

GO-TV POLICIES & PROCEDURES

Mission Statement

GO-TV is a not-for-profit organization with a mission to provide quality public access television for all viewers in the local communities that it serves, and to be an indispensable source of local information that may be unavailable elsewhere. GO-TV also encourages residents of the Town and Village of Ossining to become actively involved with their local public access station, by creating their own shows or volunteering on other shows, with free training on all aspects of television production provided by GO-TV. In addition, GO-TV provides a continuous outlet for public service announcements for all non-profit groups and covers all local newsworthy public events, including, but not limited to, municipal town meetings, local events, spot news, parades, fairs, and other programs of interest to the community.

Participation

In order to be eligible for GO-TV participation, one must fall under one or more of the following descriptions:

- a. Any person who lives or works in or pays taxes to the Town and Village of Ossining, (Town of Ossining shall mean the unincorporated area of the Town, the Village of Briarcliff Manor is not included, as that village elected not to participate) which shall be the boundaries of eligibility, and/or is a student of the Ossining Union Free School District no. 1 or individuals who provide pro-bono service for the residents of those municipal corporations.
- b. Any participantship organization, not for profit corporation, Church, School or the organization that either is constituted within the municipal boundaries or provides pro-bono service for the residents of those municipal corporations.
- c. Any business, corporation, professional service purveyor within the municipal boundaries delineated in section a.

While participation will be granted to any individual, organization, institution, corporation or entity in one or more of the above categories, GO-TV reserves the right to terminate participation if any such individual...is found violating GO-TV policy.

Services

GO-TV Community Billboard

The GO-TV Community Billboard is a communications platform enabling the Ossining community and surrounding areas to share information about non-commercial events and services. Any individual, organization, institution, corporation or entity with a non-commercial event or service can submit an announcement to be broadcast on the Community Billboard. The Community Billboard is a free service that airs on Public Access Channel 18 and Government Access Channel 78 during all hours unassigned to television programming. Participation is not required for use of this service though priority is given to GO-TV participants.

GO-TV Air Time

GO-TV Air Time is a free service offering GO-TV participants access to channel time on the GO-TV Public Access Channel. GO-TV provides air time-slots for both weekly and monthly series and non-series programs submitted by GO-TV producers and/or GO-TV participants acting as local sponsors for programs produced by outside parties.

GO-TV Television Facility

The GO-TV Television Facility, located in room 204 of Ossining High School, houses:

- GO-TV Broadcast/Transmission Operations
- 1 television studio
- GO-TV's staff and administrative office
- 1 A/B Roll SVHS editing station
- 1 Non-linear editing suite
- EFP equipment

Hours of Operation

Office Hours:

Tuesday – Friday 5:30pm – 9:00pm
Saturday 10:00am – 4:00pm
Studio & Edit Hours: (open to public)
Tuesday – Friday 6:00pm – 9:00pm
Saturday 11:00am – 4:00pm

Special Requests

GO-TV producers may request to use the studio Monday from 5:00pm – 10:00pm. Requests may also be made for arrival as early as 5:00pm and departure as late as 10:00pm Tuesday – Friday. All requests must be submitted a minimum of one week in advance and must be approved by the Station Manager.

General Terms

The following general terms will be useful to know when reviewing GO-TV guidelines.

GO-TV Participant: Any person, organization, institution, corporation or entity that meets the eligibility requirements as outlined in page 1 under the heading, *Participation*, that has requested participation in GO-TV services.

GO-TV Producer: A GO-TV participant who has received training and certification at GO-TV for authorized use of the production facilities, maintains a valid active status and is responsible for the program in regard to its airing on GO-TV.

Producer: The individual or group responsible for all aspects of creating and distributing a program.

GO-TV Volunteer: An individual who has received training and certification at GO-TV for authorized use of the production facilities and maintains a valid active status in order to assist GO-TV and/or producers in the production of a program.

Local Sponsor: A GO-TV participant submitting a series and/or non-series program for broadcast on GO-TV. The local sponsor accepts complete responsibility and liability for the program.

Series: A program shown on a regular basis that has the same producer and title and a consistent theme or format.

Non-series: A single program that is not part of a series.

Time-slot: A specified period of time scheduled for the cablecast of a program.

Episode: A single program that is part of a series.

Control Track: The area of videotape with a pre-recorded, uninterrupted simultaneous video and audio signal.

Master: The original complete version of a program.

Running Time: The length of time from the beginning of the program (NOT the beginning of the videotape) to the end of the program (NOT the end of the videotape).

EFP: Electronic Field Production

GO-TV Community Billboard

The GO-TV Community Billboard is a computer generated listing of the GO-TV weekly program schedule and events, activities and services in Ossining and the surrounding areas. All listings must be non-commercial in nature.

Rules & Guideline

- Announcements may be submitted by filling out a ***GO-TV Public Service Announcement*** form or by submission of a flyer of the event or service. All submissions must be made in writing and faxed to (914)-923-7753 or mailed

to GO-TV, PO Box 467, Ossining, NY 10562 or emailed to Studio@GreaterOssiningTV.org.

- Announcements must be received no less than two weeks prior to the requested air date of the announcement.
- Announcements will air for a maximum of one month unless otherwise approved by the Station Manager.
- GO-TV reserves the right to edit any and all submitted announcements.
- All announcements must include a contact name and telephone number for use by GO-TV staff. It is highly recommended that announcements include a contact name and telephone number for GO-TV viewers to request further information in regards to the announcement.
- Photos may be submitted with announcements. These photos become property of GO-TV and will only be returned with a self-addressed stamped envelope.
- GO-TV encourages announcements in foreign languages. However, current technical restrictions may limit which languages can be cablecast. All foreign language announcements must be submitted in the foreign language and in English for GO-TV files.
- All costs and prices listed in announcements will be excluded from the final posting aired on GO-TV. Again, it is highly recommended that announcements include a contact name and telephone number for viewers to request such information.
- GO-TV will work to honor all requests for postings, however, announcements submitted in adherence with the above rules & guidelines will take priority over all other announcements.

For questions, please contact GO-TV at (914)-923-7745.

GO-TV Air-Time

The GO-TV Air-Time service offers GO-TV participant access to channel time on Public Access Channel 18. Programs may be submitted by GO-TV producers or by GO-TV participants acting as local sponsors for programs produced outside of Ossining. The Station Manager, at his/her discretion, may accept programming relevant to the community of Ossining. GO-TV invites all eligible for participation to make community programs.

Submitting Programs for GO-TV Air-Time

Submission of programs is free of charge and free of content control by GO-TV subject to the policies herein. (See “GO-TV Videotape Guidelines” and “FCC” attachment.) A ***Producer Access Agreement*** must be signed before air time can be assigned. Responsibility for the program content rests with individual, whether producer or local sponsor, who signs this agreement.

- GO-TV requires individuals or organizations submitting programs to submit a signed and completed ***Producer Access Agreement*** prior to the cablecast of any program. One ***Producer Access Agreement*** covers all episodes of a series program providing the agreement is marked as such. One ***Producer Access Agreement*** must be signed and completed for every non-series program submitted. GO-TV may ask GO-TV producers to complete a new ***Producer Access Agreement*** on a yearly basis.
- Programs may be submitted in person at the television facility in room 204 of Ossining High School during office hours or dropped off in the designated GO-TV bin in the main office of Ossining High School Monday through Friday from 9:00am – 3:00pm. Programs may also be mailed to GO-TV, PO Box 467, Ossining, NY 10562.
- All new series programs and all non-series programs must be accompanied by a ***Producer Access Agreement*** in order to receive a time-slot. In addition, all programs must be in adherence to the technical standards as provided herein in order to air on GO-TV. Programs in adherence to all policy, procedure and guidelines as specified herein will receive priority when time-slots are being assigned.
- GO-TV will notify the GO-TV producer or local sponsor of the designated time-slot for a series or non-series program once the non-series program or the first episode of a series program has been received and no sooner.
- Local Sponsors may be asked to provide proof of participation eligibility at any time.
- All videotapes must be labeled clearly with the following information:
Name of program, name of producer, contact telephone number of producer, running time of program.

If a GO-TV participant or person(s) eligible for GO-TV participation is interested in using GO-TV’s television facility and/or EFP equipment to produce a program for cablecast on GO-TV, then such person(s) must:

- 1) Attend an orientation session.

- 2) Become certified by receiving proper training by GO-TV staff on the use of equipment.
- 3) Complete a *Producer Information Form* and *Producer Access Agreement*.

Once these three steps have been completed, such person(s) is now qualified and accepted by GO-TV as a GO-TV producer and may reserve use of the television facility and/or EFP equipment. GO-TV producers may also participate in the production of other GO-TV programs.

Orientation sessions and training sessions are provided on an as-need basis. Anyone interested in attending an orientation session or a training session can receive more information by calling (914)-923-7745.

Organizations Submitting Programs

Individuals submitting new programs on behalf of a local organization must submit a letter from an officer of the organization on company letterhead along with the GO-TV Producer Access Agreement. The letter must indicate who within the organization will take on the producer responsibility. Any changes in this designation must be submitted in writing by an officer of the organization along with a new Producer Access Agreement with the signature of the newly designated producer/local sponsor.

Minors Submitting Programs

Minors submitting programs will be required to have a parent or guardian sign the GO-TV Producer Access Agreement.

Canceling a Program

All GO-TV Producers and/or Local Sponsors who wish to cancel their cablecast with GO-TV Air-Time must submit this request in writing. The forfeited time-slot will then be made available to other GO-TV Producers and/or Local Sponsors. If the GO-TV Producer and/or Local Sponsor wishes to reconsider after such request has been received, GO-TV will assign a new time-slot for such program.

Rights & Distribution

Except as otherwise provided herein, all program rights belong exclusively to the program producer.

Use of GO-TV Air Time provides that the producer allows GO-TV unlimited cablecast and the right to re-cablecast the program at its discretion.

GO-TV has the right to use the program and/or excerpts for promotional and/or educational purposes.

Program Content Restrictions

These rules apply to all GO-TV services. Full responsibility for any and all program material lies with the producer and/or local sponsor of the program.

Presentation of the following material on GO-TV is prohibited:

- 1) any material which violates state or federal law relating to obscenity (*see "Obscene Programming"*)
- 2) any material which is libelous, slanderous, or unlawful invasion of privacy
- 3) any advertising, or material which promotes any commercial product or service
- 4) any material which violates copyright law
- 5) any material contrary to local, state, or federal laws or regulations
- 6) any material which appeals for funds (may not apply to some 501 (c) 3 not-for-profit organizations)
- 7) any material contrary to GO-TV's rules and procedures

Obscene Programming

The following information regarding obscene programming can be found at www.fcc.gov/cgb/consumerfacts/obscene.html.

“It is a violation of federal law to broadcast **obscene** programming at any time. It is also a violation of federal law to broadcast **indecent** or **profane** programming during certain hours. Congress has given the Federal Communications Commission (FCC) the responsibility for administratively enforcing the law that governs these types of broadcasts. The Commission may revoke a station license, impose a monetary forfeiture, or issue a warning, for the broadcast of obscene or indecent material.

Obscene speech is not protected by the First Amendment and cannot be broadcast at any time. To be obscene, material must meet a three-prong test:

- An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
- The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
- The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

Indecent Broadcast Restrictions

The FCC has defined broadcast indecency as “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities.” Indecent programming contains patently offensive sexual or excretory references that do not rise to the level of obscenity. As such, the courts have held that indecent material is protected by the First Amendment and cannot be banned entirely.

It may, however, be restricted in order to avoid broadcast during times of the day when there a reasonable risk that children may be in the audience.

Consistent with a federal statute and federal court decisions interpreting the indecency statute, the Commission adopted a rule pursuant to which broadcasts -- both on television and radio -- that fit within the indecency definition and that are aired between 6:00 a.m. and 10:00 p.m. are subject to indecency enforcement action.

Profane Broadcast Restrictions

The FCC has defined profanity as including language that “denote[s] certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.”

Like indecency, profane speech is prohibited on broadcast radio and television between the hours of 6 a.m. to 10 p.m.”

Adult Programming

GO-TV does not exercise censorship of constitutionally protected first amendment free speech. However, to be sensitive to hours when children are likely to be watching television, programs containing repeated vulgar language, nudity, extreme physical violence, extreme degradation, graphic depiction of invasive medical procedures, or indecent material will be preceded by a message advising viewer discretion and will be scheduled between the hours of 12am to 4am.

Indecent material is defined as material that describes or depicts sexual or excretory activities or organs in a patently offensive manner as measured by contemporary community standards.

Producers and/or local sponsors are responsible for notifying GO-TV if their program contains adult material so that it can be programmed at the appropriate time.

Political Programming

GO-TV is not bound by any equal-time requirements and will not endorse political candidates. Political candidates must abide by all policies specified herein. GO-TV staff will assist political candidates in the same manner as they would assist any producer. All political programming submitted for cablecast on the GO-TV Public Access Channel must be preceded by a disclaimer.

GO-TV VIDEOTAPE GUIDELINES

The following guidelines **MUST** be met in order to have your program air on GO-TV:

- GO-TV accepts ½ inch VHS or SVHS videotapes for broadcast. Any other format will not be accepted.
- All programs must be recorded on new videotape. Programs recorded on previously used videotape will not be aired.
- ALL PROGRAMS MUST BE RECORDED IN SP (STANDARD PLAY) MODE. GO-TV will NOT accept programs recorded in EP, LP or SLP modes.
- All videotapes must be labeled properly. Labels should include:
Name of program, name of producer, contact telephone number of producer, running time of program.
Please type or print the label clearly.
- Videotapes **MUST** have a minimum of thirty seconds of black prior to the beginning of the program and thirty seconds of black following the end of the program.
- GO-TV asks that producer's include a disclaimer at the beginning of the program. The disclaimer should read:
"The views and opinions expressed in the following program are not necessarily those of the producers or managers of this station."
GO-TV reserves the right to add a disclaimer to the beginning and/or end of the program if the producer has not included one.
- All programs **MUST** be preceded by a program title. GO-TV reserves the right to add a title to the beginning of a program if one does not already exist.
- The following technical standards must be met:

Adequate video signal strength
Crease-free video tape
Clean edits
Clear audio with adequate volume
Uninterrupted control-track throughout the program.

- Programs that do not meet the technical standards will not be aired. Producers or local sponsors will be notified and staff will provide necessary information on preventing such problems in the future
- Programs are to be submitted a minimum of one week prior to air time. GO-TV reserves the right to hold programs submitted less than one week prior to air time.
- Programs that have a running time exceeding the length of the requested time-slot will NOT be aired.
- GO-TV will air one episode for a maximum of four weeks from the date of first air. It is the producers' responsibility to submit a new episode NO LATER than the last air date of the prior episode. If the producer does not submit a new episode by this date the time-slot becomes immediately available to other producers.
- Due to limited space, producers may store no more than two videotapes at the GO-TV studio at one time. (*See "Retrieving Programs" for more information.*)
- GO-TV reserves the right to examine all videotapes prior to air for the sole purpose of ensuring that programs meet all technical standards and guidelines listed above.

*Questions ? Call the studio at (914)-923-7745 or email
Studio@GreaterOssiningTV.org.*

Retrieving Programs

Videotapes **must be retrieved within 30 days from the final broadcast date on GO-TV. If tapes are not retrieved, then GO-TV reserves the right to dispose of them at its sole discretion.** GO-TV will agree to return videotapes via mail at the discretion of the Station Manager, provided postage for the videotapes has been received prior to mailing.

Studio Operations

Use of Equipment

Only certified producers and volunteers may handle and operate GO-TV equipment.

- The GO-TV Producer holds full responsibility for the use of equipment during studio productions.
- The certified producer, volunteer or guardian thereof, having requested the equipment and having signed the *Equipment Request Form* holds full responsibility for all field equipment until the equipment has been returned and checked in by GO-TV staff.
- If studio or field equipment is found missing and/or damaged upon completion of studio-use or check-in of field equipment, access to all production facilities and equipment will be revoked until equipment is replaced or repair is resolved.
- Producers and volunteers may not alter any edit room or studio wiring or studio lighting equipment, make advanced technical adjustments, or re-configure any editing or studio equipment.
- Failure to appear on time for a scheduled appointment may result in the time being given to another producer or volunteer. Frequent failure to appear on time may lead to disciplinary action (*see "Disciplinary Action"*).
- GO-TV reserves the right to request additional training on the use of equipment at any time.

Studio Conduct

GO-TV is committed to maintain both a working and learning environment that is free of discrimination and harassment. Any staff member, producer, or volunteer working with GO-TV who is found to have engaged in harassment or discriminatory behavior shall be subject to suspension, and possibly further sanctions.

GO-TV reserves the right to refuse service to any person whose actions hinder the activities of other producers or staff members. Persons hindering producers or staff will be asked to leave the facility and will be subject to sanctions. Denial of service may be appealed in writing to the Board of Directors of GO-TV.

House Rules

1. No Smoking in any GO-TV facility.
2. No food or drink in control rooms or editing rooms.
3. No long distance telephone calls.

4. No firearms or weapons of any kind allowed in the facility.
5. Office supplies and equipment located at GO-TV are not available for use by producers without prior consent.
6. No alcohol or illegal drug use is permitted while using field equipment, studios or edit rooms.
7. No illegal drugs are permitted in any GO-TV facility.
8. No unauthorized equipment maintenance or disassembly allowed.
9. No personal equipment may be used without the prior consent of the Station Manager.
10. Violence or threat of violence will not be tolerated on GO-TV premises and will lead to permanent suspension of all GO-TV facilities and equipment.

Disciplinary Actions

GO-TV reserves the right to initiate disciplinary actions against parties violating its rules and procedures. This includes taking legal action against any such individuals or organizations if necessary. Immediate suspension of privileges may be imposed for major offenses.

The staff of GO-TV may request that an individual or individuals leave GO-TV premises immediately and shall recommend disciplinary or legal action to the Station Manager and/or Board of Directors for the following:

- If the individual(s) appears to be under the influence of drugs or alcohol or if the individual is found in possession of drugs or alcohol on GO-TV premises.
- If the individual(s) interferes with the orderly conduct of GO-TV activities, facilities, or programs.

Disciplinary action can be taken for minor infractions, including, but not limited to, the following:

- Smoking, drinking, or eating in restricted areas on GO-TV premises.
- Failure to return equipment on time and in proper working order.
- Unauthorized use of GO-TV equipment.
- Frequent cancellations with less than 48 hours of notice.

The following disciplinary actions may be imposed by the Station Manager and/or Board of Directors:

- A verbal warning with a notation kept on file.
- A written warning by the Station Manager.
- Suspension of all GO-TV privileges for up to 60 days.

Disciplinary and/or legal action can be taken for major infractions, including, but not limited to, the following:

- Theft or vandalism of GO-TV property or of any staff, volunteers, or visitors.
- Loss or damage of equipment.
- Use of equipment for commercial purposes.
- Misuse of GO-TV equipment or facilities.
- Abuse and/or harassment of GO-TV staff, volunteers, or visitors.
- Chronic and willful disregard of GO-TV guidelines, rules, and procedures.
- Any violent act on GO-TV premises or threat of violence made to GO-TV staff, volunteers, or visitors.

The following disciplinary actions may be imposed by the Station Manager and/or Board of Directors:

- Suspension of privileges for 90 days.
- Suspension of privileges for six months for a second infraction in a period of three years following the first infraction.
- Suspension of privileges for one year for a third infraction in a period of three years following the first infraction.
- Permanent suspension may result from a fourth infraction. Any violent act on GO-TV premises or threat of violence made to GO-TV staff, volunteers, or visitors will result in permanent suspension regardless of the number of previous infractions.

GO-TV will notify the individual in writing citing the infraction made and the disciplinary action to be taken. Conditions for the reinstatement of the user's privileges shall be included in the notification.

Appeals should be made in writing and submitted as an appeal to the GO-TV Board of Directors. Any privileges suspended shall remain in effect pending the outcome of an appeal.