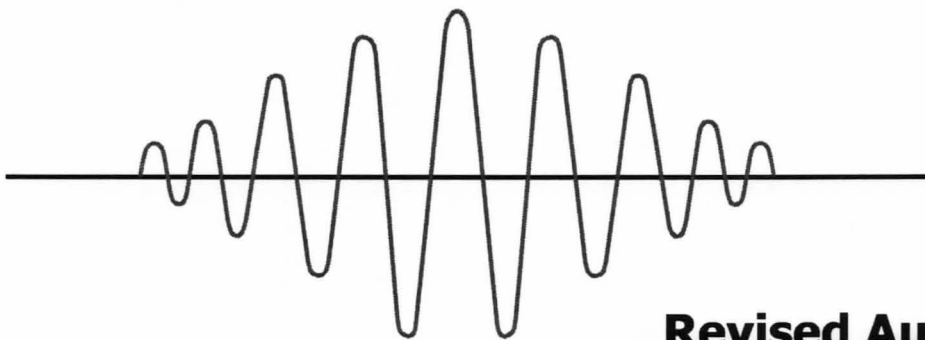
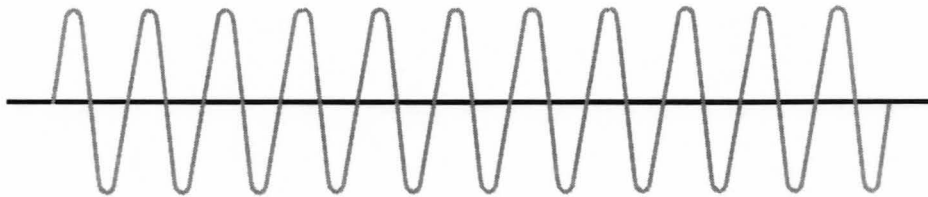


WPSC-FM

Station Policy & Training Handbook 2006-2007



**Revised August 2006
Ron Stotyn, General Manager**

WPSC-FM
Station Policy and Training Handbook
2006-2007

TABLE OF CONTENTS

WPSC-FM STATION HANDBOOK.....	5
INTRODUCTION	5
BACKGROUND INFORMATION	5
MISSION.....	8
TARGET AUDIENCE AND PROGRAMMING GOALS.....	9
THE ORGANIZATION OF WPSC-FM	10
MANAGEMENT TEAM: QUALIFICATIONS AND JOB DESCRIPTIONS.....	11
GENERAL MANAGER.....	11
ASSISTANT GENERAL MANAGER	13
STATION MANAGER.....	13
UNDERWRITING MANAGER.....	14
PROGRAM DIRECTOR	15
OPERATIONS DIRECTOR.....	16
MUSIC DIRECTOR	17
PRODUCTION DIRECTOR	18
NEWS & SPORTS DIRECTORS	18
PROMOTIONS DIRECTOR	19
SOFTWARE/WEBMASTER DIRECTOR	20
ANNOUNCERS ("DJ 'S"/ "AIR PERSONALITIES").....	20
OTHER STAFF POSITIONS	21
NON-STUDENT STAFF POLICY	21
STAFF ELIGIBILITY AND RESPONSIBILITY	21
STAFF APPLICATION PROCESS.....	23
WPSC VOLUNTEER STAFF CONTRACT	23
WPSC POLICY SECTION	25
STATION OPERATIONS	25
CODE OF ETHICS.....	25
PENALTIES FOR VIOLATIONS.....	26
GRIEVANCE PROCEDURE.....	27
MANDATORY STAFF MEETINGS	27
PARKING	27

STATION SECURITY	27
VISITORS AND GUEST PASSES	28
OPERATING LOGS AND PLAYLISTS	28
TRANSMITTER REMOTE CONTROL OPERATIONS:	29
SIGN-ON PROCEDURE	30
SIGN-OFF PROCEDURE	30
TRANSMITTER READINGS PROCEDURE	31
LEGAL ID	31
EMERGENCY ALERT SYSTEM (EAS)	32
EAS TEST PROCEDURES	33
STATION SLOGAN AND AFFILIATION	34
INSTANT MESSAGE	34
WPSC E-MAIL ADDRESS	34
COMMERCIAL ANNOUNCEMENTS	34
UNDERWRITING	35
WPSC-FM UNDERWRITING FACTS	36
WPSC-FM UNDERWRITING POLICIES & PROCEDURES	36
BARTER POLICIES & PROCEDURES	37
PSA'S	37
WEATHER	37
COMMUNITY, UNIVERSITY, AND CONCERT CALENDARS	38
TELEPHONE POLICY AND PROCEDURE	38
PUTTING TELEPHONE CALLS ON-AIR	39
PROCEDURE FOR PUTTING CALLERS ON THE AIR:	39
INVASION OF PRIVACY	40
SOCIAL RESPONSIBILITY	40
OBSCENITY/INDECENCY	41
FCC FINES: APOLOGIES DO NOT FIX THE PROBLEM:	42
DRUGS/ALCOHOL	42
COMMUNICATIONS ABOUT ILLEGAL SUBSTANCES/ACTIVITIES	42
DISCRIMINATION AND SEXUAL HARASSMENT	43
COPYRIGHT, PATENTS, AND TRADEMARK INFRINGEMENT	44
PLUGOLA AND PAYOLA	45
DEFAMATION OF CHARACTER—SLANDER AND LIBEL	46

Revised July 2006: Ron Stotyn, General Manager

FALSE INFORMATION OR BROADCAST HOAX.....	46
CALL TO ACTION	46
PROGRAM STRUCTURE.....	47
MUSIC PROGRAMMING.....	47
PUBLIC AFFAIRS PROGRAMMING.....	48
RELIGIOUS AND SPIRITUAL CONTENT	49
DAYPARTING	49
THE MUSIC MIX	49
ANNOUNCING STYLE	50
MINIDISKS	50
SWEEPERS	50
STATION PROMOS.....	51
CONTESTS AND CONTEST PROMOS	51
CONTEST AND GIVEAWAY PROCEDURES.....	52
OPERATIONS REQUIREMENTS	53
PROGRAM FORMAT	53
SMOKING/FOOD AND DRINK.....	53
ON-AIR BEHAVIOR.....	53
ABSENCE AT SHOWS OR LATE ARRIVAL TO SHOWS.....	54
THEFT.....	54
STATION EQUIPMENT USE	54
CARE OF THE STATION	55
PROTECTION OF VALUABLES.....	55
WCRN	56
WHEN THINGS GO WRONG	56
TRAINING SECTION	57
WPSC BUSINESS DEPARTMENTS TRAINING GUIDELINES.....	57

Revised July 2006: Ron Stotyn, General Manager

PROGRAM DEPARTMENT TRAINING	57
OPERATIONS DEPARTMENT TRAINING	58
MUSIC DEPARTMENT TRAINING.....	59
PROMOTIONS DEPARTMENT TRAINING	60
SPORTS PROGRAMS TRAINING	61
PLAY-BY-PLAY AND COLOR COMMENTARY TRAINING	61
EQUIPMENT PROCEDURES	63
CONSOLE CHANNEL PROCEDURES	63
SETTING LEVELS USING AUDITION AND PROGRAM CHANNEL METERS	63
CONSOLE OUTPUT CONTROL PROCEDURES	64
SOURCE EQUIPMENT PROCEDURES	65
TRANSMISSION OPERATIONS	69
POLICY MEMO SECTION	70
OFFICIAL WPSC-FM NOTICES.....	71
PROGRAM INFORMATION REPORT	72
OPERATIONS AND ENGINEERING PROBLEM REPORT	73
DATED LOGS NOTICE.....	74
HOW TO OPERATE THE BOARD DURING A REMOTE BROADCAST	75
UNIFORM WPSC-FM ON-AIR IMAGE	76
UNDERWRITING SPOTS PROCEDURE	77
WPSC COVERAGE MAP.....	78

WPSC-FM Station Handbook

Introduction

Thank you for volunteering at WPSC -- a 260-watt professional non-commercial educational radio station. Licensed to the Board of Trustees of William Paterson University, the station is housed in the Department of Communication and is managed by a professional broadcaster. .

- WPSC-FM is part of the William Paterson Broadcast Network.
- The studios and offices are located in 302-304 Hobart Hall on the campus of WPUNJ.
- The transmitter is located on Summit Hill in the borough of Pompton Lakes.
- The FCC City of License for WPSC is Wayne, NJ.

This handbook is yours to keep. Following these rules and procedures will ensure that your experience at WPSC is both enjoyable and productive. Utilizing this handbook will help your understanding of daily operations at WPSC. Much of the knowledge contained herein may also help you along future career paths.. This handbook is part of a contract that you are making with WPSC. Signing the contract declares that you have read this handbook in full and constitutes agreement that you will practice and follow the policies contained herein. Station policy is not intended to create a democratic environment, but rather an environment that is fair, professional, and conducive to the continued efficient operations of the station. Written policy and rules help to prevent capricious and arbitrary actions by management.

- Every staff member is a representative of the station. Your visibility on the WPUNJ campus and in the surrounding community has a potential impact on the station image. Your behavior and actions should reflect the professionalism that your coworkers expect from you.
- Check the contents of this handbook first if any questions about station operations arise.
- Please ask station department directors or the general manager for help or explanation concerning any part of this manual that you do not understand.
- Each staff member must sign a contract declaring agreement to follow station policy.
- All management and general staff meetings are mandatory for every WPSC member. Failure to attend meetings could mean the loss of your show and/or position at WPSC.
- Failure to abide by FCC, WPSC, and WPUNJ (as relevant to WPSC) rules, regulations, policies and procedures will result in disciplinary action. See the discipline policy later in the handbook.

Background Information

WPSC-FM is North Jersey's Independent Radio. The station enjoys the respect and continued dedicated listenership in the communities that it serves. FCC licensed in Wayne NJ, WPSC-FM has existed since December 1988 as a licensed station. WPSC operates in the non-commercial educational (NCE) reserved FM band (88.1-91.9 MHz) as assigned by the FCC. The NCE license means that the FCC requires inclusion of informational, educational, and cultural programming in the overall program mix.

- The station serves an area containing more than two million people. In keeping with FCC requirements about "operating in the public interest," WPSC must be particularly responsive to the needs of the city of license, Wayne, NJ.
- WPSC's signal also reaches communities in Passaic, Bergen, and Morris Counties in New Jersey and Rockland County in New York. These communities have needs and interests that are similar to those of our immediate community. Therefore, it is important for all staff to acquire knowledge and understanding of all the communities in our listening area in order to be professional and successful.
- According to a recent Arbitron survey, WPSC-FM's major demographic (18-49) spends an average of 10 hours per week tuned into WPSC at 88.7 FM.

WPSC-FM is academically associated with the WPUNJ Department of Communication as a Presenting Department of the College of Arts and Communication. The growth and success of the station in particular has a direct relationship to the skill, interest, pride and abilities of the station's volunteer student staff. Our educational goals are intended to provide you with your own opportunities for success, both now and in your future.

- The station is a training ground for students interested in communications careers.
- WPSC's block format allows for a wide variety of programming to be possible on a daily basis.
- An automation system permits WPSC to broadcast 24 hours a day.

WPSC-FM is primarily a student participation operation. Communications majors and majors from across the campus usually perform daily station operations, though they are supplemented at times by graduate students, alumni, and other volunteers from the surrounding communities. The participation of each of these groups is crucial for the station, as it works daily to provide professional quality broadcast programming to the community. Our performance standards are deliberately set at a high level, if for no other reason than the fact that employers expect the same professionalism and ability.

- WPSC has an educational mission to fulfill, and we desire that our students have the best possible career preparation. Other types of volunteers assist by supporting such preparation.
- WPSC has high standards for the on-air product that it delivers. Our Non-Commercial Educational License from the FCC carries public service programming requirements that every staff member must help produce.
- Our listeners are our most important critics. They constantly make judgments about the quality of our programming. Our listening area, which is part of the # 1 market area in the country, contains about two million potential listeners, and we know that about 20,000 are listening at any given time.
- William Paterson University's campus is only a small percentage of the station's overall target audience.
- WPSC's staff of enthusiastic volunteers is committed to being a competitive force in this market.

WPSC expects every staff member to be professional both on and off the air. We will help you to learn this professionalism through your daily interactions at the station, as well as through formal training exercises. WPSC is not an 'electronic sandbox.' WPSC's training program is designed to develop a professional attitude, technical skills, and a motivation to succeed. The WPSC training program is relaxed but detailed. You will be expected to pass tests that include knowledge, skill, procedures, rules, and regulations.

This handbook is your textbook. Your relationship with current staff members acting as your mentors in the training process will also provide you with information that you must learn and act upon correctly. During your time as a "shadow trainee" you are invited and expected to participate in station activities as much as possible. Show us you want to be on the team.

- While students are the mandate for the station, merely being a student does not guarantee a staff position at WPSC. Staff involvement is based on principles of privilege and qualification rather than right. Student general staff must maintain a standard GPA level of 2.0 at all times. Student management staff must maintain a 2.5 GPA.
- All candidates for staff positions must participate in the WPSC Staff Training Program, which culminates in tests of knowledge and skills related to on-air and off-air tasks, duties, and responsibilities. All staff members must participate in additional training when warranted due to new equipment, procedures, or need for re-training.
- Students, alumni, and community volunteers must adopt the broadcast behavior standards established by the WPSC management as reported in this handbook or by means of memoranda. All behavior affecting WPSC impacts acceptance, retention and termination decisions.
- Decisions about air-shifts are made in accord with established programming goals and availability of staff.
- All audio product produced by staff volunteers at WPSC-FM is work-for-hire product for which no remuneration is available. Ownership and copyright are retained by WPSC-FM.

Revised July 2006: Ron Stotyn, General Manager

A broadcast professional General Manager makes operational decisions and reports to the Dean of Arts & Communication. Major issues may involve the intervention of the College of Arts and Communication Dean, the Provost and President of the university, other university administrators or the William Paterson University Board of Trustees.

- The General Manager is the designated Chief Operator according to pertinent FCC rules. The Chief Engineer is Alternate Chief Operator.
- The management goal is a professional yet enjoyable radio environment, which facilitates the learning of necessary skills, techniques and disciplines for entering a professional broadcast career.
- Your time, effort, motivation and dedication is important, essential, and ultimately rewarding.
- Students are not paid for standard work assignments at WPSC-FM, but credit for Communication Practicum (COMM 330) is available. Certain classes at WPUNJ's Department of Communication may also offer for-credit assignments. See the General Manager for details.

WPSC-FM is a living laboratory mirroring broadcast industry realities.

- Staff can work and rise through the ranks to become student management team members.
- All candidates must submit on deadline application forms, along with resumes and audition tapes as required. The application process is conducted during the ending weeks of the Fall, Spring, and Summer WPUNJ semesters.
- Student managers (under the guidance of the General Manager) conduct a training program which is mandatory for all students, alumni, and community volunteers. This program covers all the necessary facets of station policy, operations and procedures, and concludes with comprehensive tests.
- All staff graduating from WPSC-FM develop profound insights of station operations because of this experience.

WPSC's student management team is organized with department directors. WPSC-FM departments include the following in approximate order of importance to the successful operation of the station: Underwriting, Program, Operations, Music, Promotion, Production, and News/Sports. A graduate assistant, when available, holds the position of Assistant General Manager, and works with the Station Manager and Underwriting Director as co-managers reporting directly to the General Manager.

- Department directors oversee various aspects of station operations and report to senior managers.
- Directors recommend departmental management decisions and take responsibility for outcomes.
- The General Manager of WPSC-FM selects or retains directors each semester.

Technical assistance for WPSC-FM's operation is provided by the WPUNJ Department of Instructional Resources and Technology (IRT).

- The Chief Engineer, an employee of IRT, assists with equipment and technical procedures.
- IRT assigns technicians to install, repair, or adjust equipment.

WPSC's funding combines University and Communication Department allocations and underwriting revenue. The General Manager and Underwriting Manager supervise the underwriting commission program. WPSC receives no financial support from the Student Government Association.

- Staff members wishing to become Underwriting Associates must apply to the General Manager and undergo special training. The quantity of Underwriting Associates is limited.
- All underwriting agreements require authorizing administrative signatures before any donations are received, or any underwriting messages are broadcast.
- The Underwriting department, with the aid of the Production and Promotions departments, develops targeted plans and message campaigns for potential underwriters and sponsors. FCC underwriting regulations limit what can be included in underwriting messages.

Mission

WPSC-FM is a non-commercial educational (NCE) radio station licensed by the Federal Communications Commission. An NCE license brings with it certain responsibility pertaining to the nature of programming and programming control.¹ The FCC expects stations to provide relevant programming, especially for the more specialized interests of the station's listenership.² The FCC is prohibited from widespread control of program content, however, federal law does permit FCC regulation over certain content, a circumstance which clearly suggests the right of a licensee to ensure its content does not contravene the law.³ This right to control is extended to an understanding that control may be exercised whenever the listener or station is affected negatively by any particular program content.

The mission of WPSC-FM is deliberately educational. This mission includes focused professionally oriented objectives:

- To provide students of WPUNJ with an opportunity to learn radio operations in a hands-on laboratory environment supervised by a professional broadcaster.
- To provide students of WPUNJ with an opportunity to demonstrate their creative and artistic abilities in the production of radio programming.

The mission of WPSC-FM is also deliberately socially responsible. This mission includes focused community oriented objectives.

- To provide the target audience with programming that is not available through commercial broadcast sources, especially informative, educational and cultural content.
- To expose and promote WPUNJ's educational and extracurricular activities to the surrounding community.
- To ensure programming is consistently socially appropriate (i.e. non-discriminatory, non-demeaning, avoiding illegal characterizations), responsive, pertinent, and relevant toward meeting community interests and needs.

Implementation of this mission begins with the General Manager, designated authority by the action of the Board of Trustees of William Paterson University of New Jersey, and university administrative officers. The GM shall have the authority to review, permit, or deny any or all programming content with a view to determining, as needed, its potential violation of pertinent FCC regulations or Congressional law or its appropriateness according to prevailing community standards and/or the desires of WPUNJ. The GM, in making such decisions, shall consider with all due respect student management team and staff input, but shall not necessarily be obligated to adopt such input if deemed risky.¹

-
1. *Broadcasters are considered to be temporary trustees of public spectrum because the Communications Act instructs the Commission to award licenses to use the airwaves expressly on the condition that licensees serve the public interest. See 47 U.S.C. § 309(a) (requiring the Commission to determine, in the case of applications for licenses, "whether the public interest, convenience, and necessity will be served by granting such application"). This model is often referred to, by commentators and the Commission itself, as one of public trusteeship. See, e.g., Advanced Television Sys. & Their Impact upon the Existing Television Broadcast Serv., 12 FCC Rcd 12809, 12829 ¶ (1997) (noting that, even as they transition to digital technology, "broadcasters will remain trustees of the public's airwaves").*
 2. *See Radio Deregulation Order, 84 F.C.C.2d at 997 ¶ 66 ("What is important is that broadcasters present programming relevant to public issues both of the community at large or, in the appropriate circumstances, relevant primarily to the more specialized interests of its own listenership. It is not necessary that each station attempt to provide service to all segments of the community where alternative radio sources are available.").*
 3. *The Commission's role in overseeing program content is very limited. The First Amendment to the United States Constitution and section 326 of the Communications Act of 1934, as amended, (the "Act") prohibit the Commission from censoring program material and from interfering with broadcasters' freedom of expression.¹ The Commission does, however, have the authority to enforce statutory and regulatory provisions restricting indecency, profanity and obscenity. Specifically, it is a violation of federal law to broadcast obscene, profane or indecent programming. Title 18 of the United States Code, Section 1464 prohibits the utterance of "any obscene, indecent or profane language by means of radio communication." ² In addition,*

Target Audience and Programming Goals

WPSC-FM's broadcast signal reaches a culturally, racially, and economically diverse audience within the #1 radio market in the United States. This audience can receive signals from a multitude of radio stations in the New York City metropolitan area, but there are several gaps in radio programming that WPSC-FM seeks to fill under the umbrella of the station's logo: "North Jerseys Independent Radio."

- WPSC-FM is independent of large music, entertainment, and news gathering organizations that dominate and control the majority of commercial radio programming in the United States.
- WPSC's city of license, Wayne NJ is the primary target area. However, several adjacent communities have no licensed stations to serve them, which allows WPSC-FM the opportunity to offer programming to a wider audience. For example, the city of Paterson (which is just to the south of WPUNJ), is one of the nation's oldest cities. WPSC-FM is the nearest licensed radio station.
- WPSC's broadcast area includes Passaic County and parts of Bergen County, both of which are part of the Metro NYC market, Arbitron's number one market in the nation. In addition portions of Morris and Essex County and Rockland County in NY are reached.
- WPSC-FM regularly broadcasts music that is authentic to the African-American experience (jazz, blues, etc.) and the experience of Hispanic-Americans, (salsa, Afro-Cuban, Andes folk music, etc.), as well as genuine alternatives to mainstream music (alternative rock, bluegrass, reggae, etc.). WPSC-FM avoids airplay of programming content which is normally heard on mainstream commercial radio stations.
- In addition, WPSC-FM broadcasts news and public affairs programs that address concerns of those in Wayne and adjacent environs.

Ownership of record companies has become concentrated (currently, 90% of all record sales are controlled by four multinational corporations), and commercial radio music programming has become increasingly homogeneous. Three other college radio stations reach our listening area, but none play as much independent rock music, including emo, punk, hardcore, post-grunge, and alternative rock, etc. as does WPSC. In fact, some college radio stations are prevented from playing some these genres by administrative edict.

- WPSC-FM meets a significant gap in local area programming, and continues a tradition in college radio, pushing the envelope in alternative rock music.
- WPSC-FM is committed to programming authentic jazz, non-commercial music, and independent rock music. Other types of music may also be played (underground, dance, folk, etc.) as long as it remains within the independent music definition.
- The focus of WPSC-FM is on college-age listeners, but it also has significant popularity among high-school students and post-college-age alternative music aficionados. The age range of our listeners is from 18-55. The high school audience is of particular interest, because many of these are considering William Paterson University for their higher education. WPSC-FM supports the recruiting efforts of WPUNJ.
- WPSC news and public affairs programs go beyond the "rip and read" newscasts provided by hundreds of radio, TV, cable, and Internet sources available in our listening area.
- WPSC-FM uses, when practical, unique resources available from the WPUNJ faculty, staff and students.

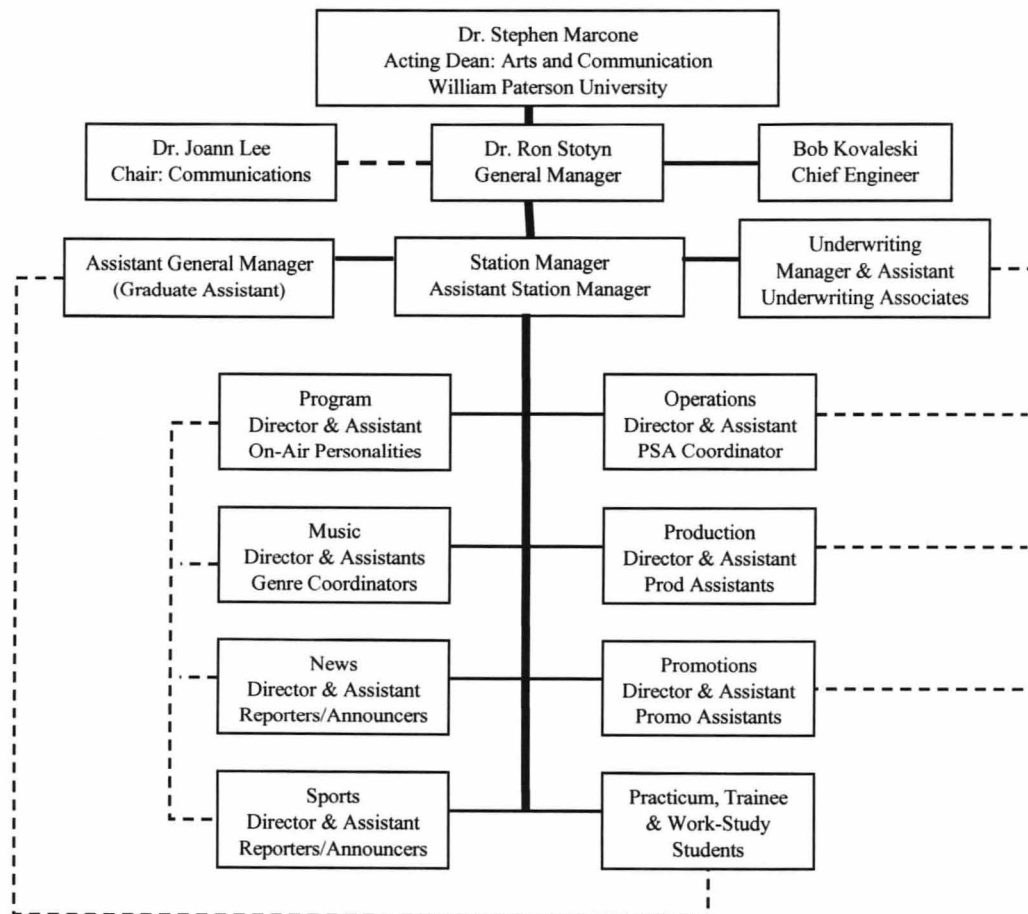
section 73.3999 of the Commission's rules provides that radio and television stations shall not broadcast obscene material at anytime, and, consistent with a subsequent statute and court case,³ shall not broadcast indecent material during the period 6 a.m. through 10 p.m.

The Organization of WPSC-FM

This chart reveals the departmental nature of the WPSC-FM organizational structure. This station plays a crucial role in the academic program of the Department of Communication at William Paterson University, located in Wayne, New Jersey.

The major goal of WPSC's daily operations is always to facilitate learning in a management structure that promotes understanding about radio broadcasting as a business. This particular structure is intended to involve as many students as possible in management roles, while also recognizing that certain management positions in any broadcast organization necessarily have a greater role to play in daily operations. This chart also demonstrates that while all the departments answer directly to the Station Manager when available, all of them also have a close professional relationship with the General Manager.

Such a close relationship is to be desired in an academic environment by having the General Manager, a professional broadcaster in the Department of Communication, provide useful guidance and instruction concerning broadcast operations. Solid dark lines on the chart show direct relationships. Broken lines show supplementary relationships.



Management Team: Qualifications and Job Descriptions

WPSC-88.7-FM, associated with the WPU Department of Communications as a Presenting Department of the College of Arts and Communication, is staffed by students, alumni, and community volunteers and managed by a General Manager who is a professional broadcaster. Students participate in station operations, some as members of the Student Management Team, but the station is NOT a democracy, even though democratic principles are applied whenever reasonable to do so. WPSC's management structure is modeled on media business structures as a means of enhancing the educational mission of the Department of Communication and to facilitate creativity, productivity, and professional excellence.

The General Manager, Station Manager, and Underwriting Manager act, when necessary, as an executive committee for the purpose of discussing, planning and designing station policies and operations procedures. The entire student management team often functions as an advisory panel concerning station operations. The General Manager decides, authorizes, and implements station policy and operations procedures. Each department director of the student management team is assigned responsibilities for the implementation and maintenance of all station policies and operational procedures.

- Management team meetings and general staff meetings are called and chaired by the General Manager.
- Written notices of all meetings are posted a minimum of one week in advance.
- Attendance at all meetings is mandatory for each staff member designated to attend a particular meeting. Non-attendance without permission will result in disciplinary action and could result in the loss of air-shift or termination from the station.
- Meetings of the Management Team occur when necessary but at least once per month year around.
- General Staff Meetings are monthly during Fall and Spring Semesters as close to the beginning of the month as practical. General Staff meetings are once during Summer, as close to the beginning of June as practical. The Station Manager may chair at the pleasure of the General Manager or in the absence of the General Manager.
- The General Manager must be notified, with at least one-week notice, of any other meeting called by designated members of the Management Team as noted below.
- The Station Manager calls meetings of subgroups of station departments and relevant staff members as needed to discuss training related to new station equipment and operational procedures.
- The General Manager calls or directs the Station Manager to call meetings of the following Management Team Standing Committees for policy discussions and proposals, procedure discussions and proposals, strategies and tactics discussion and proposals: 1. **On-Air Support Committee:** Underwriting, Operations, Production, and Promotion departments (Underwriting Manager chairs). 2. **On-Air Content Committee:** Program, Music, News and Sports departments (Program Director chairs). Any department director or assistant director may be invited as needed to either of these committee meetings.
- Directors of the Management Team call and chair meetings of their own department and staff as needed.
- The Assistant Station Manager will act as recording secretary for Management Team and General Staff meetings. All other Managers and Directors will designate a recording secretary for any meeting called. Minutes must be recorded, typed, and forwarded to the General Manager without delay.

General Manager

The General Manager is the primary staff position at WPSC, a senior authority on all decisions made within the radio station. The position has a wide range of responsibilities involving the programming, financial, legal, and technical aspects of the station's operation. The General Manager position is part of a management level appointment at William Paterson University. The appointment is a WPUNJ Director's position answerable to the Dean of the College of Arts and Communication.

Qualifications:

- Earned Ph.D. or equivalent in Radio-TV, Communication, Journalism, or a closely related field
- Experience in managing a radio station affiliated with a university or college is preferred.
- Teaching experience in Radio-TV, particularly audio/radio production and broadcast management.
- Knowledge of radio broadcasting equipment operation.
- Knowledge of current FCC rules pertinent to noncommercial radio stations.
- On-air radio-TV experience preferred.
- Ability to communicate with students in a public institution with a diverse student body.

The General Manager reports to the Dean of the College of Arts and Communication on fiscal and general policy matters and acts in liaison with the Chair of the Department of Communication on matters related to the connection between the station and the academic program. Any performance reviews are conducted in accordance with the WPUNJ procedures in effect at the time. With the assistance of the Student Management Team the General Manager has the following responsibilities.

Job Responsibilities:

Fiscal

- Prepares annual budget based on university budget allocations to the station and from the department line for the station and anticipated station revenue from underwriting, grants, contributions, etc.
- Prepares specifications for equipment orders.
- Approves and submits to higher authority all underwriting contracts.
- Submits cash and check receipts to the Dept. Chair for deposit to the station's ledger 3 account.
- Coordinates with the departmental Administrative Asst. to ensure the timely payment of accounts payable related to station operations.

Legal

- Prepares and files FCC documents such as employment reports, quarterly public issues reports, license renewals, ownership reports, etc.
- Maintains public file at the radio station.
- Acts as Chief Operator to ensure that FCC rules are enforced, including those related to transmitter logs, EAS tests, obscenity/indecency, underwriting, hourly IDs, and political campaigns.
- Enables Operations Director for training students in the legal operation of the station.

Programming

- Establishes and oversees the station format in consultation with the Dean and other administrators.
- Executive Producer on revenue producing events broadcast by the station. Coordinates such events with Station Manager, Underwriting Manager, Program Director, Promotions Director and others as needed.
- Enables the Station Manager and Program Director to enforce programming details and has final approval on selection and dismissal of DJ's.
- Enables Operations Director to establish log procedures, traffic details, PSA, and underwriting fulfillment.
- Enables Music Director to establish details of the station's music policy.
- Enables Production Director to establish and maintain production strategies and procedures.
- Enables the News and Sports Director to schedule news and sportscasts.
- Enables the Promotions Director to set up and enforce giveaways and has final approval on promotional materials.

Administrative

- Selects Student Management Team members who are appointed as Department Directors.
- Coordinates equipment concerns with the Chief Engineer.
- Holds regular general staff and management team meetings.

Revised July 2006: Ron Stotyn, General Manager

- Reports problems with physical space to university's facilities management dept.
- Reports on the general operation of the station to the Dean of Arts and Communication as appropriate
- Oversees distribution of mail to appropriate staff members.
- Directs recruitment of new staff members.
- Responds to complaints and/or suggestions from administrators and audience members.
- Oversees station security in conjunction with WPU Public Safety Dept.

Assistant General Manager

The Assistant General Manager, normally filled by a Graduate Student when available, assists with all of the General Manager's responsibilities and tasks, especially in coordinating Practicum Students, Trainee Students, and Work-study students.

Qualifications

- Must possess a bachelor's degree in an appropriate field of study.
- Experience in college radio station operations is expected.
- Experience with music format stations, college radio especially desirable, along with a broad knowledge of Alternative Rock, Jazz, Urban, Blues and other college music genres.
- Experience in operation of radio studios and related equipment is required.
- Knowledge of FCC regulations pertaining to non-commercial educational radio desirable.
- Ability to communicate with students in a public institution with a diverse student body.

Job Responsibilities:

- Conducts research in aid of future station needs and projects related to station management.
- Learn, manage, maintain, and update automation, music scheduler and traffic logging software.
- Enforce FCC regulations pertinent to non-commercial operation.
- Assist GM with daily operations including but not limited to programming, production, operations, and underwriting.
- Works closely with the Station Manager in supervision of the duties assigned to the station management team members and their department staff.
- Assists with supervision of Program Director in the maintenance of the station format.
- Assists with supervision of Operations Director in the maintenance of log procedures, traffic details, PSA, and underwriting fulfillment.
- Assists with supervision of Music Director in the maintenance of details of the station's music policy.
- Assists with supervision of Production Director in the maintenance of production strategies and procedures.
- Assists with supervision of the News and Sports Director in the maintenance of news and sportscasts.

Station Manager

The Station Manager, an enrolled student at WPUNJ, is the senior Student Management Team member responsible, with the General Manager and the Underwriting Manager, for coordinating, directing, and maintaining the activities of the entire staff of WPSC. The Station Manager assists the General Manager with effective management of daily operations of the station by providing direction to the station staff in the absence of the General Manager and in accordance with the policies contained within the Station Handbook. The Station Manager helps to coordinate and direct activities of the Program, Operations, Music, Production, News & Sports, and Promotions Departments of the station. The Station Manager is a merit position filled by promotion from the Management Team.

Supported by the Assistant Station Manager in the performance of the assigned duties described below and undertakes special assignments that further the operational success of the station at the request of the General

Revised July 2006: Ron Stotyn, General Manager

Manager or the Station Manager. The following qualifications apply equally to the Assistant Station Manager, who is selected by the General Manager with input from the Station Manager.

Qualifications:

- Enrolled as a student at William Paterson University (for Summer position may be enrolled in either the preceding Spring or following Fall semesters). GPA of 2.5 or higher.
- Prepared to work 15+ hours a week at WPSC.
- At least one year of experience at WPSC or other college radio station.
- Previous Management Team experience expected.
- Superior knowledge of WPSC operations and procedures.
- Ability to learn and apply relevant FCC rules.
- Excellent interpersonal communication skills.
- Ability to use computer to send, receive and manage e-mail and contact list using Microsoft Outlook, use Microsoft Word, Excel, and Access.

Job Responsibilities

- Supports and supervises daily operations of WPSC.
- Develops, coordinates, and maintains program shift schedules with assistance from the Program Director.
- Supports and helps coordinate fiscal activities of the Underwriting Manager.
- Monitors WPSC programming and operations standards and compliance with FCC regulations.
- Assists development, implementation, and maintenance of station operating policy and procedures.
- Must learn and maintain Natural Log, Music 1, and Audio Vault software.
- Enables and supervises station training policies and procedures.
- Oversees appropriate use of the station business, common area and studio facilities.

Underwriting Manager

The Underwriting Manager develops and maintains contacts with community supporters interested in providing fiscal support for the radio station. The position is significantly important because the production of additional revenue for the station is crucial to the operation of the station. The Underwriting Manager is a link to the community and works to solicit support for the operations of the station. The Underwriting Manager develops contacts, assigns contacts to client lists, coordinates Underwriting Associates, confirms agreement details, and ensures cash or barter donations are collected prior to underwriting messages airing on WPSC-FM. The Underwriting Manager communicates directly to the General Manager by forwarding agreements for signatures, and coordinates the writing and production of underwriting spots with the Production Department and other relevant personnel with the assistance of the Station Manager as needed. The Underwriting Manager earns a commission share of the commission paid to Underwriting Associates.

This manager is supported by the Assistant Underwriting Manager in all responsibilities and tasks, especially in the coordination of Underwriting Associates engaged in client contact, underwriting agreement preparations, and client servicing. The Assistant Underwriting Manager also takes a lead in preparation of underwriting scripts.

Qualifications:

- William Paterson University student in good academic standing with minimum 2.5 GPA
- Broad knowledge of standard business practices and fiscal responsibilities.
- Courses taken in the School of Business are beneficial and desirable, especially in the area of accounting practices.
- Computer literacy, especially Excel, Word, Access, and accounting software or related computer routines.
- Knowledge of pertinent FCC regulations.
- Able to spend a minimum of 15 hours per week working for WPSC-FM

Job Responsibilities:

- Initiates and facilitates underwriting contacts with interested parties.
- Assigns contacts to Underwriting Associates client lists.
- Trains and coordinates underwriting staff, coordinates commission payments with General Manager.
- Facilitates Underwriting Associates contact with clients and subsequent development of agreements.
- Signs and forwards agreements to the General Manager for execution of agreement.
- Records revenues using appropriate accounting practices.
- Determines valuation of cash and barter agreements and recommends spots quantities to General Manager.
- Assists in related policy development and review of existing policy with the General Manager.
- Ensures performance of underwriting spots on-air utilizing appropriate traffic and control measures.

Program Director

The Program Director is responsible for scheduling all programming aired on WPSC. The Program Director works with the General Manager and Station Manager to establish and maintain the station schedule. The Program Director notifies the Station Manager of equipment or personnel problems whenever discovered and helps enforce station regulations. He/she works closely with the Music, Productions, News/Sports, and Operations Directors to ensure smooth operation of the station. The Program Director takes a lead role in the operation of the Music 1 music scheduling software and the Audio Vault operator interface procedures in the On-air Studio and in Studio B.

This manager is supported by the Assistant Program Director in all tasks, especially in maintaining the Music 1 music scheduler system interfacing with the Audio Vault automation system of the station. They also provide assistance in supporting the Audio Vault automation system.

Qualifications:

- Enrolled as a student at William Paterson University (for Summer may be enrolled in either the preceding Spring or following Fall semesters). GPA of 2.5 or higher.
- Prepared to work approximately 15 hours a week at WPSC.
- At least one year of experience at WPSC. Prior Management Team Experience is desirable and beneficial.
- Superior knowledge of music, entertainment, and news/sports/public affairs programming desired.
- Knowledge of pertinent FCC rules.
- Excellent interpersonal communication skills.
- Ability to use computer to send and receive e-mail using Microsoft Outlook, use Microsoft Excel, Word, and Access effectively.

Job Responsibilities:

- Primary Management Team member responsible, with General Manager and the Station Manager, for on-air-sound of WPSC.
- Monitors and advises about on-air performance to air-personalities, news, and sports announcers.
- Advises General Manager and Station Manager about violations of station policy or procedure and necessary disciplinary actions.
- Uses available audience needs and listening habits data to create effective programs or changes.
- Recruits DJ's and responds to requests for on-air shifts, maintains a file of applicants for on-air positions.
- Facilitates DJ training in consultation with General Manager and Station Manager.
- Coordinates all live remotes and in-studio acoustic or plugged in live band performances.
- Coordinates news, sports, and public affairs programming with the News and Sports Directors.
- Informs Operations Director of needed changes in the station's program log.
- Assists and advises Music Director on new releases approval for the station's Playlist, input of music data to the Music 1 scheduling system, loading music to the Audio Vault automation system.

Revised July 2006: Ron Stotyn, General Manager

- Provides input on promo and PSA production to help maintain overall station sound.
- May dismiss an Announcer from his/her shift immediately for major violations if the General Manager or Station Manager are unavailable.
- Responsible for filling shifts resulting from staff absences in the absence of the Station Manager.

Operations Director

The Operations Director is responsible for maintaining WPSC's programming and transmitter logs and for training new and current staff members in legal operation of the station. The Operations Director also facilitates effective on-air program events by creating, distributing and maintaining accurate program logs.

This director is also supported by the Assistant Operations Director and the Public Service Coordinator in a division of labor that assigns PSA responsibilities to the coordinator position.

Qualifications:

- William Paterson University student in good standing with minimum 2.5 GPA.
- Prepared to work approximately 15 hours a week at WPSC.
- At least one semester of experience on the WPSC staff.
- Knowledge of FCC laws relating to noncommercial radio, especially regarding logs, minimum hours of operation, political messages, contests, public service announcements, EAS, and related operations matters.
- Computer skills including knowledge and operation of Microsoft Office software, Microsoft Outlook, and Natural Log.

Job Responsibilities:

- Must learn all aspects of the station's Natural Log operations software.
- Prepare transmitter and program logs, ensuring that they are in the studio for each broadcast day.
- Make sure that logs are filled out properly and alert General Manager, Station Manager and Program Director about log violations by staff members.
- File logs in an orderly fashion, maintain files according to FCC regulations about length of storage.
- Train new staff members in the completion of logs, operation of EAS equipment, and conducting EAS tests.
- Schedule underwriting announcements, report fulfillment to Underwriting Manager and General Manager.
- Creates and maintains station staff records using Microsoft Access and Outlook.

The Public Service Coordinator helps keep the station compliant with certain FCC regulations concerning service to the community. The PSA Director is responsible for coordinating and organizing PSA's for air-play. Responsibilities also include organizing and maintaining the Community Calendar. The PSA Director will work closely with the Production Department engineers to keep the Community Calendar and PSA recorded items accurate and up-to-date. Duties may include rewriting PSA and Community Calendar materials into acceptable broadcast style. The Public Service Coordinator reports to the Operations Manager.

Qualifications

- Must be enrolled at William Paterson University.
- GPA of 2.5 or higher is required.
- At least one semester experience at WPSC.
- Prepared to work approximately 15 hours a week at WPSC.
- Interpersonal communication skills are a plus
- Must be computer literate.
- Available for up to ten hours per week.

Job Responsibilities:

- Tracking and updating PSA's and Community Calendar.

Revised July 2006: Ron Stotyn, General Manager

- Organizes and selects PSAs and Community Calendar Items for production or for live read scripts.
- Verifies questionable material with Program Director or the General Manager
- Prepares the Quarterly Program and Issues Report for placement in the public file.
- Prepares and maintains accurate PSA Indexes and Community Calendar histories.

Music Director

The Music Director maintains a music library that supports the station's music programming. The position is extremely important, since the majority of WPSC's on-air programming is music. The Music Director is the link between record companies and the station's staff. The Music Director ensures that music is reviewed promptly and objectively and that the library conforms to the music programming philosophy of the station. The Music Director coordinates with the Program Director and General Manager and provides reports on new additions to the library to the staff. The Music Director takes a lead role in loading music to the Audio Vault automation system.

Qualifications:

- William Paterson University student in good academic standing with minimum 2.5 GPA.
- Broad knowledge of contemporary music and record company promotional practices.
- Minimum of one semester experience as a DJ.
- Prepared to work approximately 15 hours a week at WPSC.
- Computer literacy that includes Microsoft Word, Excel, and Access.
- Knowledge of FCC laws and Criminal Code about indecency and obscenity, tort law about defamation.
- Ability to spend approximately 15 hours a week working for WPSC.

Job Responsibilities:

- Maintains WPSC Playlists, e-mails top-20 and top-5 adds reports out to record companies and news media.
- Keeps a record of all new releases received, CDs added to play-list, tracks approved for airplay.
- Maintains an orderly system of music review for appropriateness and objectionable language.
- Selects "new releases" on a weekly basis, rotates to archives, identifies Locals Only selections.
- Communicates with record companies to obtain records and report on their use.
- Tallies and reports top spins and "new adds" to CMJ each week.
- Coordinates distribution of music to Music Genre Coordinators for review and ensures top spins in relevant categories are reported to CMJ by appropriate coordinator.
- Keeps up to date on national and local music trends.
- Takes primary responsibility for cataloging, storing, and security of record library
- Coordinates and maintains Audio Vault music inventory and associated record keeping.

This director is also supported by two Assistant Music Directors and Music Genre Coordinators, who especially will be involved in the review process of all music received by the station and played on air.

Music Genre Coordinators include the following: Blues, R&B, Electronica/RPM, Urban, Jazz, Latin/World, Loud/Heavy, Punk/Indie, Gospel. MGCs assist the Music Department by preparing and delivering chart reports to CMJ and other reporting targets as designated. MGCs assist the Promotion Department with tasks related to Concert Calendar, Concert Ticket Giveaways. MGCs assist the Production Department with organization of show promos for their area of interest.

Production Director

The Production Director is responsible for all prerecorded program elements for WPSC and for overseeing the production facility at the station. The production director also assists other staff with production projects such as remotes, in-studio performances, sportscasts, show promos, linkers, bumps, stingers, etc. Works with Program Director on live acoustic and plugged in program sets, especially for band set up, sound checks, and mixer control during live broadcasts. This role also provides technical assistance for remotes and coordinates live sound engineers as needed. Additionally, the Production Director coordinates collection of audio from artist interviews for use in station promotion clips, and maintains production music and SFX production libraries. Coordinates scheduling of Production Studio and Studio B use in consultation with the General Manager, especially to prevent overlapping demand for studio time.

This director is supported by the Assistant Production Director in all tasks.

Qualifications:

- William Paterson University student in good standing with minimum 2.5 GPA.
- At least one semester of experience on the WPSC staff.
- Prepared to work approximately 15 hours a week at WPSC.
- Superior knowledge and skill for operating Pro Tools audio software.
- Excellent skills using WPSC's production equipment. Superior operating abilities with Power Mac Computer.
- Excellent voice skills.
- Creativity and innovative production definitely a desired quality.

Job Responsibilities:

- "Cutting" pre-recorded announcements such as promos, PSA's, sweepers, underwriting announcements, news themes, etc.
- Maintains SFX and Production Music Libraries.
- Setting up live remotes. Setting up and mixing in-studio performances. Supervises live sound engineers.
- Assisting in training other WPSC staff in the use of production equipment.
- Reporting equipment problems to the General Manager and/or Chief Engineer.
- Scheduling use of Production Studio, Studio B.

News & Sports Directors

The News Director manages the news department and coordinates regular daily newscasts. The News Director may interrupt regular programming to provide listeners with emergency weather bulletins and special reports of importance to the listeners. The News Director oversees the news staff and assures cooperation with the programming needs of the Sports Director. The News Director develops, coordinates, and maintains public affairs programming, assists the Sports Director as needed to establish, produce, and maintain sports programming at the station.

The Sports Director manages the sports department and develops, coordinates, and maintains sports segments of news productions. The Sports Director is the lead for developing, coordinating, and maintaining sports event programming. The Sports Director oversees the sports staff and assures cooperation with the programming needs of the News Director. The Sports Director assists the News Director as needed with sports issues that demand hard news coverage.

Both supported by Assistant News or Sports Directors in all tasks, who may especially be assigned as senior producers for news and sports special programming.

Qualifications:

- William Paterson University student in good academic standing with minimum 2.5 GPA.
- At least one semester experience as a WPSC staff member.
- Completed COMM 250 (Journalism) and, preferably, at least one other journalism course.
- Excellent writing skills.
- Computer literacy.
- Ability to devote 15+ hours a week to the radio station.

Responsibilities:

- Must learn the operations of and assist the General Manager with maintaining newsroom system software.
- Selects in consultation with the General Manager, Station Manager, and Program Director, and schedules news and/or sports anchors.
- Selects in consultation with the General Manager, Station Manager and Program Director, and schedules news and/or sports senior producers for special news or sports special programming.
- Develops public affairs programs or sports analysis programming.
- Works with Production Director to produce news or sports promos, linkers, program open/close, etc.
- Makes editor decisions on what to air in newscasts or sportscasts and takes responsibility for all news or sports stories aired on WPSC.
- Reports any interruptions in the regular program schedule (sporting events, election coverage, etc.) to the Station Manager and Program Director at least one week in advance.
- Recruits news or sports staff and maintains a file of those interested
- Reports disciplinary problems and advises about disciplinary actions to the General Manager

Promotions Director

The Promotions Director is responsible for informing WPSC's audience about our programming and for attracting new listeners using creative methods that can be accommodated within the abilities of the station computing equipment and budget. Responsible for the creation of flyers, brochures, posters that feature station personalities, shows, and station events. The Promotions Director is responsible for on-air promotions such as contest giveaways. The Promotions Director works closely with the General Manager to set up media campaigns through each semester. Supervises department staff and coordinate with a Station Web Master when available.

This director is supported by the Assistant Promotion Director in all tasks.

Qualifications:

- William Paterson University student in good academic standing with minimum 2.5 GPA.
- At least one semester experience as a WPSC staff member.
- Prepared to work approximately 15 hours a week at WPSC.
- Knowledge of WPSC 's programming and audience.
- Knowledge of marketing and promotion practices in electronic media.
- Excellent creativity, writing, and interpersonal skills. Graphics skills are a plus.
- Computer literacy and knowledge of web page creation and editing are beneficial

Job Responsibilities:

- Contacts local clubs, record companies, etc. to solicit giveaways.
- Design, execute and maintain contest rules and forms, donor, and winner records.
- Must learn to use with skill: Adobe software, and Microsoft Publisher, Word, Excel, Access.
- Design bumper stickers, t-shirts, and other promotional items such as flyers, brochures, posters, etc.

- Coordinates publicity for special WPSC events. Organize, maintain security of and track distribution of prize items.
- Write press releases, copy, newspaper and magazine stories and features.
- Work with Productions Director and other station staff to produce station and program promos and sweepers

Software/Webmaster Director

The Software/Webmaster Director is responsible for developing and maintaining efficient use of software needed to accomplish various tasks within the daily operations of the station. This especially involves developing training and assistance procedures for Adobe, and Microsoft software used by Promotions, Newsroom software used by News and Sports, Vault Express, Music One and Natural Log software used by Program and Operations, and Pro-Tools software used by Production.

Qualifications:

- William Paterson University student in good academic standing with minimum 2.5 GPA.
- At least one semester experience as a WPSC staff member is preferred.
- Prepared to work approximately 15 hours a week at WPSC.
- Knowledge of WPSC's programming and audience.
- Excellent creativity, writing, and interpersonal skills.
- Computer literacy and knowledge of web page creation and editing are essential

Job Responsibilities:

- Run helpdesk for specialized software in use at WPSC-FM.
- Develop training procedures for specialized software in use at WPSC-FM.
- Develop, maintain and update WPSC Website.
- Develop and maintain WPSC on-line newsletter pages, blog pages, guest book pages.

Announcers ("DJ's"/ "Air Personalities")

WPSC's On-air Personalities make up the majority of the staff and are the primary link between the station and its audience.

- On-air personalities (the preferred WPSC term) are expected to have thorough knowledge of their area of music and basic knowledge of radio, and must also complete training before they can go on the air.
- Prospective on-air personnel should listen to the station frequently to become familiar with its format and on-air sound. Only in this way can staff candidates become valuable air-personalities for the station.
- Air-personalities who develop a broad knowledge of a wide variety of music genres are especially of value to WPSC.

Qualifications:

- William Paterson University student (some exceptions may be made – see the "non-student staff" section below) in good standing with a minimum 2.0 GPA.
- Knowledge of music in their area of specialization.
- Commit to at least one three-hour shift weekly and one additional hour weekly for off-the-air tasks supporting station operations.
- Completion of training program including FCC rules, station rules and procedures, and equipment operation.
- Good vocal skills and an ability to "ad lib" (completion of an announcing course is recommended for those with no prior announcing experience).

Job Description:

- Select and play music during on-air shifts consistent with station music and program policy for that shift.
- Announce the music played and ad lib as needed while minimizing running-off-at-the-mouth.

Revised July 2006: Ron Stotyn, General Manager

- Turn transmitter on and off as needed and monitor transmitter operation.
- Monitor and operate EAS system, air EAS messages, conduct tests, monitor and air Amber alerts.
- Operate studio equipment such as CD's, cassettes, DATs, audio console, and minidisks.
- Play prerecorded announcements as scheduled in program log.
- Maintain a record of songs played (Playlists).
- Fill out transmitter logs as required.
- Answer studio phone, take and record messages as needed.
- Fulfill on-air support tasks assigned in addition to air-shift duties.

Co-Hosts: WPSC recognizes that co-hosts are often a significant support for the success of a show's personality. For this reason WPSC does not permit any air-personality to select a co-host without consulting with the General Manager, Station Manager, and Program Director. The following guidelines must be followed.

- The senior host must demonstrate compatibility will exist between the host and co-host.
- Co-host candidates must follow the station application process.
- Co-hosts must undergo WPSC training or must satisfy the General Manager and Station Manager that they are competent to operate the station and its equipment.
- Co-hosts are expected to substitute whenever the senior host is unavailable to operate the assigned show.
- Co-host approvals are subject to the students' first mandate and policy at WPSC as described elsewhere.

Other Staff Positions

WPSC-FM offers the potential for numerous other staff positions as needed.

- In many cases, students or other volunteers can "create their own" jobs at the station based on ideas and talents they have. Examples include news reporting, talk show host, and underwriting sales.
- In each case, a prospective staff member should discuss their ideas with the appropriate management staff member and the General Manager.

Non-Student Staff Policy

WPSC-FM is intended to support and enhance WPUNJ's academic program in Communication. This mandate and policy designates that students always have first opportunities for positions at WPSC-FM, however, situations often occur where non-students may work for the station and indeed are desired. When there is a choice between a student and a non-student for an on-air position, the student applicant will always have preference when suitably qualified.

- Faculty and staff at WPUNJ are sometimes used as specialty show hosts because of their special expertise.
- Members of the community who have special music, news, or public affairs talents that are consistent with the station's mission are encouraged to apply for positions.
- Non-students are used to fill on-air positions, such as during university vacations or in time slots that are difficult to fill (e.g., late night/early morning).
- In no case, however, can a non-student take on a Management Team position.

Staff Eligibility and Responsibility

The eligibility specifications and responsibilities outlined below recognize the position of WPSC-FM as a Presenting Department of the College of Arts and Communications. The station functions as an educational facility supporting relevant academic concentrations in the Department of Communication. These concentrations specifically include Radio & Television, and Journalism.

Revised July 2006: Ron Stotyn, General Manager

Background:

WPSC is owned and operated by WPUNJ as a non-profit business under a FCC non-commercial educational license held by the Board of Trustees. This relationship creates an educational mandate for the station. In fall 2001, the College of Arts and Communication dean and the Department of Communication chair jointly enunciated that WPSC-FM should be effectively integrated into the academic program. Since that time, training schemes for students enrolled in certain departmental courses have generally included communication major's involvement in the station's operations. Similar training targeted staff candidates from outside specific academic assignments. A satisfying result has been increasing numbers of effective WPSC staff volunteers. The eligibility and responsibility policy described below enhances the station's role in the mission of the Department of Communication.

Fundamental Supporting Principles:

- Staff involvement at WPSC-FM is a privilege rather than a right. Students seeking staff positions at the entry level must possess and maintain a satisfactory academic standing at WPU. This standard is defined as a 2.0 GPA. Staff seeking promotion to management positions with the station must possess and maintain a 2.5 GPA.
- The ability of WPSC-FM to effectively satisfy its FCC mandate of public service to the community depends on the principle that highly motivated staff (and staff candidates) are beneficial for that purpose.
- Staff assignments, including on-air shifts and on-air support roles, are made on merit. Merit is determined from demonstrated broadcast skills, knowledge of essential FCC rules and regulations, knowledge of station policy and procedure, and visible commitment to appropriate, relevant behavior while associated with the station.
- The realities of commercial and public radio employment are guiding forces for all WPSC-FM policies and procedures.
- Students enrolled in courses at WPU and who have satisfactorily completed WPSC-FM training are first priority in the selection process at WPSC-FM for new staff positions or renewal staff positions.
- WPU and WPSC alumni who have satisfactorily completed training or who have satisfactorily demonstrated they meet WPSC standards, are eligible for staff positions or renewal staff positions. This category of staff or staff candidate is at the second priority level for staffing decision making. Community volunteers who meet the same criteria are at the third priority level for staffing decision making.

Policy Elements for Eligibility and Responsibilities:

The elements of this section are basic and are, or may be elaborated in other policy statements contained in the WPSC-FM Station Handbook or Memoranda as issued from time-to-time to staff or staff candidates.

- All candidates for WPSC-FM staff positions must enter a comprehensive training program relating to on-air and off-air support: tasks, duties, and responsibilities.
- All existing staff and staff candidates must demonstrate broadcast skills and knowledge relevant to WPSC-FM station operations prior to being confirmed in any WPSC-FM staff position. This demonstration may be accomplished by one or more of the following as deemed relevant to the position under consideration: tests, auditions or audition tapes, management or training instructor observation.
- Any WPSC-FM staff or staff candidate who fails to demonstrate acceptable levels of broadcast skill or knowledge about station operations may be required to undertake remedial training and re-evaluation before returning to or gaining a WPSC-FM staff position.
- All WPSC-FM staff or staff candidates assigned to or considered for assignment to a WPSC air-shift must also fulfill secondary specified on-air support staff tasks, duties, and responsibilities required for the successful operation of WPSC-FM as a college radio station. This condition requires commitment of additional time to WPSC-FM beyond the length of an air shift.
- All WPSC-FM staff or staff candidates observed to be shirking assigned duties, tasks, and responsibilities to which they have agreed to commit necessary time at WPSC will be subject to dismissal from WPSC-FM in accordance with the disciplinary policy of the station. See the Discipline policy later in the handbook.
- Violations of FCC regulations or station policy and procedures that present a grave risk to the station's

Revised July 2006: Ron Stotyn, General Manager

license may result in immediate dismissal.

- All staff promotion decisions are based on merit, and will incorporate evidence of demonstrated interest in the success of the station, relevant skills and proficiencies, and readiness for additional responsibilities.
- All staff must agree that all work produced at WPSC-FM is work-for-hire for which no remuneration is available. All product and copyright thereto is retained by WPSC-FM.

Staff Application Process

Staff members at WPSC-FM are all volunteers. There are no paid positions. Three categories of staff candidates are eligible for volunteer positions.

- All staff candidates must complete and submit an application form for each semester of station operations: Fall, Spring, and Summer.
- Students who are currently enrolled in WPUNJ courses receive priority consideration for WPSC training and staff positions. WPUNJ alumni, and WPSC contour area community volunteers, in that order, are considered only if positions remain open and no student is available.
- After becoming WPSC staff, community volunteers and alumni, in that order, must understand that student demand for shows may result in show changes or cancellations in order to serve the academic mandate.
- Incomplete application forms will be discarded and the candidate will be removed from consideration.
- All staff candidates must participate in WPSC's training program to develop adequate equipment skills and understanding of station policy and rules.
- Training requires a commitment of three hours weekly in a shadow training relationship with a WPSC Program Host, plus one-hour weekly performing off-air tasks as assigned.
- WPSC requires each training candidate pass appropriate tests with a grade of 90% or better.
- Existing staff may be asked to undergo remedial training and tests if skills, knowledge, and procedure execution are deemed inadequate.
- Whenever a staff member's contact information changes, updates must be provided to the GM immediately. Inability by management to reach a staff member because of out of date information will result in probation. Failure to provide updates within one week of a probation notice will result in suspension. Failure to provide updates within one week of a suspension notice will result in dismissal from WPSC.
- Shows will be reassigned immediately upon termination of any staff member. In the event of a successful appeal, all returning staff members will be reassigned as soon as a suitable staff opening occurs.
- Staff members in good standing are eligible to apply for Underwriting Associate positions. Underwriting Associates, limited in number, receive commissions on cash revenues derived from Underwriting Agreements generated. Training is required before any underwriting sales will be permitted.
- All staff members must participate in a minimum of two official station community events each semester. (E.G. staffing remote location broadcasts on University Day, street team activities handing out station flyers, staffing station appearances at University and/or community events, etc.)
- All staff members assigned to on-air positions must also provide one hour per week for off-air tasks in addition to three hours per week expected for show hosting duties.
- All staff must check their mailboxes frequently, not less than once per week. Contact e-mail addresses provided to the station must be checked on a daily basis.

WPSC Volunteer Staff Contract

- I, the undersigned, understand, agree to and will abide by WPSC-FM policies, procedures, philosophies and applicable international, national and William Paterson University regulations, contained within but not necessarily limited to the WPSC-FM Station Operations and Training Handbook. My failure to uphold any policy will lead to probation, suspension or termination.

Revised July 2006: Ron Stotyn, General Manager

- I agree that I am a volunteer at WPSC-FM and that I have no expectation of pay or other forms of remuneration for any duties performed at or for the station.
- I agree that during initial training periods, I will provide WPSC-FM with weekly three-hour training availability, and at least one hour per week for assigned tasks to support the station operations.
- I agree that after initial training, I will undertake additional training when requested by management, to improve equipment skills, voicing skills, production skills, or procedure skills, as deemed necessary.
- I agree that after training, I will provide WPSC-FM with at least one hour per week of assigned tasks within at least one of the station's departments in addition to a three-hour air-shift time as assigned.
- I agree to work on a minimum of two Promotion Department events each semester.
- I agree to review new music for the Music Department at least once each week.
- I agree that WPSC-FM retains sole right to air live or recorded product containing my voice or image, including any and all subsequent use or reuse for broadcast, and/or republishing using audio or video recordings as work for hire with copyright held by WPSC-FM.
- I hereby waive any right to inspect or approve the live broadcast or finished tape containing my voice.
- I hereby release, discharge and agree to allow WPSC to distribute the finished product by broadcast or web-streaming, or other method, holding WPSC-FM and WPUNJ harmless as a result of any intentional modification or unintentional modification or alteration that may occur in the processing, reproduction, publication, distribution, or broadcast of the finished product.
- I hereby certify that I am either under _____, or over _____ twenty-one years of age. (Being under 21 requires a signature of parent or guardian.) (Please fill in the appropriate blank with a check mark)

When and if you are selected for training or a position at WPSC, you will receive a copy of the WPSC Station Operations Handbook, and a copy of these agreement points in the form of a WPSC Staff Contract. You will be asked to sign the contract before being confirmed in a position at WPSC.

WPSC POLICY SECTION

Station Operations

All WPSC-FM staff must be aware of pertinent WPUNJ and WPSC policies, as well as FCC regulations that impact station operations. WPUNJ regulations, such as but not limited to student behavior and use of facilities, must be followed by all staff members. WPSC policies are primarily established to enable compliance with various FCC regulations. Failure to comply can result in serious consequences, including fines and loss of our license. Note that the FCC has the power to issue fines to individuals as well as to the station. Violations can and do lead to dismissals from WPSC.

Code of Ethics

WPSC operates strictly according to all laws applicable to its operation. There is no exception to this principle. All staff members are expected to adhere to very high ethical standards in addition to obeying applicable law and regulation. The station's overriding ethic at all times is to avoid even the appearance of wrong-doing. All staff at WPSC are not to engage in any activity that might create (or appear to create) a conflict of interest. The following items are necessary but not necessarily a complete listing of ethical prescriptions:

- No staff member may accept a gift from anyone, unless of a value less than \$10, however, on no occasion can any gift be accepted if it might place the staff member in a difficult, prejudicial, or embarrassing position, or interfere in any way with the impartial discharge of duties. Any such gift proffered must be refused or if sent by a vendor or other party must be returned or turned over to the station for use as an audience giveaway promotion. No more than a single gift less than \$10 in value may be accepted in any given year.
- No staff member may have a direct or indirect financial interest in any enterprise, which supplies, purchases from, or has any other business relationship with WPSC.
- No staff member shall accept free travel, tickets, passes or discounts unless the staff members has been assigned to officially cover an event for the station and will file appropriate news or sports reports.
- No staff member shall retain books, records, other products given for review by station personnel. Said materials remain the property of the station, which retains the right to distribute said materials in an equitable fashion.
- No staff member shall permit other employment to create a conflict of interest with respect to station employment or business responsibilities or duties.
- No staff member shall permit personal political or other personal activities to infringe upon nor compromise pertinent FCC regulations or rules or station policies with respect to political programming or other programming content.
- No staff member shall permit membership in any non-station related organization to infringe upon any station programming content.
- No staff member should engage in intra-staff relationships if such relationships might compromise the integrity of station operations or programming content.
- No staff member should, even if legally permitted, in social settings, drink alcohol to any degree that might create an impression by anyone in the public that the staff members judgment, credibility, or objectivity is impaired, especially if there is any belief that the staff member is acting on behalf of the station. When acting officially on behalf of the station, no staff member may accept any drink free, whether alcohol or not, unless the offer is made to all parties present.
- No staff members shall engage in any activity that may be construed as harassment, especially sexual (suggestive comments, sexual innuendo, threats, insults, jokes about sex-specific traits, verbal or nonverbal sexual propositions, vulgar gestures, whistling, leering, suggestive or insulting noises, physical touching or pinching or brushing the body, coercing sexual intercourse, assault. Harassment can include job-related if submission is made implicitly or explicitly a condition of employment, a

Revised July 2006: Ron Stotyn, General Manager

- condition of work-related assignments, compensation or other factors, or if such conduct interferes with a staffer's performance, or creates a hostile, intimidating or offensive work environment.
- No staff member shall commit plagiarism of words, art or other copyrighted material. Plagiarism is defined as word-for-word duplication of another's writing with a comparable prohibition applicable to the use of graphics.
- No staff member shall fabricate any composite characters or imaginary situations or characters unless it is made absolutely clear the work is fictional, in other words there shall be no mixing of fact and fiction.
- No staff member may alter photographs, photo illustrations, or use photographs, with respect to station use of the internet, to avoid any appearance of altered reality without clearly indicating the alteration.
- No staff member shall publish the names of crime victims if doing so would violate applicable state laws or station policy.
- No staff member shall compromise the station's ability to remain independent, that is, no staff member shall attempt to take over or take over the work of any outside agency including law enforcement, government or university other than what might be permitted or required by law.
- No staff member shall compromise any person's desire for privacy, the public good, or the public's right to know without careful assessment of the law respecting public and private person status.
- No staff member shall compromise the quality of the station's programming content by the insertion of profane, vulgar words, or sexual language, even though such words are part of the general everyday conversation.
- No staff member may identify any person as a member of any population using racial, ethnic, religious, sexual orientation or other group identifiers.
- No staff member shall use false identities, use stolen documents, concealed recording with or without the use of a telephone, or eavesdropping to create station programming content.
- No staff member shall permit promises of confidentiality or use anonymous sources for the creation of station programming content.
- No staff member shall use internet sources and construe the same as necessarily accurate or complete in the creation of station programming content.
- No staff member shall knowingly permit inaccuracies to go on-air and if this should occur accidentally shall make appropriate and obvious corrections as soon as practical.
- No staff member shall expect to retain ownership of any work created in the process of developing station programming content. The station may retain all rights indefinitely to such work production.
- No staff member shall engage in participation in any contest operated by the station or offered to the station from any source. Any awards or honors achieved by the station from any contest remain the property of the station.
- No staff member shall make any comments on air or off, whereby the listener might construe such comments as coming from the station's official position on an issue as part of programming comment without ensuring listeners understand the comments are editorial and arising from personal commentary. Staff shall make use of the recorded disclaimer as appropriate.
- No staff member shall permit any underwriting sponsor to influence the creation of any station programming content.

Penalties for Violations

Penalties exist for violations of WPSC ethics, policy and procedures, WPUNJ rules and regulations, or FCC rules and regulations. These are commensurate with the severity of the violation. Some violations (illegal drugs or alcohol use, for example) may also carry university and/or court of law penalties. The General Manager will contact Student Affairs and University Police in those situations. Management team members may recommend punishment, but final decisions rest with the General Manager.

Revised July 2006: Ron Stotyn, General Manager

In cases of minor violations, the following procedure is followed:

- First violation--Staff member will receive a written warning describing the violation, and the date/time of the violation. Probation will result, and will last for a period of at least one to four weeks.
- Second violation--Suspension will result and will last for a period of at least one to four weeks.
- Third violation--Dismissal will result for the semester. This third violation is one that occurs after a suspension. Accumulation of two suspensions in one academic year could result in dismissal from the station for a one-year period.

In cases of major violations, the staff member may be immediately suspended from the station. An investigation of facts will occur. Dismissals may result and may become permanent due to the severity of the violations.

Grievance Procedure

If a penalty is believed unwarranted or unfair, a staff member should begin an appeal by first contacting the General Manager for an appointment to present a written defense and to discuss the violation and penalties.

- If the staff member is dissatisfied with the outcome, he/she may file a written appeal with the Dean of Arts & Communication if the staff member is a student.
- While WPSC-FM is a part of the academic program at WPUNJ, student appeals will be managed by means of hearings, which will take place at the discretion of the Dean of Arts & Communications whose decision will be final.

Mandatory Staff Meetings

All staff members: student, alumni, and community volunteers must attend all WPSC staff meetings. Attendance is recorded.

- If a WPSC member is AWOL, immediate suspension may occur. Dismissal and cancellation of show from the station may result.
- Staff meetings inform about important station business, policy and activities. Failure to attend meetings means you will not be fully informed.
- Show scheduling is prioritized to accommodate staff committed to the station.
- Check with the General Manager about excused absences.

Parking

The parking lots at Hobart Hall are restricted to faculty and staff from 8AM until 5PM. Student staff members' cars must have parking permits and must be parked in designated permit lots. Parking illegally, such as at restricted times, in handicapped spaces or in signed reserved spaces may result in towing. Alumni and community volunteers must use university visitor parking during the daytime. After 5PM students, alumni, and community volunteers may use the Hobart Hall parking lots on a space available basis. Saturday and Sunday parking does not usually pose a problem at Hobart Hall. Guests arriving for station interviews should be encouraged to arrive early and use the visitor parking areas only. There are no visitor spaces at the Hobart Hall Parking lots. WPSC cannot fix tickets received from parking improperly.

Station Security

Every staff member is WPSC's first line of defense for protection of life and property. Access to the station must be controlled to prevent risk.

- Doors and windows must be kept closed and locked. Do NOT ask anyone to leave a door unlocked.

Revised July 2006: Ron Stotyn, General Manager

- No one (who is not a staff member) should be admitted into the station without guest passes. Doing so will result in the violator being terminated.
- Use the Police Call buttons if a state of danger is believed to exist. Learn the three locations in the WPSC facilities so that you can get help quickly. These are for emergency use only.
- Fire alarms should never be regarded as a test. If there are no visible smoke or flames inside the WPSC facilities, shut down the transmitter and then leave the station immediately. Make sure doors are shut when you leave. **If smoke or flames are visible inside the station facilities, leave the station without delay. Do not take time to shut down the transmitter.**

Visitors and Guest Passes

No visitors are permitted at any time without permission of the General Manager or the Station Manager. Admitting unauthorized person to the station facilities will result in the violator being terminated. The guest policy is based on the idea that guests are infrequent visitors attending the station for the purpose of interviews or public affairs discussions. Requests for guests to merely observe should be rare. Guests or potential guests should never be encouraged to just stop by any time they feel like it. **GUESTS ARE NEVER PERMITTED TO OPERATE ANY STATION EQUIPMENT.**

- All guests must have a Guest Pass in their possession during their presence in the station.
- Basic policy permits two passes per show, one per person. Multiple guests beyond two require the prior approval of the General Manager.
- Passes are valid only for the specified date and time period for which passes are requested.
- Unauthorized persons must be asked to leave. If they are unwilling to leave contact the University Police at 973-720-2300 and request assistance.
- Campus Police will eject unauthorized visitors. Removal may involve arrest and charges depending on circumstances.
- The security of WPSC-FM is your responsibility. Visitors must not be allowed to interfere with station operations. FCC regulations hold the legal operator responsible for all activity and behavior that occurs on the air. Under no circumstances should guests be allowed to handle any studio equipment.
- **Remember, once you sign in on the transmitter log, you are responsible for the behavior of all of your guests, both on and off the air.**

Operating Logs and Playlists

One person is designated as the “legal operator” of the station when the station is on the air (transmitting a carrier signal and programming). But, all persons operating a show have equal responsibilities to ensure accurate log keeping according to FCC requirements and station policy.

- The Legal Operator is usually the senior air personality assigned to the shift. That person must sign in the log at the start of his/her shift and sign out at the end of the shift. Your signature guarantees that the logs are complete and accurate.
- **You must sign the Transmitter Log using your legal name and not a nickname or air name.** You must also print your name. You become legally responsible for every action that takes place during your shift.
- **The programming day begins at midnight.** The midnight-3AM shift **MUST** start a new log. Therefore, the first page of the Program Log is always the Midnight-3AM shift.
- **DO NOT** use a page that is not for your shift. **DO NOT** start a new log until you are certain that no previous log exists for that day (in-use log). Only one log per day.
- The legal operator is responsible for what is broadcast over the air as well as for keeping the station broadcast progressing in a legal manner.
- In addition to penalties that may be imposed by the station management, you also may be personally subject to federal sanctions, such as fines or imprisonment.

Revised July 2006: Ron Stotyn, General Manager

- Some illegal on-air behavior, such as libel, hoaxes, and stunts, etc., could subject you and/or the university to monetary damages. Dismissal from the station is a very likely outcome.
- WPSC keeps two logs. Each of them, the Transmitter Log and the Program Log, **MUST** be accurate and complete. FCC requires that logs be legible. Only legal operators (or the operator keeping the log) may **make corrections by drawing a single line through the incorrect entry**, with the correction printed immediately above. Messy entries are therefore a violation of station policy. Failure to keep logs properly may result in dismissal.

Do not forget information on the Transmitter Log.

1. Date and Times
2. Transmitter Carrier and Program on and off: Actual time required.
3. Transmitter readings every two hours: Actual time required.
4. EAS Tests received and transmitted. Actual time required.
5. Amber Alert Messages received and transmitted. Actual time required.
6. Operator on and off: Legal Signature only.

Do not forget information on the Program Log.

1. Date, Time, and Operator legal signature.
2. Station Legal ID: Actual Time aired
3. Weather: Actual Time aired
4. PSA: Listed by Title and number: Actual Time aired
5. Underwriting and Station Promo: Actual Time aired.
6. Calendars: Actual time aired.
7. Underwriting Sponsor messages: Title: Actual Time aired.

The FCC fines that could be applied to your failure to fill out logs correctly include but are not limited to the following and can be levied on both the station and the violator:

1. Failure to file required forms or information: \$3,000
2. Failure to make required measurements or conduct required monitoring: \$2,000
3. Failure to maintain required records: \$1,000

Playlists are required for all shows that play music tracks. The Legal Operator is responsible for maintaining playlists, or for supervising the playlists recorded by their co-host.

- Playlists must be complete and accurate. Every music cut played on the air must be recorded.
- Every music cut that is a new release feature must be identified on the Playlist as a new release. Use the symbol "NR"
- Every music cut that is a local artist feature must be identified on the Playlist as a local artists cut. Use the symbol "LA"
- Failure to maintain playlists, especially the BMI Report Playlist, will result in discipline according to station policy contained in this handbook elsewhere.

Transmitter Remote Control Operations:

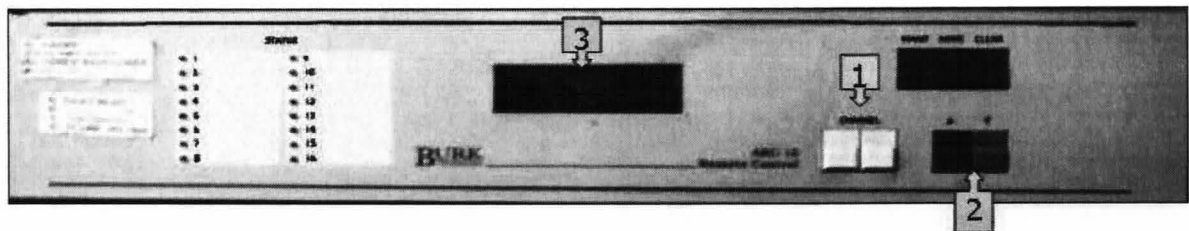
The transmitter operated by WPSC-FM is located at the station's leased tower site in Pompton Lakes. To facilitate control of the transmitter the station's final audio signal is delivered to the site by dedicated phone lines with the transmitter functions managed by a Burk ARC-16 Remote Control. This system utilizes data telemetry to adjust the transmitter's power level. The system can also be overridden using a telephone interface.

Sign-On Procedure

If the station is locked and you are beginning your shift, notify the campus police (720-2300) that you need to sign the station on. You must begin your shift on-time. That means you must arrive early enough to allow the police time to arrive.

Programming must commence within 5 minutes of turning on the transmitter. **Failure to maintain this time frame is a violation of FCC regulations.**

Once you are in the station, get your programming ready then turn the transmitter on using the following step-by-step procedure on the following page:



- 1) On the transmitter remote in the control room, **always** switch the channel selector to **Channel 2** (See #1)
- 2) Press the **↑** switch until you see the numbers increase on the display (See #3)
- 3) Switch to channel 4 and adjust the power output to 260 using the **↑** and **↓** switches (See #2).
- 4) If the power will not go above the 100's, switch to Channel 5 and press the **↓** button to effect a reset.
- 5) Go back to Channel 4 and adjust to bring the power to 260.
- 6) Play the Mini-Disc labeled "**Station Sign-On**"
- 7) On the transmitter log, enter the time the transmitter was turned on next to "**Transmitter On.**" Then enter the time you began playing the sign-on Mini-disk next to "**Program On.**"

Sign-Off Procedure

If you are signing the station off, make sure programming has ended, then immediately turn the transmitter off using the following step-by-step procedure:

Transmitter must be turned off within 5 minutes of program ending.

- 1) Play the Mini-disc labeled "**Station Sign-Off.**" Enter the time the track ended next to "**Program Off.**"
- 2) In control room, **always** switch the channel selector to **Channel 2** (See #1).
- 3) Press the **↓** button until the numbers start to drop (See #2).
- 4) Make sure the display reads 0 or close to it.
- 5) Enter the time the transmitter was turned off next to "**Transmitter Off.**"
- 6) Place the day's program log in the appropriate box in the air studio.
- 7) Call campus police at 720-2300 and ask them to lock the station.
- 8) Do not leave until they arrive and secure the station.

Temporary Sign-Off Procedures:

When the station is forced to sign-off for a brief period because of equipment failure or for lack of an on-air personality you must play the mini-disc track titled SIGN-OFF Temporary.

- All other elements of the sign-off procedure as noted above must be followed.
- You must turn the transmitter off when you leave the station.
- **Failure to do so will result in immediate dismissal.**

Revised July 2006: Ron Stotyn, General Manager

- Leaving the transmitter on without program content is an FCC rule violation which could create a massive fine for you and the station.
- Attempting a shutdown at Channel 4 **DOES NOT TURN OFF THE TRANSMITTER.**

Transmitter Readings Procedure

Every two hours, you are required to take readings from the transmitter remote and insure that the station is operating correctly.

- The first reading must be taken immediately after turning on the transmitter, often at 6 a.m., but all operators must check to see when the previous reading was recorded so that a two-hour interval is maintained.
- There are three readings that must be checked, “**Collector Volts,**” “**Collector Current,**” and “**RF Output.**” This information is gathered by selecting transmitter remote channels 2 , 3, and 4 respectively (2=volts, 3=current, 4=output).
- The most critical reading is the RF Output. This measures the actual power of our radio station. If it is too high, it can cause interference with other stations on the same or adjacent channels. If it is too low, we are not using our full licensed power and reception will be poor in fringe areas.
- Be aware of the power level at all times, even if you have recently taken and recorded readings. Make any necessary adjustment if readings are not correct.
- The legal limits for our power is 100% of our licensed power (ERP), which is 260 watts. Thus, the RF Output should read 260 watts. **NEVER** allow the transmitter to exceed 260 watts. By setting the remote selector to channel 4, you can use the **↑** and **↓** buttons to adjust the power.
- **Record only corrected readings. Never record a reading that is too high or too low. Make adjustments first.**
- If the Channel 4 power level cannot be adjusted, switch to Channel 5 and push the **↑** button. This will reset the remote control. Then switch back to Channel 4 and try to re-establish a correct power level. If this still fails, **CONTACT** the CHIEF ENGINEER.

In the event of transmitter problems such as low power defined as more than 10% below authorized operating power of 260 watts or transmitter failure, record the reading at channel 7 (Temperature) and channel 8 (Line Voltage). Record these readings using an Operations and Engineering Problem Report form, or special report form that may be provided in the studio.

Legal ID

WPSC is required to broadcast a Legal ID anytime the transmitter is on, as close as possible to the top of the hour during what FCC calls a “natural break” in programming. This means programming is not to be interrupted for this purpose.

- Station policy requires top of hour Legal IDs, even though the FCC allows a 5-minute window on either side of the top of the hour.
- Time your last cut so that the Legal ID lands where it needs to be. The Legal ID must be **clearly audible, not obscured in any way by any other broadcast content. The Legal ID never has a music background.**
- The **Legal ID** should be between songs, so if you are playing a 10-minute song at 1:58 p.m., you are required to broadcast the ID **before** the long song rather than at the end (2:08 p.m.).

Our legal ID's are as follows: WPSC-FM, 88.7, Wayne NJ, or WPSC-FM, Wayne NJ

- You can say whatever you want before or after the **Legal ID**, but **you must say the ID exactly as it appears above for it to be legal.** Look for the Legal ID Mini-discs.

Emergency Alert System (EAS)

The FCC is very insistent about operating EAS equipment properly. When EAS messages are received, the yellow alert light on the EAS receiver comes on and you will hear the printer printing out a message. The message will also “crawl” on the EAS receiver LCD display. Check the printout **immediately** to determine the kind of message received. (See directions posted by the EAS receiver)

Weekly Test (Incoming). If you receive a weekly test from another radio station, you are required to enter the time and source of the test on the transmitter log.

- Staple the printout to the transmitter log.
- **You must send a WPSC weekly test message within 15 minutes.** This message does not interrupt any program element but must occur at the nearest natural break in programming.

Weekly Test (Outgoing). Random weekly tests may also be listed in the Program Log, or a management staff member may tell you to conduct one.

- Follow the directions posted by the EAS receiver. Log the test after it is completed.
- If you receive a printout that says “you have not conducted a weekly test for 8 days,” perform a random weekly test within 15 minutes. Staple both reports to the log.

Monthly Test (Incoming/Outgoing). This is the most important test from the FCC’s point of view.

- When you receive a monthly test, you log it the same way you log a weekly test
- **You must transmit a monthly test within 60 minutes according to FCC directives.** This message does not interrupt any program element but must occur at the nearest natural break in programming.

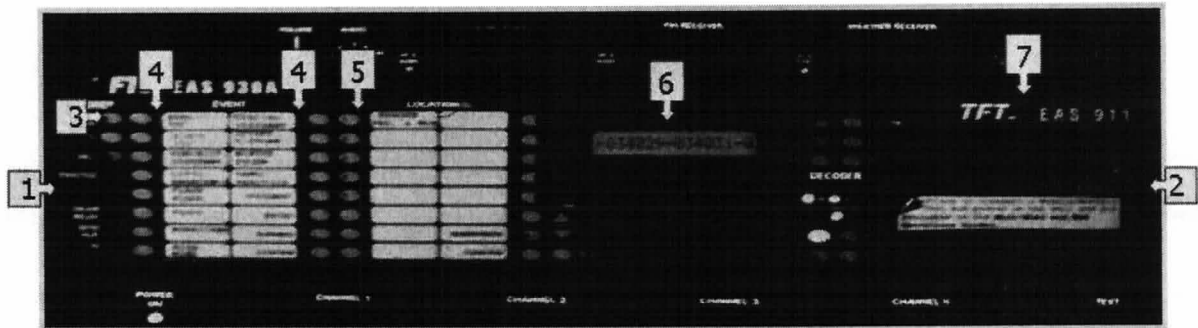
State of NJ Amber Alerts. Effective September 2002, the State of NJ began using the Amber Alert System. WPSC participates in this special alert system about missing children.

- All on-air staff must broadcast tests or alerts **as soon as they occur** at a natural break in the programming.

Weather Tests/Emergencies. EAS messages also come from the National Weather Service (NWS). We log and air NWS emergency messages ONLY.

- Weather advisories, watches, and warnings received for our listening area must be broadcast **immediately in the next available natural break in programming.** The areas to look for are Passaic, Bergen, Essex, and Morris Counties in New Jersey, and Rockland county in New York.
- Make sure the EAS channel is active, with levels up. Check the Weather Emergency print-out and verify the type of emergency. Select the appropriate event from the push button list on the EAS receiver and then push the SEND HDR button twice. This will send the automated voice message. The Weather Emergency message will play. Play a station ID immediately following. **Rather than interrupting a program event, wait for the next natural break in programming.**

EAS Test Procedures



The EAS device is two units in a single case.

1. There is an Encoder section (See #1) and a Decoder section (See#2).
2. The Decoder Section produces a paper ticket on which is printed the emergency message type, which can include Weekly or Monthly Tests, Weather emergencies or Amber Alerts.
3. These must be logged according to instructions as detailed earlier.
4. The Encoder Section includes control buttons such as the Password Button (See #3) which begins the activation process. During the process a specified event (See #4) must be selected according to the type of message being sent to the WPSC audience. The process also requires that a location be selected (See #5) For WPSC there is only a single location, but its button must be selected for the process to proceed.
5. Incoming messages are displayed on the LED Screen (See #6) as well as the paper ticket (See #7).

Required Weekly Tests: **These must be transmitted within 15 Minutes of receiving a weekly test.**

1. On Console Channel 12 select "B", Set Fader level at "0", turn the channel on.
2. Select **Weekly Test Message** from Sign On/Sign Off Minidisk. Load the Minidisk and make sure the appropriate channel is active and ready.
3. On the EAS receiver, Press the **Password** button. Enter the Password: **911** using the number buttons which will be flashing.
4. Press the **Weekly Test** button. The LCD readout will show RWT Required Weekly Test.
5. Press the **Confirm** Button that lights up.
6. Under 'Locations' press **Button # 1**.
7. Press the **Confirm** button that lights up.
8. Press the **Send HDR** button that flashes. Wait for some tones to go on air.
9. At the end of the tones play the **Weekly Test Message** from mini disk.
10. At the end of the weekly test message press the flashing **Send EOM** button. You will hear more tones.
11. At the end of the tones resume normal programming.
12. **Enter the Weekly Test information on the Transmitter log.**

Required Monthly Test: **These must be transmitted within 60 Minutes of receiving a monthly test.**

1. On Console Channel 12 select "B", Set Fader level at "0", turn the channel on.
2. Select **Monthly Test Message** from Sign On/Sign Off Minidisk. Load the Minidisk and make sure the appropriate channel is active and ready.
3. On the EAS receiver, Press the **Password** button. Enter the Password: **911** using the number buttons which will be flashing.
4. Press the **Monthly Test** button. The LCD readout will show RMT Required Monthly Test.
5. Press the **Confirm** Button that lights up.
6. Under "Locations" press **Button # 1**.

Revised July 2006: Ron Stotyn, General Manager

7. Press the **Confirm** button that lights up.
8. Press the **Send HDR** button that flashes. Wait for some tones to go on air.
9. At the end of the tones play the **Monthly Test Message** from mini disk.
10. At the end of the weekly test message press the flashing **Send EOM** button. You will hear more tones.
11. At the end of the tones resume normal programming

Enter the Monthly Test information on the Transmitter log.

You can do a practice of both procedures by first making sure that Channel 12 is turned off. Then press the **Practice** Button on the EAS machine and follow the procedure above. You will get a practice report at the end of the procedure.

Station Slogan and Affiliation

Our station slogan is “North Jersey’s Independent Radio”. **Do not change this wording in any way.** This slogan must be repeated frequently, at least once during each break in programming. Arbitron uses our slogan to correctly identify the station in their ratings process.

Our station affiliation requires our saying that we are a **part of the William Paterson Broadcast Network** on a regular basis (at least once an hour). Pay attention to the announcer live-read card on top of the console.

Instant Message

WPSC maintains a consistent image with its on-air comments. References to Instant Message capability at the station should only use the station screen name: WPSC887FM.

- Please refer to Instant Message without using the name (AOL). Use of company names creates Commercial Mention, which is prohibited for non-commercial-educational stations such as WPSC.
- Announcing any personal IM screen name on WPSC-FM airwaves will result in disciplinary action as described elsewhere in this handbook.

WPSC E-Mail Address

The e-mail address, wpsc887fm@wpunj.edu, is exclusively reserved for station business use only. Personal e-mail activity on this address will result in disciplinary action as specified by the relevant station policy found elsewhere in this handbook. This address is not given out on the air but may be given to callers or IM senders desiring to communicate by e-mail with the station.

Commercial Announcements

WPSC-FM is licensed by the FCC as a Non-Commercial Educational License. Commercial announcements are expressly prohibited. Therefore to prevent accidental or erroneous commercial information from being broadcast, the following policy forbids bringing commercial information into the station facilities. All staff are required to support this policy as a means of preventing risk to the station license.

- Flyers, bulletins, advertising cards, advertising notices, etc. from commercial establishments, may not be distributed nor posted anywhere inside the WPSC studios or business offices without the express permission of the General Manager.
- Information of a commercial nature offered to the station by other means such as fax, telephone, or instant message may not be broadcast without the express permission of the General Manager.
- Any party interested in delivering a message of a commercial nature must be referred to the General Manager or the Underwriting Director, who will discuss the possibilities for delivering messages under rules pertaining to Underwriting as per the next section of this handbook.

Revised July 2006: Ron Stotyn, General Manager

- Any violations of the no-posting and no-broadcast rules of this policy will result in immediate dismissal from the station.

Underwriting

Underwriting messages create WPSC-FM revenue from outside sources. WPSC DOES NOT AIR ADVERTISEMENTS. It is a violation of our license to do commercial spots. Only UNDERWRITING MESSAGES are permitted. Never refer to underwriting messages as commercials. These CANNOT have persuasion language, comparative language, prices, or call to action language. In fact, none of this can be aired on WPSC at any time under any circumstances. There is only one exception and that is the price rule, but, only if the revenue produced by prices is 100% for WPSC-FM. We are not allowed to refer to client sponsors as advertisers.

- Underwriting payments are donations for which we are allowed to broadcast announcements acknowledging client sponsorship support.
- Underwriting announcements always include a sponsorship identification.
- Underwriting announcements CAN identify location, types of products carried, phone numbers, hours, etc. Underwriting announcements CAN mention products with brief factual descriptions.
- Underwriting announcements CAN NOT promote a company, product, or service.
- Underwriting announcements CAN NOT have comparative words or phrases like “the best bank” or “the fastest service in town.”
- Underwriting announcements CAN NOT include prices, sales, or special promotions like a 10% discount for WPU students.
- Underwriting announcements CAN NOT include any call to action or persuasive language.
- Underwriting messages should be short and to the point, less than 30 seconds in length. They can use background music, but they can not be highly produced.
- Announcers should use a normal speaking voice, not exaggerated or fast delivery. In other words, they should not sound like radio commercials!

In lieu of cash payments, underwriting sponsors may be approved for “trade-outs” to pay WPSC-FM. These could include CD’s, office products, food, signs, food, etc. Only the General Manager authorizes trade-out or barter proposals. Under no circumstances will we offer barter as an option when beginning discussions with potential clients.

All underwriters must sign an agreement before we can air their announcements, and all contracts must be approved and signed by both the General Manager and a senior administrator of the University. Generally, we require payment before we air the spots. ALL payments must be in the form of a check or Money Order. The General Manager of WPSC-FM must receive all donations or trade-out products.

Pay close attention to the program log **to see if or when underwriting spots are scheduled. Underwriting spots must air on time to satisfy client contracts.**

- Underwriter Sponsors are making donations to the station in return for broadcast messages scheduled at specific times.
- Be sure to recognize the difference between Underwriting Promos and Underwriting Spots for clients. The promos only air after the Legal ID.
- WPSC has a legal obligation that must be satisfied. The scheduled time for an underwriting message must be met accurately by the on-air operator.
- Underwriting spots are client messages and are only placed on the program log by management.
- Do not add Underwriting spots without authorization.

Revised July 2006: Ron Stotyn, General Manager

- Mention of brand names is considered commercial mention, so all on-air staff must not mention of brand names or names of stores and businesses when carrying on discussions on the air.

WPSC-FM Underwriting Facts

The following is excerpted from the FCC public notice, April 11, 1986 (FCC 86-161) *In the Matter of Commission Policy Concerning the Noncommercial Nature of Educational Broadcasting* as retrieved from the World Wide Web on 9/10/01. (www.fcc.gov/mmb/asd/nature.html)

Section 399B of the Communication's Act of 1934, as amended, and Sections 73.503(d) and 73.621(e) of FCC rules specifically proscribe the broadcast of announcements by public broadcast stations which promote the sale of goods and services of for-profit entities in return for consideration paid to the station. These rules, however, permit contributors of funds to the station to receive on-air acknowledgements. The Commission has articulated specific guidelines, which emphasize the difference between permissible donor and underwriter announcements and commercial advertising.

The term advertisement means any message or other programming material which is broadcast or otherwise transmitted in exchange for any remuneration, and which is intended to:

- Promote any service, facility, or product offered by any person who is engaged in such offering for profit;
- Express the views of any person with respect to any matter of public importance or interest;
- Support or oppose any candidate for public office.

Acknowledgements should be made for identification purposes only and should not promote the contributor's products, services, or company. For example, logos or logo-grams used by corporations or businesses are permitted so long as they do not contain comparative or qualitative descriptions of the donor's products or services. Similarly, company slogans, which contain general product-line descriptions, are acceptable if not designed to be promotional in nature. The inclusion of a telephone number in an acknowledgement is within these general guidelines and, therefore permissible.

Examples of announcements that would clearly violate the rule:

- Announcements containing price information are not permissible. This would include any announcement of interest rate information or other indication of savings or value associated with the product. An example of such an announcement is: *"7.7% interest rate available now."*
- Announcements containing a call to action are not permissible. Examples of such announcements are: *"Stop by our showroom to see a model,"* or *"Try product x next time you buy oil."*
- Announcements containing an inducement to buy, sell, rent, or lease are not permissible. Examples of such announcements are: *"Six months' free service' ,", "A bonus available this week,"* or *"Special gift for the first 50 visitors."*

WPSC-FM Underwriting Policies & Procedures

- No negotiations for underwriting agreements are to be entered without the Underwriting Director or General Manager's express permission and approval.
- Monetary donations must be by check or money order, payable to "WPSC-FM." No cash is to be accepted.
- Checks received are to be entered onto the remittance sheet with a copy of the check for backup. A second copy should be put into the Donor's file.
- Checks are to be given to the Underwriting Director or General Manager for deposit into WPSC-FM's underwriting bank account, which is administered by the Department Chairman.

Barter Policies & Procedures

Barter is the trade of goods and services having value in exchange for an equivalent value of underwriting messages.

- Goods and/or services are to be entered onto the Barter log sheet.
- Goods received are to be given to the Underwriting Director or General Manager.
- Goods or services must genuinely benefit WPSC-FM in order to be approved for receipt.

PSA 's

Public service announcements promote ideas or causes only. They can only be accepted from genuine not-for-profit organizations. They may sometimes be fully produced by station staff, by outside organizations, or may be placed into the studio as "live-read" scripts.

- Look for the PSA three-ring binder for live-read material. Make sure you record **the actual time and title** of the PSA announcement on the program log so that the Program and Issues Report can be accurate.
- PSAs should always end with the station ID and logo. (E.g. "This public service announcement is brought to you by WPSC-FM, North Jersey 's Independent Radio.")
- **WPSC-FM only airs PSA 's from genuine not-for-profit organizations** that meet the FCC definition.
- **Never make fun of PSA 's. Never make disparaging comments about them at any time.**
- PSA 's are a mandatory part of WPSC 's FCC public service obligations.

Weather

Announcers should "ad lib" weather details based on information gathered from the Internet web-site of the National Weather Service. Do not use the Weather Channel or other commercial sources for weather information. These are copyright protected weather sources, and cannot be broadcast by stations unless they pay for the service.

All National Weather Service information is usable on the air. This information can be gotten from NWS web sites or that of the NOAS.

- Weather reports should include at the 36-hour forecast (today, tonight, tomorrow) and the current conditions (temperature, sky conditions, heat index or wind chill).
- Include unusual conditions, especially those that pose a risk for listeners.
- Do a Weather Forecast for three days forward only.
- Use common sense . If it is raining outside, don 't tell the listeners that it 's going to be sunny.
- Weather reports must be aired as scheduled before any music programming is aired.

Weather Emergency information from the EAS Receiver should be aired to alert our listeners if the information is relevant to the following counties: Bergen, Passaic, Morris in NJ, and Rockland County in NY.

- National Weather Service emergency reports can be WATCH or WARNING.
- They include such weather events, but not limited to Flash Floods, Tornadoes, Hurricanes, Mud Slides, Blizzards, High Winds, etc.
- Weather Emergencies must be broadcast if they affect our listening area.
- People lives are at risk. Do not be casual about this.

Community, University, and Concert Calendars

Community calendar announcements are announcer-read to support local organizations and activities. They are in a marked three-ring binder in the studio. Do not remove any pages from any of these binders.

- Some are written in “radio style” (they usually have time indications on them– 20 seconds, 30 seconds, etc.) while others need to be “ad-libbed” from the printed announcements.
- Do not read long printed announcements – instead cull the important information (time, place, general nature of event).
- Every Community Calendar **must be not less than 2 minutes**. This means more than one community announcement. This is normally time for up to three messages.
- **Pay attention to stale (kill) dates on the announcements – do not read outdated announcements!**
- **Never give prices on the air.** Even if the event is for a worthy cause, we are prohibited by FCC regulations from giving prices on the air. The only exception is when 100% of the revenue proceeds benefit WPSC-FM.
- **Do NOT** make any kind of editorial comment about community announcements.
- **Do NOT** make any kind of “Call to Action” comments about community announcements.

University calendar announcements are ad-libbed from the WPUNJ web site.

- Occasionally there may be printed announcements for university activities in the Community calendar binder.
- Every University Calendar **must be not less than 2 minutes**. This means more than one university announcement.
- Do NOT make any kind of editorial comment about university announcements.
- Do NOT make any kind of “Call to Action” comments about University announcements.

Concert Calendar material may appear as live read copy in its own three ring binder or may sometimes be produced by the Promotion and Production Departments on mini disk.

- Concert Calendar announcements may not contain any commercial language, call to action language, persuasion comments or pricing information.
- Concert Calendar **may NOT be longer than three minutes**.
- Information must be limited to venue information, time and date, and artists appearing.
- **Do NOT** make any kind of editorial comment about concert announcements.

All calendar announcements must include more than one event announcement and must be at least the minimum length specified.

Telephone Policy and Procedure

Our request line number is 973-720-2738. **This is the only station number that should be given out over the air.** Be courteous when answering the phone and responding to requests. You are not required to play requests that fall outside the boundaries of WPSC-FM format for your show, but do not belittle any requests. If a caller is abusive or harassing, simply hang up the phone.

- **Do not air any phone calls live without permission.** Federal Telephone law and the FCC prohibit putting callers on the air without their express permission. **You must tell them that they will be put on the air.** If they refuse you can ONLY talk to them off air. If you put them on the air anyway you and the station are subject to heavy fines.
- **Never put callers on the air unless you are 100 percent convinced they will not pose a problem for WPSC because of prohibited language they may use.**

Revised July 2006: Ron Stotyn, General Manager

- WPSC has broadcast delay equipment. Use it according to correct procedures to help avoid problems from live callers, however, even when such equipment is on line there is always a potential that a caller may make an obscene, indecent, or libelous comment on the air. If you fail to control against abusive callers, you become liable for any violation of station policy or FCC regulations.
- Outbound calling from WPSC phones requires authorization codes for call completion. Long Distance calls are not possible without authorization codes. These codes are normally provided only to management staff conducting bona fide station business.
- **Do not give out staff phone numbers to anyone.** Many of our staff have unlisted phone numbers. There is always the potential for listeners to stalk or harass on-air personnel. If the caller says it is an emergency, you can take down the caller's phone-number, contact the staff member, and ask him/her to call the listener back.
- Callers to the studio line wanting to communicate with the General Manager or any other Management Team Member should be transferred to the appropriate telephone extension.

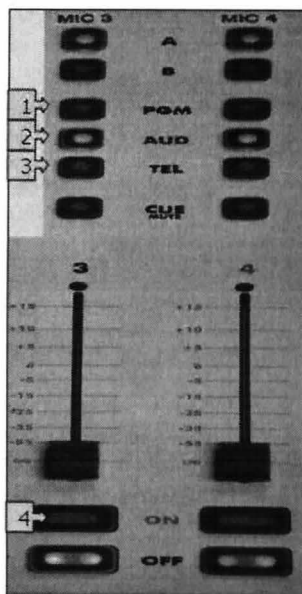
Putting Telephone Calls On-Air

WPSC management recognizes that it may sometimes be useful to put callers on the air. This can be permitted **ONLY** if certain strict control procedures are followed with precision. Violation or abuse of this permission will result in suspension or termination from the station.

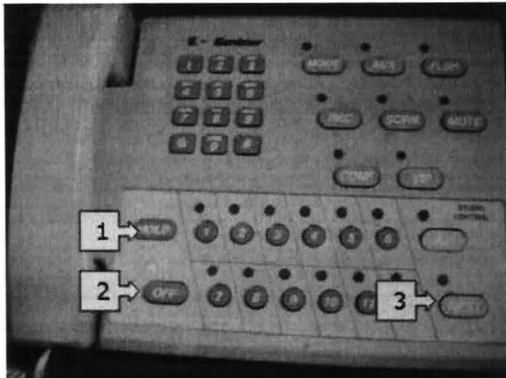
Read and heed these rules:

- **Any caller** suspected of being capable of violating FCC, Criminal Code law, or station policy about obscenity, profanity, drug talk, and discrimination language must NOT be put on the air.
- **Any caller**, after being placed on the air, who violates the conditions of item #1, shall immediately be cut off.
- **Any call intended to be recorded requires permission obtained from the caller. Ask for permission and record both. If permission is denied, terminate the recording immediately.**

Procedure for Putting Callers on the Air:



- Answer the telephone and determine if there is good reason to put the caller on air. Callers must have something valid to say to our audience. Interest for the on-air announcer only is not a good reason.
- Make sure Mic Channels are set to **PGM** (See #1) and **TEL** (See #3). This is the only way the caller will be able to hear you through their telephone after you put them on air. If the caller needs to hear other channels such as CD or MD's through their telephone, you must set each of these channels to **TEL** (See #3) also.
- If the telephone call is to be recorded make sure all necessary channels are set to **AUD** (See #2), including Channel 12A.
- Make sure Channel 12A (Phone) is set to **PGM** (See #1) but **NOT** set to **TEL** on this channel. It will cause the caller's voice to come back to them on their telephone, which is very confusing for them. Tell the caller to turn down their radios. This will prevent them getting confused by time delay.
- Make sure the Headphone monitor is set to **PGM** (See #1). This is the only way you can hear the caller.
- Make sure Mic Levels and Channel 12 levels are good. Set the faders to -0- and be ready to adjust levels up or down when you start the conversation. Turn these channels **ON** (See #4).



- When the board setup is established, put the caller on **HOLD (See #1)** and hang up the receiver. When you are ready to talk to the caller push the **NEXT (See #3)** button on the phone interface. You can now talk using the mic and hear using headphones.
- When the call is finished push the **OFF (See #2)** button on the phone interface. If you have more than one caller lined up on hold, push the **NEXT (See #3)** button to take the next caller. The previous caller will be lost when you do this unless you put them back on hold.
- Be ready to cancel by pushing **OFF (See #2)** if the caller abuses the privilege we have given them to talk to our audience. You are responsible for any consequences.

Invasion of Privacy

In addition to regulations about putting callers on the air without permission as described above, be aware that other kinds of invasions of privacy will result in disciplinary action. Privacy law protects a person's right to be left alone, and not be subjected to public scrutiny. Broadcasting private information about a person exposes you to the possibility of an invasion of privacy lawsuit. Invasion of privacy occurs if you tell false stories about a person and that person is not a public figure. Like defamation, described later in this handbook, privacy is tort law. Court decisions can and do result in huge damage settlements, which are awards of cash payments to the plaintiff. If the following five elements are present, you will likely become the defendant in a court case.

- Intruding on a person's solitude or into a person's private affairs. Prank out-calling to unsuspecting listeners is thus prohibited at WPSC.
- Public disclosure of private facts. Discussing personal intimate details of any person's activities, even if true, is prohibited on WPSC.
- Publicity which places a person in a false light. Suggesting in words or pictures that portrays a person as someone they are not is prohibited on WPSC.
- Appropriation of a person's name or likeness, or vocal character for commercial purposes. Use of a sound-alike voice by means of imitation for the purpose of generating revenue is prohibited on WPSC.
- Airing or recording telephone calls without the knowledge or permission of the caller.

Invasion of privacy does not occur if permission has been obtained in writing or is present on a recording in connection with the request for permission. Violation of Privacy law will result in the violator being terminated.

Social Responsibility

All shows on WPSC will be randomly recorded in order to ensure that the content conforms to FCC regulation and station policies. WPSC-FM reserves the right to ban any music or commentary, which may threaten the station's ability to operate with social responsibility. This may include content which does not fit definitions of Indecency or Obscenity as described below. The General Manager, acting as a representative of WPUNJ, will take action deemed appropriate for protection of the license of the station and its mission to serve the community appropriately. All suspect content will be reviewed on a case-by-case basis, and blatant offenses could result in disciplinary action. If you are not sure about content, **ASK FIRST!**

Obscenity/Indecency

Federal law **prohibits the broadcasting of obscene programming and regulates the broadcasting of "indecent" language**. Violation of this section of station policy could be a violation of the US Criminal Code. That could result in federal charges, trial, and potentially fines and/or imprisonment.

Obscene speech **is not protected by the First Amendment and cannot be broadcast at any time**. To be obscene, material must have all three of the following characteristics:

- an average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
- the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
- the material, taken as a whole, must lack serious literary, artistic, political, or scientific value. (Miller v. CA, 413 U.S. 15 (1973))

This leaves a lot of room for interpretation, but one court case clearly defined what the FCC considers to be obscene. These are the so-called seven dirty words, taken from a George Carlin comedy routine, "Filthy Words." These words are "shit, piss, fuck, cunt, cocksucker, motherfucker, and tits." (FCC v. Pacifica Foundation, 438 U.S. 726 (1978))

- These words are the only ones that have been clearly defined by the U.S. Supreme Court as being obscene.
- They cannot be broadcast if uttered by a DJ, a caller, or in a song, regardless of the time of day.
- Other potentially obscene and therefore prohibited words on WPSC include but are not limited to the following: Bullshit, Pussy, Cock, Bitch, Bastard, Prick, Ass, Asshole, Damn, God-Damn, Jesus Christ, Twat.
- **When in doubt, Don't say it!**

Be aware of Section 1464 of the U.S. Criminal Code: **"Whoever utters any obscene, indecent or profane language by means of radio communications shall be fined not more than \$10,000 or imprisoned for not more than two years or both."**

Indecent speech **is protected by the First Amendment to a limited extent**. However, the courts have upheld Congress's prohibition of the broadcast of indecent speech during times of the day when there is a reasonable risk that children may be in the audience. Broadcasts that fall within the definition of indecency are subject to indecency enforcement action by the FCC. Despite the fact that the so-called "Safe Harbor" from 10 PM to 6 AM has legal standing, WPSC station policy requires that indecent content be avoided at all times during the broadcast day as a matter of courtesy to the majority of the audience who dislike such content. **Note that the FCC has recently been aggressively prosecuting indecent speech on radio.**

- Indecent speech is defined 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 organs or activities."** (FCC, File No. EB-00-1H-0089, 4/6/01)
- Gender or sexual slurs are prohibited language on WPSC.

You might be surprised at some of the things that have been considered indecent. Infinity Broadcasting (Howard Stern's employer) was fined hundreds of thousands of dollars for airing a conversation about masturbation. No obscene words were used--this was almost a clinical discussion of when and where the caller masturbated. But because it was during a time when children could be expected to listen, it was declared not "protected speech."

WPSC-FM policy is clean programming. Our music department screens all music that arrives at the station. **The Music Director is responsible for screening all station CD's** and will note any profanity on those CD's.

Revised July 2006: Ron Stotyn, General Manager

- Nothing that cannot pass the guidelines established by the WPSC Music Department is permitted on-air.
- WPSC reserves the right to determine its own definitions for obscenity, profanity or indecency.
- **Indecent language or references are discouraged at all times. It is the responsibility of the “legal operator” (the person who signs the log) and all other on-air persons to prevent obscene or indecent language or references from going on the air, whether it is in music or live conversation.**

You are responsible for screening **any CD’s that you may bring to the station**, and double-checking any of the station’s library cuts used on air. All music played on-air, especially from personal libraries, must conform to WPSC music policies at all times.

- Be especially careful of music if it has a “parental advisory sticker” on the front (indie labels generally do not place stickers on their CD’s).
- Violations will bring legal consequences from both the FCC and the management of WPSC.

FCC Fines: Apologies Do Not Fix the Problem:

When obscene or indecent broadcast happens it is on the record as far as the FCC is concerned. Apologies to the public after the fact or to the FCC will not completely reduce blame on the station. The FCC may or may not take the apology into consideration when making a decision about the size of the fine. In order to be effective the apology must be immediate and effective. Station action to remedy the situation by means of terminating the offender, instituting stricter policies, broadcast apologies, public file notes, etc. may help reduce the fine, HOWEVER, The FCC considers that the station remains guilty. This can hurt the station at license renewal time. Violators at WPSC will absolutely be dismissed and a record of the incident will be placed in the public file. Information will also be given to the WPU Police Department. A criminal investigation may result. If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

Drugs/Alcohol

Illegal drugs or alcohol are NOT permitted in the station. This is a zero tolerance policy.

- No person may go on the air under the influence of prescription or non-prescription drugs or alcohol.
- No guest may be present in the station under the influence of non-prescription drugs or alcohol.
- Violators may be subject to university and or court charges as well as station sanctions.

Communications about Illegal Substances/Activities

Broadcast conversation, discussion, comments, or broadcasting musical lyrics containing references that advocate or seem to advocate the use of illegal substances or other illegal activities, which are violations of criminal acts defined in the laws of the land, are prohibited on WPSC-FM. This prohibition is based in part upon a Supreme Court opinion *that the government may curtail speech if it is both: (1) intended to incite or produce dangerous activity; and (2) likely to succeed in achieving that result.* (Part 73 Subpart H - Rules Applicable to All Broadcast Stations.) In-as-much as WPSC-FM is owned and operated by a state government institution, the Supreme Court opinion is understood to apply to WPSC-FM.

Furthermore the FCC has rendered its own relevant opinion that radio stations are required to take notice of such broadcast material: *public harm will be deemed foreseeable if the licensee could expect with a significant degree of certainty that public harm would occur. A "crime" is any act or omission that makes the offender subject to criminal punishment by law.* (70 RR 2d 1383, 7 FCC Rcd 4106, 1992 FCC LEXIS 3225 (June 12, 1992))

Revised July 2006: Ron Stotyn, General Manager

Be aware that such broadcast conversation is ill-advised at best. The FCC has made the following comment in this regard expressing itself on the: subject of current and pressing concern: the use of language tending to promote or glorify the use of illegal drugs as marijuana, LSD, "speed", etc. This Notice points up the licensee's long-established responsibilities in this area. (21 RR 2d 1698, 31 FCC 2d 377, 1971 FCC LEXIS 1522 (April 16, 1971))

Clearly, in a time when there is an epidemic of illegal drug use -- when thousands of young lives are being destroyed by use of drugs like heroin, methedrine ("speed"), cocaine -- the licensee should not be indifferent to the question of whether his facilities are being used to promote the illegal use of harmful drugs .it is a question of responsible, good faith action by the public trustee to whom the frequency has been licensed. ...(21 RR 2d 1698, 31 FCC 2d 377, 1971 FCC LEXIS 1522 (April 16, 1971))

The FCC makes it the responsibility of the broadcaster to operate in the public interest and control against objectionable language in various forms, of which advocating drug use is but one type. Broadcasting licensees must assume responsibility for all material which is broadcast through their facilities. This includes all programs and advertising material which they present to the public.... This duty is personal to the licensee and may not be delegated. He is obligated to bring his positive responsibility affirmatively to bear upon all who have a hand in providing broadcast material for transmission through his facilities so as to assure the discharge of his duty to provide acceptable program schedule consonant with operating in the public interest in his community.(21 RR 2d 1576, 28 FCC 2d 409, 1971 FCC LEXIS 2095 (March 5, 1971))

The majority today approves a public notice which (1) singles out as "a subject of current and pressing concern: the use of language tending to promote or glorify the illegal use of drugs such as marijuana, LSD, 'speed,' etc." (21 RR 2d 1576, 28 FCC 2d 409, 1971 FCC LEXIS 2095 (March 5, 1971))

"the licensee's responsibility for, and duty to exercise adequate control over, the material presented over his station," is "a basic principle" of FCC regulation; (21 RR 2d 1576, 28 FCC 2d 409, 1971 FCC LEXIS 2095 (March 5, 1971))

In light of the serious tone of the FCC's comments on the subject of broadcast material involving illegal substances and its use, the General Manager of WPSC-FM has determined that WPSC-FM will not tolerate such comments and discussion. Commission by any member of WPSC of any of these prohibited communications on the air will result in immediate dismissal of that individual from WPSC-FM. Information about such communication will be given to the WPU Police Department and criminal investigation may occur as a result. If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

Discrimination and Sexual Harassment

WPSC-FM cannot be a successful "independent" alternative station if staff members promote any kind of discrimination or harassment. Therefore, the management takes any discriminatory behavior very seriously. WPUNJ policy prohibits discrimination on the basis of race, sex (including sexual harassment), age, national origin, religion, marital status, physical or mental handicap, or sexual orientation. WPSC station policy is exactly the same as the WPUNJ policy. Discrimination and harassment occurs through use of defining language that may or may not be direct statements, through display of inappropriate pictorial or graphic materials, or by conduct/behavior toward another individual.

- Victims are encouraged to come forward to the General Manager in accordance with established procedures of the relevant WPUNJ policy, and identify the person or person's they believe are conducting discriminatory actions or harassment of any of the proscribed types.
- The General Manager will in all circumstances respect the victim in their attempt to achieve redress and

Revised July 2006: Ron Stotyn, General Manager
justice.

- No sexually derogatory posters or stickers may be posted in the station, nor may sexually derogatory images be placed on computers in the station.
- The identified person or persons (suspects) will be immediately suspended, when identified, pending investigation. Information will be given to the appropriate WPUNJ authorities.
- If the suspected person or persons are found guilty as a result of the university process, the guilty party or parties will be terminated from the station.
- Discriminatory behavior in selection of staff members will not be tolerated. Likewise, discriminatory behavior toward staff members is also prohibited.
- Commission of sexual or other kinds of harassment will result in suspension, investigation, and firing from the station if the harassment is found to have occurred.
- Station management will cooperate fully with university authorities and will provide any evidence available.

Copyright, Patents, And Trademark Infringement

Copyright: WPSC-FM holds music broadcast licenses from Broadcast Musicians Inc. (BMI), The Society of European Songwriters, Authors and Composers (SESAC), and The American Society of Composers, Authors, and Publishers (ASCAP). Most music is protected by one of these three organizations. The annual fees we pay permits broadcast rights only. Special additional licenses are required for Internet distribution.

- **Production use of the covered music is not permitted.** It is a violation of copyright to use any music from our music library for productions that generate revenue.
- License conflicts also occur if anyone copies, for any reason, any CD we possess.
- WPSC staff who use station equipment to violate copyright law or who in any other way violate copyright law will be terminated from the station.
- Information will be given to the WPU Police Department and a criminal investigation will likely result.
- If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

On-air personalities who play portions of plays, poems, novels or any other materials are creating a performance. Performance of any copyright material requires author's permission.

- If permission is not obtained and performance occurs, the performer is guilty of copyright infringement.
- The performer must be aware of and abide strictly by fair use provisions of the Copyright Act.
- Copyright infringement also occurs when an on-air personality re-broadcasts the signal of another broadcast station without permission or at a time not included in an agreement.
- Other copyright infringement occurs when sound is broadcast that was originally part of copyright television shows or movies.
- Copyright infringement is likely to occur when using materials found on the Internet.
- Bootleg copies of bands' live performances cannot be played without written permission of the copyright owner of the recorded material.
- Burned CD copies of original CDs or Vinyl may not be used for on-air play unless the original is owned by WPSC or can be proven to be in the personal purchased collection of a bona fide on-air staff member of the station.
- Use of downloaded MP3 material requires written permission. A copy of such permission must be on file at WPSC.
- The only permissible airplay of copyrighted material is the records, CDs, or tapes received from authorized distributors and placed into the WPSC library or as actually purchased for a personal collection by an on-air personality.

All programming that is produced for use at WPSC-FM, whether or not it airs, is owned by WPSC-FM which holds the copyright for all original portions of said programming. No WPSC-FM member may record said

Revised July 2006: Ron Stotyn, General Manager

programming for archiving or airing on any personal distribution channel, without obtaining written permission from WPSC-FM. WPSC-FM holds sole right for any and all distribution by any means available now or in the future.

Patents: Patent law protects technological development. At least three kinds of patent protection exist: inventions having utility, designs, and living plants. While violations of patent law are somewhat unlikely in the process of creating broadcast programs, staff must understand that use of patent processes without permission must be avoided.

- Any WPSC staff that violates patent law will be terminated from the station.
- Information will be given to the WPU Police Department. Criminal investigation will likely result.
- If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

Trademarks: Trademarks involve words, symbols, or devices (or a combination of these three), that set up differences between goods and services of one individual or company from those of another individual or company.

- It is a violation to use trademarks in any product of the station without permission from the trademark owner. Even certain colors can be trademarks as confirmed by the Supreme Court of the United States.
- WPSC staff who violate trademark law will be terminated from the station. Information will be given to the WPU Police Department and a criminal investigation will likely result.
- If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

Plugola and Payola

It is illegal to accept something of value from an outside party (records, CDs, money, etc.) in exchange for broadcasting any material or matter whatsoever. WPSC specifically prohibits any kind of conflict of interest.

- **Payola**, a serious criminal offense subject to legal penalties is described in 47 United States Code 508. Fines of up to \$10,000 and /or jail terms of up to one year could form part of the consequences. See also section 317c Communication Act, 1934.
- Payola is accepting, or agreeing to accept money, services, or anything of value in return for broadcasting records or any other material without disclosing that payment was made. Pertinent FCC regulation requires disclosure to station management prior to broadcast. Regulations then require management to broadcast a payola message that declares payments made to the employee, or to any management person.
- **Plugola** is the mentioning, plugging, promoting a licensee's or on-air personality's personal non-broadcast activities on the air. This includes non-broadcast business, product, or commercial event for personal gain. See FCC Public Notice 80-15 dated February 11, 1980.
- **Personal business interests or personal activities should be kept separate from WPSC and generally off-the-air.** On air mentions are subject to FCC rules concerning sponsorship. Underwriting agreements would be required. See FCC 73.1212
- FCC regards plugola as a form of conflict of interest, which violates the sponsorship identification rules. On-air personalities or other employees with an interest in outside business must be insulated from program selection or decision process, to the extent choice of program materials might relate to the outside business.
- Proof of Payola or Plugola does not require proof of actual broadcast. Intent to accept something of value or other consideration is sufficient evidence unless sufficient disclosure on-air was made.
- Commission of either crime will result in immediate dismissal from WPSC. Information will be given to the WPU Police Department, and a criminal investigation will likely result.
- If the violator is an enrolled student at WPUNJ the matter will be referred to the Dean of Students to investigate possible violation of the WPUNJ Student Code of Conduct.

Defamation of Character—Slander and Libel

The essence of defamation is communication that creates the potential for exposing someone to hatred, ridicule, or contempt, or which results in a lowering of esteem in the eyes of peers, potentially causing the shunning by peers or others, or injury to that person's business or calling. Libel is similar in that harm to reputation occurs and third parties tend to refrain from association with the individual or business. **In broadcasting Slander has the same legal standing as Libel.** Slander is "communication which exposes a person to hatred, ridicule, or contempt, lowers him in the esteem of his fellows, causes him to be shunned, or injures him in his business or calling." The legal rule of thumb is that whatever you say about anyone or any business must be proved absolutely truthful. There are some slight variations, but they will not likely protect you against a lawsuit. Both are tort law, and thus can result in huge monetary damage awards at the outcome of a trial.

In defamation, the presence of four elements will likely lead to a court case.

- Damage done is the defendant's fault.
- Language used caused harm to the plaintiff.
- The communication sufficiently identified the plaintiff.
- The defamation is communicated to an otherwise disinterested third party.

The courts have identified that the requirements of defamation law apply differently to private persons, who have a lesser burden of proof, and public persons, who have a greater burden of proof.

- Any WPSC staff member who violates defamation law will be subject to application of the stations disciplinary policy.
- If the violation is determined to be obviously defamatory, the violator will be terminated.

False Information or Broadcast Hoax

It is illegal to transmit "false or deceptive communications by radio." Creating hoaxes by communicating information that is not true is a criminal offense. The FCC has nearly zero tolerance for April Fool's jokes broadcast on the air. The FCC defines hoaxes when any of the following elements exist in the broadcast.

- The operator/announcer and/or announcer know the information is false.
- It is foreseeable that broadcast of the information will cause or might cause substantial public harm.
- Broadcast of the information does in fact directly cause substantial public harm.
- The public harm is immediate and causes direct and actual damage to property or to health and safety of the general public, or diverts law enforcement officials or other safety authorities from their normal duties.
- Any fictional broadcast that may give false information, such as the famous broadcast of War of the Worlds, must be cleared by the appropriate producer and must be accompanied by a sufficient quantity of disclaimers that will adequately alert the listener to the fact the broadcast is fiction.

Call to Action

Non-commercial radio stations such as WPSC-FM are prohibited by FCC regulation from issuing any "Call to Action." A call to action is defined as any broadcast comment that asks, urges, or suggests that any listener should perform some task which may result in a commercial organization making money, or disrupt officials (e.g. police, fire, maintenance personnel, etc.) from performing their duties. This does not necessarily apply to PSA messages or WPSC promoting itself. Call to action occurs whenever the following examples or other similar situations occur on-air.

- Urging listeners to buy a CD.
- Urging a listener to attend or not attend a concert or similar event, if a price is mentioned, or if protesting is encouraged.

Revised July 2006: Ron Stotyn, General Manager

- Mentioning the price of a CD, recording, or concert.
- Urging a listener to patronize a specific club or business.
- Raving about any business establishment. That creates a commercial, which is prohibited. Raving about the quality or lack thereof concerning a CD counts as a review, and is permitted.
- Urging a listener to join a political or social event.

Editorial commentaries are not call to action. Individual announcers may express opinion, as long as those opinions are clearly identified as personal opinion. WPSC-FM management will be the final decision makers as to whether or not comments aired constitute call to action.

Program Structure

The Transmitter Log and the Program Log serve as a legal record of what we have broadcast and at what time. Should there be any complaints about our broadcasts, we must be able to identify the time and day that various program elements were played.

The Program Log identifies every “program element” that we broadcast. This includes legal ID’s, public service announcements (PSA’s), station promotions, underwriting announcements, newscasts, community and university calendar announcements, songs, etc. This log is important for several reasons.

- The Program Log is a guide to the DJ as to what **must** be airing at a specified time. The log indicates roughly how often the DJ should break into the programming to announce the songs that we play.
- WPSC-FM policy is that every song should be either announced in advance or “back-announced” (announced after it has been played).
- Our log is structured so that breaks should occur at least every 10 minutes or after three songs in a row.
- Music sets should rarely exceed three songs or tracks.
- The Program Log also provides a record of our public service programming and is used to compile our quarterly “Program and Issue Reports” for the FCC. Your recording of information must therefore be accurate and complete. It is especially important that PSA’s be recorded on the log by TITLE. Only in this way can our reporting be accurate.
- Failure to record information accurately can result in fines from the FCC. Violations will have severe consequences.

The Transmitter Log is a record of our transmission conditions. These include EAS events, transmitter readings, record of legal operators, and weather emergencies.

- Your Legal Signature is always required. Your printed name is also required.
- Every data field must be filled in.
- Failure to keep a complete and accurate log will lead to disciplinary action.

Log violations may lead to probation, suspension or dismissal.

The Playlist is used to keep track of the music that is played on the air. Our music director and music coordinators keep track of new releases that are played, reporting them to both record companies and the “CMJ New Music Report.” This reporting is essential to receiving new releases from record companies.

Music Programming

Music programs on WPSC-FM are divided into two types:

Format programs focus on the main style or sound of the station, currently “block format.” They are driven primarily by the selection of “new releases” placed in the studio. The Music Director and Music Associate

Revised July 2006: Ron Stotyn, General Manager

Directors and Music Genre Coordinators select new releases in consultation with the Program Director and General Manager. New releases are added weekly, and old ones are removed and placed in our “catalog” library for use as recurrent and archives play.

- All format programs must include new release songs each hour. Currently the requirement is 4 New Releases plus two recurrent plays each hour. Multiple songs from a single new release CD are counted as one new release. Local Artist play is also required each hour.
- All DJ's must pay attention to and follow the program hot clock.
- Recurrent and archive category cards list the band and albums in our library. DJ's must make their choices using these cards in rotation. The goal is consistency between shows so that our audience will know they are listening to WPSC.
- An individual DJ, at his/her discretion, programs the remainder of the hour. However, the music play must be consistent with the music genre specified for the time block.
- Block format time slots change every three hours, beginning at midnight. The goal of block format, which runs Monday through Friday, is to provide a wide entertainment variety for the various audiences who have grown to appreciate WPSC's independent spirit.

The current definition of format blocks Monday through Friday include the following:

- 6-9 AM: Jazz, Jazz inspired, Jazz mix show Monday- Friday. Saturdays & Sundays: Talk
- 9-12 AM: Jazz, Jazzy Blues, Bluesy Jazz, Jazz and Blues inspired Classic Rock, R&B
- 12- 3 PM: Light Alternative Rock
- 3 –6 PM: CMJ Top 200 Alternative Rock
- 6-9 PM: Loud Rock, Punk, Indie, Emo
- 9-12 PM: Heavy Metal, Industrial
- 12-3 AM: Urban, Hip Hop, Dance, Underground
- 3-6 AM: Undefined

“Specialty” shows always focus on a single genre of music. They are usually scheduled for weekend slots. Specialty hosts can select all their own music, but they are expected to follow WPSC's “new release” requirement.

- Specialty hosts must compile playlists accounting for all music played, identify new releases airplay and local artists airplay for use in reporting to record companies. This must be coordinated with the Music Director and team of Music Assistants (e.g. Metal Coordinator). The “CMJ New Music Report” charts air play of some genres of specialty music such as “Beat Box” (hip-hop), Metal, World, Latin, and “RPM” (dance).
- All on-air staff members must play one Local Artist Release every shift hour. WPSC supports the development of New Jersey talent.

All music received by the station is the property of WPSC-FM, WPUNJ and the State of NJ.

- The station name and address may not be used by anyone for the purpose of receiving releases from record labels for personal libraries.
- Only the Music Director and designated members of the music department staff have permission to connect with music labels for the purpose of obtaining new releases for the station.
- Misrepresentation and use of personal addresses to obtain new releases for personal use is theft. Theft of CD's and Vinyl Records by any means is a criminal offense and will be prosecuted to the fullest extent possible under the law. Burning copies of station owned music is a violation of copyright law and will be prosecuted.

Public Affairs Programming

Public Affairs programming includes talk and discussion involving issues of interest to the communities served

Revised July 2006: Ron Stotyn, General Manager

by WPSC. WPSC, as a non-commercial educational station serving Wayne NJ and neighboring communities, takes its public service requirements seriously. All such programs or portions of programs must be conducted with fairness, accuracy, balance and respect for all opinions that might be expressed.

- Any program that contains a significant amount of host commentary designed or intended to be informative about a topic of interest to the community is identified as partly or fully in the public affairs category of WPSC programming.
- Public affairs content must always be presented so that it is Balanced, Reasonable, Fair, Logical, and ACCURATE.
- All hosts of such shows must cooperate with record keeping that is required to support the FCC required Quarterly Program and Issues Report. All such hosts must accurately and completely fill out the WPSC Public Affairs Program Information Report and submit it to the General Manager.
- Any on-air personality who conducts any amount of public affairs commentary must prepare and use an approved disclaimer notice that identifies the host's opinions as personal, and not necessarily that of WPSC and its management, or of WPU and its administration. Follow the form of this sample disclaimer: *The opinions expressed in this program are the opinions of the announcers and/or the callers only and DO NOT necessarily represent the views of William Paterson University, WPSC-FM or station management.*
- Failure to comply will invoke the station's violation policy.

Religious and Spiritual Content

The First Amendment of the U.S. Constitution contains language (known as the Establishment Clause) which prohibits government from making laws respecting religion. WPSC, as a radio station owned and operated by WPUNJ, is a state entity. As a result WPSC does not permit any program content which might in any way be construed as establishing, advocating, or maintaining any religious or spiritual attitude.

- This kind of prohibited content includes but may not be limited to: reading words understood to be from some holy scripture; using language that may be understood as prayer; discussion about the pros and cons of one religion compared to another; arguing for belief in a particular religion or spiritual position; suggesting that a listeners personal problems or situation can be overcome by means of belief in some religion or spiritual attitude; proselytizing, etc.
- Reporting activities involving religion, religious groups, spiritual attitudes, etc., in the context of news coverage is permitted.
- Music containing lyrics of a religious or spiritual character is permitted and defined as entertainment.
- Show hosts who violate this policy will experience the disciplinary policy of the station, which will lead to show cancellation and dismissal from the station for repeated violations.

Dayparting

Dayparting describes the way radio stations program for different times of day. Audience members are in different moods at different times of day, and the music you select should reflect those moods. In general, audiences prefer "softer" music in the mornings and early afternoons, and "harder" music in the evenings and late at night. This is not an absolute rule, and all shows should have a mixture of different paced music.

- In general, harsh music (such as heavy metal and industrial) is not permitted in the morning and afternoon.
- In general, do not play soft, acoustic music in the late night hours.

The Music Mix

It is important to "mix" different types of music for WPSC's listeners. While many listeners come and go and only hear short segments of our programming, others keep the radio on while they engage in other activities (work, for example)

Revised July 2006: Ron Stotyn, General Manager

- Don't play commercial tracks heard on every other commercial station. WPSC takes pride in its Independent Radio spirit.
- Overplay of a particular artist or band creates boring programming. Double shots are permitted once per hour for any given artist.
- There must generally be a minimum two-hour separation between tracks of the same artist. If you play a double shot, DO NOT play that same artist again in your shift.
- Program "specials" featuring an artist or group, require the permission of the General Manager, Station Manager and Program Director. The rationale for such shows must be well designed and persuasive.
- It is especially important to change tempo throughout your show to keep these listeners from getting bored.
- Wide tempo changes can be disturbing, however, so it's a good idea to work up from slow to fast tempo, or back down, rather than making an abrupt change between songs.
- Sweepers or linkers can also be used to adjust to major tempo changes.
- "Theme" shows or show theme segments can be particularly interesting for listeners. Try putting together a group of songs that are relevant to a holiday, for example, or to a certain time of year, or to the weather (although playing "Stormy Weather" every time it rains can become a cliché very quickly!).
- Our format shows should have a reasonable mix of music from related genres. If you want to play music that is all the same genre, you should be doing a specialty show!

Announcing Style

WPSC-FM recognizes announcers have their own unique style on the air, and we do not try to make our on-air personalities sound like carbon copies of each other. We do encourage our announcers to be professional in their on-air performance.

- Speak clearly and use correct grammar when you are speaking. If there is another person in the studio, make sure they are also close to a microphone if and when they are going on-air.
- **Never have other people yell, from a distance, into the microphone, it sounds very unprofessional.** Watch your levels. Adjust the microphone "fader" so that the meter peaks at the "0dB" mark (beginning of red area). The average should be between 80-100 percent on the meter.
- Speak about 6 inches from the microphone when you are on the air. Do not move around when you are speaking, or turn away from the microphone.
- **Try to give the audience relevant information** about the music you are playing, but do not overload them with trivia. Give them additional information about groups that are performing in the area. Look for the artist information binder for stuff you can use on the air.
- **Some shows focus more on the DJ's personality than others**, but in most cases, the emphasis should be on the music, not on you. Limit your breaks to about 90 seconds so you don't drive your listeners away.
- Don't forget to ID the station. Mention the station, frequency, and logo every time you go on the air.

Minidisks

Many WPSC program elements are pre-recorded on mini-disks. All minidisks must be approved for technical quality by the Production Director, for program quality by the Program Director, and for legal content by the General Manager before they are put in the air-studio.

Sweepers

Sweepers are short productions that remind the listeners what station they are listening to. They are often funny or creative. Sweepers should not be longer than 20 seconds. Sweepers are usually placed between songs, or between another minidisk and a song.

Station Promos

Promos are short spots for the station in general, or for individual shows. They are often funny or creative. They should be relatively short, 30 seconds or less, and never longer than one minute!

- Promos must be logged on the Program log. Actual times and promo titles are always required..
- Promo content is always subject to GOOD TASTE. Promos that do not meet radio friendly standards will be removed from mini discs.
- Make sure the audience can understand the promo content. The goal is to attract them to your show.
- Show Promos are intended to promote someone else's show. DO NOT use your show promo inside your own show. Update your promos regularly to keep them fresh and interesting.

Contests and Contest Promos

Contests are subject to strict FCC regulation. The FCC defines a contest as any arrangement in which a prize (something of value) is offered to the public. See FCC 73.1216. The means of selecting winners usually involves ability, skill, knowledge, chance, or similar factors. Failure to follow these guidelines will likely result in FCC fines. WPSC is obligated to disclose fully and accurately all material terms of any contest. This disclosure requires, but is not necessarily limited to the following included in a pre-recorded announcement of contest rules:

- How to enter or participate
- Eligibility requirements
- Entry deadlines
- Whether prizes can be won
- The extent, value and nature of the prizes, means of selecting winners
- Tie-breaking procedures.

There are three danger areas connected to contests: misleading contests, rigged contests, and contests affecting the public interest. The FCC has identified various misleading practices that are prohibited at WPSC when developing a contest. Violations will lead to termination from the station. The FCC consistently imposes heavy fines. In addition, contests adversely affecting public interest may lead to civil or criminal liability.

- Misleading contests involve misrepresenting and disseminating the terms of the contest, or overstating the value of the prize. Violation will lead to dismissal. Information will be provided to the appropriate university authorities. Criminal investigations may result.
- Urging participation (call to action) in a contest, or urging people to stay tuned in order to win at times when it is not possible to win.
- Failing to award prizes within a reasonable time.
- Failing to accurately announce the contest rules and conditions on a continuing and regular basis.
- Conducting contests without proper supervision. That means any contest that does not have the prior approval of the General Manager is prohibited.
- Rigged contests which intentionally deceive the listeners by hiding a pre-determined outcome is absolutely prohibited. Violation will lead to dismissal. Information will be provided to the appropriate university authorities. Criminal investigations may result.
- Violations related to rigged contests include but are not necessarily limited to the following: false clues, pre-determined winners, inaccurate rules.
- Contests that impact public interest are defined as contests that in any way inconvenience members of the public who are not engaged in the contest. Violation will lead to dismissal. Information will be provided to the appropriate university authorities. Criminal investigations may result.

Revised July 2006: Ron Stotyn, General Manager

- Violations which cause public interest impact include but are not necessarily limited to the following: trespass, traffic violations, endangering people or property.

Types of Prizes:

1. Tickets:

- Winner information is normally faxed to the concert or event promoter. Names are placed on an official guest list. The station avoids involvement with actual physical tickets.
- Age restrictions must be announced; with notice given that winners may be required to show proof of age.
- Actual tickets sent to the station will be mailed if there is sufficient time. If there is not sufficient time, winners must pick up tickets at the station only during a time frame established by the Promotion Director.

2. CDs, Cassettes, Vinyl Records, Other Unusual Prizes:

- WPSC rarely has a budget sufficient to mail such prizes. Winners must pick up such prizes at the station, and only during a time frame established by the Promotion Director.
- WPSC will never giveaway any perishable items, alcoholic beverages, or any item deemed in anyway dangerous or potentially dangerous.

Contest and Giveaway Procedures

No WPSC staff member may conduct a contest or giveaway unless approval has been received from the General Manager and the Promotion Director.

- The Promotion Director must keep an accurate record as it concerns the donors of prizes, prize values, prize quantities, winner information and confirmation of prize being awarded. The Promotion Director also creates a list of winners, with dates showing when they are again eligible. That list is posted in the on-air studio. All records and lists must be delivered to the General Manager weekly.
- The Promotion Director is responsible for ensuring that contests and giveaways are appropriate for the various shows and music genres at the station.
- The Promotion Director may designate Music Coordinators as contest assistants, and must closely supervise their activities associated with contests and giveaways, including contacts made with contest sponsors and donors.
- Contest rules must always be aired prior to any giveaway announcements, at least once during the shift in which a giveaway is scheduled.
- The Contest Information /Winner Record Sheet will be put in your show mailbox. Do the Contest/Giveaway at the time specified. Check the Program log. Carefully read everything on the sheet to make sure you understand the contest particulars.
- The winner section of the Contest Information sheet must be complete and accurate in order to comply with FCC Contest Regulations. You must record Name, Address, and Phone number. If the winner will not comply, they CANNOT be declared a winner.
- If there is no winner, NEVER announce that fact on the air. Repeat the contest announcement but NEVER more than twice in the same hour unless permitted on the Contest Information Sheet.
- If you fail to get a winner in your shift, pass the Contest Information/Winner Record sheet to the next show host unless prohibited by the contest particulars. Make a note on the Contest information sheet to show how many times you tried to give the prize.
- NEVER make any kind of editorial comment about a contest or prize. Everyone's taste and interest in a prize is different.
- Contest Winners must be told they must wait for 15 days before entering any other WPSC contest or giveaway.
- Conducting unauthorized contests will result in suspension, investigation and possible cancellation of the show and host found guilty of the violation.

Revised July 2006: Ron Stotyn, General Manager

- WPSC staff and their families or significant others are never eligible to win contests conducted by WPSC or any contest partner. Violation will result in dismissal, a charge of theft, and information provided to appropriate authorities.
- Promotional materials not designated for contests from a concert promoter or other sources (i.e. designated specifically for station staff use), will be allocated using fair and balanced procedures established by the General Manager and the Promotion Director. Such materials will often be used as incentive awards.

Operations Requirements

All DJ's are required to follow all applicable FCC rules when they are on the air. These include but are not limited to the following FCC rules based procedures:

- Signing in and out of the transmitter log; and program log.
- Taking accurate transmitter meter readings every two hours, and recording them in clean readable fashion.
- Logging and airing (when applicable) EAS tests as they are received.
- Logging and airing Amber Alerts as they are received.
- Broadcasting weather emergencies to listeners in WPSC's coverage area.
- Broadcasting a Legal ID precisely on the hour, every hour.

Program Format

All DJ's must follow the program format designated for "format shows" and "specialty shows" as identified for specific time blocks throughout the programming day. This includes the new release requirements.

- Exceptions may be made for "fill-in" shows but require Program Director or General Manager permission.
- On-air hosts must air PSA's, promos, weather, underwriting announcements, and community/university calendars in accordance with the program log. These program events must be ON TIME.
- On-air hosts must not create programming that is identical to, similar to, or comparable to commercial broadcasts. Programming on WPSC-FM must maintain the station's independent alternative spirit.

Smoking/Food and Drink

Smoking is prohibited in the radio station, or in the hallway outside the station.

- Anyone taking a smoke break while responsible for an on-air program must be able to monitor the station.
- Dead air caused by being away from your post will result in discipline.

All drinks and food are prohibited in the air-studio, Studio B, and production rooms.

- All food-related trash should be neatly placed in trash-cans outside these rooms.
- Trash-cans are not permitted inside the three studios.

All of these things can seriously damage WPSC broadcast equipment. Violators will face serious consequences, which could include receiving a bill for replacement of damaged equipment.

The Station Recycles. Do Not place recyclables in trash containers. Clean paper goes in the Yellow Bin. Cans and bottles go into the Blue Bin.

On-Air Behavior

All DJ's will behave in a mature, professional manner when they are on the air.

- Do not burp, flatulate, or make other immature sounds on the air.

Revised July 2006: Ron Stotyn, General Manager

- Do not complain about WPSC-FM or any staff member of WPSC-FM on the air. **If you do not like WPSC, go work somewhere else!**
- Do not complain about or make any reference to equipment problems on the air. Report problems to the General Manager or the Chief Engineer using forms provided.
- Do not complain about any music selection that you might be required to play on the air. Someone in the audience likes it. You are welcome of course to give your fair comment opinion about individual songs or artists, but only if you clearly identify your comments as personal opinion.
- Do not make fun of any prerecorded announcements such as PSA 's, underwriting announcements, promos, etc. Do not make comments of any kind with reference to these program elements.
- Do not make remarks that demean any individual or any racial, ethnic, or religious group, gender, or sexual preference (see the Discrimination /Harassment policy elsewhere).

Absence at Shows or Late Arrival to Shows

You must give at least one week's notice in advance to the General Manager, Station Manager and Program Director for any planned show absence.

- The first time you skip a show without making appropriate arrangements you will be suspended. Skipping a show twice will result in dismissal.
- Do not disrespect any host who is on before you. Show hosts must NOT make an assumption that the prior show host will be able to cover for a late arrival. Professional behavior demands arriving at least 10 minutes before show time.
- You will be put on probation for being more than 10 minutes late to your show without contacting the show host immediately in front of your show.
- If you are late three times in one semester, you will forfeit your show.
- **Your responsibility includes finding a replacement for your show when you plan to be absent. Do not assume management will be able to find a last minute replacement. Consult the posted staff list for contact information of possible substitutes.**
- **Absence due to sudden illness requires contacting a replacement as much in advance of show time as possible. You must make a serious attempt before contacting management as early as possible (Several Hours)**

Remember, this is "show business" and "the show must go on." Minor excuses that you might use to miss a class or work are not acceptable in radio (commercial or noncommercial). If your car breaks down, take a bus. If you have a cold, take appropriate remedies.

Theft

Theft of any and all station property is a criminal act, and will be treated as such. Theft will be investigated, and police reports will be filed when appropriate. Violations will be prosecuted to the fullest extent of the law. You might find yourself charged with a felony, which could result in jail time.

Station Equipment Use

Use of WPSC equipment including all audio equipment and all of the station's computers (including printers) is strictly reserved for station business support only.

- WPSC equipment exists to serve the station's role as a not-for-profit business. None of this equipment has the budget support for student class assignments. The Department of Communication maintains various labs and workrooms for this purpose.

Revised July 2006: Ron Stotyn, General Manager

- Violation of this equipment use policy will result in dismissal from the station with no opportunity for appeal.

Computer, Printers, and Software. All computing equipment (including printers and the software that is installed) is for station business support only.

- The On-air studio computer is made available for Weather use and Instant Message use as a priority. Use of Internet browsers is also permitted for on-air sources of information about artists and their music, University Calendar and Music event calendars. Use for gaming or any other personal purposes is prohibited. Violations will result in immediate suspensions and could result in termination from the station.
- The Audio Vault Computers in the On-air studio and in Studio B are for use to operate programming only. Any other use will result in termination from WPSC.
- The Power Mac computers in Studio B and in Production are for station production projects only. Any other audio production use requires permission from the General Manager. The standard station policy for disciplinary action will be applied in the event of violations.
- All computers and printers in the business office side of the WPSC facilities are for station business only. These computers are checked routinely. Personal material found on these computers is moved to the trash bin, which is then emptied. The standard disciplinary policy will be applied to violations.
- Downloading any software of any kind, including files or program executables, requires authorization of the General Manager.
- Downloading and storing music files in any format is absolutely prohibited unless authorized under the terms of a contract approved by the General Manager for the purposes of augmenting the station music library.
- All printers located in WPSC are exclusively for the business needs of the station. Use of printers for personal purposes will result in disciplinary action.
- The printer located in the Promotions department is primarily reserved for printing WPSC Logs.
- A multifunction printer is available in the General Manager's office. Outgoing faxes on this multifunction machine require General Manager approval. Use of the scanner function requires making arrangements with the General Manager in order to gain access to the master computer controlling this printer and its special functions.
- The laser printer located in the Music department is reserved for their needs.

Care of the Station

Throw out any trash you create, and recycle cans and bottles in the blue recycle can. Clean paper is recycled in the yellow bin in the office area. Please realize that you are sharing the WPSC-FM physical space with 100 or more people. They are, in effect, "your roommates."

- File all the CD's you take out in their proper place. Learn the alphabet!
- Broken, damaged or disabled equipment must be reported as soon as possible so it can be repaired.
- Specifically report any equipment that was broken before you arrived at the station.
- If you break it, report that. Investigations about broken equipment may lead to disciplinary action.

Protection of Valuables

William Paterson University and WPSC-FM have no responsibility for personal belongings and valuables brought into or left at the station. All staff must exercise considerable care in protecting station valuables.

WCRN

WCRN shares physical space with WPSC-FM.

- WCRN staffers are **restricted** to their own booth. They have no other rights in WPSC space.
- Please report any incidents caused by WCRN personnel to the General Manager.

When Things Go Wrong

Lots of things can go wrong at a radio station, and it is impossible to predict every situation. But, there are some general procedures to follow for some of the more common problems.

- Please be aware that power can go out at the transmitter site without us losing power at the station. If you cannot hear the station when the monitor module is set for EXT/AIR, check the Remote Control readings for status. If you have nothing, restart the transmitter.
- If the transmitter goes off and you cannot get it back on, or if there is some other major problem that prevents the station from going on the air, call the Chief Engineer using calling numbers that are posted in the studio. LEAVE DETAILED MESSAGES IF THERE IS NO ANSWER.
- If you do not get a response after trying all the Engineer's numbers, call the General Manager. LEAVE DETAILED MESSAGES IF THERE IS NO ANSWER.
- If you are unable to get any response, and cannot restore the transmitter using the remote control, call the Campus police to come and close the station. Do not leave until they arrive.

If there are problems with the equipment, but you are still able to continue your shift, call the Chief Engineer and inform him/her of the problem. Also complete an Operations and Equipment Problem Report and submit it to the General Manager.

- Do your best to continue, for example, if one of the CD players is broken, play minidisks in between the songs while you change CD's.

If there is a security problem and you feel that you and/or the station's property are in imminent danger, press the "Panic Button." This will directly alert the Campus Police to the problem. If the problem is less severe, call the Campus Police at x2300.

- Do not allow anyone but station staff in the station at all times.
- Do not hesitate to ask for an ID card to identify the staff member.
- If the person gives you any argument or refuses to leave, call the General Manager or Campus Police.
- As a staff member, you have a responsibility to help maintain security at the station. Be on the lookout for doors or windows that are blocked open or anything else suspicious.
- If you notice anything damaged, missing, or defaced, contact the General Manager immediately. This will help pin down any staff members who are stealing or damaging station property (and reduce any suspicion that might be directed toward you).

Training Section

WPSC Business Departments Training Guidelines

In Spring 2004, with the assistance of Intern Anthony Collucci, WPSC began identifying a more sophisticated means of providing training to the volunteer staff of the station.

The organization of WPSC's training program continues to evolve. It is always intended to help volunteers of all types to sufficiently understand how the station needs to operate. Matters of efficiency, effectiveness and professionalism are incorporated to facilitate the goal of the station: to serve the community to the best of our ability.

The station's training policy remains committed to placing trainees into close proximity with program and operations equipment, by using mentors engaged with live on-air programs. Trainees, guided by on-air hosts, will experience observational opportunities, hands-on opportunities and testing to ensure learning is consistent with the needs of the station. In this way, the station believes that trainee enthusiasm can be maintained at a high level. At the same time, however, it is important for trainees to acquire important information about policies and procedures in a uniform manner, so that all of WPSC's staff members are capable of operating the station correctly.

The following training guidelines are intended to facilitate uniform training and acquisition of necessary skills. They are subject to change or expansion without notice.

Program Department Training

Created: Chris Perry, Jay Corrente and Anthony Collucci, Spring 2004.

I. Board Operations:

- It is required that you become a shadow of a radio show here at WPSC in order to successfully learn and grasp the board operations, and how to run the board.
- The host of the show will teach you the channels on the board, discuss the features of each channel, educate you on all the buttons, such as CUE, etc., and show you how to switch channels on the board. You will also be taught how to run the phone on the air, how to transmit EAS messages, and how to set a good level on the channels.
- You will be required to put in several hours listening to WPSC, essentially to understand the DJ's and the genres of music that they play. It is important to learn the time slots, in case you ever need to fill in for a DJ. But before you can be on the air, you must understand the equipment.
- You also need knowledge of the program clock, meaning that you must be up to date on new releases and new music.

II. FCC:

- In order to understand FCC and WPSC regulations and policies, you must read the updated *WPSC Station Policy and Training Handbook*.
- After you read the handbook, you will need to take a test based on the handbook. The test will consist of 30 Multiple Choice and 30 True/False questions. You must earn a 90% to be able to run a shift on WPSC airwaves.
- If you receive lower than a 90%, then additional training may be required before you can take the test again.

III. EAS:

- The Emergency Alert System is a very important transmission broadcast on WPSC. We receive monthly and weekly tests, which the FCC requires us to re-broadcast.
- In order to transmit an EAS test or advisory, the host that you shadow for will show you how to transmit the message, via the EAS transmission sheets in studio A. The EAS transmission directions are also available in the WPSC handbook. These sheets are a step-by-step process on how to transmit an EAS message.
- After the host shows you how to transmit an EAS message, you will be required to follow the sheet and show the host that you can do it using the practice mode on the EAS receiver/transmitter. You will not be required to broadcast this on the air, just to be able to show the host the appropriate steps on the board and transmitter.

IV. Log:

- You will learn about the log during your shadow training. The host will show you the log, what the blanks mean, and how to fill out the log (both transmitter and program log). He/she will show you the minidisks that you will need to broadcast, and the log format.
- You will be required to go over old logs and look for any errors. This includes both the transmitter and program logs.
- You will receive a diagram of the log. You will have to show the host that you know each area of the log, and that you can accurately fill it out.

It is vital that in order to understand how programming at WPSC works, you must be a shadow.

Operations Department Training

Created: Armando Cabrera, James Guardino, and Anthony Collucci, Spring 2004. Revised Summer 2006.

I. Log Printing

- In order to print the daily logs, you must click on the "NL" Icon on the Operation's computer desktop.
- Enter the user name and password. You will be provided with the password if authorized to operate Natural Log procedures.
- When Natural Log has loaded click OK to the message about doing a backup.
- On the main Natural Log Screen select the Menu Item for Logs.
- Select either Templates, Commercial logs, Special Date or Special Event logs to access the desired log type. Use the Edit Function to make any necessary changes as per section II below.
- Select the Print Menu to access printer options. Select WPSC from the Printer options drop down menu.
- Select Print All Pages and select OK to send a print order.

II. Log Changes

- Select Templates to make changes to the daily log format. Make changes using the Edit feature of Natural Log. Changes can be made for any line item by double clicking on the line. Fill in changes using the dialog box that appears. Changes made to the template are permanent until changed again.
- Select Commercial Logs if no changes are required. When it loads temporary changes can be made by using the Edit function of Natural Log. Changes will be effective for that days log only. There will be no lasting effect for the template.
- After you are shown how to edit, you will have to edit certain parts of the log, which the director tells you to make.
- You will have to show that you can edit the logs smoothly and correctly, and then print it out, to show the director your editing skills.

Revised July 2006: Ron Stotyn, General Manager

III. Specialty Logs

- Specialty Logs are logs designated for when WPSC broadcasts sports games for William Paterson Athletics.
- First, enter the log database by clicking the “NL” icon.
- After entering the user name and password and clicking OK for the Backup Message select the Logs Menu and select Special Date Logs or Other Logs, or Special Event Logs.
- If a new special or other log is required click New Template and create the required log entries.
- When the special log has been created it can be printed using instructions for printing shown above.

One of the directors will show you how to print a Specialty Log. You will have to show one of them that you can enter the “Specialty Log” menu, and print the log out.

Music Department Training

Created: Pete Philis and Anthony Collucci, Spring 2004.

I. CMJ Reports

Each week the Music Director is required to send several reports to CMJ, through the “Playlist Reporter” at CMJ.com. One is a report of 5 CDs that will be added to the WPSC library each week. The second report contains the top 30 new releases that are being played on WPSC. The other 2 playlists are the top played CDs for Hard Rock/Metal, and Latin music.

- You are required to arrange time with the Music Director during his posted office hours, to begin Music Department training.
- The Music Director will show you via the computer, and demonstrate, and educate you on what the CMJ reports are, how the reports are created, and how the reports will be sent to CMJ. He will do this by showing you CMJ.com. He will show you the charts and new releases, so that you can see what is being played the most. This is vital in the sending of the New Release Playlist and new CD reports to CMJ every week.

II. New Music Reviewing

Before anything can be aired on WPSC airwaves, all CDs must be reviewed for content.

- You will meet with the Music Director to receive 3 CDs to review.
- You need to write a small blurb about each CD, and submit it to the Music Director. The blurb should be a small paragraph, roughly 4-5 sentences.
- For each blurb, you need to note what tracks on the CD contain profanity, obscenity, or language advocating criminal behavior. List the problem tracks and advise that they not be played.
- You also need to make note on what musical tracks you prefer. Make suggestions as to which tracks you think the DJ’s should play.
- You should also note the style of music for each CD (ex. Latin, Metal, Punk, etc.), and what you like about each CD. You can also compare each CD to bands that sound similar.
- Label the CD’s with track advisories per Music Director instructions.
- After you review the CDs, return them to the Music Director. You will then receive 3 more CDs to review (Repeat Step II).

III. Personal Music

- All personal music used on a show must be verified first by the Music Director. The CDs will be checked for content, and what genre of music it would be characterized as. This is to ensure that WPSC Music Policy will not be violated.

Promotions Department Training

Created: Pete Chachaj, Tom Chachaj, and Anthony Collucci, Spring 2004.

I. Creating Contests

- In order to create a contest, the Promotions Department Directors first must contact a venue (usually via e-mail) where a show will be playing, and ask if there are any tickets available. The venues then check for availability of comp tickets, and get back to the directors.
- After the venue contacts the Promotions Department, the directors must fill out sheets that detail the show information and contact information. They then must get the forms to the DJ's, so that he/she can announce the contest and play the Contest Giveaway minidisk on the air.
- After someone wins the contest, the DJ fills out the information required, and gives the contest sheet to the Promotions Department.
- The Promotions Department then contacts the winner three days prior to the event, so that the winner can tell them their first and last name (that they will use to pick up the tickets at the venue). The directors then contact the venue, to tell them who will be claiming the tickets at the show/concert.
- Your job will be to observe the Promotion Directors, and they will demonstrate to you how they contact venues.
- You will be required to send an e-mail to several venues, requesting show and ticket information. This will give you an opportunity to set up a contest on your own.

II. Tracking Contests

- All contests' records are kept in a binder located in the cubical of the Promotions Department. The binder contains information consisting of who won the contest, information on how much the ticket price is worth, and the venue of the show.
- The directors will show the trainees where the binder is kept, and what the sheets look like that the binder holds.

III. Concert Calendar

- The Concert Calendar is created by searching various web-sites for venues, to see who is playing. The majority of the web-sites are venues located throughout New Jersey and New York City.
- After the directors search the venues, they must organize times, dates, and locations where shows will be played.
- The directors also describe a few bands, and a few singers at the shows.
- One of the directors will show the trainees various web-sites that they use to search for shows, and how to organize venue information.
- The Trainees will then be required to search web-sites and organize venue information, in an effort to see if they can successfully create a concert calendar.

IV. Flyers

- In order to create flyers, the directors use the programs "Paint Shop Pro" and "Photoshop" on the computer.
- Trainees will observe the directors using these programs, and the directors will show them how to use the graphics.
- The trainees will then have to practice working with these programs, to try to successfully make a flyer.

Sports Programs Training

Created: Joe Ameruso and Anthony Collucci, Spring 2004.

I: Observation:

You need to observe a minimum of 3 episodes of Sports programs before advancing to further levels.

II: Ice Breaker

In an effort to remove any jitters that you may have, after meeting the observation requirements, you will be incorporated into the show as the Weather, Concert Calendar, and Community Calendar reader.

III: How to Write and Prepare for a Sports Segment

After successfully completing Step I, contact the Sports Directors to schedule a meeting on how to write a sports segment for Sports programs. During the meeting, a writing tutorial will be provided by one or both of the Sports Directors.

Following this, an appropriate topic will be assigned, and you will be responsible for drafting a segment on Sports programs. The segment should be handed in prior to Thursday on the week of the show. The piece will then be evaluated and proofread in order to understand and identify your skills and weaknesses in writing for broadcast. This process will be repeated as the Director(s) see fit.

IV: Segment Air-check

You must arrange time in Studio B with the Director(s). Here you will have the opportunity to test your ability as a member of Sports programs. During this step, you will utilize the skill learned in Step II; read your segment as if you were doing a live show. It is required that the segment be recorded on a cassette tape if one of the Directors is not present during this dry run. The tape is then to be left in the Sports mailbox, and evaluated by both the Director and Assistant Director.

V: Show Prep

Every week the Sports Director writes a script for the show, which includes all topics that will be discussed on the show. During this step it is your responsibility to contact the Sports Director, and he will inform you of the topics for the show. From there, it is your job to gather relevant information pertaining to the topics. Your show prep will then be reviewed by the Director(s).

VI: Mock Sports Programs

Finally, once all the previous requirements are completed, the current member of Sports programs will schedule a day at the end of the semester to record an abbreviated version of the show, in order to test your chemistry with the other members. This will also serve as your final test before becoming an official member of the Sports Department.

Play-by-Play and Color Commentary Training

Created: Joe Ameruso and Anthony Collucci, Spring 2004.

I: Observation

You must attend a minimum one game as a spectator, and 3 games observing the announcing staff. While observing the game, it is required that you come prepared with proper data and information, such as statistics and rosters to better familiarize yourself with the teams.

Revised July 2006: Ron Stotyn, General Manager

II: Broadcast Observation

You will then listen to commercial sports broadcasts, to get a better sense of what is expected of you. After you have successfully completed your observation requirements, you must then schedule an appointment with the Sports Director during posted office hours.

III: Demo Tape

During this step of the training process, you are required to watch a professional sporting event, and with the use of a tape recorder record yourself doing both play-by-play and color commentary. Alternate at the halfway point of each game. If you prefer to have a partner, it is recommended that you use somebody not associated with WPSC.

IV: Demo Review

Once you have complete Step II of the training process, it is expected of you to make an appointment with both the Sports Director and Assistant Sports Director in order to evaluate and critique your work. After critiquing your work, it will then be decided if you are prepared enough to proceed to the next level. During this step feel free to ask any necessary questions that you may have, and voice any concerns. **WE ARE HERE TO HELP YOU!**

V: Mock Sports Broadcast with Sports Director and Assistant Director

During this step, it is your responsibility to make an appointment with both Sports Directors, to create a mock sports broadcast. At this time you will be tested on everything you have learned thus far in terms of sports broadcasting. You and the directors will sit down and call a game in person or on television if it were an official broadcast. This includes all necessary preparation (see "Do and Do Not list "below).

VI: Final Evaluation

After completing the training program, at the end of the semester, the Sports Director will schedule a meeting with all trainees to make final evaluations and comments on your work.

NOTE:

"There are certain things you should and shouldn't do when it comes to calling a game dealing with your voice. There are also certain guidelines you must follow in terms of professionalism." (Joe Ameruso).

Do Not:

Eat too close to the game

Drink soda or anything with carbonation before/during the game

Chew gum during the game

Cheering in the Press Box is not allowed...**KEEP IT PROFESSIONAL**

Cell-phones **MUST** be turned off prior to the game

Do:

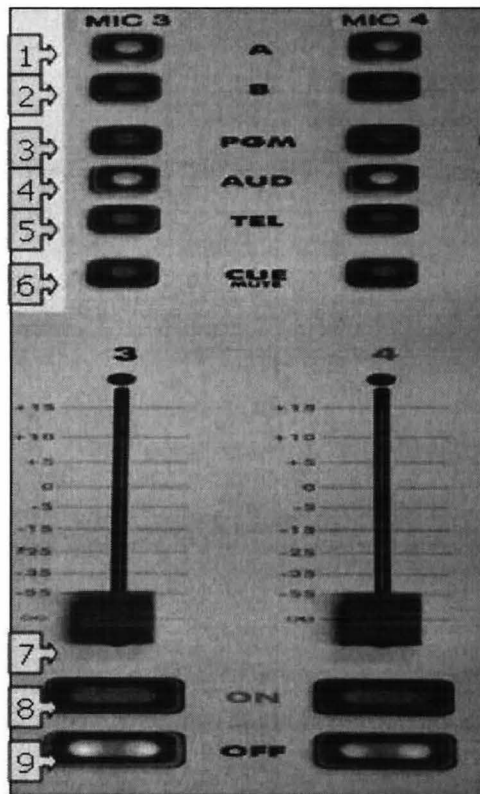
Drink water before/during the game

Use the restroom before the game

Equipment Procedures

Console Channel Procedures

The channels pictured to the left are mic channels 3 and 4 from Studio B, however the basic control procedures are identical for all channels in both studios A and B.



- For channels other than mic channels select either A or B (See #1 & #2) to make ready the equipment needed. Mic Channels must always have A selected (See #1)
- To broadcast the desired product of the channel you must select the **PGM** buss (See #3. This buss sends the audio signal to the transmitter.
- To record the desired product on Cassette, DAT or Minidisk you must select the **AUD** buss (see #4). This buss sends the audio signal to target devices.
- To send an audio signal to the telephone so a caller can hear the desired product you must select the **TEL** buss (See #5).
- To check or verify a desired product you must select the **CUE** buss (See #6) This buss takes the channel out of both **PRG** and **AUD** while the **CUE** is on.
- To make the channels selections active you must turn the Channel **ON** (See #8) This action permits the desired product to be distributed to the selections made above.
- At this point the Audio signal level must be set using the slide **FADER** (See #7). Set the basic level to the unity point (Zero on the scale) and make any necessary adjustments so that the VU meters register between 80-100%. (See the next procedure note).

Setting Levels Using Audition and Program Channel Meters

When both AUD and PRG buttons are pushed audio levels will be visible on the Audition and Program Meters. Deselecting either button will clear the meter.



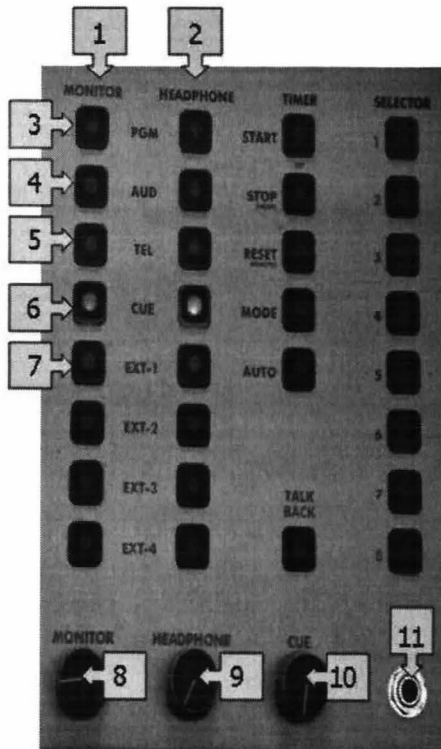
- Optimum levels are achieved when the meter shows readings between 80-100% (See #1). These VU meters are averaging meters and show only approximate peak levels.

Revised July 2006: Ron Stotyn, General Manager

- When levels are at the bottom of the scale, the level is “In the Mud” (See #2) and the signal will be weak for the listener. When the levels are above 100%, the level is “In the Red” (See #3) and the signal will be distorted for the listener

Console Output Control Procedures

The Output Section of the console to the right of the Input Channels contains Monitor (See #1) and Headphone (See #2) level controls. In addition each of these output modules permit selection of source audio for monitoring purposes.



- The Monitor module functions only when the mic channels are turned off. When the Mic Channels are ON the Monitor is switched off automatically in order to prevent feedback.
- Select **PRG** on both the Monitor and Headphone modules to hear the audio signal from the console (See#3).
- Select **AUD** on both Monitor and Headphone modules to hear the audio signal delivered to recording devices (See#4).
- Select **TEL** to see the Audio Signal displayed on the TEL/MONO Meter to the right of the Program Meter (See#5)
- Select **CUE** (See #6) to hear the audio signal from the Cue Speaker. This speaker is controlled by the pot labeled **CUE** (See #10). This volume level should not be turned up full to avoid distortion.
- For most console operations the operator is required to monitor the air product coming from the transmitter. Select **EXT-1** (see #7).
- Adjust the Monitor pot (See #8) to a comfortable level, BUT not more than 75% to avoid distortion from the speakers.
- Adjust the Headphone pot (See #9) to a comfortable level, BUT avoid high levels to protect your hearing.
- The Headphone pot controls the Headphone INPUT Jack (See #11).

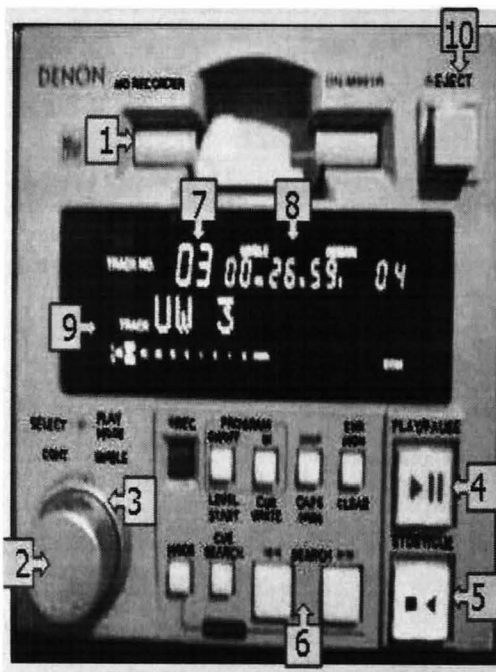
Source Equipment Procedures

CD Player Operations: The CD equipment is designed for heavy broadcast use. This equipment is available in both Studio A and B. CD's are loaded into trays (See #1) which opens by pressing the eject button (see #9).



- CD Tracks are selected by rotating the select knob (See #2) until the desired track number appears in the display (See #7).
- CD Tracks can be played in continuous or single mode by rotating the ring at the back of the select knob to the right or left (See #3).
- Play or Pause is activated with the button immediately below the display (See #4) on the right side of the CD Player.
- Stop or Cue (See #5) is selected with the button at the bottom right corner of the CD Player. When CUE is engaged the Search buttons (See #6) can be used to move into a track if the start point needs to be changed for any reason.
- The display window (See #8) shows decreasing time on a running track but the time mode can be modified by using the Time Button (See #8)

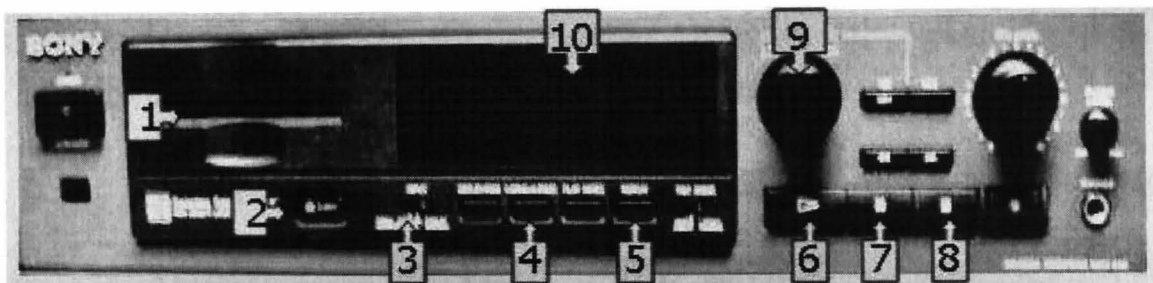
Mini Disk Operations: The Mini Disk recorder/players located in Studio A are designed for heavy broadcast use. The Mini Disk recorder/players in Studio B are of a different design, however the basic operations are similar.



- Load the Mini Disks into the slot (See #1) with the gate facing to the right.
- Select the desired track by rotating the Select Knob (See #2) until the desired track number appears in the display (See #7)
- Mini Disks can be played in continuous or single mode by rotating the ring at the back of the Select knob to the left or right (See #3)
- Play or Pause is activated with the button immediately below the display (See #4) on the right side of the Mini Disk Player.
- Stop or Cue (See #5) is selected with the button at the bottom right corner of the Mini Disk Player.
- When CUE is engaged the Search buttons (See #6) can be used to move into a track if the start point needs to be changed for any reason.
- The display window (See #8) shows decreasing time on a running track and the track title (See #9).
- Mini Disks can be ejected using the eject button (See #10) located at the top right corner.

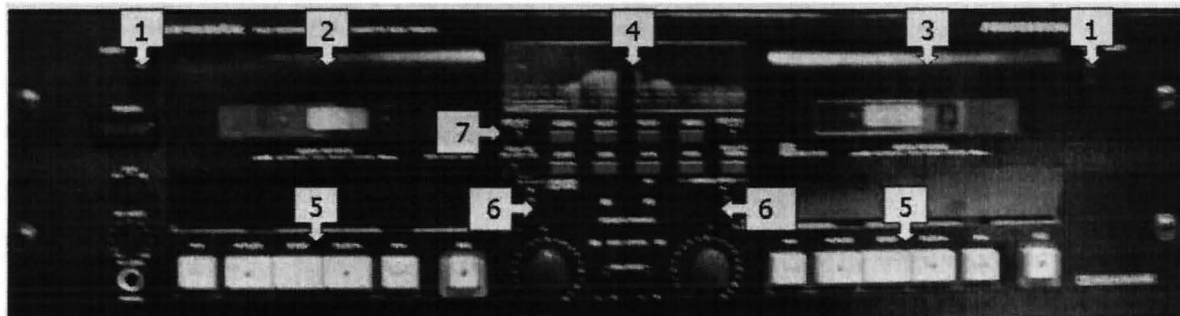
Revised July 2006: Ron Stotyn, General Manager

There are two models of Sony Mini Disks located in Studio B and one of the pictured model located in the Production Studio. The operation of these two versions are very similar.



- Insert the Mini Disk into the slot (See #1) with the gate facing to right.
- Mini Disks can be ejected by pushing the eject button (See #3) located below the loading slot. These buttons are a bit fragile so please be gentle.
- Make sure the Input switch is set for analog (See #3).
- Make sure the A: Space/A: Pause Button (See #4) is set for A: Pause. Check the display to verify the correct selection (See #10)
- Mini Disks can be played in continuous or single mode. For Continuous mode push the Repeat Button (See #5) to select. Check the display (See #10) to verify the desired selection is set to "Repeat".
- Select a desired track on the Mini Disk by rotating the select Knob (See #9) Check the display (See #10) to verify the desired track is loaded.
- Select Play (See #6), Pause (See #7), or Stop (See #8) buttons for desired actions.

Cassette Deck Operations: Studios A has a single well Cassette Deck and B has a dual well Cassette Deck, which are used primarily for recording devices, but can be used to playback voice recordings only. Cassette quality for music tracks is not adequate for broadcast purposes.



- Cassette Tapes can be ejected by pushing the button (See #1) beside the wells (See #2) on the left and right sides of the deck. Each well operates as a separate and independent cassette deck each with their own channels on the console.
- Both Playback and Recording levels can be seen on the meters (See #4) at the top center of the deck.
- Operating controls for Play, Pause, Stop, Forward and Reverse (See #5) are located below the wells.
- Broadcast quality Cassette Decks have variable speed controls called Pitch (See #6) These should normally be set to the mid position but can be adjusted to + or - positions to compensate for the way a tape was recorded on another machine.
- Both wells can be set to three different play modes: Continuous, A Side plus B side in sequence, or A and B side independently (See #7)

Revised July 2006: Ron Stotyn, General Manager

DAT Operations: Both Studio A and Studio B have DAT Recorder/Players available for both record and playback functions. DAT is a digital linear tape recording system that provides very high broadcast quality.



- DAT tapes are loaded into the well by pressing the OPEN/CLOSE button (See #1). Tapes must be loaded correctly with the gate facing the rear of the machine and the spindles facing down.
- This DAT Recorder/Playback machine has a readout display that provides a variety of information (See #2)
- DAT Tape movement is controlled by a standard style operations set of buttons: Play, Pause, Forward, reverse, and Stop (See #3). Once the tape is moving Fast Forward and Fast Reverse Buttons can be used (See #4).
- Digital Linear recording have addressing capability that permits addresses to be located using the shuttle mechanism (See #5 & 6) or by using the memo buttons to the right of the shuttle.
- DAT Tapes can be recorded in Standard Length or Long Length. Select your choice using the Long/Standard Button located at the right side of the machine. (See #7) This setting must conform to the mode used on a pre-recorded tape.
- DAT Tapes can be recorded at two different sampling rates. Make the selection using the Fs button (See #8) located at the right side of the machine. Typical CD quality can be achieved using the setting of 44.1.
- Select **BAL** on the Input Button (See #9) located at the right side of the machine for best results.
- Select **Coaxial** on the Digital Input Button (See #10) located at the right side of the machine.
- Select **CAL** on the Analog Button (See #11) located at the right side of the machine.

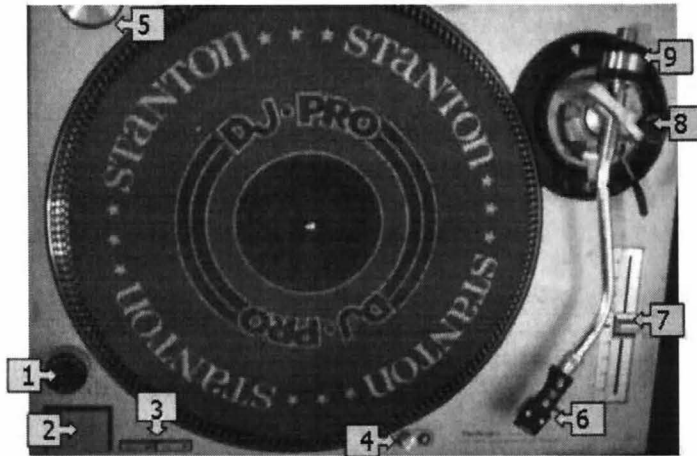
Headphone Amplifier Operations: Headphone Amplifiers are located in both Studio A and Studio B. The location in Studio A is below Turntable Number One. The location in Studio B is in the Turret Rack to the left of the console.



- The Studio A Location requires that headphones be plugged in on the front panel only (See #1).
- The Studio B location permits headphones plugged in on the front (See #1) or on the rear. Access is available through the rear door on the turret.
- Individual level controls for six headphone channels is available on both Headphone Amplifiers (See #2) Under ordinary circumstances a setting of 6 or 7 should be sufficient.
- The Master Control (See #3) located at the right side of the Headphone amp should be set for 6 or 7 to avoid creating an overload of the headphones.

Revised July 2006: Ron Stotyn, General Manager

Turntable Operations: Studio A is equipped with Two Turntables located in the coffin on the side desk, While turntable operation is relatively easy, there are several do's and don'ts that must be observed in order to obtain a quality audio signal. Turntables tend to be among the most fragile of broadcast equipment so considerable care must be taken not to harm their optimum functions.



- The power switch for the turntable is located near the bottom left hand corner (See #1) Rotate the black switch gently.
- The Start Switch is located below the power switch (See #2). Push to start. Make sure the correct record speed is selected (See #3) either 45 or 33 1/3.
- The turntable is equipped with a side sweep light to aid cueing the record (See #4) Push the silver button to raise and lower the light.

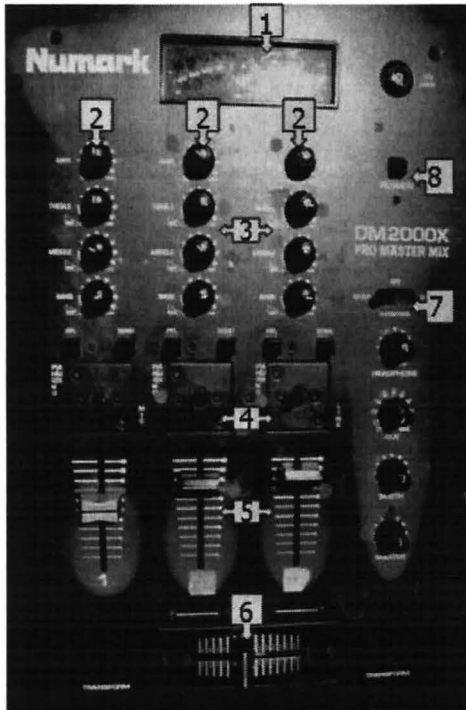
- These turntables are equipped with a centering spindle for 45 records (See #5). Please be sure this spindle is replaced when not in use. They are expensive and difficult to replace.
- The tone arm assembly including the Stylus (See #6), Cartridge (See #6) and adjustment mechanism (See #8 & 9) is the most fragile part of the turntable. This mechanism must be treated with utmost care and gentleness. A New Stylus and Cartridge is very expensive. Place the tone arm onto the record carefully. Dropping the tone arm is likely to cause serious damage to the stylus. A damaged stylus results in severely degraded audio from the Turntable.
- These turntables are equipped with Pitch Control (See #7). This can be used to create effects of slow or speeded up music, BUT under ordinary circumstance should be set to the neutral position.
- UNDER NO CIRCUMSTANCES are the adjustment settings (See #8 & 9) to be tampered with. The Tone Arm Weight, Anti-Skating and Skew settings are set to optimal levels to prevent damage to the stylus and records.
- Both Turntables send their audio signals through Phono Preamps. Under no circumstances are the switch settings on these Phono Preamps to be changed. All push buttons are meant to be in the out position. Changing the settings causes a degraded signal to be sent to the console.

IT IS IMPORTANT TO UNDERSTAND that the turntables are on the console in two different configurations. They appear as individual turntables on their own independent channels and they appear as combined signals on the DJ MIXER channel. These different configurations CANNOT be used at the same time. When using the turntables as independent machine sources, the DJ MIXER MUST BE TURNED OFF.

DJ Mixer Operation: The Numark DJ Mixer located in Studio A permits users of vinyl records to mix two records or do scratching operations.

- The Gain pots must not be changed to higher levels than the red dot indicators to avoid creating distortion caused by overdriving the MIXER (See #1 & 2) RED Leds indicate overdriving the mixer.
- The EQ section of the Mixer has been preset to establish optimum audio quality. These settings must not be changed to avoid introducing distortion into the audio signal. Make sure the settings correspond to the red dot indicators (See #3).

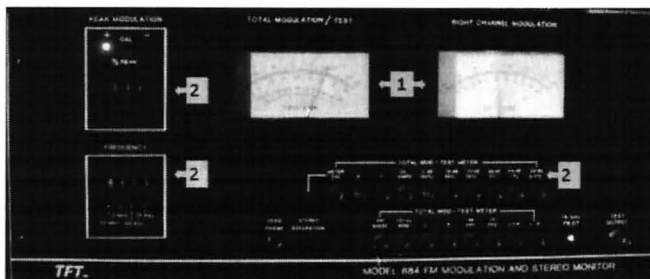
- The Input Cables on the back of the DJ MIXER must be inserted to PHONO. Any other configuration will result in insufficient audio signal quality. The Input Select Switches must be set to PHONO (See #4).



- The two Turntable Faders (Channels 2 & 3) are marked for optimum audio signal levels. Avoid making any changes to levels higher than the red dot indicators (See #5). Use the Transition to fade from Channel 2 to 3 (See #6) The Transition Fader can be set for channel 2/3 or Channel 3/2 operation (See #7)
- When the DJ MIXER is in use the two independent channels on the Console MUST BE TURNED OFF. The Power Switch located at the upper right side of the mixer unit MUST NOT BE TURNED ON (See #8) unless the Mixer is being used.

Transmission Operations

Primary control of the audio signal quality is in the hands of the legal operator on every shift. If at any time the operator is not certain that levels are appropriate reference to the Modulation Monitor is recommended. This monitor is located in the Transmitter equipment rack located in the rear corner of the studio.



- This is mainly managed by ensuring that audio levels are set correctly for each channel on the console using the Program VU Meter to verify that levels are averaging between 80-100% (See #1)
- Under no circumstances must ANY BUTTON be changed from their present configuration (See #2).

Revised July 2006: Ron Stotyn, General Manager

POLICY MEMO SECTION

This section, beginning on the next page, is a collection of WPSC Policy Memos written by management and posted in the station facilities for information, education and training purposes. All staff must read , understand, and follow the policy contained in these memos. Future memos of a similar nature become part of this handbook when posted. If, at any time, you do not understand a policy memo, ask a WPSC Management Team Member or the General Manager.

Official WPSC-FM Notices

ALL WPSC-FM STAFF READ & HEED

The facilities of WPSC are a Restricted Area. Access requires authorization by the General Manager. University Police regularly receive an updated list of authorized personnel.

WCRN staff must have WCRN Club President authorization. WCRN Staff must only occupy WCRN space.

All access doors must be kept CLOSED please. Do not allow strangers to come in and wander around.

Theft of WPSC-FM property is a criminal code offense and will be prosecuted to the fullest extent of the law.

All guests must be approved in advance of show dates by the General Manager or the Station Manager.

All shows must designate an official operator who must sign in and out on the Transmitter Log and Program Log at the beginning and end of each show. Each log must be correctly and completely filled out by the official operator.

Program and Transmitter Logs are a daily task for all shows. The Program Day always begins at Midnight. Make sure you are working with the correct log. Check the date. Only one set of logs for each day please. Don't start a new log unless you KNOW logs have not been started earlier.

Always check mailboxes for notices from the WPSC Management Team. Make sure that the General Manager, Station Manager and Program Director has ALL YOUR CONTACT INFORMATION: All Phone numbers, addresses, and E-mail addresses please.

**IF you have to miss your shift, YOU HAVE TO FIND A REPLACEMENT
and tell the General Manager, Station Manager and Program Director at least three days before your
shift**

Ron Stotyn, General Manager

Program Information Report

WPSC Public Affairs Programming

Attention All WPSC Staff:

This form supports WPSC-FM obligations for the FCC Quarterly Program and Issues Report. It must be filled out in a detailed fashion. Please be accurate.

- Program content about any kind of issue or controversy that might create interest for our community must be reported weekly.
- The complete detailed form must be turned into the General Manager weekly.
- Please complete all blanks on the form, especially names of guests and a clear detailed description of the issue discussed.
- Please use a new form for each new topic.

Show Name: _____ Date of Show: _____

Show Host Name: _____

ShowTime Slot: _____ Length of Discussion: _____

Topic or Issue Description:

Guest Names:

1. _____

2. _____

3. _____

4. _____

Signature _____ Date: _____



Operations and Engineering Problem Report

Day: _____ Date: _____

Person Reporting: _____

Instructions: When operational or engineering problems occur please provide as complete a description as possible. Use a new report form for each DIFFERENT problem. Use the top half of the report to describe Program Log problems. Use the bottom half of the report to describe equipment problems. Return completed form to General Manager at the GM office mailbox.

Operations/Program Log Problems: (e.g.: late sign on, wrong minidisk, missed program events, missing log, etc.) Report the time the problem occurred, describe the problem with as much details as possible, and report any solution attempted whether successful or not.

Time: _____ Description:

Solution (If Any):

Equipment Problems: (e.g.: transmitter issues, CD/MiniDisk issues, TT issues, etc.) Report time the problem occurred, identify equipment involved, describe character of equipment malfunction with as much detail/explanation as possible, and report any solution attempted whether successful or not.

TIME: _____ Description:

Solution (If Any):

**Dated Logs Notice
READ AND HEED**

All Log Packages are PRE-DATED.
Please check the log for the correct date.
Please DO NOT change a log date.

Changing Dates makes major
underwriting problems.
It creates legal problems for WPSC.

**MAKE SURE THE NEXT DJ GETS THE
CORRECT LOG**

Ron Stotyn, General Manager

How to operate the board during a remote broadcast

Any fader that has the Program button activated will be broadcast over the air; therefore, you need to have the "Remote" fader active and online when it is being broadcast.

Any fader that has the Telephone button activated will send that audio channel to the person at the other end of the remote equipment. He/she needs to hear what is being broadcast so he knows when to speak, especially after a break where the studio takes control, such as when inserting a promo or PSA. Therefore, it is a good idea to punch up the channel in use, such as MDs, CDs, mics, etc., on the Telephone bus; however, do not activate the Telephone bus on the "Remote" fader, or you will send his voice back to him, causing confusion because of the audio delay!

You can talk to the person at the other end by opening up a mic channel on the Telephone bus and deactivating it on the Program bus. This will allow your voice to be heard by the remote operator without it being broadcast over the air. This is important because you can communicate with the remote operator to schedule breaks and let him know when he's going live on air, etc.

During remotes, especially sports remotes, always have promos, PSAs and music cued and ready to air because of breaks in the game, such as time outs, halftime, etc. You must work with the remote operator to have a smooth operation. This takes a little practice, but is not difficult. And *always* remember to monitor the remote channel in case the remote operator needs to talk to you during a break! He/she needs to be kept informed as to what is going on at all times, and needs to hear what is airing at any given moment.

Normally, the remote operator will set up his equipment and dial the phone line to the studio at 973-720-2473. Our equipment is set up to automatically answer after 6 rings, so the connection should be established without you having to do anything. Occasionally, you may need to dial out to establish a connection. The Comrex Vector in the large equipment rack has a series of pushbuttons next to the main LCD display. It is very intuitive to use and you should be able to access the dial menu with no problem. Remember to dial "9" to get an outside line. Remember ten digit dialing is the way phone calls must be dialed.

If you have any questions, please call Ron Stotyn or Bob Kovaleski.

Good luck!

Uniform WPSC-FM On-Air Image

We Are: WPSC-88.7-FM

We Are: North Jersey's Independent Radio

**We Are: Part of the William Paterson
Broadcast Network**

Please be consistent with this pattern. Our AOL Instant Message address is **WPSC887FM**. Please announce only this address on air.

Please answer the phone with our call letters. E.g.
"Thanks for calling WPSC"

Thanks for helping keep our listeners aware of
who we are and how to contact us.

Ron Stotyn, General Manager

Attention All DJs:

UNDERWRITING SPOTS PROCEDURE

Every UW Spot will be scheduled on the log by the Operations Department.

Please be sure that you DO NOT run UW Spots unless they are already logged. Don't run UW spots just because they are in the studio.

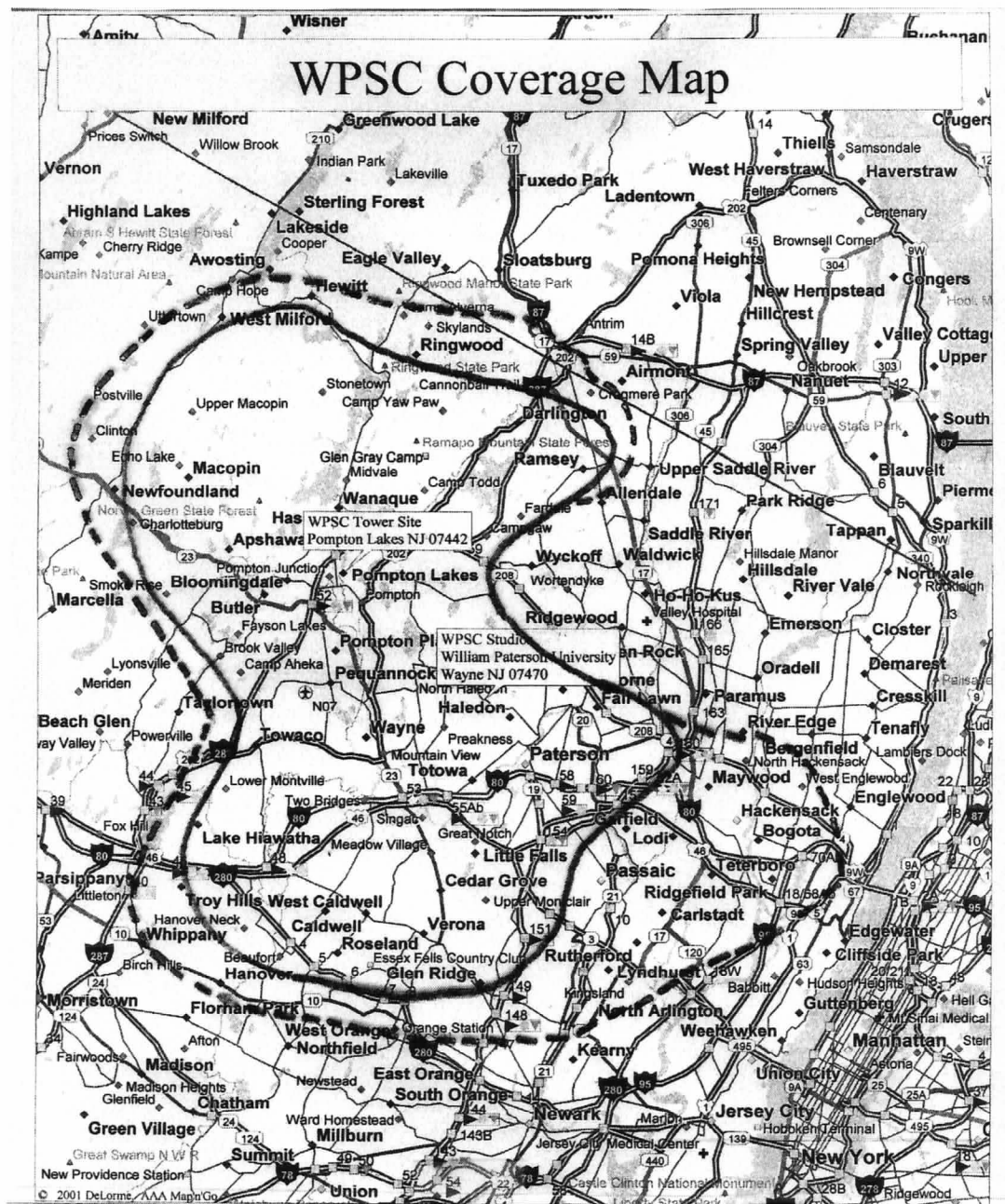
It is very important that we give the clients what they contract for, at the times they ask for. If spots run incorrectly our clients don't receive the audience they desire.

We are going to start to Pre-Date the Program and Transmitter Log Packets so that our Underwriting Clients get their spots on the correct days. Please make sure you use the correct dated Log.

Each Underwriting Sponsor will have their own Minidisk. Please look for the correct Disk.

Thanks for your cooperation.
Ron Stotyn, General Manager,

WPSC Coverage Map



Map Scale: Approximate (1 Inch = 4 miles). Coverage contours shown are not to scale.
Solid Line shows approximate primary contour, broken line shows approximate secondary contour.