



Medford Community Cablevision  
Manual of Policies and Procedures

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(Policies and Procedures are edited frequently and without notice. Please make sure you are using the latest version)

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## Introduction and Definitions

### Introduction:

Medford Community Cablevision was created to provide the citizens of Medford with the resources and a dedicated cable channel on which to create and produce programs that generate a greater sense of community and enhance the quality of life for its members.

The purpose of this document is to provide a set of guidelines that will ensure an orderly, efficient, and consistent use of Medford Community Cablevision's resources and facilities, and to ensure that MCC achieves its charter of providing members with equal access to produce and broadcast programs on the local access channel.

All policies and procedures contained in this document are subject to the approval of the members of the Medford Community Cablevision board of directors. If a member feels that a policy has not been properly administered by the station manager or MCC staff, the member may request, in writing, that the board review and approve or disapprove of the action taken.

### Definitions:

**Medford Community Cablevision:** Hereinafter called TV3 or MCC is the licensed corporation that manages the public access channel in the city of Medford.

**Producer:** A producer is a person who has gone through the necessary training and has developed the skills to produce a program on a topic that interests them.

**Manager:** Staff person who takes direction from and is responsible to the Board of Directors. They handle all facets of TV3 activities and are responsible for the normal day-to-day business.

**Staff:** A person who is designated as being "on staff" who works for the Manager and assumes the duties of staff in the Manager's absence.

**Member-in-good-standing:** Any active member whose membership dues are paid in full and is not currently under suspension, or whose membership has not been terminated.

**Suspended Member:** A member whose membership rights are currently under suspension for violating the TV3 policies and procedures. During the suspended period, the member is not allowed access to TV3 premises unless they are addressing the Board for an appeal or reinstatement hearing.

**Terminated Member:** A past member whose membership rights have been terminated for violating the TV3 policies and procedures. Terminated members are banned from the TV3 premises.

## **Membership Information:**

Medford Community Cablevision provides you the means to obtain access to the electronic media in your community. MCC makes available to you its facilities, staff, equipment, cable channel time and internet network time for the primary purpose of producing and cablecasting/webcasting by and with the Medford community.

Community programming has the ability to link individuals with their neighbors, civic organizations and municipal bodies with their constituents, and local businesses with local consumers. In order to realize this ability in Medford, MCC offers a variety of services, and a number of ways to help individuals, organizations, municipal bodies and businesses take advantage of the opportunities presented by local access to the electronic media.

- MCC gives hands-on training courses in all facets of the production of television programs done in the studio and in the field.
- MCC offers professional programming consultation.
- MCC offers the use of its production facilities, as well as its portable and mobile television equipment.
- MCC offers rental services for members wishing to use MCC's facilities and equipment for their own personal or in-house use.
- MCC offers individuals and organizations the opportunity to sponsor programming without becoming involved in the actual production.
- MCC offers members an opportunity to be elected to the Board of Directors (providing they meet the qualifications provided below):

### **QUALIFICATIONS:**

- Be a member in good standing for a period of at least 12 months prior to their election to the Board of Directors.
- Successfully completed one training course offered by TV3 Medford with 100% attendance, including made-up classes.
- Participated in at least one production done under the auspices of TV3. Volunteer 15 hours of work, approved by the Station Manager, within 12 calendar months on behalf of TV3 and recorded by the Station Manager. The work can include, but is not limited to production of content, assist in production(s) or tasks identified by the Station Manager

This array of services makes it possible to partake in the production of local television programs in one of two ways: individuals acting on their own behalf, or as representatives of organizations, municipal bodies and businesses may produce community cable programming through their own efforts as community producers, or by sponsoring the creative production efforts of others under the auspices of Medford Community Cablevision.

## Active Membership:

Medford Community Cablevision is a membership-based, not-for-profit corporation. Active membership in MCC, and compliance with MCC's policies and procedures, is required in order to take advantage of most of MCC's services. Being a member in good standing and the payment of the annual membership dues enables you to attend MCC's television production workshops, receive professional programming consultation, and use MCC's facilities and equipment to produce your own TV programs at minimal or no cost.

You may join MCC on one of the following membership levels:

- **Individual membership** - open to all persons who reside in the city of Medford, or MCC Board approved interns. Individual members receive all member privileges and have full access to workshops, equipment (with proper certification) and technical support. Individual members receive one ballot towards the election of representatives to the board of directors.
- **Family membership** - domestic partnership of long duration including their dependents and children. A family membership receives all benefits of individual members except a family membership only has 1 vote towards the election of representatives to the board or directors. Minors under the age of 18 are not eligible to vote. Each family member needs to maintain a status of "in good standing".
- **Organization membership** - this membership is available to any organization based in Medford which is recognized by the MCC board of directors. Organization members receive all mailings and, in order to produce programs relative to both aims and goals of the Organization and the best interests of the citizens of Medford, have access to workshops, equipment (with proper certification) and technical support. Additionally, organizations must maintain active membership status before recognizing any organization members for membership at MCC. The MCC board of directors reserves the right to limit the number of persons joining MCC under the guise of organization membership. Organization members do not have voting privileges at the annual members meeting.

The annual dues for becoming an active member at MCC are listed in the current membership rate card.

In order to become an active member, you must:

- Show proof of Medford residency or affiliation with an organization serving the Medford community when applying for membership;
- Make payment of the current membership dues in full;
- Sign a statement of compliance to the policies and procedures set forth by the Medford Community Cablevision board of directors. A parent or legal guardian must co-sign for minors under the age of 18. Minors under the age of 16 must be accompanied by a parent or guardian.

## **Membership Violations:**

In order for Medford Community Cablevision to be an effective service organization and programming entity, it is important that all members adhere to the policies and procedures established by the board of directors. While we know that the vast majority of members take their membership privileges seriously, there is the need to insure compliance to regulations and deter abuse of membership privileges through a penalty system.

Our intent is to keep our operations running safely and to ensure the most effective use of Medford Community Cablevision facilities and staff, while providing the maximum of community-produced television.

### **Major Violations:**

Major violations to Medford Community Cablevision operations include, but are not limited to:

1. Commercial or profit-making use of Medford Community Cablevision facilities under the pretense of access and not fulfilling their obligation to TV3 to provide programming.
2. Misrepresentation of the members affiliation with Medford Community Cablevision to others.
3. Falsifying forms or giving falsified information.
4. Failure to properly acknowledge Medford Community Cablevision, Inc. in program credits and publicity.
5. Taking or reserving equipment without staff permission.
6. Abuse of equipment, including attempted repair.
7. Abuse of staff, members, or non-members while at TV3 or TV3 related activities.
8. Copyright infringements.
9. Violation of the hours of operation without proper approval.
10. Abuse of intoxicants while at TV3 or TV3 related activities.
11. Failure to bring back TV3 equipment on due date or when requested by staff.
12. Producers are not permitted to invite any suspended or terminated member to the TV3 facility.

Major violations will result in an immediate 90-day suspension of membership. A second major violation will result in immediate termination of membership. The member can apply to the board of directors for reinstatement.

Suspended members and/or members alleged to have committed a major violation will be notified via US Mail return receipt requested and/or any other legal service by the President of the Corporation.

If TV3 files a police report as a result of a major violation of the policies and procedures, the offending member's membership rights may be terminated.

## **Membership Violations (continued):**

### **Minor Violations:**

Minor violations to Medford Community Cablevision operations include, but are not limited to:

1. Failure to cancel a reservation for the facilities or equipment.
2. Late pick-up or return of equipment without prior notification and approval.
3. Mishandling or damaging equipment or facilities.
4. Failure to respect areas where food and drinks are not allowed, especially control room and editing suites.
5. Failure to return facilities to proper operating conditions such as microphones; microphone cables, furniture, lights, and props.
6. Failure to respect off-limits areas, including managers area and files, office computers, floppy disks, CD-Roms, DVD's or whatever the state of the art of the day may be, licensed software, equipment check in/out and files, equipment maintenance rooms and broadcast tower.
7. Failure to remove litter and/or garbage.

The first minor violation will result in a verbal warning.

The second violation will result in a written warning.

The third violation will result in the 30-day suspension of membership.

The fourth violation will result in a Major Violation which carries a 90-day suspension.

### **Staff Prerogative:**

The Board of MCC supports a safe and courteous environment. The MCC staff reserves the right to refuse access to MCC's facilities, production equipment, cablecasting/webcasting rights, or premises to any individual who may:

in their opinion:

- jeopardize the safety of others
- interferes with the orderly conduct of business
- be under the influence of intoxicants
- be under suspension
- have had their membership terminated.

The MCC staff is authorized to issue warnings and suspensions or call the police if they feel such action is necessary.

Unless addressing the Board at a Board meeting, Staff must turn away from the TV3 premises any member under suspension or past member whose membership has been terminated.

### **Appeals:**

Any member who wishes to appeal a disciplinary action of Medford Community Cablevision staff may request a meeting before the board of directors. Such a request must be made in writing via US Mail return receipt requested to the president within five (5) working days after such disciplinary actions. The hearing will take place at a meeting of the board of directors, not to exceed 30 days.

A terminated member can only petition the board for reinstatement once every 12 months.

## **Training and Certification:**

Training in video and audio production are the most vital services offered by Medford Community Cablevision. Like any other craft, skills must be acquired through instruction and developed by experience. As active members, individuals and community organizations are given the opportunity to learn the skills under the direction of MCC staff and to use MCC's production facilities and equipment to produce programming for cablecasting/webcasting.

In an effort to ensure the protection of programming, which adheres to technical production standards, as well as legal and ethical program requirements, and to insure the proper care in handling of equipment, active members must be certified as producers prior to gaining access to production equipment and resources. Individuals who have demonstrated production capability and knowledge of the production equipment may apply for certification directly - subject to approval by the MCC staff.

In an effort to accommodate the various needs, interests and concerns of the Medford Community, MCC offers several training programs and different levels of certification. All workshops are subject to enrollment provisions and each workshop session will run approximately two hours. More advanced topics may run longer than 2 hours and the workshops are subject to availability and member interest. TV3 staff reserve the right to reschedule a workshop with as much notice as possible to the membership.

### **Production and Workshops:**

Production refers to the process of using equipment and facilities to translate a program idea into a finished program. The choice of working environment is generally dictated by the program objective format and producer. Since the nature of studio and/or hotset production, film production and webcasting differ considerably, each necessitates the use of particular knowledge in procedures.

## **Training and Certification: (Continued)**

### **Field production certification:**

- Topic 1: Camera setup and operation
- Topic 2: Audio setup and operation
- Topic 3: Lighting in the field
- Topic 4: In-camera editing techniques
- Topic 5: Interviewing tips and techniques
- Topic 6: Cuts-only editing techniques

A member will be certified as having successfully completed the field production workshop upon demonstrating to the MCC staff the ability to:

- A) Set up and balance a tripod and set up a video camera (power-up [batteries or AC], proper filter, gain setting, and white balance).
- B) Recognize and load the proper tape.
- C) Set up audio and/or microphone; establish and maintain proper audio levels.
- D) Adjust settings using the menu IE: On board mic vs auxiliary mic

### **Studio Level I Certification:**

- Topic 1: Camera set up and operation
- Topic 2: Audio setup and operation
- Topic 3: Clearcom setup

A member will be certified as having successfully completed the studio Level 1 workshop upon demonstrating to the MCC staff the ability to:

- A) Set up a video camera (power-up, filter, gain, and white balance).
- B) Set up audio (identify microphone types, cables, and accessories).
- C) Establish and maintain proper audio levels using audio mixer.
- D) Perform basic character generation operation.
- E) Carry out the orders of the director.

### **Studio Level II Certification:**

- Topic 1: Technical directing
- Topic 2: Studio lighting and basic set design

A member will be certified as having successfully completed the studio Level II workshop upon demonstrating to the MCC staff the ability to:

- A) Perform fades, cuts, wipes and roll-ins using the switcher.
- B) Set correct video levels, utilizing vector scope and wave form monitor.
- C) Properly light a basic set utilizing 3-point lighting techniques.
- D) Set a basic talk show set, using available props and accessories.
- E) Carry out the orders of the director.

## **Training and Certification: (Continued)**

### **Level III Specialty Certification:**

Upon completion of the field production or Studio II workshops, a member may wish to specialize in a particular area of video production. These areas include producing and directing, editing, and mobile studio producing.

### **Producing and Directing Certification:**

Topic 1: Terminology, techniques and timing

Topic 2: Crew and resource management

Topic 3: Production administration and scheduling

A member will be certified as having successfully completed the producing and directing workshops upon demonstrating to the MCC staff the ability to produce a show suitable for Cablecasting/Webcasting on MCC.

### **Editing Certification:**

There are 2 levels of editing certification; basic and advanced.

#### **Basic:**

Topic 1: Tape logs, Capturing media to PC

Topic 2: Basic editing

A member will be certified as having successfully completed the Basic Editing Workshop upon demonstrating to the MCC staff the ability to:

A) Capture media and do simple editing including graphics.

#### **Advanced (prerequisite: Basic Editing Workshop)**

Topic 1: Effects

Topic 2: Advanced graphics

Topic 4: Color Correction

Topic 4: Use of 3rd party software such as Adobe Photoshop and After Effects

A member will be certified as having successfully completed the Advanced Editing Workshop upon demonstrating to the MCC staff the ability to:

A) Use the full capacity of the editing software.

B) Use of third party software

C) Color Correction

#### **Mobil Production Unit (MPU) Certification:**

Topic 1: Equipment set up and breakdown

Topic 2: Equipment operation and handling

A member will be certified as having successfully completing the mobile production unit workshop upon demonstrated to the MCC staff the ability to:

A) Power up all MPU equipment.

B) Set up camera, audio and communications systems.

C) Operate audio board, character generator system, VTR's, basic engineering controls, TBC and switcher.

## **Programming Requirements:**

All members are provided with programming consultation and guidance by Medford Community Cablevision staff.

As an active member, whether you are a novice or advance Community producer, the skills and experience of MCC staff can help insure a successful Community television presentation. Though a program conference is mandatory for those producing their first television program, you are encouraged and always welcome to schedule a meeting with staff for creative and/or technical advice. During regular operating hours, a staff member will be available at the MCC facility to answer any of your questions and help remedy technical production problems. If a problem occurs in the field, MCC will help you troubleshoot a technical difficulty by telephone. Our aim is to help ensure quality community programming in the City of Medford.

Any member in good standing may produce a program to be shown on TV3. The first step is to submit a program proposal. The program proposal form asks Basic information about the intended program(s) regarding the subject matter, type of production (studio/field), format, length and target audience.

Note: A terminated member's show may be sponsored by another member in good standing.

## **Technical Program Standards:**

Media submitted for cablecasting/webcasting must be clean, free of fingerprints, scratches with NO LABELS, except those written on the DVD in permanent marker or using lightscribe technology. Paper labels are NOT accepted. Submitted DVD's must be in -R format.

Community Cable TV stations must ensure adherence to legal, ethical and technical program requirements in accordance with applicable regulations. First and foremost, this means that access to TV3's equipment and other assets is contingent upon responsible programming efforts on the part of the Producer. Once a program proposal has been submitted, the producer(s) of that program assumes full responsibility for the content of all program material and signs the appropriate liability form that protects TV3 and puts all liability on the producer(s).

**NOTE:** For out of town programs being submitted, there will be a minimum of 2 producers who need to take full responsibility for the content of all programming and are listed below:

- a. program content producer
- b. Medford resident who is a local active member "in good standing" assumes full responsibility for the program content as if they were the program content producer

**REQUIREMENT:** Medford Producer MUST attend the Sponsor orientation class before programming is accepted.

### **This responsibility refers to:**

1A) Obtain all necessary clearances and permission in writing, from any and all individuals, organizations and groups whose appearance or material is taped and/or Cablecast/Webcast, and any other approvals as may be needed.

### **MCC PREROGATIVE:**

Medford Community Cablevision, Inc. retains the right to place a disclaimer (stating MCC's policies and /or advising viewer discretion) before and after any program which, in the best judgment of the MCC staff and/or Board of Directors, may be objectionable to any viewer.

## **Use of Production Facilities, Equipment and Channel Time:**

Medford Community Cablevision provides **active members** "in good standing" the opportunity to use its facilities and equipment to translate their program ideas from concept to production to completion and cablecasting/webcasting.

Access to all production facilities, equipment and channel time and/or webcasting time will be available on a first-come, first-serve basis, consistent with MCC hours of operation and programming guidelines. In an effort to ensure that all persons and groups wanting to use these facilities have an equal and fair opportunity to do so, specific guidelines have been established.

**Members will, at no time, be allowed access to any MCC facility outside regular operating hours without prior staff approval.**

## **Use of Production Facilities, Equipment and Channel Time: (Continued)**

### **USE OF STUDIO:**

#### **“AM I ELIGIBLE TO RESERVE A STUDIO?”**

Community producers with level II or Level III studio certification may reserve studio time for the production of an individual program or set of programs. Requests for consistent time slots will be accommodated by prior arrangement with MCC staff for those who make use of the time with new material on a consistent basis for a program series.

#### **“WHAT ARE MY RESPONSIBILITIES?”**

The producer is responsible for staffing crew. All crew members must have a minimum Level I Studio Certification.

An exception to this policy will be considered for nonrecurring emergencies. In the event that a producer has made a good faith effort to staff a scheduled program with certified crew, and an insufficient number of crew are present to begin production, the MCC staff may assist the producer in meeting the minimum requirements.

Further, in an extreme emergency, prior to the start of the scheduled program where a minimum of certified volunteers cannot be present, the producer will be allowed to use non-certified volunteers who can demonstrate to MCC staff the camera skills to pan, tilt, focus and zoom.

Productions are to begin and end as scheduled, and the studio facility left in proper working order, cleaned and items placed back where they should be. Alternate arrangements for scheduling production time must be made in advance and all productions scheduled must be concluded 15 minutes prior to facility closing time. MCC staff must be informed of canceled studio production time as early as possible. If a member cancels scheduled use of the studio, the station manager may request a meeting to review the cancellation. At the station manager's discretion, if a member cancels scheduled studio production time three times in a three month period, a meeting will be scheduled with MCC staff and use of facilities will be suspended. Suspension may begin after the third cancellation. Subsequent verbal or written notification will be made by MCC staff. A mandatory meeting will be scheduled within seven working days of the notification.

**“HOW DO I RESERVE STUDIO TIME?”**

The Community producer producing the program is required to complete and submit the facility request form prior to using MCC's facilities. Community producers should confirm their schedule status by telephone or in person for designated times. Requests for use of the studio can be submitted up to two weeks in advance, and should be confirmed prior to use. Request will be honored on a first-come, first-served basis, subject to availability and consistent with MCC hours of operation and programming guidelines.

**“WHEN CAN I USE A STUDIO”**

The studio may normally be scheduled for up to four hours per week, consistent with MCC's activities and hours of operation. This time includes production setup and breakdown. A maximum of 12 hours of studio time may be scheduled per finished program hour. In the event that a Community producer needs more time than provided, arrangements must be made in advance with MCC staff. Studio facilities may not be available for production purposes during scheduled studio workshop's.

**USE OF FIELD EQUIPMENT**

**“WHO CAN RESERVE THIS EQUIPMENT?”**

Community producers with a minimum Level I field certification may reserve portable television equipment for the production of entire programs or segmented program material on location.

**“WHAT ARE MY RESPONSIBILITIES?”**

Any crew members assisting on location must be arranged for by the Community producer. All crew members operating equipment must have a minimum Level I field certification. There are no exceptions to this policy.

Community producers on location are responsible for the actions of themselves and others involved with the production. Community producers are responsible for carrying out all routine procedures to ensure the safety of the equipment and the well-being of those involved.

Equipment must be checked in and checked out in proper working order by the Community producer reserving the equipment, and at the previously arranged designated times. (in some instances, alternate arrangements may be approved in advance by MCC staff. )

The Community producer receiving the equipment is required to sign the field equipment request form and pay any applicable fees at the time of pickup, and is responsible for all equipment received.

The Medford producer is responsible for notifying staff of any equipment problems.

MCC staff must be informed of canceled field equipment requests as early as possible. If a member cancels scheduled use of field equipment, the station manager may request a meeting to review the cancellation. At the station manager's discretion, if a member cancels scheduled field production time three times in a three-month period, a meeting will be scheduled with MCC staff and use of facilities will be suspended. Suspension may begin after the third cancellation.

Subsequent verbal or written notification will be made by MCC staff. A mandatory meeting will be scheduled within seven working days of the notification.

## **Use of Production Facilities, Equipment and Channel Time: (Continued)**

### **“HOW DO I RESERVE FIELD EQUIPMENT?”**

The Community producer producing the program is required to complete and submit the field equipment request forms prior to using MCC equipment. Community producers should confirm their schedule status by telephone or in person for designated times. Requests for use of the field equipment can be submitted up to two weeks in advance, and should be confirmed prior to use. Requests will be honored on a first-come, first-served basis, subject to availability and consistent with MCC hours of operation and programming guidelines and priorities.

### **“WHEN CAN I USE FIELD EQUIPMENT?”**

Field equipment may be checked out on any given day, consistent with MCC hours of operation and designated check-in and check-out times. Equipment may be reserved for no more than one consecutive period of use. A period of use is defined as 2 MCC business days. Equipment may be reserved for a maximum of 2 business days per week. There is a maximum 8 periods of use (16 business days) of field equipment per finished program hour. The Community producer is responsible for any damage incurred during equipment use. Should a Community producer need more time than provided, arrangements must be made in advance with MCC staff.

## **Use of Production Facilities, Equipment and Channel Time: (Continued)**

### **USE OF POST-PRODUCTION FACILITIES**

#### **"WHO CAN RESERVE POST-PRODUCTION FACILITIES?"**

Community producers with a minimum studio Level II or field level II certification may reserve time for post-production equipment needed to edit program material into a completed program

#### **"WHAT ARE MY RESPONSIBILITIES?"**

Community producers may not, under any circumstances, change wiring paths or connections or modify equipment without MCC staff approval. Post-production must begin and end as scheduled and must be concluded 15 minutes prior to facility closing time and the facilities left in proper operating order.

Post-production is to begin and end as scheduled, and the post-production facilities left in proper working order, cleaned and items placed back where they should be. MCC staff must be informed of canceled post-production time as early as possible. If a member cancels scheduled use of the post-production facilities, the station manager may request a meeting to review the cancellation. At the station manager's discretion, if a member cancels scheduled post-production time three times in a three-month period, a meeting will be scheduled with MCC staff and use of facilities will be suspended. Suspension may begin after the third cancellation. Subsequent verbal or written notification will be made by MCC staff. A mandatory meeting will be scheduled within seven working days of the notification.

#### **“HOW DO I RESERVE POST PRODUCTION TIME?”**

The Community producer producing the program is required to complete and submit the post-production request form prior to the start of post-production. Community producers should confirm their schedule status by telephone or in person for designated times. Requests for use of post-production facilities can be submitted up to two weeks in advance, and should be confirmed prior to use. Requests will be honored on a first-come, first-served basis, subject to availability and consistent with MCC hours of operation and programming guidelines.

## **Use of Production Facilities, Equipment and Channel Time: (Continued)**

### **“WHEN CAN I USE POST-PRODUCTION EQUIPMENT”**

Post-production facilities may be reserved up to a four-hour period, per day, and up to 10 hours per week, consistent with MCC's activities and hours of operation.

There is a maximum of one hour of post-production time allotted per one minute of completed program length. In the event that a Community producer needs additional time, arrangements must be made in advance with MCC staff. The Community producer is responsible for any damage incurred during equipment use. Post-production facilities may not be available during scheduled post-production workshops.

### **USE OF MOBILE PRODUCTION UNIT**

#### **"WHO CAN RESERVE THE MOBILE PRODUCTION UNIT?"**

Community producers with Mobile Production Unit (MPU) Certification may reserve the MPU for the production of an individual program or set of programs for the purpose of airing that program on MCC. Qualified producers may book the MPU up to six weeks in advance, and must confirm one week in advance.

#### **"WHAT ARE MY RESPONSIBILITIES?"**

The producer is solely responsible for crew. The producer is expected to assist with setup, or arrange for setup assistance by other volunteers certified in an MPU production. All crew members must have a minimum Level I studio certification.

*An exception to this policy will be considered for nonrecurring emergencies. In the event that a producer has made a good-faith effort to staff the scheduled MPU shoot with certified crew, and an insufficient number of crew are present to start, MCC staff may assist the producer in meeting the minimum requirements.*

MCC staff must be informed of canceled MPU productions as early as possible. If a member cancels a scheduled MPU production, the station manager may request a meeting to review the cancellation. At the station manager's discretion, if a member cancels scheduled MPU productions three times in a three month period, a meeting will be scheduled with MCC staff and use of MPU and/or facilities will be suspended. Suspension may begin after the third cancellation. Subsequent verbal or written notification will be made by MCC staff. A mandatory meeting will be scheduled within seven working days of the notification.

A crew list, plus any required releases, permits and a site survey, must be submitted no later than one week prior to the shoot. Producers are responsible for any damage incurred during the MPU's use.

## **Use of Production Facilities, Equipment and Channel Time: (Continued)**

**“WHAT ARE MCC’S RESPONSIBILITIES?”** MCC staff is responsible to:

- A) Ensure that the MPU was made available in a timely fashion at the site requested.
- B) Ensure that the equipment in the MPU is technically functional.
- C) Provide technical support as necessary.

When conflicts arise in the MPU schedule, the station manager will schedule according to the following guidelines:

1. First priority will go to request for shoots taking place in the City of Medford.
2. Second priority will go to request for shoots taking place outside the City of Medford.
3. Should a situation arise in which the first 2 priorities cannot be resolved, the station manager will grant the shoot to the Producer whose shoot is most beneficial to the community.

All MPU shoots and crew involved are, at all times, subject to the approval of the station manager. MPU shoots are subject to staff availability. Producers are responsible for all expenses incurred with their shoot, including, but not limited to, gas and tolls.

### **USE OF COMMUNITY CABLE CHANNEL**

**“WHO CAN REQUEST CHANNEL TIME?”**

Any active member in good standing can request channel time.

**"WHAT ARE MCC's RESPONSIBILITIES? "**

Medford Community Cablevision, Inc., is solely responsible for programming the public access channel. In the interests of providing access time in a non-discriminatory manner, a portion of the program time slots are made available on a first-come, first-served basis.

As a membership-based organization serving the Medford Community, MCC naturally assigns the highest priority within our own scheduling domain to programs produced by MCC members and/or staff using MCC's facilities. Similarly, in handling requests for channel time, MCC assigns the highest priority to programs produced by members using MCC's facilities, followed by requests from members for other programs. Within these groupings, MCC will honor channel time requests on a first-come, first-serve basis, consistent with MCC activities and hours of operation. MCC reserves the right to review channel time slots with the producer. Time slots may be reassigned to meet the needs of providing public access, while still maintaining MCC viewership.

Of course, within our own scheduling domain, MCC retains the right to Cablecast/Webcast any program or program series, regardless of point of origin, submission date and number of installments previously Cablecast/Webcast, providing the producer has not requested that MCC discontinue playing program.

**"WHAT ARE MY RESPONSIBILITIES? "**

The submitted program must adhere to all program requirements in compliance with MCC policy (see the chapter "Program Requirements" under "technical program standards"), and the community producer must sign a channel time request/producers indemnification form. The Community producer assumes full responsibility for the content of all program material.

In case of a program series, Community producers must make consistent use of their time slot with new material.

**" HOW DO I RESERVE CHANNEL TIME? "**

You must submit the program in its final form at least 24 hours in advance of Cablecast/Webcast (except live programs) to provide an opportunity for review of content and technical quality. The judgment of MCC staff and/or the MCC Board of Directors shall be final with respect to the use of the particular scheduled program.

**"WHEN ARE PROGRAMS SCHEDULED FOR CABLECASTING/WEBCASTING"**

All programs are scheduled in time blocks consistent with MCC's hours of operation and various production activities.

The hours of Cablecast/Webcast are designed to target optimum viewership and, at times, most appropriate for the intended audience. Preference will be given to live shows, specials and series.

Programs containing any material which might be inappropriate for young or sensitive viewers (including but not limited to excessive violence, adult language, nudity or sexually explicit material or situations) may not be Cablecast/Webcast before 10 p.m.

**PROGRAM OWNERSHIP:**

Producer retains ownership of their program, media, copyrights and related rights of all programs shown on TV3.

**Producer:** has the right to:

- request channel time for Community Cablecasting/Webcasting of the program;
- request that the program be discontinued from Cablecasting/Webcasting;

**MCC:** has the right to: If the program has not been used for commercial gain:

- cablecast/webcast the program as often as is deemed appropriate;

**MCC:** has the right to: If the program has been used for commercial gain:

- request a copy of the program for its library;
- cablecast/webcast the program as often as is deemed appropriate in it's entirety with the credits and copyright information intact, unless being used only in part for promotional, training or other such purposes related to MCC's activities.

**MCC PREROGATIVE:**

Medford Community Cablevision, Inc. retains the right to place a disclaimer (stating MCC's policies and /or advising viewer discretion) before and after any program which, in the best judgment of the MCC staff and/or Board of Directors, may be objectionable to any viewer.

## **RENTAL SERVICES**

In an effort to fill as many Community needs as possible, Medford Community Cablevision offers its active and certified members the opportunity to use MCC's production equipment and facilities for the purpose of recording and/or editing material which is not primarily intended to be played on the Community access channel. To this end, members must sign a rental contract with Medford Community Cablevision, Inc., to rent MCC's production equipment and facilities at reduced market rates.

MCC's rental policies and rate card are listed separately, and are available upon request. Of course, no equipment or facilities may be used for personal profit either directly or indirectly, unless a contract for rental is agreed upon by Medford Community Cablevision, Inc., and the producer(s).

In addition to renting its video production equipment to active certified members, Medford Community Cablevision also makes it possible for active certified organizational members to rent professional video equipment.

The organization requesting rental of this equipment is required to complete and sign a rental agreement. Reservations for equipment rental must be made no less than one week and up to six weeks in advance, either by telephone or in person for designated times. Organizational members operating the equipment must be certified with the minimum Level I field equipment certification. The equipment package must be checked out in proper order by the Community producer operating the equipment and at the previously arranged times. The certified member is responsible for any damage to the equipment incurred while in his/her possession.

MCC's facilities are also available to non-members, during non-access hours, to individuals who wish to rent at competitive market rates. In all cases, access Productions shall take priority.

### **RATE CARD:**

Is available upon request

## **SPONSORSHIPS**

Sponsorships make it possible for individuals, organizations and businesses to underwrite the efforts of other persons skilled in television production to produce that program for them under the auspices of Medford Community Cablevision. Sponsorships provide a means for associations, organizations and businesses to identify their services to the viewing public and further their own growth in the community.

Sponsorships can take a number of forms. A funding source may choose to be the sole or exclusive sponsor for program or series, or may provide funding along with other sources. Funding sources for underwriting a program may come from an individual, organization or business enterprise, and will be considered to be the sponsor or sponsors of an individual program or series.

Depending on the financial commitment of the sponsor and type of sponsorship (i.e., exclusive or shared), sponsorship identification can vary considerably both in the format (video and audio segment dedicated to the acknowledgement of the sponsor) as well as the duration of the acknowledgement. Regardless of the format and length, the sponsor's name will be included in all publicity, including any and all press releases, print ads, newsletters and posters.

Funding from sponsors should cover all costs associated with the creative production services provided under the auspices of Medford Community Cablevision. These costs pertain to any and all fees associated with, but not limited to, a producer, director and/or writer; television equipment used; video and audio equipment operators; media, music, and etc.. An itemized listing of all costs will be determined prior to production. All sponsorships and negotiations for creative production services must be approved by MCC's staff.

Sponsors may be sought at any time during the production process. Funding from sponsors produced by active members are encouraged, but in no way are they required. Sponsors of these programs, whatever the financial commitment, will help defray the operating costs of MCC.

All sponsorship funds are to be deposited in a "community producer account"

- producers must draw from this account as funds are needed and present receipts to the station manager.
- all funds will be used for program expenses only. Producers are, in no way, allowed to "pay" themselves or crew for producing a program.
- any and all excess funds will remain in the individuals production account, to utilize for future productions.
- after one year and one day of inactivity to their accounts, the producer shall forfeit all rights to that account, and all funds shall be reverted to MCC.

## **SPONSORSHIPS (CONTINUED)**

### **Community producers should take careful note of these guidelines concerning the solicitation of Sponsorships:**

- no solicitation shall be made on behalf of the program unless MCC has given its prior written approval, and MCC's name shall not be used in connection with any program or solicitation without its official approval.
- MCC shall help the producer draw up a budget sheet, and shall be consulted, informed, and otherwise considered an equal party throughout the production process.
- all excess funds in the "community producers account" are the property of MCC and shall be assigned to future programs at the direction of the station manager.
- preference will be given to producers with sponsorship funding for their program.
- a member's failure to abide by the language and/or intent of these guidelines shall be considered a major violation.

As a full-service community cable production and programming facility, our aim is to facilitate quality community programming that will develop loyal audiences because of its merit and encourage as many participants as possible. Sponsorships are an important part of achieving this goal.

## **HARASSMENT POLICY**

We expect all employees, members and directors to treat each other and those with whom they have contact with dignity and respect. Harassment occurring at MCC, or at MCC sponsored social or business functions, events or programs is unlawful and will not be tolerated. Harassment includes verbal or physical conduct which may or does offend, denigrate or belittle any individual because of, or due to, race, color, religion, national origin, age, sex, sexual orientation, disability or veterans status. Such conduct includes, but is not limited to, pictures, jokes, comments, innuendoes or any other behavior which creates an environment that is offensive and demeaning.

Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of an harassment complaint is similarly unlawful and will not be tolerated.

### **Definition of Sexual Harassment**

While all types of harassment are prohibited, sexual harassment requires particular attention. In Massachusetts, the legal definition of sexual harassment is this:

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the below examples, includes other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess, and comment about one's sexual orientation;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

## **HARASSMENT POLICY (CONTINUED)**

### **Complaints of Harassment**

If anyone believes that he or she has been subjected to harassment, s/he should immediately notify (in writing or orally) the station staff and/or board of directors.

### **Harassment Investigation**

Because MCC takes allegations of harassment seriously, it will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, MCC will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

MCC will conduct its investigation in such a way as to maintain confidentiality to the extent practicable under the circumstances, recognizing that there are many circumstances where complete confidentiality is not possible. An investigation typically includes at a minimum a private interview with the person filing the complaint, and then an interview with the person alleged to have committed harassment. It may also include contacting witnesses or other individuals whom we believe may have additional information regarding the issues raised in the complaint. When the investigation is completed, MCC staff or board President will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### **Action Steps**

If it is determined that inappropriate conduct has been committed by an employee, MCC will take such action as is appropriate under the circumstances. Such actions may include termination from employment or such other forms of disciplinary action, as deemed appropriate under the circumstances (e.g., warnings, suspensions, etc.).

In addition to the above, if an employee believes s/he has been subjected to harassment, s/he may file a complaint with either or both of the government agencies set forth below. Those agencies are: United States Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Boston, Massachusetts, 02203; or the Massachusetts Commission Against Discrimination, Boston Office at One Ashburton Place, Rm. 601, Boston, MA 02108.

## **HARASSMENT POLICY (CONTINUED)**

### **Workplace Violence**

MCC seeks to provide a safe workplace for all employees. Hence, MCC prohibits any kind of workplace violence or threats of violence by or against MCC employees or agents. Examples of conduct that is prohibited by this Policy include, but are not limited to:

- Possessing a weapon in the workplace (A weapon is any thing used or designed to be used to cause injury or death, or for the purpose of threatening any person, including a firearm)
- Causing or threatening to cause physical injury to another person;
- Engaging in aggressive or hostile conduct which creates a reasonable fear of injury or causes emotional distress to another employee;
- Using language which is threatening, intimidating, abusive, hostile, or harassing toward another employee;
- Intentionally damaging property of MCC or another employee.

MCC takes complaints of workplace violence very seriously and will respond promptly to such complaints. Complaints will be investigated and documented. Where it is determined that prohibited conduct has occurred, we will act promptly to eliminate such conduct and impose appropriate corrective action, including disciplinary action up to and including immediate termination of employment. We may also report behavior to law enforcement authorities when appropriate.

Restraining Orders: If you are a person protected by a restraining order, we strongly recommend that you so inform the MCC staff and board of directors. If you are interested in learning more about restraining orders, call the EAP at 888.456.1324.

If you believe you have been subjected to prohibited behavior, or if you witness such behavior, you should do the following:

If harm is imminent, call the Medford Police at 781-395-1212;  
Otherwise, immediately notify the station staff and/or board member