



NE1fm Guidelines and Regulations

Second Version: June 2007

Introduction

NE1fm is an unbelievable opportunity for people who live, work or breathe in the Newcastle/Gateshead area.

For at least five years, NE1fm will broadcast material produced by people with a vast variety of backgrounds and interests, on FM.

As a station, NE1fm aims to produce informative, entertaining and mind-broadening programmes which reflect the diversity of the people within the Newcastle/Gateshead area.

In order to make the project succeed, there are a number of guidelines and regulations that are required.

NE1fm has very limited finances and is run mainly by volunteers. There isn't an unlimited supply of equipment, and insurance claims take a while to sort out. Anything which is broken or stolen from the station will restrict what we are capable of doing. Some equipment belongs to volunteers.

Whilst being part of NE1fm is a rewarding and enjoyable experience, the only way it can be enjoyed by everyone is if the guidelines and regulations are understood and adhered to.

Anyone who breaches any of these guidelines or regulations may face exclusion from the project.

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General Building Regulations

- The Station Manager / Duty Manager's decision is final.
- For Health and Safety reasons, EVERYONE on arrival in the building MUST sign-in, and sign-out when they leave. (if the building burns down it's helpful to know that Joe Bloggs left half an hour ago)
- Smoking is NOT allowed in any part of the building, and only permitted in certain areas OUTSIDE the studios.
- There is to be no alcohol in the building, AT ALL. Anyone under the influence of drink will be asked to leave, and may risk permanent exclusion.
- Drugs (apart from prescription medication) are not permitted. Anyone under the influence of drugs will be asked to leave, and may risk permanent exclusion.
- Food and drink are not permitted near any equipment, and not at all in the studio.
- Anyone purposefully damaging or defacing any equipment, furniture or any part of the building will be held responsible for the cost of replacement or repair, and will not be permitted to participate further.
- Please be nice, polite and courteous to other people whilst in or around the building, or whilst representing NE1fm.
- Any phone calls made out of the building MUST authorised by the Duty Manager.
- Access to the office is only permitted whilst an authorised person is present.
- Anyone wishing to attend the studios outside of their show time should contact the Station Manager /Duty Manager no less than 24 hours prior to arrange access to the building and equipment. Certain times may not be possible owing to staffing / equipment / space availability.
- The building may be closed to general access at certain times, depending on groups and sessions running. Please phone prior to any visits to the station outside of your show time (unless already confirmed with a member of staff) to ensure access to the building and relevant equipment.
- Owing to Health and Safety regulations and insurance requirements, only approved NE1fm technicians are able to move, install or repair any equipment, cabling, computers etc.
- Please **ARRIVE AT LEAST HALF AT HOUR** before your show is due to start. Make sure you let the staff know that you have arrived. If you know you will be late, please phone the studio as far in advance as possible. Anyone who is late and has NOT contacted us to let us know may lose their show.

Young People and Vulnerable Adults

- We have a Child and Vulnerable Adult Protection policy, which defines 'child' as anyone under the age of 18, whether they consider themselves a child or not.
- We define 'vulnerable adults' to mean those people over the age of 18, who may be unable to protect themselves against significant harm or exploitation. This may be due to communication issues or an inability to comprehend abuse because of learning/mental health/communication difficulties.

These are legal terms, and we have to make special provisions for working with people who fall into these categories.

- In order to follow our policy, we need to have a number of people in the building who have a valid CRB disclosure certificate (police check), which limits us as to when we can have these groups / individuals in the building.
- Young people who are of school-age are not permitted in the building during school hours, unless on work experience arranged through the school.
- We ask that young people with shows make sure they can attend without disrupting their school attendance. We **DO NOT** ask people to leave school early so they can have a show.
- Young people are allowed in the building between 3.30pm (only shows starting at 4pm) and 7pm, during our "open slot" time on weekdays (this is not exclusively a youth only time; younger people wishing to come into the station outside of their show time should contact the Station Manager / Duty Manager no less than 24 hours prior to arrange).
- Weekends up until 7pm also offer the opportunity for under 18's to have a regular programme (as opposed to the rolling one-off system of the open slot). Again, this time is not exclusively for younger people, all applications will be considered for these times.
- Certain times will be set aside for training people under 18. General access to the building will not be permitted during this time.
- We also have another policy that states due to the nature of our work **no** participant will have **any** convictions for sex offences, or appear on the Sex Offenders Register.

Anyone with any questions about our Child and Vulnerable Adults Policy should contact a member of staff.

Radio Piracy

- One of the conditions of our license from OfCom is that "no participant will have a conviction for radio piracy".
- In order to protect our license and organisation, we also stipulate that **NO** participant is **COMMITTING** radio piracy.
- If any participant/volunteer is subsequently discovered to be involved with pirate radio or having a previous radio piracy conviction which they have hidden, they will **IMMEDIATELY** lose the right to participate further.

Equipment

NE1fm has a lot of equipment which everyone can be trained to use. In order to ensure the equipment is properly cared for and available to everyone, we have a few rules and regulations which must be followed.

Equipment General

- Food and drink are not permitted near any computers or other equipment.
- Before using equipment for the first time, a technician / trainer must demonstrate use to minimise damage / loss of material.
- ONLY NE1fm technicians are permitted to alter, move (in particular, larger equipment or laptops etc) or repair equipment.

NE1fm Computers

NE1fm has implemented a small managed IT network for the use of staff and volunteers while at the station. Its primary purpose is to allow staff and volunteers to use it to their benefit, for researching content, producing features, editing & planning shows. Restricted internet access will be available from a small number of terminals, along with email access & access to a central server which will hold audio for general use.

- The named SONY VAIO's (Eric, Ernie, John, Ringo, Paul and George) are NOT to be used on the internet.
- Downloading illegal or inappropriate material is not permitted.
- Users will be responsible for all web access logged under their respective username, and the IT policy must be adhered to at all times concerning email, internet and general computer usage.

Booking Equipment

- Anyone wishing to book portable recording equipment for outside use must submit a booking form (available to download from www.ne1fm.com, a limited number of hard copies available) no less than 24 hours prior to use to ensure availability.
- In addition to the form, anyone wishing to take equipment away from the station MUST provide a recent, valid form of ID, confirming their identity and current address.
- Any person borrowing equipment is fully liable for the repair / replacement cost to any equipment lost broken or stolen whilst on loan.
- Organisations wishing to borrow equipment MUST nominate an individual to be responsible for the equipment whilst on loan, to be named on the booking form.
- Length of time for the loan of equipment will be limited according to demand; we can recommend equipment / suppliers to projects or individuals who wish to purchase their own.

Studio On-Air

Offensive Language

- Presenters represent the whole station when they speak on air, or allow anyone else to.
- Vulgar or offensive language (including blasphemy) at any time (whether on-air or off-air) will not be tolerated.
- Racist comments, sexually explicit (not necessarily swearing) language and drug references are also not permitted- spoken or recorded.
- NE1fm aims to connect with all the communities in our area, and a careless comment against any minority or individual could seriously damage the station's reputation, lose us our funding or ultimately, our license.
- There is no 9 pm watershed on radio as you may be aware applies to television.
- It has been decided in order to avoid confusion that a policy of NO SWEARING on NE1fm will apply at ALL TIMES.
- If the Station / Duty Manager believes your 'On Air' presentation/ behaviour is jeopardizing our broadcast licence or reputation, **YOU WILL BE PULLED OFF AIR IMMEDIATELY.**
- It is incredibly important that the quality of our programmes are high, and whilst we are trying to include cultures which may include a great deal of swearing (hip hop being one example), we are also providing a service to the WHOLE COMMUNITY.
- Presenters should be fully aware of the tracks they intend to play, and only play **clean tracks / radio edits**. Shows which are planned adequately should not have a problem with offensive material, whatever the nature of it.
- Any DJ's submitting pre-recorded sets MUST make sure the material is suitable, without any offensive elements. We WILL listen to everything before it is aired, but we'll have to discard any sets which have extensive expletives and unsuitable references. It's impossible to edit every set we receive.
- Anyone with any queries about the material they wish to play, please contact the Station Manager / Duty Manager before the show, no less than 24 hours prior, to enable any editing or changes to the playlist where appropriate.

YOU MAY NOT SLANDER OR LIBEL ANYONE ON AIR!

Slander is by definition a false report maliciously uttered. In law presenters cannot accuse someone over the air of anything that cannot be proven in fact.

This law applies to everyone from the bloke down the street to Tony Blair or the Queen. Whatever rumours may be prevalent and whatever personal beliefs may be, presenters cannot accuse ANYONE of ANYTHING over the airwaves for which there is **no proof** and which is deemed by law to **undermine their personal integrity**. Again this will jeopardise the broadcast licence.

IF IN DOUBT, LEAVE IT OUT.

Phone Calls

- Telephone calls broadcast on-air during a show are the presenter's responsibility. Presenters are responsible for assessing callers off-air before taking any calls live to air.
- It is recommended that discretion is used, carefully screening callers before talking with them on-air: a drunken sounding youth is more likely to swear on-air than your grandma.
- DO NOT put ANYONE live on the radio without them being aware that this is happening.

Play-lists

- A first show plan should be submitted no less than 7days before a show. This should be as accurate as possible, detailing tracks, links, live sets, jingles etc.
- Actual play-lists should be submitted to the station manager /duty manager immediately after a show. These are required to fulfil our licensing requirements.
- Blank show plan sheets and play-list sheets will be available online to download and print off. A small number of hard copies may be available, but owing to financial restrictions we ask people to print their own where possible.

Play-out Computer

- The station's central play-out system is Soundbox.
- Material is ONLY to be added to this by an APPROVED NE1fm technician / member of staff.
- Soundbox takes MP3 files but NOT VBR (Variable Bit Rate)MP3 files.
- Anyone wishing to transfer material should contact the Station Manager / Duty Manager **no less than 7 days** prior to their show to arrange a time to do this.

Advertising / Sponsorship

- Station advertising and sponsorship is handled by the Advertising / Sponsorship Co-ordinator.
- Anyone wishing to have their show sponsored MUST approach the Advertising / Sponsorship Co-ordinator FIRST.
- It is important for the reputation and stability of the station that sponsorship and advertising is managed by a central body; ensuring we don't fail sponsors, or break any of our licensing agreements.
- Some advertising / sponsors messages will need broadcasting at certain times. Anyone affected by this will be informed prior to their show, and will be expected to play it.

Jingles and Idents

- Core station idents, adverts and jingles will be produced by the Station Ident Team. Anyone wishing to join this team please speak to the Volunteer Coordinator.
- It is a requirement that we state our station name and frequency at least every 15 minutes. This can either be done verbally by the presenter, or by playing a station ident.
- As a LEGAL REQUIREMENT please do not pass off other people's work as your own. There are strict copyright laws, and anyone who risks getting the Station and themselves taken to court WILL be taken off air. This includes using stings from other radio stations.

Contact Details

- People's addresses and phone numbers are confidential and must not be given out unless you have cleared it with the person involved. Most people will supply a contact that they are happy to have broadcast if it is important to a project that they are involved in.
- As a project we need people's contact details but will not give them to anyone else unless we clear it with the person involved. If someone asks for a contact the procedure is to ask for the callers contact number and say that we will pass it onto the person they wish to contact. It is then up to the individual whether they want to respond.
- If in doubt ask people to contact the station and leave their details and we will pass them on. The reasons for this are legal and ethical. Imagine how you would feel if your private number and address were given out on air- anyone could contact you.
- DO NOT give out your private contact details on air.
- If you want people to contact your show / station, then give out a) the studio phone number, b) the studio e-mail address (available to check in studio) and c) the NE1fm website address.

Studio General

- **DO NOT** barge into the studio. If it is not your show, then either wait outside patiently for the presenter/s to finish, or quietly enter the room when you are sure that they are not speaking live on air. Check the 'On Air' monitor (or radio outside!).
- The named presenter has the say on who is invited into the studio during their show, as long as it doesn't exceed the max number of people in the studio and the Station / Duty Manager are informed.
- Be nice, be respectful, be polite. **IF** you are asked to leave by the presenter or the Station / Duty Manager then leave.
- Please leave the studio as you found it before your show, this means clearing away scripts, CDs, computers (if it has been agreed) as we **DO NOT** want to have extra equipment cluttering up the studio, and we will not be responsible for any damage or theft to your possessions.

Studio Equipment

- The equipment in the studio **must not** be tampered with or moved by ANYONE other than a NE1fm technician.
- Anyone wishing to add equipment to the studio whether their own or NE1fm equipment such as record decks should inform their Duty Manager **no less than 7 days prior to the show.**
- For insurance purposes, any equipment installed (following approval) in the studio **MUST** be done by an approved NE1fm technician.
- Any anticipated equipment requirements should be mentioned in the show application form.

Equipment Available For Broadcast

The main studio has the following (in addition to broadcast desk)

- 2 x CD Players (with fader auto start, basic pitch control and single track play)
- 2 x Minidisk Player/Recorders (with single track play facility and desk output recording on one)
- 1 x Phone line (for taking phone calls live on air, see policy/guidelines on phone calls)
- 1 x Play-out computer (with a vast library of music, and other features to aid in the production of shows)
- 4 x Microphones (see policy on presenters and guests)
- 4 x Headphones (see below)

Some equipment may be required for certain shows, but is movable for other uses and may be required for outside sessions:

- **Headphones:** Though we do have a number of pairs of headphones for people to use whilst in the station, we generally recommend people who have their own to bring them, especially if using them often, or during a busy time. Headphones will suffer a lot of wear and tear, so to ensure quality we advise using a personal pair.
- **DJ Decks & Mixer:** 2 x Technics 1210 Mk 2
NUMARK DXM06 Digital Mixer With Effects

It is possible for people to bring their own mixer or decks in. See above for our policy on bringing in equipment.

- **Korg Kaoss 2 pad:** People wishing to bring their own FX in, see above for our policy on bringing in equipment
- **Decks hardware:** We do have some headshells/styli for people to use when using our decks. However, these may be extensively used, so if DJs have their own it is recommended that they bring them along in case.
- **Cassette Decks:** It is recommended that people wishing to present shows which primarily feature cassettes to transfer this material to computer or CD prior to the show. We no longer provide cassette decks in the studio for playout (although still in the rack, they aren't wired up- simply for recording shows to). Transferring to PC or CD should be possible in the station, depending on quantity of material, and times presenters are available to transfer material. We ask that people arrange this no later than 14 days before their show.

Recording Your Show

Many people like to get a copy of their show. There are a number of ways of doing this.

- Minidisk 1 in the studio is set up to record. You must bring your own minidisk. This minidisk also has long play.
- Cassette deck 1 in the studio is set up to record. You must bring your own cassettes.
- The logger records all of the station output. Because of the nature of this, only APPROVED volunteers have access to this, which makes getting a copy difficult if these volunteers are busy with other things. Be patient, be prepared to wait a week or so, and bring blank CDs. If demand for this gets out of hand we may have to put a hold on it.
- In the future we aim to have "listen again" on our website. This will take time to set up (if feasible) so please don't ask when it's going up. We'll let everyone know!

Studio Guests

- Presenters are ultimately responsible for any guest they invite to the station. Guests should be trustworthy, and uphold the aims and objectives of the station.
- It is the duty of the presenter/s to ensure guests are made aware of the guidelines and regulations, and also that they are followed.
- All guests will be required to sign a declaration before they go on air to state that they understand the regulations and agree to abide by them.
- Anyone wishing to invite guests to the studio must notify the Station Manager / Duty Manager no less than 24 hours beforehand. People who are not expected will not gain entry.
- Guests should arrive in plenty of time before they are due in the studio, to ensure they are familiar with our on-air guidelines/regulations, and have signed a declaration.
- Owing to studio size, there can only be a maximum of 5 people in the studio at any time. It may be possible to use the production space to accommodate more, depending on other activities and staff available.
- The Station / Duty Manager may ask people to leave the studio if they feel the space is over-crowded even if the maximum number is not reached.
- Anyone requiring extra space should inform the Station Manager / Duty Manager no less than 7 days before the show.
- Any required long-term (up to 6 weeks) use of the extra space for shows should be mentioned in the show application.