

COX

North Central Studio

Let Us Help You Tell Your Story

Volunteer Guidelines

TABLE OF CONTENTS

NORTH CENTRAL STUDIO OVERVIEW	3
FACILITY OPERATION AND GUIDELINES	4
A. Hours of Operation	4
B. Training	4
C. Field Equipment	4
D. Edit Suites	4
E. Studio Productions	5
F. House Rules	5
BECOMING A COMMUNITY TELEVISION VOLUNTEER	6
A. Producer's Responsibilities	6
B. Producer and Crew Members	6
C. Program Content	6
D. Publicity and Promotion	7
E. Viewer Response	7
F. Financial Sponsorship	7
AIRTIME	8
A. Rules for Airtime	8
B. Programs Produced Outside the Franchise	8
C. Program Scheduling Conflicts	8
D. One Time Programs	8
E. Series Programs	8
F. Technical Standards	9
VIOLATIONS AND PENALTIES	10
A. Minor Violations	10
B. Major Violations	10
STATEMENT OF COMPLIANCE	11

ENFIELD PUBLIC ACCESS STUDIO OVERVIEW

The North Central Studio provides video production equipment free of charge to produce programming. Training is available to all residents or persons associated with a non-profit organization located in the towns of Enfield, East Windsor, East Granby, Granby, Hartland, Somers, Stafford, Suffield, Union, and Windsor Locks who are at least 18 years of age.

The hours of operation are Monday through Friday from 10am to 6pm. Reservations for tours and use of the studio can be made using the contact info below.

All programming that airs on Cox Community TV channel 15 is also available "On Demand" at <http://northcentral.coxctv.com/CablecastPublicSite/> in the North Central Studio Program Schedule section.

Please read these guidelines thoroughly. It contains all the information you will need to get started with Community Television as a Volunteer. You may contact us at the phone numbers below. Additional contact info can be found at

WEBSITE www.coxctv.com/north-central-studio
PHONE 860 - 698 - 6125
EMAIL enfieldpatv@cox.net

Cox Communications is committed to providing Public, Educational and Governmental (PEG) Access channels, facilities and resources which will increase opportunities for community expression on issues and topics that affect the lives of the residents of the franchise area. To this end, Cox believes that the local community should play an active role in determining and developing local programming.

These guidelines outline the procedures developed by Cox, in conjunction with the Advisory Council to encourage and facilitate the production and telecast of Community Television programming. These guidelines govern the use of the Company's video equipment and the system-wide studio in Enfield. Please carefully read the following policies and procedures that have been developed to ensure the proper utilization of the Company's community television system.

These guidelines are based upon the fundamental purposes of PEG access that include (as described in PURA regulations section 16-333-33c [9]) but are not limited to:

- Enhancing First Amendment rights
- Providing for the dissemination of diverse views and for a marketplace of ideas and information
- Capitalizing on the possibilities inherent in "narrowcasting," as contrasted with broadcasting.
- Providing for viable alternatives to commercial programming
- Enhancing a sense of community among residents of the franchise area

Cox operates Channel 15, the system-wide Community Television channel. Town specific Government Access programming is available on Channel 16 for all the North Central franchise towns except Enfield, Granby, East Granby, and Hartland which are covered by the identities listed below.

Contact information is as follows:

- Enfield 860-253-6300 www.enfield-ct.gov/369/Enfield-Television
- Granby, East Granby, and Hartland 860-413-3599 www.gctv16.org

FACILITY OPERATION AND GUIDELINES

A. Hours of Operation

The Cox Community TV Studio will be open to the community: Monday through Friday 10 am to 6 pm.

You are encouraged to call the facility before visiting to make an appointment at: (860) - 698 - 6125.

The North Central Studio and equipment are provided free of charge for the use of persons residing or associated with a non-profit organization located within the ten-town franchise area to produce and air non-commercial programs. Cox reserves the right to require a valid driver's license to prove residency or contact information for an individual who can confirm association with the non-profit organization. All programs produced using the facilities/equipment must be aired on the North Central Community Television channel.

The scheduling of facilities is provided on a first come, first-serve, non-discriminatory basis. There are no regular "time slots" and usage time is non-transferable. Any one studio volunteer cannot have more than two reservations for each of the following: edit suite; equipment; or the studio, at any given time to allow accessibility to all volunteers. Volunteers are required to give notice of cancellation for editing, equipment, or studio reservations at least 24 hours in advance.

B. Training

Staff provides training in all aspects of television production. To qualify for use of field equipment and/or the studio facilities volunteers must attend a basic training course(s) relating to the desired equipment and/or facilities requested. Training will cover various aspects of producing a program, utilizing basic production equipment and techniques. Advanced production classes, involving training on specific equipment are available to individuals or groups upon request.

All facilities and equipment must be scheduled with studio staff.

C. Field Equipment

Community Television equipment may not be used for personal projects.

Volunteers **MUST** Sign-Out Equipment before taking it and always agrees to exercise proper care of the equipment (i.e., **DO NOT** leave equipment in a car during extreme heat/cold conditions, use equipment in poor weather conditions, etc.). When returning equipment, volunteers must notify the staff of any problems with the equipment. The individual checking out the equipment will bear all costs if the equipment must be repaired or replaced due to theft or damage. Volunteers are not allowed to modify or repair any equipment.

Field equipment is available for a 48-hour period. For weekend use, equipment may be picked-up on Friday and returned on Monday. Staff will manage special requests for use of equipment for more extended periods of time on a case-by-case basis.

Penalties for the late return of equipment are covered in the "Violations" section of this handbook.

D. Edit Suites

The edit suites can be reserved on a first-come, first-served basis, at least 24 hours in advance, but no earlier than four weeks in advance and is limited to a maximum four-hour reservation.

Cox offers training on a non-linear editing system. Training classes cover basic editing techniques using transitions, graphics, voice-overs, and music inserts. Cox Communications is not responsible for any data loss.

E. Studio Productions

The studio can be reserved on a first-come, first-served basis, at least one week in advance, but no earlier than eight weeks in advance of the production date. Studio production time is limited to a four-hour reservation (including studio setup/breakdown).

Staff is available for technical assistance and consultation and will always make a good faith effort to assist in maximizing the success of the production. It is the Producer's responsibility to work within the technical capabilities of the facilities and equipment and to modify all production requirements prior to the start of the production.

It is the responsibility of the producer to provide a production crew for all studio programs. The producer shall supply a minimum number of qualified crew members for a show depending on the set and size of the production.

Only individuals necessary to the production should be present in the facility.

If any studio equipment is broken or damaged, exclusive of normal wear and tear, the Producer shall be responsible for the full cost of repair and/or replacement as required.

The studio provides a basic set and few props. Producers may supplement with their own set and props, but the studio cannot provide storage. It is recommended to limit the amount of people on the set at one time to four people on the set at one time.

Productions that create excessive noise (e.g., live bands) or disrupt other activities in the building will be scheduled at the sole discretion of studio staff.

F. House Rules

Be courteous and polite to others, including employees, other volunteers, and guests of the facility.

Producers and guests should remain in the studio area while on the Cox premises. Restroom facilities are available. Usage of the studio's telephone for personal use is off-limits.

No food or drink is allowed in the studio, control room or edit suites except for coffee, water, or other food items being used on the set during a production or when the show features food preparation.

The possession and/or use of alcohol or drugs on studio property or during possession of North Central Studio equipment is forbidden. Anyone who possesses these items or appears to be under the influence of alcohol/drugs will be asked to leave the premises.

No obscene material, sexually explicit conduct or profane language is allowed on Cox Communication's property.

Penalties for any facilities infractions are covered in the "Violations" section of this handbook.

BECOMING A COMMUNITY TV VOLUNTEER

To be a volunteer at the Cox North Central Studio you need to be a resident or be associated with a non-profit organization with an office located in the Studio Franchise Area.

A. Producer's Responsibilities

The producer has a variety of responsibilities (i.e., assembling a trained crew, scheduling the use of studio facilities and equipment, contacting, and scheduling guests, conducting research, writing scripts, providing talent). The producer is responsible for making sure that the program and individuals involved in the production adhere to the guidelines. The producer is responsible for obtaining all the necessary rights and clearances for copyrighted material and permission to transmit it over the Public Access channel(s). Producer must be at least 18 years old.

The producer should encourage all guests to complete a talent release form. A Talent Release Form can be obtained by contacting the studio staff.

Producers of Community Television programming retain all rights to their program content. However, in Educational and Government Access operations, producer's rights shall be subordinate to the rights of the government agency.

B. Crew Members Responsibilities

Crew member assist in the production of a producer's program. Crew members must be at least 18 years of age and have completed the basic Orientation class.

Eligibility for usage of specific equipment or equipment packages by the individual/groups will be determined by their knowledge and expertise as proven to studio staff, based on completion of various training workshops, proven proficiency, and hands-on experience. For more information about training workshops please contact the studio staff.

C. Program Content

Material aired over the Community Television channel(s), whether produced locally or provided from another source, must comply with the following criteria:

1. NO COMMERCIALISM

- No endorsement or advertising of any products and/or services.
- No mention of seminars, lectures, or consultation for which the viewer will be eventually charged.
- No mention of commercial activities, including, but not limited to, concert and club dates.
- No solicitation of monetary donations or contributions of any kind.
- No use of the channel, facilities, or equipment for financial gain.
- No selling or promotion of program time, charging guests or otherwise engaging in profitable use of community access facilities/equipment or programs produced.

2. NO PROMOTION OF LOTTERY MATERIAL, GIFT ENTERPRISES OR SIMILAR SCHEMES *

3. NO LIBELOUS, SLANDEROUS, OR ILLEGAL MATERIAL *

4. NO OBSCENE MATERIAL, SEXUALLY EXPLICIT CONDUCT, PROFANE LANGUAGE OR MATERIAL SOLICITING OR PROMOTING UNLAWFUL CONDUCT *

5. NO MATERIAL WHICH INCITES VIOLENT OR HARMFUL ACTS *

* As they refer to state and federal laws

D. Publicity and Promotion

Cox will not publicize, promote, or function as an agent for individual Community Television program(s). Cox will only promote the use of the channel at its sole discretion. Every attempt will be made to air programming as scheduled; however, there is no guarantee of compliance with program schedules. The producer/local sponsor(s) must assume the risk of non-compliance. Due to circumstances beyond the control of the channel operator may not be held responsible for losses sustained as the result of failure to comply with program schedules.

E. Viewer Response

Viewer response may be encouraged by displaying the producer's address, e-mail address, website, and/or phone number. The response address, e-mail address, website or phone number may not be that of a commercial business or service, and no business names can be displayed. The only lead announcement allowed is "For more information contact...." Cox's address or phone number must not be used for this purpose.

F. Financial Sponsorship

Financial sponsorship by a business, individual or non-profit organizations is allowed. Sponsorship contributions are for production expenses exclusive of time (i.e., props, and transportation for guests, crew meal). All sponsorship must be declared prior to airtime. Producers must return to their sponsors any funds collected which exceed production costs. Commercial advertising is prohibited during Community Television programming.

Sponsorship acknowledgment is allowed utilizing the following guidelines, which allow you to identify your sponsors without creating an advertising or promotional effect.

1. Placement of Credits

Sponsor credit may appear at the beginning and/or end of the program in audio and/or video. Sponsor credits may be 15 to 30 seconds in length per sponsor. In the case of multiple sponsors, total sponsor credit may not exceed 45 seconds (1 minute and 30 seconds if it appears at the beginning and end).

2. Permissible Audio

Sponsorship credit must contain the following lead announcement followed by the names of the sponsors. No other description of the sponsor is allowed. "The following/preceding Community Television program has been presented through the assistance of"

General musical background audio is acceptable provided it is not promotional. No jingles are allowed. The producer must obtain permission necessary for the use of copyrighted music.

3. Permissible Video

- Corporate, partnership, proprietorship, or other business logos, animated or otherwise.
- Non-promotional slogans or tags.
- The outside view of the business or enterprise if it is not promotional.
- Sponsor's name and city. No phone numbers or addresses can be listed.

4. Courtesy Credits

Credits at the end of the program that acknowledge contributors of in-kind services to the production (such as "Hair by") are considered courtesy credits. Only the entity's name and the city in which it is located is allowed, no phone numbers or addresses can be listed. Courtesy credits are in addition to sponsorship credits.

AIRTIME

A. Rules for Airtime

Airtime on the Community Television channel is made available free of charge on a first come, first-serve, non-discriminatory basis. All new program applications must be submitted at least 7 days prior to the requested air date. The producer or will be given prior notification as to the exact airtime of the program. Program time slots shall not exceed two consecutive hours unless prior agreement has been made with the channel operator. Multiple copies of the same program, even if submitted by different applicants or under different names, will NOT be accepted. The process of "looping" (i.e., running a 10-minute segment back-to-back three times to make a 30-minute show) is also not acceptable.

B. Programs Produced Outside the Franchise

Programs produced outside the franchise area may be submitted for airtime on the Community Television channel if they meet the requirements outlined in these guidelines and are for the benefit of persons residing in Cox's franchise area (see Conn. General Statute 16-333). The applicant or "local sponsor" must be a resident of one of the ten towns served by COX and will function as the producer's representative and assume the following responsibilities: Filling out and submitting all forms, and function as a liaison between the staff and producer.

C. Program Scheduling Conflicts

Staff shall make every effort to schedule programming in accordance with the airtime requested. Where a requested airtime is already allocated, staff shall notify the applicant as soon as reasonably possible and offer alternatives. When simultaneous applications are received for the same airtime, the following order of priorities shall govern:

1. Locally produced live educational or governmental access programming
2. Locally produced live community television programming
3. Locally produced recorded educational or governmental access programming, not previously aired.
4. Locally produced recorded community programming, not previously aired.
5. Locally produced recorded educational or governmental access replays
6. All other programming

Time slots are non-transferable, and the 13-week rule will be applied to resolve unavoidable conflicts involving series programming in accordance with Connecticut General Statutes, Sec. 16-331a(e). Scheduled programming may be preempted at the discretion of staff by public service announcements concerning national, state, or local emergencies or by unique and unanticipated live programming of a high newsworthy character. Staff will make every effort to resolve scheduling conflicts.

D. One Time Programs

A one-time program is scheduled for no more than a four-week period and for no more than two air-times per week. A one-time program is usually an event or subject that is not of a continuous or ongoing nature (i.e., a single concert, sporting event or school play). Following the completion of a four-week airtime a producer must wait at least six months before resubmitting the same program.

E. Series Programs

Regular weekly time slots for a series will be based upon available airtime and other scheduling considerations. Cox will provide a regular weekly time slot for a period of 13 weeks. At least one new episode must be provided every four weeks to maintain eligibility for a weekly time slot. A new episode shall be defined as a program that has not been aired in the past six-month period. Time slots are non-transferable to other programs or producers.

F. Technical Standards

Programs **MUST** be submitted by a link to a downloadable video file.

Video files can be emailed after a program application has been accepted by the studio staff.

G. Video Files

Cox will accept individual show episodes in various video file formats.

All shows must be in either Mpeg2 or H.264 SD/HD format. (Please see the chart below for format details.)

Supported Codecs	File extension	Profile	Frame Size	Frame Rate	Audio Codec	PCM Audio Bits	Audio
						Per Sample	Sample Rate
MPEG2	.mpg .mpeg	Main (420), 422	720x480 or 1920x1080	29.97	MP2 (MPEG 1 Layer 2), PCM	16, 24, 32	4.1Khz, 48Khz
H.264	.mov .mp4	Main, High, High 10, High 422	720x480 or 1980x1080	29.97	AAC-LC	16, 24, 32	48Khz

Video files can be uploaded to Google Drive, Drop Box, WeTransfer, or another file hosting service after discussion with the studio staff.

VIOLATIONS AND PENALTIES

For the Community Television Guidelines to be effective, a penalty system has been instituted. There are two types of rules which, if violated, can result in restrictions on a Studio Volunteer.

A. Minor Violations

Minor violations will result in the following series of actions within a one-year period:

- First Violation - verbal warning
- Second Violation - written warning
- Third Violation - 30-day suspension

Minor violations include, but are not limited to:

- Failure to cancel a reservation in accordance with set guidelines.
- Late pick-up or return of equipment without notification and approval.
- Mishandling of equipment.
- Eating, drinking, or smoking in prohibited areas.
- Failure to clean up after using the facilities.
- Failure to meet program content guidelines.

B. Major Violations

Major violations will result in an immediate 90-day suspension. Cox will conduct a review of the individual or group responsible for the violation. These may include, but are not limited to:

- Commercial or profit-making use of facilities/equipment.
- Material misrepresentation of affiliation with Cox beyond that of a studio volunteer.
- Falsifying forms.
- Taking or reserving equipment without staff permission.
- Modification or abuse of equipment, including attempted repair.
- Entering areas posted as off-limits.
- Use of alcohol and/or drugs while on Cox property or while using Cox facilities/equipment.
- Possession of alcohol and/or drugs while on Cox property or while using Cox facilities/equipment.
- Abuse or harassment of staff, other volunteers.

The individual or group will be subject to a review by Cox prior to any potential reinstatement.

Cox reserves the right to permanently ban privileges for repeated major violations or for an infraction so egregious that the penalty is warranted.

STATEMENT OF COMPLIANCE

- 1) I have read and am thoroughly familiar with the contents of the Community Television Guidelines and agree to abide by the operating rules, policies and procedures stated therein.
- 2) I am thoroughly familiar with the contents of the program material to be shown and state:
 - *Neither lottery nor lottery information will be cablecast.
 - *No advertising material nor material involving the solicitation of funds (including advertising by or on behalf of candidates for public office) will be cablecast.
 - *No obscene or indecent material will be cablecast.
 - *Releases and clearances have been obtained from broadcast stations, networks, sponsors, music licensing organizations, performers' representatives, and any other persons necessary to authorize transmission of program material on this access channel.
- 3) I understand that I assume full legal and financial responsibility for any disputes arising from the unauthorized use of copyrighted material and agree to hold Cox Communications and its employees blameless in any such disputes.
- 4) I understand that I may be criminally or civilly liable for program material which contains advertising, solicitation of funds, lottery, or lottery information, obscene or indecent material, or libelous or slanderous material.
- 5) I agree to pay the cost of repairs or replacement of access equipment made necessary by abuse, or by careless handling while such equipment is in my possession (outside of normal wear and tear).
- 6) I understand that I cannot publicize the cablecasting of my program on radio, television, newspapers, flyers, or pamphlets without prior review by Cox Communications. Upon approval, I agree to identify the system (s) which will transmit my programming, the channel on which it will appear, the time of the transmission, and any party sponsoring the program.
- 7) False or misleading statements made in the access user's proposals or applications are grounds for forfeiture of Cox Community Television equipment and facilities privileges.

Print Name: _____

Signature: _____

Date: _____

(Please return signed form to Studio Staff)