

RAGLAN COMMUNITY RADIO

98.1FM

Mission Statement: Is to entertain, to inform and to support all of the people within our community.

CODE OF CONDUCT (January 2009)

Raglan Community Radio is a voluntary organisation relying on its members to maintain certain standards of behaviour and performance to reach the public through its radio broadcasts.

Members of Raglan Community Radio Inc. who take a position as a radio announcer are required to be aware of and to understand the following rules and abide by them at all times. In general terms announcers shall act in a manner consistent with the mission statement & objectives of Raglan Community Radio Inc and shall not act in any way prejudicial to the viability and integrity of Raglan Community Radio Inc. Any breach reported to the committee may result in the announcer being suspended until such time as the matter can be discussed with and considered by the committee. Serious breaches may result in a permanent suspension of the announcer's membership and broadcast rights.

1. In conjunction with the Radio Code of Broadcasting Practice, standards of broadcast between the hours of 7.00am and 10.00pm shall be of a level that caters to the general community. The choices of music, issues and language shall reflect that standard. No explicit or offensive language shall be broadcast during this time.
2. Standards of broadcast outside of the hours of 7.00am to 10.00pm shall meet the requirements of the Radio Code of Broadcasting Practice, which is on display in the studio.
3. Announcers shall be current subcard holders.
4. Announcers shall not under any circumstances drink alcohol, take drugs or smoke in the studio nor eat food or drink over the equipment. Animals are also not permitted in the studio at anytime.
5. Announcers must be at least 14 years of age and no one under the age of 14 shall be allowed in the studio without authorised supervision.
6. The announcers shall respect the contents of the studio and the Town Hall at all times, report any damage or loss to the committee and leave the studio in a tidy state. All rubbish is to be removed from the studio at the end of the shift.

7. Announcers shall respect other announcers, shall not engage in physical or provocative acts towards other announcers, nor shall in any way interfere with the legitimate broadcast of any other announcer.
8. Keys must be returned at the end of the show.
9. Announcers shall fulfill RCR contractual obligations to advertisers. Community notices and trailers are to be broadcast in accordance with the guidelines set by the Committee.
10. Announcers shall inform a committee member, as soon as possible if they are unable to make their scheduled broadcast. An announcer missing two consecutive scheduled broadcasts without good reason shall be considered to be in breach of this code.
12. Any messages received during a broadcast shall be noted in full and passed on to the appropriate person as soon as possible.
13. After completing a show the announcer must ensure that the “Auto DJ” is on, that the windows are shut, that the doors are locked and sign is brought in. They are also to sign the diary with the time duration of their show also included.

14. Announcers shall be available for training in the use of studio equipment and studio protocols as required by the committee.

15. Playing of artists – no more than two tracks of the same artist within an hour
Unless prior discussion with station manager for tribute shows
16. All songs/artists must be either forward or back announced
17. Any interviews must be recorded as aired on a live show (must be kept unedited for three months)

I have read and understood the above code of conduct expected of me as a member of Raglan Community Radio and agree to comply with it.

Signed

Witnessed by
For Raglan Community Radio Inc.

Contact details:.....
Subcard No.

Code of Conduct RCR Inc. Reviewed 02/2009	Next review: 02/2010
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