



RULES AND REGULATIONS

Table of Contents:

Foreword & Goals.....	page 2
Membership.....	page 3
Programming.....	page 4
Order of programming importance.....	page 5
Technical requirements.....	page 5
Submission requirements.....	page 5
Prohibitions/Clearances.....	page 6
Program Schedule.....	page 6
Community Bulletin Board.....	page 6
Production.....	page 7
Training and Certification.....	page 8
Equipment Resources.....	page 8
Equipment Pickup and Return.....	page 9
Post Production/Editing.....	page 9
Studio Production.....	page 9
Responsibility and Insurance.....	page 10
Major Violations.....	page 10
Minor Violations.....	page 11
Other Conditions.....	page 12
Public File.....	page 12
Volunteers/Interns.....	page 12
Program Duplications (dubs).....	page 12
General House Rules.....	page 12
Right to Refuse.....	page 13
Unusual Situations.....	page 13
Signature Page.....	page 14

Foreword:

In April of 1996, a Renewal License between the cable provider, Cox Cable, and the Town of Weymouth came into effect. This Renewal License provided for the funding of a non-profit organization, Weymouth Educational Telecommunications Corporation, Inc., (WETC) to provide educational television programming for the Weymouth community. In June of 2004, another Renewal License was signed between the Town of Weymouth and Comcast. In this agreement, the non-profit, WETC, expanded its responsibilities to include the management of the public access channel, formerly operated by the cable provider and now called WCA.

Goals:

To establish a broad base of community understanding, support and involvement in non-commercial public access television.

To provide information, instruction and resources to ensure programming that expresses the skills, talents, abilities, interests, diversity and aspirations of the Weymouth community.

To develop outreach programs to all segments of the community.

To provide an electronic medium for free expression.

To ascertain areas of programming needs, aid in the implementation of programming and assess community response to programming on this channel.

To strive to achieve technically and aesthetically high quality programming

To provide sound management and financial strategies to ensure continued community access to and use of the access channel.

To work cooperatively with other similar organizations locally, regionally and nationally to promote and develop meaningful community uses of the access channel.

Rules and Regulations

Adopted by WETC Board of Directors March, 2005

STATEMENT OF PURPOSE:

WETC, a not-for-profit organization provides locally produced television programming for the interest and information of our Weymouth audience on two local channels, Weymouth Community Access (Channel 10) and Weymouth Educational Telecommunications Corp. (Channel 11). Both stations work cooperatively to produce programs for and about our Weymouth community.

I. MEMBERSHIP:

Any person age 14 or older who resides, works or is affiliated with an organization in Weymouth may become a member of Weymouth Community Access.

A. Types of membership:

1. Individual membership:

Individual membership is open to anyone who resides in Weymouth. Another form of the individual membership is a family membership. A family membership covers one family member at a rate of an individual member with an additional charge for each family member. Individual members receive:

- Access to training workshops and production equipment
- Technical assistance and support from WCA staff for media production

2. Organizational membership:

Any Weymouth-based organization may become an organizational member. Organizational members receive:

- All privileges of an Individual membership
- Specialized training workshops for three or more persons, which are specifically geared to the needs of the organization.

B. Membership requirements:

1. Show a picture ID, plus 2 proofs of Weymouth residency (for Individual membership) or a letter from a Weymouth-based organization (for Organizational membership)
2. Pay the current membership fee or do equivalent volunteer work
3. Complete a membership application.

4. Must complete the basic workshops in 1) Studio Production, 2) Field Production and 3) Editing to become a certified access member.

C. Production Volunteers

Production volunteers are not members of Weymouth Community Access. However they may take workshops on a fee-per-workshop basis. They may only use equipment that they have been trained to use and do not have the member benefits of reserving studio time, field or editing equipment.

II. PROGRAMMING:

A. Requesting time:

Any Weymouth resident or organization may request time for cablecasting a program on WCA, Channel 10. Those requesting time for programs *not* produced at WCA must submit a "Cablecast Request Form" along with the finished program at least a week in advance of available programming time. Programs produced outside of Weymouth require a local sponsor which can be any Weymouth resident who can show proof of residency.

B. Series programming:

A series is considered to be at least four new programs with a consistent theme or format. Members producing/presenting a series can receive a regular time slot. Series producers must make continuous use of their time slot with no more than five repeats of a program in order to hold on to that time slot. A regular time slot for a local series will be guaranteed for a cycle of twelve months from the date first cablecast in that time slot. Any other local producer vying for that particular time slot must first produce at least four programs in that series. The time slot would then be given over to that producer after the one year cycle is ended. All attempts will first be made to find time slots acceptable to all producers.

C. Time slots:

Times slots for WCA, are available on a first-come, first-served basis and in accordance with the established "Order of Programming Importance" listed below. In general, the WCA staff will program WCA-10 to consider presenting a coherent schedule to cable subscribers, as well as audience building, diversity of programming and technical issues.

Order of programming importance:

- a) *Locally produced programs will have priority over imported sponsored programming in terms of time slots and the number of times recablecast.*
- b) *Call-in live program over live program*
- c) *Live program over taped program*
- d) *Series over single program*
- e) *Original over repeat program*
- f) *Single programs will be cablecast in both peak and non-peak viewing times and will be scheduled at least three times during the first full month of cablecast.*
- g) *Programs deemed unsuitable for children will be cablecast after 10 p.m.*

D. Technical requirements:

All programs cablecast on WCA-10 must meet minimum technical requirements. WCA staff has the right to not show a tape that can either not be heard or seen by cablecasters viewing the channel signal.

E. Submission requirements:

1. All programs must have clear legible labels. Label on tape must include:
 - Program title
 - Cue in time (not in excess of one minute)
 - Length of program (RT=running time)
 - Airdates (required for series programs)
2. Label on tape box must include the producer's name and phone #.
3. Only one program per tape may be submitted for cablecast.
4. Programs should begin with 30 seconds of color bars and a 10 second countdown and be black at the end of the program for at least 20 seconds. Programs must have a continuous control track from beginning to end.
5. All programs must be rounded off in length to the nearest half hour. A shelf of promos, public service announcements and station ID's are available to our local producers for this purpose.
6. All programs produced at WCA must end with a disclosure similar to the following: "The views expressed on this program are those of the producer(s), host(s), guest(s) and caller(s) and do not necessarily reflect the views of Weymouth Community Access, WETC, the town of Weymouth or the cable operator."

F. Prohibitions/Clearances:

1. Producers or those who are requesting time on WCA are fully responsible for the content of their programs.
2. Commercial advertising is prohibited.

G. Program schedule:

1. WCA staff will publicize the program schedule. Two weeks advance notice prior to publication deadline is necessary for non-series program to be included in monthly program guide.
2. Individual producers are encouraged to do press releases and further publicity for their own programs. All promotional materials must be approved by WCA staff to ensure accuracy of information.

H. Community Bulletin Board:

1. Message may be run by Weymouth-based nonprofit agencies and organizations and by WCA producers promoting their programs.
2. Messages from non-profit agencies outside of Weymouth who claim a constituency in our community will be considered on a case by case basis.
3. Message must be on the proper WCA form
4. New messages begin on Monday and will run up to the day of an event. Ongoing messages, except those promoting a WCA program, will run for three weeks.
5. The deadline for submissions is Wednesday at 5:00 p.m. for messages to begin the following Monday.
6. Messages promoting an event may be received up to 45 days preceding the date of the event and will begin running not more than 30 days prior to the event.
7. No agency, organization or WCA producer may run more than two different messages
8. WCA staff may edit messages for space and clarity.

III. PRODUCTION:

Equipment is only available for productions intended to be run on WCA channel 10. WCA members wishing to produce a program must file a program proposal and have it approved by WCA staff prior to their first reservation of production equipment or facilities. Certified producers are allowed access to equipment on one program proposal at a time. Exceptions will be made at the discretion of the staff.

A. Role of WCA staff:

Successful public access programming depends on participation by many active volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, WCA 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 team, which WCA will then train.

B. Ownership:

WCA members own their program. Producers must keep the master tape of their program provided they purchase the actual cassette. Unless other arrangements are made, WCA has the right to maintain a copy of any program produced with WCA's resources for unlimited cablecast or for promotional purposes.

C. Unfinished programs:

Producers wishing to cancel/withdraw a program proposal must do so in writing. Program proposals not acted upon for two months will be cancelled and constitute grounds for a written warning. Three program proposal withdrawals will come under staff review and could lead to suspension of access privileges.

D. Program credit for underwriting and grants:

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: "This program was made possible through a grant by..." Or "Goods and services used in this program were contributed by..." WCA credit must still be included. WCA staff must be informed in advance of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone number or street addresses of underwriters, but may list business or organization name and town. At no time is a Community Access Producer able to accept a financial donation for their personal benefit.

IV. TRAINING AND CERTIFICATION:

A. Training:

Any Individual or Organizational Access Member is eligible to participate in a variety of workshops.

- Class schedules will be distributed to members.
- Class reservations are on a first come, first served basis.
- All basic level workshops are offered free of charge.
- Classes for specific groups or needs can be arranged on an ad hoc basis.
- WCA encourages qualified members to make proposals to teach classes which are not offered by staff.

B. Certification:

1. To become certified to use portable (ENG or field) equipment and editing facilities, attendance in the Basic Video Production workshop series is required.
2. Members must produce at least one program before taking advanced portable or advanced editing classes.
3. To become certified to use the studio facilities, an Access Member must have completed the studio workshop series and crewed on at least two studio programs.

V. EQUIPMENT/RESOURCES:

A. General guidelines:

1. WCA certified members may reserve portable production, post production and studio production equipment on a first come, first served basis for the production of programming for WCA-10.
2. Equipment may not be used in hazardous situations without prior approval of WCA staff.
3. Members wishing to reserve equipment should file their program proposal with the WCA staff before their first reservation. Improper bookings will be considered cancelled.

B. Location production equipment:

1. A normal booking is for a 24 hours use of equipment. Friday pickup/Monday morning return constitutes one booking.
2. The amount of equipment available for a given request will be determined by the staff based on the experience of the requesting access producer, the needs of others, the needs of the request and the equipment repair schedule.
3. It is required that equipment be reserved no less than 48 hours in advance and no more than 10 days in advance.

4. Bookings are limited to two uses in any week per program.
5. There is a maximum of four uses per finished program.
6. Exceptions to the rules may be made at the time of the program proposal approval at the discretion of the staff.

C. Equipment pickup:

Equipment must be picked up at the WCA office by the certified access member who reserved it. At no time will equipment be given to a non-access member. It is in the best interest of the borrowing access producer to carefully review the equipment before departure to make sure that all items needed for production are intact and in good working order.

D. Equipment return:

Equipment must be returned at the time indicated on the Equipment Check Out Form. Borrowers are responsible for notifying the staff in writing if there are any problems with the equipment. Certified members cannot borrow additional equipment until all items have been returned in good working order. Hours of equipment return will be scheduled by staff.

VI. POST PRODUCTION/EDITING:

- A. Members must not change the editing equipment wiring or connections or bring in accessories.
- B. It is required that edit time be reserved no less than 48 hours in advance.
- C. There is an eight hour per week reservation maximum in two – four-hour sessions per program.
- D. Access producers may not use more than 30 hours of reserved edit time per program. Producers may use up to four hours per day. If you are late for your booked edit session and another access member is booked immediately after your session, you will be asked to leave when your original time is up.
- E. Members may have use of logging facilities and it should be scheduled like any other equipment.
- F. Staff will ensure that edit rooms are vacated promptly at the time scheduled and left clear and ready to use.

VII. STUDIO PRODUCTION:

- A. Producers will provide the WCA staff with a completed crew sheet at least one week in advance of a shoot. Crew position assignments are the responsibility of the certified producer. All studio crew must be certified or approved by the WCA staff. Interns and volunteers may be available to assist in the production.
- B. It is recommended that studio time be reserved no less than one week in advance. The studio may be used for a maximum of one six hour block per week per program. There is a maximum of two studio uses at six hours each per finished program.

C. Series programs with regular time slots have priority over any other use of that time slot until determined otherwise by the WCA staff.

D. Staff will ensure that producers and their crews leave the studio clean and orderly and vacate them within the time allocated or be subject to possible loss of privileges.

E. It is important that producers and crews allow for up to 30 minutes set up time and 30 minutes break down time. Due to limited space, WCA cannot store sets and props.

VIII. RESPONSIBILITY AND INSURANCE:

Access members are responsible for the WCA facilities and equipment signed out to them. This includes responsibility for the acts of guests, assistants and others and for loss, damage or theft.

A. Violations:

In order for these policies to be effective and to keep operations running smoothly, a penalty system has been instituted. There are two type of rules which, if violated, can result in restrictions on an Access Member. The Executive Director or designee is authorized to issue warnings and suspensions. Warnings will be in effect for one year from the date of issue.

1. Major violations: Major violations will result in an immediate 90 day suspension of membership. These may include but are not limited to:

- Commercial or profit-making use of facilities
- Misrepresentation of member's affiliation with WCA to others
- Falsifying forms
- Taking or reserving equipment without staff permission
- Abuse of equipment, including attempted repair
- Changing the wiring or connections or attaching accessories
- Tampering with equipment or scheduling procedures
- Verbal or physical abuse or sexual harassment of staff or other members
- Consumption of unauthorized alcoholic beverages or illegal drugs on the premises

2. Minor violations:

Minor violations will result in the following series of actions within a one year period:

First violation ___ Verbal warning
 Second violation ___ Written warning
 Third violation ___ 30 day membership suspension

Minor violations may include, but are not limited to:

- Failure to attend a scheduled training session
- Failure to cancel a reservation
- Late pick-up or return of equipment without notification and approval
- Mishandling of equipment
- Smoking in any part of building
- Eating, drinking in non-designated areas
- Failure to cleanup after using the facilities
- Failure to cancel a scheduled training session
- Failure to vacate a studio or edit room: within the time prescribed
- Failure to follow the prescribed rules for reserving studio time.

B. Grievances:

Any grievances that an access member has and does not feel that has been met with an adequate resolution, may be appealed to the Executive Director. If the access member is still not satisfied, he/she may appeal to the Board of Directors and request being heard at their next meeting. A grievance needs to be filed to the Board of Director in writing: Board of Directors, WETC, P.O. Box 250, Weymouth, MA 02190. All decisions by the Board of Directors are final.

C. Insurance:

WCA has an insurance policy for the equipment while it is being used by members. Premiums are paid by WETC and the policy is in WETC's name. In the event that equipment is stolen or damaged and the insurance company honors the claim, the Access Member is responsible for the deductible, which is 20% of the amount of the claim with \$250 as a minimum and \$1,000 as a maximum. In order for the insurance company to honor the claim in the case of thefts:

- A police report must be filed
- Equipment cannot have been left unattended
- There must be proof of forcible entry and
- Equipment must not have been left in a vehicle overnight.

In the event the insurance company does not honor a claim, it is the responsibility of the access member to reimburse WCA for the full replacement value.

IX. OTHER CONDITIONS:

A. Public file:

There will be a file available to WCA members, which includes the names and phone numbers of WCA members, for the purpose of identifying crew for program productions, provided the individual approves the use of their name in this manner. Public and WCA files may be inspected during normal business hours by appointment only.

B. Use of computers and other office equipment:

WCA members are allowed the use of a designated computer to research websites as well as check their emails. WCA members must understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of WCA. WCA members should have no expectation of privacy in connection with the use of this equipment or with transmission, receipt or storage of information in this equipment. Access members must also agree not to use a code or password, access a file, or retrieve any stored communication unless authorized.

WCA members are welcome to use the various office equipment on a limited basis. We ask that members be respectful of the amount of paper being used.

C. Volunteers/Interns:

WCA relies heavily on the services of volunteers. WCA members are encouraged to volunteer during and after their training/certification. Those who are non-residents and cannot become an Access Member, may volunteer if they already have video production skills and are working on a specific program under the guidance of WCA staff. Students who are receiving high school or college credits are encouraged to intern. Interns receive the equipment privileges of an Access Member during the length of their internship.

D. Program duplication (dubs)

WCA has the right to maintain a program library of all programs produced at our facility. These masters are the property of WCA and will be on file for up to a twelve month period. Access members and volunteers may request a copy of any mastered program by filling out a dub request form. These copies will be made for a fee and may not be available until two weeks after the request is submitted.

E. Misrepresentation:

Access Members must not misrepresent themselves as employees of WCA or as having the ability to speak for WCA. Such actions may result in a suspension of access privileges.

F: General house rules:

- Members are responsible for supervision of guests and children during productions or edit time.

- Children should not be left unattended in the access center.
- Members will not be allowed to litter in the access facility.
- Personal business and phone use should be kept to a minimum.
- Cell phones must be turned off when in the access facility.
- No animals are allowed in the building except for service animals or as part of a production.
- Smoking is not allowed anywhere in the building.

G. Right to Refuse:

WCA staff reserves the right to refuse the use of it's facilities to any individual who appears to be under the influence of alcohol or drugs or who interfere with the orderly conduct of business.

H. Indemnification:

Users of the access channel shall indemnify WCA, WETC, the Town of Weymouth and the cable operator against any and all liabilities arising out of any use of facilities and resources or out of breach of the Operating Rules & Procedures.

I. Interpretation:

Where the implementation of these procedures are subject to interpretation, decisions shall be at the discretion of the Executive Director or the Board of Directors

J. Amendments:

The board of directors reserves the right to amend these policies on an ad hoc basis. Members will be notified of any changes through the newsletter.

K. Unusual situations:

Any situation in which there is not an operating rule or procedure will be temporarily governed by the judgment of the Executive Director or staff person on duty and the issue referred for discussion at the next Board meeting.

Tear this page off & return to Community Access Studio Director:

Please take the time to fill in the information below and return it to the Studio Director.

I have read the WCA Rules and Procedures and agree to abide by them.

Name: (please print) _____

Address: _____

Telephone: _____

Date: _____

Signature: _____