

WDGR



THE UNDERGROUND

HANDBOOK

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Miami-Dade Community College
School of Entertainment Technologies



MIAMI-DADE COMMUNITY COLLEGE
School of Entertainment Technologies-Radio Department

WDGR “The Underground” Handbook

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WDGR "The Underground" Handbook

Welcome to WDGR "The Underground" Radio. This "epic novel's" purpose is to acquaint you with some of the rules and procedures you must follow in and out of the radio studios. Please read it thoroughly. It is yours to keep, so you should be familiar with all its contents and know all dos and don'ts.

Also, know your station manager, program director and the station's advisor. We are here for you and will be glad to answer any questions and comments you may have along the way.

IN THE CONTROL ROOM

I. The FCC and other Legal Requirements

Breaking one of these rules will get you in a lot of trouble with us and could lead to even more problems with other members of the School of Entertainment Technologies and possibly the FCC. The rules are explained followed by the penalty incurred for violating them. These rules do not exist for the mere pleasure of annoying you. Rather, it is because radio stations are required to operate under FCC regulations (even though we operate on the Internet). Neither WDGR nor Miami-Dade Community College has the money or the patience to pay the huge fines the FCC levies at stations.

A. Programming: Rules governing show content

1. Our Obscenity/Indecency Policy

The FCC explicitly states that the only source for any words considered obscene words (See appendix "A") could be pre-recorded material. **Therefore you may not use any of these words at anytime during your air break.** You should also be aware of Section 1464 of the US Criminal Code: "Whoever utters any obscene, indecent or profane language by means of radio communications shall be fined no more than \$10,000 or imprisoned for no more that two years or both." **Penalty: Warning, week suspension, dismissal.**

Indecency. A song or any other prerecorded material *is considered indecent if it contains any one of the above seven words.* These songs can only be played between 11 PM and 6 AM "Safe Harbor Time." However "Safe

Harbor Time" does not and will not exist at WDGR.

Therefore, you are not allowed to play any pre-recorded material that is considered indecent. Penalty: Warning, one-week suspension, dismissal.

Obscenity. A song is obscene, according to the FCC if it is "patently offensive and offers no political, cultural, artistic, or social value." These songs may not be played at all. WDGR reserves the right to declare any material obscene. **Penalty: Warning, suspension, dismissal.**

2. Underwriting: Underwriting carts and/or live reads must be played at the time scheduled. WDGR has a binding legal contract with the sponsor to run a cart at certain times. DJs must write the times they actually run the cart on the program log. Underwriting carts should *not* be run outside of their designated time. While any interruptions of our programming are a pain, at least we don't have to play dozens of commercials per hour like other stations. Play these carts within three minutes of the appropriate :18, :32, :50 minute marks. **Penalty: Warning, suspension, dismissal.**

3. Copyright Infringement: DJs who read portions of plays, poems or novels on the air are considered to be putting on a performance. As with any performance of copyrighted material, permission must first be obtained to put on the performance, else the DJ is guilty of copyright infringement. Copyright infringement also occurs when a DJ rebroadcasts another station's signal (playing a tape of it) or broadcasts a syndicated show without permission or at a time other than the agreed one. Other offenses include: rebroadcasting sound recorded from copyrighted television shows or movies. Bootlegged recordings of bands also may not be played without written permission from the band. Copyrighted records, tapes, and CDs may be played because permission to play them is given when the band gives us the record. It is OK to play any material in WDGR's library. **Penalty: Warning, week suspension, dismissal.**

B. On the mic: Rules governing a DJs air breaks.

1. **Legal ID:** The FCC requires that a radio station identifies itself within five minutes of the top of each hour with the call letters and the city of origin. For us, a legal ID is "WDGR, Miami". You can embellish this ID at your discretion (ex "This is WDGR, The Underground, Miami. Miami-Dade Community College's radio station) But the phrase "WDGR, Miami" must appear intact in the ID somewhere. Do not, even as a joke, identify the station with fake or someone else's call letters. This is "false communication." A major FCC no-no. **Penalty: Warning, suspension, and dismissal.**

2. Call to Action: The FCC forbids a noncommercial station such as ours from issuing 'calls to action.' A DJ issues a call to action when he/she asks, urges or suggests that the listener should perform some task, which may result in a for-profit organization making money. This rule does not apply to non-profit organizations, like WDGR itself, and any event at Miami-Dade Community.

For example Calls to Action include:

1. Urging the listener to buy a record
2. Urging the listener to go to a concert or performance
3. Mentioning the price of a record or concert ticket
4. Urging the listener to patronize a specific club or record store.

You are free to rave about how great an album or band is; that's only a 'review'. However, you can not rave about a business establishment, i.e. "XYZ is a great record store." That counts as a commercial.

Please note the phrases must refer to a specific band, club, record, etc. Non-profit organizations like WDGR are the only entities you can specifically urge people to spend money on. You can, and are encouraged, to tell people to attend a benefit for WDGR. In short, if it directly makes WDGR or any non-profit organization money, it's ok. Otherwise it's a call to action.

Examples of what is and isn't a call to action:

- "Here's the new single from King Missile. Check it out!" Fade up song. That's OK. You're just announcing the song.

- In a break: "The new King Missile CD is available at the Miami-Dade Community College Bookstore." No call to action (pure information).

- In a break: "The new NIN CD is at XYZ records, the best store record store in Miami." Call to action (using superlatives for a business)

- In a break: "The new NIN CD is available at XYZ records for 5 dollars." Call to action (mentions the price).

- In a break: "Go check out the WDGR Halloween Scream. Cover is only \$5!" OK *only* because it mentions a non-commercial organization.

- In a break: "NIN is the best band of them all." Not a call to action.

- "NIN is awesome live and they're coming to Miami at Cafe Sex." Still not a call to action.

- "I will definitely be at the NIN concert..." Still not a call to action.

- "...And I want you to be there too." **CALL TO ACTION!**

Penalty: Warning, suspension, dismissal.

3. Defamation of Character (Slander): Slander is "communication which exposes a person to hatred, ridicule, or contempt. Lowers him in the esteem of his fellows, causes him to be shunned, or injures him in business or calling." The rule of thumb for this is that whatever you say about someone had better be true and 100% provable. As well, the person you're mentioning must be a public figure who is fair game for such commentary. Examples: "Bill Clinton is a crook."- Fair game since the president is a public figure, but you must have proof of that statement. "Terry is cheating behind his girlfriend's back." Terry can sue you and WDGR - he will have been slandered (assuming Terry is not this way) plus Terry is not a public figure. Also see invasion of privacy below. **Penalty: Warning, suspension, dismissal.**

4. Invasion of Privacy: The WDGR studios are capable of putting callers on the air. But doing so without getting the permission of the caller is an invasion of privacy. Giving out unlisted phone numbers, full names, or other personal information about a person is also an invasion of privacy. Invasion of privacy also occurs when you tell a story about someone (to avoid slander) and that person is not a public figure. **Penalty: Warning, suspension, dismissal.**

5. False Information: It is illegal for you to transmit "false or deceptive communications by radio." Example: "Hi, you're listening to WDGR and I wanted to tell you that the Buffalo Bills are moving to St. Louis. Seriously!" That is a major violation of FCC rules! **Penalty: Suspension, dismissal.**

6. Editorializing: 'Editorializing' means going out of your way to express opinion about a matter other than the music you're playing, such as telling the audience about your beliefs on gun control. Now for our purposes, most of the editorializing will revolve around the sports world. Editorializing is OK, but keep these things in mind: 1) FCC rules prohibit non-commercial stations from endorsing political candidates; 2) You must ensure that it is clear that what you are saying is your own opinion. Not WDGR or Miami-Dade Community College. You can do this by playing the disclaimer cart at the beginning and the end of your soapbox and continue; and 3) Try not to bore the audience with long speeches. While you're trying to express yourself, keep in mind that the audience may not care about what you're saying. Think of the disclaimer cart as a "DJ Opinion Condom." It protects WDGR and Miami-Dade Community College from legal problems with the FCC or others. Editorializing

without playing the disclaimer cart: **Penalty: Warning, suspension, dismissal.**

C. Off Air: Other things DJs must do

1. Programming Logs: DJs must correctly fill out the programming log, a written record of our on-air signal. **The first important thing to do on these logs is to sign in and out for your shift.** All 10 hours of our broadcast day should be signed for. When you are signed on, *you* are responsible for all the equipment and recording material in the control room and any damage resulting from theft or vandalism. Feel free to order **anyone** to leave if you think they may cause any damage or are just annoying you to the point where you cannot concentrate. The only people you cannot order out are directors performing necessary station business like the Program Coordinator or Station Manager. However if they are just hanging around and being a nuisance to you, they can be ordered out. Be diplomatic.

The programming logs also list various things you need to announce (Legal ID, Personal ID, promos, etc.) **DJs must record the actual time these items are announced in the space provided.** The legal ID is an FCC requirement. The others are WDGR programming items and are discussed later.

Falsification of the logs (i.e. knowingly recording the playing of a promo, psa, etc. when it wasn't) is an extreme no-no. If you cannot fulfill an obligation on the log (because the promo or psa is missing) do not note that on the programming log. Rather, note the problem on the Discrepancy Log. Failure to properly fill out logs: **Penalty: Warning, suspension, dismissal.**

2. Watching the VU meters: The VU meters are on the left and right channel needle-monitors on the control board, which show the overall loudness of the signal our listeners, are hearing. Try to keep your levels at about 80% on the readout; otherwise, the signal actually sounds distorted to the listeners. (The sound you hear in the control room is not the signal going out on 1600am or the Internet.) **So watch your levels carefully! Penalty: warning, suspension, dismissal.**

Also the volume control on the stereo receiver cannot be raised higher than a 5. The reason being is that the speakers inside the control room will be

damaged if the volume is raised higher than 5. **So watch the volume control!**

II. WDGR RULES

The following rules are in-house only. You will be not subjected to hassles outside of WDGR for violating most of these rules unlike the ones mentioned before, but they are still important and have a direct bearing on the current and future fate of your show.

A. Programming

1. Repetition: DJs are asked not to play any artist or songs played in the previous two shifts. This will keep our station's sound fresh. DJs should check the play lists, which cover the two shifts prior to their show before they put together music for their own show. This rule applies to all shows regardless of genre.

2. Ticket/Merchandise Giveaways: Ticket giveaways are considered part of a day's programming. In the control room will be a Promo folder, which has a sheet of paper for each giveaway. Also each DJ should check the list posted above the control board to see if any other giveaways are available to be done on-air. You may give items away anyway you want; trivia games, first caller, etc, but it must be open to all listeners. When you announce the giveaway, be sure to announce all the information provided on the sheet and the phone number (305-237-2286) Write the requested information down for each winner on the appropriate sheet in the Promo folder and give the winner any necessary additional information, such as needing to bring an ID. You may give out the winner's first name but not their full name unless given permission. **Never announce to your audience that we did not give away something!** That makes us look bad. Simply don't mention the contest or try again by announcing that you have another pair of tickets, or whatever, to give away. If you did not succeeded by the end of your shift, don't worry. The DJ(s) after you will have the chance to give stuff away. The Public Relations Director arranges giveaways. WDGR staff members are ineligible to win giveaways, except when winners do not pick up their prizes within two weeks. The Public Relations Director will handle such situations.

3. Public Service Announcements: PSAs are scheduled every hour in three categories: A, B, C. "A" PSAs receive a heavy rotation, usually because of the urgency, and "C" PSAs receive a light rotation. When you play a PSA (CD or cart) or announce one, record which PSA you did or played and the time it was played on the log. Then put the just-done PSA at the back of the appropriate section. The Community Affairs Director handles PSAs.

4. Promos: Promos or abbreviated "PRO" on the programming log, are promotional announcements for WDGR events or programs. You may be asked to play a promo tape or read a promo card from the promo folder. Unless otherwise indicated, you may play the promos at anytime during the scheduled hour on your log. *Record the actual time you performed the promo on the log.* Failure to attempt giveaways, read promos, or do PSAs: **Penalty: Warning, suspension, dismissal.**

B. On the Mic

1. Decrying Station programming and policy: In your air breaks, never speak negatively of station's promotions, programs or policy. If you have a problem with WDGR bring it up privately with management instead of boring the audience with obscure complaining that they probably don't know or care about. And by all means, do not take your frustrations out on Miami-Dade Community College.

Also never deride anything you do. Do not cut off or otherwise disrupt (play at the wrong speed, etc.) a song you dislike, especially requests. In your air break, don't speak badly about a song you just played. Someone out there might have liked the song and will be thankful for the station for playing the song. If you don't like a song, don't play it. If you don't want to play someone's request because you hate the song, that's OK too (as long as you don't *always* turn down requests you don't like). **Penalty: warning, suspension, dismissal.**

2. General air break pointer: We ask that during your air break you consider the following things:

a) Try to mention the stations name: "WDGR The Underground" once each air break to make us stick in people's minds.

b) Tell the audience who you are when you are on so that if people like you they can keep tuning in and you can build an audience.

c) Get on the mic every 3 or 4 songs. Tell the audience the last song you just played. Also if it is a song most people haven't heard in a while or a brand-new track, introduce it either before or after the song is played.

d) Try not to be boring or overly self-indulgent during your air breaks. Having a personality or giving interesting/relevant information is great and we encourage it, but to rant on for 5 minutes about your personal life; it will turn off listeners. Did you ever had a thought while you were listening to the radio, "Gee, I wish this DJ would stop playing music so I can here mundane details about his life?"

C. Off Air

1. Arriving: DJs should arrive 20 minutes before their show. If you going to be unavoidably late, call the DJ before you at least 30 minutes before your show and let him/her know. Being late twice by any amount and not informing the prior DJ is the equivalent to missing a shift entirely. **Penalty: One warning, dismissal.** If the station is locked when you arrive, *call the station manager on the phone list*. They have keys to unlock the station. It is **NOT OK** to skip your show just because the radio door is locked!

2. Leaving: DJ's may not leave the control room unattended. If no DJ arrives to replace you and no one is there qualified or willing to assume control of the board (by signing for it) and you have no time to wait or look for a sub, put in a long music CD in and press "repeat" or play one of the prerecorded shows and then **lock the door**. Call the station manager or the program director and inform him/her that the DJ did not show. Do not announce over the air that you are leaving the station unattended. This rule applies to shifts after 5.

3. Music Logs: DJs should write down every song they play on the provided music logs. Besides artists, song title. DJs should not whether it was a new track or request. Also mark when you did an air break. **Penalty: Warning, suspension, dismissal.**

4. Pulling Records/Tapes/CDs: Do not carelessly leave recorded material lying around. If you are selecting records from the library for your show simply take the CD, and when you are finished playing it put the CD back in the racks.

5. Removing records from station: CDs and other recorded material may only be removed by the Program Coordinator. **Records from WDGR's library may not and will not be taken from the station**, even for home taping. People who steal albums are the lowest form of life and a few of the words in section A1. Permission to take music home for review music not yet

in the library may be obtained by the Program Coordinator. *As well you may use the radio room to tape WDGR music when the radio room is not in use for WDGR business.* **Anyone caught removing recorded material without permission will be dismissed and criminal charges will be filed.**

6. Guests: Except during interviews, DJs may have no more than two non-WDGR personnel in the control room with them. *The DJ(s) on duty are responsible for anything their guests do in the control room. Including theft.*

7. Phone Use: Always answer the phone by giving the station's call letters. Be polite and helpful, but never feel obligated to cut your air breaks short to answer the phone; the caller will understand. You should also politely ask a caller to call back later when you need to cue a record or go on the air. Our signal is always a DJ's number 1 priority, and you will not be held responsible for impatient callers. DJs should always answer the request line. *Do not give out home phones numbers to people you don't know, also do not use the phone for personal or long distance use!* If you do the phone will be removed indefinitely! When DJs abuse the phones/abusive on the phones: **Penalty: Warning, suspension, dismissal.**

8. No eating, drinking, or smoking is allowed. One screw-up with the drink or an ash will put us off the air. Most of our equipment is expensive so don't even think about it! **Penalty: suspension, dismissal.**

9. Technical Problems: Any technical problems such as equipment failure or malfunction should be reported to the program director by phone immediately if the problem is severe or by a memo and placing it on the board if the problem is minor.

III. WDGR Guidelines

No one will be dismissed for not following WDGR guidelines (as opposed to rules), but you may get a worse shift.

A. Programming

1. Free-Form Radio: WDGR is a free format radio station since DJs pick the music for their own shows (not a person or a computer). The Program Coordinator exerts some control by requiring DJs to announce school activities, not play indecent songs and other requirements. Being a free-format station, our primary goal is to entertain and inform the listening audience. WDGR hopes that all the DJs strive to reach the above ideal.

2. Listener Requests: DJs are never obligated to play requests. But your audience requests is a good way to keep them listening. If you can't find a request, let the listener know you won't be able to play it. Never promise that you'll play the request unless you KNOW we have it. Never tell a caller you absolutely won't play a request and do not make fun of a request when it is made, or before, or after you play it. Play it straight or not at all. Note requests on the Music Log.

B. On Air

1. Collective Voice: Avoid using the word 'I', unless you're telling a personal anecdote. "We've heard..." is much better than "I played..." Use "We're going to hear..." instead of "I'm going to play..." These little semantic tricks make the listener feel like a part of the show.

2. Mention Call Letters and 'slogan': Besides the legal ID time, try to say our slogan in every air break. *The slogan is "WDGR The Underground...Miami's Real College Radio."* Repetition is the best way to ensure the listeners to remember our call letters. If they remember the slogan they will remember the station and can tell our friends about us.

3. Personal ID: At least twice an hour, tell your audience who you are (and the name of your show if you have one). This helps the listener feel more closely connected with the show. You may use your real name or a pseudonym.

4. Pre/Back Announcing: There will be some songs that are new or songs we haven't heard in a while. It is important to the listener and the artist to announce the song either before or after the song is played. This can involve more than just the title, artist or album. There is a great deal of info that you can relay about each album. Therefore if you want to include a lot of info about the music you are playing, you'll have to announce more often. **Try to break every 3-4 songs.**

5. Personality: If you are making up a radio name, you can make up a personality to go along with it. Or just be yourself. Regardless, be as engaging and energetic as possible. If you want to be a snide shock jock that disdains and insults the audience take your act elsewhere. Feel free to talk about interesting topics that relate to your program, but avoid being stupid and boring.

6. Talking too long: Always try to keep your air breaks short. But don't make it too short. 2 minutes is an average length.

7. Radio Jargon: Avoid using radio jargon on the air such as "psa", "promo", "cue", etc. It puts listeners off because they don't know what you are talking about.

8. Clicks, Pops, and Squeaks: Our microphones pick up paper shuffling, chair squeaking, buttons clicking on the CD player or other noises in the control room. Try to minimize these, because they distract the listener from the music and what you are saying, and can make you sound like you are disorganized.

9. Background conversation: Make sure everyone is aware when you turn on the mic. If one of the forbidden words is said in the background while you're on the air or a call to action is issued, etc., **you will be held responsible.**

10. Off-Mic conversation: When you are talking on the air, do not carry a conversation with others who are not on mic. The audience probably can't hear the other party. If you can get them on a mic, identify the speaker to the audience and, as with any air break, be sure you all have something interesting or entertaining to say.

11. Begging for Requests: Don't beg, threaten, or grovel for requests. This is incredibly annoying. Just announce the request line (305-237-2286) and that it is open.

C. Off Air

1. Plan Ahead: A well planned or even roughly-sketched shift sounds better than one made up as you go. You may also want to write down a rough outline of the things you want to say in an air break, in order you want to say them.

2. Clean Up: Keep the control room clean at all times. Clean up after your shift. Make sure the DJ before you cleans up his/her mess, or you will be responsible for it.

IV. Other DJ-Related Events

A. Interviews

Every now and then, WDGR will give on-air interviews. These are sometimes scheduled on very short notice. If someone calls and asks for an

interview, they have also probably just arrived in the area. So when they call, make sure that they have good directions to the station. Then try to confirm a time when their interview will begin. This gives you both time to prepare and to get the listeners ready for the interview.

The first thing you should do is call either the Program Coordinator, the Station Manager (or both) to come in and help with the interview. It can be a bit of extra work, so you may want to ensure that someone can come in to help you with the show. If the interview is pre-arranged, someone will come in to assist you or do it for you.

If you are stuck with an unexpected interview, here is a suggested way to go about it: Play a few cuts of the artists on your show before they come in, and continue to promote the interview with every air break. When the band arrives, don't worry about them too much. They have done this many more times than you have. Try to ask them preliminary information. This includes where they are from and why they're in town. Remember that the listener will probably not be able to keep track of the sudden plethora of different voices so continue to address the members by name.

Try to keep the questions open-ended. You have the rest of the semester for people to listen to you and find out what you know. You want the band to talk as much as possible. Avoid listener clichés like: "Why do you play the (whatever)..." "When did you start playing...", etc. Instead try: "If you could tour with anyone, who would it be?" or "What would you do when you aren't playing in the band?" Once or twice you could hit a lull, take a break and play a few more cuts of the band's material.

B. Engineering the News

If you have a show which has news running in it, you are still responsible for the operation of the control room during that time. Running the news is just like any other programming obligation. First, it is very important that the news is started at the top of the hour. This can be done by ending your set with an instrumental song and fading out at the top of the hour. Begin playing the news theme and cue the talent by pointing at him/her. Just as the anchor finishes saying "Good afternoon/evening this is a news update on WDGR, Miami. I'm _____." start to fade out the music. At this point the newscast begins. Watch the VU meter throughout the newscast because levels can vary widely from reporter to reporter and when playing the music.

When the newscast ends listen for the line "...that's the news for this hour, for WDGR I'm _____." Start the music after the first name and slowly turn up the volume. Let the news theme continue for a few seconds, fade it out and continue your show.

OUT OF THE CONTROL ROOM

I. Other DJ-Related Goodies

A. Substitutes

DJs may obtain a substitute for their shows as needed. *DJs are responsible for finding their own sub. NOT the Program Coordinator or the Station Manager.* A list of DJs will be given to you. DJs should, if they have time, find a sub for a no-show DJ.

Subs must be qualified personnel who: are current WDGR DJs, assistants with enough experience to do their own show, or former WDGR DJs that are still students at Miami-Dade Community College. A DJ may call other current DJs they know or may consult the list of subs compiled by the Station Manager. DJs must write on the log, their name, the name of the sub and the sub's phone number, and the date and time of the shift in question. If you agree to sub you assume all the responsibilities of that shift for the date of the substitution, *including finding a sub if you need to back out.*

B. Finding an Assistant

You can take on an assistant for any length of time, and give your assistant as many or as little as you want. However, they cannot do a show unattended unless they sign and agree to the policy statement. Assistants must be on an approved assistant list which the Program Coordinator and Station Manager compiles from volunteers who have distinguished themselves and expressed a desire to be a DJ or those new recruits who are deemed capable of such an honor.

II. Other Station Duties

A. Additional Volunteer Hours

We need volunteers to keep the station on the air. We also need volunteers to do practically everything at the station. The music department needs help reviewing and putting records in the library. News, production, PR, or any department can almost find something for you to do.

B. Meetings

WDGR holds weekly staff meetings, which all DJs are required to attend. Notify the Program Coordinator if a job (outside of work study), class or other activity makes you unable to attend meetings. If you are absent from a meeting without notifying the Program Director...**Penalty: warning, suspension, and dismissal.**

III. Sources of Station Information

A. The Board and the Folder!

Sometimes there are many things at WDGR throughout the week, sometime much more than could wait for one of the staff meetings. So we would post some information on the marker board also in a folder with various Miami-Dade Community College activities. DJs should check these areas before starting their shifts. Important announcements, which concern the whole of the station, will be posted there. Check here regularly for notices of meetings, urgent need for volunteers, and important WDGR business and events.

Also the folder next to the board will contain information concerning Miami-Dade Community College activities that we would announce over the air such as benefit concerts, sporting events, parties from other clubs, etc. Also we request that you keep the marker board reserved for station business only. Before your shift, it is your responsibility to check both areas thoroughly.

APPENDIX "A"

7 WORDS YOU CANNOT SAY ON THE RADIO

1. Shit
2. Piss
3. Fuck
4. Cunt
5. Cock-Sucker
6. Mother-Fucker
7. Tits

APPENDIX "B"

WDGR POLICY STATEMENT FOR STAFF MEMBERS

Your Name: _____

The following document is a statement of the policies regarding conduct and discipline for WDGR "The Underground" - Miami-Dade Community College Radio. This policy statement is seen as an agreement between WDGR's directors and staff.

1. Language on the radio will be limited as to what you can say. First, **NO Profanity will be permitted in any manner!** These words will not be allowed on the air. Second, you cannot degrade any organization, or person at Miami-Dade Community College (Marriott food, your least favorite teacher, other students, or the College itself.) Creativity is encouraged, however, the integrity and professionalism of WDGR must be maintained.
2. You are responsible for the station property while you're in the station. During this time you will be held financially responsible.
3. Only two (2) people at a time may be in the station while you are on the air in addition to yourself (either guests of yours or other staff members only). If you need any more, please inform the station manager.
4. New releases may be played only if they have been dated and labeled "WDGR". After an album has been under the category of *new release* for 30 days, you're responsible for putting it in the regular shelf.
5. Properly file all music after you used it! Music should be filed in accord with the following examples:
 1. Album "xyz" by Jon Doe should be filed under "D"
 2. The band "xyz" should be filed under "X"
6. There will be absolutely **NO FOOD OR BEVERAGES** allowed in the station at any time. This is due to the fact that all the valuable equipment we have in the room.

7. Smoking is **not** permitted.
 8. You are allowed to change times but please do not do it often. First, clear it with the station manager, and then find another DJ to do your shift. If you are unable to find anyone, please contact the station manager once again.
 9. It is important that you are on time when you are scheduled to DJ a show. Please make it a priority to make it on time to the scheduled meetings. If you have a conflict with a staff meeting, please let someone else on the staff know before the meeting time. Failure to show up for a shift will result in disciplinary action.
 10. As a member of WDGR should take pride in the station. So if the trash is full, take it out, and put another garbage bag in.
 11. If you make a mess, somehow clean it up. If there is a mess please take a few minutes to pick it up.
 12. WDGR staff meetings (all members) will be held every Wednesday. WDGR Executive Meeting will be held the third Thursday of the month in the same room. Attendance will be taken at the meetings. You are allowed one unexcused absence before any action is taken.
 13. As a WDGR DJ you are required to gather and read all on-campus news and activity announcements. You cannot downgrade the activities but you can say all the positive in the world.
 14. DJs can play anything they want to with two exceptions:
 - a. A request gets top priority.
 - b. All songs must obey the language section of this statement. If not, the DJ will be held responsible. The Program Coordinator, and the Station Manager will have the final say in music.
 15. We would like all the DJs to make at least one 60-minute tape containing only songs and the announcement of the song titles and artists.
 16. Students on academic probation (i.e. GPA lower than 2.0) will be ineligible to participate in all radio station activities until they are off probation.
- If you agree to the terms of this statement sign on the space available. You must sign this document in order to participate in the radio station.

Name _____ Signature _____ Date _____