

Official DJ Handbook

Last Updated by:

Christopher J Jaques

1/20/2014

Contents

I.	Introduction	1
II.	KTEQ History	2
III.	Policies	3
a.	Music Guidelines	3
b.	Professional Conduct	3
c.	Missed Shows	3
d.	Commercial Advertising	4
e.	Equipment	4
f.	KTEQ Property	4
g.	Guests	4
h.	“Dead Air”	5
i.	Alcohol and Illegal Substances	5
j.	Campus Policies	5
IV.	Procedures	6
a.	KTEQ Studio	6
b.	Electronic Door Lock	6
c.	Station Identification	6
d.	Public Service Announcements (PSAs)	6
e.	Campus News	7
f.	Show Promos	7
g.	Logging	7
h.	Emergency Alert System (EAS)	7
i.	Automation Software	7
j.	Social Media	8
k.	Studio Telephone	8
l.	Listener Requests	8
m.	Complaints and Grievances	8
V.	Disciplinary Process	9
a.	Violations	9
b.	Appeals	10

I. Introduction

This Handbook is meant to serve as a training and reference material for KTEQ DJs. KTEQ DJs should also be familiar with the National Association of Broadcasters (NAB)'s "Radio Rules!" Guide, a copy of which can be checked out from a member of the management staff.

KTEQ-FM is the campus Radio Station for the South Dakota School of Mines and Technology (SDSMT). KTEQ is controlled and governed by the Tech Educational Radio Council (TERC), an 8 member board consisting of 4 students chosen by the SDSMT Student Association Senate, the SDSMT Vice President of Business and Finance, 2 Staff or Faculty member chosen by the SDSMT University President, and 1 Community member chosen by the SDSMT University President. TERC meets once a month to review KTEQ's operations. For the day-to-day operation of the Station, TERC selects a Station Manager authorized to make most decisions regarding the station. The Station Manager is assisted by a management staff that may include, but is not limited to: Assistant Station Manager(s), Station Engineer, Assistant Station Engineer(s), Music Director, PSA Director, Public Relations Director, and Secretary. The Manager is responsible for selecting DJs and setting the show schedule for the station.

The KTEQ Studio is located in the Student Activities and Leadership Center (SALC) in the lower level of the Surbeck Center on the South Dakota School of Mines and Technology (SDSMT) Campus at 501 E Saint Joseph St, Rapid City, SD 57701.

II. KTEQ History

The first Campus Radio Station was WCAT, or Wild Cat Radio, an AM Station founded by Electrical Engineering students in September 1922. WCAT was the first radio station in South Dakota and operated until 1952.

KTEQ first broadcast on August 7, 1971 on 88.1MHz with 10 watts of power. Strauss's "Also sprach Zarathustra" was the first song played. In 1981 KTEQ increased from 10 watts to 710 watts of power. In April 1982 KTEQ transitioned to 91.3 MHz.

In August of 2000 KOTA, who had been lending KTEQ tower space, began a tower upgrade that displaced the KTEQ transmitter. KTEQ began looking for a new tower but in September 2001 a year had lapsed and the FCC automatically revoked KTEQ's license. After the loss of its FCC license KTEQ was only streamed over the internet and through the campus CCTV system. On May 3rd, 2011 the FCC granted KTEQ a 3-year construction permit to return to air.

III. Policies

a. Music Guidelines

KTEQ is a Freeform/Alternative Radio station and as such largely allows the DJs to choose whatever content they want for their shows. That being said KTEQ is also a non-commercial station and is intended to be non-competitive with other radio stations in our market, as such KTEQ DJs are required to try and avoid music that is played on other local radio stations. Generally speaking DJs should avoid music in the Top 40's.

As a college radio station KTEQ represents the South Dakota School of Mines and Technology, as such care should be taken to ensure that all music selections are appropriate with no swearing or obscene or vulgar content. Violations will lead to disciplinary action.

b. Professional Conduct

Many of our DJs will have little to no experience as a DJ, however while On-Air DJs are representing the Station and the School. Therefore DJs are required to conduct themselves in a professional manner. For most DJs this is a learning process so warnings will be given, but DJs need to be learning from their mistakes.

Although the FCC allows profanity and similar behaviors after a certain time on the radio, KTEQ is representing the South Dakota School of Mines and Technology and no profanity or obscene behavior is allowed at any time.

c. Missed Shows

Having a Show and being a DJ are large time commitments and DJs are expected to perform their shows as scheduled. DJs are also expected to arrive 10 minutes before their show starts. If you are unable to perform an upcoming show you should try to find a Substitute DJ and inform KTEQ Management. If you are unable to find a Substitute DJ, the Station Manager needs to be informed that you will miss your show at least 24 hours ahead of time. In cases of emergency or extreme illness shorter notifications may be allowed at the Station Manager's discretion.

If you miss 2 shows without notice or 4 shows with notice, your show may be cancelled at the Station Managers discretion.

If there is supposed to be a DJ before you, but they are not there when you arrive, or if you complete your show and the DJ scheduled immediately after you has not arrived please notify the Station Manager so that they can contact the DJ.

d. Commercial Advertising

As a Non-Commercial Educational (NCE) radio station KTEQ is not allowed to perform commercial advertising. As such the station does not play any commercials and DJs are not allowed to promote businesses during their shows.

e. Equipment

While in the KTEQ Studio DJs will be using the Stations equipment including: the CD Decks, the Cassette Deck, the Turn Table, the Sound Board, the Studio Monitor Speakers, and the Studio Computer. All of these pieces of equipment are property of the Station, the School, and the State of South Dakota. DJs are responsible for taking good care of the equipment. DJs are not to change any equipment settings beyond the simple volume, etc. settings that can be fine tuned during their shows. Any major equipment adjustments will be done by the Station Engineer and other members of the Management Staff.

If a DJ experiences any problems with a piece of equipment they should promptly notify the Station Engineer by phone or email. After notifying the Station Engineer the DJ may choose to leave a note for the next DJ, but they must make sure that the Station Engineer has been notified.

f. KTEQ Property

All materials inside the Studio, including CDs and Records, are property of the Station, the School, and the State of South Dakota. Theft will not be tolerated.

If a DJ would like to borrow any CDs or Records from the Studio, they need to first clear it with a member of the management staff. All borrowed materials need to be returned in a timely fashion and to their proper location.

g. Guests

DJs are responsible for all actions of their Guests while in the Studio or On-Air. DJs should familiarize any guests with the Station's Policies before allowing them into the studio. Guests should not be let alone in the studio and at no time should a guest be allowed to operate the station alone. Only 2 Guests are allowed in the Studio at a time.

If a guest regularly attends a show and has attended more than 3 shows they are to be considered an additional co-host and are required to become a contracted DJ with the station.

h. “Dead Air”

“Dead Air”, or periods longer than a couple of seconds without audio played is considered very bad form. DJs should be prepared with a playlist before their show, and should not deactivate the automation software until they are ready to go. If a DJ needs to find a song to play, they should try to fill the dead air by talking or playing a Public Service Announcement (PSA).

i. Alcohol and Illegal Substances

The South Dakota School of Mines and Technology is a Dry Campus and a Drug Free Zone, as such KTEQ has a zero tolerance policy.

Any DJs who are found using alcohol or illegal substances within the studio or elsewhere on campus will immediately lose their show and be banned from the Studio. Students caught using Alcohol or Illegal Substances in the studio will be referred to the Campus Conduct Office and any non-students may have the Rapid City Police Department called on them. In addition, any DJs suspected of being under the influence of Drugs or Alcohol while operating the station will also immediately lose their show and be banned from the Studio.

The South Dakota School of Mines and Technology campus is also a Tobacco free zone and as such no tobacco use is allowed inside the KTEQ Studio.

j. Campus Policies

All KTEQ Staff members are required to act in accordance with all policies of the South Dakota School of Mines and Technology while on Campus or in the Studio. DJs are required to comply with any directions given by Campus Officials.

IV. Procedures

a. KTEQ Studio

The KTEQ Studio is located in the basement of the Surbeck Center on the South Dakota School of Mines and Technology Campus. The studio suite is comprised of 3 rooms: The outer office that is shared with the Aurum Newspaper, the Studio proper, and the back office. The Studio Proper has a large window that looks out into the Student Activities and Leadership Center. There are two On-Air lights that illuminate when the announcer microphone is in use. The first is outside the studio suite above the window looking into the studio and the second is above the door leading from the outer office into the studio proper. When a show is in progress the inner door needs to be shut and no one should enter the studio proper while the On-Air lights are illuminated. When a DJ leaves the studio they should ensure that the studio monitor speakers are turn off, the studio and office lights are turned off, and the outer door is firmly shut.

b. Electronic Door Lock

The door to the outer office is equipped with an electronic keypad so that DJs may enter using a door code. All door codes are assigned to individual DJs and are not to be shared. If you have lost your door code, contact a member of the management staff. You are responsible for your code, if someone learns of your code and uses it to access the studio you are responsible for their actions. If you believe your door code in no longer secure contact a member of the management staff.

c. Station Identification

KTEQ is legally required by the Federal Communications Commission (FCC) to perform a Legal Station Identification as close to the top of every hour as programming allows. A Legal Station Identification consists of the following phrase without any alterations: "K-T-E-Q-F-M Rapid City". The Automation software will automatically queue a Legal Station ID at the top of every hour, so DJs may wait until that ID plays to start their show. Repeated Failure to perform a Legal Station Identification can lead to a DJ's suspension.

d. Public Service Announcements (PSAs)

KTEQ DJs are required to air at least 2 PSAs per hour. It is up to each DJ when they want to air their PSAs however; airing 1 every half hour tends to work well. The Station has a collection of written PSAs for DJs to read live, CDs with PSAs that can be played, or Digital PSAs on the Studio Computer. If a DJ would like to read or play a PSA they obtained themselves, they are required to clear the PSA with management staff first.

e. Campus News

It is good practice to give quick update on campus happenings at least once an hour, the latest campus news can generally be found on SDSMT's main website. On occasion management staff may leave notes regarding campus events to highlight.

f. Show Promotional Clips

DJs are encouraged to promote other shows on KTEQ. This can be done merely by mentioning a show that you also enjoy or by reading or playing a promotional clip created by the other show's DJ(s). DJs are encouraged to work with management staff to create their own promotional clips.

g. Logging

DJs are required to maintain the station's log of all songs, promos, and PSAs played. This is generally done via the online song log but in some cases may be done on a paper log sheet. The station is required to maintain this log for royalty purposes. Failure to complete the log can result in disciplinary action.

h. Emergency Alert System (EAS)

The KTEQ Studio is equipped with an Emergency Alert System (EAS) Encoder/Decoder that is integrated into the station's audio chain. The EAS Unit monitors several sources for activation signals. Upon receipt of an activation signal the unit will automatically interrupt the station's audio chain. If you are in the studio during activation you will hear the EAS Unit begin by playing a few tones from its internal speaker followed immediately by the alert message and then more tones. Whenever the EAS Unit's internal speaker is activated the station's audio chain has been interrupted. The studio monitor speakers will continue to play whatever is being fed through the soundboard and will not play the EAS Alert.

i. Automation Software

KTEQ makes use of an Automation Software for when no DJs are available. This automation software needs to be deactivated before a DJ begins their show and after a DJ ends their show, unless another DJ is present before or after. The automation software is maintained by the management staff and no DJ should change settings of the software or added any music files to the program without supervision of the management staff. Generally speaking any music a DJ would like to add to the software should be submitted to the Station's Music Director.

j. Social Media

At times DJs may have access to the station's social media accounts, such as Facebook or Twitter. Any posts to these accounts need to be professional and related to the station. DJs will be held accountable for anything they post to these accounts.

k. Studio Telephone

The KTEQ Studio is equipped with a telephone for call-ins and requests. The studio phone is not to be used for personal calls and is meant only to receive calls not to initiate them.

At the time of this writing the studio telephone is not hooked up to the studio's sound board and must be answered using the handset in the studio.

When the phone is hooked up to the sound board calls can be answered through the Program 2 (P2) output. This output can be recorded to the Cassette desk for future playback. Before recording any phone call DJs must inform the caller that the call will be recorded and possibly played On- Air. All calls are recorded and then played back, as the DJ is responsible for anything said by the caller. No calls may be played live on-air without prior approval from management staff.

l. Listener Requests

Individual DJs may decide whether or not to take requests from listener. If a DJ does decide to play a requested song they are responsible for the content of the song. It is recommended that the DJ looks up the lyrics to any song they are unfamiliar with.

m. Complaints and Grievances

If a DJ receives a complaint from a listener they are required to pass the complaint on to the station manager or another member of the management staff. In addition the DJ should try to get contact information for the listener so that management can contact them.

If a DJ has a grievance about another member of the KTEQ staff, they should take the grievance to the station manager or another member of the management staff. Management will attempt to resolve any conflicts between staff. Any problems that cannot be solved by management will be referred to the Tech Educational Radio Council.

V. Disciplinary Process

a. Violations

KTEQ DJs are held responsible for all of their own actions, and the actions of any guests, while in the Studio and On-Air. In general any policy violations can be broken into one of three levels, as follows:

Level 1:

Failure to maintain Logs

Missed PSA(s)

Unprofessional Conduct

Level 2:

Unexcused absence from show

Playing obscene or indecent material

Obscene or indecent Conduct

Missed Station Identification

Unexcused absence from mandatory meeting

Failure to return borrowed materials in a timely manner

Level 3:

Consumption of alcohol and/or illegal substances while on school grounds

Operation of the Station while under the influence of alcohol and/or illegal substances

Smoking in the Studio

Allowing unauthorized operation of the studio

Vandalism of KTEQ Studio, Equipment, or other Property

Theft of KTEQ Equipment or other Property

In general each violation level has a corresponding disciplinary response, as follows:

Level 1:

First offense – Warning

Second offense – Meeting with KTEQ Manager

Third offense – Suspension

Level 2:

First offense – Meeting with KTEQ Manager

Second offense – Suspension

Third offense – Loss of Show

Level 3:

Any offense – Immediate loss of show and banishment from KTEQ Studio

b. Appeals

Any appeals of the KTEQ Disciplinary Process must go through the Tech Educational Radio Council (TERC) Board. Any DJs wishing to appeal to the TERC Board must contact the Board President or Secretary to be put on the Agenda for the next Monthly Board Meeting. Any decision by the TERC Board is to be considered final and binding.