

# **MCMA Volunteer Agreement & Conditions of Broadcasting on Black Diamond 107.8FM**

## **(Optional Application for Membership attached)**

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Charity number SCO36762 PLC 297977 VAT no. 902 7470 38

### 1. Who We Are

Black Diamond FM is a community led local radio project, dedicated to serving the community by broadcasting programming reflecting Midlothian's unique blend of community and cultural interests. It will deliver social cohesion through providing a vehicle for Community Development. The station will provide unique and appropriate content focussing on programming and information relevant to Midlothian. Quality training opportunities will be provided for local people especially young people and those from vulnerable groups to make and broadcast their own programmes. The station will run without distinction of race, creed, sex, caste, colour or age. It will seek to achieve and maintain the highest standards of broadcasting.

### 2. What you will get from Black Diamond FM?

Training, confidence, new skills, develop existing skills, networking, opportunities, creativity, knowledge sharing, social interaction, work experience. The chance to produce, present, create and develop pre-recorded and live radio programmes and contribute to the quality of life in Midlothian. Insurance Cover should MCMA be negligent and you have an accident when taking part on an approved activity.

### 3. What Black Diamond FM expects of you:

Being a part of MCMA/Black Diamond FM is a big responsibility – whether you're a presenter or just someone who helps out – there are certain guidelines you need to observe. Volunteering at Black Diamond FM is not just about you and your show. It's about working as a team and serving Midlothian and the surrounding area.

### 4. Good Practice Guidelines

Represent Black Diamond FM and Midlothian in a positive light.  
Entertain and inform  
Be courteous at all times to fellow presenters  
Confirm the station name and frequency - frequently  
Enjoy what you are doing  
Have a professional attitude  
Think before you speak  
Be yourself, be "real" The listener will soon find you out if you don't.  
If a team -speak one at a time  
Use everyday language - Try to be positive at all times  
If you must criticise do it constructively, never negatively  
Promote forthcoming events, upcoming programmes and the web site  
Ensure that sponsorship paid for promotions are used and logged  
Listen to the FM signal to ensure that you are still broadcasting  
Play music when you have nothing to say  
Listen to the off-air radio (office) and inform presenter if sound is poor or 'dead'  
Be aware of our Objectives and Key License Commitments  
Enjoy what you are doing Let the listeners hear your smile!

*Educate yourself on the OFCOM Broadcast Code & do not contravene it! It can be found in full as a PDF at [ofcom.org.uk](http://ofcom.org.uk)*

#### 5. Rules to be observed

No smoking in the building or on the grounds  
No consumption of alcohol or drugs on premises  
No swearing on air  
Do not express personal political opinions on air  
No offensive jokes or remarks on air or off on race, colour, gender, sexuality or religion  
No promoting violence such as gang culture  
No defamatory remarks or potentially defamatory stories to be aired  
Do not show disrespect to others whose views may be contrary to your own  
No product or services endorsement without the express permission of the Board  
If you are going to miss a show let scheduler know as soon as possible  
Ensure that you and your guests sign in and out of the centre and complete a waiver form  
Allow adequate time for preparation for your show. 1 hour prep. = 1 hour on air  
Non Board members must not misrepresent yourself as part of the Management of -Black Diamond FM to other volunteers, the media, council or other organisations.  
Please leave the studio and office clean – tidy up cups, rubbish etc.  
Do not bring drinks or food into the broadcast area  
Do not bring the station or MCMA into disrepute on social media.  
Do not switch the off-air radio in the office unless to answer the telephone  
Do not bring your home life, personal disagreements or issues into the studio.  
There is no watershed on radio- language, song lyrics and content has to be appropriate

#### 6. Protecting the Under-Eighteens and Vulnerable Adults

To ensure that people under eighteen and vulnerable adults are protected. No young person below the age of sixteen (16) will be allowed in the studio unsupervised.

By signing this agreement you are giving permission to MCMA to apply for disclosure on your behalf (PVG) should the situation arise, and where this is deemed necessary. You should not have regular contact with anyone in these groups in connection with your voluntary work without clearance

#### 7. Religion

Presenters must exercise the proper degree of responsibility with respect to the content of religious programmes and ensure that they do not involve any improper exploitation of any susceptibilities of the audience. Programmes must not involve any abusive treatment of the religious views of others and favor the beliefs of a particular religion or religious denomination.

#### 8. Views and Opinions

To ensure that news, in whatever form, is reported with due accuracy and presented with due impartiality. To ensure that balance is provided when dealing with political or other contentious issues and that undue prominence is not given to one side of a debate.

#### 9. Elections and Referendums

To ensure that the special impartiality requirements in the Communications Act 2003 and other legislation relating to broadcasting on elections and referendums, are applied at the time of elections and referendums.

#### 10. Fairness

Presenters must avoid unjust or unfair treatment of individuals or organisations in programmes.

#### 12. Privacy

Presenters must avoid any unwarranted infringement of privacy in programmes and in connection with obtaining material included in programmes.

#### 13. Sponsorship & Commercial Matters

Are the responsibility of the Board Please do not comment on paid for advertising or programme sponsorship to ensure that the advertising and programme elements of a service are clearly separated.

#### 14. Technical Equipment

##### Hardware:

The safe and economical maintenance of BD FM hardware is vital to the operation of the station.

Volunteers are only permitted to operate such equipment as trained and authorised.

##### Software:

The audio library and the playout/carts/ads software are essential to the commercial & quality operation of the station.

Unauthorised volunteers are NOT PERMITTED to add software/files to the broadcast studio. Only authorised technical staff have access rights.

Digital Storage Management (Audio editing and CD ripping plus adding personal mp3s to the studio) Digital storage capacity is a limited resource & therefore must be managed economically.

Volunteers will be expected to clear the storage area of temporary files including playlists  
ONLY authorised technicians have access rights to move this output to the Studio Library

#### 15. Copyright

You own the production copyright on the pre-recorded programmes you make. However, by submitting programmes for broadcast, you are granting Black Diamond FM and MCMA the right to use those programmes at their absolute discretion in perpetuity. Please **do not** submit any material which you are not happy to see re-used by the station. - We cannot broadcast any programme which you did not make unless you provide written confirmation from its copyright owner, in advance of broadcast, that permission to broadcast that programme has been granted. By submitting a programme for broadcast you agree to indemnify MCMA and Black Diamond FM against any misuse of copyright material which you may have caused.

16. Breaking the rules may be subject to suspension of involvement in MCMA pending disciplinary procedure.

The following serious offences will be dealt with by automatic suspension.

##### Examples of serious offences:

Engaging in Black Diamond FM business whether on air or in the community while under the influence of alcohol, drugs or illegal substances

Sabotage of equipment

Theft

Physical or threatening assault

Racial or sexual discrimination

Harassment of members or public on or off Air.

Failure to carry out legal instructions from MCMA Board or its officers.

Endangering persons due to Health & Safety regulations not being adhered to

Interference with the logging computer (all output is retained for 42 days for OFCOM)