



A sustainable and accessible local voice that reflects and enriches the diversity of our community

## STATION ETIQUETTE

Whilst you are in Indigo FM's studios/station bases, you are expected to adhere to certain standards.

- Presenters should **arrive** at least 10 minutes prior to going on air.
- Presenters are required to notify the Station Manager if **unable to attend**, at the earliest possible time, so preparations for a replacement presenter can be undertaken.
- Presenters who frequently **fail to** either **turn up** or to contact the Station Manager may find their show is reassessed, as per Indigo FM's policies and procedures.
- Whilst Indigo FM is based in **rented**, or similar, accommodation, presenters/volunteers are asked to **respect the rules and regulations required by the owners**.
- Upon **arrival** presenters/guests/volunteers are required to **sign the daily register**, giving both times of arrival and departure. This is an Insurance requirement.
- Upon **departure**, if there is no one following a presenter, the outgoing presenter is required to ensure that all **heating/lighting is turned off**, all **equipment is functioning** and running as required and the **security** of the building/room is enabled/ ensured.
- A **Security call-out fee** of \$130 will be incurred by the presenter, in cases where a presenter has not de-activated the alarm within 30 seconds of arrival or accidentally activated the alarm on arrival where the alarm was not switched on. A trigger to this is if the external building door is already unlocked as School staff may be on-site. In these instances please walk around the building to make contact with any staff on-site to ensure that they notify you if planning to leave before the time you expect to leave, as in such a case you will be responsible for activating the alarm.
- **Friends**, unless appearing as guests, are not permitted in the studio area without permission of the Station Manager.
- The studio is **animal free**, unless the animal is registered as a "companion dog" or the like.
- The studio is a **tobacco (and/or similar), alcohol, food and drinks free zone**. Any damage caused could be an Insurance issue. Yackandandah and Beechworth have other spaces where food and



A sustainable and accessible local voice that reflects and enriches the diversity of our community

drinks can be consumed. Rutherglen's Studio has a seating area, well clear of equipment that can be used.

- Should any item of **equipment** fail or be **faulty** please enter it in the log book (with description, dated and signed). This assists the Technicians in enabling Indigo FM to broadcast clearly.
- In the eventuality of **severe equipment failure**, please notify the Station Manager by phone as soon as possible.
- No **extraneous devices** are to be attached to any equipment without prior consent of the Station Manager.
- Whilst on air, presenters are asked to **identify the station** at least every 20 minutes (eg. This is Indigo FM 88.0 - your local and independent radio station). Also identify your show and broadcast times regularly (eg. You are listening to Scott broadcasting "Everyone Deserves Music" until 12pm today). Make listeners aware Indigo FM has a variety of programs.
- Programs may be **scheduled** to be broadcast weekly, fortnightly or monthly. All **programs** are **allocated** (discussion with presenter) by the Station Manager. Whilst we generally support the concept of consistency with regard to programming, no presenter/s "owns" a time-slot. Programs are reviewed regularly and are subject to change.
- Indigo FM does not allow **Advertising or Advertorials** (editorial that has a commercial bias) or the broadcasting of programs that directly promote a business. This applies to both the content of a program and/or the name of the program.
- All **new presenters** allocated a show are on a **three-month probationary trial**, effective from the date of their first show. This offer may be revoked at any point during that period by the Station Manager. It is expected that a discussion with the presenter would be undertaken outlining the reasons for the withdrawal of offer.
- Extreme language or swearing by presenters is not allowed - the laws of slander/libel need to be adhered to. Our licence can be cancelled by ACMA (Australian Communications and Media Authority).
- Indigo FM allows the broadcasting of music with explicit content between the hours of 9pm and 6am. Prior to such broadcasting, an announcement is to be made stating that: *This Program contains language that listeners may find offensive and is classified for a mature audience only.*