

# **WRIU FM Operations Manual**



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### **Station Policies and FCC Rules**

- (a) Though WRIU cannot, and does not, excuse itself from any of the restrictions enacted by the FCC, it can, and does, retain the right to enact policies which may further restrict station staff
  - i. These policies may expand on FCC restrictions or may address other areas of station operation than those enacted by the FCC
- (b) All WRIU staff members must adhere to both station policies and FCC regulations
  - i. Where there is a difference between station policy and FCC regulations, the strictest policy must be adhered to
  - ii. A more lenient FCC regulation does not exempt a member of the WRIU staff from following a WRIU station policy
- (c) If a WRIU staff member fails to adhere to FCC regulations or WRIU policies, the staff member will be met with disciplinary action proportional to the offense ultimately decided upon by the FM Program Director
- (d) All incidents in which a WRIU staff member fails to adhere to FCC regulations or WRIU policies will be documented in the “WRIU Incident Archive”
- (e) Major or repeated incidents in which a WRIU staff member fails to adhere to FCC regulations or WRIU policies can result in suspension or expulsion from WRIU
  - i. WRIU staff members facing suspension or expulsion reserve the right to appeal their decided punishment to the WRIU Executive Board and have their punishment rescinded or lessened

### **In-Studio Policies**

- (a) No one is allowed to broadcast live from the FM studio without being properly trained by the FM Program Director or approved persons from the FM Program Director
- (b) No one is allowed to operate the FM Studio soundboard without being properly trained by the FM Program Director or approved persons from the FM Program Director
- (c) All DJ’s are required to turn on the station playlist if the following DJ has not arrived to the studio by the conclusion of the proceeding DJ’s show time
- (d) There should be no more than five people in the WRIU Studio at one time without the permission of the FM Program Director

(e) Possessing alcohol or drugs in the studio or broadcasting on air while under the influence of alcohol or drugs is not allowed under any circumstances and will result in immediate disciplinary action that could be as severe as expulsion from WRIU

(f) The DJ on the air is responsible for any guests he or she brings into the studio

- i. Guests must adhere to FCC regulations and WRIU policies
- ii. The WRIU DJ will be responsible for his or her guests' actions and will be punished for their guest's wrongdoings
- iii. This may result in a warning, suspension or expulsion from WRIU

(g) Please leave the studio clean and discard all garbage in the trash; do not leave it on the floor, desk or anywhere that is not the trash can

### **Absence Policy**

- (a) If you are going to miss a show and not upload a show you must email, call, or text the FM Program Director or General Manager at least 24 hours before your scheduled show time
- i. Emergency situations may arise, but please notify the FM Program Director when they do as soon as possible
  - ii. Notify the FM Program Director if someone is covering your show. Whoever is covering your show must be in-studio trained by an executive board member

(b) Habitual absences will result in being subjected to WRIU disciplinary action

(c) If you do not sign in on the program log that will be counted as an automatic unexcused absence

### **Station Log Policy**

(a) Entries must accurately reflect station operation

(b) All entries must be signed by the person making the entry to verify that they are accurate

(c) The logs must be kept orderly and legible, in such a way that the required information about the station is readily available

(d) If you need to make a change to your entry after signing the log:

- i. Cross out the error
- ii. Explain the correction on the log or on an attached sheet
- iii. Date and sign the correction

(e) No log, in full or in part, shall be erased, obliterated or willfully destroyed

- (f) Failure sign in on the program log will be counted as an automatic unexcused absence
- (g) Multiple failures to sign the log will be met with disciplinary action

### **Broadcast Day Information**

- (a) The Broadcast Day is the period of time between the station sign-on and sign-off
- (b) The Station Sign-Off announcement must be played (or read) at the conclusion of the Broadcast Day
- (c) The basic announcement: “You've been listening to WRIU Kingston, 90.3 on your listening dial. Thank you for listening.”
- (d) The sign-off announcement should be played (or read), if possible, whenever the station is going to temporarily off the air for technical reasons

An example announcement for this purpose: “You've been listening to WRIU Kingston, 90.3 on your listening dial. Due to technical difficulties, the station must now sign off, but will resume broadcasting as soon as possible. Thank you for listening.”

- (e) The Station Sign-On announcement must be played (or read) at 5:30am

The basic announcement: “Broadcasting on WRIU FM will now begin. WRIU Radio, 90.3 megahertz is owned and operated by The University of Rhode Island on the Kingston campus. Our transmitting facilities are located on Plains Road in Kingston, Rhode Island. WRIU FM is 3.44 kilowatts in stereo. We broadcast 24 hours a day, 365 days a year. And now, back to our regularly scheduled programming.”

- (f) The sign-on announcement should be played (or read) whenever the station resumes programming after having been temporarily off the air for technical reasons

An example announcement for this purpose: “Broadcasting on WRIU FM will now begin. Sorry for the inconvenience. WRIU radio, 90.3 megahertz is owned and operated by The University of Rhode Island on the Kingston campus. Our transmitting facilities are located on Plains Road in Kingston, Rhode Island. WRIU FM is 3.44 kilowatts in stereo. We broadcast 24 hours a day, 365 days a year. And now, back to our regularly scheduled programming.”

- i. Sign-on and sign-off have been deprecated with 24-hour broadcast days. However, at minimum, the Legal ID should be given at the start of the broadcast day
- ii. WRIU presently considers the broadcast day to start (and end) at 5:30am

(g) The sign-on announcement should be played (read) whenever the next DJ fails to report for their show and you cannot stay to fill in

An example announcement for this purpose: “WRIU is located in Kingston, Rhode Island, and broadcasts at a frequency of 90.3 megahertz. We are signing off for now, but will resume broadcasting as soon as possible.”

### **Station ID Information**

(a) The legal station ID is: WRIU KINGSTON (the call letters, WRIU, plus the community of license, KINGSTON)

- i. You may optionally include the frequency in between (WRIU 90.3 FM KINGSTON)
- ii. Nothing other than the frequency should be between WRIU and KINGSTON
- iii. You may say things before (i.e. “This is...” or “You’re listening to...”) or after (i.e. “Commercial Free and Proud Of It” or “A Broadcast Service of The University of Rhode Island”)

(b) The legal ID must be done at certain times of day

- i. At the start of every broadcast day (see 1.)
- ii. Hourly, as close to the hour as possible, at a natural break in programming
- iii. Before going down for maintenance
- iv. When coming back from maintenance

### **Obscene and Indecent Material Policy**

(a) The station may not broadcast any material, which is obscene or profane at any time

(b) Obscene broadcasts meet a three-pronged test:

- i. An average person, applying contemporary community standards, must find the material, as a whole, appeals to the prurient interest
- ii. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law
- iii. The material, taken as a whole, must lack serious literary, artistic, political, or scientific value

(e) The station may not broadcast any material, which is indecent between the hours of 6:00am and 10:00pm

- i. The FCC defines “indecent” as “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs.”

(f) The station may not broadcast any material, which is profane between the hours of 6:00am

and 10:00pm

i. The FCC defines “profanity” as “including language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.”

(g) During FCC's “Safe Harbor” hours (between 10 pm to 6 am), DJs are still prohibited from broadcasting obscene material, as defined above by WRIU and by the FCC

(h) WRIU defines as obscene and explicitly prohibits the following words or phrases, or any derivative thereof, from being broadcast on the air at any time:

- i. Sexually explicit words or phrases including, but not limited to, “fuck”, “asshole”, “cocksuckers”, “Motherfucker”
- ii. Language that discriminates against sex, race, or gender including, but not limited to, “fag”, “faggot”, “dyke”, “cunt”, “bitch”, “nigger”, “chink”, “spic”
- iii. Words generally considered profane including, but not limited to, “shit”, “piss”
- iv. This list is not all-inclusive and strictly adhering to this list does not indemnify DJs against punitive action for material that is deemed obscene, indecent, or profane by the Executive or Governing Boards of WRIU or the FCC.

(i) Use of the studio broadcast delay is mandatory and exceptions are to be made on a case-by-case basis at the sole discretion of the FM Program Director, Engineer, or General Manager

(j) Material played on air that is deemed offensive by the WRIU Executive Board will be subjected to disciplinary action

(l) All DJs should use common sense in their program material and should adhere to the official FCC policy

### **Phone Call Policy**

(a) Any live or recorded broadcast of a telephone conversation must be done with the full understanding of the person on the phone that the call will be broadcast

(b) For the purpose of all other station policies, the person on the phone is no different than a guest in the studio, and their behavior, especially language, is the responsibility of the person assigned to the time slot

(c) If a WRIU staff member is conducting a phone conversation live on air and the caller on the phone fails to adhere to FCC regulations or WRIU policies, the WRIU staff member conducting the phone call is susceptible to disciplinary action administered by the FM Program Director

- i. It is the responsibility of the DJ who is conducting the conversation to keep the content of the conversation appropriate to be broadcast on live air

- ii. It is the responsibility of the DJ who is operating the soundboard to censor explicit language mistakenly said on air using the “Dump” button

(d) Phone calls made by or received by the studio phone, private or broadcasted, must be kept to 10 minutes or less.

- i. If a WRIU staff member makes or answers a phone call using the station phone that exceeds \$10 dollars in worth must pay the cost of the phone call in full

(e) The office phone shall not be used for personal phone calls. Personal phone calls made from the office phone will result in the guilty party paying the cost of the phone call in full

### **Announcements, Advertisements & Underwriting Policy**

(a) WRIU may not accept compensation (in money, in kind, or of any other form) for the broadcast of any advertisement, including those promoting candidates or issues of public importance or interest

(b) Announcements and acknowledgements should be made for identification purposes only, not to promote a product, brand, service, or company

(c) You may include a telephone number, web address and/or social media handle, but cannot suggest that people use them

- i. Example: “Company X can be contacted at xxx-xxxx” is acceptable
- ii. Example: “Call company X at xxx-xxxx” is not

(d) Slogans describing general product lines are acceptable if they are general and are not promotional in nature (ex: “Company X, maker of Y” or “Nike. The Show Company”)

(e) Announcements must not promote any service, facility or product offered by any person or entity engaged in such offering for profit

(f) Announcements may not include:

- i. Comparative or qualitative descriptions of products or services (i.e. “the best” “great”)
- ii. Price information, including savings or interest rates (i.e. “dollar drafts”, “free” “10% off” or “tickets are \$5”)
- iii. A call to action (i.e. “Stop by X” or “Try X”)
- iv. The support or opposition of any candidate for political office

(g) Calls to action are allowable in relation to non-profit entities and other non-commercial enterprises (i.e. fighting hunger, donating to Toys For Tots)

- iv. An inducement to buy, sell, rent or lease (i.e. “free for x months,” “a special gift to the



first 50 visitors,” or “a bonus available this week”)

### **Sponsorship Policy**

(a) Any material broadcast in which money, service, or other consideration of value is directly or indirectly paid or promised must be accompanied by an announcement acknowledging that the material is sponsored and by whom it is sponsored by

(b) An announcement must be made at both the beginning and end of any broadcast relating to a political or controversial issue for which a film, recording, script, or other material is provided stating the source of the material

i. For broadcasts of less than 5 minutes, a single announcement at either the beginning or end of the broadcast is sufficient

### **Broadcasting Lottery Information Policy**

(a) No announcements will be made for contests by for-profit entities providing prizes based entirely or in part by chance or luck, unless the contest occurs only on an occasional basis and is solely for promotional or charity purposes

### **Plugola**

(a) Plugola is not permitted at WRIU. Plugola is “plugging” (mentioning) of products, events, venues or services not paid for or underwritten by a sponsor. It occurs when someone responsible for program selection at a radio station gives on-air promotion for something in which they have a financial interest

i. Examples include talent directing listeners to their personal website for booking information

ii. Examples of plugola are when a local night club provides payment to a radio announcer to spin records at his or her club and the DJ in turn announces these appearances on the air

iii. Examples include when a station or DJ is provided with “gifts” such as concert tickets with an expressed or implied understanding that the DJ will hype the artist or event

(b) On-air talent is allowed to talk about upcoming events if they so choose, but should be aware that the frequent mention of a business could fall under plugola guidelines, even if the talent is not receiving any direct benefit. The language should be value-neutral mentions. See examples and Calls to Action policy below

i. "My band and I are performing at (insert restaurant name) from 6-10 on Saturday" IS okay to say

ii. "Come on down to (inserted restaurant name) and hear me and my most excellent band play from 6 to 10pm Saturday" IS NOT okay to say

### **Calls to action**

(a) Call to action is not permitted at WRIU. A call to action is when a DJ asks, urges, or suggests that the listener should perform some task that could result in a for-profit business making money

i. Examples include but are not limited to urging listener to buy a record, urging listener to go to a concert or performance, mentioning the price of record or concert ticket, urging listener to go to a certain club or store

(b) Things that involve a price (even if free) fall under the call to action policy

(c) Calls to action rules do not involve non-profit organizations

(d) Calls to action are important to watch when doing an in-studio interview. You are allowed to give basic information about an event, but not directly tell listeners to attend

### **Announcing Contests Policy**

(a) All announcements for contests must accurately describe the way in which the contest will be conducted and the terms of the contest

(b) The terms of the contest include things such as:

- i. Who is eligible to participate
- ii. How to enter or participate in the contest
- iii. Deadline dates for entry
- iv. Whether prizes will be won
- v. What the prizes are (and their value, if applicable)
- vi. The time and method of winning

(c) The terms of the contest must be made clear at the time of the first announcement of the contest

### **Rebroadcasting Policy**

(a) You cannot rebroadcast any program, in full or in part, originally broadcast on another station without express permission of that station

(b) You cannot offer any help or guidance to listeners seeking to make digital recordings or retransmissions of the WRIU or RIU2 streams

### **Broadcasting Taped, Filmed, Or Recorded Material Policy**

(a) Any taped, filmed, or recorded material that makes reference to a specific date or which gives

the impression that it is happening live must be preceded with an announcement that it is taped, filmed, or recorded and that it is not happening live

### **Broadcast Hoax Policy**

(a) No information will be broadcast about a crime or a disaster (natural or man-made) that is known to be false and could potentially cause harm to the public, either directly or by diverting public safety officials (police, fire, rescue, etc) from their duties

(b) Any programming that could give listeners the impression of an ongoing of impending crime or disaster must be preceded with a disclaimer announcing that the broadcast is fictional in nature

### **Political Candidates Policy**

(a) A legally qualified candidate for public office is any person who

- i. has publicly announced an intention to run
- ii. is qualified to run for that office
- iii. has either qualified for a place on the ballot or has publicly committed to being elected by the write-in method
- iv. a candidate for President or Vice President must have met this criteria in at least 10 states (or 9 and Washington, DC), including Rhode Island
- v. Has made a “substantial showing” that they are a bona fide candidate by actively participating in campaigning for the office

(b) WRIU may not support or oppose any candidate for public office

(c) Equal Opportunities for Political Candidates:

- i. There is no requirement to offer the use of the station to any candidate for office, however, if a candidate is permitted to use the station, all other candidates for that office must also have equal access to the station
- ii. The opposing candidates have 1 week to request equal opportunities

(d) If a candidate was not a candidate at the time, they have 1 week from becoming a candidate to request the equal opportunities

- iii. “Bona fide” news programs, interviews, coverage, reporting, or documentaries (in which a candidate appears incidentally to the subject matter) are exempt
- iv. Any requests for the use of the station by political candidates must be immediately recorded for inclusion in the public file

### **Social Media Policy**

(a) WRIU and its staff members have the responsibility to their listening audience and the community-at-large, to exercise good taste pertaining to personal social media content/accounts

(b) As a WRIU staff member, content detrimental or damaging to the station can be met with disciplinary action, per the FM program director.

### **Song Choice Policy**

(a) You cannot give listeners foreknowledge of the dates and times specific songs will air

- i. The specific track and order of songs must remain unknown to listeners
- ii. You cannot pre-publish your playlist or announce (on air, online, in print, etc) exactly when a song is going to be played
- iii. Though you can announce the next song you're going to play, you should not pre-announce exactly what you will be playing and in what order

(b) You must use the form provided on the FM booth computer (the home page in all browsers) to update the stream metadata with basic required information about the currently playing selection

- i. The name of the song
- ii. The artist performing the song
- iii. The name of the album containing the song (where applicable)

(c) You must adhere to the “performance complement” requirements outlined in the Digital Millennium Copyright Act (DMCA)

- i. No more than 4 tracks by the same artist (or from the same compilation album) may be played within 3 hours
- ii. No more than 3 tracks by the same artist (or from the same compilation album) may be played consecutively
- iii. No more than 3 tracks from the same album may be played within 3 hours
- iv. No more than 2 tracks from the same album may be played consecutively

### **FCC Inspection Policy**

(a) The FCC is welcome to inspect the WRIU facility at any time of their choosing

(b) The FCC representatives may request that certain equipment or programming tests be conducted in their presence

(c) The following records will be made available to the representatives of the FCC:

- i. Equipment performance measurements required by 73.1590 & 73.1690

- ii. The written designations for chief operators and their contracts
- iii. Applications for modification of the transmission system
- iv. Informal statements or drawings depicting modifications to the transmitter
- v. Station logs and special technical records

(d) The FCC representative may remove any or all logs or records, leaving a receipt for them to be kept by the station until their return

(c) The FCC may also request that the logs or records be mailed to them via registered or certified mail with return receipt requested, with the return receipt being kept by the station until their return

(d) The following contracts, agreements, or understandings must be made available for inspection by the FCC or their representative upon request:

- i. Contracts relating to the sale of broadcast time to "time brokers" for resale
- ii. FM sub-channel leasing agreements for subsidiary communications
- iii. Time sales contracts with the same sponsor for 4 or more hours per day, except where the length of the events (i.e. sports contests, musical programs and special events) is not under control of the station
- iv. Contracts with chief operators or other engineering personnel

### **ListSERV Policy**

(a) The email listSERV is to be used for information that is relevant and in proper taste to the WRIU community. This includes but is not limited to announcements made by the executive board, official information from the University of Rhode Island, schedule announcements/adjustments, technological issues, access to the studio, and interview opportunities

(b) The email listSERV shall not be used as a means of communication that is unnecessarily disruptive to the overall performance of the station. This includes but is not limited to back-and-forth disagreements, complaining about performance of the station and its capabilities, arguing with fellow members, talking negatively about an individual or show, and raising hostility within the community

(c) Tech issues should be reported to trouble log

- i. The trouble log is checked constantly by all engineers on staff and reported problems will be resolved based on importance and relevance
- ii. Please remember to log all technical issues into the trouble log, regardless of if you have talked about them on another platform or if you see someone else logging the same issue. The email listSERV is a great way to get help and advice on certain issues but it is not the main tool for solving them!

### **Policy Agreement**

(a) At the start of all academic years, WRIU members must read, acknowledge, and sign off that they will abide by the rules as stated above. WRIU members must sign and return a copy of the DJ agreement contract to the designated location set forth by the WRIU executive board at the beginning of all academic years. The General Manager and FM Programming Director will keep file of the agreements

- i. The WRIU executive board will notify members of when the policy agreement forms are due. The WRIU executive board will give ample and reasonable time for agreements to be completed and returned
- ii. WRIU executive board members are also subjected to sign and turn in the agreement

### **Disciplinary Policy**

(a) Failure to abide by the rules as stated above may result in disciplinary action as decided upon by the FM Programming Director, General Manager, or Assistant General Manager. The FM Programming Director and the General Manager reserve the right to implement different disciplinary actions depending on the severity of the issue

- i. First time offenses will be recorded as a verbal warning. These warnings shall be stored by the FM Programming Director and acknowledged by the General Manager and Assistant General Manager.
- ii. Second time offenses will be recorded as a written warning. These warnings shall be stored by the FM Programming Director and acknowledged by the General Manager and Assistant General Manager.
- iii. Third time offenses will result in a two-week suspension from air. These suspensions shall be stored by the FM Programming and acknowledged by the General Manager and Assistant General Manager.
- iv. Any further offense will result in permanent expulsion from WRIU airwaves and membership. This action shall be agreed upon and delivered by the FM Programming Director, General Manager, and Assistant General Manager.

(b) Offense periods occur over the course of three years

- i. If an offense occurs in January of 2021, and then again in January of 2024, both offenses are considered first time offenses
- ii. In the event of expulsion, that is a permanent punishment where under no circumstances will you be welcomed back by the station