

CHMR-FM 93.5 Station Policies and Procedures (Updated March 4th , 2010)

- Be advised that video surveillance is active 24 hours a day at CHMR-FM for your protection and security.
- No food or drink in studios. No smoking anywhere in the station.
- No guests without departmental clearance.
- 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.
- It is your responsibility to make sure all CDs have been refiled after your program or show preparation. If you must re-file someone else's CDs, do so, and bring it to the attention of the Station Manager.
- If you experience or notice any technical problems with CHMR-FM's equipment, fill out a fault report and forward it to the Engineering/Technical Department.
- Signing up to do a program or news slot on CHMR-FM constitutes a contractual commitment for the entire semester. Time slots must be renewed every semester.
- All on-air announcers must fill out playlists.
- All programs start with the "Top of the Hour" ID. There are two other breaks during each hour:
 - 10 minutes past the hour: 1 PSA, 1 ID
 - 30 minutes past the hour: 1 Promo, 1 read PSA, 1 ID
- All on-air announcers must comply with Canadian content requirements, as defined by the CRTC:
 - **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 on-air announcers must ensure that 25% of the selections played are new to CHMR-FM's library (received within the past 6 months), unless an exception is granted by the Station Manager or Program Director.
- All on-air announcers must meet foreground requirements (25% of a program).
- All on-air announcers must comply with laws regarding slander, libel, and obscenities.
- Hit material is only allowed to be aired between the hours of 7 pm and 9 pm, Monday through Thursday. 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>

- Editorial comment must be cleared by the Station Manager or Program Director.
- Any advertisements for a particular program must be aired at the time scheduled, without additional comment.
- Announcers are free to use their own headphones, and to 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. In no other circumstance should personal devices be attached to CHMR-FM's equipment.
- 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).
- Please use the designated volunteer staff bulletin boards for personal messages. No signs/paper/notes will be tacked or taped to the walls of the station.
- All volunteer members of CHMR-FM shall be added to the CHMR-FM Listserve.
- Handle all CHMR-FM property and equipment with respect and care.
- 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.
- All announcers are responsible to find their own fill-ins in cases of absence. The Program Director must be informed of all fill-ins prior to the broadcast date.
- Recycle all paper material and clean the studios after use.
- For show quality reasons, all visitors and volunteer staff shall respect the "on-air" lights and keep noise levels limited within the station.
- 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.

Any questions with regard to CHMR-FM policies and procedures shall be forwarded to the Station Manager.

Signed: _____

Date: _____