



WCAT OPERATING RULES

&

PROCEDURES

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FOREWORD

Wakefield Community Access Television, Inc. (WCAT) is a non-profit, 501(c)(3), membership-based corporation established in 1990 to manage facilities for community access programming on the Public and Governmental (P...G) Access channels of the Wakefield, Massachusetts, cable television system.

The Wakefield Cable Television Renewal License details how WCAT is responsible for the management and operation of these channels and designates WCAT to receive an annual grant from Comcast and RCN to foster the development of P...G Access programming in Wakefield. With studios and offices located at 24 Hemlock Road, Wakefield, MA, WCAT provides access to video equipment, training, and channel time to individuals and organizations in Wakefield on a first-come, first-served, non-discriminatory basis.

The following Operational Rules and Procedures were generated to provide guidelines for WCAT members to participate in WCAT activities and services. First, WCAT's mission is to train Wakefield residents in the uses of electronic media. Such uses have corresponding responsibilities, especially within a very active facility like WCAT where basic guidelines will ensure efficient and fair operations. WCAT views these Rules and Procedures as working guidelines, which will be periodically reviewed and adjusted. The input of the members in evaluating these guidelines is especially important and appreciated. Members are encouraged to address their comments and criticism to the Executive Director of WCAT who has the administrative responsibility for operating the facility, and meeting Members' needs.

WCAT Mission Statement

The mission of Wakefield Community Access Television (WCAT) is to promote the fair use of communication technologies by providing the volunteer membership with access to equipment, training, and channel time on either of our two cable channels.

Through outreach and education, our goal is to foster the respectful free exchange of information, opinions, and interests to the residents of Wakefield.

I. MEMBERSHIP

All persons, firms, corporations, businesses, organizations, institutions, and other entities who subscribe to the purpose of the Wakefield Community Access Television, Inc. (WCAT), and who support WCAT by participation, or with a contribution of money, service or equipment, shall be eligible for membership in WCAT.

A. Types of Membership

- a. Individual or Family
 - 1) Quarterly Newsletter
 - 2) Class enrollment at discounted rate(s)
 - 3) Discount(s) on special workshops
 - 4) Access to studio, equipment, and edit suites
 - i) Must have completed the relevant certification course in advance.
 - 5) Priority air time for produced programming
 - 6) Assistance and/or support in applying for ACM national and regional video festival entry
 - 7) May be sponsor for imported programming
 - 8) Additional family members may join at a discounted membership fee

- b. Business Partnership
 - 1) Business Bronze Level:
 - i) Discount(s) on certification and other classes for up to two business employees
 - ii) One month free basic Community Bulletin Board Classified (CBB) page per year (set up charge applies)
 - iii) Discounted CBB rate
 - iv) A listing on the Sponsorship Page on the CBB
 - 2) Business Silver Level:
 - i) All the Bronze benefits but with the following modifications ...
 - ii) Discount(s) on certification and other classes for up to six business employees
 - iii) Two months free basic CBB page per year (with waiver of set up charge)
 - 3) Business Gold Level:
 - i) All the Bronze and Silver benefits but with the following modifications ...
 - ii) Three months free basic CBB page per year (with waiver of set up charge)
 - iii) WCAT staff support in setting up the production of the member's studio television program (subject to staff availability)

- c. Community Partnership
 - 1) Community Bronze Level:
 - i) Discount(s) on certification and other classes for up to three members/employees
 - ii) For one year, a special page on the CBB including logo, photographs, special type, and unique background
 - iii) A listing on the Sponsorship Page on the CBB
 - iv) Participation in the special WCAT PSA Week to promote the organization/institution
 - 2) Community Silver Level:
 - i) All the Bronze benefits but with the following modifications ...

- ii) Discount(s) on certification and other classes for up to six members/employees
 - iii) WCAT staff support in producing a PSA for your organization/institution (subject to staff availability)
- 3) Community Gold Level:
- i) All the Bronze and Silver benefits but with the following modifications ...
 - ii) WCAT staff support in setting up the production of the member's studio television program (subject to staff availability)

B.Membership Fees

The Board of Directors of WCAT may establish membership fees, which shall be published annually.

C. Requirements of Membership

- 1) In order to become a voting member of WCAT, a person or organization must meet all of the following conditions:
 - Complete a [Membership Application Form](#);
 - Sign the Statement of Compliance with these Rules and Procedures at the Orientation Session;
 - Pay the required annual membership fee.
- 2) In order to vote in membership meetings a person or organization must meet the following:
 - Provide proof of Wakefield residence or business or organization address in Wakefield.
 - One vote is granted for each individual, family, business or organizational membership.
- 3) A non-profit organization wishing to utilize the free Community Bulletin Board (CBB) listing service must meet all the following conditions:
 - Provide proof of 501(c)(3) status or free community event
 - Provide complete address and contact information

D. Membership Orientation

Orientation Sessions are held regularly at the WCAT studio. Attendance at an Orientation Session is a prerequisite for any WCAT training or facilities privileges.

E. Term of Membership

All memberships are recognized as active for a one-year period from the date of application. Membership must be renewed on each member's anniversary.

F. Representation

Members do not represent WCAT and should refrain from implying such representation. False representation of WCAT may result in suspension of membership privileges. Such false representation might include (but not be limited to) statements such as "I am producing for WCAT..." or "I work at WCAT..." A Volunteer Producer may inform interested persons that he or she is "*a*

volunteer producer, working on my own TV program which I produce at Wakefield's community access facility, WCAT. I am responsible for the entire production..." – or words to that effect.

II. TRAINING AND PRODUCER CERTIFICATION

A. Any [individual](#), [family](#), or [organizational member](#) which meets the conditions set forth in Section I is eligible for training. The prerequisite for all uses at WCAT, as well as for most other training courses, is the Orientation Session plus a class on the specific equipment. Workshops are given for certification under the direction of the WCAT staff or by a person appointed at the discretion of WCAT.

B. Certification as a VOLUNTEER PRODUCER is awarded upon completion of the Producer Training Track.

C. [Workshop schedules](#) are distributed to all members through the [WCAT newsletter](#) and are posted on the Community Bulletin Board. Those wishing to take classes must sign up for them on a first-come, first-served basis.

D. Workshops are offered periodically in Advanced Television Production Techniques. These workshops require prerequisite training and are available on a first-come, first-served basis. In order to take advanced classes, the volunteer producer must have produced a program for cablecast.

E. Experienced videographers may be certified and by-pass classes by:

- Providing a demo reel or letter of reference; and...
- Demonstrating proficiency with each piece of equipment requested, by passing the same certification test required of all volunteer producers.

F. Annual re-certification of volunteer producers will automatically take place with renewal of membership, so long as the volunteer producer has been involved in a WCAT-based production in the previous six months of their membership.

III. RESPONSIBILITIES AND INSURANCE

A. Agreement with these Rules and Procedures is a prerequisite to using equipment.

B. Volunteer producers are responsible for the WCAT facilities and equipment signed out to them, as well as for the actions of their talent, crew, guests, and any others involved with their production.

C. WCAT has an insurance policy for the equipment while it is in use by members. Premiums are paid by WCAT and the policy is in WCAT's name. In the event equipment is damaged, destroyed, lost or stolen, the volunteer producer must cooperate fully with the WCAT Insurance Carrier. The

volunteer producer is responsible for the deductible, which is 20% of the amount of the claim with \$250 as a minimum and \$2500 as a maximum. In case of theft, in order for the insurance company to honor the claim, the volunteer producer is responsible for the following:

1. A police report must be filed immediately;
2. Equipment cannot have been left unattended;
3. Equipment cannot have been left in a car overnight; and,
4. There must be proof of forcible entry.

In the event WCAT's claim is not honored by its carrier, and the volunteer producer is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the volunteer producer to reimburse WCAT for the full replacement value to be determined by WCAT.

IV. EQUIPMENT RESOURCES

ALL WCAT EQUIPMENT AND FACILITIES ARE TO BE USED FOR PRODUCING LIVE OR TAPED NON-COMMERCIAL PROGRAMMING FOR CABLECAST ON THE WAKEFIELD ACCESS CHANNELS.

WCAT volunteer producers may use portable production, post-production, and studio production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations.

A. STEPS TO FOLLOW FOR A WCAT PRODUCTION

1. Project Proposal Conference

No reservations for equipment or facilities can be made without a completed Project Proposal Conference, and *a separate Project Proposal is required for each Program, or for a Series.*

PLEASE NOTE: The purpose of this Proposal is to assure that you have everything you need to do your shoot, and that you are using the methods and materials best suited to your production. Nothing in this Proposal concerns the content of your program, subject matter, etc. Program content is strictly yours to control. But WCAT may need to know a few things about what the program will contain (for example, will slides be shown, is it a team sport shoot, will a public audience be involved, etc.) in order to provide the appropriate resources.

B. FIELD PRODUCTION RESOURCES

1. The amount of equipment available for a given project will be determined by the Program Director from the Project Proposal, based on the needs of the project, and the equipment available at the proposed time of the project production.

2. Equipment must be reserved no more than 13 weeks in advance, unless with prior Staff approval.

We cannot guarantee availability of equipment requested with less than 48 hours notice.

3. In the event of facility bookings in excess of 75% of available resources, the Staff may limit the amount of time facilities may be booked, in order to more equitably control access to resources.

4. Equipment Check-out

Equipment must be checked out at the WCAT office by the volunteer producer named in the project proposal as Producer or Co-producer. The staff will enter the check-out information into the form which will be signed by the member producer.

Approximately 30 minutes should be allowed for checking equipment in or out.

5. Exceptions - If there are compelling reasons to get equipment at other times than the regularly scheduled check-out times, a staff person must approve such a request. That staff person is responsible for following through with the check-out and must also be responsible for setting up the check-in time with that user.

6. Return of Equipment - Volunteer producers are responsible for notifying the staff if there are any problems with the equipment by submitting a completed Equipment Failure Report. Volunteer producers may not attempt repair of damage to equipment. Volunteer producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).

C. EDITING

1. Volunteer producers coming in to Edit must check in with the staff member on duty.
2. Volunteer Producers must consult with the Staff before bringing in accessories. Unauthorized connection of external devices is a major violation, and grounds for suspension.
3. Edit times must be reserved no more than 13 weeks in advance. Producers may reserve only one four hour block per day in advance, if available. However, on the day of an edit session, a producer may extend this edit time if the room is available, or make an additional reservation of up to four hours.
4. **No one may reconfigure the wiring of any edit station. Violation of this rule will result in the immediate and permanent loss of all access privileges.**

D. STUDIO FACILITIES

1. The WCAT staff person on duty during a studio production is not to be considered part of a crew.
2. Crew position assignments are the responsibility of the volunteer producer. All studio crew must be certified or approved by the WCAT staff.
3. *A Studio/Control Room reservation for a studio production is not confirmed until the volunteer producer has confirmed, at minimum, the assignment of a Technical Director for the production.*
4. Producers must consult with the staff before bringing in accessories to the control room. There may be areas posted as off-limits. Studio time must be reserved, no less than one week and no more than 13 weeks in advance. A studio production block of up to 6 hours may be reserved in advance. The studio reservation may be extended on the day of production if time is available. **Hours of studio use are firm;** therefore all volunteer producers should allow time to strike sets and clean up before their time is up.
5. No one may reconfigure any studio wiring. Violation of this rule will result in the immediate and permanent loss of all access privileges.

E. CANCELLATIONS

Volunteer producers **must** give at least 24 hours notice when canceling any reserved use of WCAT equipment, facilities, channels or classes. If a volunteer producer is more than 20 minutes late without notification, the reservation may be canceled. (See Minor Violations, VI. B.) Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges. There are three types of cancellation designations. Reservations cancelled *at least* 24 hours in advance will be designated as "Normal Cancel." Reservations cancelled with less than 24-hours notice will be designated as "Late Cancel." If a volunteer producer is more than 20 minutes late, the cancellation will be designated as "No Show." After three "Late Cancels", producer will be notified that his or her membership privileges are at risk, and that a minor violation has been noted.

Three "No Shows" constitute a Major Violation, and may result in a 90-day suspension of member privileges.

V. PROGRAMMING

ALL PROGRAMMING PRODUCED FOR CABLECAST ON WCAT'S CHANNELS SHALL BE OF A NON-COMMERCIAL NATURE.

WCAT is responsible for the administration of two cable channels on the cable TV systems in Wakefield. By becoming a WCAT member, any resident or organization in Wakefield may request channel time for the presentation of programming they produce at WCAT, or programming produced elsewhere. Reference to a **Volunteer Producer** is to indicate a local resident member producing programs with WCAT equipment or facilities. Reference to a **Local Sponsor** refers to a Wakefield resident who is taking legal responsibility for the cablecasting of either a locally-produced program or a program produced elsewhere. WCAT retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite downlinking, or other local events of general interest to the Wakefield volunteer for which time is of the essence. Furthermore, WCAT may place a higher priority on access to limited channel cablecast time for programming *for and about Wakefield or by a Wakefield resident*, against programming on more general or wider topics, or that produced outside of Wakefield.

Volunteer producers and local sponsors members must agree to comply with all applicable sections of these Rules and Procedures and abide by the following conditions:

A. Requests for Cablecast Time and Required Clearances.

In order to cablecast any programming, one must be a WCAT member in good standing, and submit the completed, labeled program for which appropriate releases and clearances have been obtained. Volunteer Producers on the access channels are fully responsible for the content of their program material, and must have signed a Statement of Compliance.

B. Presentation of the following is prohibited:

1. Any commercial programming or advertising;
2. Any material which constitutes libel or slander;
3. Any obscene material or pornography;
4. Any unauthorized use of copyrighted material or publicity rights, and invasion of privacy;
5. Any material in violation of FCC regulations; **and**,
6. Any material which violates local, state or federal laws.

C. Ownership of Locally Produced Programs

1. WCAT volunteer producers own their program and hold the copyright. If WCAT equipment is used for the master, the producer may make one free copy on their own DVD/tape stock.
2. WCAT has the right to maintain a copy of any program in its tape library to cablecast an unlimited number of times, pursuant to the volunteer producer's agreement. The member producer is responsible to provide WCAT a copy of the program for cablecast.
3. WCAT has the right to use any program for promotional purposes related to WCAT.
4. Only the [volunteer producer](#), as holder of the copyright, may authorize any other use of a taped program.
5. Any exceptions to the above shall be determined solely by the Executive Director on a case-by-case basis.

D. Disclaimer/Acknowledgement Requirement

All programming cablecast from WCAT facilities are encouraged to include a disclaimer provided by WCAT and edited on to the member's master program before the program may be submitted for cablecast.

E. Safe Haven/Adult Programming

Producers are expected to alert WCAT staff to programming that may be inappropriate for younger viewers. WCAT reserves the right to cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material after 10:00 pm, and before 6:00 am, in order to preserve a safe haven for viewing by "all audience members". WCAT believes that when it comes to controversial content in programming, the response should be to encourage more speech, as opposed to enforcing silence. Furthermore, WCAT is forbidden by law from censorship, or content control. WCAT encourages anyone who disagrees with a program to produce counter-programming presenting an opposing point of view, or otherwise responding to the program in question. Upon receipt of a Cablecast Request form for any program, WCAT reserves the right to inform the public of a local Producer of Record's intent to cablecast a particular program to which it believes a segment of the community may wish to respond.

F. Underwriting and Grants

1. Acknowledgement of underwriting by businesses, organizations or grantors providing monetary or other assistance to the making of the program may be included in the program credits. Such acknowledgement should meet the standards of the Public Broadcasting System, and may include the underwriter's name, business name, logo, and up to a 15-second statement of the nature of the underwriter's contribution or product. *Prohibited are direct sales talk, marketing, or "calls-to-action" which disclose specific products on sale.*
2. Any [Volunteer Producer](#) soliciting underwriters for financial support must provide that potential underwriter with the WCAT Underwriter Fact Sheet, which makes clear that no commercial content is allowed on public access programs.
3. WCAT wants to encourage producers to seek grants and other underwriting opportunities in the community. Individuals are responsible for obtaining their own funding. WCAT will assist any member who requires an association with a non-profit 501(c)3 organization. To request assistance, grantees must have a *Funding Proposal* and grant copy on file with written approval by the Executive Director. Distribution of funds received by WCAT as a non-profit organization will only be distributed for itemized and documented receipts under the terms of the grant.
4. Commercial advertising is prohibited from WCAT channels.

G. Access to Cablecast Time Slots for Single Programs by Volunteer Producers

1. Program time slots for the access channels are scheduled by the staff when a tape has been submitted and time slots are available on a first-come, first-served, non-discriminatory basis.
2. Those wishing to place programming on the access channels must submit a labeled videotape or DVD.
3. Programming provided for cablecast should have a total running time in 30-minute increments (e.g., 30, 60, 90, 120). Scheduling of non-conforming programming is subject to staff consideration.
4. Locally-produced programming will take precedence in program scheduling. The staff will schedule program playback with the goal of presenting a coherent schedule.

5. Tapes for cablecast must be submitted no later than 5:00 pm on the Wednesday PRIOR TO THE WEEK OF CABLECAST.
6. Requests for program time will be honored within the constraints of scheduling as well as staff and equipment availability.
7. Prime time shall be defined as any time between the hours of 5:00pm and 10:00pm daily.
8. A series is a program that has a minimum of four episodes per calendar year. All episode time slots for series will be evaluated quarterly, with WCAT retaining the right to allocate series time slots to ensure programming continuity.
9. Producers of multiple episodes of a program must make consistent use of their time slot with new material.
10. All programs must meet WCAT leader and cueing requirements. It is the producer's responsibility to fulfill these requirements when dubbing their completed program onto the WCAT-issued media:
 - a. Assemble edit your countdown onto your program with the last two seconds in black with no audio
 - b. Record 10 sec black at the end of your show (provided the media allows).
 - c. Label your tape:
 - d. Tapes must be labeled with:
 - 1) Program name
 - 2) Date
 - 3) Total running time for the program
 - e. Put the finished program in the box on the Program Director's desk (no later than Wednesday at 5:00 pm on the week before you want it to show)
11. Color bar and countdown requirements are waived if the program is digitally transferred to WCAT.

I. Live Remote Programming

1. Requests for live remote programming require much coordination with WCAT facilities, other producers whose programs are already scheduled, and the staff. Hence, requests for live programs must be made four weeks prior to the event. Exact information about date, time, location and the nature of the event must be provided.
2. A [volunteer producer](#) who fails to use a live time slot that has been scheduled, or who cancels a live remote production with less than two weeks notice, must submit a written explanation to the Executive Director. Such cancellation may be reason to deny other such live program requests.
3. Live remote productions require complicated engineering coordination with WCAT staff. Therefore, such requests are subject to the approval of these representatives. Producers are admonished to not publicize such a live event until such time as all approvals are secured.

K. Election/Campaign Programming

1. WCAT provides to all Wakefield residents, including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis. *Any candidate for public office for whom Wakefield residents may vote shall be afforded the same rights as a resident of Wakefield with regard to access to WCAT facilities and channel time.*
2. Due to the time pressures inherent in a political campaign, within ten (10) business days after the filing deadline for candidates running for the Board of Selectmen or the Wakefield School Committee, WCAT will mail to each candidate an informational letter.

3. In order to ensure equal opportunities for programming time on WCAT channels, the following rules apply.
 - a. WCAT maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program [producers](#).
 - b. WCAT retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite downlinking, etc.
 - c. A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast.
4. Use of the Community Bulletin Board shall be restricted to one page, per candidate for public office whose constituency includes Wakefield or ballot issue, beginning with closing date for the filing of papers with the Election Commission. WCAT may issue a Candidate Community Bulletin Board Form to guide candidates in appropriate use.

L. Staff-Produced Community Programming

1. WCAT is required under its agreement with the Town of Wakefield to produce programming Town Meetings, Board of Selectmen meetings, and School Committee meetings.
2. WCAT will make every effort to inform members of volunteer production opportunities on such production.

M. Outside or "Imported" Programming

1. Programming that is produced outside of Wakefield may be allowed to be cablecast on Wakefield public access channels. Any standing, current WCAT Member may sponsor such programming as the Local Sponsor by completing the agreement with the Rules and Procedures.
2. Requests for cablecast time-slots will be honored on a first-come, first-served basis. Locally produced programming will take precedence as WCAT's top priority in scheduling. WCAT staff may determine appropriate playback periods for outside programming to ensure program continuity. When all time-slots in a playback period are full, approval for cablecast of new programs will be withheld until time becomes available. Outside programming may be excluded from Prime Time cablecast when locally produced, Wakefield based programming fills all of these time slots.
3. A WCAT [Volunteer Producer](#) may produce programming with non-WCAT equipment, and facilities and still be considered "Locally-produced programming". Volunteer producers wishing to use their own equipment must be WCAT Members, meet the minimum technical standards for cablecast of their final product.
4. **Satellite Import programming.** Any WCAT member may make a request to have WCAT carry satellite-delivered programming. To be considered, such programming must be available on the existing satellite equipment and subscription service, which WCAT operates. Also, WCAT must be given express, written permission to carry such programming from the copyright holder. Finally, the WCAT member requesting the programming must complete a program proposal application, and sign a statement re-affirming his or her responsibility for the content of the programming. As with other Import programming, time will be granted on a first-come, first-served, non-discriminatory basis.
5. The Program Director may exempt any municipal, or government programming from timing, local sponsorship, etc.

N. Community Bulletin Board - CBB

WCAT may cycle community announcements on the access channels 24 hours per day when there is no programming being cablecast. Messages of a non-personal nature, of interest to Wakefield residents may be submitted by Wakefield and surrounding community-based, non-profit organizations and Wakefield residents. No commercial announcements, advertising, or direct appeals for funds will be accepted. However, fund-raising events or projects may be announced. WCAT staff reserves the right to schedule announcements at WCAT's discretion. WCAT is not responsible for mistakes made on the CBB. WCAT reserves the right, as producer of the CBB, to reject or edit any message. A "Call for More Info" phone number and Web site are permitted.

O. Technical Requirements and Standards

1. Program Requirements - Programs may be submitted for cablecast or server importation in the following formats:

- (a) 1/2" VHS in SP mode
- (b) 1/2" S-VHS
- (c) Mini-DV
- (d) DVD

(e) acceptable digital format

The program itself must be high quality and in excellent physical condition. Video must be NTSC format. Wrinkled, spliced, old or damaged tape will be rejected

2. Technical Standards

(a) Programs to be cablecast must meet certain minimum technical standards in the opinion of the WCAT engineering staff. Programs having poor audio and video signal quality may be withheld from cablecast at the staff's discretion. Control track (video sync) should be consistent, that is, no breaks of sync (an unintended electronic distortion or break-up) as measured by visual inspection by the staff. If tapes fail to meet this standard in the opinion of the staff, the producer must remedy the problem prior to cablecast.

(b) If a problem with the audio and/or visual signal is identified during actual cablecast, then the cablecast operator will attempt to complete the cablecast. The cablecast operator will terminate the cablecast prior to the scheduled end of the cablecast if the break-up or poor signal quality persists, or if WCAT equipment is jeopardized. The tape will then be returned to the producer who will work with the staff to solve the technical problems. The program will not be repeated until the technical problems are solved.

3. Production Standards

(a) All shows submitted must have a show identifiable graphic at the beginning of the production as well as closing credits that identify the producer, the crew, and credit for any materials (i.e. music, images, video, etc.). Shows lacking graphic identification markers may be excluded from cablecast.

P. Publicity

WCAT encourages all [volunteer producers](#) to publicize their programs in a variety of ways. Two weeks notice should be allowed to put a notice on the Program Schedule on WCAT's Web Page. WCAT will assist Volunteer Producers in announcing their programs in local newspapers. WCAT shall make the Community Bulletin Board available for programming-related announcements. Further, producers are encouraged to prepare 30 or 60-second promos for cross promotions by other producers or staff and submit press releases to local newspapers of their upcoming programs. *Producers must remember to clearly identify themselves as individual citizens, and make it clear to editors and their readers that the program is not a production "of" or "by" WCAT.*

Q. Producer-for-Hire Policy

Note: At the present time, no formal policy covering the issue of members who wish to pay another eligible WCAT member to perform production services or tasks. The Board of Directors of WCAT is studying a final policy directive. Any member who wishes to enter in to such production-for-pay arrangement must meet with the Executive Director, to obtain the latest policy directive on this topic.

VI. VIOLATIONS

There are two types of rules which, if violated, can result in restrictions on a volunteer producer. The Executive Director or a designee is authorized to issue warnings and suspensions. Membership fees will not be refunded to a member whose privileges have been suspended or revoked.

A. Major Violations

1. Major violations will result in an immediate 90-day suspension of membership. These may include, but are not limited to:

- (a) Commercial or profit-making use of WCAT facilities.
- (b) Abuse of staff or other members.
- (c) Misrepresentation of members' affiliation with WCAT to others.
- (d) Falsifying forms.
- (e) Taking or reserving equipment without staff permission.
- (f) Abuse of equipment, including attempted repair, facility reconfiguration, or improper transport.
- (g) Tampering with, copying or deleting WCAT software or data.
- (h) Three "No Show" cancellations in any one-year period
- (i) Possession of a firearm (excluding law enforcement personnel), alcohol, or illegal drugs on company property.

2. Any subsequent major violation will result in the permanent loss of WCAT equipment and facilities privileges.

B. Minor Violations

1. These may include, but are not limited to:

- (a) Failure to cancel a reservation in accordance with sect;IV.,para;E
- (b) Late pick-up or return of equipment without notification and approval.
- (c) Mishandling or unsafe use of equipment.
- (d) Eating, drinking or smoking in non-designated areas of WCAT facilities.
- (e) Failure to clean up after using the facilities.
- (f) Handling off-limits equipment or being in off-limits areas.
- (g) Rowdiness, or horseplay while in the facility, or creating any disturbance to other WCAT members, producers, guests, or the public.
- (h) Three "Late Cancels" in any six-month period.

2. Minor violations that take place within a one year period will result in the following series of actions :

- (a) First violation - written warning
- (b) Second violation - 30-day suspension
- (c) Third violation - 90-day suspension
- (d) Fourth violation - permanent loss of WCAT privileges

C. Sexual Harrassment

1. Policy – It is the policy of WCAT to provide a work environment free of sexual harassment. Sexual harassment is unlawful and will not be tolerated. Further, retaliation against an individual who has filed a good faith complaint of sexual harassment or cooperated in an investigation, will not be tolerated.

2. Scope – This policy applies to all employees and Directors of WCAT. It cannot be uniformly applied to our volunteer members.
3. Definition –
 - (a) Sexual harassment is defined as unwelcome advances or requests for sexual favors or any other visual, verbal or physical conduct of a sexual nature when:
 - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - (2) The submission to or rejection of such conduct is the basis for employment decisions; or
 - (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
 - (b) While it is not possible to list all circumstances or conduct that would give rise to a complaint of sexual harassment, the following are some examples: unwelcome sexual advances, requests for sexual favors in exchange for job benefits, and inappropriate inquiries into an employee's sexual experiences.
4. Procedure – Any allegation of sexual harassment will be promptly and thoroughly investigated and resolved to the fullest extent possible.
 - (a) Individuals who believe they have been subjected to sexual harassment from co-workers or supervisors should bring their concerns in writing to the attention of their immediate supervisor or higher level of management.
 - (b) Any manager or Director who receives a complaint or becomes aware of a potential problem will contact the Executive Director or Directors responsible immediately and report such an incident/complaint.
 - (c) Complaints will be investigated confidentially and promptly.
 - (d) A determination that sexual harassment has occurred will result in appropriate actions being taken, up to and including discharge. False charges of sexual harassment will result in similar actions.

VII. OTHER CONDITIONS

A. Office Bulletin Boards

There are bulletin boards at the WCAT office for announcements from WCAT to members and for members to use to communicate with each other. A copy of these policies, appeals procedures, the most recent minutes of the WCAT Board of Directors and other documents will be posted.

B. Copies of Programs

WCAT does not have facilities to make multiple dubs of programs, and staff are not permitted to make such dub. Producers are allowed to make one copy of their program for personal use, on tape stock they provide. Producers must not generally announce that dubs are available from WCAT. If a program is likely to generate multiple requests for copies, the producer should arrange with the Executive Director to place a Dub Master on hand at a professional dubbing company, where viewers may be advised to call for copies of the program. **Producers may not use WCAT facilities for multiple dubbing.**

C. Volunteers and Interns

WCAT relies heavily on the services of volunteers. WCAT members are encouraged to volunteer during and after their training and certification. Students who are receiving high school or college credit are encouraged to intern. All volunteers must become WCAT members and sign the Agreement included in the Rules and Procedures.

D. Facility Up-keep

1. The WCAT facility is a public building with substantial electronic equipment. Therefore, it is a strictly enforced, non-smoking environment. No smoke or fog machines are permitted in the studio, subject to review by staff.
2. Volunteer producers are expected to clean up each time they use this facility. This includes striking sets, replacing all equipment and cables, and sweeping floors.
3. No animals are allowed in the building except for seeing eye dogs and similar aid animals, and animals which are an integral part of a particular program. Producer wishing to bring an animal into the facility for a production must have prior approval of the staff, in order to alert persons with known allergies, etc.
4. Eating and drinking are allowed only in designated areas which must be kept clean by users.
5. Volunteer producers must remove all set materials from the facility when they are finished. WCAT has limited storage space for sets, to be used at the discretion of the Executive Director.
6. WCAT office equipment and supplies may not be used for sets. No one may use another's set without permission.
7. WCAT is not responsible for sets, props or personal items left on the premises.

F. Right To Refuse

WCAT reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.

G. Indemnification

Users of the access channels shall indemnify the Town of Wakefield, Comcast, RCN, WCAT, their employees, and the WCAT Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of breach of the Agreement with these Policies.

H. Interpretation

Where the implementation of these policies are subject to interpretation, decisions shall be at the discretion of the WCAT Executive Director or a designee.

I. Appeals

Volunteer producers and WCAT members are encouraged to resolve difficulties on the staff level. Any volunteer producer or member wishing to appeal an action of the staff, or to communicate a problem or complaint should utilize the Memo to the Executive Director form provided for this purpose, and thereby communicate this appeal or message to the Executive Director. After receipt, the Executive Director will provide a written response in 15 days or less. If the Member should be dissatisfied with the response, he or she may request a hearing before the WCAT Board of Directors, by contacting the Chairperson, Personnel Committee of WCAT.

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