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**YOURCITY COMMUNITY  
TELEVISION**

**POLICIES AND PROCEDURES**

ADOPTED \_\_\_\_\_, 2004

**YOURCITY COMMUNITY TELEVISION**

**Anystreet, St.**

**Yourcity, Yourstate**

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## **YOURCITY COMMUNITY TELEVISION POLICIES and OPERATING PROCEDURES**

### **MISSION**

The primary goal of Yourcity Community Television is to promote free expression of diverse ideas and facilitate first amendment rights of free speech on the designated access channel(s), by coordinating the use of the channel(s), providing production facilities, technical assistance, and training to any individual, group, or organization interested in producing non-commercial, educational, cultural, informational, or other community-oriented television programs.

Yourcity Community Television (YCTV) will provide Yourcity area residents, organizations, agencies and institutions with noncommercial television training, equipment, production and related services on a first-come, first-served, non-discriminatory basis, free from censorship.

These rules and procedures have been approved by the YCTV Board of Directors. The procedures were developed to ensure the maximum convenience and fairness for access producers. If at any time an access producer believes that a rule should be changed, deleted or added, they should bring their suggestions to the Executive Director who will present them to the Board for consideration.

If you are interested in attending a board meeting or having input in the various decision making process please contact the YCTV offices at (xxx) xxx-xxxx.

## **POLICIES**

### **Eligibility**

Access services and facilities provided and/or managed by Yourcity Community Television are available to:

- Yourcity residents or individuals who work in Yourcity, and;
- Organizations and institutions, or their designees, located in Yourcity.

Organizations and institutions not located in Yourcity but having constituents in Yourcity may use the YCTV facilities on a case-by-case basis.

Individuals under the age of eighteen (18) who wish to use the access services and/or facilities must have a signed parental consent form on file with YCTV.

### **Use of Equipment and Facilities**

All programs produced with Yourcity Community Television equipment and facilities must be shown on the Yourcity access channel(s).

Access facilities, equipment, technical assistance and channel time are available free of charge. Fees for training courses are listed in the "YCTV Fee Schedule."

Before beginning a new video project public access producers are required to schedule a facilitation/pre-production meeting with YCTV's staff. This meeting is to assist producers in the planning and production of their program and facilitate effective use of equipment and facilities. Completing a "Project Outline Form" will be a part of this initial facilitation meeting.

### **Certification & Recertification**

A certification card will be issued after completing the first training course and/or demonstrating competency in the use of YCTV equipment. Certification cards will be used when registering for further training classes, checking out equipment, or scheduling facilities for production.

It shall be the certified users responsibility to make sure that their records of equipment use are kept current. Any person who has not used YCTV equipment for a 12 month period will have to be recertified by demonstrating their competency in the operation of the YCTV equipment.

Certified users will be eligible to vote for candidates to the Public Access Board of Directors once they have completed at least one program or have participated as crew on at least three productions. If their certification has lapsed then the producer will not be permitted to vote. Voting must be done in person at the annual meeting - no proxy votes will be permitted.

### **Training Courses**

YCTV will hold regularly scheduled orientation sessions. Any person wishing to take an access training workshop, an equipment competency test, or cablecast a program must first attend an orientation session at YCTV.

Training classes will be offered on pre-production planning, field production, studio production, and editing and post-production on a first come, first served, non-discriminatory, regularly-scheduled basis. The fees for each of these training curriculums is listed in the "YCTV Fee Schedule."

Work-exchange programs and scholarships will be available as an alternative to the fees for training courses.

Special workshops and advanced classes may be offered from time-to-time and will be announced at least 30 days in advance of such workshops.

Regular six-hour training workshops in the operation of the Automated

Interactive "Outreach Studio" will be offered to individuals, nonprofit agencies and city departments. See the YCTV Fee Schedule for current workshop prices.

### **Videotape Formats**

YCTV currently supports the following production formats:

DVCam, DV, Mini-DV, SVHS and VHS videotape and DVD.

YCTV currently supports the following cablecasting formats:

DVCam, DV, Mini-DV, SVHS, VHS, 3/4" and 3/4"-SP videotape and DVD.

### **Videotape Use & Duplication**

Only SVHS tape will be used with SVHS capable machines provided by YCTV. Exceptions will be made only in duplication and cablecasting applications.

The access center will have videotape stock and computer media available for purchase. Please see the YCTV Fee Schedule for current prices.

Producers may use their own tape with YCTV equipment provided that the tape brand and quality is listed on the "Acceptable Tape Stock" list attached to the YCTV Fee Schedule.

Copies of programs are available for the cost of the tape plus a duplication fee. Please see the YCTV Fee Schedule for current tape duplication rates.

## **Operating Hours**

YCTV Facilities will be open for access production during the hours that best meet the needs of the community. Currently the YCTV hours of public access operation are as follows:

Monday	2:00 p.m. - 10:00 p.m.
Tuesday - Friday	10:00 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 1:00 a.m.
Sunday	2:00 p.m. - 10:00 p.m.

The YCTV Administrative Offices will be open as follows:

Monday	2:00 p.m. - 5:00 p.m.
Tuesday - Friday	8:00 a.m. - 5:00 p.m.

Facilities will be closed to members on the following holidays:

- New Year's Eve and Day
- Martin Luther King Day
- Washington's Birthday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and Day-after-Thanksgiving
- Christmas Eve and Day
- The Sunday preceding the Monday on which a holiday is observed

## **Equipment and Facility Reservations**

Equipment and facility reservations will be accepted up to six weeks in advance on a first-come, first-served nondiscriminatory basis. All equipment and facility reservations must be made through a YCTV staff member.

Any person wishing to use access equipment and facilities must present their certification card indicating valid certification on the use of that equipment.

**Acquired Programs**

Acquired programming shall be any program where 60% or more of the program has been produced or acquired from outside the City of Yourcity.

Yourcity residents or organizations may submit commercial-free programs acquired from other sources for cablecasting. The submitor must have obtained any necessary releases and must fill out and sign a "Cablecast Request Form" prior to scheduling of said program.

After the first year of operation no more than 30% of the programming on the YCTV channel(s) shall be acquired from outside the City of Yourcity.

**Equipment Use Agreement**

Anyone who uses access equipment must sign an "Equipment Use Agreement" each time that equipment is checked-out accepting responsibility for the equipment while it is in their care.

**Program Ownership**

Anyone who produces a program using Yourcity Community Television equipment and/or facilities holds copyright to their production.

Any program produced, whole or in part, with YCTV equipment must carry an acknowledgment in the credits - "[Portions of] This program produced at Yourcity Community Television, Yourcity, Yourstate."

Yourcity Community Television reserves the right to copy the master of any program produced, whole or in part, with YCTV equipment, for its archives, and to replay the program from time-to-time on YCTV's access channel(s).

**Program Content**

YCTV shall not exercise control over program content in any manner.

Neither YCTV nor the City of Yourcity shall pre-screen tapes for content.

Anyone who produces programming using YCTV's equipment or facilities is wholly responsible for all program content and legal considerations as described in the "Equipment Use Agreement" and the "Cablecast Request Form".

Producers and others presenting taped and/or live programming for cablecast on a public access channel must sign a "Cablecast Request Form" taking full responsibility for the content of the program.

The following are prohibited on access channels:

- Material that is obscene, seditious, libelous, slanderous, invades personal privacy or is otherwise illegal according to Federal, State or local law.
- Advertising material, of any length or type, designed to promote the sale of specific products or services.
- Advertisement of, or information concerning, any lottery.
- Material or performances that require Copyright or Trademark authorization unless written authorization for the use of such material has been obtained.

**Public Records**

Yourcity Community Television will maintain a record of all persons and organizations granted time on the public access channel(s). The records shall be maintained in a public file and will be made available for inspection during normal business hours.

## **OPERATING PROCEDURES**

### **Orientation**

Two-hour orientation sessions will be presented on a regularly scheduled basis. These sessions will include discussions of: The history of public access television, First Amendment rights, access as a community communications tool, the structure of YCTV and its relationship to the City and the cable company, Access Rules and Operating Procedures, the Channel Use and Equipment Use Agreements, and how individuals can become involved in YCTV beyond making programs. During this session, the access staff may also present program options and help the participants plan how they will begin their training in order to accomplish their program goals.

### **Certification**

Certification in Field Production, Studio Production and Editing is obtained by attending the training courses that are provided for that purpose by YCTV staff and passing an equipment proficiency test. The tests shall be designed to demonstrate the users ability to safely and properly setup, operate and shutdown the equipment.

Producers who come to YCTV with prior video production experience can be certified on specific pieces of equipment by demonstrating their competency instead of attending classes. However, even people who receive their certification in this manner must attend a YCTV Orientation Session.

When a user has satisfactorily completed a proficiency test, the user will be issued a certification card which specifies the equipment that the user is qualified to operate. This card must be presented whenever the user wishes to use equipment or any other YCTV facility. The name, address, telephone, qualifications, and most recent equipment or facility use is recorded by YCTV and kept on file.

Qualified user certification for any piece of equipment is valid only for 12 months past the last use of that equipment.

## **Scheduling and Use of Equipment and Facilities**

Equipment and facility reservations will be scheduled by staff on a first-come, first-served basis.

All Reservations must be made a minimum of 24 hours in advance. Unless scheduled in conjunction with an upcoming live event no equipment or facility reservations can be made more than six weeks prior to use. Any reservations made outside this time frame are left to the discretion of the YCTV staff.

Editing and Studio time will be scheduled in a maximum of four-hour time blocks. Producers must arrive and claim their reservation within 15 minutes of the scheduled starting time. Producers and/or crew must vacate facilities by the completion of their reserved time unless the following time is unreserved or the next user voluntarily grants an extension.

No producer may have more than two pending edit/studio sessions scheduled and must use one of those sessions before reserving another.

Unless advanced notice is provided, your production facility or equipment reservation will be forfeited following a fifteen minute grace period.

## **Equipment Check-Out**

Any equipment that is checked-out on a weekday is due back to the facility in twenty-four hours.

Any equipment that is checked-out for a weekend is due back on Monday, or Tuesday if Monday is a holiday. Equipment may not be reserved ahead by any person or organization for more than one weekend a month. However, a person or organization wishing to reserve equipment for use on a second weekend in the same month may request to be put on stand-by in the event that no other access producer requests the equipment for that second weekend by noon on the Friday of the weekend in question.

Any exceptions to these check-out periods will be negotiated on an individual basis by YCTV staff.

An Equipment Use Agreement must be signed by the certified producer before any equipment is taken out of the YCTV facility. It is the producers responsibility to determine that the equipment is all accounted for and in proper operational condition before signing the form.

### **Equipment Check-In**

The producer is required to return, at the specified time, all equipment in undamaged, working order and is liable to compensate YCTV for any loss or damages. Staff will inspect and test the equipment as it is being checked-in and will notify the producer of any loss and/or damage.

The producer will have 30 days to work out satisfactory agreements with the Executive Director for the payment of costs of repair or replacement of any equipment loss and/or damage. All YCTV user privileges will be suspended until satisfactory agreements for payment are made.

### **Equipment Check-in and Check-out Times**

Staff will be available to check-in and check-out equipment Monday through Saturday 2 p.m. to 6 p.m. All equipment must be checked-out or returned during these times unless prior arrangements have been made with YCTV staff.

### **Outreach Studio**

The semi-automated, interactive Outreach Studio is reserved for use by Yourcity area nonprofit organizations and government departments. Training for the Outreach Studio will be provided in regular 6-hour training workshops. Air-time using the Outreach Studio will be scheduled in half-hour blocks according to a shared access arrangement with Government Access Yourcity who will have 50% use of the Outreach Studio.

**Studio/Field Crew Assignments**

Crew position assignments are the responsibility of the program producer. All crew must be certified on the equipment that they are to operate or be approved by the YCTV staff. Interns and volunteers may be available to assist in the productions but will not always be available.

A database of certified users will be available to help producers obtain crew for productions.

**Equipment Wiring**

No changes to studio or edit suite wiring, or attachment of any non-YCTV accessories, will be allowed without the express approval and direct supervision of YCTV staff.

**Channel Use**

Though DVD, DVCam, DV, Mini-DV, SVHS and VHS tapes and live programming is preferred, YCTV can also cablecast tapes in 3/4"-SP and 3/4" formats.

Producers may request specific times for cablecasting on the "Cablecast Request Form". However, the time scheduling of the program is entirely at the discretion of YCTV staff.

Pre-taped programs will not be scheduled until the completed program has been submitted accompanied by a signed Cablecast Request form.

In order to facilitate scheduling Cablecast Request Forms with the completed program must be submitted at least seven (7) days in advance of the first desired air date unless special arrangements are made with the YCTV staff responsible for scheduling.

For the convenience of scheduling, channel time will be considered to be divided into the following time blocks:

7 a.m. - 12 p.m.	Morning
12 p.m. - 5 p.m.	Afternoon
5 p.m. - 10 p.m.	Early Evening
10 p.m. - 1 a.m.	Late Evening
1 a.m. - 7 a.m.	Late Night/Early Morning

No producer or organization may program more than (1) hour or one (1) program, whichever is longer, of channel-time per week unless special arrangements are made with YCTV staff based on special need.

Beyond the above time limit, programs, series or single, may be repeated once (1) in the week in a different time block from the original showing.

Single programs may be shown and repeated a total maximum of six (6) times on the channel(s) in any one year period with no more than two (2) showings in any time block.

A series (8 to 13 programs) may be shown and the full cycle repeated no more than a total of three (3) times on the channel(s) with no more than one (1) cycle showing in any time block.

No individual producer or series is to be guaranteed a permanent time slot on any access channel beyond a single run of a series. No series may run in a particular time/day slot for more than a quarter year (13 weeks). After a quarter a series will have to move to a different day and/or time.

### **Community Bulletin Board Announcements**

All messages for the Electronic Community Bulletin Board must be non-commercial in nature and must be submitted on the proper YCTV form at least five (5) regular business days in advance of when the message is to first appear on the channel.

Message requests must be clearly identified with a date when the message is to expire. Unless resubmitted No messages will be run on the system for more than 14 days.

**Political Candidates**

Political candidates are subject to the same operating procedures and policies as other users of the public access channels. Everyone in the community has equal access to the facilities and channel time. The equal time rules do not apply to public access television.

**Misrepresentation**

Certified Access users must not represent themselves as employees of YCTV or as having the ability to speak for YCTV.

**Animals**

No animals are allowed in the YCTV facility with the exception of service-animals or animals brought in, with staff permission, as part of a studio production.

**Violations of Rules**

In general, YCTV staff will attempt to resolve conflicts informally and as promptly as possible.

All complaints concerning rules and policies, employees or users shall be referred to the Executive Director. If after preliminary investigation the Executive Director determines that there is potential merit to the complaint the Executive Director may resolve the matter informally or refer the matter to the YCTV Board Executive Committee

If the Executive Director concludes that the matter does not have potential merit or if the complaint relates to the Executive Director the complainant may submit the complaint, in writing, to the YCTV Board Executive Committee. The Committee, will take action on the complaint within thirty (30) days of the receipt the complaint and shall render its decision in writing to the complainant.

*Minor Violation*

A minor violation of the rules shall result in a written violation notice. Three (3) such notices in a three (3) month period shall be considered a Major Violation.

Minor Violations shall include:

- The breaking of any of the rules and procedures listed in this document
- Three (3) equipment check-in/check-out, editing or studio no-shows in a three (3) month period without prior notification.
- Any Food or Drink (including water) in any production areas except when used as a "prop" in a studio production.
- Smoking anywhere within the YCTV facility except when used as a "prop" in a studio production.

*Major Violation*

A major violation of the rules and procedures may result in immediate expulsion from the YCTV facility and/or suspension of all user privileges. Within three (3) business days the Executive Director will determine the proper action and submit this in writing to the user in question.

Major Violations shall include:

- Verbal, physical or sexual abuse of any other member, staff, visitor or guest at the YCTV facility, regardless of relationship to that person.
- Possession of any firearm or other weapon at the YCTV facility.
- Use of any alcohol or restricted drugs at the YCTV facility, or, operation of any YCTV equipment while under the influence of any alcohol or restricted drugs.
- Rewiring or altering the wiring of equipment or attempting repair or modification of YCTV equipment without explicit staff supervision.

### **Appeal of Disciplinary Action**

A producer may appeal any disciplinary action by submitting a written statement to the Executive Director. All appeals must be submitted within ten (10) calendar days of the date of the disciplinary action. The disciplinary action will remain in effect throughout the appeals process.

The Executive Director will investigate the circumstances surrounding the disciplinary action and return to the producer a written decision within five (5) calendar days from receipt of the written statement from the producer.

A producer may appeal the Executive Director's decision to the Executive Committee of the YCTV Board of Directors by filing a notice of appeal to the Executive Director within thirty (30) days of receipt by the producer of the Executive Director's decision. The Executive Committee of the YCTV Board of Directors shall hold a hearing on the appeal within ten (10) days of the filing of the notice of appeal and shall render its decision immediately following the hearing.

### **Underwriting Policy**

Any producer who solicits underwriting support of any kind for a public access program must first provide the potential underwriter with a copy of the YCTV Underwriting Agreement. A signed copy of the YCTV Underwriting Agreement shall be delivered to the YCTV Executive Director prior to acceptance of underwriting support by the producer.

The only acknowledgment credit allowed for underwriting support (in dollars, goods or services) of public access programs is a listing of the underwriter's name or logo and their address and telephone number at the beginning and/or end of the program. The credit may use a full with a still background or over program video, with or without voice-over to a maximum exposure of 10 seconds. Moving (animated) logos and service descriptions are not permitted. The credit shall read: "Support for this program provided in part by (names and/or logos of all underwriters).