

# Policies and Procedures



Please read the policies and sign the last page and return to WCA-TV staff. Please keep this

# Watertown Cable Access Corp OPERATING RULES

## 1. INTRODUCTION.

a) The Board of Directors of Watertown Cable Access Corp (WCA-TV) adopts these operating rules in furtherance of its goal to manage and administer community access (public, educational and government) television in a fair, equitable and responsible way.

b) These operating rules include the proposed rates and charges, if any, that apply to the use of the public, educational and governmental access channels and for WCA-TV facilities, equipment and services. They also apply to the use of return lines by either a public school or municipal government for transmitting access programming for live distribution over the access channels managed by WCA-TV. These operating rules also incorporate the forms and applications WCA-TV uses for program producers, the rules governing how WCA-TV allocates equipment, and the program content guidelines that producers are required to follow. These operating rules also govern who owns the copyright to programs created with WCA-TV resources, and how channel time for televising programs is allocated and scheduled.

c) Watertown Cable Access Corp. is a nonstock, nonprofit corporation operating under the laws of the State of Massachusetts and Internal Revenue Tax Code Section 501(c)(3). It serves the public, in general, and the producers and providers of access programming, and the cable subscribers of Watertown, Massachusetts.

## 2. DEFINITIONS

a) **Producer.** A person or organization that is responsible for the creative elements of any community access television program televised by WCA-TV. Creative elements include decisions about programming content and the manner of presentation of the program's message, such as through the use of editing, graphics and production effects.

b) **Provider.** A person or organization that takes legal responsibility for a program produced by someone else.

c) **Crewmember.** A crewmember is any person who operates production equipment (e.g. cameras, editing equipment, and character generators) and assists a producer in the creation of a community access television program.

### **3. ELIGIBILITY TO BE A WCA-TV PRODUCER OR PROVIDER**

- a) An eligible WCA-TV producer or provider must meet one of the following requirements:
- b) Be a natural person at least 18 years of age and reside in Watertown, Massachusetts.
- c) Be an organization or other entity that is not-for-profit, recognized by the State of Massachusetts as a legal entity, and be based, or has a chapter that is based in Watertown, Massachusetts.
- d) Be a state certified educational institution or government sponsored or eleemosynary library in Watertown, Massachusetts.
- e) Be a governmental entity or official whose area of jurisdiction or representation includes citizens within the town served by WCA-TV.
- f) WCA-TV, itself, is eligible to be a producer or provider of any community access (public, educational or government) programming. Such programs shall be for the purposes of furthering some public interest, and may also be created for the purposes of training or providing opportunities for persons not otherwise connected with an independent producer to participate in the television production activities.

### **4. PRODUCER OR PROVIDER REQUIRED FOR EACH ACCESS PROGRAM**

- a) All eligible community access producers who seek access to the public, educational, and government access channels must sign a channel use agreement for each program or series of programs to be cablecast. The agreement makes the producer or provider legally responsible for the programming content. Persons less than 18 years of age may be crewmembers associated with an eligible producer if they are sponsored and supervised by an adult with permission from a parent or guardian; however, they cannot sign a channel use agreement and be legally responsible for programming content.
- b) If the producer or provider is an organization, it must act through a person it designates as an agent who is a person at least 18 years of age and is duly authorized by the organization to legally bind it to the terms of the channel use agreement. WCA-TV management reserves the right to require any person purporting to be an agent of an organization to present proof that he or she is so authorized.

**5. USE OF WCA-TV EQUIPMENT, CERTIFICATION.** a) All producers and crew members must be prequalified to use the equipment and facilities through one or more of the following methods:

i) Successful completion of a training course sponsored by WCA-TV. ii) Verification by WCA-TV of outside training or prior skills, or iii) Successful completion of a competency examination administered by WCA-TV. iv) Equipment users may, in addition to being prequalified as referenced above, be required to periodically demonstrate his or her knowledge of the equipment operation to retain his or her privileges, and undergo training on the use of newly acquired equipment.

b) Program Production

i) Sign and submit a Cablecast Release Form. The signed form will be kept on file at WCA-TV. One time only, not regularly scheduled programs need only one cablecast release form per program. ii) A pre-production meeting with staff may be scheduled to discuss equipment/facility needs and or reservations. In the case of Studio productions, Producers are responsible for securing a minimum of two crew members who must be trained by WCA-TV staff before using any equipment iii) All camera footage is recorded on SD cards. These cards cannot be removed from the station for editing. WCA-TV staff will supply hard drives for in-house editing only.

c) Equipment, Facilities, Edit Time and Training

i) The use of equipment and facilities by Producers for creating community access productions shall be free of charge including the use of the WCA-TV facilities, WCA-TV equipment and SD cards. ii) Reservations for all equipment, training and facilities will be handled on a fair and equitable basis. The first come, first serve principal will apply. iii) Two weeks notice is requested. iv) Volunteers will reserve the appropriate space(s) in ISAAC with the producer's name, equipment requested and time out/back. Any special needs should be requested at this time. Time with staff is required to be scheduled in advance with the staff member's approval. v) Each piece of portable equipment must be checked out and signed for on the Equipment Liability Form.

d). Producers must sign the Equipment Liability Form taking responsibility for the equipment. **It is recommended that the equipment be set up before leaving the station to be sure it is in working condition and that you have all the components needed for your production.**

**vi) Equipment may be borrowed for up to forty-eight (48) hours during the week and seventy-two (72) hours on weekends. Longer durations require prior approval of the executive director.**

vii) Equipment must be returned immediately after use, or the afternoon of the following business day.

viii) Equipment will be checked in by staff to ensure proper working condition. Notation of any malfunction or breakage of equipment must be made on the "Equipment Liability Form" and reported verbally to WCA-TV staff

ix) All equipment **MUST** be repackaged properly and **RETURNED** to its proper place in the WCA-TV Studio. Check with staff if you are unclear on this procedure.

x) WCA-TV reserves the right to charge a fee for late return of equipment.

xi) SD cards must be returned with the camera.

Producers are responsible for loss or damage to the equipment while it is checked out to them. And responsible for repair cost, use is suspended until they have made payment

d) Graphics, Titles, and Credits:

i) It is the policy of WCA-TV that there will be no onair thanks, either verbally, visually or in text for any profitmaking business. Sponsors of the activity being video taped, including profit – making businesses, can be mentioned by name only, no address, telephone number, website address or explanation of the sponsor’s business can be given

ii) End credits must include: producer, director, camera, audio, graphic crew as well as Production Facility: Watertown Cable Access Corp.

iii) Titles during the show should have the person’s full name and any title that reflects their “expertise”.

## **6. PRIORITIES IN USE OF EQUIPMENT.**

- a) Though crewmembers need not be community residents, they must be working in support of an eligible producer. In the event of a conflict in scheduling the use of equipment, the conflict is resolved by giving priority to community residents over nonresidents. All producers and crewmembers must complete all forms and sign all statements and agreements pertaining to equipment checkout, rules compliance and legal responsibility and accountability. Equipment must be reserved 2WKS or more in advance.
- b) WCA-TV shall determine the availability of fixed studio and portable equipment for producers and crewmembers based on any or all of the following:
- c) Whether the equipment desired is in good working order.
- d) The technical sophistication required to operate the equipment, the technical knowledge and training of the potential equipment user, and WCA-TV's judgment as to whether there is a need for a qualified staff person to be available to offer technical and programming assistance, and the availability of such staff person.
- e) Whether the equipment desired for use by a producer or crewmember has replacement or backup equipment readily available.
- f) The need for the equipment's availability to WCA-TV staff to ensure proper, overall operation of the station.
- g) The availability of sufficient numbers of crewmembers needed to operate the equipment for the desired production, and any other reasonably based technical considerations, which in the discretion of WCA-TV are determined to be necessary for ensuring the smooth and reliable operation of the station in general.
- h) The reservation procedure for equipment shall be using ISAAC as required by WCA-TV management. Only community access programming production shall be permitted, and then only by eligible producers and crewmembers.
- i) To ensure equal access to all potential users, WCA-TV will establish equipment access priorities based on production and telecasting time slots and the allocation of resources between public, educational and governmental access as determined by the WCA-TV Board of Directors.

## **7. PRIORITY FOR LOCAL PRODUCERS.**

- a) Any program requested to be cablecast that is not produced by a local producer as defined in these rules may be preempted in preference to locally produced programming.

## **8. PUBLIC, EDUCATIONAL, AND GOVERNMENTAL PRODUCTIONS DEFINED.**

- a) Public Access Television Productions. This category comprises programming where responsibility for the content is assumed by an eligible producer or provider who otherwise does request qualify as an educational or governmental

producer or provider as defined in these rules. Public Access Television Productions may be intended for any purpose and may include information, entertainment, or the expression of points of view, without limitation, unless prohibited elsewhere in these rules.

b) Educational Access Productions. This is programming where responsibility for the content is assumed by a state certified educational institution or government sponsored or eleemosynary library located within Watertown, Massachusetts. Such programming may be intended to instruct or educate in an academic curriculum recognized by state certified educational institutions and follow a prearranged course of study. Such programming may also be designed to inform the general public about educational programs, and about school sanctioned or library sanctioned events, such as sports programming, spelling bees, choirs, extracurricular speakers, and the like. Educational Access Productions include “distance learning”, “television courses”, and informational videos about educational courses and institutions.

c) Government Access Productions. There are two categories of Government Access Productions:

i) Governmental Proceedings, which is programming that comprises live or videotaped official proceedings of local, state or federal governments, and is generally unedited, gavel-to-gavel coverage without editorial comment similar to CSPAN and other public affairs programming. ii) Governmental Informational Programming, which is programming where responsibility for the content is assumed by elected or nonelected federal, state, or local government officials or their representatives. Such programs generally are hosted by and guests are arranged by government officials. This programming may be edited and produced with a certain point of view in mind.

d) WCA-TV productions. This category comprises programming where the responsibility for the production and content are assumed by WCA-TV, itself. It may include public, educational or governmental productions. Such programming shall be produced at WCA-TV’s discretion and shall be intended primarily to provide the viewing public in Watertown served by WCA-TV with access to onetime or regular cultural, political, social, educational, or public events sponsored by nonprofit organizations or groups. Though coverage of such events may benefit the nonprofit organizations or groups that sponsor the covered event, the primary beneficiary of WCA-TV Productions shall be the general public. These productions may also provide a setting for the training and participation of persons who are not associated with, or prefer not to be associated with, an independent producer. Groups, individuals, organizations and businesses may be requested by WCA-TV to provide monetary or inkind assistance to help fund WCA-TV productions. Such underwriters may be recognized for their generosity by the telecasting of underwriting credit announcements pursuant to WCA-TV’s policies.

## 9. CABLECASTING AND PRODUCTION SCHEDULES

a) **Cablecasting and production schedules.** Public Access programming generally will be televised on the public access channels, educational on the educational access channels, and governmental on the governmental access channels. However, WCA-TV may also telecast in its discretion public access productions that are educational or governmental related on those channels. It may also cablecast in its sole discretion any public, educational or governmental productions on any of the PEG channels to avoid scheduling conflicts, maximize exposure, or for any other reason it deems to be in the public interest. WCA-TV further reserves the right to establish time slots for production and telecasting each type of programming defined above, and to allocate resources between the above defined categories, establishing as many or as few times slots for production and telecasting for each category, or to subdivide or readjust categories as future conditions warrant without notice.

b) **45 day rule for regularly scheduled public access productions and cablecasting.** The following shall apply to regularly scheduled public access productions (educational and governmental access productions are exempt):

i) Producers are assigned time slots on first come first serve basis. Locally produced programming will receive preferential treatment in time slot selections. Outside programming will be assigned timeslots at WCA-TV discretion.

ii) Producers with series time slots, must provide WCA-TV with a new show every 30 days. If a new program is not received in 45 days WCA-TV will assign the timeslot to a new producer if the time slot is requested the following month.

iii) Any local producer who is bumped from his/her time slot can request a new time slot once production of series has resumed. WCA-TV will not hold spots for shows on hiatus. Should the lost time slot become available, the local producer may request that slot as long as no one else is on the waiting list for that time period.

iv) New local producers with series programming will have their names put on a waiting list for timeslots if their first choice is already allocated to another local producer's program. WCA-TV will schedule the new series in a time slot and will notify the first on the waiting list of the opening. The show vacating the spot will be put on the bottom of the list.

v) WCA-TV reserves for itself the right to reassign telecasting time slots for good cause, including, but not limited to providing time slots that accommodate non-regular or one time only public access television



**10. Onetime only, not regularly scheduled productions.** To ensure fairness and accessibility for all, productions using portable equipment not regularly scheduled will be scheduled on a first-come, first-served basis and only within the current 45 day cycle.

**11. Fees for technical assistance, production expenses, tapes, and gasoline (travel reimbursement).** The use of equipment and facilities by certified producers and users for creating community access productions shall be free of charge. WCA-TV may charge a fee for individualized or special group technical assistance and for other production expenses, including but not limited to tapes, DVDs, transportation (mileage) expenses, and other expenses.

## **12. COPYRIGHT AND PRODUCTION FEE.**

a) **Copyright.** The copyright to the programming created by any producer using WCA-TV equipment shall be owned by the producer. However, the producer shall license to WCA-TV, in perpetuity, the nonexclusive right to telecast the programming over WCA-TV or other nonprofit community access channels and to make copies for noncommercial uses including, but not limited to maintaining a station archive of programming produced, exhibits, video contests, and for individual copies where such copies are intended only for individual home viewing and not as part of any marketing plan for general duplication and distribution. The producer further shall assign to WCA-TV for a period of five years all of his/her rights to receive fees or royalties from copies or uses made from the programming unless the production fee and royalties, fees or other compensation as provided for in the following paragraph is paid.

b) **Production fee.** If the producer duplicates, displays, telecasts, or performs any programming created over any medium and receives compensation therefrom, or if the work is telecast over any commercial video distribution system, the producer shall pay to WCA-TV a production fee, the amount of which shall be based on the prevailing fair market value, at commercial rates, of the production equipment and services provided by WCA-TV and used for the creation of the work. Upon payment of this fee, WCA-TV will release the producer from its five--year obligation (see preceding paragraph) to pay fees or royalties from copies or other uses made from the programming

## **13. USE OF WCA-TV EQUIPMENT TO FURTHER PECUNIARY INTERESTS PROHIBITED. SOLICITATION OF FUNDS, TELETHONS.**

a) General prohibition against commercial use. Use of the community access cable channels or WCA-TV's equipment for the purpose of furthering the commercial interests of a producer, provider, crewmember, or any other individual or entity is prohibited. The preceding shall not prohibit the use of WCA-TV equipment for purposes other than community access provided WCA-TV is

compensated, all federal and state requirements related to the generation and reporting of unrelated business income are met, and the use does not substantially affect the equipment's availability for community access use.

b) **Solicitation of funds, telethons.** There shall be no direct solicitation of funds by any entity, including not-for-profit entities, except for the general support of WCA-TV pursuant to the direction of the WCA-TV Board of Directors.

#### **14. PROHIBITED PROGRAMMING.**

a) **Technical quality.** Any program requested to be cablecast may be rejected if in the opinion of WCA-TV management, the program is of poor technical quality, or if it reasonably appears that the producer or provider is not in compliance with these rules.

b) **Content.** The following program content is prohibited: i) a lottery or game of chance, or any promotion thereof; ii) any presentation of advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office; iii) any obscene material; iv) any sexually explicit conduct; and v) any material soliciting or promoting unlawful conduct.

**15. Restricted Programming.** a) Any producer or provider who assumes responsibility for the content of a program shall have an affirmative duty to inform WCA-TV management of any show or episode whose content contains the deliberate use of language or images of or refers to excretory or sexual activities or organs, depicts real or simulated gratuitous violence against persons or animals, or treats in a patently offensive, shocking or intensely disrespectful manner any person, property, icon or other image generally held to be sacred or revered by society in general or certain cultures in particular. WCA-TV shall thereupon schedule the cablecasting of that show or episode at a time when children are likely not to be in the viewing audience, which time shall be between the hours of 12 midnight and 6 a.m., with the specific time of airing within that time slot at WCA-TV's discretion.

#### **16. SUSPENSION FROM USE OF FACILITIES AND CHANNELS, GRIEVANCE PROCEDURE.**

a) WCA-TV's President of the Board, after consultation with the WCA-TV Station Manager, may suspend further telecasts of any program and any person's further use of equipment and facilities if the responsible Producer, Producer/Provider, Provider or User has not complied with these rules, or the house rules posted in WCA-TV facilities.

b) Producers, providers and crew members whose programming or use of the facilities violates any rule or law may have their use of the facilities or the telecasting of their programming suspended for a minimum of 10 days to a maximum of 30 days, length to be determined at the discretion of the Executive Director

Upon suspension the responsible producer, or provider, and, if applicable, the crewmember, shall be given notice to show cause why his or her access to the channel, equipment or facilities should not be continued or made permanent. Notice shall be sent via first class mail, certified, return receipt requested, at the address given by the producer, provider or crewmember as required of all such persons. Failure to respond within 7 days, or failure to keep WCA-TV apprised of an address at which the producer, provider or crewmember can be reached by such means, automatically causes revocation of access privileges for that producer, provider, and/or crewmember. Upon receipt of an explanation in response to the “show cause”, the President may take any of the following actions:

i) Find cause to refuse further access; ii) Find cause to permit further access, with or without conditions or further assurance.

c) Any producer, provider, crewmember who is aggrieved by the decision of the WCA-TV President may appeal his or her decision to the Policy Committee of the WCA-TV Board of Directors within 15 days of the WCA-TV President’s final decision. All such appeals must be in writing, must state the basis of the appeal, and be accompanied by any supporting documentation and addressed to the President, Watertown Cable Access Corp.

The President will distribute the written appeal to members of the Board of Directors Policy Committee. A hearing will be held within 45 days of its receipt by the Policy Committee. The person filing the appeal has the right to supplement his or her written appeal with oral testimony at the Committee's meeting. The Policy Committee will render a decision within 10 days following the close of the hearing and mail a written copy to the person filing the appeal. However, the Policy Committee may extend the time for making its decision by 30 days if it determines additional information or time is needed.

ii) The decision of the Policy Committee is final unless the President or the aggrieved party appeals said decision to the full Board of Directors within 10 days of the decision of the Policy Committee.

## **17. RESERVATION OF RIGHTS TO REGULATE OPERATIONS.**

a) WCA-TV reserves the right to waive any self-imposed regulation when such a waiver is determined by the President to be in the public interest. Unless specifically waived, any violation of laws, these rules or any other written policies of WCA-TV, may cause WCA-TV to withhold the use of its facilities from any person. All producers, providers and crewmembers will be held accountable for their actions by law and these regulations.

b) These rules shall be subject to periodic revision and change, without notice, upon approval by the WCA-TV Board of Directors.

## 18. ON SITE BEHAVIOR

- a) No possession or use of any illegal substances and/or weapons.
- b) No one will be allowed to operate equipment or spend time in WCA-TV facilities while using or appearing to be under the influence of alcohol or drugs.
- c) Abusive language and/or actions will not be permitted in the access facility, or by telephone, mail or email. Members, staff and guests are expected to treat each other with dignity and respect.
- d) Members will not be allowed to loiter in the access facility. Personal business and phone use should be kept to a minimum.
- e) Members are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended in the access center.
- f) Pets and non-working animals are not allowed in the public areas of the access center. These areas include the reception area, training room, conference room, edit suits, kitchen, studios, controls rooms, and hallways.
- g) No food or drinks are permitted in the edit rooms, control room, studio, or classroom. Eating and drinking should be contained to the kitchen and conference room.
- h) All equipment in edit rooms should be shut down and put away properly. Hard drives should be returned to the front desk.
- i) All equipment in the studio and control room should be shut down and put away properly, including, but not limited to the light board, cameras, microphones and cables, tricaster and main power. The curtain should be returned to its original position.
  - i) Any changes or settings applied to the tricaster or switcher should be reverted back to their original settings.
- j) Violation of these rules will result in immediate expulsion from the access facility and property and will result in the following actions by the Executive Director:
  - i) Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) – 3 month suspension of membership.
  - ii) Major infraction (involving reporting to the police and/or police action) – 6 month suspension of membership.
  - iii) Second offenses, either minor or major will result in permanent revocation of membership.

# Watertown Cable Access Corp

50 Columbia Street, Watertown MA 02472

617.923.8610 www.wcatv.org

For Producers

I have read, am familiar with and agree to abide by Watertown Cable Access Corp Policies and Procedures as set forth in this document.

_____				Yes or NO	
Signature		Date:		Are you a minor?	
_____			_____		
Name (Printed)			Email address		
_____		_____	_____	_____	
Address		City	State	Zip	
_____		_____		_____	
_____	_____	ext: _____	_____		
Home Phone	Work Phone		Cell		

## For Parent or Legal Guardian if Producer is under 18 years of age:

I have read, am familiar with and agree to accept responsibility for my young adult (Please print minor's name) \_\_\_\_\_ set forth in this document.

_____		_____/_____/_____			
Signature		Date:			
_____			_____		
Name (Printed)			Email address		
_____		_____	_____	_____	
Address		City	State	Zip	
_____		_____		_____	
_____	_____		_____		
Home Phone	Work Phone		Cell Phone		

Can we add your name & phone number to our directory for use by other WCAC volunteers producing a program looking for crew? (Circle one) Yes No  
(If yes please circle the number above you would like us to give out.)

# Watertown Cable Access Corp

50 Columbia Street, Watertown MA 02472

617.923.8610    www.wcatv.org

## For Sponsor of non-resident Producer

If the producer who signed the pervious page is not a resident of Watertown, a resident is required to sponsor the producer.

_____			
Print Name of Sponsor			
_____			
Address of Sponsor	City	State	Zip Code
_____			
Email Address	Home Phone	Work Phone	
_____			
Signature of Sponsor			