



WNYO Station Handbook

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Preamble

This handbook is a supplement to the WNYO Constitution. This document and its articles are not meant to replace the constitution which is an official document written and ratified by the executive board of WNYO and approved by the Supreme Court of The Student Association of the State University of New York College at Oswego. This document and its articles dictate the station policies of WNYO and is meant to serve as an operational handbook. This document and its articles reference to the WNYO constitution and the bylaws within it, however, this document and its articles are not to be considered constitutional law or bylaw of WNYO except where stated otherwise.

The Executive Board

Preamble: The following is a brief description of the jobs of the various E-board members at WNYO. These are not full descriptions. Full job descriptions as well as salary information can be found in the WNYO Constitution which is available to the public on the WNYO website, the Laker Life webpage for WNYO, the Student Association office and a physical paper copy will be made available upon request.

General Manager: The General Manager is the chairperson of the E-board and is responsible for the conduct of station personnel when such conduct bears on the interest of the station. The General Manger is responsible for enforcing the constitution and ensuring all WNYO departments are coordinated and operating efficiently. The General Manager also acts as the human resource department, aiding in resolving conflicts with WNYO personnel.

Programming Director: The Program Director is responsible for programming policy and the maintenance of programming quality. The Program Director is also responsible for the schedule and maintaining a filled broadcast schedule, as well as in charge of ensuring DJ's follow station policies. The Programming Director acts as the station liaison, resolving any issues the WNYO personnel may have with the General Manager.

Production Director: The Production director shall be responsible for completing all production work in a timely manner including PSA's, Legal ID's, liners, underwriters and station promos. The Production director will make sure that all branch material is updated and fresh.

Music Director: The Music Director shall be responsible for overseeing the directors of all subsequent music departments, which currently are Rock, Hip-Hop, and Alternative. The Music

Director shall be responsible for organizing, cataloguing, and prioritizing music that comes into the station.

Alternative Director: The Alternative Director shall be responsible for maintaining continuous contact with representatives from record companies and promotion companies, as well as updating their music library as it is seen fit.

Business Director: The Business Director shall be responsible for the supervision of all expenditures and business transactions of WNYO, as well as being responsible for the maintenance of the station account books.

Chief Engineer: The Chief Engineer shall be responsible for repairing malfunctioning systems as well as ensuring that the webcast is running securely. They are also responsible for identifying, purchasing, and installing new equipment.

Hip-Hop Director: The Hip-Hop Director shall be responsible for maintaining continuous contact with representatives from record companies and promotion companies, as well as updating their music library as it is seen fit.

News Director: The News Director shall be responsible for the maintenance of all news and public affairs programming, as well as organizing a knowledgeable news staff. The News Director shall be responsible for the decency of editorial content of the news.

P.R. Director: The Public Relations Director is responsible for creating advertising campaigns for WNYO general meetings and other events occurring during the year. The Public Relations Director shall be responsible for making WNYO a positive presence on the campus and in the community.

Podcast Director: The Podcast Director shall be responsible for reviewing and uploading station podcasts to the distribution platform in a timely manner, in collaboration with the Web Director.

Rock Director: The Rock Director shall be responsible for maintaining continuous contact with representatives from the record companies and promotion companies, as well as updating their music library as it is seen fit.

Sales Director: The Sales Director shall be responsible for providing income for the station to meet the income line set by SA. The Sales Director shall also be responsible for approaching local merchants and offering them underwriting opportunities with WNYO.

Sports Director: The Sports Director shall be responsible for the maintenance of all sports programming. The Sports Director shall be responsible for the organization of a knowledgeable sports staff to hold original sports programming and to help at remote locations.

Web Director: The Web Director shall be responsible for maintaining the station's website and streaming app. The Web Director will also maintain up-to-date bios of station shows and e-board personnel

Station Policies

Record & Log Keeping

Attendance Log: Used for keeping an attendance record of when DJs are present for their show. You must sign your name in the log before leaving your show. If you fail to sign the log you will be marked as failing to attend your show and are subject to (INSERT REFERENCE). All members of a show must sign the logbook.

Operational Log: Used for reporting operational abnormalities. These include but are not limited to; equipment failures, ENCO failures, EAS activations, On-Air incidents, explicit songs played at incorrect times, use of explicit language even if it was never aired and any other incident that station management or the public may need to be made aware of.

Guest Log: Used for reporting guests in the studio. If a show has guests On-Air they are required to sign the guest logbook. Guests who are not On-Air are not required to sign the logbook. If a guest is of public or campus notoriety, such as a band, professor, campus/community leader or other well known or noteworthy person then a note of what was talked about on the show should also be made as well as their full name, title, and position.

Rotation Song Log: Used for reporting rotation songs played during a show. Failure to do so will be considered failure to follow On-Air Rules and is subject to the punishments as dictated in On-Air Rules located in the WNYO Handbook.

Transmitter Logs: Transmitter readings should be taken by DJs and the Chief Engineer at 9am, 12pm, 3pm, 6pm, 9pm everyday and noted in logs. At the very minimum these logs should be made once a day by the Chief Engineer.

Records: Passwords to all accounts should be kept in an E-Board only Google Doc that is also shared with the current club advisor. All Logs and Records shall be kept for five (5) years.

ENCO Operation

Only persons who are training or have passed their WNYO DJ Training may operate ENCO at any time. The only person allowed to add, remove, modify, perform maintenance or otherwise make changes to the ENCO database are the General Manager, Programming Director, Music Director, Sports Director, News Director, Chief Engineer and/or those with their direct permission.

Hardware Operation

Audio Rack: Located behind Mic 1 the small audio rack houses a CD player, the audio delay and an audio interface with three sets of audio cables. These cables should never be removed and are the property of WNYO.

CD Rack: Used to play CDs on-air. The emergency CD should always be in the CD player when not in use. Located behind Mic 1 on the small audio rack.

Comrex: Used for WNYO remote events. Mainly used by WNYO Sports to broadcast high-quality audio of Lakers Athletics. This should only be used by trained personnel.

Cue: Allows you to isolate and listen to a specific audio channel. The cue can be used to preview a channel you want to play without it going out for broadcast.

E6: The Wheatstone E6 is the audio board used in the main studio at WNYO.

Eventide Unit: Located on the audio rack is an Eventide delay unit. WNYO is on an eight (8) second broadcast delay. In the event that inappropriate language is used then you should activate the Eventide unit by pressing the red “Oh Shit” button or press delete on the Eventide unit immediately. The DJ at Mic 1 is responsible for activating the delay. Any verbal infraction should be made note of in the logs.

L8: The Wheatstone L8 is the compact audio board used in the two production rooms at WNYO.

Pot/Fader: Controls the power level to each audio channel on the audio board. Faders should be set to the white “zero” marker to ensure proper volume. Faders should be adjusted when needed to either increase or decrease the volume of a particular audio channel.

On-Air Lights: Turn on when going live on the mics in the studio. This allows for other DJs to wait in the hall so they don't intrude on a live show. Turn off the lights when finished with your show/going on-air.

Transmitter: Located on the top of Culkin Hall. TO BE CONTINUED

Turntable: Located behind Mic 2 is a turntable that can be used by DJs who want to play vinyl records on-air. The turntable operates at both thirty-three (33) and forty-five (45) rotations per minute. A 7" record adaptor can be found next to the turntable. The turntable is the property of WNYO and should not be removed under any circumstances. It is the job of the Chief Engineer to change to the cartridge of the turntable once every semester.

Phone Box: Used for WNYO remote events. Mainly used by WNYO Sports to broadcast on Stream 2 and in the event of a Comrex failure. This should only be used by trained personnel.

Phone Interface: Located to the right of Mic 1, the phone interface is used to answer the WNYO request line. The phone interface should not be used to make out-going calls. The phone can be answered by pressing the orange button and a call dropped by pressing the red button. We have a single phone line and therefore can only have one caller at a time. Our request line phone number is 315-312-2907.

Branches and Legal ID

Overview: DJ's must play branches at the following times every hour; top (:00), eighteen (:18), and thirty-eight (:38) minutes past the hour. These branches consist of the following; PSA, Underwriter, Promo, Liner. The stations' legal ID must be announced at the top (:00) of every hour, in compliance with FCC regulations. The Production Director is in charge of creating, updating and deleting all content for branches.

Legal IDs: Our legal ID is; **["88.9FM WNYO, Oswego, New York"]**. Legal IDs are prerecorded and are no more than ten (10) seconds long. Legal IDs should only be played when scheduled by ENCO and should never be replaced or altered by the DJs. The Legal ID should always be announced in the following order as per FCC regulation; Frequency, Callsign, Licensed City. **["88.9FM WNYO, Oswego, New York"]**

Liners: A pre-recorded audio file that helps build branding around WNYO. A liner establishes the image of the station and depicting what WNYO is. Liners should be played once every three (3) songs without a DJ break. Liners should be no more than ten (10) seconds long.

Promos: A pre-recorded audio file that promotes shows and podcasts that WNYO has, as well as promoting events that WNYO is hosting or covering. A promo defines the image the station is trying to resemble and are critical in capturing the attention of new listeners. Promos should be professional and you should work with the Productions Director on making your promo. All shows are required to have a promo. Promos are required to be thirty (30) seconds long.

PSAs: Public Service Announcements (PSAs) are non-commercial advertisements or broadcasts for the public good. As a non-commercial broadcaster, we are required to run PSAs. PSAs should be no more than sixty (60) seconds long. PSAs should only be played when scheduled by ENCO and should never be replaced or altered by the DJs.

Underwriters: A pre-recorded audio file that promotes an outside entity like a club or business. Underwriters are made in exchange for a donation and should be made to the length that the donor requests. Underwriters should be no more than sixty (60) seconds long. Underwriters should only be played when scheduled by ENCO and should never be replaced or altered by the DJs.

Station Etiquette

While in the studio, production studios and office you are expected to maintain the following professional standards;

1. Keep the studio, production rooms and office clean and in good repair.
2. No food or drinks are allowed in the studios or production rooms.
3. If there is a show following yours leave no less than three (3) minutes before the scheduled end of your show to allow the next show to prepare and settle into the studio.
4. The studios are NOT to be used as personal rooms for homework, sleeping, or other similar activities. These are workspaces to produce content to better the station and the future careers of its members. If a project or assignment is to require Adobe Software, then usage of the production studios is allowed. If someone else is to ask for the room for WNYO purposes and someone is currently using the room for a personal project, then they must leave the room for the person with work for WNYO.

You are not only an ambassador of WNYO but you are also an ambassador of college to the rest of the student body, the local community, and the professional community. You are expected to be professional when representing WNYO. This includes, on-air, at WNYO events, at events while representing WNYO, and when in the WNYO studios and office.

Station Printer Policy

The station printer is to be used only for WNYO matters by WNYO members. It is not to be used for personal matters such as homework or promotional material for any other club. If a person is found to be using the printer without permission from an Executive Board member, they will be required to pay the cost of printing based on the current Laker Print printing rate.

Card Access

All members of WNYO must submit their student ID number to station management so that card access may be granted. Failure to do so may result in the cancellation of your show. The card reader located on the office door of WNYO is operated and controlled by University Police. Card access requests must be sent every Monday by station management during regular business hours. If a day that card access submission is to be done falls on a holiday or otherwise non-business day, then that week's submission will be made the next business day.

Hours of Operation

WNYO operates 24 hours a day, 7 days a week and 365 days a year. The Marano Campus Center closes at 1am and reopens at 6:30am. If you have a show between these times you must be present at the WNYO office before the close of the campus center.

Obscenity, Indecency, Profanity & Safe Harbor

The Three-Pronged Test: Established by the Supreme Court of The United States of America as a way to determine if content is obscene and therefore not protected speech. The test is as follows; It [the content in question] must appeal to an average person's prurient interest; depict or describe sexual conduct in a "patently offensive" way; and, taken as a whole, lacks serious literary, artistic, political or scientific value.

Obscenity: Patently offensive and offers no political, cultural, artistic or social value.

Indecency: Portrays sexual or excretory organs or activities in a way that does not meet the three-pronged, kk test for obscenity.

Profanity: Grossly offensive language that is considered a public nuisance.

Safe Harbor Regulations: Broadcasting obscene content is prohibited by law at all times of the day. Indecent and profane content is prohibited between the hours of 6am and 10pm when there is a reasonable risk that children may be in the audience. The safe harbor regulation allows WNYO to broadcast indecent and profane content between the hours of 10pm and 6am. At no

point shall anyone on-air use/utter obscenity, indecency or profanity even where regulation allows. Violation of this policy may result in the termination of your membership at WNYO. Anyone found in violation of federal obscenity law will be held responsible for paying any and all fines/penalties accrued by WNYO as a result of their actions. WNYO allows music, and other audio segments to contain indecent and profane content where federal regulation allows ie: between 10pm and 6am.

To clarify the position of WNYO with regards to obscenity, indecency, profanity & safe harbor, DJs and guests shall never use obscene, indecent or profane language whenever on-air no matter the time of day. Content of shows such as audio clips, music, and prerecorded segments may consist of indecent or profane material and language only between the hours of 10pm and 6am. Violation of this policy may result in the termination of your membership at WNYO.

The Seven Dirty Words: Shit, Piss, Cunt, Fuck, Tit, Cocksucker, and Motherfucker are the famous words uttered by comedian George Carlin. These are the words prohibited from radio broadcast outside of safe harbor hours. Also included are racial, gender, religious, sexual, or any other slang term or slur that has the potential of offending listeners. If a listener calls and says they were offended by what was said on your show or by a song then it is obscene.

Show Policy

Becoming a DJ

In order to become an active DJ and have a show, a student must meet the following requirements.

1. Complete Shadowing: Achieve six (6) hours shadowing current shows. A signed shadowing sheet will be used as proof of completion.
2. Complete the On-Air Training: This training session will be conducted by the General Manager, Programming Director, Music Director or other E-Board member permitted to train new DJs. This training session gives a thorough explanation of running a professional and efficient show.
3. Pass the written DJ Test: This consists of a series of both multiple-choice and written response questions, that cover various rules and pieces of the DJ Handbook.
4. Pass the On-Air Test: This consists of the DJ demonstrating their ability to use the E6 audio board, operate and manage ENCO and run a professional/coherent radio program.

Show Creation Guidelines

After passing all the requirements to become a WNYO DJ, a person is able to create their own show. The process of creating a show is as follows.

1. **Concept:** Develop a concept for your show. Some things to consider when conceptualizing your show are; audience, genre, segments, amount of hosts, name, etc...
2. **Paperwork:** To file a show request you should have a good idea of what your show is about as well as determine when you would like to go on-air. Contact the Programming Director for the show request paperwork. Note that your show request may be denied for any reason as determined by the Programming Director. The Programming Director should notify you of their decision via email along with a detailed reason why if your show is denied.
3. **Branding:** After your show request has been approved you should immediately contact the Productions Director to create a show promo to go on-air. Promos are mandatory and failure to schedule a time to create a promo with the Production Director after three (3) week will result in suspension of your show until your promo is completed. In addition to a promo you may want to make a logo and social media account for your show, however these are completely optional although highly recommended. If you elected to create a logo or social media account please email the P.R. and Web Director with links to your social media as well as a copy of your show logo.

On-Air Rules

While On-Air the following rules apply at all times;

1. Only those who have taken and passed their WNYO DJ Training are allowed to operate ENCO as well as the hardware in the studio.
2. No food or drink is allowed inside the studio at any time.
3. No more than 10 guests are allowed in the studio at any given time.
4. DJs are not to play explicit music/content outside of safe harbor hours.
5. DJs and Guests are to comply with FCC regulations as well as federal, state and local law at all times.
6. ENCO must be left in automatic mode at the end of every show.
7. Never defame or libel any entity On-Air. This includes but is not limited to; WNYO, WTOP, The Oswegonian, The Student Association, The State University of New York College at Oswego, and any artists, bands or person talked about or played on-air.

Guest & Visitor Rules

Guests and Visitors of WNYO are expected to follow the following rules at all times;

1. DJs may have no more than ten (10) guests in the studio with them.

2. Guests who are not trained WNYO members should not be touching ANY equipment. They should simply be speaking on the microphone.
3. If a meeting is being conducted in the office, all guests must leave when asked or be respectfully quiet while the meeting is being conducted.
4. The E-board has the right to kick any guests out of the studio and deny DJs the right to have guests on their shows if they violate any rules.

Hallway Speaker Policy

The outside hallway speakers are only allowed to be turned on after 5pm Monday-Friday and will be turned off before you leave the studio. The hallway speakers are allowed to be turned on anytime of day on Saturday and Sunday and must be turned off before leaving the studio. These speakers should never be turned up too loud and you should be courteous of others if you are asked to turn the speakers off for any reason.

Emergency Procedures

General Emergencies

In the event of an emergency that threatens the life and or safety of the staff or persons or property at WNYO, University Police shall be called. University Police can be reached by calling 911 and/or 315-312-5555.

Fire & Medical Emergencies

In the event of a fire at WNYO, all station operations shall be halted until otherwise stated by the management of the station. In the event of a fire ENCO shall be set to automatic mode, all microphones muted, and all persons evacuated from the station studios and offices. 911 should be called and the fire alarm activated. Station management should be contacted only after all persons are evacuated and the local authorities contacted. Do not try and extinguish any fires.

In the event of fire alarm activation in the Marano Campus Center, all station operations will be halted until local authorities have cleared the building and allow members of the public to enter the building. In the event of fire alarm activation ENCO shall be set to automatic mode, all microphones muted, and all persons from the station studios and offices evacuated. Station management should not be contacted unless station operations have been affected by the fire alarm activation.

In the event of a medical emergency at WNYO, all station operations shall be halted until otherwise stated by the management of the station. In the event of a medical emergency ENCO

shall be set to automatic mode, all microphones muted and 911 contacted. Station management should be contacted only after local authorities have been contacted.

Threats

In the event that threats are made against WNYO, all station operations shall be halted until otherwise stated by the management of the station. In the event that a threat is made against WNYO, ENCO shall be set to automatic mode, all microphones muted, University Police contacted at 315-312-5555 and all persons evacuated from the station studios and offices unless it is deemed unsafe by the local authorities. Station management should be contacted immediately after University Police has been called.

Power Outage

In the event of a power outage, all station operations shall be halted until power is restored to the Marano Campus Center. Station management should be contacted. Once power is restored the ENCO computer and studio desktop computer shall be rebooted. ENCO will load automatically once the computer is rebooted and the current playlist shall be activated. Your show can be resumed after a branch including a legal station ID is played. This branch will include a legal station ID, underwriter, PSA, and a promo.

Equipment Failure

In the event of equipment failure, station operations shall be halted at the discretion of the Chief Engineer. If ENCO stops working, the ENCO computer shall be rebooted and the current playlist activated. You can continue your segment while the ENCO computer reboots or the Emergency CD can be played until the ENCO computer has rebooted. Your show can be resumed after a branch including a legal station ID is played. This branch will include a legal station ID, underwriter, PSA, and a promo. The Chief Engineer should be contacted and a note made in the logs.

If a microphone, Wheatstone board, or other piece of physical hardware is rendered inoperable, the Chief Engineer shall be contacted immediately and a note made in the logs.

Emergency Alert System Activation

In the event of an Emergency Alert System (EAS) activation, your show shall resume at the end of the message and a note made in the logs. Station management should not be contacted and station operations will resume at the end of the message.

Nuclear Emergencies

In the unlikely event of an emergency at the Nine Mile Point Nuclear Station or the James A. FitzPatrick Nuclear Power Plant, an alarm in Oswego will sound and the EAS will be activated by the local authorities. Station operations will be suspended. ENCO shall be set to automatic mode, all persons evacuated from the station studios and offices. Station management should be contacted immediately.

Podcasting & Social Media

Podcasting Rules

While producing a podcast or using the podcasting equipment, the following rules apply at all times;

1. If equipment is broken, the user who signed out the equipment assumes the financial responsibility of repairing or replacing the equipment.
2. All rentals must also go through an eboard member at the time of sign out and time of return.
3. Never defame or libel any entity in a podcast. This includes but is not limited to; WNYO, WTOP, The Oswegonian, The Student Association, The State University of New York College at Oswego.

Social Media Presence

WNYO's official social media accounts are as follows:

Email: wnyo@oswego.edu

Facebook: WNYO 88.9FM

Instagram: [@wnyo889fm](https://www.instagram.com/wnyo889fm)

Instagram: [@wnyosports](https://www.instagram.com/wnyosports)

Twitter: [@wnyo](https://twitter.com/wnyo)

Twitter: [@wnyosports](https://twitter.com/wnyosports)

Spotify:

Youtube: WNYO 88.9

Social Media Rules

1. The Public Relations Director, as well as assistants, are in charge and in control of all social media accounts. The General Manager will have access to the accounts, but will not post without the direct permission of the PR Director.

2. A minimum of one (1) week must be given to the Public Relations Director in order for them to promote any event.
3. All E-Board members and WNYO members are encouraged to promote through social media. All posts made onto the official WNYO accounts must be submitted to the Public Relations Director for approval and posting.
4. Shows and DJs are allowed to use their own personal social media accounts to promote their shows and personalities. All posts on these accounts should represent WNYO in and its content/content creators in a professional manner.

Regulations

Federal Regulations

WNYO is a Federal Communications Commission. (FCC) licensed and regulated FM radio broadcast station and is subject to FCC regulation as outlined in Title 47 of the Code of Federal Regulations (CFR). Special attention should be given to Part 73. A copy of these regulations, the license to broadcast and a copy of the EAS handbook must be available in the station at all times. In the event of an inspection station management shall be contacted immediately. Comply with all requests made by an inspection official of the FCC. In addition, WNYO is regulated by and will comply with the laws of; The United State of America, The State of New York, The County of Oswego, and The Town of Oswego.

University Regulations

WNYO 88.9FM acknowledges and agrees to abide by the code of Student Rights Responsibilities and Conduct, all SUNY Oswego policies and procedures along with the Student Association constitution, laws, and policies.

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Contract

I, _____ do hereby state that I have read, in its entirety the WNYO Handbook and do consent to its policies and governance of my membership at WNYO. I acknowledge that I am beholden to the policy laid forth in the WNYO Handbook and failure to comply with these aforementioned policies may lead to disciplinary action, including by not limited to termination of my membership. If I believe I have been wrongly terminated from WNYO I reserve my right to appeal to a committee of the WNYO Executive Board as well as to the SA Supreme Court.

Signature

Date

Please detach this patch and return to the General Manager of WNYO