



POLICIES & PROCEDURES

Updated on 3/23/2023

Approved By

Ashburnham Westminster Community Access Corporation - Board of Directors

Ashburnham Westminster Community Access Corporation (dba, AWCM) operates the PEG (public, educational and government) access channels on the cable television system in the towns of Ashburnham and Westminster, Massachusetts. As part of this responsibility AWCM will provide:

- Training and technical assistance in the use of TV production equipment
- Access to production resources and
- Time on the public access, educational and governmental access channels

Mission Statement

“To provide equipment, training, and channel time to members of the Ashburnham Westminster community for the purposes of building community, empowering the individual, and ensuring First Amendment expression through the utilization of television technology.”

To this end AWCM will:

- Provide the community with a modern facility and access thereto,
- Aid and educate community members to achieve their programming goals,
- Encourage producers to continually develop their technical and aesthetic skills,
- Maintain a strong community presence,
- Continue community outreach to encourage a diversity of programming expressing unique perspectives; advocate programs which support free exchange of ideas and encourage public discourse,
- Maintain an environment which encourages community cooperation and collaboration.

These resources are available for the production and presentation of programming of interest to the Ashburnham and Westminster communities and shall be used for non-commercial purposes and are available for use on a non-discriminatory, First Come, First Served basis.

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General Introduction

Definitions

- “AWCM” - stands for Ashburnham Westminster Community Media. It is the ‘doing business as’ name that we operate under.
- “Comcast Cable Provider” - Ashburnham and Westminster’s area cable television operator which provides access to PEG channels and funding according to cable franchise agreements with both towns of Ashburnham and Westminster.
- “P.E.G. Access Channels” - Acronym that identifies each type of access channel (Public, Education and Government).
- “Public Access” - refers to programming created by producers either locally or non-local, that are of public interest.
- “Education Access” - refers to programming created from school events or programs that are educational in nature.
- “Government Access” - refers to programming that includes municipal meetings, programs related to our local, state, and federal government. This also includes school committee meetings.
- “Producer” - is an individual who creates and is responsible for the content of their own programs. Producers must be certified to use AWCA-TV equipment and/or facilities.
- “Program Sponsor” - Someone who is a member of AWCM that takes responsibility for a program that is imported from another community through sponsorship.
- “Non-Profit Organization” - refers to any organization that is recognized by the IRS as a tax-exempt organization and is also registered with the Commonwealth of Massachusetts.
- “Member” - refers to an individual that meets the minimum eligibility requirements for membership that is eligible to utilize facilities and equipment owned by AWCM.

How PEG Access TV was Created

PEG channels include "public access," "educational" and "government" channels. Public access television channels provide opportunities for members of the public and various groups the airtime to present their programming content. Educational access channels allow public schools, colleges, and other educational departments to air programming and recordings of school events on the local cable system. Government access channels allow local governments to show local government meetings, election programming, local emergency announcements and other events and programs related to local government functions.

PEG programming in the United States began with public access channels, which have a colorful history dating back to the late 1960s. Local communities began to require as part of the franchise arrangement that cable companies offer opportunities for the production and carriage of community-initiated programming, both as an alternative to the more limited programming choices of the time and also to address local issues on the cable system.

The first public access channel is believed to have been launched in 1968 on the cable system in Dale City, Va., near Washington, D.C. Also in 1968, an advisory committee to Mayor John Lindsey of New York City produced a report recommending city cable companies make two channels available for public access, which set forth a model used in many cities.

The establishment of PEG channels was actively promoted by the FCC in the 1970s. In 1969, the FCC required all cable systems with 3,500 or more subscribers to offer at least one channel for programming from local origins. The FCC expanded the requirement in 1972 to require cable systems in the 100 largest markets to provide at least three PEG channels.

Various small counter-culture groups of the era took advantage of the availability of access to local cable channels to express their views. An early leading proponent for the new medium was Michael Shamberg, a former writer for Time-Life, who coined the term "guerrilla television" to describe his plan to use the channels as a nonviolent protest alternative to the few established television outlets of the time. Sounding much like today's proponents of the Internet and other alternative media, Shamberg proclaimed that the "inherent potential of information technology can restore democracy in America if people will become skilled with information tools."

The growth of PEG channels was aided by the Cable Franchise Policy and Communications Act of 1984. The act allowed local governments to require PEG channels, prevented cable operators from exerting editorial control over the content of programs carried on PEG channels, and exempted cable systems from liability for PEG channel content. Cable systems were permitted to fund PEG channels with revenues from the general 5 percent franchise fee, and this is what many cable systems chose to do. Alternatively, however, the act also allowed franchise agreements to carry additional fees of up to 3 percent of cable television

revenues for PEG channels. Such dedicated fees further fueled the expansion of PEG channels.

This rapid growth of PEG channels was reflected in popular culture by a recurring sketch on NBC's "Saturday Night Live" based on a fictional public access channel show called "Wayne's World." In the sketches, Mike Myers was a high school student named Wayne who hosted a low-budget weekly public access channel show from his parents' basement in Aurora, Ill.. The success of this parody led to two highly successful movies. By the time of the Wayne's World movies in the early 1990s, PEG channels had largely taken the form that we see today.

Privacy Policy

AWCM collects a limited amount of information from users for safety, security and legal reasons. AWCM does not share this information with other parties except in the following instances:

1. A user's contact information may be released if, in the opinion of the Executive Director or the Board of Directors, said producer violates AWCM rules or any local, state or federal laws while engaging in any activities related to AWCM resulting in a formal complaint by any party. Until a decision regarding breakage of rules or violation of law has been made by the Executive Director or the Board of Directors, only a producer's name will be released.
2. A member's contact information may be provided if they choose to produce a program that needs volunteers to help crew the production and they opt-in to sharing their information.
3. AWCM will cooperate with government authorities who are investigating crimes, including providing any and all information we have collected to said authorities.

AWCM may, from time to time, send emails or letters to its members. We do not "spam" or use our lists to assist in unrelated causes. All regularly scheduled emails will include an "opt-out" option for further communication except for communications regarding AWCM Membership Status.

Right to Refuse

AWCM staff reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes in any manner with the orderly conduct of business, or violates any of the lessor premises rules.

Membership

Becoming a Member

Residents of Ashburnham and Westminster, as well as organizations and institutions affiliated with the towns and those affiliated with such organizations are welcomed and encouraged to use these resources. In order to gain access to production resources and training, a person must become a member by:

1. To qualify for Membership first,
 - a. Must be a resident of Ashburnham or Westminster;
 - b. or working at or attending any school in Ashburnham or Westminster;
 - c. or affiliation with an organization serving Ashburnham or Westminster (all members must be directly affiliated with the Ashburnham or Westminster branch/chapter in the case of regional, state or national organizations)
2. To become a Member you must,
 - a. Attend an orientation for New Members,
 - b. Complete and Sign the Membership Application - STATEMENT OF COMPLIANCE,
 - c. Review this document (Policies and Procedures) and Sign the Acknowledgment of these rules.

Membership Application - Statement of Compliance

The Membership Application - Statement of Compliance is a form AWCM requires all new members to read, sign and adhere to. The form gathers the following information:

1. Full Name
2. Current Address
3. Home and/or Mobile Phone Number

4. Drivers License Number (Students add their Year of Graduation instead)
5. Date of Birth
6. In the case of a minor (Under the Age of 18):
 - a. Parent or Guardian Name
 - b. Parent or Guardian Address
 - c. Parent or Guardian Home and/or Mobile Phone Number
 - d. Parent or Guardian Signature
7. Signature of Applicant

Memberships that are inactive for more than a period of 12 months will have to re-apply for membership. Training Certification will be reviewed along with renewal.

Membership Privileges

As a member of AWCM, you qualify for many different opportunities and accessibility to our equipment, use of our facilities and services. In order to utilize our equipment, facilities and some services, you must attend training classes to become certified by our staff. Certifications are awarded to those who demonstrate proficiency based on staff observation and approval. At the conclusion of training and certificates are acknowledge you will be able to utilize the following:

1. Reserve Field or Studio Equipment for creating productions
2. Reserve Studio Facilities for recording in-studio productions
3. Reserve Editing Systems to assemble your productions
4. Reserve Time Slots for Cablecasting your productions
5. Reserve Our Podcasting suite for creating your own podcasts, and more

Another benefit of being a member is the ability to utilize our equipment for one (1) personal video every 365 days. A personal video is something that you do not have to share on our channels and can be solely for your own purposes. However, these are the guidelines to be able to take advantage of this benefit:

1. The member may not profit from the video. Producers of profit-making productions will be charged rental fees at current industry rates (See AWCM Rate Card),
2. The Member must be in good standing for a minimum of 60 days prior to beginning production of personal video,
3. The Member must have taken all appropriate classes necessary to operate equipment prior to beginning production,
4. The Member should be prepared to produce the video in its entirety, without assistance of AWCM staff. AWCM staff will be available, however, to assist with technical (non-procedural) problems,
5. Members may produce (one) personal video every 365 days,
6. Reservation of equipment is subject to availability. Members who are producing material for cablecast will get first priority. All personal videos are secondary.

Lastly, there are some additional rules that AWCM expects members to adhere to.

AWCM members must not misrepresent themselves as employees of AWCM or as having the ability to speak on behalf of AWCM. Such actions will result in immediate suspension of all privileges.

All active members are required to notify AWCM of any change in residence or other contact information to remain in good standing.

Volunteering and Internships

AWCM members are encouraged to volunteer after completing their training for certification. Individuals who are not Ashburnham Westminster-based and unable to become members may volunteer if they have sufficient Video production skills and are working on a specific program under the guidance or approval of the AWCM staff. High school and/or college students are encouraged to intern on a credit or non-credit basis and must seek approval from the Executive Director.

Member List

There will be a list available to AWCM members which includes the names, phone numbers, and email address of all members that authorized sharing of their information. Each member is responsible for the accuracy of information provided.

Responsibility of Members

Members are responsible for all the AWCM facilities and equipment used by them. This includes responsibility for the actions of guests, assistants and others.

Indemnification of AWCM Agents

All members shall indemnify Ashburnham Westminster Community Access Corporation (AWCM) and hold harmless from and against any and all claims, actions, damages, liability and expense in conjunction with slander, libel, copyright infringements, personal injury and/or damage to property arising from the use of AWCM property, equipment or use of AWCM's premises or any part thereof occasioned wholly or in part by any act or omission of AWCM., its agents, staff, contractors, Board of Directors, the lessor out of breach of the Statement of Compliance.

Training, Workshops and Certifications

Orientation

To make potential members aware of the mission of AWCM, and the availability of services, equipment, facilities, and channels; AWCM conducts regular orientation workshops. Attendance at an orientation workshop is a prerequisite to enrolling in a training class or a workshop. After orientation, a new member can sign-up for classes and workshops with AWCM staff and will be held at our studio facility.

Training Classes and Workshops

Any member of AWCM is eligible for training and workshops. A series of basic television production, field, studio, and post production will be made available on an ongoing basis. Workshops are given under the direction of the AWCM staff or a qualified person approved by the Executive Director. Class schedules will be posted at AWCM and distributed to all members through an email notification. Those wishing to take classes must sign up for them on a first-come, first-served basis. All class cancellations must be made within one week prior to the first session.

Certification

After completing the necessary training classes (depending on what the member chooses to be involved with), members may be certified in the following manner:

1. Completion of the basic production classes and demonstrate proficiency of required skills to AWCM Staff,
2. Testing in lieu of a class(es) consisting of oral questions and hands-on demonstration of equipment skills,
3. For specific pieces of equipment, further demonstration of proficiency may be required,
4. Re-certification of inactive members will take place on renewal of membership or at the discretion of the Executive Director.

AWCM staff have the right and responsibility to determine the level of proficiency for certification of all members.

Production Equipment and Facilities

Field Production Resources

AWCM members may reserve field production equipment on a first-come, first-served basis. Equipment may not be used in potentially hazardous situations without prior approval of the AWCM staff. In the event a member wishes to enlist the aid of others in a production, the producer must supply a Production Crew List prior to picking up equipment for approval by AWCM staff. All crew members who will be handling equipment must be certified by AWCM staff prior to using any field production equipment. Failure to do this may result in cancellation of reservation or production. The following are the expectations for use of our field production resources..

1. Reservations:

- a. Members that wish to reserve equipment need to submit their New Project Application prior to reserving equipment. The New Project Application is required by AWCM and indicates the necessary information for our staff.
- b. The amount of equipment available for a given request will be determined by AWCM staff, based on the experience level of the member, their needs, and the needs of others and the equipment maintenance schedule.
- c. Equipment may be reserved with a minimum of 48 hours notice and no more than 3 weeks in advance. The maximum reservation for portable equipment is 48 hours per week. Two reservations of up to 24 hours each. Back to back reservations may be made but are not guaranteed. Special arrangements may be made with the approval of AWCM staff.
- d. Members may make a maximum of eight reservations per completed program.
- e. Members will at no time leave equipment unattended. Equipment must not be left in a vehicle overnight due to extreme temperatures, both hot and cold, and for security reasons.

2. Equipment Pickup:

- a. Equipment must be picked up at AWCM studio facility by the member who made the reservation, unless arrangements have been approved in advance by AWCM staff.

- b. AWCM recommends to members who check-out equipment, set up and test equipment before leaving the studio to ensure that no issues arise. AWCM Staff will do its best to ensure that everything requested is ready to be used by the member.
- c. If the member needs to cancel or reschedule a scheduled pickup, they must do so as soon as possible by contacting AWCM either by phone or email.

3. Equipment Return:

- a. Equipment must be returned at the time indicated on the Equipment Reservation form. Hours of operation are posted on AWCMs website for reference. Members who expect to be unavoidably late must contact AWCM as soon as possible for approval for later return. Members returning equipment late without notifying AWCM staff for approval may lose reservation privileges and may be charged a late fee at the discretion of the Executive Director.
- b. Members are responsible for notifying the staff immediately if there are any problems with the equipment. In this event, members must do the following:
 - i. Malfunctioning or non-functioning equipment must be returned immediately to AWCM or at minimum contact AWCM Staff to schedule drop off.
 - ii. Complete an Equipment Repair Form so AWCM Staff can understand the problems encountered while using the equipment to help expedite repairs. AWCM will diagnose the problem to determine if the problem is due to operator error or misuse, general failure, etc..
 - iii. In the event of misuse or operator error, a member may be required to cover the cost of repairs that is beyond normal use and wear and tear.
- c. Upon returning equipment to AWCM, the staff will check the equipment to assure that it has been returned in proper working condition and in the same condition as when it was released.
- d. Members cannot borrow additional equipment until all items have been returned in good working order and in the same condition as when picked up. Members must replace all lost or missing equipment signed out to them. The equipment replaced must be of equal value, capability and **MUST BE** approved by the Executive Director.

Studio Production Resources

For the protection of the students who attend school at Oakmont Regional High School, members of AWCM who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those time slots. The determination of access will be based on the information returned by the CORI check, and a decision made between the Ashburnham-Westminster Regional School District and AWCM. Members may reserve studio time on a first come first-served basis. The following are the expectations for use of our studio production resources.

1. Members that wish to reserve the studio facility need to submit their New Project Application prior to reserving equipment. The New Project Application is required by AWCM and indicates the necessary information for our staff.
2. All studio productions must be approved by AWCM staff. All crew position assignments are the responsibility of the member to secure. A member may request assistance of an AWCM Staff for a production. Such a request will be subject to staff availability.
3. All production crew volunteers must have attended training classes and received certification by AWCM staff.
4. Members must consult with the AWCM staff prior to bringing in any props or accessories into the studio area.
5. Certain studio areas may be posted as off limits and all crew must not enter said areas.
6. Studio facilities may be reserved no less than 3 days prior to the requested date and time and no more than 3 weeks in advance.
7. The studio may be used a maximum of 6 hours per week, in 2 hour blocks, by a member. Up to 6 studio reservations, at a maximum of 2 hours each, may be made per completed program.
8. In the event that a member exceeds the maximum allotment of time for the studio facility, the member may lose reservation privileges and be charged for use as indicated on the rate card.
9. Crew meetings before and after each studio shoot are highly recommended and in some extenuating cases may be required at the discretion of the Executive Director.

Post-Production (Editing) Resources

For the protection of the students who attend school at Oakmont Regional High School, members of AWCM who wish to reserve facilities during school hours (Monday through Friday before 3pm) more often than once per month, must complete a CORI (Criminal Offender Record Information) form before being allowed to reserve those time slots. The determination of access will be based on the information returned by the CORI check, and a decision made between the Ashburnham-Westminster Regional School District and AWCM. Members may reserve studio time on a first come first-served basis. The following are the expectations for use of our post-production facilities.

1. Use of the editing resources will be limited to editing purposes only. A member may not use these resources for checking email, use of social media, and any other personal use deemed by AWCM Staff.
2. No changes in the editing equipment/accessories configuration or wiring are allowed. AWCM staff will consider a legitimate request for such a change on a case by case basis. Only AWCM staff may rewire or reconfigure any part of the facility.
3. Reservation of the editing resources may be reserved no less than 48 hours and no more than 3 weeks in advance.
4. Members may use up to 48 hours of reserved editing time per program, and up to 2 hours per day.
5. When members use the edit facility, they must sign-in and sign out upon completion.
6. In the event that a member exceeds the maximum allotment of time for the editing facility, reservation privileges may be restricted and a fee may be charged for extra time according to the rate card.

Insurance

All of AWCM's equipment and facilities are fully insured. Members have certain responsibilities when in possession of AWCM's resources and expectations that must be followed. Below are a list of those expectations:

1. Members are responsible for all AWCM equipment when signed out to them.
2. In order for the insurance company to honor a theft claim, the following must occur:

- a. A police report must be filed in the city or town in which the theft occurred.
- b. Equipment cannot have been left unattended at any time
- c. There must be proof of unauthorized forcible entry into the vehicle or location of theft.
- d. Equipment must not have been left in a car overnight.
- e. If the insurance company honors the claim, the member is responsible for covering the deductible payment. In the event that the insurance company does not honor a claim, it is the responsibility of the Member to reimburse AWCM for the full replacement value of the resource.

Wall Bulletin Board

The wall bulletin board is available at the AWCM facility for announcements from AWCM to members and for members to use to communicate with each other. Announcements may include volunteer opportunities for members to volunteer on AWCM productions. Members may also post crew calls for volunteers from the membership to assist with productions. Any additions to the bulletin board should be approved by AWCM Staff.

Cancellations

Members must strive to give no less than a 24-hour notice when canceling any reserved use of AWCM's equipment, facilities, channels or classes. A member may contact AWCM by phone, voicemail, or email to communicate a cancellation of a resource. If a member is more than 20 minutes late without prior notification, the reservation may be canceled at the discretion of AWCM Staff.

Facility Upkeep

While using AWCM's facilities, members are expected to clean up after production or use of our resources. This will ensure that the facility is ready for the next member's use, keep maintenance and cleaning cost to a minimum. The following expectations shall be executed while using our facilities and resources:

1. No animals are allowed in the building except for seeing eye dogs or as part of a production with prior AWCM staff approval.
2. Eating and drinking are allowed only in designated areas. No food or drink is allowed near any equipment at any time.
3. Smoking and alcohol are PROHIBITED throughout the premises and on the school grounds..
4. AWCM provides limited props and materials for stage sets.
5. AWCM office equipment, supplies and property may not be used for sets.
6. Members may make arrangements to store sets and/or additional props for no more than 24 hours.
7. AWCM is not responsible for damaged or stolen props or sets.

Channel Use and Media

Programming for Channels

Any member may request channel time for the presentation of a pre-recorded television programming created by said member or programming imported from another producer provided that the proper sponsorship responsibility is acknowledged by completing the Request for Channel Time sponsor section of the form.

Programming shall be prioritized based on the following hierarchy:

1. Any Live programming
2. Local programming (produced by AWCM or AWCM members)
3. Imported programming (sponsored programming from outside our communities)

Programming Definitions

- **New Programs:** Content produced 30 days prior and presented for airing in that time period.
- **Live Programs:** Content produced at the time of the event delivered to viewers as the event is happening either in the studio facility or at a remote location.
- **Live-to-Tape Programs:** Content produced in the studio or in the field which are recorded completely and ready for cablecast without editing.
- **Old Programs:** Content produced more than 30 days after the air date requested, but in the calendar year.
- **Local Programming:** Content produced by an AWCM member or by AWCM Staff.
- **Imported Programming:** Content produced outside the communities of Ashburnham and Westminster that is sponsored by a member of AWCM.
- **Daytime Slots:** Time slots that are available from 6:00am to 5:00pm
- **Primetime Slots:** Time slots that are available from 5:00pm and 11:00pm.
- **Safe Harbor Slots:** Time slots that are allocated for programming with content not suitable for cablecasting during Daytime and Primetime slots. Hours are defined at from 11:00pm to 4:00am
- **Medium:** Refers to the container method of the content. Mediums that AWCM will accept for programming are digital files (See Digital File Formats in XXX section) and DVD's. Any other mediums must be approved by AWCM Staff prior to receiving the medium.
- **Cablecast:** Professional term used to describe the act of playing videos at specific times for viewers on a cable network. Another term used in the past to describe this similarly was "airing".

Programming Types

AWCM recognizes different types of programming that can be created or received by sponsorships. The primary types of programming are AWCM Staff, AWCM Member, and Imported Sponsored Content.

- AWCM Staff Programming
 - Public Events
 - Educational Events including sports, graduations, informational forums, etc..
 - Government Meetings including Select Board, Annual Town, and Special Town meetings.

- AWCM Member Programming
 - A member may create programming on a variety of topics or subject matters
 - An AWCM staff may become a member and create programming on a variety of topics or subject matters that does not expressly represent those views of AWCM, its staff, members, Board of Directors or affiliates of our organization.

- Imported Sponsored Content
 - A member that sponsors another producer's program(s) for viewing on AWCM channels.
 - An AWCM staff member with the approval of the Executive Director may from time to time allow programming from an outside source for the purposes of more diverse programming offered to its viewers. Content typically will not contain controversial, political or religious programming. Content chosen as a neutral subject matter does not expressly represent those views of AWCM, its staff, members, Board of Directors or affiliates of our organization.

Time Slots

- Programming time slots for the PEG channels are available on a first come, first served basis subject to the resources of AWCM whose staff has the right to determine appropriate scheduling and channel designation.
- Requests for airing of programming shall be honored on a first-come, first- served basis, but programs produced by AWCM members exclusively using AWCM equipment and facilities shall be given priority for broadcast over material produced in other ways.

- Requests for channel time will be honored within the constraints of scheduling availability.
- Requests for live programming will be subject to AWCM staff approval whose decision will be based on, but not limited to, equipment availability, member preparedness, timeliness of the request, and other factors as determined by AWCM staff.
- AWCM holds the right to pre-empt scheduled programming if necessary as outlined in the priority of scheduling for cablecast.
- AWCM member produced programming may be shown a maximum of six times in the first week of play and an additional four times during the next year at minimum or at the discretion of AWCM Staff.
- An AWCM member may request up to 2 primetime time slots and 2 daytime time slots. At the discretion of AWCM Staff, additional time slots can be assigned to best fill available time slots at any given time.

Single & Series Programs

AWCM accepts two styles of programs, a single program and a series program. AWCM defines a single program as one that is not part of an on-going series that has a singular purpose. A series program is an on-going program that follows a regular schedule on new episodes. Below are the expectations for each program style:

1. Single Programs

- a. Producers and/or members requesting a single program time must submit a Request for Channel Time form for each program at least 1 week in advance of the time requested. The medium should be received by the AWCM staff at least 5 days prior to the cablecast date.

2. Series Programs

- a. Members are encouraged to produce a series of programs. Requests for series must meet the following conditions:
 - i. Members must make consistent use of their time slot with new material. Programs may be rerun only once during the same time slot and still be considered new material. Members are encouraged to request re-run of programs at other time slots.

- ii. A series is considered to be at least 4 new programs cablecasted on a regular basis. Time slots may be requested on a yearly basis in order of preference.
- b. A Request for Channel Time form must be submitted at least 2 weeks in advance of the first program cablecast date and at least 5 days prior to the next new episode time slot.
- c. Each program must meet the established running time (length of episode).. Overtime must be avoided to not cause conflict with other programming. Producers and/or members must notify AWCM Staff immediately so that the cablecast schedule can be amended. Programs that run shorter than the agreed upon time slot shall be filled with other content at AWCM Staff's discretion.
- d. A series time slot may be revoked after 30 days without new material or violation of above criteria.
- e. A series time slot may be changed at any time at AWCM Staff's discretion. AWCM will make every effort to notify the producer and/or member of an affected series as far in advance as possible.

Media Formats and Standards for Cablecast

AWCM has moved to an all digital medium standard. We accept digital media files and DVD discs for cablecast. Before a member and/or producer submits content for cablecast, the medium needs to meet the following standards for each format type. Below is the requirements that must be followed for accepting content.

1. DVD Requirements

- a. DVD's must be appropriately labeled and include the following:
 - i. Program Title
 - ii. Date of Program (minimally year of production)
 - iii. Episode Number (if series)
 - iv. Producer Name
 - v. Total Run Time of the program
 - vi. Description of the Topic or Guest when applicable.
- b. A non-menu DVD format is preferred.

- c. DVD's with a menu should be formatted with only one menu item link to play program as "first to play" or actual program should be set up as the default play item (no color bars, tone, etc...).
- d. Programs using AWCM facilities must be credited for use of its equipment and facilities.
 - i. Example: "Equipment and Facilities provided by AWCM"

2. Digital Media File Requirements

- a. AWCM will accept Data DVD's, video files on a flash drive, or downloadable file from a cloud storage service.
- b. Videos that are on a streaming service such as YouTube, etc... may be acceptable on a case by case basis determined by AWCM Staff.
- c. Digital Media Files must be encoded minimally in the following criteria:
 - i. **File Formats**
 - 1. MPEG 2 IBP, MPEG 2 I-Frame, MPEG 4, H.264, AVI, DVCAM, DVCPRO, DVCPRO50, DV, IMX
 - ii. **Encoding Codecs**
 - 1. AVC(H.264) & MPEG2
 - iii. **Video Resolutions**
 - 1. **480i @ 30i**, 29.97 fps or **1080i @ 60i**, 30i, 29.97, 59.94 fps
 - iv. **Video Compression Bitrate**
 - 1. For **480i** - minimum of 4 Mbps
 - 2. For **1080i** - minimum of 8 Mbps
 - v. **Audio Compression and Bitrate**
 - 1. Audio Layer - Mpeg - Layer II Audio (Stereo)
 - 2. Audio Bitrate - Minimum 128 kbps audio AAC format

Media Archives

AWCM maintains a media archive of all member and AWCM produced content including historically and culturally significant events. All physical media left at AWCM for more than 1 year, may be disposed of without notification to the member or producer.

Prohibitions and Clearances

- Producers utilizing the access channels are fully responsible for the content created whether or not they used AWCM equipment and/or facilities, that is cablecasted.
- All producers acknowledge that they will hold harmless Ashburnham Westminster Community Access Corporation (AWCM), staff, members, volunteers, Board members and affiliates from any local, state and federal laws that are violated while functioning as a member of AWCM.
- AWCM does NOT preview programs for content submitted by either a member or a producer. However, AWCM can review content when:
 - Upon receiving a written complaint that indicates a possible violation of AWCM policies and procedures.
 - The program does not comply with AWCM's minimal technical standards
 - Or, violation of any Local, State, or Federal Law.
- Presentation of the following are prohibited:
 - Any commercial advertising (any for-profit use of AWCM equipment and/or facilities will be billed at current industry rates.)
 - Any material which constitutes libel, slander, obscenity, incitement, invasion of privacy or publicity rights, or false and misleading advertisements.
 - Any use of trademark copyright which violates local, state or federal law, ordinance or regulation.
 - Any material produced outside of AWCM without a member sponsoring the program

- Any lottery or lottery materials
- Programs to be cablecasted, must meet the minimum technical standards to be judged by AWCM Staff on a per-case basis.

Political Campaigning

Political candidates are subject to the same policies and procedures as other users of the access channels. The nature of public access is that everyone in the community has equal access to the facilities and channel time. AWCM encourages political candidates and others in the community who are interested in becoming members of AWCM in order that there may be public exposition of the issues involved. This can be achieved through individual programs, public forums and debates telecast by AWCM and so on.

Paid political announcements are considered commercial in nature and thus are excluded from the access channels. Compliance with any election laws applicable to the candidate is the sole responsibility of the candidate. Ashburnham Westminster Community Access Corporation does not have the responsibility, or even the capability, to edit programs in order to verify compliance with these types of laws.

AWCM may, upon the filing deadline for candidates in all Ashburnham and/or Westminster elections:

1. Acquire the list of eligible candidates from the Ashburnham and Westminster Town Clerks.
2. Notify each qualified candidate by certified mail concerning AWCMs candidate policies and procedures.
3. Provide a 1 page, containing 40 words or less, per candidate on the electronic community bulletin board. The page must remain the same throughout the campaign and end on the day of the election or when the candidate has officially withdrawn from the race.
4. When available for AWCM, the organization may offer a recorded message capability to registered candidates. When offered, AWCM will:
 - a. provide recording of a one-time presentation of candidacy, no longer than 5 minutes, for each qualified candidate.

- b. A block of studio time will be set aside for the recording of all candidates and may be reserved on a first come, first served basis.
- c. No special scheduling is permitted.
- d. The candidates' announcements will be aired on an equal basis during the AWCM cablecast rotation and end on the day of the election or when a candidate has officially withdrawn from the race.
- e. No candidate will be allowed to re-record his or her recorded message.
- f. No candidate will be present at another candidate's recording session.
- g. A neutral background and set design will be provided by AWCM and the candidate must appear alone. No additional signs or props will be allowed.

Ownership of Programs

AWCM members own their own programs provided it is cablecasted at least once on any of the access channels. Members may keep the master recording of their program. AWCM has the right to maintain a copy of any member program. AWCM also has the right to cablecast the program an unlimited number of times and to use the same for any promotional purposes related to AWCM.

Sponsorships & Credits

- Commercial advertising is strictly prohibited.
- Acknowledgment of funding or underwriting by businesses, organizations or grantors providing monetary or other assistance in the making of the program may be included in the program credits.
- Underwriting credits are subject to review and approval by the Executive Director of AWCM. No mention of the funding source may be made during the program.

Underwriting & Grants

- Underwriting support for AWCM is to be actively sought in the community. Staff and members are encouraged to seek out businesses and organizations who are willing to provide such support.
- References to grant money imply only the portion of the grant directly applicable to the production of video.
- The Board of Directors of AWCM shall be in charge of the use of all underwriting funds received or designate the Executive Director to manage. They shall determine the disbursements to members for expenses involved in production of any show produced at AWCM
- Underwriting application forms (request for disbursement) shall be submitted by 15th of each month to the Office of the Executive Director and shall be reviewed by the Board of Directors at the next regularly scheduled board meeting.
- Such requests can be approved by the Executive Director if timeliness prevents them from being approved by the Board of Directors.
- Other programming produced by members is subject to the following underwriting provisions:
 - **Underwriting and Grants for Non-profit Agency Programming:** Charitable donations and grants may be given to sponsoring agencies for use in the production of a specific program or series of programs. The agency is accountable to disclose in writing all funds received and expended in the production of a specific program or series of programs. 10% of all monies will be used by AWCM to supplement the operating budget.
 - **Underwriting and Grants for Individual Member Programming:** Charitable donations and grants may be used for programming produced by an individual member. The member is accountable to disclose in writing all funds received and expended in the production of a specific program or series of programs. 10% of all monies will be used by AWCM to supplement the operating budget.
- AWCM is committed to maintaining the integrity of our purpose and actively discourages its members from attempting to profit from their activities at AWCM. To this end:
 - Members are not permitted to profit from programming produced with AWCM equipment and/or facilities

- Members shall not collect more money than is required for the production of said program or series of programs (including the standard 10% share for AWCM.) In the event an individual collects more money than is required, the balance will accrue to AWCM.
- Members wishing to profit from producing programs are invited to purchase their own equipment or rent AWCM's equipment and facilities based on the rate card.
- All members using AWCM facilities or equipment must credit AWCM in the program credits. At no time is AWCM to be acknowledged as the producer or content creator.

Program Duplication

- Members are allowed to have copies made for non-commercial purposes of their program with AWCM equipment using DVD's.
- AWCM does not maintain ownership of member-produced programming and will not make copies of such programs without consent of the member and/or producer.
- AWCM may make copies of programs it produces at the following rates:
 - Standard Definition - DVD - \$10.00 per copy
 - High Definition - Blu-Ray DVD - \$15.00 per copy
- Rates can be adjusted based on multiple duplications for a single order by the Executive Director.
- Duplication of unedited footage is prohibited and NOT available for sale.

Electronic Community Bulletin Board

Any Ashburnham or Westminster resident or organization wishing to communicate with viewers on the access channels utilizing the electronic community bulletin board for non-commercial purposes should submit a message of 50 words or less by the following methods:

1. Messages can be mailed to **AWCM, 9 Oakmont Drive, Ashburnham, MA 01430**

2. Messages can be emailed to AWCM using events@awcm.org
3. Messages can be submitted using the online form found on the AWCM website: <https://awcm.org>

All messages should be submitted at least 2 weeks in advance of the requested start date. All individuals, groups and organizations that submit messages must include in their submission the following:

- Full Name
- Mailing Address
- Home or Mobile Telephone Number

All organizations that submit messages may be verified first by AWCM prior to posting the message on the access channels. Messages will be show in between programming on a cycling basis throughout the requested time period and will be removed automatically at the conclusion of the message end date.

Violations

In order for these policies and procedures to be effective and keep the organization's operation running effectively, a monitoring system has been adopted and instituted. There are 2 types of violations which, if violated, can result in restrictions placed on the member. The Executive Director or his/her designee are authorized to issue warnings and suspension. Below are the types of violations and results that AWCM will uphold:

Minor Violations

Minor violations within a 12-month period will be dealt with as follows:

- **First Violation** - Results in a written warning
- **Second Violation** - Results in a 10-day membership suspension
- **Third Violation** - Results in a 30-day membership suspension
- **Fourth Violation** - Results in a 90-day membership suspension

Minor violations may include but are not limited to:

1. Failure to cancel a reservation in accordance with XXXXXXXXXX.
2. Late pickup or late return of equipment without notification and approval.
3. Mishandling of equipment
4. Eating or drinking in restricted areas
5. Smoking anywhere on school grounds.
6. Failure to clean up after using AWCM facilities.
7. Handling restricted AWCM property or equipment.
8. Being present in off-limits areas without prior approval of the AWCM staff.
9. Using AWCM computers for non-television related activity.
10. Loitering

Major Violations

Major violations will result in a minimum 90-day suspension of membership. These include, but are not limited to:

1. Unapproved commercial or profit-making use of AWCM equipment and/or facilities without prior knowledge (charged a rental rate).
2. Members that misrepresent themselves as an AWCM staff, an employee or as a member of the Ashburnham Westminster Community Access Corporation Board of Directors.
3. Falsifying AWCM related forms or documentation.
4. Taking or reserving equipment and/or facilities without AWCM staff approval..
5. Abuse and/or neglect of AWCM property.
6. Attempted self-repair of AWCM equipment and/or facilities.

7. Any unauthorized use of AWCM equipment and/or property without AWCM staff approval.
8. Use of any unauthorized stairways, corridors, doors and elevators within the high school.. Designated entrances, exits and off-limits areas are clearly defined.
9. Any form of abuse toward an AWCM staff member, other members, guests of AWCM, and/or Board of Director.
10. Stealing any AWCM property and/or equipment
11. Using AWCM computers to store, view or create obscene or indecent material.

Violation Appeals

Members that are in violation of any minor or major incident as determined by an AWCM Staff may seek an appeal to the Executive Director and/or Board of Directors by a written request. Requests will be reviewed and a hearing before the AWCM Board of Directors will make the final determination.

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Acknowledgement of Policies & Procedures

I have reviewed the AWCM policies and procedures document and I understand that as a member of AWCM, I am responsible for my conduct and use of AWCM resources at all times.

Print Member Full Name

Member Signature

Date

OFFICIAL USE ONLY

Initial Staff Acknowledgement _____ **Date:** _____ / _____ / _____