

AWCA-TV

ASHBURNHAM WESTMINSTER COMMUNITY ACCESS TELEVISION



POLICIES AND REGULATIONS

Last updated and approved by the AWCA-TV Board of Directors
February xx, 2011

Ashburnham Westminster Community Access Corporation. (AWCA-TV) operates the PEG (public, educational and government) access channels on the cable television system in the towns of Ashburnham and Westminster, Massachusetts. As part of this responsibility AWCA-TV will provide:

- Training and technical assistance in the use of TV production equipment
- Access to production resources and
- Time on the public access, educational and governmental access channels

Mission Statement

“To provide equipment, training, and channel time to members of the Ashburnham Westminster community for the purposes of building community, empowering the individual, and ensuring First Amendment expression through the utilization of television technology.”

To this end AWCA-TV will:

- Provide the community with a modern facility and access thereto.
- Aid and educate community members to achieve their programming goals.
- Encourage producers to continually develop their technical and aesthetic skills.
- Maintain a strong community presence.
- Continue community outreach to encourage a diversity of programming expressing unique perspectives; advocate programs which support free exchange of ideas and encourage public discourse.
- Maintain an environment which encourages community cooperation and collaboration.

These resources are available for the production and presentation of programming of interest to the Ashburnham and Westminster communities and shall be used for non-commercial purposes.

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General Introduction

Definitions

- **“AWCA-TV”** stands for Ashburnham Westminster Community Access Television
- **“Comcast Cable Provider”** is Ashburnham and Westminster’s area cable television operator which provides access to PEG channels and funding according to cable franchise agreements with both towns of Ashburnham and Westminster.
- **“PEG Access Channels”** PEG stands for Public, Educational and Government Access.
- **“Public Access”** refers to programming created by producers either locally or non-local, that are of public interest.
- **“Educational Access”** refers to programming created from school events or educational programs.
- **“Government Access”** refers to programming from various municipal meetings, programs related to our state & federal government, and school committee meetings.
- A **“producer”** is an individual who creates and is responsible for their own programs. Producers must be certified to use AWCA-TV equipment and/or facilities.
- A **“program sponsor”** is someone who resides, works in or volunteers in the towns of either Ashburnham or Westminster that agrees to sponsor a program to be shown on AWCA-TV PEG access channels. This person must also become a member.
- A **“non-profit organization”** refers to any organization that is recognized by the IRS as a 501c tax-exempt organization and is also registered with the Commonwealth of Massachusetts.
- An **“AWCA-TV Member”** refers to an individual that meets the minimum eligibility requirements for membership that is eligible to utilize facilities and equipment owned by AWCA-TV.

How PEG Access TV Started

PEG channels include "public access," "educational" and "government" channels. Public access television channels provide opportunities for members of the public and various groups the airtime to present their programming content. Educational access channels allow public schools, colleges, and other educational departments to air programming and recordings of school events on the local cable system. Government access channel allow local governments to show local government meetings, election programming, local emergency announcements and other events and programs related to local government functions.

PEG programming in the United States began with public access channels, which have a colorful history dating back to the late 1960s. Local communities began to require as part of the franchise arrangement that cable companies offer opportunities for the production and carriage of community-initiated programming, both as an alternative to the more limited programming choices of the time and also to address local issues on the cable system.

The first public access channel is believed to have been launched in 1968 on the cable system in Dale City, Va., near Washington, D.C. Also in 1968, an advisory committee to Mayor John Lindsey of New York City produced a report recommending city cable companies make two channels available for public access, which set forth a model used in many cities.

The establishment of PEG channels was actively promoted by the FCC in the 1970s. In 1969, the FCC required all cable systems with 3,500 or more subscribers to offer at least one channel for programming from local origins. The FCC expanded the requirement in 1972 to require cable systems in the 100 largest markets to provide at least three PEG channels.

Various small counter-culture groups of the era took advantage of the availability of access to local cable channels to express their views. An early leading proponent for the new medium was Michael Shamberg, a former writer for Time-Life, who coined the term "guerrilla television" to describe his plan to use the channels as a nonviolent protest alternative to the few established television outlets of the time. Sounding much like today's proponents of the Internet and other alternative media, Shamberg proclaimed that the "inherent potential of information technology can restore democracy in America if people will become skilled with information tools."

The growth of PEG channels was aided by the Cable Franchise Policy and Communications Act of 1984. The act allowed local governments to require PEG channels, prevented cable operators from exerting editorial control over the content of programs carried on PEG channels, and exempted cable systems from liability for PEG channel content. Cable systems were permitted to fund PEG channels with revenues from the general 5 percent franchise fee, and this is what many cable systems chose to do. Alternatively, however, the act also allowed franchise agreements to carry additional fees of up to 3 percent of cable television revenues for PEG channels. Such dedicated fees further fueled the expansion of PEG channels.

This rapid growth of PEG channels was reflected in popular culture by a recurring sketch on NBC's "Saturday Night Live" based on a fictional public access channel show called "Wayne's World." In the sketches, Mike Myers was a high school student named Wayne who hosted a low-budget weekly public access channel show from his parents' basement in Aurora, Ill.. The success of this parody led to two highly successful movies. By the time of the Wayne's World movies in the early 1990s, PEG channels had largely taken the form that we see today.

Privacy Policy

AWCA-TV collects a limited amount of information from users for safety, security and legal reasons. AWCA-TV does not share this information with other parties except in the following instances:

1. A user's contact information may be released if, in the opinion of the executive director or the board of directors, said producer violates AWCA-TV rules or any local, state or federal laws while engaging in any activities related to AWCA-TV resulting in a formal complaint by any party. Until a decision regarding breakage of rules or violation of law has been made by the executive director or the board of directors, only a producer's name will be released.
2. A member's contact information may be provided to other members who are seeking help with productions for AWCA-TV.
3. AWCA-TV will cooperate with government authorities who are investigating crimes, including providing any and all information we have collected to said authorities.

AWCA-TV may, from time to time, send emails or letters to users. We do not "spam" or use our lists to assist unrelated causes. All regularly scheduled emails will include an "opt-out" option.

Right to Refuse

AWCA-TV staff reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes in any manner with the orderly conduct of business.

Membership

Becoming A Member

Residents of Ashburnham and Westminster, as well as organizations and institutions affiliated with the towns and those affiliated with such organizations are welcomed and encouraged to use these resources. In order to gain access to production resources and training, a person must become a member by:

1. Showing proof of Ashburnham or Westminster residency; or working at or attending any school in Ashburnham or Westminster; or affiliation with an organization serving Ashburnham or Westminster (all members must be directly affiliated with the Ashburnham or Westminster branch/chapter in the case of regional, state or national organizations)
2. By attending orientation and signing a STATEMENT OF COMPLIANCE with these policies and procedures.

Statement of Compliance Form

Information required on the Statement of Compliance Form shall include:

- A. Full legal name
- B. Current address
- C. Home and/or cell phone
- D. Drivers license number of signatory
- E. Production name (the name under which you will provide yourself producer credit, i.e. “©2005 Production Name” Signature
- F. In the case of minors, the following will be required:
 - a. Date of birth
 - b. Guardian Name
 - c. Guardian address
 - d. Guardian home or cell phone
 - e. Guardian work phone
 - f. Guardian signature

Memberships that are inactive for more than a period of 6 months will have to re-apply for membership. Training Certification will be reviewed along with renewal.

Membership Privileges

Members MAY use AWCA-TV equipment to produce personal videos under the following guidelines:

1. The member may not profit from the video. Producers of profit- making productions will be charged rental fees at current industry rates.
2. Member must be in good standing for a minimum of 30 days prior to beginning production of personal video.
3. Member must have taken all appropriate classes necessary to operate equipment prior to beginning production.
4. Member should be prepared to produce the video in its entirety, without assistance from AWCA-TV staff. AWCA-TV staff will be available, however, to assist with technical (non-procedural) problems.
5. Members may not produce more than **ONE** personal video per year.
6. Reservation of equipment is subject to availability. Members who are producing material for cablecast will get first priority.

AWCA-TV members must not misrepresent themselves as employees of AWCA-TV or as having the ability to speak for AWCA-TV. Such actions will result in immediate suspension of all privileges.

Active members are required to notify AWCA-TV of any change in residence or other contact information to remain in good standing.

Volunteers & Internships

AWCA-TV members are encouraged to volunteer during and after their training/certification. Individuals who are not Ashburnham Westminster-based and unable to become members may volunteer if they have sufficient Video production skills and are working on a specific program under the guidance or approval of the AWCA- TV staff.

High school and/or college students are encouraged to intern on a credit or non-credit basis.

Member List

There will be a list available to AWCA-TV members which includes the names, addresses, and email address of all members. All names, addresses, email address and phone numbers will be listed unless otherwise requested in writing by the member. Each member is responsible for the accuracy of information provided.

Responsibility

Members are responsible for all the AWCA-TV facilities and equipment used by them. This includes responsibility for the actions of guests, assistants and others.

Indemnification

Members shall indemnify AWCA-TV, Inc. and save it harmless from and against any and all claims, actions, damages, liability and expense in conjunction with personal injury and/or damage to property arising from the use of AWCA-TV property, equipment or use of AWCA-TV's premises or any part thereof occasioned wholly or in part by any act or omission of AWCA-TV, Inc., its agents, contracts or employees or out of breach of the Statement of Compliance.

Training & Workshops

Orientation

To make potential members aware of AWCA-TV's mission, and the availability of services, equipment, facilities, and channels; AWCA-TV conducts regular orientation workshops. Attendance at an orientation workshop is a prerequisite to enrolling in a training class or workshop or submitting a program in the role of a sponsor. Workshop enrollment will take place within the workshop.

Training Classes/Workshops

Any member of AWCA-TV is eligible for training. A series of basic television production, field, studio, and post production will be made available on an ongoing basis.

Membership fees are waived for all educational and governmental members on programming involving such organizations.

Workshops are given under the direction of the AWCA-TV staff or a qualified person approved by the AWCA-TV Board of Directors.

Class schedules will be posted at AWCA-TV and distributed to all members through a newsletter, flier, or email. Those wishing to take classes must sign up for them on a first-come, first-served basis. All cancellations must be made within one week prior to the first session.

Certification

Members may be certified in the following manner:

1. Completion of the basic production workshop and demonstration of required skills.
2. Testing in lieu of a workshop consisting of oral questions and hands-on demonstration of equipment skills.
3. For specific pieces of equipment, further demonstration of proficiency may be required.
4. Re-certification of inactive members will take place on renewal of membership or at the discretion of the Executive Director.

The AWCA-TV staff has the right to determine the level of certification of all members.

Production Equipment & Facilities

Field Production Resources

AWCA-TV Members may reserve portable production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations without prior approval of the AWCA-TV staff.

In the event a member wishes to enlist the aid of others in a production, the producer must supply a Production Crew List prior to picking up equipment for approval by AWCA-TV staff. All crew members who will be handling equipment must be certified by AWCA-TV staff prior to using any field production equipment. Failure to do this may result in cancellation of reservation or production.

1. Reservations:

- a. Members wishing to reserve equipment should file their program production schedule in person with the AWCA-TV staff before their first equipment reservation.
- b. The amount of equipment available for a given request will be determined by the AWCA-TV staff, based on the experience level of the member, their needs, the needs of others and the equipment repair schedule.
- c. Equipment may be reserved no less than 24 hours and no more than three weeks in advance. The maximum reservation for portable equipment is 48 hours per week. Two reservations of up to 24 hours each. Back to back reservations may be made but are not guaranteed. Special arrangements may be made with the approval of AWCA-TV staff.
- d. Members may make a maximum of eight reservations per finished program.
- e. Members will at no time leave equipment unattended.
- f. In the event that a member exceeds the maximum allotment of time for portable production, the member must pay \$25 per each use past 8 per program.

2. Equipment Pickup:

- a. Equipment must be picked up at AWCA-TV by the member who reserved same, unless arrangements have been approved in advance by the AWCA-TV staff.
- b. Members must fill out and sign the Equipment Reservation form. Upon completion an AWCA-TV staff member will initial and post the reservation. The member's valid ID card must be shown at check-out time. Hours for pickup will be determined by the AWCA-TV staff.
- c. It is recommended that members set up and test equipment before leaving the building.

3. Equipment Return:

- a. Equipment must be returned at the time indicated on the Equipment Reservation form. Members who expect to be unavoidably late must call for approval for later return. Members returning equipment late without AWCA-TV staff approval will be fined \$5 for each day equipment is late.

- b. Members are responsible for notifying the staff immediately if there are any problems with the equipment.
- c. An Equipment Repair Form must be filled out immediately. AWCA-TV staff will check the equipment to assure that it has been returned in proper working condition and in the same condition as when it was released.
- d. Members cannot borrow additional equipment until all items have been returned in good working order and in the same condition as when picked up. Members must replace all lost or missing equipment signed out to them. The equipment replaced should be of equal value and approved by the Executive Director.
- e. Hours for equipment return will be scheduled by the AWCA-TV staff.
- f. Burned out lamps (bulbs) from lighting kits must be returned or member will be charged the cost of the replacement lamp.

Studio Production Resources

For the protection of the students who attend school at Oakmont Regional High School, members of AWCA-TV who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those times. The Ashburnham-Westminster Regional School District will make the determination of whether the member will be allowed in the building during school hours.

AWCA-TV members may reserve studio time on a first come first-served basis.

1. Members wishing to reserve studio time should file their Program Production Schedule with the staff prior to their first reservation.
2. All studio productions must be approved by a AWCA-TV staff person. Crew position assignments are the responsibility of the member.
3. All studio crew must be certified or approved by the AWCA-TV staff and must present their ID card upon entering the studio.
4. Members must consult with the staff before bring in any accessories.
5. Certain studio areas may be posted as off limits.
6. Studio time may be reserved no less than three days and no more than three weeks in advance.
7. The studio may be used for a maximum of twelve hours per week, in four hour blocks, by a member. Up to six studio reservations, at a maximum of four hours each, may be made per finished program. Studio Request forms should be filled out at least one week in advance of the production.

8. In the event that a member exceeds the maximum allotment of time for the studio facility, the member must pay AWCA-TV \$50/per each studio use for each use past six (6) uses per program.
9. Crew meetings before and after each studio shoot are highly recommended and in some extenuating cases may be required at the discretion of the Executive Director.

Post Production (Editing) Resources

For the protection of the students who attend school at Oakmont Regional High School, members of AWCA-TV who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those times. The Ashburnham-Westminster Regional School District will make the determination of whether the member will be allowed in the building during school hours.

AWCA-TV members may reserve edit facilities on a first-come, first-served basis.

1. Reservations:

- a. Members wishing to reserve equipment should file their Program Production Schedule with the AWCA-TV staff before their first reservation.
- b. No changes in the editing equipment/accessories configuration or wiring are allowed. The AWCA-TV staff will consider a legitimate request for such a change on a case by case basis. Only AWCA-TV staff may rewire or reconfigure any part of the facility.
- c. Edit time may be reserved no less than 24 hours and no more than three weeks in advance.
- d. Members may use up to 48 hours of reserved edit time per program, and up to 4 hours per day, except for non-linear editors.
- e. Members may have unlimited use of viewing and tape logging facilities as per availability.
- f. When members use the edit facility, they must sign-in, show their ID card, fill out the designated form and sign out upon completion.
- g. In the event that a member exceeds the maximum allotment of time for the post production facilities, the member must either pay AWCA-TV a fee of \$6 per additional hour or donate one hour of office work for each hour past 48 per program.

Insurance

1. All AWCA-TV equipment is insured.
2. Members are responsible for all AWCA-TV equipment when signed out to them.
3. In order for the insurance company to honor a theft claim:
 - a. A police report must be filed in the city or town in which the theft occurred.
 - b. Equipment cannot have been left unattended.
 - c. There must be proof of unauthorized forcible entry into the vehicle or location of theft.
 - d. Equipment must not have been left in a car overnight.
 - e. If the insurance company honors the claim, the member is responsible for covering the deductible payment. In the event the insurance company does not honor a claim, it is the responsibility of the Access Member to reimburse AWCA-TV for the full replacement value.

Wall Bulletin Board

Wall bulletin boards are available at the AWCA-TV facility for announcements from AWCA-TV to members and for members to use to communicate with each other. Additions to the bulletin board should be approved by AWCA-TV staff. A copy of these policies and other information will be posted.

Cancellations

Members must give 24-hour notice when canceling any reserved use of AWCA-TV facilities, channels or classes. A telephone answering machine is available for such purposes when the office is not staffed. If a member is more than 20 minutes late without prior notification, the reservation will be cancelled.

Facility Upkeep

1. Members are expected to clean up after themselves each time they use AWCA-TV equipment and property.
2. No animals are allowed in the building except for seeing eye dogs or as part of a production with prior AWCA-TV staff approval.
3. Eating and drinking are allowed only in designated areas.
4. Smoking is not allowed throughout the premises.
5. AWCA-TV provides limited props and materials for stage sets.

6. AWCA-TV office equipment, supplies and property may not be used for sets.
7. Members may make arrangements to store sets and/or additional props for no more than 48 hours.
8. AWCA-TV is not responsible for damaged or stolen props or sets.

Video Media

1. High quality media must be used at all times.
2. Media will be made available for purchase from AWCA-TV.
3. The AWCA-TV Staff will not allow the use of low grade media with AWCA-TV equipment.
4. AWCA-TV is not responsible for lost, stolen or misplaced media stored at the facility.
5. AWCA-TV is not responsible for media damaged by AWCA-TV equipment.
6. Members should assume total responsibility for the safety of their media.

Channels

Programming

Any member may request channel time for the presentation of a pre-recorded television program provided the proper sponsorship responsibility is acknowledged either in a video-taped message before and after the program to be shown or is placed on file at AWCA-TV. Sponsorship responsibility shall include name, local address and local phone number.

Programming shall be prioritized based on the following hierarchy:

- 1. Live programming
- 2. Local programming (produced by AWCA-TV members)
- 3. Regional programming (LATV, LEAP, FATV, AOTV etc.)
- 4. Imported programming (sponsored programming)

- **Definitions**

- **New Programs:** Those produced within the preceding 30 days and presented for airing in that time period.
- **Live Programs:** Those produced live in AWCA-TV studios or in the field for airing live.
- **Live-to-Tape Programs:** Those produced live to tape in AWCA-TV studios or in the field which are complete and ready for play without editing.
- **Old Programs:** Any program produced more than 30 days before the air date requested, but in the calendar year.
- **Local Programming:** Material produced by a AWCA-TV member using AWCA-TV equipment and facilities.
- **Imported Programming:** Any material produced outside the towns of Ashburnham and Westminster.
- **Prime Time:** Defined as the time between the hours of 5pm and 11pm.

- **Staff Programming**

- **Staff Memberships:** AWCA-TV staff are permitted and encouraged to join AWCA-TV with the same rights, privileges and restrictions as regular members. Such activities shall not take place during working hours.

- **Staff Productions:** AWCA-TV does not produce programming. However, AWCA-TV staff may produce programming at the discretion of the executive director, for purposes including, but not limited to, community interest, outreach, promotion and training. Such programming shall credit the staff member as producer.
- **Imported Programming**
 - The AWCA-TV staff is committed to seeking programming which contributes to the diversity and quality of the material offered to the Ashburnham and Westminster communities. Given such opportunities, the staff may exercise the prerogative to sponsor such programming as the producer of record.
 - Programming produced outside Ashburnham/Westminster may run on AWCA-TV channels. Any member may request or sponsor outside programming under terms of the membership regulations.
 - Members may request one prime time showing of outside programming. Additional prime-time showings may be offered if time is available.
- **Regional Programming**
 - Members of neighboring public access television stations may submit programs for cablecast without the requirement of securing a local Ashburnham or Westminster sponsor. Programs submitted under this rule shall be identified as "Regional".
 - Individuals submitting programming under this rule are responsible for cueing and preparing their program in the same manner as AWCA-TV members as outlined in this manual.
 - Individuals may request one prime-time showing of the program. Additional prime-time showings may be offered if time is available.
- **Time Slots**
 - Program time slots for the PEG channels are available on a first come, first served basis subject to the resources of AWCA-TV whose staff has the right to determine appropriate scheduling.
 - Requests for airing of programming shall be honored on a first-come, first-served basis, but programs produced by AWCA-TV members exclusively using AWCA-TV equipment and facilities shall be given priority for broadcast over material produced in other ways.
 - Requests for time will be honored within the constraints of scheduling as well as staff and equipment availability.

- Requests for live programming will be subject to AWCA-TV staff approval whose decision will be based on, but not limited to, equipment availability, member preparedness, timeliness of topic, and other factors as determined by AWCA-TV staff.
 - AWCA-TV holds the right to pre-empt scheduled programming if necessary.
 - Member-produced programming may be shown a maximum of six times in the first week of play and an additional four times during the next year.
 - A producer may only run a maximum of one series show and one “single program” show per weekday and one show per weekend (series or single.)
- **Prime Time**
 - Prime time is defined as any time between the hours of 5 PM and 11 PM. A member may request two prime time playback opportunities per week for a member-produced program. Those programs sponsored by—but not produced by members—can request one prime time playback per week. Additional prime-time showings may be offered if time is available.
- **Single Programs**
 - Producers/members requesting single program time must submit a Request for Channel Time form for each program at least one week in advance of the time requested. The tape should be received by the AWCA-TV staff at least two days before the telecast date.
- **Series Programs**
 - Members are encouraged to produce a series of programs. Requests for series must meet the following conditions:
 - 1. Members must make consistent use of their time slot with new material. Programs may be rerun only once during the same time slot and still be considered new material. Members are encouraged to request re-run of programs at other time slots.
 - 2. A Request for Channel Time form must be submitted at least two weeks in advance of the first program and at least 48 hours before every new program thereafter.
 - 3. The studio may be reserved up to three weeks in advance for taped programming and the tape must be received by the AWCA-TV staff at least two days before the telecast date. For live series programming the studio will be scheduled for the duration of the series.

- 4. A series is considered to be at least four new programs telecast on a regular basis. Time slot may be requested on a yearly basis in order of preference.
- 5. A series must meet the following criteria:
 - Consistent use of time slot with new material.
 - Each program must meet the established running time. Overtime is unacceptable. Episodes which fall short must be filled with other material.
 - Series time slot may be revoked after 30 days without new material or violation of above criteria.
- 6. Series time slots may be changed at any time at AWCA-TV staff discretion. AWCA-TV will make every effort to notify the producer of an affected series as far in advance as possible.

- **Cablecast Requirements**

- **DVD Requirements**

- DVD's must be properly labeled and include the following:
 - Program Title
 - Date of Program (Minimum info would be the year)
 - Episode Number
 - Producer Name
 - Total Run Time of the program
 - Topic or guest when applicable
- A Non-Menu DVD format would be preferable
- DVD's with a menu should be formatted with only one menu item link to play program as "First Play" or actual program should be set up as the default play item (no color bars, etc.)
- Programs using AWCA-TV facilities must credit AWCA-TV for use of its equipment and facilities.
 - **Example:** "This program was produced with AWCA-TV equipment and facilities".

○ **½" VHS/SVHS Requirements**

- Programs must be properly labeled and include:
 - Program Title
 - Date of Program (Minimum info would be the year)
 - Episode Number
 - Producer Name
 - Topic or guest when applicable
 - Total Running Time of the Program
 - "In point" or "cue point" (A "cue point" will indicate exact "minutes:seconds" from the beginning of the tape to the start of the program.)

- At least 30 seconds of black, and a 10 second countdown followed by 2 seconds of black at the beginning of each program and 30 seconds of black at the end of each program. (Live programs are exempted, but should include at least 30 seconds of black at the beginning of the program.)
- "In point" or "cue point." The "cue point" must be clearly labeled on the spine of the tape. (A "cue point" will indicate exact "minutes:seconds" from the beginning of the tape to the start of the program.)

- Programs should begin no more than 60 seconds into a tape.

- There should be no more than 1 show on each tape/DVD submitted.

- Tapes may be submitted in SVHS in SP mode only.

- Tape must be high quality and in excellent condition.

- Tape must be rewound to the beginning of the program

- Programs using AWCA-TV facilities must credit AWAC-TV for use of its equipment and facilities.
 - **Example:** "This program was produced with AWCA-TV equipment and facilities".

○ **Media File Requirements**

- Data DVD's or files on a hard or flash drive may be submitted provided the program is encoded as follows:
 - **File Format:** Mpeg 2 (.mpg)
 - **Video Resolution:** either 720x480 or 640x480 (4:3 Aspect Ratio)
 - **Video Compression Quality:**
 - **Minimum:** 4Mbps - **Maximum:** 8Mbps (Target 6-7 Mbps)
 - **Audio Compression Quality:**
 - **Audio Layer:** Mpeg 1 - Layer II Audio (Stereo or Mono)

- **Political Campaigning**

Political candidates are subject to the same policies and regulations as other users of the public access channels. The nature of public access is that everyone in the community has equal access to the facilities and channel time. AWCA-TV encourages political candidates and others in the community who are interested in becoming members of AWCA-TV in order that there may be public exposition of the issues involved. This can be achieved through individual programs, public forums and debates telecast by AWCA-TV and so on.

Paid political announcements are considered commercial in nature and thus excluded from the channels. Compliance with any election laws applicable to the candidate is the sole responsibility of the candidate. Ashburnham Westminster Community Access Television, Inc. does not have the responsibility, or even the capability, to edit programs in order to verify compliance with these types of laws.

AWCA-TV will, upon the filing deadline for candidates in all local (Ashburnham/Westminster) elections:

1. Acquire the list of eligible candidates from the Ashburnham and Westminster town Clerks.
2. Notify each qualified candidate by certified mail concerning our candidate policies and regulations.
3. Provide one page, containing 40 words or less, per candidate on the electronic Community bulletin board. The page must remain the same throughout the campaign and end on the day of the election or when the candidate has officially withdrawn from the race.
4. AWCA-TV will provide recording of a one-time presentation of candidacy, no longer than 5 minutes, for each qualified candidate. A block of studio time will be set aside for the taping of all candidates and may be reserved on a first come, first served basis. No special scheduling is permitted. The candidates' announcements will be aired on an equal basis during the AWCA-TV program rotation and end on the day of the election or when a candidate has officially withdrawn from the race. No candidate will be allowed to rerecord his/her taped message. No candidate will be present at another candidates taping session. A neutral background and set design will be provided by AWCA-TV and the candidate must appear alone. No additional signs or props will be allowed.

- **Ownership of Programs**

- AWCA-TV Members own their own programs provided it is telecast at least once on any of the access channels. Members may keep the master tape of their program. If an AWCA-TV videotape is used for the master, a blank videotape of similar condition must be returned to AWCA-TV.

- AWCA-TV has the right to maintain a copy of any program. AWCA-TV also has the right to telecast the program an unlimited number of times and to use same for any promotional purposes related to AWCA-TV.
- **Sponsorship & Credits**
 - Commercial advertising is strictly prohibited.
 - Acknowledgment of funding or underwriting by businesses, organizations or grantors providing monetary or other assistance in the making of the program may be included in the program credits.
 - Underwriting credits are subject to review and approval by the executive director of AWCA-TV. No mention of the funding source may be made during the program.
- **Underwriting & Grants**
 - Underwriting support for AWCA-TV is to be actively sought in the community. Staff and members are encouraged to seek out businesses and organizations who are willing to provide such support.
 - References to grant money imply only the portion of the grant directly applicable to the production of video.
 - The Board of Directors of AWCA-TV shall be in charge of the use of all underwriting funds received. It shall determine disbursements to members for expenses involved in production of any show on AWCA-TV.
 - Underwriting application forms (request for disbursement) shall be submitted by 15th of each month to the Office of the Executive Director and shall be reviewed by the Board of Directors at the next regularly scheduled board meeting.
 - Such requests can be approved by the Executive Director if timeliness prevents them from being approved by the Board of Directors.
 - Other programming produced by members is subject to the following underwriting provisions:
 - **1. Underwriting and Grants for Non-profit Agency Programming:** Charitable donations and grants may be given to sponsoring agencies for use in the production of a specific program or series of programs. The agency is accountable to disclose in writing all funds received and expended in the production of a specific program or series of programs. 10% of all monies will be used by AWCA-TV to supplement the operating budget.

ASHBURNHAM WESTMINSTER COMMUNITY ACCESS TELEVISION
9 OAKMONT DRIVE
C/O OAKMONT REGIONAL HIGH SCHOOL
ASHBURNHAM, MA 01430

All Public Service Announcements should be submitted at least two weeks in advance of requested start date. Groups should submit messages on the AWCA- TV Bulletin Board Form or their organizational letterhead and include name, address, telephone number and contact person. All organizations must be able to prove non-profit status. In addition, AWCA-TV will telecast public service announcements videos between programs.

Violations

In order for these policies and regulations to be effective and to keep operations running smoothly, a monitoring system has been instituted. There are two types of rules which, if violated, can result in restrictions placed on the member. The Executive Director or his/her designee is authorized to issue warnings and suspensions.

Minor Violations

Minor violations within a twelve-month period will be dealt with as follows:

- First violation: Result - written warning.
- Second violation: Result – 10-day membership suspension.
- Third violation: Result - 30-day membership suspension.
- Fourth violation: Result - 90-day membership suspension.

Minor violations may include but are not be limited to:

1. Failure to cancel a reservation in accordance with Section XI.
2. Late pickup or late return of equipment without notification and approval.
3. Mishandling of equipment.
4. Eating or drinking in restricted areas.
5. Smoking anywhere on school grounds.
6. Failure to clean up after using AWCA-TV premises.
7. Handling restricted AWCA-TV property or equipment.

8. Being present in off-limits areas without prior approval of the AWCA-TV staff.
9. Using AWCA-TV computers for non-television-related uses or internet access.
10. Loitering.

Major Violations

Major violations will result in a minimum 90-day suspension of membership. These include, but are not limited to:

1. Unapproved commercial or profit-making use of AWCA-TV facilities.
2. Members misrepresenting themselves as AWCA-TV staff, employees or a member of the AWCA-TV Board of Directors.
3. Falsifying AWCA-TV and/or related forms.
4. Taking or reserving equipment without AWCA-TV staff permission.
5. Abuse and/or neglect of AWCA-TV property and equipment.
6. Attempted self-repair of AWCA-TV equipment.
7. Any unauthorized use of AWCA-TV equipment or property without AWCA-TV staff permission.
8. Use of unauthorized stairways, corridors, doors and elevator within the complex. Designated entrances, exits and off-limits areas are clearly defined. Special arrangements may be made in advance for use of elevator.
9. Verbal or physical abuse of AWCA-TV staff or other members or guests.
10. Stealing AWCA-TV property and/or equipment.
11. Using AWCA-TV computers to store, view or create obscene material.

Appeals

Members are encouraged to resolve difficulties on the staff level. Any member wishing to review a decision of the AWCA-TV staff may file a written request for a hearing before the AWCA-TV Board of Directors.