

Raymond Community Television (RCTV) Policy Manual

1.0 INTRODUCTION

1.1 MISSION STATEMENT

RCTV is a Public, Educational, and Government (PEG) Access television facility that originates television programming on channels assigned by the cable TV franchise provider in the town of Raymond NH. As such, its primary purpose is to permit participation and awareness of governmental and educational programming and in terms of public access to act as a resource for the expression of FREE SPEECH for those in our community. The fulfillment of that primary purpose fosters the secondary purposes which are:

- A tool for communication;
- A means of entertainment and information;
- A means of education of the Townspeople of Raymond; and
- To foster the spirit of community.

1.2 STRUCTURE

RCTV is managed by the Cable Television Committee of the Town of Raymond NH under the authority of the Board of Selectmen who are the Franchising Authority. This authority was given to the Board of Selectmen by a vote of the Town Meeting. The committee consists of seven (7) regular members, two (2) alternates and one (1) representative from each of the Board of Selectmen and the School Board. Committee members are appointed by the Selectmen for a three (3) year term. Committee officers will include a Chairperson, Vice-Chairperson, Secretary, & Treasurer. The Cable Committee is subject to all NH state laws including RSA 91A.

Raymond Community Television is a public, educational, and governmental resource provided by the franchise agreement between the Town of Raymond and the current cable TV franchise provider. All access is administered on a non-discriminatory basis. RCTV is the logo and call name of the channels that originate programming from the RCTV Master Control room or other official origination sites in the town of Raymond. Priority of programming will be determined by the Raymond Cable Television Committee. RCTV has one part time paid employee.

The Raymond Cable Television Committee is responsible for overseeing operation of the equipment, control room and studio. The Raymond Cable Television Committee has been chartered by the Raymond Selectmen with this task and operates under by-laws established and approved by the Board.

1.3 OPERATION

The Raymond Cable TV Committee does not produce or own any programming. However, as private citizens outside of the scope of their appointed status, committee members have the same rights as everyone else to use the resource of RCTV to exercise their First Amendment Rights. The Cable TV Committee is a volunteer committee, which relies on other volunteers for many functions.

1.4 PURPOSE OF POLICY MANUAL

The purpose of this document is to describe in detail the procedures for use of equipment and the facilities maintained by RCTV. Raymond Community Television is committed to the idea that community and public access programming should be community television serving the greater Raymond community.

1.5 FUNDING

Funding for all expenses of Raymond Community Television comes strictly from the franchise fees paid by cable subscribers to the cable franchise provider as negotiated in the contract with the town. No other tax generated funds will be used. The franchise fee is paid to the town twice a year and is transferred into the "special revenue fund" approved by voters in 2008? Any revenues generated by RCTV will be deposited in this same fund. The Cable TV Committee will maintain a capital reserve fund for long term expenditures or emergency replacements. Withdrawals from the capital reserve fund will follow town procedures. Expenditures less than \$100 are approved by the cable committee chairperson and Coordinator. Expenditures exceeding \$100 are voted and approved by the cable TV committee. All expenditures are overseen by the Town Manager, Finance Director and Committee Treasurer.

1.6 GLOSSARY

RCTV	Raymond Community Television
Cable Committee	The committee appointed by the Board of Selectmen in accordance with the Town Code manual Chapter 213.
P.E.G.	Public, Educational & Government
Public Access	Non-Commercial programs created by Raymond citizens and non-profit Groups.
Government Access	Programs produced by staff or elected officials of the Town of Raymond and may include coverage of government meetings (as defined by RSA-91A), profiles of town services as well as servicing the communications needs of various town departments.
Educational Access	Programs produced or sanctioned by the Raymond School district and Raymond based private educational institutions.
Operator	Someone who is authorized to use the Control Room, Studio and/or portable equipment.
Producer	Someone who is responsible for a program developed for broadcast.
Production Control Room	The room at the Raymond High School leased to the Town of Raymond for use in producing video programming either live or on recorded.
Master Control Room	The room from which recorded programming is transmitted to the cable franchise provider for distribution
Studio	The room at the Raymond High School shared by the school and RCTV for the production of programming.
BB	Bulletin Board - equipment that displays announcements on RCTV assigned channels when other programs are not being shown.

1.7 CODE OF CONDUCT

Raymond Community Television has adopted, and believes in, the following Code of Conduct.

Every member of Raymond Community Television will:

- Abide by the town-adopted Code of Ethics
- Act respectfully and politely to students, members, and staff.
- Work for the long-term success of Raymond Community Television and its goals.
- Work for the long-term success of community media in general
- Be expected to research, obtain, and communicate necessary facts to key people in a timely manner.

Every member, when acting in public on behalf of Raymond Community Television will:

- Present themselves politely and positively when using RCTV facilities or on location for the purposes of producing programming for RCTV.
- Speak factually and honestly.
- Not misrepresent themselves or their actions in their associations with RCTV.

Every member, when acting in public as individuals, will be free to hold, express, and publicize their own beliefs or strategies even if they differ from those expressed by RCTV, the School District or the Town of Raymond.

1.8 POLICY AMENDMENTS

Changes, additions, or deletions to this document will be made in accordance with the Raymond Code Manual Chapter 213-7. "These bylaws may be amended by a majority vote of the full membership present at any regular monthly meeting provided that a minimum of 20 days written notice of changes is provided." Amendments will then be submitted to the Board of Selectmen for adoption.

1.8.1 WAIVER

RCTV reserves the right to waive any self-imposed regulation when such a waiver is judged to be in the public interest. Such waivers must have the approval of the Committee Chair or his/her appointee.

2.0 GENERAL FACILITY & OPERATIONS

These sections apply to Public, Educational, and Government productions.

2.1 PERSONNEL AND DUTIES

All Personnel, Operators, Coordinators and Producers operate under the rules set forth in this document and ultimately report to the RCTV Committee who report to the Raymond Selectmen.

2.1.1 COORDINATOR

The Coordinator is responsible for the day to day operation of the RCTV. The Coordinator is authorized to add to, or modify the facilities (Control Room and Studio), make repairs, schedule programming, create Bulletin Board slides, purchase approved items, and to authorize the use of equipment for public purposes. The Coordinator reports to the Town Manager as a town employee and takes direction from the Cable TV Committee. The Coordinator may be a member of the committee.

2.1.2 OPERATOR

Operators are personnel who have been trained in the use of control room and field equipment. They are authorized to use the audio, video & computer equipment for both studio and remote live or recorded broadcasts. They may use the equipment unsupervised. They understand all the RCTV procedures and rules.

2.1.3 PRODUCER

All residents of the Town of Raymond, age 18 and over, are eligible to become producers after attending an initial orientation/training class. Minors between the ages of 16 and 18 must have Parental Authorization (Form RCTV-5). Parents assume responsibility for liabilities and equipment damage that may result from a minor's use. All producers must sign a Statement of Compliance (Form RCTV-1) indicating they have read and understand the policies within this document.

3. SECURITY

Security is the responsibility of everyone. The security of the control room, studio and all equipment, portable and fixed shall be of utmost importance to everyone. No unauthorized personnel shall be allowed access nor shall any unapproved activities be tolerated. Failure to abide by these provisions shall be cause for permanent revocation of all use privileges.

RCTV users are NOT permitted outside the High School Control Room and Studio during hours when school is closed and the alarms are set. RCTV users are not authorized to use any school computers or equipment not previously arranged with school personnel. RCTV users are not permitted in any offices or non-public spaces in the High School.

RCTV reserves the right to refuse the use of facilities and equipment to any person under the influence of alcohol, drugs, or otherwise not in full control of his or her own faculties.

4. FACILITIES

Raymond Community Television Studio and Production Control Rooms are located at Raymond High School. The facilities will be available to all RCTV approved individuals by appointment. The Studio is subject to the rules and regulations developed jointly by RCTV and the Raymond School District. The RCTV Master Control Room and office is currently located in the Raymond High School. It is used for the playback of recorded and live programming. There are no bathroom facilities available to RCTV users when school is closed and the alarms are set.

4.1 PARKING POLICY

Parking is available in the front and rear parking lots of the school both during and after school hours.

4.2 FACILITY RULES

Users should be aware of the dangers of food and liquids around electronic equipment. All food and drinks must be kept away from any equipment. Users will be held responsible for the costs of equipment repairs. There is no smoking or alcohol allowed anywhere on school grounds. Studio and edit areas should be left in an orderly fashion. Cables should be coiled neatly and put away. Microphones should be returned to the audio cabinet. Recording media and other materials should not be left behind after a recording or editing session.

Individuals using RCTV equipment or studio facilities will not change wiring, patch bays, or components without permission and supervision. Only authorized personnel shall modify or repair equipment. Any damage caused in this manner will be charged to the user.

5. PROGRAM TIMING & LABELING

All recording media should be clearly labeled with the following information:

- Title
- Producer's Name
- Date Completed
- Total Running Time (TRT)
- Pre-roll

Program lengths should be timed from the beginning of active program video or audio to the last active video or audio. Pre-roll is defined as the amount of time from the start of the media recording to the beginning of active program video or audio and may consist of black video, bars and tone, slate, countdown, and/or other non-active program element.

6. EQUIPMENT SIGN-OUT PROCEDURES

Reservations for remote equipment packages can be made by filling out a reservation form (RCTV-3) at least 3 days in advance. Reservations are accepted on a first come, first serve basis. On the day of pickup arrangements must be made with an RCTV Coordinator. If there is no reservation form filled out prior to that day, or if the form is incomplete, then no equipment will be released. Camcorder sign-out is limited to 2 weekends per month plus 2 weekday/overnights per month (for a total of 4). Equipment **MUST** be returned when specified on the reservation sheet. Failure to do so may lead to temporary revocation of sign-out privileges. Sign-in/out times should be arranged with the Access Coordinator.

Upon return of equipment, all items not normally belonging in camcorder cases (i.e., extra microphones, cables, lights, tapes, etc.) should be removed. Batteries should be fully charged before returning equipment. The equipment must be returned in the condition it left in. If there are any problems with equipment while using it, notify staff immediately upon return. Evidence of the mishandling of equipment can lead to revocation of sign-out privileges.

7. PRODUCTION CONTROL ROOM POLICY

Requests for Production time will be made using reservation form (RCTV-4).

8. RECORDINGS

RCTV will provide blank media upon request, but said media remains the property of RCTV even though the copyright of the program content is held by the producer. Recording media held by RCTV will be recycled after a period of 2 months.

8.1 COPIES OF RECORDINGS

No original or master copies of recordings will be released.

8.2 RECORDINGS OF PUBLIC MEETINGS

One recording of public board meetings will be made for any convening board that requests it. This copy will be forwarded to the town office for storage. The Town Office is responsible for providing duplicates on request.

8.3 PUBLIC ACCESS RECORDINGS

Copies Public Access recordings may be obtained only with the written consent of the producer.

9. PROGRAM CONTENT

RCTV requires all producers to accept full responsibility for program content. This means that access producers alone are accountable for what they communicate. Therefore, access producers should become familiar with local and federal laws and any other regulations that apply to program content and its cablecast.

9.1 PROHIBITED PROGRAMMING

The following types of programming will not be produced or cablecast. Appeals to any program rejections will be made first to the Cable committee and finally to the Board of Selectmen

- Obscene programming is prohibited from broadcast on cable access. Obscenity as defined by current state of New Hampshire laws will apply.
- Programming soliciting or promoting unlawful conduct.
- Material which constitutes libel, slander, invasion of privacy, or which might violate other Local, State or Federal law.
- Programs containing material which violates copyright, trademarks, or service marks. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, and any other person as to make necessary for cablecast. Producers will be asked to furnish written authorization for use of such materials.
- Program material that creates the immediate danger or damage to property or injury to persons, or the substantial obstruction of law enforcement or other governmental functions or services, or by deprivation of a legal right of a person by threat, threat of force, or physical action, or the creation of a public nuisance.
- The direct or indirect presentation of lotteries or lottery information

9.2 ADVERTISING

Public access programming is by tradition, non-profit and non- commercial. The channel time and facilities are provided to benefit the community. Therefore access programs should not contain the following:

1. Material designed to promote the sale of products, businesses, services, or individuals.
2. Direct sales or provision of commercial products, businesses or services during a program.
3. Material which identifies any product, service, trademark, or brand name in a manner that is not reasonably related to the non-commercial use of such in the program and which promotes the commercial gain of such products, services, trademarks or brand names. .
4. The direct solicitation of funds without first receiving permission from RCTV

9.3 QUESTIONABLE PROGRAMMING

Raymond Community Television reserves the right to review all programs submitted for broadcast to insure conformity with all laws.

Indecent Programming. For the purposes of these policies, indecent programming is programming that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards. The access user or producer shall certify to RCTV if their programming contains indecent material

9.4 DISCLAIMERS

Programming which may be considered "indecent" (see note below), presents adult themes or contains strong language or explicit video will carry the disclaimer, "This program contains (strong language/explicit video/an adult theme which may not be suitable for all/all/sensitive/young audiences," or other suitable wording. All promotions for that program will contain the same disclaimer. Programming meeting these guidelines will not be shown between the hours of 6:00 AM and 10:00 PM per section 505 of the 1996 Telecommunications Act.

Programs containing personal or organizational viewpoints will include a disclaimer at the beginning and end of the program such as: "The views expressed in this program are not those of RCTV or the Town of Raymond."

9.5 PROGRAM CREDITS

Program credits for underwriting and Grants must be for goods, services, and in-kind contributions and/or donations that aid in developing or improving programs. Credit for underwriting should be in the manner of "This program was made possible through a grant by...." or "Goods and services used in this program were contributed by..."

Only the name of the underwriter or donor, not the product, service, or contribution can be listed in the credit. Such credits can only be shown before and after the program.

10. BULLETIN BOARD

RCTV shall maintain a Bulletin Board (BB) that will run continuously whenever a live or recorded program is not being broadcast. Persons that are allowed to maintain and modify the BB shall receive training from the Cable Coordinator before modifying the BB without supervision.

10.1 BULLETIN BOARD SUBJECT MATTER

The Cable Coordinator and Committee Chair shall be responsible for reviewing Bulletin Board items. Where specific permission to directly submit material has been granted, the originating submitter shall be responsible for content. All material deemed commercial, lewd, inflammatory, or containing personal or political is not allowed. Appeals of rejection may be made to the Cable TV Committee. Further appeal will be to the Board of Selectmen. The decision of the Board of Selectmen is final.

10.2 ACCEPTABLE SUBJECT MATTER

Including but not limited to

- Notice of Town or School public meetings; i.e., Selectmen, Planning Board, School Board, etc.
- Notices of try-outs or games for various Raymond School and private athletic teams
- Notices of events for non-profit organizations
- Notices fund raising events such as rummage or bake sales
- Notices of organizations meetings or gatherings
- Religious services schedules
- Special events

10.3 UNACCEPTABLE SUBJECT MATTER

Including but not limited to

- Notices of appreciation to businesses donating items for raffles, etc.
- Political advertisements stating political views or opinions
- Lewd or inflammatory matter
- Commercial advertisements

10.4 MATERIAL SUBMISSION

All material for the BB shall be submitted in writing via mail, fax or e-mail. The request shall include the following information:

- Event name
- Date and Time
- Place
- Contact Person
- Contact Phone Number
- Start Date
- End Date

The request shall be submitted to the Coordinator and will be reviewed by that person and put into the BB as soon as possible. The Raymond Cable TV Committee and Coordinator assume no liability for delays in putting material on the BB. Announcements should be submitted 10 days in advance of the event to ensure timely notice.

11. DISCIPLINARY ACTION

RCTV reserves the right to rescind access privileges for violation of any of the rules in this document according to the following schedule:

- First-Time Offense: Verbal Warning
- Second-Time Offense: 3 Month Suspension (includes removal of programming from cablecast schedule)
- Third-Time Offense: Permanent Removal

Upon returning from a period of suspension any regular cablecast time slots will be resumed.

12. TECHNICAL STANDARDS

Recording media submitted for playback on RCTV should conform to the following standards:

1. Acceptable recording media formats: VHS, SVHS, DVD, Mini DV Tapes, MPEG Files, and others at the discretion of the Coordinator.
2. Each program should be submitted on its own individual recording media
3. All recording media should be clearly labeled on the spine of both the videotape and the container including title of program, pre-roll, and total running time of program.
4. Both pre-roll and post-roll should be 7.5 IRE black. All programs should start and end with black video, preferably at least 1 second.
5. Pre-roll should be a minimum of 10 seconds to a maximum of 90 seconds; ideally all pre-rolls should be exactly 60 seconds.
6. If possible pre-roll should contain 30 seconds of color bars and tone, 20 seconds of program slate and 10 seconds of countdown.
7. Post-roll should be a minimum of 15 seconds of black.
8. Recorded material submitted for playback should be of the highest possible picture and sound quality.
9. All recordings should be clear of excessive audio and/or video dropouts.
10. Recordings in VHS or SVHS format will only be played back using the standard (not hi-fi) audio tracks(s).
11. All recordings should have proper video levels (7.5 IRE black to 100 IRE white, analog; 0,0,0 - black to 255,255,255 white, 8-bit digital; others per specification of true black/true white levels).
12. All recordings must have continuous control track signal from beginning of tape, including pre-roll, through to the end of the program and post-roll black.

Recordings which do not meet all of the above criteria may be returned to the producer to fix any problem(s) before the program is aired.

12.1 PROGRAM LENGTHS

Meetings, hearings or other broadcasts carried live or recorded "live on tape" will be aired in the time required. The preferred lengths of produced programs should be designed to fit into the following times: 30 minutes, 1 hour, 1.5 hours, 2 hours, and 3 hours.

12.2 PROGRAMMING PRIORITY

Priority of programming will be determined by the Raymond Cable Television Committee.

13. PUBLIC ACCESS PROGRAMMING

Public Access programming is programming which has been produced by "the public". When the program is produced using RCTV facilities and equipment, it means that the production arrangements are made by the volunteer public access producers and the crew is primarily volunteer. In this case RCTV committee members are largely there in an advisory capacity: to provide training, program proposal review, assistance in lining up crews, basic studio set up, and occasional crew assistance. When an access user brings in a pre-recorded program for broadcast, it is also considered public access. In both these instances RCTV, by Federal law, may not edit or control content.

13.1 PUBLIC ACCESS PRODUCERS

All residents of the Town of Raymond, age 18 and over, are eligible to become Public Access producers after attending initial orientation and training and maintaining any and all fees required. Minors between age 16 and 18 must have parental authorization (Form RCTV-5). Parents assume responsibility for liabilities and equipment damage that may result from the minor's membership. Private citizens or non-profit groups who use the equipment to produce programming seen on RCTV and/or the facilities of RCTV may have their programs broadcast. This usage is free of charge and on a first come-first serve basis. Training on the use of equipment is scheduled on a request basis.

13.2 PROCEDURES

Producers must complete a program proposal form (Form RCTV-2) for each show (or series) they plan to produce. Producers are responsible for coordinating their own technical crew (if needed); only trained RCTV volunteers are allowed to use equipment.

All programs must be submitted at least 24 hours before they are scheduled to be cablecast, along with a cablecast form (Form RCTV-3) indicating the desired date and time of cablecasting, as well as any controversial content (if any). Failure to notify staff of possible controversial content in advance may result in disciplinary action.

13.3 COPYRIGHT AND LIABILITY

All editorial control and responsibility and ownership of content of Public Access programming lie with each program's producer. RCTV reserves the right not to air any program which violates copyright, obscenity, or libel laws, which is in any way commercial in nature; or which is unviewable for technical reasons. RCTV recommends obtaining signed release forms for minors who appear in recorded productions.

13.4 CONTROVERSIAL PROGRAMMING

All comments and complaints about any program will be forwarded to the producer of said program; all producers must supply RCTV with a current valid phone number which will be made available to the general public upon request. RCTV reserves the right to schedule adult-oriented or controversial programming at specific times.

13.5 SCHEDULING

Initial cablecast request from a producer shall be for a specific day and time. New programming will air as soon as practical. A request for time change should be submitted at least 10 days in advance and no more often than one in 3 months. RCTV will try to honor requests but does not guarantee any specific time. Cablecast times are at the discretion of the Coordinator.

13.6 POLITICAL CANDIDATES AND ACCESS

FCC regulations applying to political candidates and issues do not apply to "Public Access". The two rules most referred to are the "Equal Time" rule which applies to political candidates and the "Fairness Doctrine" which stated that broadcast programmers must give time to diverse sides of an issue. The FCC personal attack rule also does not apply to "Public Access".

No paid advertising will be accepted on behalf of candidates for public office or political parties on RCTV. Public Access users are under no legal obligation to show any view other than their own. Community residents with diverse viewpoints are encouraged to use public access to express those views.

13.7 CREWS

It is each producer's responsibility to provide his or her own crews. Phone lists will be given out on a request basis only; also, producers may put a notice on the Community Bulletin Board for crew for a program.

13.8 RELEASE FORMS

Producers must obtain signed release forms for person(s) appearing on a program which will be cablecast. This is especially important when taping children under 18 (in which case a signature is needed by the child's parent or legal guardian). These forms will be kept on file at RCTV. Exceptions to this rule include videotaping of public events such as government meetings, sporting events, or in some other public location or forum.

14. CHILDREN

Young children are not allowed in the studio unsupervised. Since the use of video production equipment requires one's full attention, supervision must be by an adult who is not involved with any production during their stay. However, because of safety concerns, it is strongly encouraged that children not be brought into the studio at all. This includes guests of shows, as well as producers and audience members.

15. LIVE PROGRAMMING

Producers who wish to do live on-air programming must meet the following prerequisites:

- Must provide Cable Coordinator with subject and crew list.
- Must schedule program at least 2 weeks in advance.

16. NON-LOCAL (BICYCLED) PROGRAMMING

RCTV does provide air time for programs produced outside of its facilities and by non-local residents. A local resident must sponsor programs produced outside of Raymond in order to air. The local resident will take responsibility for the program's content. Programming must abide by same rules as Public Access programming. RCTV Form 4.0 must be completed.

17. GOVERNMENT ACCESS

Government Access is defined in the Glossary as "Programs produced by staff or elected officials of the Town of Raymond and may include coverage of government meetings (as defined by RSA-91A), profiles of town services, as well as servicing the communications needs of various town departments."

Government Access producers and users are subject to all sections of this Policy Manual. Government meetings and productions are those sanctioned by a particular board or town department. When town officials or employees participate in or produce any programming not under this category, they do so under the category, rules and procedures of Public Access.

17.1 GOVERNMENT ACCESS MEETINGS

In accordance with town policies the chairperson (or vice-chair) of any Board, Committee or Commission is responsible for their meetings. They call it to order and they adjourn it. Likewise they are the only ones who determine if a meeting is to air live or when it is taken off the air. It is NOT the decision of an RCTV operator. RCTV does not edit any meeting, with one exception. If a recording has been started and then committee goes into non public session or does not open the meeting for a prolonged period, RCTV may edit out the section of delay so that during replays or online there is no delay in the program. RCTV will keep the original file in accordance with RCTV meeting retention policies in the event there is any question regarding this. It is not RCTV's intention to stifle any freedom of speech or commentary. Anyone wishing to make public statements or commentary is welcome to do so under Public Access. But a Government meeting is Government Access and is controlled by the Board or Committee. (Section 17.1 Approved by Board of Selectmen 7/12)

18. EDUCATIONAL ACCESS

Educational Access is defined in the glossary as "Programs produced by the faculty and students of the Raymond School District and Raymond based private educational institutions."

Educational Access producers and users are subject to all sections of this policy manual. Educational meetings and productions are those sanctioned by a particular school, the SAU or School Board. When school officials or employees participate in or produce any programming not under this category, they do so under the category, rules and procedures of Public Access.

TOWN OF RAYMOND, NEW HAMPSHIRE

ADOPTED APRIL 17, 2000

BY BOARD OF SELECTMEN

Richard S. Ladd, Chairman (signed)

Norman E. Weldy, Jr. (not signed) Harold R. Wood, Jr. (signed)

William J. Kelley (not signed) Edward F. French (signed)

Amended: 4/1/2010 Approved by Board of Selectmen

Amended: 7/2012 Approved by Board of Selectmen