Windsor Community. Television, Inc.
Policies and Procedures

WIN-TV Mission Statement

Windsor Community Television, Inc. is a non-profit, volunteer organization whose purpose is to protect and increase freedom of expression, diversity of ideas, and community-wide communication by providing training in and access to the medium of television.

Windsor Community Television, Inc. herewith in this document will be referred to as "the corporation" or "WIN-TV."

WIN-TV is Comcast's (the Hartford Area Cable TV franchise holder) designated provider of public access television for the Town of Windsor. In that capacity the corporation manages_three separate channels, one each for public, education and governmental access. Cable channels 5, 19 and 21, respectively, are home to Windsor's access programming.

Governance of WIN-TV is by a volunteer board of directors that meets regularly for the purpose of financial management and oversight of the station's policy and procedures. The by-laws regulating the board of directors and a schedule of its meetings are available in the office of the corporation.

In support of the mission statement, WIN-TV is responsible for the following:

1. Providing information to individuals and organizations in Windsor about the availability of and concepts related to access television.

2. Providing necessary training for individuals to make access programming.

3. Lending production equipment to make programs, provided the borrower meets station policy standards and abides by published station rules and regulations.

4. Maintaining records regarding past programs according to FCC regulations and for the benefit of the station.

5. Overseeing and scheduling programs on the PEG (Public, Educational, and Government) access channels. Programs may be scheduled on one or more of the access channels in accordance with the following guidelines:

a. Public access programming includes all programs intended for any purpose, without limitation, unless prohibited elsewhere in the policy and procedure manual.

b. Educational access programming is generally intended to instruct/educate and infoiiii the general public about educational programs, and school and library sanctioned events.

c. Government access programming in Windsor falls into three broad categories: (1) Official proceedings of local, state and federal government or (2) Governmental informational programs, including local emergency information.

6. Reviewing annually, and updating as necessary, the policies and procedures of the corporation.

7. Being knowledgeable about opportunities to obtain grants, seek underwriting and solicit sponsorships that aid in developing and improving the overall program. Credit for money received, goods and services or in-kind contributions shall have the following restrictions.

a. Credit may be shown before and after a program and can be displayed at periodic intervals during a program. .....

b. Credits may be a maximum of 10 seconds per sponsor.

8. Maintaining a weekly open studio time, staffed for 1 hour, when any Windsor resident can make up to a 10 minute program of their choosing. Reservations are required.

Membership

Membership to the Board of Directors is open to individuals over the age of eighteen (18) who live in the town of Windsor. Individuals interested in Board membership must complete an application and show proof of residence. The application will be submitted to the Nominating Committee. The Nominating Committee with then bring the application to the Board of Directors for approval.

Privileges of Windsor Town Residents

1. Members are able to enroll in training programs at WIN-TV that lead to a greater understanding of access television, increased knowledge of how to produce programming, and certification with WIN-TV equipment. Minors between the ages of 14 and 17 must have a student release folin on file that is signed by a parent or legal guardian.

2. Members with previous training and/or experience may take a test to obtain certification to use WIN-TV equipment.

3. Members with proper certification are entitled to use WIN-TV equipment to produce programming for one or all of Windsor's public, education, or government (PEG) access channels, provided all necessary paperwork is in order. (See appendix.) Minors, and other identified individuals, unable to sign legal liability for themselves must have a cosigner of forms to borrow equipment.

4. Programs produced elsewhere, by someone other than a WIN-TV member, may be aired on WIN-TV provided the following caveats are followed. A member must complete a Sponsor Endorsement form to be kept at the WIN-TV office. A new Sponsor Endorsement is necessary for each program not produced locally, except in the case of a series, when it will be in effect for four (4) programs or three (3) months, which ever comes first. As per agreement on the Sponsor Endorsement form, the sponsors name will be released upon request.

5. Members of legal voting age are eligible to serve on the board of directors of Windsor Community Television, Inc.

6. Windsor residents, who are members and of legal voting age, are eligible to vote for directors of Windsor Community Television, Inc. at the annual meeting.

Revocation of Membership Privileges

Any town resident determined by staff and/or 3 members of the board of directors to act in opposition to the Mission of WIN-TV may lose privileges. Examples of such behavior are, but are not limited to, the following: creating programming with WIN-TV equipment for personal financial gain, consumption of alcohol/drugs while working in the studio or in the field with WIN-TV equipment, purposefully not adhering to program standards, not acting in a responsible manner with WIN-TV equipment, or acting in such a manner as to bring disgrace and liability to the corporation.

The individual who loses privileges or has sanctions imposed shall be notified in writing, as soon as possible. In the case of revocation of privileges, official notification will be by certified letter, return receipt required, sent to the address on file with the corporation.

Grievance Procedure

A town resident who has had their privileges revoked may petition the board of directors, in writing, stating his/her grievance. Evidence supporting the grievance must also be in writing. The petitioner is entitled to a written response from the board within 60 days of receipt of such grievance. The decision of the board shall be final

Cablecasting Policies

Public access television is a unique opportunity for the average citizen to produce, and air for public viewing, programs that are of local interest. Individuals who make programs are expected to be in control of the content of their program, therefore they are liable for the same. Programs aired on WIN-TV may be produced at the station, at home, or elsewhere provided they meet the following program standards and priorities.

Program Standards

1. Programs must not violate local, state or federal laws, including copyright.

2. Programs may not include any presentation of advertising material designed to promote the sale of commercial products or services.

3. Programs may not contain a lottery, or any advertisement/information concerning a lottery or game of chance, unless legal permission has been obtained.

4. Programs may not include content that constitutes libel, slander, obscenity, and invasion of privacy or any other violation of public rights.

5. Programs may not include material that has a reasonable probability of creating an immediate danger of damage to property, injury to individuals(s), or creating a public nuisance.

6. Programs must meet minimal technical standards suitable for cablecast, which includes acceptable audio and video levels and a format compatible with WIN-TV equipment.

7. All programs made locally must have the producer's name readily identifiable within the program.

Technical Standards

WIN-TV has the capability of recording, editing and broadcasting the following formats: 3/4" U-Matic, S-VHS, VHS, and digital. Digital may be mini DV or DVD. All completed programs ready for cablecast must be suitably labeled with program title, topic, total program run time, and producer's name. Programs on tape must begin within the first 90 seconds of the beginning of the tape, but not before the first 10 seconds. Each program must be on a separate tape.

Program Airing Priorities

1. Programs made at WIN-TV, or by a member elsewhere, are guaranteed one (1) showing. Subsequent showings are scheduled at the discretion of either staff or the board of directors, dependent upon program popularity and/or quality.

2. Locally produced programming will be given priority in scheduling of air time.

3. Programs not produced locally, but appropriately sponsored by a member, are also guaranteed one showing, scheduled around the priority of locally produced programs.

4. In the case of programming deemed not suitable for family viewing, WIN-TV reserves the right to schedule the program at late night hours.

5. WIN-TV reserves the right to publicize that the contents and viewpoints of access programming are solely those of the program's producer.

6. Regular programs, or series, may be assigned a regular time slot, subject to a thirteen (13) week rotating block schedule.

7. WIN-TV reserves the right to make changes in the schedule without notice for due cause. For example, programs may be pre-empted for live programming of an emergency nature.

Program Policies

Community Calendar

A community calendar is available on each of the PEG access channels for the purpose of public service announcements (PSAs). Windsor residents and organizations may submit PSAs in writing to promote community events and services providing they are for non-profit purposes. Staff may edit announcements to fit on the screen. WIN-TV does not guarantee posting of all announcements, nor is the station responsible for any errors or omissions in the content of the announcements.

1. Announcements must be received 7 days in advance of the event.

2. The person submitting the announcement must provide his/her phone number and name of the organization.

3. Announcements should include: who, what where, when and a "for more information" phone number.

4. Announcements may not solicit funds.

Political Programming

All political candidates and parties are welcome to use the production equipment and broadcast capabilities of WIN-TV. Programming made for a political purpose assumes all WIN-TV policies are followed, as well as the additional policies listed below.

1. Taped programs must be received at the station at least 48 hours prior to the date they will be shown. Booking studio time for a live broadcast must be done at least two (2) weeks in advance of broadcast.

2. Open Studio Provision: In the event a candidate or political party has difficulty arranging studio time with certified producers, WIN-TV will set aside a block of studio time with staff/certified members for the purpose of taping a one time "infomercial" no longer than ten (10) minutes. This time will be reserved on a first come, first serve basis. A standard background and set design will be used.

3. There is to be no political advertising for money, i.e. no solicitations of funds and no payment to producer(s) for services. Any program containing slanderous or unsuitable material, according to WIN-TV policies, may not be aired.

4. Each program will be scheduled at least once during prime time hours. Further airtime will be subject to the number of programs received from other candidates and other locally produced pro grams.

5. If for any reason the airing of a program is canceled, every effort will be made to reschedule the program at an appropriate time.

6. Airing of political programming will cease at midnight of the day preceding an election.

Program and Tape Retention

1. WIN-TV may lend a program to a member or other approved individuals, but no master copies of programs will be loaned, only dubs.

2. Any source material (raw footage) obtained with WIN-TV equipment must remain at the station and the tapes may be recycled after the master is complete.

3. Source material (raw footage) will be secured at the station for a maximum of two (2) months unless a producer shows good faith effort to complete the program.

4. Completed programs will be retained for a minimum of 1 year after first broadcast, after which time a tape may be recycled. Selective recycling of tapes may be done at the discretion of staff or the program committee of the board of directors. Extended retention is dependent upon program quality, timeliness, historical value or popularity of a program.

5. Any producer, for the replacement cost of the media format, may purchase their master tapes scheduled to be recycled. A copy of standard fees will be posted in the WIN-TV office. Producers who do wish to purchase their masters are responsible for contacting the station.

Ownership

1. Master copies of programs produced by certified producers with WIN-TV equipment, or assistance, are the property of WIN-TV. Because tapes may be recycled, master tapes may be purchased per the tape retention policy.

2. A provider is one who creates a program elsewhere and provides it to WIN-TV for cablecasting. Providers are the sole owners of their programs, however, if they wish their program to be returned after cablecast, it is advisable to have a written agreement about how and when to do so.

3. Program sponsors provide a completed show for which they had no part in the creation. Ownership of a sponsored program must be determined at the time the sponsor agreement is completed.

Copyright and License

1. The copyright to a program created by a certified WIN-TV producer using WIN-TV equipment, or WIN-TV assistance, is owned by the producer. However, the producer licenses WIN-TV, in perpetuity, the non-exclusive right to cablecast the program over the access channel(s) and to make copies for non commercial uses including, but not limited to, maintaining a station archive of programming, exhibits, video contests and individual copies, where such copies are intended for individual home viewing.

2. Use of access equipment or services at WIN-TV for monetary or financial gain of the producer, or any other individual or entity, is strictly prohibited. The producer further assigns to WIN-TV, for a period of 20 years, all rights to receive fees or royalties from

copies or other uses of programs made at WIN-TV or with WIN-TV assistance unless the posted WIN-TV production fees are paid per the published fee scale.

Liability

1. In recognition of the fact that prescreening the content of all programs for compliance with the terms of WIN-TV's policy manual is neither practical nor possible, a producer/provider/sponsor of WIN-TV programming accepts full personal liability for acts and omissions related to a program as well as for acts and omissions of all individuals associated with the program. In so doing, the producer/provider/sponsor indemnifies and hold harmless WIN-TV, the cable company and their respective affiliates, directors, officers and employees from any and all liability or damages (including reasonable attorney fees) arising from or in connection with claims or causes for action regarding failure to comply with any applicable rules and regulations mentioned in the WIN-TV policy manual.

2. The producer/provider/sponsor agrees that neither WIN-TV nor the cable franchise provider shall have any liability for interruptions in cablecasting due to, but not limited to, mistake, power failures, or equipment failure.

Copies of Programs

Every producer is entitled to one free copy of his/her production. Additional copies of all programs are available to anyone according to the rates of a published fee scale.

Equipment and Studio Use

All W1N-TV production equipment is available for use by certified members for the express purpose of producing access programming. Each producer is responsible for request needed equipment prior to the a shoot as well as pickup and return on schedule, In the case of studio programs the producer is responsible for studio set up nd striking set and securing equipment before leaving.

Any violation of intended use of WIN-TV equipment, e.g. deliberately circumventing the rental of equipment, or flagrant irresponsibility, may result in fines, restrictions on certification, or other restrictions that the board of directors may determine appropriate.

I. A fee scale, available in the studio, shall be in effect for any individual, group or organization wishing to hire WIN-TV facilities for a production, or partial production of a product created not for airing on WIN-TV. This type of production may be either personal or commercial in nature.

2. WIN-TV may charge a reasonable fee for the use of expendable supplies such as videotape.

3. WIN-TV, in so far as its resources permit, may elect to provide technical support and production assistance to any individual/group requesting such service, although it must remain clear that WIN-TV, the corporation, has no obligation to create programming. Programming is the responsibility of certified members or sponsors of programming produced elsewhere.

4. Equipment lost, broken or damaged at the time of scheduled return is the responsibility of the individual who signed responsibility on the field equipment request. The individual will be notified of the problem as soon as possible and may be restricted from additional use of WIN-TV equipment, required to take recertification classes, and/or held financially responsible. The board of directors will make a decision on a case-by-case basis about financial remuneration.

5. All necessary forms must be completed when producing a program and using WIN-TV's equipment. These include a program proposal, producer's release, talent release, and an field equipment request form. The equipment may be used only for the program described on the approved program proposal.

6. Producers are expected to complete their unfinished programs before using equipment for a new program. Producers may appeal to staff for any exceptions to this policy.

7. WIN-TV reserves the right to assess a usage fee on a producer who makes a profit on programming made with WIN-TV production equipment. A fee will be based on customary commercial rates, although a final assessment is the responsibility of the board of directors.

Reservations and Equipment Check-out

Producers must request needed equipment prior to a shoot as well as pickup and return as scheduled. In the case of studio programs, the producer is responsible for studio set-up as well as striking the set and properly securing equipment before leaving.

1. Members may use studio and/or field equipment on first come, first serve basis.

2. Field equipment is to be borrowed and returned to WIN-TV during studio hours. If this is not possible, arrangements must be made with staff. Producers using field equipment are urged to plan time to test equipment at time of pick-up.

3. The is responsible for striking the studio set it and properly securing all equipment after use.

4. Producers must log time used on WIN-TV equipment on the appropriate log sheets, if they are necessary.

5. Producers may be limited in productions depending on demands for studio time, equipment availability and programming schedule constraints.

Training

It is the policy of WIN-TV to provide free training, leading to certification, on all production equipment at the station. Fees associated with training are designed to cover workshop expenses.

1. Access training fees will be charged to non members who wish to take part in workshops offered by the station.

2. Workshops and certification standards are board approved.

3. Internship programs are available by arrangement with staff.

4. Minors, age 14 and above, are eligible to enroll in training workshops. Separate workshops may be held for younger individuals.

Policy Review and Summary

These policies and procedures shall be subject to periodic review and change, without notice, by a majority vote of the board of directors at a regularly scheduled meeting.

All members of WIN-TV are held accountable for their actions according to local, state and federal regulations, including these policies and procedures.