

WEFT

Airshifter Standard Operating Procedure

WEFT 90.1 FM www.weft.org

Prairie Air, Inc.

Comments/Questions - email programming@weft.org (Programming Committee Chair)

This document provides and clarifies certain expectations and responsibilities that the Board of Directors of W-E-F-T, Prairie Air, Inc., has of all airshifters. It also serves as a guideline for the Programming Committee and any person providing on-air programming. It will be utilized as a required guideline for creating and maintaining an airshift on WEFT.

Definition of an Airshifter

A WEFT Airshifter is an individual who has completed all parts of the airshifter training program, been trained on WEFT equipment, who is a member of WEFT and who is an Associate, or working toward Associate status (as defined by WEFT Bylaws [latest revision] Sections 4.01 and 5.02).

FCC Policies

WEFT agrees to provide airshifters with training and information on current applicable FCC rules and regulations.

The FCC requires that airshifters will:

- a. Give the legal station ID (W-E-F-T Champaign) at least once per hour within 5 minutes of the top of each hour. (It is recommended that the ID be given during every break).
- b. Legibly sign or print your full legal name on the transmitter log when starting your airshift, and enter the time (start and end).
- c. Check transmitter readings every two hours and note them on the transmitter log.
- d. Note the occurrence of an EAS (Emergency Alert System) alert or test on the transmitter log (notes section).
- e. If an airshifter starts Zara, the start time must be written in the "notes" section of the transmitter log (new FCC policy).
- f. Read a disclaimer when expressing opinions during a program (i.e., *the views and opinions expressed here are those of the speakers and do not necessarily represent those of WEFT, its Board of Directors, station management, or Prairie Air Incorporated.*)

Airshifters are required to comply with the FCC's policy that any person at this station who has any role in the selection of broadcast material will not:

- a. Accept money, services, or goods; or other valuable consideration from individuals, organizations, associations, or other entities to broadcast a program or program material; Promote any activity or matter in which he or she has a direct or indirect financial interest; or air any material which to his or her knowledge requires sponsorship identification which does not include those announcements, itself outlined in the Federal Communications Rule 73.1212).
- b. Break FCC rules regarding indecent or obscene content.

WEFT Airshifter Policies

1. Airshifters are required to complete airshifter classroom training, booth training with two qualified airshifter trainers, and become an Associate Member of the station. To become an Associate Member and maintain Associate Member status an airshifter must fulfill their responsibility to donate \$40.00 to WEFT annually, maintain a volunteer commitment (as discussed elsewhere in airshifter training documentation) and attend a minimum of two associate meetings yearly (per WEFT Bylaws).

2. In addition to producing their program, the airshifter agrees to contribute to the well-being of WEFT by participating in the following and/or other areas of station operation:
 - a. attending station and other required meetings such as pledge drive trainings
 - b. committee work
 - c. off-air projects
 - d. fundraising and pledge drive
 - e. promoting their show and the station as a whole
 - f. day to day station maintenance (e.g. bathrooms, vacuuming, putting away CDs)
 - g. miscellaneous volunteer opportunities
3. Airshiffters agree to leave all food and drink outside of the main studio and production studio.
4. Airshiffters agree to use headphones to monitor their broadcast over the air more accurately and to close the door to the studio when on air and/or to minimize extraneous noise.
5. Airshiffters agree to operate and handle all WEFT equipment with care.
6. The airshifter agrees to check the current Day Sheet prior to the beginning of their show to determine what is required during their program. The airshifter also agrees to check the Day Sheet for any changes made to regular programming. The airshifter will initial the Day Sheet appropriately. Day Sheets are used to ensure consistency in programming and compliance with FCC and WEFT requirements.
7. The airshifter agrees to play all drop in and pre-recorded programming as indicated on the current Day Sheet. If an airshifter believes they have a valid reason to omit the airing of drop-in programming, they should contact the Programming Committee.
8. The airshifter agrees to read the scheduled underwriting announcements as written or to play the MP3 of recorded underwriting, and to log their initials and date in the appropriate space provided in the underwriting binder.
9. Airshiffters agree to read or play from mp3s and/or CDs, two PSAs (public service announcements) per hour of their program.
10. Airshiffters will never give out the personal information of other WEFT airshiffters, associates or personnel (i.e. phone numbers, home or email addresses, etc.) to non-WEFT personnel. It is acceptable to give out official WEFT email addresses (i.e., stationmanager@weft.org) or the WEFT telephone number.

11. Airshifters agree to clean up after themselves and their guests and to re-file CDs and other materials or equipment in their proper locations. If there are equipment problems or technical issues, please email the Station Manager (stationmanager@weft.org) and cc: wefto@wefto.org.
12. To ensure the security of WEFT and its property, airshifters agree to be responsible for the actions of all their guests while in the station. The front door should remain locked when there is no staff present. Propping the door open is discouraged. If guests attend your show, ask them to sign the appropriate guest book located on the shelf in the lobby.
13. The airshifter agrees to check their mailbox, email, bulletin boards, and studio postings on a regular basis for relevant and essential station information and announcements.
14. Each airshifter will program their show within the guidelines of the show proposal and time slot. The airshifter further agrees to incorporate a minimum of 25% of new musical releases into the program unless a waiver is granted by the programming committee.
15. The airshifter of any music show agrees to complete and post a playlist on Spintron, either before, during or after the show (within 48 hours).
16. Airshifters understand that when WEFT staff is not present, they are responsible for the security of the building and WEFT's property. It is acceptable to ask people to identify themselves if the airshifter doesn't know them. If the situation becomes unmanageable, the airshifter understands that they can call 911 rather than endangering themselves or putting the station in jeopardy.
17. While the first priority of every airshifter is to be attentive to their show, when there is no staff member on-site, airshifters are responsible for answering the telephone during their shift when they are off the microphone. This includes conveying appropriate information and messages.
18. Airshifters agree to limit personal use of the WEFT telephone and computer resources.
19. Airshifters agree that no WEFT property (e.g. CDs or equipment) is to be removed from the station without clearance from the station manager, paid staff, the Music and/or Programming Chairs or the music genre directors.
20. Current airshifters must sign up for the moderated WEFTo and WEFTi listservs, and stay current with important announcements regarding operations. It is strongly recommended that all active airshifters read the weekly newsletter, *WEFT Weekly Essentials*, available online or in the binder in the lobby.

21. Airshifters understand that they are not permitted to increase the volume on the outside speakers due to legal restrictions.

Attendance and Substitutes

22. The airshifter understands that repeated lateness for an airshift may call for a review by the Programming Committee.

Repeated lateness and/or not showing up for an airshift at the scheduled time is a serious offense and may result in a review by the Programming Committee with the possibility of suspension from a show.

23. Except in cases of emergency, the airshifter will arrive in the station 10 minutes before the scheduled beginning of their airshift. The airshifter agrees to be responsible for covering their scheduled airshift.
24. If the airshifter taking the next shift does not arrive on time, the current airshifter agrees to stay until they arrive, a substitute is found, or after they start Zara radio. The airshifter must indicate when Zara was started on the Operating Log.
25. It is the responsibility of the current airshifter to vacate the booth once their show has ended and the next airshifter has reported for their shift. For the benefit of the WEFT listening audience, the transition between shows should be as seamless as possible.
26. It is the responsibility of the airshifter to find a substitute if they can't host their show. The airshifter must post a request for a substitute email via wefto. The need for a substitute should also be posted on the "Substitute and Collective" calendar in the front office area, if time allows. The substitute must be a WEFT-trained airshifter.
27. When the airshifter has found a substitute to take their shift, they agree to record the change with the substitute's name on the substitute calendar (if time allows) and notify the wefto listserv via email.
28. For long-term absences, an airshifter should contact the WEFT station manager (stationmanager@weft.org) and/or the PC Chair (programming@weft.org).
29. The airshifter agrees to give the substitute the necessary information and materials to responsibly host the show. This includes scheduled drop-in programs, underwriting announcements, or other relevant information. A play list of suggested music and a written outline of what the shift usually includes may be helpful. The substitute is required to program the show appropriately for the scheduled shift.

- a. When substituting a “Strip” program (6am-6pm), the format of the show should always take precedence.
 - b. When substituting a non-“Strip” program (6pm-6am), the format of the show should be honored, unless the show’s usual host allows the substitute to alter the format on a one-time basis.
30. The airshifter understands that they may occasionally be pre-empted on the air by the Programming Committee who shall give them at least 1 week’s notice. In very special cases, the airshifter may be pre-empted without notice. Airshifters will not, in general, be pre-empted more than once a month without their agreement. If an airshifter feels that they have been unfairly pre-empted, they may address the Programming Committee, Board of Directors and/or WEFT management as appropriate.
31. Airshifters understand that the Programming Committee will occasionally change the program schedule (excluding “Strip” programming – Mon-Fri 6am-6pm). Airshifters will receive at least 2 weeks’ written notice of a schedule change.
32. If an airshifter decides to resign from their show, they agree to notify the Programming Committee in writing a minimum of 3 weeks in advance of their final show.
33. Every airshifter is guaranteed a hearing by the Programming Committee, the management and/or the Board of Directors if they feel that they have a grievance against another airshifter, a programming decision or any other grievance. The station is responsible for providing procedures for resolving airshifter difficulties (see WEFT Bylaws Section 11 – Latest Revision).
34. It is understood that airshifters are responsible for production and booth operations. Staff is responsible for WEFT as a business and the Board of Directors is responsible for Prairie Air, Inc., enforcing its bylaws and procedures.
35. Respectful behavior is expected of all participants in the WEFT community. Complaints should be directed to the WEFT Board of Directors by emailing the Board Chair at boardchair@weft.org or the Station Manager at stationmanager@weft.org.

Airshifter Standard Operating Procedure

Created Sept 2016 (Based on WEFT Airshifter Contract Language)

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Approved by Associates June 7, 2017

Approved by WEFT Board of Directors July 24, 2017