

Presenter's Contractual Agreement

Macleay Valley Community FM Radio Station Inc.
hereafter referred to as Tank FM

Preamble

Being a presenter and having a show **IS NOT A RIGHT**, but is a privilege given to the applicant, who, being current with their annual membership fees, agrees to follow the policies and guidelines of Tank FM.

During your allotted slot, you are the person in charge, and are responsible for Tank FM property. If guests steal or damage or deface Tank FM property, swear 'on-air', or violate any of the rules and guidelines governing Tank FM, the presenter will be held responsible for the actions of their guests.

The 'on-air' privileges, and/or membership of any Tank FM presenter may be suspended and/or terminated, due to one or more of the reasons relating to breaches of Tank FM rules 1-37 as listed below; remembering also that Presenters, as are all other members, subject to the same articles governing conduct, which appear in the Tank FM Constitution. Presenters are also subject to the CBAA code of practice.

Programming, Training, and Station Equipment

1. I will commence my program as per the scheduled time and arrive at the studio at least 15 minutes before my program's scheduled start time.
2. I will abide by the programming ideals adopted by Tank FM, (as outlined in the Constitution), which aims to break down prejudices on the grounds of race, nationality, ethnic background, sex, religion, sexual preference and mental/physical condition.
3. I will follow the Program Run Sheets as closely as possible.
4. I will wear headphones when the microphone is open.
5. I understand that the musical tastes and opinions of members may be different from my own, and will undertake to respect the rights of members to hold their own opinions.
6. I agree not to play any music, or other recorded material with offensive language **except** in accordance with Tank FM's policy document on coarse language in broadcast material. (See also 10c. below)
7. In the event of transmitter failure, I will continue broadcast to internet listeners.
8. I agree to attend as many Training Sessions per annum, as is deemed necessary by Tank FM, on Broadcasting Techniques and Standards, in order to keep me 'current' with Broadcasting Equipment, Policies, and Practices, and OH&S procedures.
9. I will treat all station equipment with respect and report any problems immediately to a Technical Sub-Committee member. I will not attempt to make repairs or adjustments to station equipment, unless authorised by a member of the Technical Sub-Committee.

Station Policies

10. I will obey the legal and station requirements of being a presenter:-
 - a. There will be no personal attacks on private individuals, or business organisations.
 - b. I will not use my position as a presenter for Tank FM, to further personal causes.
 - c. No defamatory, blasphemous, obscene, or seditious statements will be made, nor any statements which may be considered to be in contradiction of any Anti-Terrorism legislation.
 - d. There will be no offensive material broadcast, in keeping with the current policy document of the station, and guidelines of the Australian Communications and Media Authority,
 - e. There will be no advertising during my program, unless an authorised sponsorship announcement is present on the Run Sheet.
 - f. I will not glorify suicide or, recommend it as a solution to life's problems. I will not name suicide victims, the location where the suicide occurred or, the method used.
11. I will follow the station policy in receiving complaints at the studio, and will document all incoming phone and fax calls, which require further action by the station, and will follow procedures relating to this, as set out in the 'On-Air' Presenter Guide.
12. I will immediately contact the Programming Manager prior to arranging an alternate presenter or alternate mechanism should I become unavailable, or will be late, for a rostered broadcast; cases of emergency are exempted.
13. I will not use the Studio to entertain my friends, or consume alcohol, or drugs on the premises.
14. I will facilitate a smooth changeover at the end of my shift and complete my program on time.
15. I will not make personal comments on air about any member, or program, or use my program for the conducting of personal conversations.

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16. I am responsible for any damage caused to the studio and/or equipment by me or any of my guests.
17. I will not hang posters, advertising, plaques, etc. without the prior approval of the Management Committee.
- The following situations are not acceptable, and are considered to be serious breaches of this Agreement .**
18. Failure to show up^①, or being late^② for his/her allotted time slot.
19. Failure to complete his/her allotted time slot or fill-in.^③
20. Failure to follow the run sheets.
21. Interfering with another presenter's show; this includes running into the next presenter's time-slot.
22. Use of profane language or derogatory remarks concerning race, religion, gender, sexuality, during 'on-air' broadcast.
23. Allowing guests to use profane language or derogatory remarks concerning race, religion, gender, sexuality, during 'on-air' broadcast.
24. Airing a song, interview, or other recorded material containing profane language or derogatory remarks concerning race, religion, gender or sexuality.^④
25. Airing descriptions of sex acts, vivid descriptions of crimes involving rape, mayhem, child abuse, assaults, or vivid descriptions of accidents involving serious injury or death.
26. 'On-air' denigration of Tank FM presenters, management or programs.
27. 'On-air' complaints concerning equipment failures or other presenters.
28. 'On-air' comments condoning unlawful acts or comments that are likely to incite lawlessness, rioting or other acts that are detrimental to the community.
29. 'On-air' wilful lying or distortion of facts.
30. Un-authorized possession of any Tank FM material or equipment outside of the station's premises.
31. Use of alcohol and/or drugs or narcotics or being under the influence of alcohol or drugs/narcotics, or allowing guests to consume or be under the influence of alcohol or drugs/narcotics at the station.
32. Removal any property from Tank FM, including CD's, records, tapes, documents, pens, paper, current newspapers and magazines, etc, without prior approval of the President, Vice-President or Secretary; this also includes other presenters' property.
33. Negligent use or abuse of Tank FM property or the property of other presenters.
34. Accepting, or attempting to secure, any conditions, favours, goods, money or material from outside interests, in exchange for 'on-air' promotions or endorsements.
35. Reconfiguring the technical layout of the studio or replacing equipment, without prior approval of the Technical Sub-Committee.
36. Failure to contact the station technician, when equipment fails. i.e. at start-up, during, or at shut-down of a presenter's show (after the presenter has followed the appropriate procedures as set out in the 'On-Air' Presenter Guide).
37. Failure to follow the station's policy and guidelines when conducting 'Talkback' interviews.

- ① If a presenter is unable to do his/her show, it is the presenter's responsibility to arrange for fill-ins. If a presenter is unable to secure a fill-in, he/she MUST notify the Programming Manager at least two hours prior to the commencement of his/her show. Cases of emergency are exempt from the two hour rule.
- ② It is the presenter's responsibility to be at the station at least 15 minutes prior to his/her show or notify the preceding on-air presenter at the station, or the Programming Manager that he/she will be late.
- ③ Cases of emergency are exempted.
- ④ If a presenter arrives late for their show and the TDN is providing the program, then they MUST wait until the top of the NEXT hour before they can commence their program.
- ⑤ The presenter must be familiar with the material that he/she plans to 'air', and must be fully conversant with the current Tank FM document, regarding Tank FM's policy on coarse language in broadcast material.

The management of Tank FM reserves the right to substitute a presenter into another presenter's program, where it is considered that the choice of substitute presenter is more appropriate, taking into consideration such criteria as knowledge and experience on a particular subject, e.g. special events. This substitution would take place as a matter of courtesy, between the management committee and the presenter who is to be substituted.

I understand these rules and conditions and agree to abide by the Presenters' Contractual Agreement as set out above. I understand that disciplinary action can, and/or will, be taken against me for breaches of the agreement.

Presenter(s) Name (print) Presenter(s) Signature

Date:.....