

**Policies and Procedures  
for  
BRAZOSPORT COMMUNITY TELEVISION**

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## **INTRODUCTION**

### **I. Purpose:**

1. Provide a set of policies and procedures that enables the Brazosport community to become involved in Brazosport Community TV (BCTV).
2. These policies and procedures shall remain in effect until the Board of Directors of BCTV (hereafter referred to as the Board) approves a revised edition of the policies and procedures by which BCTV will operate.
3. All material in this manual is subject to adoption and amendment by the Board.
4. The BCTV Board reserves the right to waive any self-imposed regulation when such a waiver is judged to be in the public interest.

### **II. Background:**

1. BCTV is a volunteer-based not-for-profit corporation formed to facilitate, encourage, and promote community involvement in the production of locally-originated television, and to oversee and ensure the contractual and regulatory commitments are accomplished which allow for public access by the Cities of Clute, Freeport, Lake Jackson, and adjoining cities, collectively known as Brazosport, Texas, which are serviced by the same national cable TV provider. BCTV will be the interface for locally generated television programming into the Brazosport Cable Television System. BCTV will provide the equipment and trained staff for cablecasting programs into the interface point provided by the cable system. BCTV will also make available a community bulletin board for local announcements of events of local interest.
2. BCTV is located at 401 Yaupon, Lake Jackson, Texas 77566.
3. BCTV is governed by a Board of Directors established to oversee the administration of BCTV and ensure all segments of the community are being served. The Board of Directors chooses a Station Manager, who will be responsible for the day to day operations of BCTV.
4. BCTV expects to be the exclusive cable interface for local public access by approval of the Cities of Clute, Freeport, and Lake Jackson and the franchise holder, currently Time Warner Communication.

### **III. Facilities:**

1. Initially BCTV will provide equipment to cablecast programming provided by the community. This is accomplished by a playback system that consists of video playback decks, a computer that runs the Community

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Bulletin Board, an automated switcher, and a modulator to send programming via fiber optic cable to the cable operator.

2. As BCTV grows, it is envisioned that BCTV may provide facilities and equipment for use by local producers to generate programming. At this time these facilities do not exist.

#### **IV. Personnel:**

1. **Station Manager** – The Station Manager is responsible for the operational duties of the station which include maintaining the equipment, managing the weekly programming, updating the bulletin board, providing production training to the community, assigning volunteer duties, and enforcing these policies and procedures.
2. **Assistant Station Manager** – The Assistant Station Manager's duties include staffing the studio in the absence of the Station Manager, event scheduling, supervision of volunteer staff and community members on premises, assisting in the training of volunteers, maintaining equipment status, and various other duties, as assigned by the Station Manager.
3. **Intern** – BCTV may make available internship positions for those interested in entering the television and broadcasting profession. This position could be a paid position based on the availability of funds. Unpaid internships will always be available. It is the understanding of BCTV that Brazosport College is developing a media curriculum and BCTV could provide educational opportunities for these local students. Interns would be responsible for assisting on all types of production to include camera, editing and talent training. The interns would also assist the Station Manager and Assistant Station Manager with other duties as needed.
4. **Volunteer workers** – Programming for BCTV comes from the community and volunteers are always needed to generate the programming, play the programming, train new volunteers, and maintain the equipment.
5. All BCTV personnel will be volunteer staff unless paid positions are authorized by the Board.

#### **V. Eligibility Requirements for Participation in BCTV**

(Note: this section assumes facilities and equipment are available for use at a future date)

1. Use of BCTV channel and facilities are free of charge to community members. Community members include residents of Clute, Freeport, Lake Jackson and adjoining cities who can view BCTV. Residents may be

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- required to produce a driver's license, or other government issued ID, proving residency in the community.
2. No community member will be eligible to use the facility or equipment until they have successfully completed appropriate training. Training in the proper use and care of the equipment will be provided by BCTV. Some areas of production may require certification.
  3. Use of BCTV facilities and equipment is a privilege that can be suspended or revoked if these policies are not adhered to or if equipment or facilities are misused or abused. In addition, the rules of the building in which the studio is located must be abided by at all times.
  4. BCTV reserves the right to refuse to provide access to BCTV resources to anyone who is under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way abuses BCTV staff, interns, volunteers, or other community producers; has misused equipment; or who has abused the privileges of BCTV.
  5. Use of BCTV facilities or equipment for personal use is prohibited.

### **VI. Non-discriminatory Cable Access**

1. Community members have the right to have programs, that they produce or sponsor, cablecast at least once, provided they have met the requirements of the Statement of Compliance, as described in Section VII below and conforms to the Cable Act of 1984.
2. No community member or group shall be denied access to the BCTV channel or facilities on the basis or race, color, sex, age, disability, religious belief, political belief, or sexual orientation.
3. BCTV will offer equal opportunity to the community, but is not required to offer equal time. Those not wishing to generate programming may sponsor programming that is within the guidelines of these policies and submit it to share opposing viewpoints.

### **VII. Statement of Compliance**

1. When programs are submitted for cablecast, the producer must sign a statement of compliance stating that the program submitted will adhere to these policies which prohibit the following:
  - a. Advertising designed to promote the sale of commercial products or services, or material which identifies any product, service, trademark, or brand name in a manner which is not reasonably related to the non-commercial use of such a product, service, trademark, or brand name on the program.

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- b. Commercial programming which in whole or in part depicts, demonstrates, or discusses products, services, or business with the intent or substantial effect of benefiting or enhancing a profit-making enterprise.
- c. The direct solicitation or appeals for funds or other things of value for any and all purposes, unless otherwise stated in these policies.
- d. Material which is obscene.
- e. Any programming that constitutes or promotes any lottery or gambling enterprise.
- f. Material which constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which may violate any local, state, or federal law.
- g. Material that has a reasonable probability of creating immediate danger or damage to property, injury to persons, or creating a public nuisance.
- h. Material that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services.

### **VIII. Technical Standards**

1. Minimum technical standards must be met in order for a program to be cablecast on BCTV. The technical standards are based on the premise that no program should cause viewers to think the cable channel or system is having technical difficulties. All programs should be free of the following problems:
  - a. Interruption of the control track – Programs should be free of any break-up, glitches, or distortion of the audio or video portions of the signal. The automated switcher will interpret these types of interruptions as the end of the program and switch to a default input.
  - b. Incorrect color balance – Programs should accurately reproduce original colors within the scene. Flesh tones will be the standard by which this is judged.
  - c. Over modulated video levels – White levels that are too high cause distortions in the audio portion of the signal. Correct exposure during taping is the best way to eliminate this.
  - d. Over modulated or under modulated audio levels – VU meters should consistently read between -20 db and -1 db during playback of the program.
2. BCTV requires at least 500 lines of resolution as a minimum quality standard.
3. Technical standards may be waived in cases where the program is of an event or a happening that cannot be repeated. In such cases, the producer must make a special request to the Station Manager. The

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producer will be asked to add a short disclaimer to the beginning of the program advising the viewers that portions of the following program contain technical difficulties.

4. Although no standards exist regarding camera angles, shot composition, lighting, aesthetics, etc., the producer should always keep in mind that the effectiveness of the production increases with the attractiveness. The viewer's attention span and retention of information decrease considerably in the presence of shaky camera work, poorly composed and lit scenes, or other distracting elements.

### **IX. Violations of BCTV Rules and Regulations**

1. The Station Manager may revoke the access of any community member who violates these rules and regulations.
2. The Station Manager may elect to suspend access for periods of up to ninety days for minor infractions.
3. Serious infractions or repeated minor infractions will result in permanent revocation of privileges and access.
4. The community member may appeal the Station Manager's decision to the Board of Directors.

### **X. Resolution of Disputes**

1. When disputes or disagreements with the decisions and rulings of BCTV occur, they will be resolved in the following manner:
  - a. The complaint must be submitted in writing to the Station Manager within thirty (30) days after the dispute arises. The Station Manager's decision will be passed down within two (2) weeks after submission.
  - b. The complainant may then request in writing, within thirty (30) days of the Station Manager's decision, an appeal in person to the Board. A final decision will be communicated in writing within two (2) weeks after the meeting.

### **XI. Producing a Program**

1. The producer is the person ultimately responsible for a program's content and fate. As the primary person responsible for production, the producer has the non-technical role involving coordination of schedules, facilities, equipment, and budget concerns. The producer appoints a director and determines the program's main objectives. A producer may suggest a specific approach to achieve the show's intent, or the producer may himself/herself direct.

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2. Playback time on BCTV is available free of charge on a first come, first served, non-discriminatory basis.
3. The copyright and ownership of any program produced by a community producer belongs to that producer. Producers bear sole responsibility for the content and materials used in all programs, live or taped.
4. All qualifying edited programs will be cablecast at least once. The producer may limit additional playback or leave it to the discretion of the Station Manager.
5. BCTV may use clips from any producer's programs for the purpose of promoting BCTV.
6. A program will not be copied, bicycled, or entered in any contest without the permission of the producer.
7. Bicycled tapes are defined as programs not produced within the community. BCTV does not accept programs that are not generated within the community. However, if a community member submits a bicycled program for cablecast, along with the signatures, printed names, addresses and phone numbers of 50 community members who agree the program would be beneficial for viewing in the Brazosport Community, the Station Manager will preview the program and make the final decision whether to create an exception to the rules. The program must be strictly non-commercial and meet all the requirements of any program produced by community members. BCTV may ask the producer to add a segment at the start and end of the tape explaining the reason an exception was granted, and which contains the names of the community members who asked that the tape be shown.
8. BCTV will provide copies of programs for a fee of \$20 per VHS copy and \$25 per DVD copy, once permission is granted by the producer.
9. Programs should contain a 10 second black segment at the start and a 5 second black segment at the end of the program.
10. Tapes and DVD's should only contain one program, which should begin at the beginning point of the media chosen.
11. Tapes are not previewed by BCTV. Producers take full responsibility for the content and accuracy of their videos by signing the Statement of Compliance.
12. A program has been sponsored if an individual, group, or entity has provided monetary or tangible assets to aid in the production of the

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- program. The program sponsor may be identified at the beginning and end of the program with a statement of sponsorship. No logos, or advertising are permitted in this recognition. The sponsorship message may run no longer than 20 seconds at the beginning and end of the tape.
13. All programs shall include the following statement at both the beginning and end of each program: "This program is presented by (name of individual or organization). Time Warner Cable, and Brazosport Community Television are not responsible for the content or accuracy of the program. The views presented do not necessarily represent those of Time Warner Cable or Brazosport Community Television."
  14. Programs are cablecast only during BCTV's normal hours of programming. Hours of operation will expand as community use increases. Programs, whose content is of a mature or sensitive nature, as determined by the BCTV Station Manager, will be restricted to evening time slots between 11 pm and 5 am.
  15. BCTV is capable of cablecasting DVD, S-VHS and VHS tapes only. Programs on other formats must be transferred to one of these three formats prior to delivery to BCTV, in order to be cablecast to the community. The producer should keep in mind that copying from one format to another may negatively affect the quality of the program, such that, it is not suitable for cablecast.
  16. All programs submitted for cablecasting must be accurately labeled with the program title, producer's name, date of production, and total running times. Complete labeling must appear on both the tape cassette or DVD and on the sleeve in which it is delivered. DVD's with added labels will not be accepted.
  17. No program produced or shown at BCTV may break copyright law. This includes the use of copyrighted music, and/or TV and film clips without permission. Copyrighted material may be used only if written permission has been obtained from the copyright owner (record company, film studio, TV station, etc.) by the producer and submitted to BCTV.
  18. To have a program cablecast, a producer must submit the program with a Statement of Compliance. Blank Statement of Compliance forms are available from BCTV. If the producer prefers a specific cablecast time, they should contact the Station Manager. The Station Manager makes all final scheduling decisions.
  19. Programs should be submitted at least 2 weeks before the desired playback time.

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20. Series productions will receive regular playback times. BCTV will limit the number of series productions to allow access for non-series productions.
21. Producers are responsible for collecting their tape or DVD after it has finished playing on the channel. If the producer has not claimed his tape or DVD within 30 days after it has finished playing, BCTV will consider it abandoned and may dispose of it.
22. BCTV may schedule subsequent showings of programs beyond the playback time requested by the producer, unless the producer has asked BCTV in writing to limit additional playback.

### **XII. Public Service Announcements**

1. A Public Service Announcement (PSA) is an announcement intended to provide a service to the public. PSA's provide information about a non-commercial service in the public interest, announcements of upcoming public events or safety information.
2. Only non-profit or not-for-profit organizations, educational, and governmental agencies may place a PSA on the Community Bulletin Board.
3. The PSA should be submitted to BCTV on forms supplied by BCTV for this purpose. The forms contain a Statement of Compliance to be executed by an authorized representative of the non-profit entity. Xerox copies of BCTV's form may be filled out and submitted.
4. All PSA's must include the name of the sponsor, a contact person, and a phone number where the public may obtain additional information.
5. All PSA's must be submitted a minimum of two (2) weeks prior to the event to guarantee placement of the PSA.
6. All PSA's will be removed from the Community Bulletin Board following the event. If the PSA is not of an event, the announcement may be removed two (2) weeks after being placed on the Community Bulletin Board.

### **XIII. Fund Raising**

1. No volunteer should solicit funds for BCTV without permission from the Station Manager
2. All fund raising activity will be approved in advance by the Board.
3. Notices of BCTV fund raising activities will be posted on the Community Bulletin Board and special programming may be cablecast describing the fund raising need and activity.

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4. Copies of programs that are cablecast on BCTV will be available for \$20.00 for VHS and \$25.00 for DVD. Copies must be authorized by the producer in writing. Copy requests should be submitted to the Station Manager.