



## OFFICIAL POLICY OF GREAT FALLS COMMUNITY BROADCASTING COMPANY

---

# WOOL BROADCASTING POLICIES

### ***Broken/Defective Equipment***

---

Any and all broken or defective equipment must be reported as soon as possible to the station manager or, in the absence of a station manager, the Chair of the Equipment Committee. The equipment broken and the nature of the defect must be noted on the Station Log, along with the reporters name, signature and date. If an item is determined to have been broken or become otherwise defective and was not properly or accurately reported, the station member may be held responsible for the damages.

Failure to report malfunctions leads to problems for other DJs and could lead to further damage. Please always report malfunctions without fear that you will be held responsible. Accidents happen. Equipment breaks. But without a prompt report of equipment malfunction or facility problems, quick repairs cannot happen.

### ***EAS Tests***

---

It is the responsibility of the person broadcasting to respond to the Emergency Alert System and to perform the test when necessary. This person is also responsible for accurately recording that the test was performed. Training relating to the EAS will be arranged individually with each Program Host.

### ***Equipment Care***

---

Please handle the equipment with care—use common sense. Some specifics: do not tamper with the audio console settings unless authorized to make adjustments. Treat all buttons, dials and switches, headphones and microphones with care; be careful while handling CDs, minidisks, tapes and records. It's EVERY member's responsibility to report all equipment failures and malfunctions accurately in the station log and to the chair of the Programming Committee.

### ***Headphone Use***

---

To ensure the quality of our broadcasts, headphones must be used by DJs every time they speak on the air.

### ***Illegal Substances/Alcohol/Tobacco***

---

The use of alcohol and/or illegal substances is prohibited on station property; smoking is prohibited within the building. Notwithstanding the previous sentence, alcohol may be present at special events if sanctioned by the Board of Directors. Any member found to be broadcasting while under the influence of alcohol and/or illegal substances or smoking within the building will be subject to disciplinary action.

### ***Live Announcement Language***

---

*(This policy does not refer to FCC rules regarding obscenity/profanity.)*

You are encouraged to be well-informed about your choice of words as they relate to live announcements—if you have any questions, please first consult the attached publication from the FCC or, if questions remain, please consult the station manager or, in the absence of a station manager, the chair of the Programming Committee. If an immediate decision is required and you have any doubts, don't use the language. Err on the side of caution.

### ***Logging***

---

WOOL is required to maintain two logs: the Station Log and the Program Log. These logs are the property of the FCC; they are legal documents, and as such, must be completed in blue or black ball point ink – or on a computer - and with complete effort of validity. All discrepancies and errors in the logs must be corrected, dated and signed by the originator. Falsification of log documents is a Federal offense.

### ***Obscenity/Indecency***

---

The broadcasting of obscene or indecent material is prohibited by law. The maximum penalty is a \$25,000 fine, a one-year jail sentence of both. There also may be FCC administrative sanctions, including fines and the revocation of any broadcasting licenses.

A condensed and succinct guide to FCC restrictions in this regard is attached to this manual. You must familiarize yourself with these regulations to obtain and maintain certification to broadcast on WOOL.

There are no exceptions. All WOOL DJs and Program Hosts are required to sign an agreement that they will abide by the FCC regulations.

### ***On-Air Conduct***

---

All members of WOOL broadcasting on-air are required to conduct themselves in a professional manner. Please refer to the FCC booklet attached to this manual and also familiarize yourself with all other policies of WOOL and Great Falls Community Broadcasting Company.

### ***On-Air Telephone Conversations***

---

On-air telephone conversations are permitted so long as they do not include any inappropriate material. Before recording or broadcasting any telephone conversation, the DJ must clearly notify the other party and receive that party's permission to tape and/or broadcast the conversation. The only exception is during a live discussion/call-in program when it can be presumed that the caller is aware that he or she is likely to be on the air. Any policy breaches in this matter are the responsibility of the DJs, and may result in disciplinary action.

### ***Show Content***

---

Each hour of programming airing on WOOL shall include the following:

- LEGAL STATION ID at the top of the hour (between two minutes before and two minutes after the hour), spoken or prerecorded;
- STATION ID no less than three times, spoken or prerecorded;
- Two public service announcements

### ***Station Identification Announcements (Station ID)***

---

The FCC requires each station to make identification announcements (legal IDs) at the beginning/end of each broadcast day and at the top of each hour (within two minutes before and two minutes after the hour).

The official ID must contain the station's call letters, followed by the city of license:

**WOOL-LP 100.1 FM, Bellows Falls.**