

**KHOI Music Programmer Handbook**

**Table of Contents:**

1. **KHOI mission and Program Goals**
2. **Terms of Understanding Between KHOI and Programmers**
3. **Roles and Responsibilities**
4. **Becoming a Programmer, Evaluation Process, Termination**
5. **Legal Restrictions**
6. **Rules for Broadcasters**

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**Mission and Program Goals**

 **The KHOI mission** is: Building community through communication.

* KHOI provides a community-based non-commercial radio service;
* KHOI broadcasts programs designed to serve the needs of those not fully served by other broadcast media in the areas covered by the KHOI signal;
* KHOI offers a wide variety of people an opportunity to share their experiences, concerns, perspectives and information with their neighbors over the airwaves and Internet.

 **Programming Goals**

KHOI has outlined specific goals and visions for its programming. In summary, KHOI programming is first and foremost for serving its listening audience needs for:

* Receiving information and public safety
* Receiving entertainment, culture and art
* Spiritual nourishment
* High artistic standards
* Understanding and vision
* A place to tell their stories and being heard regardless of their perspectives
* A place to Showcase their talent, individual creativity and expression
* Civil discourse and differing viewpoints shared with sincerity
* Freedom to discuss new ideas, issues and to draw their own conclusions
* Access and exposure to the diverse aspects and cultures of our listening area
* New sounds, new music, new genres and new art forms from the community.
* Connection different communities in our area
* Local respect and pride
* Honor for our heritage and future generations

 **Type of Content**

KHOI programming will ideally have a ratio of 80% local content to 20% syndicated content.

KHOI content, whether local or syndicated, will all be chosen locally at KHOI.

KHOI programs will ideally have a ratio of 50% music and 50% talk and public affairs.

We serve a diverse community. KHOI seeks to incorporate all types of music and ideas into programming. The station is not a club for people with one type of interest or to serve individuals’ interests.

**Terms of understanding between KHOI and programmers**

The basis of KHOI’s relationship with its programmers is that of a respectful balance between enabling individual creative initiative and restraint against overly self-serving agendas. Community radio is an enterprise based on the belief that the experience of self-expression can stay within the parameters of service to a higher mission; and that this is not only inherent to the human experience, but is also unusually enjoyable, fruitful, and sometimes transcendent.

KHOI respects, welcomes, and depends upon the unique ideas, and visions of the people who offer their talent to KHOI’s airwaves. Their genius and individuality is the spark that ignites the magic of community radio. They are one of the station’s greatest assets.

**KHOI will** refrain from asking programmers to conform creativity to preconceived ideas.

**KHOI will** refrain from imposing topics, editorial positions, playlists, as long as:
 - programs remain consistent with what was agreed upon when air time was granted
 - programs maintain professional standards of presentation and artistic performance
 - programmer undergoes and passes regularly scheduled program reviews

**KHOI will** refrain from restricting what programmers say as long as programmer:
 - Honors KHOI’s mission and program goals as stated in the section called “Mission”
 - Abides by the law and station regulations as stated below in this manual

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KHOI programmers are expected to treat their access to the airwaves as an honor and privilege, granted by this radio station, and to also understand the responsibility inherent in their access to broadcast technology.

**The Programmer will** serve the needs oflisteners above their personal agendas or that of friends, volunteers, or board members

**The programmer will** make a conscientious effort to meet KHOI’s program goals

**The Programmer will** refrain frominterpreting their editorial freedom to include:
 - using language forbidden by the FCC
 - condoning violence or prejudice
 - using the airwaves to personally attack individuals or the radio station as an institution

**The programmer will** obey all legal restrictions, regulations, and procedures as stated below in this manual

**ROLES AND RESPONSIBILITIES:**

**Program Council (PC):**

The Program Council is the collective group of all the individual Show Supervisors and the Station Manager who come together to:

* assess proposals for new programs
* develop new programs as necessary
* evaluate current programming
* enforce program policies
* make recommendations to the board of directors regarding program policies (to change current policies or propose new policies).
* provide a forum for volunteers and listeners to give input and feedback concerning programming and programming policies

The Program Council develops the station’s programming collaboratively to ensure journalistic and artistic standards , an overall good sound for the station, compliance with the KHOI mission of service to the listeners, and other goals of the station (such as fundraising, public safety, PR, etc.)

The program Council holds regularly scheduled meeting with the Community Advisory Board of community representatives (schedule yet to be announced) to receive feedback from diverse sources in the community.

The program council is responsible for making and developing the program schedule.

Activities of the Program Council are reported to the board by the Station Manager.

**Music (Program) Supervisor:**

The Music Show Supervisor(s) belong to the Program Council with whom they meet regularly to achieve the programming goals and objectives of KHOI. They also work with staff and volunteers.

Supervisors are approved by the manager. They demonstrate commitment to the KHOI mission and operations, depth of understanding of the organization, depth of understanding of music, and leadership abilities.

**Responsibilities are as follows:**

* Overseeing and developing music programming at KHOI
* Helping to provide music programmers with resources they need to produce their programs.
* Creating and updating instruction manuals
* Interviewing programmers and making selections in collaboration with the Program Council
* Developing new music programs when needed
* Developing the program schedule in collaboration with the Program Council
* Conducting 13- week review for new music programs
* Conducting yearly reviews for ongoing music programs
* Enforcing KHOI policy and proposing new program policy to the board when needed
* Meeting with community representatives to receive and consider feedback from them

**Music Producer / DJ**

A KHOI music producer is defined as any individual authorized by the organization to create and/or control content for airplay or to operate broadcast equipment on behalf of the station.

**Responsibilities are as follows:**

Propose program concept and provide demo to KHOI Program Council, including description of how they meet the KHOI mission

Upon approval, create radio program, arrange hosts, production, engineering, and other members of the show’s team

Cooperate in a 13-week review of his/her program

Cooperate with yearly review of his/her program

Implement all areas of the specific radio program

Comply with KHOI policies, record-keeping requirements, and clocks

Cooperate with evaluations

Assist with KHOI’s special productions and special production needs

Raise funds on the air for KHOI during fund drives

Alert KHOI to any problems or emergencies in the broadcast studio

Perform a volunteer service at KHOI other producing than one’s own radio show

**Becoming a Programmer, Evaluation, Termination**

**Becoming a Music Producer**

* Initial interview to discuss topic, compatibility with station goals and mission, and capacity to implement program
* Proposal (using proposal form) and demo tape submitted by producer to Program Supervisor
* Approval by Show Supervisors and Program Council
* Signing agreement with KHOI
* Training with KHOI trainer and be approved by the trainer
* Filling a time slot and going on the air

**Programmer Agreement (see attached)**

1. Every programmer must sign an annual programmer agreement in order to maintain status as an active programmer who is able to be on the air. The agreement is based on a number of the items discussed in this manual.
2. New programmers are given the agreement and asked to sign it when they first go on the air.

 **Evaluation**

Program Supervisor will meet with Program Producer to evaluate the program after an initial 13 week trial period.

* If the Program is approved, Program Supervisor will meet with Program Producer annually for evaluation.
* Evaluations may include words of support and encouragement, suggestions for improving the program, or termination of the program.

Program Producers are asked to continually listen to their own shows and self-evaluate on an on-going basis. Please use the list below to evaluate your own performance and decide if there are any aspects that you’d like to improve upon.

1. Program is compatible with the KHOI mission
2. Programming is engaging and entertaining.
3. Program is consistent and reliable with regards to the genre, format and concept (as described in the original program proposal).
4. Program is sound and reliable with regards to technical quality.
5. Program flows smoothly from track to track.
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6. Spoken breaks on music programs are relevant, informative, engaging, suitable in length for the program and respectful towards listeners. Breaks also periodically include information from the community events and performing arts calendars.
7. Programmer portrays KHOI in a positive manner and serves the best interests of the station.
8. Programmer reminds listeners that they are listening to KHOI Community Radio at least twice per hour.
9. Programmer complies with all KHOI policies and procedures and regulations of the Federal Communications Commission

**LEGAL restrictions**

 **Violation of FCC and/or KHOI Regulations**

**Indecent Language & Material**

**Election Broadcasting**

**Donor Disclosure Policy**

**Payola (Promotion & Consideration)**

**Plugola (Programmer Financial Gain)**

**Calls to Action**

**FCC Inspections & Public File**

**Violation of FCC and/or KHOI Regulations**

The station reserves the right to dismiss a Program producer at any time for the following reasons:

1. Any violation of FCC rules is an extremely serious matter that could result in a fine or license suspension for the station, and fines and even jail for the individual broadcaster.
2. **Program Producer and everyone broadcasting must refrain from violating FCC rules.**
3. **The Program & show supervisors must clear all questionable material before broadcast.**
4. The station will support any programmer who follows these procedures, and will immediately dismiss any programmer who does not. In addition to staying in compliance with the FCC, KHOI programming rules are intended to insure that our listeners and volunteers are served and treated well within the framework of our programming mission and philosophy.
5. Station management and the Program Council reserve the right to revoke any program producers’ authorization to broadcast on KHOI if they determine that the individual has willfully violated KHOI and/or FCC policies, procedures or regulations.
6. Programmers may appeal any such actions by station management through the KHOI Grievance Policy.

**Indecent Language & Material**

1. **The FCC has explicitly forbidden these words**: **shit, piss, fuck, cunt, cocksucker, motherfucker, and tits.**

Furthermore, the FCC considers a broadcast to be indecent if it contains “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs.”

The FCC considers three factors in determining whether material is indecent. The first factor is the *explicitness or graphic nature of the material*. The issue is whether, in context, the material depicts or describes sexual or excretory organs or activities. Because the meaning of works or images is not always clear, and because the definition of indecency encompasses innuendo and double-entendre, the Commission seeks to determine whether material:

* has an “unmistakably” sexual or excretory meaning
* dwells on or repeats sexual or excretory matters at length
* panders, titillates or is used for shock value.

It is not necessary that material satisfy all three factors to be considered indecent.
Language violations have serious and permanent consequences. FCC fines are $10,000 or more. They seriously disable or close down a community radio station.

1. **KHOI does not ever willfully or intentionally broadcast “indecent” language at any time.**
2. **Programmer producer must inform live guests of indecency regulations and instruct them to comply. Producer must also preview each recorded song to air to make sure it does not contain forbidden language.**
3. **Should an “offending” word slip into the broadcast, programmer must:**
* **Make an immediate on-air apology to the listening audience**
* **Record the time and date and word and inform the Program & Operations Manager in written form**
* **Log the broadcast of questionable language in the “Indiscrete Episodes” or “Oops” folder located in the studio.**
* **If the language occurs in music, mark the track on the CD or sound file so that others don’t make the same mistake.**
1. A formal process at KHOI responds to and terminates Programmers for these FCC violations. Deliberate or repeated violation of station policy will result in termination of volunteer programmer privileges.

When a violation occurs, a report is made and stored. After three incidents, the producer will be terminated.

**ELECTION Broadcasting**

1. **Only a programmer approved for public affairs and news programming may cover political election issues.** **Approved program producers must consult the Program**
2. **Supervisor or Station Manager before covering any material pertaining to electoral politics. (Including having a political candidate on your show as a guest).** Both the FCC and the IRS impose strict regulations on election broadcasting due to our status as a non-commercial radio station.
3. **Never endorse or oppose a candidate or ballot initiative on the air**! This is strictly against FCC and IRS regulations. ALL PRODUCERS MUST READ ELECTION RESTRICTIONS DOCUMENT.

When a violation occurs, a report is made and stored. After two incidents, the producer will be terminated.

**Donor Disclosure Policy**

1. **If an entity or individual donates to KHOI in any manner, and if KHOI is presenting a news story or public affairs program on a topic in which the donor has a financial interest, the station will publicly identify that donor at the beginning and/or end of the program.** This public disclosure policy will be in effect for a period of two years from the time the donation is made.
2. **If an underwriter has a financial interest in the topic of a program, is a guest on the program or is even mentioned in the program they will be identified as a donor but their underwriting announcement will not be aired during the program.** (To do so would constitute a “commercial” and will violate FCC regulations.)

**Payola (Promotion & Consideration)**

1. As a noncommercial station KHOI may not broadcast commercial messages. A commercial is “consideration in return for mention on the air.” Consideration is not restricted to money but may also include tickets, merchandise or any other item of value. In any case in which a programmer (or the station) receives any article of value from a business or person and then mentions a product or service on the air, there is a danger that the mention could be construed as a promotional commercial.
2. **Programmers must use non-promotional, fairly bland language as found in underwriting announcements when mentioning ticket give-always and the like.** **The monetary value of any event or item may not be said on the air.**
3. **Programmers may not receive gifts in exchange for air time. Any gifts must be reported to the station management.**

This problem is sometimes referred to as “payola” (you get something in exchange for saying how great it is on the air).

**Plugola (Programmer Financial Gain)**

1. Related to payola is “plugola,” which occurs when a programmer uses their show to promote or publicize any product, service or event in which they have a financial stake.
2. **KHOI personnel may not use the airwaves of this noncommercial station for promotion of their own direct or indirect personal financial gain. *Ever.***
3. **In contrast, KHOI and its broadcasters may directly promote *station* activities.**

**Calls to Action**

One of the major differences between a non-commercial station like KHOI and commercial stations is that we are prohibited by the FCC from issuing any calls to action. A call to action is when a DJ asks, urges, or suggests that the listener should perform some task that could result in a for-profit business making money. All donor announcements on KHOI should be in compliance with FCC regulations. If you suspect one is not, tell the general manager.

Calls to action include:

1. Urging the listener to buy a record,
2. Urging the listener to go to a concert or performance,
3. Mentioning the price of a record or concert ticket, and
4. Urging the listener to go to a certain store or venue
5. Promising (on or off the air) listeners you will air their recordings if they submit them to you
6. Urging listeners to boycott a company, event, etc.
7. Urging listeners on the air to take political action

Calls to action are especially important to watch when doing an in-studio interview with a band. You are allowed to give basic information about an event, but not directly tell listeners to attend. Below are examples of what does and does not constitute a call to action.

* “This is the latest single from The Future Kings of Nowhere.” – *Legal. You are just pre-selling a song.*
* “That was the Avett Brothers. Their new album comes out next Tuesday.” – *Legal. You are only providing information.*
* “That was Annuals. Their new album comes out next Tuesday and you should go buy it at School Kids Records.” – *Illegal on several levels. You are urging the listener to make a purchase, as well as mentioning a specific business.*
* “That was Future Islands. They are playing tonight at Cat’s Cradle.” – *Legal. Again, you are only providing information.*
* “That was Inflowential. I saw them last week at Cat’s Cradle and they were awesome.” – *Legal. It is a myth you can never mention a business on the air. If you find yourself constantly mentioning a business, however, you are bordering on plugola.*
* “I have the Rosebuds here with me in the studio. They’re playing tonight at the Lincoln Theatre and we have a pair of tickets to give away to the second caller.” – *Legal. You are just doing a giveaway.*

**It IS legal to make a call to action :** If you are referencing a non-profit organization, such as KHOI. Even if the non-profit will financially benefit (i.e. “send your donations to the American Red Cross”), it is still legal. This is how we are allowed to run public service announcement that contain calls to action.

If KHOI is listed as a cosponsor of an event you must consider who the primary beneficiary is before issuing any calls to action. If it is KHOI, then go for it. If it is a for-profit business, then regular rules apply and you should avoid calls to action. If you are not sure if something is a non-profit, it is best to err on the side of caution.

Another thing you will want to file under “things not to say” is price information. **Mentioning the price of a concert ticket, that a student discount exists or even that an event is free is all prohibited by the FCC. Free is still a price**. While this applies more heavily to donor announcements, it is important to keep in mind for everyday broadcasting as well.

**FCC Inspections & Public Inspection File**

1. The FCC can inspect the station at any time it wishes at any time the station is on the air. Inspections occur on either a routine basis or in response to a complaint. Normally inspections will occur during business hours, and Program Producers can expect a staff member to take care of the FCC Inspector.
2. **If an inspector arrives at a time when no member of the paid staff is present, the volunteer Program Producer should immediately contact the Programming Supervisor and/or General Manager (contact numbers are on the back of the studio door) and ask the Inspector to await the arrival of management person. Explain that you are a volunteer, be pleasant and friendly, but do not over-extend yourself. The inspector may ask you to:**
	1. **Present the daily log**
	2. **Take a meter reading**
	3. **Conduct an EAS test**
	4. **Request the EAS manual**
	5. **Request the state EAS plan**
	6. **Allow him/her to inspect the public file**
3. **Producer must know where the above documents are located. The necessary documents will be organized so they are easily accessible to you should this occur.**  Every broadcast station must maintain a Public Access File. Any U.S. Citizen has the right to inspect the file, which is stored in an accessible location at the station.**.** The file contains KHOI’s FCC filings and correspondences and documentation of our programming in relation to the needs and issues of our broadcast area.

The Program Supervisor and General Manger maintain the information in the Public Inspection File. **The file may not be taken out of the station, and the Program Supervisor and/or General Manager should be notified immediately if someone requests to see the file so that they can fulfill the request appropriately.** These files must be available for public inspection at any time during the station’s regular business hours, which generally are any eight hour period between the hours of 8 a.m. and 6 p.m., Monday through Friday. Before a station grants access to its public inspection file, it may ask a party requesting access to provide his or her name and address, but the station may not require the person to identify the organizations on whose behalf he or she is requesting access. All or part of the file may be maintained in a computer database, provided that the computer terminal is made available to members of the public who wish to review

1. **The FCC requires that anyone may request access and/or copies of the4 public files and KHOI must respond.** The station must make contents of the file available within a reasonable time (generally, within seven days) for printing or copying, upon receiving a request made in person. The requesting party must pay the reasonable cost of reproduction. The station may require a guarantee of payment in advance.

**RULES FOR BROADCASTERS**

**Studio & Facility Rules:**

1. Your guests to the station are your responsibility, and you must sign them in using the Visitor Sign-in Clipboard hanging on the wall just outside the Control Room/Broadcast Studio. Visitors must abide by all station rules, and since they may not be aware of the rules it is up to you to inform them. This is especially true with respect to the Music Library.
2. Volunteers working at the station at a time other than their regular air shift must also sign the visitors’ clipboard.
3. No food in the studios, no exceptions. Food crumbs can damage equipment and attract mice and insects. Beverages are allowed but must be kept below the counter level to avoid spilling on the equipment.
4. No animals/pets allowed in the building, with the exception of seeing eye/guide dogs.
5. Clean up the studio and any other area in the station that you use after you are done. Keeping the station clean is everybody’s responsibility.
6. Do not leave children unattended. Do not allow children to “play” with the equipment. An adult must supervise children under the age of 18.
7. The station doors must remain locked weekdays after 5 p.m. and all day on weekends and holidays (except during station events). Visitors may ring the buzzer and programmers may choose to admit them or instruct them to return during business hours. Unknown visitors should not be allowed to wander around the station unattended.
8. Studio doors must remain closed in order for the climate control system to function. Doors left open for more than a few moments at a time can introduce moisture to the system that can cause the system to freeze up and be damaged.
9. Alcohol and drugs are not permitted in the studio or at the station. Alcohol and drug possession or influence is illegal for an on-air operator and in some circumstances can jeopardize the station’s license. Additionally, cigarette smoke kills equipment and therefore there is no smoking within KHOI facilities.

**Rules of Behavior and rights:**
Each Program Producer is under the scrutiny of the community, the station and the FCC.

Each Program Producer must understand the gravity and responsibility of their position. Access to broadcast is a privilege, not a right.

All Program Producers will serve the KHOI mission.

Music acquired by the station is the property of the station

Each program belongs to KHOI, rather than to the DJ

KHOI reserves the right to dismiss any program producer

All program producers are subject to annual review to determine continuation or termination of their program

All program producers must allow their programs to be pre-empted when deemed necessary by the station management to replace it with another program. KHOI management will not interfere unnecessarily while a broadcast is underway and will only pre-empt programming for good cause.

Program Producers may not pre-empt regular programming. A regular program can be pre-empted but only at the directive of the program management. Remember: the audience tunes in at certain times expecting certain programs

All program producers will participate in raising funds for KHOI and help with fund drives

All program producers will do volunteer service for KHOI in an area other than their programs

**Consistency of format:** KHOI programmer come to an agreement with KHOI management as to the topic addressed during their allotted air time. Continuity of topic and sound is expected.

* Genre/format changes should only come from program management or with management approval
* The topic and type of programming allotted to a specific slot needs to be kept consistent
* If a DJ has more than 10% change of style, DJ or genre, that constitutes a change of content.

**Editorializing:**

1. Editorializing, as we use the term at KHOI, means directly stating an opinion regarding an issue of current public concern or controversy in the community in order to promote a particular viewpoint or inspire a particular action by listeners..
2. **When KHOI programmers and producers are hosting programs they represent the station and therefore should limit editorializing to what can be deemed appropriate and reasonable, or refrain from editorializing altogether. If they wish to express an opinion they must clarify verbally that this is their opinion and not that of the station.**
3. KHOI respects our listeners and does not tell them what to think KHOI provides listeners with music and information, and serves as a channel that allows community members to share their opinions via the KHOI airwaves. KHOI does not take an editorial position on issues of current public concern and encourages listeners to draw their own conclusions. We hope our listeners will think about what they hear.