



## Radio Station Policy

R A D I O   
C A L E Y

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# Radio Station Policy

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## **1. Name**

'Radio Caley' is the name of GCU's student radio station. The station is run by student volunteers and all volunteers are supported by a dedicated Glasgow Caledonian University Students' Association staff member and Full Time Officer policy lead for student media. The Radio Committee stands by the brand, 'Radio Caley'. If it is agreed that the name should change, it can be modified after an all station meeting, followed by approval from Student Voice. Logos can also only be modified if the committee and the majority of the Official volunteers have agreed on new design, following approval from Student Voice. Colour and Scale can be changed if agreed by the committee.

## **2. Purpose & Values**

- 2.1 To provide a radio station that benefits Glasgow Caledonian University students, developing the university community and enhances the student learning experience.
- 2.2 Radio Station is a student radio service designed for students and produced by students.
- 2.3 It will provide its audience with coverage of relevant news and events along with information, entertainment and features of interest to students. This balanced chronicle of the times and achievements for each passing academic year is to ensure the efforts of students and staff are never forgotten and instead act as examples of inspiration for future innovation.
- 2.4 The radio station will adhere to licensing and broadcasting regulations.

## **3. Objectives**

- 3.1 The radio station will support and develop its contributing volunteers through training and by organising social opportunities for volunteers.
- 3.2 The radio station will be one of the Students' Association's main communication tools.
- 3.3 The radio station ensures that there is a wide variety of courses represented within the station, where committee roles reflect specific skills that the wider student body possess.
- 3.4 The radio station has a responsibility to ensure there is no forced playlisting. Presenters and the volunteers have the creative freedom to play and listen to what they choose while they are a part of 'Radio Caley' within reason (see Radio Caley Code of Conduct).
- 3.5 The radio station has a responsibility to be a student development Radio station. 'Radio Caley' continues to enhance the student experience and continues to develop often important career skills that do benefit our volunteers throughout their time at university and beyond into their future lives. The station's most important goal is to continue and encourage the personal growth of the station's volunteers.
- 3.6 'Radio Caley' has a responsibility to keep the station engaged and up-to-date with sector practices.
- 3.7 The student radio station will always be free to register for all those who want to put as much time into the station as they feel comfortable with.

## **4. Students' Association Rights**

- 4.1 The right to accurate reporting of Students' Association activities.
- 4.2 The right, on behalf of its student membership, to expect truth, accuracy and objectivity in reporting.

- 4.3 The right to ensure that the radio station does not produce material that contravenes Students' Association policy, in particular the Equality & Diversity Policy.
- 4.4 The right to have Students' Association events and entertainment promoted.
- 4.5 The right to include advice, representation, sports, societies and activities information, where relevant
- 4.6 The Students' Association has a right to protect the staff of the Association and to expect respect for the agreement over staff protocol.
- 4.7 The Students' Association has a right to expect student media to respect the laws governing the media, especially defamation, obscene publications and contempt for court laws. Failure, on the part of the radio station, to comply with these laws could result in serious financial and legal consequences for the Students' Association and financial implications for other services provided for its membership. The Students' Association therefore has a right to protect itself from these implications and to assert the right of publication on legal advice.

## **5. Radio Station Committee**

### **5.1 Remit**

- Ensuring that the radio station is well run, is financially secure and continuously improves.
- Meet once a week to discuss changes and plan for the week ahead.
- Exercises content and editorial control of the student radio station.
- Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training. Training includes theoretical training, team training and presenting training (theoretical, practical & legal training).
- Ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Radio Policy.
- It is the responsibility of the Committee to promote the radio station around campus.
- Attending such conferences, meetings and training sessions, as necessary.
- Solely the 'Station Manager' is a full member of Student Voice and is the Chair of the radio station's Committee.
- Ensure that all licenses (PPL & PRS) are purchased in the January of each year. Students' Association staff member must liaise and advise on any purchases. The license must be re-evaluated each year to make sure that most appropriate license is purchased.
- The committee has a responsibility for each passing year to continue to build a lasting sense of community for the volunteers.
- The elected 'Station Manager' is responsible for the content and Management control of the student radio by working and consistently communicating with the rest of the Radio Committee.
- The roles that exist on the committee can be adapted to how the committee as a whole see fit. Roles continuously adapt and additional roles can be added if the committee feels that the addition of new roles will enhance productivity. The core departments stated in the policy should always exist.

## **6. All Station Meetings**

- 6.1 The committee will organise at least one Annual General Meeting for all volunteers to attend. This will be in Trimester 2 leading up to the committee elections and should include a husting for nominated candidates.
- 6.2 The committee can organise other general meeting on an ad-hoc basis, ideally in at the beginning of Trimester 1.

6.3 The general meeting shall follow the committee meeting rules outlined below. Two main meetings:

First Trimester – within first four weeks of Trimester 1

Second Trimester – within first four weeks of Trimester 2

6.4 The business of All Station Meetings shall take the following order:

- Apologies and Station Manager introduces session
- Matters Arising discussed
- Policy Motions
- Verbal Reports from each committee member
- Any other Business and a Q&A session for attendees with committee

## 7. Committee Role Descriptions

### 7.1 Station Manager

manager@radiocaley.com

Is responsible for:

- Ensuring that the station is well run, financially secure and continuously improves
- Ensure that all committee members are performing their roles
- Exercises content and editorial control of the student radio station
- Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training
- Ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Volunteer Agreement
- Ensuring that the radio station is promoted well
- Attending such conferences, meetings and training events as necessary

The Station Manager by virtue of their election is automatically a member of Student Voice.

### 7.2 Deputy Manager

deputy.manager@radiocaley.com

Is responsible for:

- Assisting the manager in ensuring that the station is well run, financially secure and continuously improves.
- Assisting the manager in ensure that all committee members are performing their roles.
- Assisting the manager in exercising content and editorial control of the student radio station.
- Assisting the manager in ensuring s/he recruits, coordinates and develops student volunteers, including ensuring all volunteers receive appropriate training.
- Assists the manager in ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Volunteer Agreement.
- Assists the manager in ensuring that the radio station is promoted well.
- Attending such conferences, meetings and training events as necessary.

The Deputy Manager is not a separate committee role. It is additional duties assigned to an existing committee member (not manager). At the start of each semester, the elected committee may submit nominations and vote for one member to undertake this position. This position is not mandatory and is at the discretion of the committee.

In the absence of the manager at any meeting, the Deputy Manager may assume chair position for that meeting.

### 7.3 Head of Music

music@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Music Team.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Receiving, cataloguing and managing the music Radio Caley receives by mail and e-mail.
- Being the main contact for music industry professionals and unsigned bands.
- Managing our audio (music) database:-
  - Ensuring it does not grow beyond established limits.
  - Ensuring all tracks are of a good quality in terms of bit rate and sound.
  - Ensuring all tracks meet policies and regulations regarding swearing etc.
- Encouraging diversity in all station output.
- Coordinating production of jingles, stabs, beds and sponsor/advertisement messages as required.
- Coordinating students who are interested in DJing at events.

### 7.4 Head of Programming

programming@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Presenters Team.
- Ensuring all presenters complete a Show Proposal Form each Trimester and creating/revising the broadcast schedule as required.
- Ensures the steady growth of the Producers role. Allocate producers to shows that require one.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Ensure that volunteers complete training and keep to the volunteer agreement. Main member of committee who maintains discipline and keeps on top of the disciplinary system.
- Keep committee up-to-date with disciplinary action – share a document with committee containing recorded strikes and the reasons for strikes.
- Arranging access for show presenters needing access to the studio after closing hours.
- Creating, revising and deleting Show Folders on mAirList for each presenter(s) as required.
- Coordinating presenters and being the primary point of contact for presenter queries.
- Ensuring all presenters complete New Presenters Training prior to presenting on the radio station and that presenters follow Students' Association and the Radio Caley Volunteers Agreement.

### 7.5 Head of Events

events@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Events Team.
- Organising all official events for the radio station, including during Freshers' Week, volunteer socials, fundraising events.
- Liaising with the Head of Multimedia and Head of News regarding event promotion.
- Liaising with the Head of Music regarding music and DJs for events.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Liaising with the Head of Audio Tech regarding appropriate equipment for events.
- Liaising with the appropriate member of staff for support of events.
- Ensuring that Risk Assessments are completed for each event.

- Ensuring that Students' Association Ticket Procedures are adhered to.
- Coming up with PR event ideas and constructing a risk assessment and events plan for each.

#### 7.6 Head of Fundraising

fundraising@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Fundraising Team.
- Raising funds for the radio station and ensuring all funds raised are properly recorded in the Radio Station Fundraising Account. Not responsible for recording all financial figures but they must communicate with the Student Association's Finance Manager to keep on top of accounts.
- To communicate with the SA's Head of Finance once a month to talk through station's budget.
- To devise a sponsorship package to present to potential clients.
- Working with the Head of Events to hold fundraising events.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Pursuing sponsorship/advertising deals.
- Researching and applying for grants and other sources of funding.
- Picking the designated radio station charity for the upcoming year and working closely with them throughout the student calendar.

#### 7.7 Head of Multimedia

multimedia@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the Multimedia Team.
- Ensuring that the Station's social media accounts are regulated and steadily updated - reflecting the station in the best possible light. This is a primary method to portray the station's personality; especially during events both on air & off.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Having the creative and editorial control of the station's regular video output - especially for radio station updates, events and live sets (GCU conferences).
- Maintaining a frequent production of photographs as required, for the radio committee and presenters, events and even guests coming in so that the station's yearly progress is documented and presented throughout.
- Co-ordinating the design of studio or event posters/flyers.
- Encouraging presenters to take on the opportunity of creating their own specific show ideas including show jingles. Liaise with Head of Programming to do so.
- Keeps the committee up-to-date with submitted 'Events Package' requests.
- Allocates Multimedia team members to work with 'Event Package' applicants.

#### 7.8 Head of News

news@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing the News Team.
- Liaising with the Head of Presenters and Station Manager to establish when news bulletins/shows will be on the schedule.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Ensuring the News Team complete News Workshops prior to presenting on the radio station and that they follow Students' Association and Radio Policy.

- Liaising with The Edit Head of News and other student media outlets where possible to share resources and stories.
- Primary content responsibility for the website and other media, ensuring content is fresh and up-to-date and is well written and presented. Works with Head of Multimedia as required.
- Liaising with the Students' Association Returning Officer to ensure fair and balanced coverage of the Students' Association Elections.
- As a minimum bulletins are to go out on Mondays and Fridays.
- Ensures that bulletins are no longer than 2 minutes, 30 seconds long.

#### 7.9 Head of Audio Technology

audio@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing a competent Audio Technical Team if needed.
- Provide audio editing and PA workshops.
- Ensuring a response to any audio issue.
- Managing the station broadcast equipment, carrying out inventory checks, labelling equipment as radio station owned and ensure that all equipment is PAT tested correctly.
- Managing and expanding all other audio tech equipment and resources.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Maintain technical documentation and contingency plans.
- Researching and devising new audio tech features to enhance the station, including advising on and purchasing equipment.
- Liaising with the Head of Events to provide audio technology support for any special/live events.
- Invoicing equipment hire for events.

#### 7.10 Head of IT

it@radiocaley.com

Is responsible for:

- Recruiting, retaining and developing a competent IT team if needed.
- Ensuring a response to any appropriate Volunteer IT issues.
- Managing the station's technical infrastructure.
- Managing the station's online presence. (website, plus any potential future technology).
- Managing the station's server facilities.
- Represent the views of what is best for the station within this area of expertise at any station meetings.
- Ensuring that the station operates at a maximum operational capacity as often as possible.
- Maintaining IT inventory.
- Maintain technical documentation and contingency plans.
- Researching and devising new IT features to enhance the station, including advising on and purchasing equipment.
- Liaising with the Head of Events to provide any information technology support for any special/live events.
- Maintain website to achieve maximum uptime.
- Document and suggest potential improvements to the stations online presence (software and hardware).
- Liaise with other committee members to provide additional functionality upon request, without compromising operational ability.

## **8. Committee Rules**

### **8.1 Committee and Election**

- 8.1.1 Committee posts run from April to April. The committee will hold an annual election in Trimester 2 and no later than week 7 of Trimester 2.
- 8.1.2 Before the vote can take place, an opportunity must be given to applicants to stand in front of Official Volunteers and present why they are best suited to the position. Official volunteers should then use the opportunity to ask applicants questions to challenge their stance.
- 8.1.3 Should a committee member resign or be removed from their post, a by-election shall take place.
- 8.1.4 All elections shall be facilitated by an online process and only registered members of the group are eligible to vote.

### **8.2 Committee Handover**

- 8.2.1 The handover following election of new committee members will be the responsibility of the outgoing committee members, in conjunction with the coordinators.
- 8.2.2 There will be a Handover and Planning meeting at the end of each academic year which both outgoing and new committee members should attend in order to complete the handover, review the year's progress and set new targets for the year ahead.

### **8.3 Committee Meetings**

- 8.3.1 The committee will have a minuted meeting at least six times each academic year, three in both Trimester 1 and 2.
- 8.3.2 The committee can meet out-with this meeting schedule for adhoc, non-minuted, planning meetings.

### **8.4 Committee Meeting Rules**

#### **8.4.1 Agenda**

The business of all committee meetings shall take the following order:

- Apologies
- Approval of Previous Minutes
- Matters Arising from previous meeting
- Policy Motions
- Verbal Reports
- Any other Business

- 8.4.2 The agenda and all related papers shall be circulated at least one week before each meeting.
- 8.4.3 Any papers which have not been sent to the Clerk in time for circulation will only be distributed at the discretion of the Chair.
- 8.4.4 The Clerk is the appropriate member of staff involved with the running of the student radio station.

### **8.5 Chair**

- 8.5.1 The Chair will be determined by election.

- 8.5.2 The Chair shall have the authority to control the meeting through the Committee Meeting Rules
- 8.5.3 The Chair shall ensure that those taking part in the debate observe the Committee Meeting Rules.
- 8.5.4 The Chair shall decide the order of speakers, when a debate is to be brought to a close and the result of any vote.
- 8.5.5 No person shall be entitled to speak unless called upon by the Chair.
- 8.5.6 No comments that are of a derogatory nature or in conflict with Students' Association policies will be tolerated and the member will be required to withdraw such comments or they will be asked to leave the meeting by the Chair.
- 8.5.7 Reports and motions shall be introduced by the author when called upon by the Chair.
- 8.5.8 The Chair may call upon any person who is requesting the right to speak.
- 8.5.9 All remarks must be relevant to the debate and the Chair may bring to a halt any remarks which they deem not to be relevant.
- 8.5.10 The Chair shall maintain order during the meeting, shall take no part in the debate and shall have priority to speak at all times. They shall act as a facilitator in the debate and draw the discussion to an agreed conclusion with appropriate action points minuted.
- 8.5.11 The Chair shall determine the priority of any business beyond what is set out in these rules.
- 8.5.12 The Chair may set a time limit for the length of the meeting and for the length of any debate within the meeting.
- 8.5.13 The Chair shall ensure that new members are appropriately introduced to the membership and operation of any committee.
- 8.5.14 The Chair shall ensure the appropriate and rapid communication of the outcomes of any meetings to all relevant parties.
- 8.5.15 The Chair should report any action taken by the chair on behalf of the committee and the reason for these actions.
- 8.5.16 The Chair may call a vote to suspend any item on the agenda until a future specified meeting if they believe that more information is required.

## **8.6 Policy Motions**

- 8.6.1 Motions shall be submitted in writing to the Clerk at least one week before the committee meets.
- 8.6.2 An emergency motion may be submitted after the deadline at the discretion of the chair if the subject matter arises in this time.
- 8.6.3 Any member of a committee may propose a motion.
- 8.6.4 All motions must have a title and clearly state what action needs to be taken if approved by the committee.
- 8.6.5 The order for debate of a motion shall be:
- Opening speech from the proposer

- Amendments
- Any questions and speeches for or against the motion
- Summary Speech from the proposer
- The summary speech should only include information which has already been brought up during the debate.

8.6.6 Motions shall be decided by a simple majority.

8.6.7 Any motion passed shall become the policy of the Committee.

## **8.7 Policy Motions Amendments**

8.7.1 Any member who wishes to make a change to a motion may do so by submitting an amendment to the Clerk two days in advance of the meeting at which the motion is to be debated.

8.7.2 Amendments may delete, change or add text to a motion and members must make their intentions clear on any amendment they submit.

8.7.3 When there is more than one amendment they will be debated in the most suitable order as determined by the Chair.

8.7.4 Before moving to a debate the Chair will ask the proposer of the original motion if they accept the amendment and if they do the motion will be amended without further debate.

8.7.5 The order and rules of debate for amendments shall be the same as for motions with the exception that amendments cannot be further amended.

8.7.6 If members vote in favour of an amendment then the motion being debated will be changed accordingly.

8.7.7 If the passing of one amendment means another is no longer relevant or would cause the motion to contradict itself the Chair may rule that the latter amendment is not to be debated.

## **8.8 Reports**

8.8.1 Every committee member must provide a verbal report at each meeting and this is minuted by the Clerk.

8.8.2 Prior to moving on to the next committee member's report, the committee must decide whether the role description has been fulfilled and corrective action must be discussed if required.

## **8.9 Voting**

8.9.1 Members may only vote if they are present at the meeting.

8.9.2 Only elected members of a committee may vote.

8.9.3 Voting shall be conducted by a show of hands.

8.9.4 In the result of a tied vote, the Chair shall have the casting vote.

8.9.5 Any member may request a recount which will be granted at the discretion of the Chair.

## **8.10 Suspending Committee Meeting Rules**

8.10.1 If any member wishes to ask a question relating to the Committee Meeting Rules this shall take precedence over all other business.

8.10.2 If a member wishes to suspend any of the Committee Meeting Rules in this Schedule they must do so by asking the Chair and specifying which Committee Meeting Rules are to be suspended and for how long.

8.10.3 The Chair will then open the floor for questions and speeches for and against before moving to a vote.

8.10.4 A simple majority will be required to suspend Committee Meeting Rules.

8.10.5 The Deputy Manager position can be contested at any point in a meeting and must also be addressed as a priority. This must be followed by an immediate vote for a replacement Deputy Manager .

## **8.11 Quorum**

8.11.1 The minimum number of members required to be present for a meeting to reach quorum is fifty percent plus one.

8.11.2 A meeting may not begin until the quorum has been reached.

8.11.3 A meeting must be adjourned if a count of the members present reveals that their number has fallen below quorum.

8.11.4 The Chair may call for a count of the members present at any point during the meeting both of their own choosing and upon request from any member.

## **8.12 Resignation and Dismissals**

8.12.1 Any member who misses one meeting without sending apologies will be formally cautioned by the Chair. This will take the form of an email.

8.12.2 Any committee member who receives two cautions or misses three meetings with apologies will automatically have a vote of no confidence in them put before the next meeting. Committee members will then vote on whether or not this person remains in office and an emergency meeting must be held to vote and decide. Two-thirds majority of those present and entitled to vote make decision. An emergency meeting is not required if the following meeting is within 7 days and permits a higher member turnout.

8.12.3 Apologies for absence or for intention to arrive late or leave early shall be submitted to the Clerk of the Committee in advance of the meeting.

8.12.4 Any member wishing to resign from the committee before the end of the session may do so by informing the Clerk of the committee.

8.12.5 Any member of the Committee may be expelled from a meeting, or suspended for a prescribed period or have his/her membership of the Committee cancelled if, in the view of the Committee, he/she is guilty of behaviour which warrants such punishment. Any decision to impose any of these penalties must be carried by a two-thirds majority of those present and entitled to vote.

8.12.6 Any member of the Committee on whom a Motion of No Confidence has been passed by a two thirds majority of those present at a Committee meeting will be deemed to have resigned. Their committee membership will be terminated but their Official Volunteer status will still remain.

## **8.13 Committee Performance**

8.13.1 Every committee member is expected to perform their voluntary role to a level that meets the outcomes of their role and the Radio Station. Committee members are expected to:

- Attend all meetings
- Have good communications with others in relation to role
- Undertake and complete tasks in relation to remit in good time
- Be a role model for other volunteers

8.13.2 Should a committee members performance fall below an acceptable level, the Station Manager will informally talk to the committee member about their performance and discuss improvements and expectations.

8.13.3 If a committee member's performance continues to fall below an acceptable level, the Station Manager shall communicate in writing the improvements and expectations agreed.

8.13.4 Finally, where a committee member's performance has not made acceptable improvements after an informal discussion and written communication then a vote of no confidence (refer to Resignation and Dismissals) will be submitted to the Radio Station Committee.

## **9. Radio Caley Volunteers**

### **9.1 General Volunteers**

9.1.1 GCU students who work with the radio station's departments & committee. They can only be actively participating if they have completed the Official Students' Association Volunteer Form, normally sent to the volunteer by the relevant committee member over e-mail.

9.1.2 Presenters will only be allowed to present after the following conditions have been met:

- Attend training delivered by Committee members
- Register as an Official Radio Caley Volunteer
- A Show Proposal Form has been completed.
- Their show proposal has been approved.
- New Presenters Training has been completed.
- They have read, agreed to and signed the 'Volunteer Agreement'.

### **9.2 Training**

#### **9.2.1 Presenter Training**

9.2.1.1 Theoretical training concerns general information about the Students' Association, how the radio station is run, the history/background of the station, the 'Radio Caley' values and future aim of the station. How to achieve a professional sounding show and does & don'ts on-air.

9.2.1.2 Legislation training concerns how presenters keep in line with PRS & PPL licensing, along with defamation training.

9.2.1.3 Practice training – Hands-on training in the studio. Experience using equipment in the studio and how best to operate the equipment to achieve a professional sounding show.

## 9.2.2 Departmental Training

9.2.2.1 Once students sign up to be 'interested' in joining the radio station, the relevant committee members must get in touch with the student and offer departmental training. This training will be unique to each department but should involve theoretical training as stated above (1.a). Once trained, these students should then be made to complete the Official Volunteer Form if they wish to participate in Radio Caley departmental operations.

## 9.3 Awards

9.3.1 Students' Association recognised awards:

- Best Overall Contribution
- Best Behind The Mic

9.3.2 The following awards can only be presented to volunteers for their efforts between April and the following April.

9.3.2.1 Best Behind The Mic

This prestigious award goes to the most committed student radio station presenter. This individual has proven to demonstrate constant professionalism on air, accurately follows the radio guidelines and continually displays creative flare - cramming the radio station's airwaves with innovative show content.

9.3.2.2 Best Overall Contribution

This award is given to the student radio station volunteer who has repeatedly performed across and above their assigned remit. They have continued to work selflessly over the duration of the year to enhance the reputation, infrastructure and community at the student radio station. They have never failed to amaze both staff and students with their dedication and the station has continued to thrive as a result of this individual's contribution.

9.3.3 Awards Panel Members

This is the panel that reviews all of the submitted nominations and decides on the award winner:

- GCU Full Time Officer representative.
- Two other neutral members who have an interest in student media (could be staff at GCU or Full Time Officers from other universities).

## 10. Defamation/Contempt of Court

10.1 Nothing must be said which might affect the business of a company or person in a bad way, even indirectly.

10.2 Volunteers must not give opinions on active court cases – a person is innocent until proven guilty.

10.3 News must be reported accurately – if all details are not known then it must not be reported at all.

10.4 Radio Station Defamation Protocols

10.4.1 Volunteer Training

Defamation and Contempt of Court Training is provided for all Committee Member by the Students' Association and GCU staff.

#### 10.4.2 New Presenters

Every new presenter must complete a training session delivered by the Head of Presenters and Station Manager. The New Presenter Training is compulsory for volunteers going on air with a show and covers Defamation and Contempt of Court. The Presenters Agreement has to be signed at the end of the training before the volunteer is allowed on air. All Presenter Agreements are filed and stored by a GCU Students' Association staff member. The new presenter training will be checked and reviewed annually by the Communications and Media Coordinator.

#### 10.4.3 Radio Show - On Air Protocol

It is the responsibility of the trained presenter to give any guest a briefing on defamation before going on air.

If a volunteer says anything defamatory, the protocol is:

- Presenter is automatically suspended from broadcasting.
- Reported to the Defamation Panel with recording of show for discussion.
- The presenter given re-training or prevented from broadcasting.

#### 10.4.4 Online Articles and Blogs - Editorial Protocol

- Articles are submitted to the Station Manager/appropriate Head by contributors for approval.
- The Station Manager/appropriate Head then edits and checks the article or blog. The article or blog is either approved, edited and approved, rejected with feedback or in the event of a defamatory online article or blog being submitted, it will not be approved and will be referred to the Defamation Panel for discussion.
- The Station Manager/Head of IT automatically gets an email when comments are made to published articles. These comments are checked by the Station Manager/Head of IT.
- Beside the comments box, there should always be a with email address for anyone who wants to contact the committee directly.

#### 10.4.5 Defamation Panel

The Defamation Panel should normally consist of the Station Manager and Head of Programming, a Full Time Officer, the Communications and Media Co-ordinator, Activities Manager and a Journalism professional (e.g. GCU Journalism Lecturer).

<b>Radio Show</b>	<b>Deadline</b>
The Station Manager identifies any show which has shown potential legal risk to the Defamation Panel with recording of the show.	Within 48 hours of receiving the information about potential risk and recording of the show.  The presenter in question is unable to broadcast until Defamation Panel outcome.
<b>Online Articles and Blogs</b>	<b>Deadline</b>
Prior to publication, the final draft of any online article which has been identified as a potential risk should be sent to the Defamation Panel with supporting evidence.	Within 48 hours of the show first being highlighted to panel.  The article is not published until it has been signed off by the Defamation Panel.

## Options for the Defamation Panel:

- The Defamation Panel decides if legal advice is required.
- The Defamation Panel can delay publication of the online article.
- The Defamation Panel can prohibit the presenter to broadcast until decision has been made.
- The Defamation Panel can make recommendations to the Radio Caley committee.
- The Radio Station has to send right of reply requests to parties to allow them to respond/comment to proposed online article.
- Decision made by the Defamation Panel on whether online article can run without amendment, with amendment, or whether back-up online article should be used.
- If final online article can run, but with amendments, re-draft sent to the Defamation Panel.
- Final sign-off of online article by the Defamation Panel.

## 11. Radio Station Code of Conduct

- 11.1 Nothing can be said which might offend anyone, even indirectly. In line with GCU Students' Association Equality and Diversity Policy, this includes verbal abuse concerning race, religion, gender or sexuality or political views.
- 11.2 Presenters must not give opinions on active court cases. A person is innocent until proven guilty.
- 11.3 News must be reported accurately. If all details are not known then it must not be reported at all.
- 11.4 Nothing must be said which might affect the business of a company or person in a negatively, even indirectly.
- 11.5 Radio Caley has policy on the use of offensive language by presenters. It is forbidden for any presenters or guests to use offensive language, either swearing or otherwise during a radio show. Presenters (and their guests) must abide by the Students' Association Equality and Diversity Policy.
- 11.6 Music must not be played which has lyrics that could be deemed inappropriate; for instance, music should comply with the Students' Association Equality and Diversity Policy. Presenters should normally advise listeners in advance of when a song with offensive language, such as explicit lyrics, is to be played next.

The Ofcom Report (2016): Attitudes to potentially offensive language and gestures on TV and radio provides guidance on expectations on when it is permissible to play songs with explicit lyrics:

- 6am to 7pm: Little or no swearing  
7pm to 9pm: Some mild, infrequent offensive language  
9pm to 10pm: Strong language permissible, with warnings  
10pm to 6am: Strong, frequent offensive language is permissible

- 11.7 Presenters are not allowed to promote any candidates within any elections on air.
- 11.8 Radio station property should be looked after at all times. No property should be removed without gaining permission from the Committee and notifying the appropriate Students' Association staff member. Any accidental damage must be reported immediately.
- 11.9 Equipment owned by the radio station must not leave the radio studio at any time, unless sanctioned by the Head of Audio Technology or Head of IT on the committee for Outside Broadcasts.
- 11.10 All Radio Caley volunteers and guests must adhere to the following policies: GCU Disciplinary Procedures, GCU IT policy, GCU Students' Association Equality and Diversity Policy, GCU Students' Association Student Disciplinary policy and the terms of both the appropriate PPL Licence and PRS Licence.

- 11.11 Volunteers must not drink alcohol, use drugs or be under the influence of alcohol and/or drugs whilst in the radio station. Volunteers may not have food and non-alcoholic drinks in the production room and must not take any food or drink (except water) into the studio.
- 11.12 Volunteers must broadcast their show at the agreed scheduled time. It is understood that as a volunteer there may be commitments which occasionally mean you won't be able to present your show. If you are for any reason, not coming in to present, the committee ask that you give the Head of Programming ideally 24 hours of notice. If no notice is given without a suitable excuse, a 'Strike' will be put against your show.
- 11.13 Only Official Students' Association Radio Station Volunteers should know the studio access code and it must not be given out to anyone else.
- 11.14 Presenters are responsible for the on-air conduct of their guests, and must ensure that guests are aware of our rules about what can be said on air.

## **12. Election & Campaign Coverage**

- 12.1 Elections (including GCU Students' Association/NUS Elections) will be covered by the Radio Station in a factual manner.
- 12.2 Campaigning can only take the form of news bulletins or as debates. All parties must be given the opportunity of an equal amount of airtime in any coverage.

## **13. Breach of Volunteer Agreement**

- 13.1 Any shows created may be subject to unannounced review by either the Station Manager, Head of Programming or Students' Association at any given time. If found to be in breach of any conditions stated in the volunteer agreement, volunteers may be subject to the following:
- For minor breaches (e.g. poor on-air conduct, issues with timekeeping, uploading YouTube rips to the database) we operate a "three strikes" system, with three strikes resulting in the show being removed from the schedule. You will, however, be free to reapply at the next Trimester.
  - Serious breaches or a second suspension will result in the case being reviewed by the committee or the Students' Association and may result in a longer ban or a permanent one in extreme circumstances.
  - If a serious breach is committed, the individual must re-attend training and will only have a show slot restricted within the 9am-8pm weekday times. This is in place because there is therefore less scope for individuals to commit breaches when staff and students are around.

## **14. Licensing Restrictions**

- 14.1 The restrictions of the PPL Small Webcaster Licence & Limited Online Exploitation Licence are as follows:
- Listeners cannot request tracks to be played or rate tracks in order that they are chosen.
  - You can only tell listeners the next song you are going to play (not future songs, artists or albums).
  - You can only use **legally** obtained music (CDs, MP3s).
  - You cannot edit, re-mix or change any songs. Use original recordings.
  - **In any 3 hours:**
    - No more than 3 songs from a particular album.
    - No more than 2 songs consecutively from the same album. No more than 4 songs from a particular artist.
    - No more than 3 songs consecutively from the same artist.

Please inform the any member of the committee as soon as possible of any breach of the above terms.

## **15. Jingles and Ads**

We depend on our sponsors for a considerable portion of our income as a radio station. This income depends on their advertisements getting airplay, so it's vitally important that you play our sponsor's ads at least once per hour.

## **16. Financial Management**

- 16.1 Any contract or agreement must be signed off by the Students' Association.
- 16.2 Any financial surplus that may arise from sponsorship will be reinvested in the station.
- 16.3 The station will follow the financial procedures of the Students' Association.

## **17. Competitions**

- 17.1 Competitions are open to all Glasgow Caledonian University students but not employees of Glasgow Caledonian University Students' Association, their families, agents, printers, and anyone connected to the specific promotion.
- 17.2 The Station Manager's decision is final in all matters and no correspondence will be entered into.
- 17.3 All entries are subject to scrutiny and validation and all entry forms must be intact with personal details legible in order to be valid.
- 17.4 No responsibility will be accepted for any entries which are lost, damaged or delayed in the post. Proof of posting is not proof of delivery. Any claims which are incomplete, torn, mutilated, eligible or damaged in any way will be declared void.
- 17.5 Acceptance of rules is a condition of entry. All instructions form part of the rules.
- 17.6 All cash prizes will be paid to the respective winners as cheques.
- 17.7 Cash alternatives to given prizes are not available unless stated and prizes are non-transferable.
- 17.8 All unclaimed prizes remain the property of Radio Station.
- 17.9 A list of winners can be obtained by sending a SAE to Competition Winners, Radio Caley, GCU Students' Association, 70 Cowcaddens Road, Glasgow, G4 0BA.
- 17.10 Winners must participate in all publicity as required by Radio Station.
- 17.11 All entries for competitions must be received within the specified closing date.
- 17.12 Winners will be announced in Radio Station and Students' Association plasma screens.
- 17.13 The promoter is Glasgow Caledonian University Students' Association, 70 Cowcaddens Road, Glasgow, G4 0BA.

## **18. Right of Reply & Retraction**

- 18.1 Anyone mentioned or criticised in a feature has a legal right of reply – and they must be given it. Anyone unavailable at the time of feature's broadcasting will be offered a right of reply on air at the Radio Station.

18.2 If concern about the content of a broadcast is unresolved then the Students' Association will mediate to resolve.

## **19. Complaints Procedure**

### 19.1 Informal

19.1.1 Complaints procedures shall be displayed in an accessible location i.e. the Students' Association website and the radio station's website.

19.1.2 Any person wishing to complain about a presenter or feature covered during a show should in the first instance, informally make the complaint to the Head of Programming.

19.1.3 A complaint should include:

- A summary of the complaint, including any other supporting correspondence.
- Details of when this breach to the charter was made.
- Complaints should be replied to within 14 working days.
- The Head of Programming should mediate to informally resolve any complaints.

### 19.2 Formal

If the complainant remains unsatisfied with the response then they can refer the complaint through Glasgow Caledonian University Students' Association Complaints Procedure.

## **APPENDIX 1**

### **Radio Caley Volunteer Agreement**

The following conditions establish what we expect from our volunteers at Radio Caley. By signing this agreement you are agreeing to work within the terms described. If you fail to do so, the Radio Committee and/or Glasgow Caledonian University Students' Association are within their rights to prevent you from continuing to volunteer for the station.

Presenters will only be allowed to present after the following conditions have been met:

- Register as a Radio Caley Volunteer
- A Show Proposal Form has been completed.
- Their show proposal has been approved.
- New Presenters Training has been completed.
- They have read, agreed to and signed this agreement.

### **Radio Caley Code of Conduct**

Nothing can be said which might offend anyone, even indirectly. In line with the Students' Association Equality and Diversity Policy, this includes verbal abuse concerning race, religion, gender or sexuality or political views.

Presenters must not give opinions on active court cases. A person is innocent until proven guilty.

News must be reported accurately. If all details are not known then it must not be reported at all.

Nothing must be said which might affect the business of a company or person in a negatively, even indirectly.

It is forbidden for anybody to say offensive language, either swearing or otherwise (see above) during a radio show.

Music must not be played which has lyrics that could be deemed inappropriate; for instance music should comply with the Students' Association Equality and Diversity Policy.

Presenters are not allowed to promote any candidates within any elections unless sanctioned by the Returning Officer.

Official Volunteers must not advertise radio station sponsor competitors on air or while representing the radio station (bars or nightclubs). Events at venues can be mentioned, so long as the sponsor jingle is played and presenters mention the station's sponsor after the competitor is mentioned.

Radio station property should be looked after at all times. No property should be removed without gaining permission from the Committee and notifying the Media and Events Intern. Any accidental damage must be reported immediately.

All Radio Caley volunteers and guests must adhere to the following policies: GCU Disciplinary Procedures, GCU IT policy, GCU Students' Association Equality and Diversity Policy, GCU Students' Association Student Disciplinary policy and the terms of both the appropriate PPL Licence and PRS Licence.

Volunteers must not drink alcohol, use drugs or be under the influence of alcohol and/or drugs whilst in the radio station. Volunteers may not have food and non-alcoholic drinks in the production room and must not take any food or drink (except water) into the studio.

Volunteers must broadcast their show at the agreed scheduled time. However we understand that as a volunteer there may be commitments which occasionally mean you won't be able to present your show. If you are for any

reason, not coming in to present, we ask that you give as much notice as possible (preferably 24 hours or more) to the Head of Programming so that cover can be arranged.

Official Radio Station Volunteers must not give the studio access code to anyone who is not a volunteer.

Presenters are responsible for the on-air conduct of their guests, and must ensure that guests are aware of our rules about what can be said on air.

### **Disciplinary Procedure**

Any shows created may be subject to unannounced review by either the Station Manager, Head of Programming or Students' Association at any given time. If found to be in breach of any conditions stated in this agreement, volunteers may be subject to disciplinary procedure.

For minor breaches (e.g. poor on-air conduct, issues with timekeeping, uploading YouTube rips to the database) we operate a "three strikes" system, with three strikes resulting in the show being removed from the schedule. You will, however, be free to reapply at the next semester.

Serious breaches or a second suspension will result in the case being reviewed by the committee or the Student's Association and may result in a longer ban or a permanent one in extreme circumstances.

### **Licensing Restrictions**

The restrictions of the PPL Small Webcaster Licence & Limited Online Exploitation Licence are as follows:

- Listeners cannot request tracks to be played or rate tracks in order that they are chosen.
- You can only tell listeners the next song you are going to play (not future songs, artists or albums).
- You can only use legally obtained music (CDs, MP3s).
- You cannot edit, re-mix or change any songs. Use original recordings.
- In any 3 hours:
  - No more than 3 songs from a particular album.
  - No more than 2 songs consecutively from the same album. No more than 4 songs from a particular artist.
  - No more than 3 songs consecutively from the same artist.

Please inform the any member of the committee as soon as possible of any breach of the above terms.

### **Jingles and Ads**

We depend on our sponsors for a considerable portion of our income as a radio station. This income depends on their advertisements getting airplay, so it's vitally important that you play our sponsor's ads at least once per hour.

### **Declaration**

By submitting this form, I hereby fully understand and agree to follow all the guidelines and rules listed within this volunteer contract. I understand all volunteer privileges can be revoked at any time under management discretion.

**Name:**

**Date:**

And now that the legal shizz is out the way, you're now a Radio Caley Presenter! See you on the dancefloor...