Council, or other volunteers may be subject to dismissal. If any benefits, such as concert tickets or free CDs, related to these activities become available, the volunteer and the Program Director will reach an agreement on the disposition of these complimentary items.

Recording companies sometimes offer individuals who host programs opportunities to purchase additional copies of particular

recordings for their own collections. As a general rule, on-air volunteers are encouraged to request that purchased recordings be sent to their homes. If, however, the record companies will only send orders to the station, the Council requires that the on-air volunteer provide the Program Director with a written record of any purchases expected to arrive at the station. The Program Director will then review all packages arriving that contain recorded music and will set aside the items that belong to the individual on-air volunteers based on the written records that have been provided.

Archives

No original recorded material may be taken from the studio or the archives. Volunteers who wish to have copies of recorded materials must get the permission of the Program Director. **WRYR-LP FM** owns all the materials produced for its airwaves. Volunteers who wish to use recorded material for purposes other than personal archives must acquire prior written permission.

WRYR-LP FM Property

When using station property, volunteers must adhere to the following:

- No **WRYR-LP FM** equipment or supplies may leave the premises without permission from the Program Director. Any equipment or supplies approved to leave the studio must be signed out in the appropriate logbook.
- All studio users are expected to treat equipment and supplies with scrupulous respect. Any evidence of damage to or misuse of equipment or supplies may result in permanent banishment of the offending persons from **WRYR-LP FM** studios
- Any malfunctioning or damaged equipment must be reported immediately to **WRYR-LP FM** Program Director.

- Use of remote/portable recording equipment must be authorized by the Program Director. It must be signed out and signed back in using the Equipment Logbook located in the Station File.

Personal property

All studio users are solely responsible for the preservation of their personal materials on the station premises. **WRYR-LP FM** will not be responsible for any damage to or loss of personal materials while on **WRYR-LP FM** premises, regardless of the cause.

FUNDRAISING

Business and Foundation Donors

WRYR-LP FM accepts underwriting support mainly from businesses and supporters located throughout the listening area.

Commercialism and Underwriting

All volunteers are required to abide by FCC and **WRYR-LP FM** rules for conduct. These rules are explained in subsequent pages. Any divergence from the rules is grounds for immediate dismissal. Because **WRYR-LP FM** is a non-commercial radio station, it is not permitted to carry commercial advertising. On-air volunteers are permitted to promote non-profit events, but may not mention prices unless ALL of the proceeds of the event or sales of product(s) go to **WRYR-LP FM** or **SACReD**.

A volunteer may **describe** a product, event, or service on air, but **may not promote the product or service, its sale, or indicate where it can be accessed.** (i.e. may not recommend that listeners buy, use or attend what is being described). Promotion of a product or service may be defined as describing it in a superlative manner (e.g. the best widget in town, the biggest car dealer, the best crab cakes, etc.), indicating how or where to purchase the product or service, providing a personal endorsement (e.g. 'I use this and it works for me', etc.), or any other such encouragement to buy or use the product or service.

Note: it is illegal to offer for sale a tape of any portion of a broadcast show that includes material copyrighted or patented by another party – for example, a portion of a show including music from a CD or vinyl record (except in “fair use” quotation – see Broadcasting and Copyright Laws, p. ??). **WRYR-LP FM** holds personally liable any volunteer, or his/her guest, who violates this provision. Liability includes, but is not limited to, any related expenses, charges, or

fines. If necessary, **WRYR-LP FM** will pursue legal remedies. Failure to comply with this provision is grounds for immediate dismissal.

Volunteers will be requested to play underwriting announcements during their shift. (e.g. 'This program is made possible by.....') Underwriting is a significant portion of the station's revenue and is carefully regulated by the FCC. Announcements recognizing underwriting support are pre-recorded. Failure to play these announcements is grounds for dismissal. Any volunteer who receives comments or has questions regarding **WRYR-LP FM's** underwriting policy is expected to refer them to the Program Director or Station Manager.

Volunteers are encouraged to assist with fundraising efforts by identifying potential business supporters of **WRYR-LP FM**.

Special Events

Volunteers are encouraged to assist with at least one special event per year. Special events can include fundraisers, promotional events, participation in local fairs, meetings, or other public gatherings and events.

SPECIFIC RULES AND REGULATIONS FOR ON-AIR CONDUCT

In order to participate in **WRYR-LP FM** on-air operations, a volunteer must have successfully completed studio training, and have received the approval of the **WRYR-LP FM** Program Director and the Radio Programming Committee.

To become an on-air volunteer, he/she is required to be knowledgeable about – and to comply with – all FCC rules and regulations that apply to **WRYR-LP FM** and applicable **SACReD** guidelines. When on the air, volunteers must comply with all FCC rules and regulations and **WRYR-LP FM** policies described in this handbook, including all updates.

FCC Rules

The Federal Communications Commission (FCC) is an independent federal agency created to regulate broadcast and non-broadcast spectrum use. The FCC is responsible for the regulation of licensing, technical operations, legal activities, and the program content of all stations. Therefore, if **WRYR-LP FM** is to remain on the air, it is imperative that volunteers comply with FCC rules at all times. **WRYR-LP FM** on-air operators must comply with FCC program regulations and operating requirements as listed here. *FCC Regulations for FM, LP FM and general broadcast stations can be found on the office computer.*

PROGRAM REGULATIONS

Obscenity, Profanity and Indecency

The Federal Communications Commission (FCC) bans the broadcast of **obscene** material at all times. Material is **obscene** if it appeals to the prurient interest, depicts or describes sexual conduct in terms that are obviously offensive and, taken as a whole, lacks serious literary, artistic, political, or scientific value. While these terms are somewhat subjective, it is the policy of **WRYR-LP FM** not to push the FCC limits. On-air volunteers are asked to abide by this policy for the benefit of **WRYR-LP FM**.

The FCC bans the broadcast of **indecent** material between 6 a.m. and 10 p.m. Material is **indecent** if it contains language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs.

The **WRYR-LP FM** policy on obscenity and indecency adheres strictly to the above regulations.

On the matter of **offensive or controversial language**, **WRYR-LP FM's** policy stipulates that on-air volunteers may not use, nor allow their on-air guests or callers to use, offensive language or hate speech on the air. If a guest or caller uses such offensive language, the operator must give them an immediate warning. Upon a second occurrence, the operator must cut the guest or caller off. On-air volunteers are expected to use good judgment with regard to any additional language that may be considered offensive.

Pre-recorded occurrences of offensive language or materials must be reviewed in advance by the Program Director, Station Manager and/or Radio Programming Committee. Prerecorded offensive material may actually be illegal in many instances and time frames and inappropriate for this radio station. Any material in doubt must be reviewed by the Program Director, Station Manager, and/or Radio

Programming Committee. All complaints received regarding controversial or offensive language or material should be reported to the Program Director, Station Manager and Radio Programming Committee for documentation. Persons who violate any part of this policy will be subject to disciplinary action. Particularly flagrant violations may, in the judgment of the Committee, be grounds for immediate dismissal from an air shift.

Personal Attacks

On-air volunteers should avoid any personal attacks. The FCC's personal attack rule is: if a broadcaster attacks the "honesty, character, or integrity" of an identified person or group while discussing a controversial issue of public importance, then the broadcaster must contact that person or group within a week, provide a script, tape, or accurate summary of the attack, and offer a reasonable opportunity to respond over the same station without charge. The FCC interprets the "personal" element of the rule strictly; attacks not made on personal character do not count.

On-air volunteers must not defame individuals. WRYP-LP FM holds personally liable any volunteer who defames (as defined by law) an individual. Liability includes, but is not limited to, any related expenses, charges, or fines. **WRYP-LP FM** will pursue legal remedies.

Political Editorials

Because of **SACReD's** non-profit status, it is governed by Internal Revenue Service regulations that limit partisan political activity. Therefore, it is the policy of **WRYP-LP FM** not to endorse candidates for political office or specific legislation. On-air volunteers must refrain from any form of endorsement.

The FCC's rule on political editorializing is: if a broadcaster runs an editorial or commentary supporting or opposing a candidate for public office, within 24 hours of the editorial or commentary, the

station must contact all candidates for that office. If a station opposes a candidate, that candidate must be given a reasonable opportunity to respond. If the station supports a candidate in a race, then all legally qualified opposing candidates must be notified and given reasonable opportunity to respond. Stations may tell candidates that they must select a spokesperson to present their response in order to avoid an “equal opportunities” problem.

Any editorial presented on WRYP-LP FM must be consistent with SACReD’s mission and approved in advance by the Radio Programming Committee. It is the on-air volunteer’s responsibility to make clear to the listeners that opinions expressed are those of the individual and are not necessarily those of SACReD, WRYP-LP FM, its volunteers or management.

Broadcast of Telephone Conversations

The FCC requires that a person called by a broadcaster, whether on-air, or taped for later broadcast, must be advised beforehand that they are on the air or are being pre-recorded for later broadcast. Before a volunteer broadcasts a telephone conversation live or records a telephone conversation for later broadcast, any and all parties to the call must be notified of the station’s intent to broadcast the call. Prior notification and consent must occur before any portion of the conversation is broadcast. Prior notification is not necessary when someone obviously wants to take part in a call-in show.

Broadcasting and Copyright Laws

It is illegal to re-broadcast the broadcast of another radio or TV station, either simultaneously or delayed, without express, written permission to do so from the originating station. Copyright laws also apply to the on-air reading aloud of printed material. On-air volunteers are permitted to make “fair use” of copyrighted material in reading or quoting from it on the air, but are not permitted to read or quote at length without the express, written permission of the

copyright holder. As a general rule, before reading copyrighted material at great length on the air, a volunteer is responsible for considering whether doing so could reasonably interfere with the copyright holder's ability to sell the material in **WRYR-LP FM's** broadcast area.

In general, it is legal to broadcast any material that has been commercially recorded, including music and spoken word recordings, except when otherwise indicated on the recording. It is not legal to broadcast bootleg records or other non-commercial recordings without the permission of the artist. If a volunteer has questions about copyright, he/she must consult the Station Manager

It is not legal to offer promotional items given to the station for sale, as premiums, or as gifts unless the person making the offer owns the copyright(s) or has written permission from those who own the copyright(s). No on-air volunteer owns the copyright to any material produced at **WRYR-LP FM** unless he/she has a written, signed contract with the **WRYR-LP FM** Radio Programming Committee. Violation of this policy is grounds for immediate dismissal. Moreover, any resulting fines or legal actions resulting from copyright infringement are the responsibility of the individual volunteer.

On-Air Log

The On-Air Log is an hour-by-hour record of program information. It includes such things as program titles, notes about the source and type of each program, hourly station IDs, underwriting announcements, station promotional announcements, EAS tests, and public service announcements. **On-Air Logs must accurately record what actually took place, not what was scheduled to take place.**

All volunteers must complete the On-Air Log at all times when using the facilities.

The Log will be kept in the studio. Volunteers should sign in before using the Studio and sign out in the same way when they have finished. Please write log entries clearly using ink.

Station Log

This log is used to record equipment malfunctions, discrepancies, and abnormal operations. Volunteers should report the problem briefly. The entry should include a description of the problem and the time and date it occurred. Station outages should be reported as soon as possible to the Program Director. If he/she cannot be reached, the Station Manager should be contacted. If that fails, a note should be left on the main Message Board located inside the Studio, giving all details as described above.

Equipment Malfunction

Should equipment malfunction, the on-air volunteer is expected to maintain normal program continuity and content as far as possible. If the malfunction is serious, the volunteer must immediately contact the Program Director, who should record all malfunctions in the Station Log. The volunteer should then proceed according to the Program Director's instructions. If the Program Director cannot be contacted, the volunteer should call the next name on the emergency list. The emergency list will be located on the message Board and should not be removed from the premises. All malfunctions should be reported as soon as possible.

Station Identification

The FCC requires all radio stations to identify themselves at the following times:

- At the beginning and ending of each time of operation (sign-on and sign-off)
- Hourly, as close to the hour as possible, at a natural break in program offerings

Official station identification shall consist of the station's call letters (**WRYR-LP FM**) immediately followed by the community (**Sherwood**) specified in its license as the station's location: provided that the name of the licensee or the station's frequency (97.5) or channel number, or both, as stated on the station's license may be inserted between the call letters and the station location. No other insertion is permissible.

All on-air **WRYR-LP FM** volunteers are expected to air a pre-recorded "Legal ID" once per hour, at or soon after the top of the hour. The recorded IDs help promote the sound of the station as a community project of many voices. The exact wording of these announcements is:

"This is **WRYR-LP FM-LP 97.5 FM** Sherwood. This radio station is owned and operated by the South Arundel Citizens for Responsible Development."

Individual on-air volunteers may produce "Legal ID" recorded announcements for use on their own shows. Such recorded announcements, however, must meet FCC standards and **SACReD** guidelines, and be approved by the Station Manager.

Program Cancellations and Schedule Changes

The Radio Programming Committee is empowered to review the program schedule, consider proposals for new programs, and make permanent changes in the schedule. In some cases, **WRYR-LP FM** empowers the Program Director to select temporary replacement on-air volunteers and, if necessary, replacement programs within the existing schedule.

Public Service Announcements

As an expression of **WRYR-LP FM's** commitment to public service, the station airs numerous public service announcements (PSAs). To be considered a PSA, the event(s) must be sponsored by a non-profit, tax-exempt organization. Announcements should be submitted to the PSA mailbox ten days in advance of the event. The Program Director will assemble and update a PSA notebook that is kept in the on-air studio. **WRYR-LP FM** policy does not permit volunteers to add or remove PSAs from the notebook or to accept PSAs over the telephone. Volunteers who wish to add a PSA should submit it first to the Program Director for approval.

Other Non-WRYR-LP FM Announcements

WRYR-LP FM on-air volunteers also read announcements – but not endorsements – for concerts and events.

Specific prohibitions regarding reading this type of announcement include the following:

- Volunteers must not announce prices on-air
- Volunteers may say the event involves a charge or a suggested donation, but may not specify the amount unless the event is free of charge. (Note: price may be mentioned in announcements promoting events sponsored by – and solely benefiting – **WRYR-LP FM** or **SACReD**)
- Volunteers shall not encourage listeners to patronize any particular place of business
- Volunteers shall not promote the sale of any goods or services except those of **WRYR-LP FM** or **SACReD**
- Volunteers may not announce personal items

- Volunteers may not promote an event in which they have a financial interest. “Promoting” includes doing a special feature, an extended set, or a whole show on an artist or artists who will be performing at a profit-making concert or event, then announcing something like “you’ve got to see this show” or “this is going to be the best Valentine’s Day party in town,” and other supportive remarks, however casual.

Volunteers may, however, take calls off-air and give information that cannot be broadcast, including their opinions about the events.

WRYR-LP FM and SACReD Promotional Announcements

Volunteers may be asked to air promotional announcements for station activities and **SACReD** events. Pre-recorded announcements may be scheduled for play during each shift. All station promotional material must be approved by the Program Director or Radio Programming Committee prior to airing.

Volunteers are encouraged to produce promotional announcements for upcoming shows and specials in coordination with other WRYR-LP FM personnel

LAST WORD

This Volunteer Handbook provides vital information that forms the legal and operational framework for **WRYR-LP FM**. Adherence to FCC Regulations and station policies and procedures is essential to our continued operation. By following the rules and guidelines, we can comply with FCC Regulations, while serving our community with relevant, quality programming.

As a volunteer, you are an essential part of the unique voice and vision of **WRYR-LP FM**. Working together, we can create and maintain a strong environmental agenda – the only one of its kind on radio in the United States. Welcome to this exciting adventure!