

CHMR Policies and Procedures (Updated June 30th, 2017)

Government Regulations, Legal Responsibilities, and Programming Expectations

1) CANADIAN CONTENT

All programs that feature music must play a certain amount of Canadian music. Different types of programs have different requirements:

Category 3 music (Special Interest) – Requires 12% Canadian Content. This includes traditional authentic songs and dances of the people, institutionalized music of religious faiths, "classical" music, authentic improvised jazz, and extended excerpts from popular musical theatre, concert music, folk, and jazz.

Category 2 music (Music – General) – Requires 35% Canadian Content.

All music played must be logged on a playlist, and Canadian selections must be identified. The playlist is a legal document that must be provided to the CRTC upon request. Accuracy is imperative.

2) OBSCENITIES

There is no list of words that are not allowed on the radio. We are expected to "uphold the community standard." This is a gray area, as different people have different standards. This means that we have to err on the side of caution. If you wouldn't say it to a stranger's 4-year old, don't say it on the radio.

Potentially offensive language is never to be aired between the hours of 6 am and 9 pm. After 9 pm and before 6 am, they may be aired if they appear in a song in a justifiable context. Frequency of use should also be considered. There is never a good reason, or a justifiable context, for a host or guest to swear on-air.

Obscenities are not always just words. The intent of a song, or of any spoken word content, may also be deemed as obscene. In particular, music that is ageist, sexist, racist, homophobic, derogatory to the physically or mentally disabled. This type of obscenity is never to be aired.

3) HIT AND NEW MUSIC SELECTIONS

The role of campus/community radio is to compliment and augment both commercial radio and the CBC. While we do have a 10% hit allowance, we are no longer accepting shows that feature hits.

Currently, you can hear some hits on CHMR. The hosts for these shows joined at a time when we were trying to use our hit allowance to get advertising. It didn't work, but rather than tell people that they couldn't do their show anymore, we grandfathered them in. As they leave, their slots will no longer feature hits.

A hit is defined by the CRTC as:

"Any musical selection that, at any time, has reached one of the Top 40 positions in the charts used by the Commission to determine hits." The charts used by the Commission are:

Nielsen BDS Country Spins – <http://www.milkmanunlimited.com/bds.htm#country>

Billboard Canadian Hot 100 – <http://www.billboard.com/charts/canadian-hot-100>

Billboard Hot 100 Singles – <http://www.billboard.com/charts/hot-100#/charts/hot-100>

Billboard Hot Country – <http://www.billboard.com/charts/country-songs#/charts/country-songs>

You are responsible for ensuring that you do not play any hits. "I didn't know" isn't an excuse. It is acceptable to play songs by artists who have had hits, just not their hits.

At the same time, the role of campus/community radio, musically, is to promote and support up-and-coming artists. It is expected that volunteers will explore and play the music of lesser-known artists who receive less attention from commercial radio.

CHMR receives thousands of cd's and digital releases (for free) every year from promotions companies, labels, and individuals who are begging for air time. As such, we ask that all hosts of music-oriented shows do their best to find new music in our library that is suitable to their show. 25% of the selections played during a music-oriented program should be new to CHMR's library (received within the past 6 months). If there is some reason why you can't play new music on your show, please speak to the Program Director.

4) SPOKEN WORD CONTENT

15% of all locally produced programs must consist of spoken word. If your show is one-hour long, that means that you must be speaking for a minimum of 9 minutes in total.

All on-air announcers must meet foreground requirements (25% of a program).

Foreground is a themed segment of your show. Maybe it's a 15 minute feature on an artist, including music and information that you provide. Maybe it's a feature about a particular cause of interest to you. But it is 15 minutes per hour of an uninterrupted feature.

5) LEGAL ISSUES

All on-air announcers must comply with laws regarding slander and libel.

Slander - defamation of character by spoken word.

Libel - defamation of character that can be reproduced (printed or recorded media)

Defamation of character, for either an individual or a corporation, is grounds for litigation. It is important that potentially defamatory editorial comment be backed up by reliable sources that can be reproduced.

- No borrowing station material or property, other than hand-held recorders. Any removal of CHMR-FM property constitutes theft and will be prosecuted as such.
- The facilities within CHMR-FM are for on-air usage and show preparation only. Copying CD's violates copyright law and is strictly prohibited.
- Be advised that video surveillance is active 24 hours a day at CHMR-FM for both your protection and security, and for the protection of our equipment.

On-Air Responsibilities

- All announcers must have their own headphones
- Signing up to do a program or news slot on CHMR-FM constitutes a commitment for the entire semester. Time slots must be renewed every semester.
- Any advertisements for a particular program must be aired at the time scheduled, without additional comment. Do not comment on PSA's either.
- All announcers are responsible to either find a fill-in, or have a pre-recorded show that can be aired in their absence. These **pre-recorded shows should not be time stamped** in any way. Once the fill-in show has been aired, you should record a new one.
- you may connect personal mp3 players or laptops to the analog inputs provided in both the Production and Master Control Rooms. Flash drives may also be connected to the production

computers for backup purposes. If you want to connect anything else, please speak to one of the staff members first.

- No live phone calls shall be broadcast over the air unless in the form of a call-in radio program previously cleared through the programming department.
- If you are having guests on your show, let the Program Director or Station Manager know.
- Calls coming into the station on line 11 are for the on-air host. Our request line number is 864-7935. You may feel free to give it out during your show if you want to take requests. You are never obligated to play a request, especially if it is contrary to the rules and regulations as outlined in this class.

Housekeeping

- As of March 2016, all radio and television stations in Canada were required to have a fully operational Emergency Alert System. This warns the general public about emergency-type situations – usually involving severe weather. When a warning is issued, it will immediately override any and all programming. There will also be three to four tests of the system per year. We will try to warn you in advance if we know when they are taking place.
- When you are finished using either Production or MCR, put away everything you had been using. (e.g. refill your cd's, throw out any scraps of paper you had been using, etc.)
- All volunteer members of CHMR-FM shall be added to the CHMR-FM Listserve.
- No food or drink in studios.
- No smoking anywhere in the station. Nobody is to be on-air in an impaired state – either via alcohol or drugs.
- If you experience or notice any technical problems with CHMR-FM's equipment, send an email to one of the paid staff with as much detail about the problem as possible. This will be forwarded to our Technician.
- Volunteers will not install any programs on CHMR-FM computers. Volunteers are free to use the "Informational" PC's for internet access, but in no instance may the On-Air or Production computers be used for internet access. No file sharing software shall be used on CHMR computers (including, but not limited to, Instant Messaging programs, Skype, or any peer-to-peer programs).

Advertising

You are encouraged to find advertising for your program. Volunteers who successfully book advertising for their shows will receive a 40% commission once payment has been received from the advertiser and their cheque has cleared. The commission will only be paid on advertisements solicited by a volunteer.

THE "LET'S DO OUR JOBS, HAVE FUN, AND GET ALONG" CLAUSE

Station Management reserves the right to revoke the membership of any volunteer for any cause which the Management or the Board deems reasonable, including but not limited to failure to fulfill volunteer or training obligations, unacceptable behaviour within the station or on the air, unacceptable conduct toward other volunteers or Management, harassment of Management or volunteers, failure to respect Station regulations and policies, and other actions which are detrimental to or undermine the reputation of CHMR-FM, its volunteers and Management.