

## Community Radio Society of Saskatoon VOLUNTEER BROADCASTER AGREEMENT

**The following points are CFCR Radio station policies that volunteers are expected to follow. The purpose of this document is to ensure that volunteers are aware of these guidelines and what is expected of them.**

- FEES
  - All volunteers must possess a valid annual Community Radio Membership (either Regular (\$25), Student (\$10) or Group (\$90) designation).
  - All regular/permanent (weekly/bi-weekly/monthly) volunteer hosts must also pay an annual Host Fee (Either Regular (\$50), or Group (\$200)).
  - Hosts are able to reduce their fees by volunteering to work CFCR's fundraising bingos throughout the year. For each bingo session a host works, \$35 will be taken off the following year's fees (both Membership as well as Host Fee). **Any host who works two bingos will not pay any fees the following year.**
- All volunteers are encouraged to help out with other volunteering efforts throughout the year as needed. In return for the privilege of hosting, we ask everyone to pitch in as they are able.
- All volunteers will actively participate in raising donations during CFCR's annual on-air fundraising drive, FM-Phasis. This involves on-air pitching for pledges and approaching acquaintances outside of broadcasting time. Volunteers are also expected to assist with telephone answering and associated duties at the station during the on-air pledge drive's two-week period. These responsibilities are tied to mandatory attendance at one of the station's pre-FM-Phasis host meetings. Volunteers who fail to contribute to the station, especially regarding fundraising efforts, may have their on-air privileges revoked due to inactivity.
- No volunteer will broadcast material placing the reputation or the integrity of the station in jeopardy. All volunteers will treat other people with dignity and respect, both on- and off-air, including online (ie: social media). No volunteer will act in an abusive manner towards another volunteer, staff member or any persons affiliated with CFCR Radio in any way. Volunteers not following these guidelines may face suspension from the air, or even a ban from the station.
- Volunteers will arrive early for their scheduled shows or fill-in programs, preferably at least 15 minutes early. If volunteers are to be late, they should notify the Program Director as well as the preceding host. Regular absence and/or tardiness may result in host suspension.
- Host absences should be brought to the attention of CFCR's Program Director well in advance of the absence. One week advance notice is the rule of thumb. Emergency absences (ie: illness, etc) should be brought to the attention of the Program Director as soon as possible. Volunteers are asked to assist the Program Director with procuring a fill-in host for any absence when possible, but this should be coordinated with the PD on a case-by-case basis.
  - Please note that merely sending an email to the PD should not be considered the end of the Host's responsibility for fill-in requests. It should be confirmed that the message was received via a follow-up call or other form of communication.
- Hosts must engage in prompt and consistent communication with the Program Director, Volunteer Coordinator and other station staff (ie: response to emails regarding important station matters like mandatory Host meetings, fundraising, etc). Each host must provide an email address they will check frequently (ie: every 1-2 days) as well as a valid phone number. If this isn't possible, Hosts must discuss a communication strategy with the PD.

- Volunteers are expected to properly re-file all CFCR Music Library items after each show. CDs are not to be left in stacks in the library prior to a show. Hosts should give themselves enough time before a show to pull the CDs for that show. The bookmark system in the library can be utilized to make re-filing easier.
- Volunteers agree to leave the studio, music library and office space in both clean and neat condition after each show.
- No food or beverages are allowed in the on-air or production studios. A table is located outside the on-air studio for the location and consumption of these items. The station's conference room or host lounge can also be used for these purposes.
- Volunteers (or their guests) shall not smoke cigarettes or consume/be under the influence of any alcohol or illegal drugs while on station premises.
- Volunteers will be respectful of all CFCR property and will not mistreat or tamper with station property in any manner (as to protect equipment from damages, loss or theft).
- No Volunteer shall utilize office equipment (office phones, staff computers, etc.) without prior staff permission.
- No volunteer will have guests (untrained, non-volunteers) at the station without prior staff authorization.
  - All interview guests should be discussed with the Program Director in advance. In all cases, volunteers are responsible for their guests and if guests contravene any CFCR rules and regulations, the volunteer shall be held accountable.
  - In the event that a volunteer resolves to have a co-host for his/her program, the volunteer will contact CFCR's Program Director to obtain approval and the co-host will undergo formal training.
- Station management, the Program Director and the Programming Committee reserve the right to regulate programming content and may direct volunteers accordingly.
- Volunteers are responsible for any keys issued to enter the building, studio or offices. This includes replacement of a lost key or prompt return of a key, as required.
- Any station door access codes that volunteers are provided with must be kept in strict confidence.
- The on-air host(s) is responsible for, and has authority in, the station at all times when staff is not present. Should this be necessary, the on-air host(s) may refuse access or request that person(s) leave the station premises if the host is not satisfied that said person(s) has legitimate business at the station.

**I understand these terms and agree to abide by them. I recognize that failure to adhere to conditions of CFCR Radio's Volunteer Broadcaster Agreement could result in suspension or removal of hosting privileges.**

**I also agree to make a reasonable effort to keep up to date on changes to station policies by attending volunteer meetings and reading notices outlining such changes.**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Name (please print clearly)**

\_\_\_\_\_

**Signature**