PEACH CITY RADIO

Program Submission Guidelines *[13 May 2013 v2.0]*

Technical Guidelines

In order to allow Peach City Radio to efficiently maintain our library of pre-recorded shows/podcasts, we require all programmers to follow the technical guidelines for creation and submission of programs as described in this section.

- Audio files submitted to Peach City Radio (PCR) should be encoded as ***mp3*** files. The encoding must be at a rate of ***128kbps***.

- Audio files should conform as closely as possible to durations which end on an even half hour, allowing one full minute for PCR audio. For example, programs should be 29, 59, 89, etc... minutes long. Audio may slightly exceed these values, however PCR will fade audio out as required to maintain scheduling demands.

- Should your program be longer than 1 hour, PCR requires that you include a station identification statement (such as "you are listening to Peach City Radio") once per half hour of audio.

- File naming convention for your submission is as follows:

    YOURPROGRAMNAME.#.YYYY.MM.DD.mp3

    YOURPROGRAMNAME = Your program name, in all caps.

    # = The episode number of the program. If your program is a one-off, please make this '1'

    YYYY = The year - a 4-digit number

    MM = The month - please use leading '0' for Jan through September

    DD = The day - please use leading '0' for 1st through 9th

    Example: JIMSCOOLRADIOSHOW.4.2013.02.24.mp3

    Software has been developed which relies on all programmers following this convention. This saves many volunteers many hours of work, so please do your part!

- Please ensure that all ID3 tags are properly edited within your mp3 submission. ID3 is a format for including information about an mp3 file, which is encoded within the file itself. PCR software will use this information. Please ensure that the following ID3 fields contain the proper information:

    Name - *Set this to the title of your episode*
    Album - *Set this to the name of your show*
    Artist - *Set this to the name of the host or producer of your show (you!)*
    Year - *Set this to the current year*
    Track Number - *Set this to the episode number of your show, if your show is a series*

- Once your program is completed, and it has been uploaded to the PCR server, please send an email to ***prog@peachcityradio.org***, including the title of your show, the title of the episode, a short description (if required) and the name of the file you have uploaded. Please allow us up to 2 days to get your program live on the website.

- Providing a log file for your program, allows Peach City Radio the flexibility to use your program in various different forms of distribution. Currently, our Society has agreed to attempt to adhere as closely as possible to CRTC guidelines governing broadcast material, which means that a log file will be required for all programs, in order for Peach City Radio to distribute those programs. As a result, the following guidelines governing log file submission have been put into place:

- As of [*date TBD*], all programs submitted to PCR not accompanied by a properly completed PCR log sheet/log file, may not be made available for download/streaming/broadcast by Peach City Radio. Log files may be submitted online, or may be uploaded to the FTP site in the same fashion as audio files. They should have the same filename as the audio program, but with a different extension.

- As of [*date TBD*], all programs currently hosted by PCR website/streaming/broadcast must be accompanied by a properly completed PCR log sheet/log file.

Note that the way in which programs and log files are uploaded and updated on the Peach City Radio website is currently changing. This document will be available on our website in the Resources section, and will be updated accordingly. Please make sure that you keep up to date with current PCR technical guidelines for submitting shows. Peach City Radio volunteers are working very hard to make this process as simple as possible for all programmers.

Content Guidelines

Community radio provides a forum where citizens can freely express themselves within their society. Certain responsibilities are associated with the ability to provide this platform to our programmers. This section outlines both what the CRTC expects of Peach City Radio, and what PCR expects of you as a programmer.

Currently, Peach City Radio is not broadcasting live-to-air. However, the Society is in support of functioning as though we are currently licensed by the CRTC. This allows programmers to become familiar with the requirements of operating under a license until one is in place. As a result, PCR requires that all programmers generating content for our website and online streaming server abide by the CRTC Rules and Regulations outlined in this section.

CRTC Rules & Regulations

As a (future) broadcast license holder, Peach City Radio is bound by the laws and guidelines of the Canadian Radio, Television, and Telecommunications Commission (CRTC), the Broadcasting Act, and the Criminal Code of Canada. Despite allusions in the Broadcasting Act to freedom of expression on the air, there are a number of regulations that restrict certain things from being said on the radio. Not only will the person who makes such remarks while on air be subject to legal action, but so will the station.

The most important questions programmers should ask themselves is:
"**Why am I saying this?**" or "**What purpose does it serve?**"

Community Radio often exposes people to art forms, types of communication and ideas that can provoke strong emotions. PCCRS may question programmers on what they choose to say or play as the whole station could be shut down or heavily fined. In all cases the PCCRS will provide a fair hearing for any programmers that receive serious complaints.

Programmers are not strictly limited in the breadth of material they may broadcast. However, there are restrictions imposed by the CRTC on what one can *never* do while on the air. PCR is always working at developing further guidelines and policies to help programmers understand any limitations which should be respected.

Peach City Radio programmers should not broadcast, or include within their program contents:

1. Anything contrary to the law.

2. Any abusive comment that, when taken in context, tends, or is likely to, expose an individual or group to hatred or contempt on the basis of physical ability

3. False or misleading news

4. Any remark which advocates or teaches the use of force to change the Government of Canada

5. Any telephone interview or conversation or any part thereof with any person unless the person's oral or written consent to the conversation being broadcast was obtained prior to the broadcast, or the person telephoned the station for the purpose of participating in a broadcast.

6. Anything agains broadcasting regulations.

Note that this is not a definitive list. When in doubt, err on the side of caution. Programmers should be familiar with, and constantly keep themselves apprised of any materials or station policy that may develop. Some examples may be policies regarding defamation and slander, hate propaganda, obscenity, bias, balance and copyright.

Policy on Airing Controversial Material

The following is a draft policy based on the Rossland Co-op Radio Programming Policy. It outlines the station's stance on the airing of controversial material. This policy is currently under review by the PCCRS Programming Committee.

1. Peach City Radio will not broadcast any verbal utterances that promote discrimination or hatred against an individual or group or class of individuals on the basis of anything that makes them an identifiable group.

2. Peach City Radio recognizes that some of the verbal utterances that could be determined as falling within guideline (1) are used in a manner to expose the audience to such discrimination in order to increase awareness and with the belief that this will facilitate the eventual eradication of these discriminations.

3. Peach City Radio recognizes that artists often use abusive terms in a satirical way but with the same intentions as outlined in guideline (2). It is the responsibility of the Society to ensure that each programmer is able to judge to the best of his/her ability whether the artist's intentions are compatible with these clauses.

4. Peach City Radio is mandated to explore all kinds of music and auditory stimuli. These can often include texts of artists exploring the most difficult facets of human experience and behaviour; for example, sadomasochism, addiction, slavery, insanity, mass murders, hatred, racism, sexism, torture, or genocide. Peach City Radio believes that such artists often act as the emotional catharsis of our society and as such have a right to be heard. Programmers must be prepared to justify the airing of such material by identifying its redeeming factors and by providing a context.

Disclaimers

Peach City Radio supports the use of a disclaimer within an audio program where appropriate. This may be at the start of an audio program, or within an audio program at the start of a particular segment of the program.

A disclaimer can be as simple as the host of the program stating that "the following program may not be suitable to all listeners, please use your own discretion". The programmer may also wish to state why they believe that all listeners may not appreciate the audio being referred to in the disclaimer.

A disclaimer does not absolve the programmer from having to abide by the rules, regulations and guidelines outlined within this section. However, it becomes useful if the programmer is unsure of whether a segment of audio programming is appropriate for all listeners.