



## **Programming Policy**

*01 April 2015 - Version 1.0*

## **1. MANDATE**

- 1.1. The Board of Directors of the Peach City Community Radio Society (PCR) must ensure that:
  - i. PCR meets the CRTC regulations as required by our license.
  - ii. The purposes of the Society as laid out in the Society Constitution are fulfilled.

This includes the following:

- a. The commission's primary objective for the campus/community radio sector is that it provides programming differing in style and substance from that provided by other elements of the broadcasting system, particularly commercial stations and the CBC. The commission considers that campus/community stations should add diversity to the broadcasting system by providing alternative programming in both music and spoken word. [CRTC Campus/Community Radio Policy 2000-12; Section 13]
- b. See Section 15 of the CRTC Campus Radio Policy and Public Notice 1999-117 in regards to multi-cultural and multi-racial programming and employment.
- c. See the CRTC Guidelines for Sex-Role Portrayal Public Notice 1990-99.

## **2. ROLES AND RESPONSIBILITIES**

- 2.1. PCR is a community radio station, which is defined as a not-for-profit undertaking associated with a registered not-for-profit Society. Community radio stations rely almost exclusively on volunteers from the community at large, for their programming and operations. [CRTC Campus Radio Policy; paragraph three of the summary]
- 2.2. The PCR Board of Directors must retain full control over all decisions concerning the management and programming of the station.
- 2.3. The Peach City Radio Program Director is responsible for the day-to-day management of the program schedule. For example: scheduling traffic and syndicated programs; arranging fill-ins; ensuring programming meets CRTC and PCR policies; assignment of time-slots and disciplining on-air volunteers. In the absence of a Program Director, the Chair of the Programming Committee shall fulfill this role.

- 2.4. The Programming Committee will deliberate and decide the assignment of new time-slots, evaluations of programs, drafting of programming policies and disciplining of volunteers. Please see the Peach City Radio Programming Committee Terms of Reference document, and refer to the Peach City Radio Programming Handbook for further information.
- 2.5. The Programming Committee must regularly report to the Board of Directors regarding any disciplinary measures and changes in the schedule. If the Board of Directors decide to overturn a decision of the Programming Committee the Board of Directors must give reasons for doing so in writing and must do so in conformity with CRTC and PCR policies.
- 2.6. The general composition of the program schedule is established by the PCR Board of Directors. The Chair of the Programming Committee will keep the Board informed of changes to the schedule and of significant disciplinary measures (eg. dismissal of a volunteer).

### **3. DEFINITION OF PROGRAMMING ROLES AND SLOTS**

- 3.1. **Host:** A fully trained on-air volunteer designated to a specific time-slot. A host is:
  - i. A member in good standing of the Peach City Community Radio Society.
  - ii. Has completed a Radio 101 session
  - iii. Has successfully submitted a show proposal in writing to the Programming Committee.
  - iv. Has signed and submitted the Peach City Radio Programmer Code of Conduct.
  - v. Is responsible for their show.
- 3.2. **Producer of a Collective Program:**
  - i. Any program that has three or more trained on-air volunteers participating on a program will necessitate the designation of a "producer."
  - ii. The producer will: be responsible for the overall concept of the program; will organize the rotation of the other on-air volunteers; will fill the time slot and ensure that the other on-air volunteers have gone through the training process and been approved by the Programming Committee for on-air programming before joining the rotation.
  - iii. Departure of the producer from a program requires that another on-air volunteer of the rotation take over as producer. If this fails to happen the

remaining on-air volunteers must apply with a new program proposal or the program slot will become open.

- iv. All such arrangements must be made with the approval of the Programming Committee.
- 3.3. **Contributor:** Someone who contributes a pre-produced segment or live interview to an existing program.
- 3.4. **On-Air Guest:** Anyone not fully-trained and staff-approved for on-air who sits-in with the host and speaks on mic. Frequent on-air guests will be asked to become members and go through the training process.
- 3.5. **Guest Programmer:** Someone who is not a member who is invited to provide content, direction and host the program with an on-air volunteer. The use of a guest programmer is subject to the consultation and approval of the Programming Committee.
- 3.6. **Interview Guest:** Anyone invited by a host to be interviewed about a subject on-air.
- 3.7. **Program Slot:** A program slot is any period of time defined within the PCR broadcast schedule.

## 4. PROGRAM SCHEDULE COMPOSITION

The program schedule is divided into the following sections:

- i. Morning: 6 am to Noon
- ii. Afternoon: Noon to 4pm
- iii. Evening: 4pm to Midnight
- iv. Overnight: Midnight to 6am

### 4.1. Programming Policy on Gender Equity

- 4.1.1. Every effort will be made by the station management to help achieve gender equity of the on-air volunteers on the PCR program schedule.
- 4.1.2. Efforts to increase the number of women on-air should include:
  - i. The station management will promote the equal representation of women on the Programming Committee.
  - ii. Preference given to program proposals by women when proposals of equal merit are presented.

- iii. The goal of at least one woman focused program with a producer and rotating hosts to provide training and mentoring to future women on-air volunteers who will go on to host their own programs.

#### **4.2. Priority of New Programs**

- 4.2.1. When a slot becomes available, priority shall be given to a new program rather than giving two adjacent programs extra time.
- 4.2.2. If there are no proposals for a specified time-slot, extra time may be granted on a temporary basis to adjacent programs at the discretion of the Programming Committee.

#### **4.3. Maximum Length of Programs**

- 4.3.1. The maximum length of programs is ultimately at the discretion of the Programming Committee.

In practice reasonable guidelines for program length are two (2) hours for music programs; one (1) hour for spoken word programming and one hour and a half (1 ½) hours for multicultural programs during the CRTC broadcast day (6am to Midnight).

#### **4.4. Volunteers with Multiple Programs**

- 4.4.1. While the establishment of volunteers with multiple programs is not encouraged it is recognized that this may occur from time-to-time on a temporary basis.
- 4.4.2. On-air volunteers hosting multiple programs are expected to have each program fulfill significantly different roles within the schedule.
- 4.4.3. Granting access to the airwaves to new on-air volunteers will be a priority over approving or maintaining programs by hosts who already have other programs on the schedule.
- 4.4.4. If there is a need to make space for a new program a volunteer hosting two programs will be directed to give up one of the programs.

#### **4.5. No Seniority**

- 4.5.1. Seniority or similar concepts that suggest 'ownership' over time slots by on-air volunteers will have no bearing on scheduling decisions made by the Programming Committee.

### **5. PROGRAMMING PROCEDURES**

#### **5.1. Changes to the Broadcast Schedule**

- 5.1.1. Any proposed changes to the composition of the program schedule by the station management or Programming Committee will be made in consultation with those volunteers impacted by the change.
- 5.1.2. A consultation may include a discussion at a Programming Committee meeting with the affected volunteers.

#### **5.2. 'No Shows' Policy**

- 5.2.1. 'No Shows' are defined as the failure of an on-air volunteer to broadcast during a scheduled time slot and the failure to arrange for a trained on-air volunteer to fill the time slot. The Programming Committee must be notified of any fill-in arrangements.
- 5.2.2. Two 'no shows' within a six month period by an on-air volunteer will constitute sufficient grounds for a one month suspension of on-air broadcasting privileges and loss of time slot.
- 5.2.3. Upon the first occurrence of a 'no show' the volunteer will be given written notice as a warning regarding the consequences of a second incident. If a second incident occurs the volunteer will receive a formal letter of suspension.
- 5.2.4. Exceptions can be made for extenuating circumstances. The determination of extenuating circumstances is at the discretion of the Programming Committee.

#### **5.3. Evaluation of Programs**

- 5.3.1. The Programming Committee will conduct at least two programmer peer evaluations per year on each program. Participation in peer evaluations is a requirement of all current program hosts. The results of this peer evaluation

are kept on file, and may provide information pertaining to official Programming Committee evaluations.

- 5.3.2. The Programming Committee shall evaluate programs on a regular basis as determined by station management or the Programming Committee.
- 5.3.3. Official Programming Committee evaluations shall be performed by the Program Director or a member of the Programming Committee. If it is determined that the program is in need of significant improvement, the host(s) shall be informed in writing that they need to improve the program in specific ways within a certain time period.
- 5.3.4. After the specified time period, the Programming Committee or Program Director will perform another evaluation of the program. If no significant improvement has occurred the program may be removed from the schedule.

#### **5.4. On-air Volunteer Requests to Move or Change Time-slots**

- 5.4.1. A request by an on-air volunteer(s) to move or change time slots or to change the concept or format of their original show, requires a written proposal to the Programming Committee and is subject to the availability of time slots.

#### **5.5. Grandfathering Policy**

- 5.5.1. The passing of time slots from one on-air volunteer to another volunteer without the approval of the Program Director is prohibited.

#### **5.6. Community Announcements, Public Service Announcements (PSAs) and On-Air Advertising**

- 5.6.1. Community Announcement (CA) refers to a recorded statement, which is generally seen as describing an event or happening in the local area with a positive impact on the community as a whole, rather than to a specific individual, organization or business.
- 5.6.2. Public Service Announcement (PSA) refers to a recorded statement, whose impact is generally seen as a benefit to the community as a whole, and is arranged through a local, provincial or national not-for-profit or charitable campaign or organization.
- 5.6.3. PSAs are only accepted from not-for-profit organizations.

- 5.6.4. All on-air volunteers are asked to refrain from promoting businesses who have not contracted with the radio station for paid sponsorships. On-air volunteers who contravene this policy will be subject to disciplinary action including loss of broadcasting privileges.
- 5.6.5. Local cultural for-profit events may be promoted by on-air volunteers without the mention of ticket prices.
- 5.6.6. Local performers who appear on-air may promote up-coming performances (with mention of ticket prices) in exchange for their guest appearance.
- 5.6.7. On-air volunteers are restricted from using their on-air privileges to self-promote or cultivate trust for business ventures or the provision of services outside their broadcast time on PCR.
- 5.6.8. PSAs will not be accepted from not-for-profit organizations that promote their services by promising a guaranteed result or benefit.
- 5.6.9. Not-for-profit organizations promoting fund-raising events with a cost may be announced on-air but ticket prices cannot be mentioned.
- 5.6.10. The Programming Committee will have the final decision regarding promotion of community events and partners on PCR. The decision will be considered on the basis of provision of benefit of an announcement to the community as a whole versus the direct benefit to an individual, business or organization.

## **5.7. Leave of Absence for On-air Volunteers**

- 5.7.1. On-air volunteers must receive the approval of the Programming Committee regarding any time off from their regularly scheduled program.
- 5.7.2. Long term absences from a regular program slot requires 1 month notice in writing to the Program Director, or Programming Committee.
- 5.7.3. It is the on-air volunteer's responsibility to find fill-ins during their absence and to notify the Programming Committee of such.
- 5.7.4. Extended or repeated absences may result in the loss of the time slot.

## **5.8. Religious programming**

- 5.8.1. Programming with a religious focus will need to conform to the expectations of programming on the PCR schedule; which is the promotion of an alternative to the mainstream media.



- 5.8.2. Alternative programming with a religious focus will include an interfaith focus that demonstrates a respect for a diversity of religious belief and recognition of the theological struggles within every religious community.
- 5.8.3. Expression of religious belief by any DJ will not act as a defence of programming that promotes hatred or contempt of individuals or groups based on gender, race, religion or sexual orientation.
- 5.8.4. For further guidance please see the CRTC Religious Programming Policy Public Notice CRTC 1993-78.

### **5.9. Soap Boxing**

- 5.9.1. Public affairs programming should be composed of interviews and dialogue with individuals with a background in the subject discussed.
- 5.9.2. Programmers who wish to express their personal opinions are limited to five minutes maximum.
- 5.9.3. Programmers reading a written passage from a publication or book on-air must acknowledge the source.
- 5.9.4. Professional standards on an issue discussed still apply during an expression of personal opinion. It should be noted that stating that a section of a broadcast is an editorial opinion does not protect the individual or station from libel or slander charges.

### **5.10. Personal or Internal Grievances**

- 5.10.1. On-air volunteers may not discuss personal grievances or internal station business over the air. Only issues in the public interest are appropriate for broadcast.
- 5.10.2. Any issues with other volunteers or management of the station must be dealt with via the appropriate station procedures.

### **5.11. Underage Volunteers and Volunteers with Special Needs Policy**

- 5.11.1. As an adult organization, PCR recognizes the need to provide a safe environment with adequate support and supervision for volunteers who are under 18 years of age.
- 5.11.2. Any Peach City Radio representative supervising youth or special needs volunteers must supply a recent criminal record check.

- 5.11.3. Before an underage individual can begin to volunteer at the station:
  - i. A meeting must take place between the Volunteer Coordinator, the underage individual and their parent or legal guardian
  - ii. PCR must receive a signed permission form from the parent or legal guardian of the underage individual
- 5.11.4. Certain restrictions will apply until the volunteer is 18 years of age:
  - i. Volunteers under the age of 16 are only able to program with a legal guardian or parent present
  - ii. At 16 years of age a volunteer may only program during staff hours. The volunteer cannot have guests until she/he has been programming for three months. After that point the volunteer may request permission from the Program Director to have guests on-air.
- 5.11.5. The involvement of underage individuals or those with special needs, with PCR under the auspices of external organizations (eg. schools, youth groups) is subject to special arrangement.

## **6. Programming Criteria**

This section documents expectations of programmers regarding the rules of broadcast discipline.

### **6.1. Host Requirements**

- 6.1.1. Program hosts must be members of the Peach City Community Radio Society in good standing.
- 6.1.2. Program hosts must have completed a Radio 101 course offered by Peach City Radio.
- 6.1.3. Program hosts must have submitted a Program Application proposal to the Programming Committee, and the Committee must have approved the program described therein.
- 6.1.4. Program hosts must have signed and submitted a Programmer Code of Conduct to the Programming Committee.
- 6.1.5. Program hosts must participate in semi-annual program peer review conducted by the Programming Committee.

## **6.2. Program Probationary Period**

- 6.2.1. The *program probationary period* is defined as the period from the beginning of the first episode of a program, to the conclusion of the sixth episode of the same program.
- 6.2.2. During the program probationary period, a program may be periodically monitored and evaluated by the Programming Committee.
- 6.2.3. The committee may provide feedback to the programmer in writing during the program probationary period.
- 6.2.4. At the end of the program probationary period, the Programming Committee will evaluate the program. If highlighted issues are not addressed, and no significant improvement is detected, the Programming Committee may decide to discontinue or cancel the program.

## **6.3. Normal Program Operations**

- 6.3.1. The period of *normal program operations* is defined as the period forward from the beginning of the seventh episode of a program.
- 6.3.2. The Programming Committee conducts air-checks on all Peach City Radio programs from time to time during the period of normal program operations.
- 6.3.3. Programmers found in violation of Peach City Radio policies during normal program operations will receive a written warning for a first offence.
- 6.3.4. Programmers found in violation of Peach City Radio policies during normal program operations will receive a suspension of programming privileges for a second offence.
- 6.3.5. Cancellation of the program, and possible expulsion from Society membership may occur following a third offence against a programmer during normal program operations.

## **6.4. Grounds for Program Discontinuation**

- 6.4.1. The Programming Committee may recommend discontinuation of a program as a result of the following circumstances.

The programmer:

- i. Breaches any part of the signed Peach City Radio Programmer Code of Conduct.

- ii. Is late for his/her show 2 or more times within a six-month period.
- iii. Does not show up for his/her show and does not give notice.
- iv. Adequate notice is at least 24 hours prior to program start time, reported to the Program Director, Programming Committee Chair, or a member of the Programming Committee at large.
- v. Is engaging in self-promotion, or non-community promotional activities.
- vi. Does not adhere to relevant CRTC regulations, or guidelines on defamation, slander, obscenity and libel.
- vii. Changes programming schedule without notice or prior approval from the Programming Committee.
- viii. Refuses to take responsibility for, or addresses critiques of their comments while on-air.
- ix. Is stealing from Peach City Radio.
- x. Is caught defaming staff, volunteers, or listeners on-air, or on social media websites.
- xi. The program does not fulfill the submitted program application.
- xii. Drugs or alcohol are being used by programmers or guests while on-air.

## **6.5. Grounds for Immediate Expulsion from the Society**

6.5.1. The Programming Committee may recommend immediate expulsion of a programmer as a result of the following circumstances.

The programmer:

- i. Is proven to have committed theft of Peach City Radio equipment.
- ii. Is proven to have deliberately damaged Peach City Radio equipment.
- iii. Has repeatedly failed to adhere to CRTC regulations or the Broadcast Act.

## **7. Programming Disciplinary Procedure**

- 7.1. The Programming Committee receives all complaints regarding programming and/or hosts acting in contravention to this policy document.
- 7.2. In the event that a complaint cannot be resolved via facilitation of the Programming Committee through discussion with the involved parties, the

- complaint shall be forwarded to the Programming Disciplinary Committee (PDC).
- 7.3. The Programming Disciplinary Committee will convene within 21 days of receipt of a complaint against a program, an individual programmer, or an on-air guest, where the complaint specifically pertains to programming-related issues.
  - 7.4. The PDC comprises:
    - i. A Director of the Society, other than the President or Vice President,
    - ii. A member of the Programming Committee other than the Chair (or Program Director, and
    - iii. A member-at-large of the Society.
  - 7.3. The PDC will gather information pertaining to the complaint, including provision of opportunity for all involved parties to submit statements in writing, or appear before the PDC.
  - 7.4. The PDC will make every reasonable effort to produce a written report to the Programming Committee within 21 days of receipt of a complaint, recommending a course of action regarding the complaint.
  - 7.5. The PDC report shall be distributed to all involved parties.
  - 7.6. The Programming Committee will meet at the first available opportunity, and render a decision regarding the complaint based on the report submitted by the PDC. The decision shall be available in writing within 14 days of being issued.
  - 7.7. The decision of the Programming Committee may be appealed in writing to the Board of Directors within 14 days of publication.
  - 7.8. Any decision made by the Board of Directors with regards to the initial complaint, and the appeal is final.