

# 3RPC Incorporated Presenters Agreement

Should you have any questions regarding any part of the Agreement, please direct your question to the Programming Co-Ordinator, a member of the Programming Committee or the Management, for action.

***Failure to follow the rules or guidelines of the station could result in disciplinary action as per the constitution, in extreme cases immediate removal from air, until an investigation can be conducted.***

***All complaints from the public will be investigated.***

## Definition: -

**3RPC** – means 3RPC Incorporated.

**“Presenter”** – means Presenter(s) or Panel Operator(s) or Broadcaster(s)

**“Program”** – means the sounds, including words and music broadcast or to be broadcast and includes the script.

**“Station”** – means 3RPC. The building's, and environs, which form the office and studio complex, currently located at 18 – 34 Julia Street, Portland, and outside broadcast locations.

**“Visitor /s”** – means people who do not have any other reason to be in the station, other than to visit the current on air presenter.

**“Station Rules”** – means any rules, regulations, Laws of Australia, government regulations or other requirements either, now existing or to become part of the operation of the station, at a later date. 3RPC abides by CBAA and ABA codes of Practice for on air broadcasting.

**“Station Policies”** – means those written policies, which have been developed over a number of years as part the operations of the station.

**“Outside Broadcasts”** – means any broadcast, which does not utilize the station studios as the broadcast location.

**“Management”** – means Committee of Management Member or Office Co-ordinator.

## Rules for Presenter

All presenters of Community Radio **3RPC Incorporated** shall ensure that they: -

1. Are financial members of **3RPC Incorporated**
2. Pay a weekly presenters fee, as set by the Committee of Management, from time to time. Failure to have fees up to date may result in removal of on air privileges. This fee should always be in advance.
3. Do not give out names, personal details or contact details of any member of 3RPC, volunteers, presenters or staff of the station. Take a message and write it in the phone message book.
4. Abide by the code of ethics of the Community Broadcasting Association of Australia (CBAA) and the program standards of the Australian Communications and Media Authority (ACMA) and the programming guidelines as set down by the Programming Committee.
5. Ensure that if there is any doubt, that a part of the program or any proposed program for broadcast may infringe the Station rules and/or Government regulations, the presenter shall consult with the Programming Co-ordinator or nominated representative, **prior** to the program being broadcast.
6. Continue to abide by the requirements of the Australian Communications and Media Authority (ACMA that Australians perform twenty- five percent (25%) of music played on the station, and five percent (5%) shall be composed by Australians.
7. Ensure all programs do not contain racist, defamatory or sexist comments, unacceptable language or inferences. A complaint may be about music or spoken content of a program, comments on sex, race or religion or any other matter that our community finds offensive
8. Do not play any material that may have offensive language or material in it. **DO NOT SELF- EDIT.**
9. Do not play on air any material that you do not own or are legally entitled to use.
10. Do not bring or consume alcohol or drugs on 3RPC premises.
11. Do not turn up to present your program under the influence of Alcohol or Drugs.
12. Do not bring weapons (guns, knives etc) onto 3RPC premises.
13. **Do eat or drink**, in the studios.
14. Smoking in the studio or office complex is not permitted.

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15. Ensure that Station Security is maintained at all times, ensuring that the exterior access door(s) are kept locked.
16. Ensure that there are no more than two people in the studios at any one time. You are entitled to one guest. If you would like more than one guest, permission should be obtained from Management. The name of your visitors must be logged in the visitors' book
17. Ensure that persons not authorized are requested to leave the Station. If the person/s refuses, the Management shall be notified immediately.
18. Write, in full, all Police messages, and then contact Management who will confirm the message with Police before authorizing the message to be put to air.
19. Do not play or direct phone calls to air, unless permission is obtained from the Management.
20. Do not make any negative comments about the station or station policies or activities on air.
21. It is a presenter's responsibility to find their own fill-in, and then notify the office of the name of your fill-in.
22. Continue to monitor the panel while on-air, as high output levels can lead to equipment damage, feedback, distortion or equipment failure.
23. Sign their logging sheets, and **print** their name.
24. Put to air a station ID (live or recorded) approximately every 20 minutes.
25. Put to air **all** sponsorships and weather forecasts as per the logging sheets. Sponsorships and weather forecasts should be aired as close as possible to the time indicated on the log sheets.
26. Do not put to air any free advertisements
27. Report all faults or breakages, this includes equipment and furniture, in the studio logbook, before leaving the studio.
28. Leave the studio, kitchen and toilet areas neat and tidy.

### Guidelines

1. Are in the studio, at least 10 minutes, before their program time. However, you should respect the on air time of your fellow presenter and not arrive more than 20 minutes prior to the start of your program.
2. If you are running late for your program a phone call to the on air presenter should be made.
3. Check the studio logbook **before** going to air for any problems equipment or furniture.
4. Complete the studio logbook each time you use the studio.
5. Check for updates of the weather forecasts and place other faxes in play sheet box provided.
6. When referring to other presenters you should use their first name only.
7. Write clearly all lost and found notices in the "Lost & Found" Book. These should be put to air immediately and then as per log sheet.
8. All Community Service Announcements (CSA's) received via phone are to be written into the phone logbook. Only after Management approves the CSA will it be put to air! If it is an urgent request contact Management for approval.
9. Write all phone messages clearly into the phone logbook. Including the contact name and phone number.
10. Ensure the headphone and cue buttons are turned down to an acceptable level before leaving the studio.
11. When borrowing Station records, cassettes or CD's, to take off the premises please use procedure located near the CD racks in the studios. 12. Replace all promo CD's in the rack provided.
13. When using station records or CD's in your current program and are not taking them off the premises please return them to the correct location.
14. Place all borrowed CD's and Tapes in play sheet box when you have finished your program, ensuring that there is a list identifying them and who had borrowed them.
15. Do not use the station telephones for personal calls, except in an emergency.
16. Give as much notice as possible of resignations or when requiring a change in program times.
17. Use headphones at all times.
18. If using a computer, Ipod or other electronic device, you **MUST** start and finish your program with a CD, tape or record.
19. If using a computer, ipod etc, do not set up before your time slot begins and your equipment must be unplugged and packed away before your last song finishes, this allows the next presenter to start their program without any interference from you while you pack up.

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Some or all of these rules may change from time to time as the needs of the station changes. All presenters and volunteers will be notified of any changes, either by the notice board, panel notices or in writing.

### **Responsibilities of the Programming Committee & Management: -**

They shall:

1. Ensure that details of any complaints are fully explained to the presenter.
2. Endeavour to give forty- eight (48) hours notice, where practicable, if changes to times or format are required, due to special events or other programming requirements: e.g.: Outside broadcasts.
3. Give constructive feedback on programs.
4. Ensure that if any program is sub- standard or the presenter's agreement is broken, by non- conformance of the Stations rules and guidelines then the presenter may face a tribunal.
5. Ensure that the Station operates in accordance with the applicable Laws and Government regulations and that Station policies and procedures are followed and shall keep the presenters informed of any changes that may apply to them.
6. Ensure that at all times the operation of the station and on- air programs are carried out within the station policies and the legal requirements, applicable at the time.
7. The presenter shall be given a copy of the presenters' agreement for their records and a signed copy shall be retained by 3RPC Incorporated

### 3RPC Incorporated Presenters Agreement

Please complete this form and return to the Office.

Indemnifies the Station against any failure by the presenter to perform and observe the terms and conditions of this agreement, and, to pay to and re-reimburse the station, for all damages, expenses and costs arising out of or in connection with the non- observance or non- performance by the presenter of the terms of the agreement.

Authorize the station to use his/her program/s, in whole or in part, either live or recorded, in the form of broadcast from the station.

Having read and fully understood the Rules and Guidelines of 3RPC Incorporated

I, (print name) ..... hereby agree to abide by the terms and conditions of the 3RPC Incorporated

I fully understand the requirements necessary to be an on-air presenter and have received instruction in the Laws relating to and the possible ramifications of not abiding by the 3RPC Presenters Agreement.

Signed: ..... Date: .....

If under 18 parent/guardian signature is required. Please have parent/guardian sign that you have read and understood this agreement.

Parent/Guardian signature.....

Date.....

Received by Office Co-ordinator:..... Date: .....

**Note:**

The signatory to this document shall receive original pages 1 & 2 and a copy of page 3.