

# **CARVER COMMUNITY ACCESS TELEVISION POLICIES & PROCEDURES**

Carver Community Access Television, Inc.

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## **MISSION STATEMENT**

CCAT is an independent, non-profit organization, governed by a volunteer Board of Directors. CCAT's mission is to help all Carver citizens and institutions realize their potential through the medium of cable television, and to encourage and facilitate their fullest participation in the production and distribution of quality programming by and for the Carver community.

CCAT is committed to fostering a welcoming and empowering environment where Carver citizens may obtain hands-on training in video production techniques and media literacy, and enjoy free access to professional television equipment for the purpose of creating community programming that provides a unique, valuable, and locally-relevant option in non-commercial programming.

Community television can be an invaluable tool for strengthening expression, communication, understanding, and appreciation of diversity in a community, and to this end CCAT is especially committed to providing non-discriminatory access to the television medium to all Carver citizens and institutions.

## **CATEGORIES OF MEMBERSHIP - *All memberships are good for one year***

1. Individual Membership -- \$25 (Note: An individual who is unable to pay the annual fee may arrange with the executive director to do four (4) hours of community service in CCAT office.) Voting privileges, subscription to CCAT newsletter/program guide, open access to training, production equipment and facilities and channel time.
2. Organizational Membership -- \$40 includes 2 individuals; \$25 for each additional member. (Educational institutions, local governments, health care, social services, arts, environmental, religious, and any other nonprofit organizations. Membership covers two people representing the organization; the two people receive the same benefits as individual members.
3. Student/Senior Membership - \$15 includes all privileges of an individual membership.

## **ACCESS RULES**

1. CCAT Media Access Center studio and equipment is available to members on a first-come, first-served basis. Any person, group, organization or institution in the town of Carver is eligible. Any individuals who work in the town of Carver are also eligible.
2. Anyone using CCAT Media Access Center must be oriented to the philosophy of access, CCAT Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility.
3. Programs produced with access equipment and facilities must be cablecast on the access channel.
4. Anyone who produces programming using CCAT facilities and equipment retains ownership of the copyrights to that program.
5. CCAT's Community Bulletin Board is to be used by not-for-profit and community groups to publicize activities and events.

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6. Users of CCAT's facilities and/or equipment should only identify themselves as public access community producers, not as employees or staff of CCAT.
7. Access users under the age of 18 must have a signed "Parental Consent Form" on file with CCAT.

### **ROLE OF THE CCAT STAFF**

Successful public access programming depends on participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, CCAT cannot provide video production services for community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which CCAT will then train.

### **ON SITE BEHAVIOR**

1. No possession or use of any illegal substances and/or weapons.
2. No one will be allowed to operate equipment or spend time in CCAT facilities while using or appearing to be under the influence of alcohol or drugs.
3. Abusive language and/or actions will not be permitted in the access facility. Members, staff and guests are expected to treat each other with dignity and respect.
4. Members will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum.
5. Members are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
6. Pets and non-working animals should not be brought into the access center.
7. Violation of these rules will result in the immediate expulsion from the access facility and property and could result in loss of membership.

### **VIOLATIONS**

CCAT access members are expected to conduct themselves in a courteous and professional manner whenever using CCAT equipment or facilities. The following is a list of some violations of rules and the consequences:

1. Minor Violations
  - a. Repeated cancellations, late or otherwise.
  - b. Repeated late pickup or return of equipment.
  - c. No-show(s).
  - d. Mishandling of equipment.
  - e. Use of equipment in unsafe environments.
  - f. Incomplete return or improper storage of equipment.
  - g. Smoking in CCAT facilities or around equipment anywhere.

Penalties for minor violations

- 1<sup>st</sup> Verbal warning
- 2<sup>nd</sup> Written warning
- 3<sup>rd</sup> Loss of privileges

2. Major Violations

Major violations will result in the immediate suspension of privileges to use facilities or equipment. Some violations may result in criminal prosecution. A hearing before the Carver Community Access

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Television Corp. Board of Directors will automatically be held upon the suspension. The CCAT Board will determine if these privileges will be reinstated.

- a. Commercial or for profit use of CCAT equipment or facilities.
  - b. The misrepresentation as a staff member or employee of CCAT Inc.
  - c. Knowingly falsifying forms.
  - d. Abuse or neglect of equipment.
  - e. Taking or use of equipment or facilities without proper permission.
  - f. Attempted self-repair of equipment.
  - g. Verbal or Physical harassment of staff, directors, or other members of CCAT Inc.
  - h. Theft of any kind.
  - i. Use or possession of alcohol or illegal drugs on CCAT property or while in possession of CCAT equipment.
  - j. The recording of or use of equipment for recording obscene, illegal, or inciting material.
3. Appeals

CCAT access members may appeal any loss of privileges by the Executive Director to the Board of Directors of Carver Community Access Inc. **Decisions of the CCAT board are final.**

### **GRIEVANCE PROCEDURES**

A "Grievance Report" must be filled out and submitted to the Executive Director in order to initiate grievance procedures. Grievances may occur regarding the assignment of workshop space, channel time allocation, equipment, studio, and facilities use, or any other matter regarding the community access studio, studio personnel, community access volunteer(s) or board members. The Executive Director will decide on a resolution for the grievance. Anyone wishing to appeal the decision of the Executive Director or who feels the situation remains unresolved may contact the Chairman of the Board of Directors.

### **PROGRAM CREDIT FOR UNDERWRITING AND GRANTS**

1. Advertising of any kind is strictly prohibited, by policy and by law. Acknowledgement of funding sources such as grantors, businesses, etc. or those providing non-financial support is allowed, but must be placed at the end of the program credits. No mention of funding sources may be made during the program, nor may any signs or visual items be shown within the program.
2. Underwriting of Individual Member Programming: Charitable donations may be used for programming produced by an individual CCAT access member. The access member (producer) is accountable to disclose in writing, all funds received and expended for the specific production. 10% of all grants received by an individual must be remitted to CCAT and will be used to supplement the operating budget. All programs produced using CCAT equipment or facility must credit CCAT in the end credits. AT NO TIME is CCAT to be credited as the producer.
3. Underwriting of Non-Profit Agency Programming: Charitable donations may be given to sponsoring agencies for use in a specific production. The Agency is accountable for disclosing all funds received and expended in the production. 15% of all grants received must be remitted to CCAT and will be used to supplement the operating budget.

### **GENERAL HOUSE RULES**

- Please plan your production times according to posted hours so that production and clean up can be completed before closing.

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- No eating and/or drinking in the control room or edit suites.

## PROGRAM CONTENT RULES

1. Presentation of the following material on community access channels is prohibited:
  - a. Any program or material that is commercial in nature.
  - b. Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations or promises.
  - c. All advertisement of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
  - d. Libelous or slanderous material.
  - e. Material that is obscene according to local community standards or is otherwise illegal.
2. Regarding political programs, the following ARE ENCOURAGED:
  - a. Political presentations which are informative in nature such that they state who a candidate is and what a candidate represents in terms of specific ideas, issues and policies.
  - b. Candidate forums.
  - c. Presentations that describe a person's or organization's point of view on a given issue.
3. Regarding Fundraising Programs, the following is permitted:
  - a. Non-profit organizations who are members may produce one (1) fundraising program per year.
  - b. The format of that program may be either a live auction or a live telethon.

## USE OF EQUIPMENT

1. General Rules:
  - a. Equipment is available on a first-come, first-served, non-discriminatory basis.
  - b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Repeated last minute cancellations may result in loss of privileges.
  - c. Any materials for productions, beyond those supplied by CCAT must be supplied by the user and must be removed after the production. Sets, props and production materials may not be left in the studio.
  - d. Individuals using CCAT equipment, studio or post-production facilities will not change wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user! A loss of privileges will result from such equipment abuse.
  - e. Individuals using CCAT equipment and facilities should report any defects or problems to the staff. Members should fill out a Facilities/Equipment Incident report when problems are encountered.
  - f. Producers found to be misusing or abusing the equipment may be asked to repeat training, testing and/or be subject to loss of privileges.
  - g. No smoking, food or drinks should be brought into the control room.  
**THIS RULE MAY NOT BE WAIVED.**
2. Use of the Studio
  - a. Reservations may be made up to one month in advance. Reservations can be made in person or by phone to a staff person only.
  - b. In order to schedule the studios and control rooms, a community user (and all crew members) must be certified for studio production.
  - c. No studio production may take place without staff supervision, unless the producer or another crew member has been given studio supervision certification.

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- d. Producers are entitled to a maximum of six hours per session with a maximum of 12 combined hours per week in the studio, post-production or editing facilities. Scheduled studio time includes time needed to set up, break down and clean up in studio.
  - e. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period. It's generally good practice to allow at least one (1) hour before and after the time needed to tape the actual production for set up and cleanup of the studio.
  - f. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian.
3. Use of Editing and Post-Production Facilities
    - a. To schedule and use the editing or post-production facilities, a community user must be properly certified for such use.
    - b. Users under the age of 18 who wish to schedule the editing and post-production facilities must have written permission from their parent or guardian.
    - c. Producers are entitled to a maximum of 4 hours per session with a maximum of 12 combined hours per week in the studio, post-production or editing facilities. Scheduling outside these parameters will be made at staff discretion. These guidelines are designed to allow everyone equal and fair access to the post production facilities. Grievances concerning scheduling should be brought to staff attention immediately and should be resolved at that time.
  4. Use of Portable Video and Audio Equipment
    - a. Reservations for equipment may be made up to one month in advance and should be made at least one week in advance. Reservations can be made in person or by phone to any operations staff member.
    - b. Equipment must be picked up and returned previously agreed upon time. Failure to return equipment when due will result in a written warning and subsequent violations may result in loss of privileges in the future.
    - c. Equipment may be checked out for forty-eight (48) hour periods during the week or longer for weekends or holidays. An equipment use will be applied against each group, organization or institution each time its individual members check out equipment for that entity's use.
    - d. Producers holding equipment reservations must follow these check-out and check-in procedures.

### **Check-Out of Equipment**

- a. Fill out equipment check list and sign Equipment Check out form.
- b. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.

### **Check-In of Equipment**

- a. Equipment must be returned on scheduled time.
- b. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
- c. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.
- d. Eligible users under the age of 18 who wish to borrow portable equipment must have a parental consent form on file signed by their parent or guardian.

## **CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE**

### **Scheduling Procedures**

1. General Procedures

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- a. All requests for channel time shall be processed on a fair and equitable basis. An Application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the Application for cablecast form.
  - b. Users may produce a Single Program or Series.
  - c. Each individual program produced and each series produced should have on file at CCAT a Producer Agreement and Indemnification in which the producer is solely responsible for program content and holds CCAT (and its officers, directors, employees and agents) harmless from liability or legal fees and expenses incurred as a result of cablecasting.
2. Series Scheduling
- a. Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming requests.
  - b. "Series" may be required to reapply each year. If a series producer fails to produce new original programming for more than two consecutive weeks or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.
  - c. A series may be weekly, bi-weekly or monthly.

### **Appeals for Programming**

CCAT access members may appeal scheduling decisions made by the Executive Director to the Board of Directors.

## **CABLECAST STANDARDS**

### **Cablecasting Requirements**

1. Label  
Before cablecasting, all videotapes must be clearly labeled with the following information:
  - a) Title of program only on spine label.
  - b) Segment name, date and exact TRT (total running time) in minutes and seconds on face label with the date.
  - c) Maximum of three half hour programs on each tape.
2. Countdown and Slate  
The beginning of all cablecast programs must have a standard format in the following order:
  - a) Minimum of 30 second color bars, with audio test tone at 0 db
  - b) 10 second academy leader (countdown)
  - c) Graphic slate with series title, segment name, total running time, production date and producer's name.
3. End of tape
  - a) Appropriate credits
  - b) CCAT credit: "Produced at Carver Community Access Center, Carver, MA"
  - c) 60 seconds of standard black

All videotapes scheduled for cablecasting on the channel must meet certain minimum requirements. Videotapes must be of such a quality that the standard time base corrector (TBC) will accept the signal. If the TBC will not accept the signal and sync instability results, the videotape may be rejected.

### **COSTS**

CCAT will supply SVHS and mini-dv videotapes at the cost of **\$6.00** and VHS tapes at a cost of **\$2.00**. If a producer is unable to afford the cost of videotape, alternate arrangements may be made with the executive director.

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Additional copies may be purchased for \$10 per tape or \$5 if a tape of acceptable quality is provided.

There may be costs involved for sets, props and additional equipment etc. The producer is responsible for the costs associated with the production. It is recommended and encouraged that producers seek charitable contributions, donations, in kind service and underwriting/grants.

### **OWNERSHIP**

All programs and their content remain the property of the community producer(s). CCAT reserves the right and will keep archival copies of all material produced or aired. CCAT reserves the right to cablecast that material as many times as it wishes in perpetuity. Any program, which is produced using CCAT equipment, and/or facilities, which is sold, given, or extracted, shall not be excluded from cablecast. CCAT will not release the rights of cablecast for any material for any reason.

Non-locally produced material must include name of individual or non-profit organization sponsoring the program, local address and telephone number of local sponsor, and name of producer.

### **HARASSMENT POLICY**

To insure a fair and professional atmosphere for everyone, Carver Community Access Television Inc. has instituted a policy of harassment that all volunteers and guests must adhere to. All harassment complaints should be directed to the Executive Director immediately. Carver Community Access Television Inc. and the Executive Director hold the right to immediately suspend all community access privileges to anyone committing a violation of the harassment policy.

No individual or group may verbally, physically or by any other means cause harm or harass any Carver Community Access Television Corp Board Members, its staff and/or volunteers. Any harassment or discrimination based on race, sex, age, physical disability, religious or political belief, or sexual orientation is strictly prohibited.

### **INSURANCE REQUIREMENTS:**

All CCAT equipment is insured. CCAT access members are responsible for all equipment signed out to them. In the event of an accident it is imperative that the following information be compiled. Failure to provide this information to CCAT may result in non-payment by the insurance company and the access member would pay replacement or repair of the equipment:

1. A police report must be filed in the town or city in which the theft occurred.
2. Equipment cannot have been left unattended.
3. Equipment cannot have been left in a hazardous situation.
4. There must be proof of unauthorized forcible entry into the vehicle or location where the equipment was stolen.
5. Equipment must not have been left in a vehicle overnight.

If the insurance company honors the claim, the access member is still responsible for payment of the deductible.

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## **ACCESS MEMBER LIST**

A list of all CCAT access members including names, addresses, and phone numbers will be maintained at all times. Each member is responsible for the accuracy of the information provided.

## **CCAT BULLETIN BOARD**

Any Carver resident or non profit organization who wishes to communicate with the cable subscribers on the electronic bulletin board for non commercial, non lottery purposes can do so by mailing, faxing or e-mailing their typed information to:

CCAT  
P.O. Box 287  
Carver, MA 02330  
Fax number: (508) 866-5925  
Email: info@ccat.cc

All messages will run for a maximum of 4 weeks as time permits. Notices must be received 14 days prior to event(s). Nonprofit and/or community groups should submit messages on their letterhead and include name, address, telephone number, and contact person. All organizations must be able to prove their nonprofit status. No phone messages of notices will be aired.

## **INDEMNIFICATION**

Any user of the Carver Community Access facilities, equipment, and/or channel time shall indemnify and hold harmless Carver Community Access Television Inc., its officers and staff, and the town of Carver against any and all liability claims arising out of the breach of the "Community Access Agreement".