

INDIGO FM

STATION ETIQUETTE

Whilst you are on Indigo FM's premises, 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 Local Site Co-ordinator if unable to attend, at the earliest possible time, so preparations for a replacement show can be undertaken.
- Presenters who frequently fail to either turn up or to contact the Local Site Co-ordinator may find their show is reassessed.
- Whilst Indigo FM is based in rented 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.
- Friends, unless appearing as guests, are not permitted in the studio area without permission of the Local Site Co-ordinator.
- The studio is animal free, unless the animal is registered as a "companion".
- The studio is a tobacco (and/or similar), alcohol, food and drinks free zone. Any damage caused could be an Insurance issue. Each site has an adjoining space where food and drink can be consumed.
- Should any item of equipment fail or be faulty please enter it in the log book (with description, dated and signed). This assists our Local Site Co-ordinator in enabling Indigo FM to broadcast clearly.

- In the eventuality of severe equipment failure, please notify the Local Site Co-ordinator by phone as soon as possible.
- 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 Local Site Co-ordinator. 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 Local Site Co-ordinator. 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 8pm 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.*

Indigo FM values everyone involved and is open to suggestions and comments made by volunteers. The Committee of Management is the legal entity overseeing the daily and ongoing function of Indigo FM, ensuring the station remains viable and compliant with our regulatory requirements.

All policies, procedures and compliance notes are freely available for all volunteers/members and others to view or have a copy of.