

**WITR  
89.7**

# **ALL MEMBER MANUAL**

SPRING 2018





# MEMBER TRAINING MANUAL

SPRING 2018

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## 1 Welcome to WITR 89.7

WITR is a volunteer-based organization run by the students of the Rochester Institute of Technology. Operating in a professional manner is what keeps WITR 89.7 on the air and allows us to broadcast the best new music to the Rochester community and beyond. This manual will provide you with the information you need to know about WITR's operations and policies in order to be involved with the station.

Training to become a member of WITR is organized by the Member at Large. General training sessions are held weekly during the beginning of each semester. Training sessions for specific departments are held by their respective department heads.

The process for becoming a member of WITR is broken down into several steps. First, you must pass the General Membership Test. The General Membership Test is composed of short answer questions based on the content of this manual. It is hosted on paper in our station. Upon successfully passing the test, you are granted membership to the station. The General Membership Test can be taken up to fifteen times per semester, with no less than 24 hours between each attempt. It is strongly encouraged that you spend an hour or two studying this manual before attempting the test.

After passing the General Membership Test, you are eligible to complete department-specific training evaluations. Training for departments may begin prior to becoming a member, but the final examination cannot be attempted until you have passed the General Membership Test.



## 1.1 WITR Facility Information

- **Station Call Letters:** WITR
- **Broadcast Frequency:** 89.7 Megahertz
- **Licensed Power:** 910 Watts (Effective Radiated Power)
- **Transmitter Location:** Tower A on Mark Ellingson Hall (50A)
- **Station Type:** Non-commercial / Educational
- **Community Served:** Henrietta

## 1.2 Station Contact Information

- **WITR Office Number:** (585) 475-2000
- **WITR Request Line:** (585) 475-2271
- **WITR Website:** [witr.rit.edu](http://witr.rit.edu)
- **Mailing Address:** 32 Lomb Memorial Drive  
Rochester, NY 14623

## 1.3 Current Executive Board Members

- **General Manager:** Steve DaSilva ([gm@witr.rit.edu](mailto:gm@witr.rit.edu))
- **Program Director:** Cristoph Grosse ([pd@witr.rit.edu](mailto:pd@witr.rit.edu))
- **Chief Engineer:** Ben Reynolds ([engineer@witr.rit.edu](mailto:engineer@witr.rit.edu))
- **Event Coordinator:** Nick Mailhot ([ec@witr.rit.edu](mailto:ec@witr.rit.edu))
- **Member at Large:** Cole Johnson ([mal@witr.rit.edu](mailto:mal@witr.rit.edu))
- **Business Director:** Jimmy Hermann ([business@witr.rit.edu](mailto:business@witr.rit.edu))

## 1.4 The Executive Board

### General Manager

The General Manager oversees the Executive Board, ensures compliance with FCC and RIT regulations, and assumes the responsibilities of all empty positions within the station.



**Manages** — Executive Board and all members

## **Program Director**

The Program Director oversees all on-air content, organizes DJ shows, and ensures quality of programming.

**Manages** — Assistant Program Director, Music Director, News Director, Sports Director, Production Director, Production Team

## **Chief Engineer**

The Chief Engineer oversees the technical operation of the station, the maintenance of all equipment, and the maintenance of the WITR website. He or she serves as the station's Chief Operator.

**Manages** — Staff Engineer, Internal Developer, Engineering Department

## **Event Coordinator**

The Event Coordinator oversees all WITR events, including music services, concerts, and fundraising events.

**Manages** — Assistant Event Coordinator, Event Services Manager

## **Member at Large**

The Member at Large oversees training, All Member Meetings, social gatherings, and membership. He or she is responsible for the mediation and resolution of conflict issues between station members.

**Manages** — All members and trainees



## Business Director

The Business Director oversees finances, budgeting, underwriting, branding, and promotions.

**Manages** — Secretary, Underwriting Agents, Promotions Director, Graphic Designer

A complete list of names, email address, phone numbers, and office hours for the executive board and their respective officers can be found at the front desk of the downstairs office. An abbreviated contact list can be found on the entrance wall of Studio X. Most contact information is also listed on the WITR website.



## 2 General Station Policies

The following are general station policies that all members must abide by. A physical copy of these policies must be kept in the **public file**, which is located in the front desk cabinets in the downstairs office.

### 2.1 All Member Meeting Attendance

As a member, you are required to attend All Member Meetings, as outlined in our Bylaws and Policies and Procedures. These meetings are intended to keep members informed as to station events, department progress, and any changes to organization policies. All Member Meetings are held **three times a semester** during the academic school year. Members are alerted of All Member Meetings by email two weeks in advance. Physical reminders are posted in the station one week in advance.

All members should inform the Member at Large **at least 24 hours** before an All Member Meeting if they expect to be absent. This, however, does not excuse absences. Absences can



only be waived by contacting the **Member at Large** and scheduling an individual meeting to review minutes from the missed All Member Meeting. Minutes may be reviewed with either the Member at Large or the General Manager. It is the responsibility of the member to schedule meeting make-ups. Minutes must be made-up within one week of the missed meeting.

Incomplete homework is not a valid excuse to miss a meeting. Members are informed of meeting times well in advance, and, as such, are expected to structure their weekend to include ample time for the completion of homework.

**One unexcused absence** will result in a suspension of station privileges until meeting minutes are made-up. The suspension is inclusive of both station access and on-air privileges. **Three unexcused absences** will result in loss of membership and expulsion from the station.

## 2.2 Station Hours

Running a successful radio station would not be possible without the time and active participation of our 100+ student members. Because of this, each member is required to contribute **8 hours** of service to the station each semester in order to maintain membership. Hours can be achieved by helping out with events, reviewing CDs, performing department-specific tasks, or participating in service events sponsored by WITR department heads.

In order to receive credit for your services, you must record your station hours online in the Station Hours Form found online at [witr.rit.edu/dj](http://witr.rit.edu/dj). Station Hours earned by reviewing CDs are the one exception to this, as the Music Director records them automatically. Those who do not meet the 8-hour requirement are subject to a suspension of privileges.



## 2.3 Station Facility Access

Upon passing the General Membership Test, you will be granted access to the station and its contents by the Member at Large. As a trainee, you may operate on-air equipment only with a DJ present. Operating equipment without being a trainee requires special permission from the Program Director. Access to Studio C and the garage are granted to designated positions within WITR. Access to server rooms, known as “The Pit” and “Pit X,” is granted only to the Chief Engineer, the Staff Engineer, and the General Manager.

## 2.4 Guest Policy

All non-member guests must be signed in by a chaperone member when they arrive. Members are held responsible for the behavior of any guests that they bring into the station. Trainees are considered non-members until they pass the General Membership Test. Members may only have a maximum of two guests in the station at one time, the only exceptions being if a DJ has been assigned more than two trainees per training time slot or if a Productions Team member is hosting a band's recording session. All guests must leave the station before or with the member that signed them in. Sign-in sheets are located by the main entrance doors of both Studio X and the downstairs office.

## 2.5 Reporting Profanities and Other FCC Violations

If you hear a WITR DJ or member violate FCC regulations, please contact the General Manager and Program Director immediately. Include the name of the violator and the time of the alleged violation in your report. Do not ignore the violation or approach the DJ yourself.





## 2.6 Alcohol and Drug Policy

Alcohol, drugs, and smoking are **not allowed** in the WITR offices or studios **at any time**. Members found in violation of this rule are subject to automatic loss of membership and expulsion from WITR.

## 2.7 Sexual Misconduct

Sexual harassment, sexual misconduct, and any violations of Title IX are **not** tolerated at WITR. In the event that any individual feels that unwelcome, or inappropriate comments or actions were made in station or over the air, the responsible person will be dealt with in the strictest manner. This includes judicial action in accordance with the RIT sexual harassment policy. Sexual misconduct concerns should be brought to the Member at Large.

## 2.8 Equipment Failures

Equipment failures should be reported using the Equipment Support Ticket System found in the tabs of [witr.rit.edu/dj](http://witr.rit.edu/dj). The system reports any equipment problems to the Chief Engineer. If the situation is an emergency warranting immediate attention, contact the Chief Engineer directly.

## 2.9 Food, Drink, Coats, and Bags

Coats and bags are allowed under the coat rack in the downstairs office. Food and drink are allowed only in the **offices** or **garage**. Food and drink are never allowed in the library, studios, or pits. Food trash should be disposed of in the trash bins located in the hallways outside of the downstairs office or Studio X.



## 2.10 Clean Up

It is your responsibility to clean up after yourself. Any time you leave the station, tidy up the areas that you've used in the offices or studios. Not only does this help WTR maintain a professional appearance, but it also makes the place we call home a more comfortable and enjoyable environment. DJs who do not return CDs and records to their proper locations in the library are subject to a one-week suspension from on-air privileges.

## 2.11 CD Removal

CDs and albums from our libraries may **never** be brought outside of the station. The only CDs that are allowed out of the station are the to-be-reviewed CDs found in the **review cabinets**. These CDs must be signed out. There is a zero tolerance policy for theft. Should you strongly dislike a CD that you are reviewing, return the CD to the station and allow another member to review it.

## 2.12 Securing the Station

If you are the last person to leave the station you must:

1. **Make sure automation is running.** If this is unavailable, you must **immediately** notify the Chief Engineer.
2. **Tidy up** any areas of the station you have used and clean up any other obvious messes.
3. **Close all doors** to the station. This primarily includes the doors to the garage and Studio C. Do not lock the door between the upstairs office and Studio X.
4. **Turn off all of the light switches.** Emergency lights will automatically be kept on.
5. **Ensure that all guests and non-members leave with you.**



## 2.13 FCC Logs

The binder in Studio X contains our daily FCC logs. The logs are separated by days of the week and are kept in **24-hour time**. When filling out logs, make sure to write **legibly** in **blue or black** ink only.

In each section of the log, you will find:

- **Underwriting Log** — This sheet contains all of the underwriting for the week and the specific times that the underwriting should be aired. If there is underwriting scheduled during your show, make sure to play that underwriting at the correct time and mark on the sheet that you have done so.
- **Power Reading Log** — Current power output is tracked automatically by our transmitter and no longer needs to be recorded by DJs. However, DJs must still record when automation has been turned on or off. If you are the first DJ to be on the air after automation or the last DJ to be on before automation, you must write “Auto Off” or “Auto On” in the Auto Status column.
- **Music Logs** — DJs must record the names of the artists and songs played during their show, as well as the time they are played. Music logs should be completed with our online Song Logger at [logger.witr.rit.edu](http://logger.witr.rit.edu). In the event that the Song Logger is malfunctioning, DJs should keep a written record in a similar format to the Song Logger and include that written record in the FCC logs.

Should you make an error while filling out the logs, cross it out with a single line, place your initials next to the mistake, and



date it. You may then fill in the correct values.

### 3 Transmitter Operation

Knowing how to use the transmitter remote control is an essential part of being a member of WITR. All members must be familiar with the basic operation and emergency procedures surrounding the transmitter. If something goes wrong with the transmitter, immediately contact the **Chief Engineer** and **General Manager**.

#### 3.1 Location


The transmitter remote control is located in Studio A. As previously stated, our actual transmitter is located on top of Mark Ellingson Hall (Building 50A/MEH).

#### 3.2 Channel Keys

There are two white buttons located on the transmitter remote. These buttons function similarly to a TV channel controls in that they change the channel that is currently active. The left button, with an outline of an up arrow, increases the current channel while the right button, with an outline of a down arrow, decreases the current channel. Just as different TV channels show different things, these channels also show different things. For station operation, a general member only needs to worry about two channels: Channel 1 and Channel 2.

#### 3.3 Channel 1

Channel 1 is only to be used when turning the transmitter on and off. It essentially serves as the on/off switch for the trans-



mitter. It is used to display and manipulate the transmitter's power source. If the transmitter is on, it will show a voltage much greater than 0. If not, the reading will show something around 0.00 volts. Pressing the red "down" button will turn the transmitter off if you are in Channel 1. Pressing the green "up" button will turn the transmitter on if the transmitter is off.

With the recent installation of our new transmitter, the remote retains functionality, but may not display the current voltage. This does not indicate that we are not broadcasting and should not be a cause for concern.

### 3.4 Channel 2

Channel 2 is used to display and manipulate the transmitter's output power. In other words, it displays how strong our current signal is. Pressing the green "up" button will increase power while pressing the red "down" button will decrease power.

In summary, we use **Channel 1 to turn the transmitter on and off** and use **Channel 2 to read and adjust the power**.

### 3.5 Status Lights

Small red status lights can be found on the left side of the remote. They indicate problems or other information about the transmitter. If any light from 1-8 is on, you are probably not on air and do not have control of the transmitter. Special attention should be paid to the following three status lights:

- **Light 1** — The interlock light indicates that we've lost contact with the transmitter. This means that someone is on the roof of Ellingson. However, the transmitter may still be on despite of this. Check the on-air feed in the office to verify that WITR is still broadcasting.

- **Light 2** — Light 2 indicates that the transmitter is turned off.
- **Light 4** — Light 4 indicates that the transmitter is muted. It may light up when the transmitter is off.

### 3.6 How to Power Up and “Sign On”



The following procedure should be followed in order to properly and legally turn on the transmitter and begin broadcast:

1. On the transmitter remote control, select **Channel 1** by using the white channel keys
2. Push the **green “up” button** once to turn the transmitter on. Light 2 should turn off to indicate that the transmitter is back on.
3. When the transmitter voltage has stopped moving, play the **“FCC Sign On”** audio file found in the playout software. There should also be a CD in both studios with emergency imaging. As noted before, with the installation of our new transmitter, the voltage may not be displayed.
4. Sign in on the FCC daily logs. Indicate the event in the FCC logs by writing **“Power Up”** in the power column.

### 3.7 How to Power Down and “Sign Off”

The following procedure should be followed in order to properly and legally turn off the transmitter and sign off.

1. Indicate the power down event in the FCC logs by writing **“Power Down”** in the power column and signing out.
2. Use exit delay in order to ensure that the entire sign-off file plays. On the board, press the **“Dump”** button, then press **“Exit Delay”**.


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3. Play the **“FCC Sign Off”** audio file found on the computer. There should also be a CD located in both studios with emergency imaging.
  4. On the transmitter remote, select **Channel 1** by using the white channel keys.
  5. As soon as the file finishes playing, push the **red “down” button** to turn the transmitter off. **Light 2** should light up indicating that the transmitter is turned off.
  6. Listen to the on-air office feed to ensure that we are actually off-air. You should hear static, and possibly muddled voices.

### 3.8 Adjusting Transmitter Power Levels

WITR's legal transmitter output is **936 watts, plus 5% or minus 10%**. 936 watts is the transmitter power required to radiate an Effective Radiated Power of 910 watts. This allows for error in other parts of the system, such as remote control calibration and transmitter calibration. If the power is high or low, complete the following procedure to correct the error:

1. Record the current power level in the power column of the FCC logs.
2. Ensure that the remote control is on **Channel 2**
3. Push the **red “down” button** or the **green “up” button** once and watch the reading. Repeat until the power is at or close to 936 watts.
4. When the power is as close to 936 watts as possible, indicate the event by writing **“Adjusted Power”** in the power column of the FCC logs and including the new power level.

As stated before, with the installation of our new transmitter, the current power levels may not be displaying on the remote con-



trol. If you have any concerns regarding the state of transmitter power levels, contact the Chief Engineer.

### 3.9 Emergency Alert System

The Emergency Alert System, referred to as the EAS, is fully automated and run from the blue unit in the rack inside of The Pit. Should an alert be issued, the EAS will automatically cut over a broadcast. No recording is necessary, but **it is strictly against WITR policy to acknowledge an alert on air.**

## 4 FCC Rules and Regulations

The following regulations are set by the FCC and apply to all radio broadcasts and FM operators. They must be strictly adhered to at all times. Violations are considered an infraction of Federal Law.



### 4.1 General Regulations

The primary concern of any FM operator or DJ is keeping the transmitter operating within the correct parameters. As a certified FM operator, it is your responsibility to know the laws, treaties, rules, and regulations that currently govern the station that you are operating. Do not operate any radio transmitter unless such operation is authorized by a valid station license.

The following FCC rules regarding radio transmissions must be understood and adhered to at all times:

1. It is illegal to willingly interfere with any radio communication or signal.





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2. It is illegal to transmit false or deceptive signals or communication over radio.
  3. It is illegal to falsely identify a radio station by transmitting a call sign that has not been assigned by a proper authority to the station. This means that you are **not** allowed to announce any call letters other than WITR.
  4. It is illegal to transmit unidentified radio communications or signals.
  5. It is illegal without authorization to receive or assist in receiving any interstate or foreign communication by radio and use such communication or any information contained in that communication for personal benefit or the benefit of another unauthorized individual. This does not apply to receiving or using the contents of any radio communication that is transmitted for the use of the general public, that relates to distressed ships, aircrafts, vehicles, or persons, or that is transmitted by an amateur radio operator or citizen band radio operator.
  6. Obscene material may never be played on air at any time. FCC laws allow for the broadcast of indecent or profane material in moderation during safe harbor hours. However, it is WITR policy that indecent or profane material is **never** played on air at any time, even during safe harbor hours.

### **Obscenity**

Obscenity is defined through a three-pronged test:

- a) The material must be found to have a tendency to excite lustful thoughts.
- b) The material must explicitly depict or describe, in a patently offensive way, sexual conduct as defined by applicable law.

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- c) The material, as a whole, must lack literary, artistic, political, or scientific value.

### **Indecency**

Indecency has any of the following definitions:

- The depiction or description is explicit or graphic.
- The material dwells on or repeats at length descriptions or depictions of sexual or excretory organs.
- The material appears to pander or is used to titillate or shock.

### **Profanity**



Profane language includes those words that are so highly offensive that their mere utterance in the context presented may, in legal terms, amount to a nuisance. This is inclusive of curses, slurs, and words that have no other meaning than something profane.

In addition to the above FCC policies, the seven words always considered unacceptable to be aired are:

1. **Shit**
2. **Piss**
3. **Fuck**
4. **Cunt**
5. **Cock Sucker**
6. **Motherfucker**
7. **Tits**

It is WITR policy that these words are **never aired** at **any time**, including safe harbor hours.

7. It is illegal to make slanderous/derogatory remarks about any individual, business, organization, or institution.
8. It is illegal to make derogatory remarks regarding race, gender, sexual orientation, or religion.

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9. It is illegal to broadcast a telephone conversation without permission from the caller. In addition, WITR policy dictates that aired conversations must be approved by the Program Director before being aired. Therefore, DJs must have permission from both the caller and the Program Director.

## 4.2 Station Identification

The FCC requires that the station perform a legal ID every hour, as close to the top of the hour as possible. A legal ID must be performed **±5 minutes** from the top of each hour during a break in programming. Ideally, the legal ID will occur at the first natural break after the hour.

The FCC defines a legal ID as an announcement of the station's **call letters** immediately followed by the **community served**.

Therefore, a legal ID for WITR must contain the words "WITR Henrietta" with nothing separating them. DJs may announce the ID live or play ID imaging from the computer. When announcing the legal ID, WITR must be pronounced as individual letters ("W-I-T-R"). "Witter" is only our station's nickname and is not considered a legal ID.

## 4.3 Safe Harbor Hours

The FCC defines safe harbor hours as 22:00–06:00. However, **WITR policy does not recognize safe harbor hours**. Indecent or profane material may **not** be played at any time, including safe harbor hours. It is both FCC and WITR policy that obscene material is **not** allowed at any time.



## 4.4 Commercials and Calls to Action

As a non-commercial station, WITR is not allowed to play commercials. It is illegal under the regulations of the FCC. When stating opinions over the air, you may not allow your comments to turn into a commercial.

According to the FCC, a **call to action** is what elevates a statement to a commercial. A call to action occurs when you tell a listener to complete an action, as in “go get”, “go buy”, “go see”, etc.

Mentioning prices is never allowed unless it is in regards to a WITR or RIT event. Mentioning commercial entities is legal as long as you do not encourage listeners to do business with that entity. Descriptions may be informative, but not encouraging.

Violations of this regulation occur most often by DJs during mic breaks when they are announcing concerts or events not hosted by WITR or RIT. It is important for DJs to use good judgment. For example, if you would like to talk about an upcoming concert from your favorite band, you may state that the concert exists and give the date and location of that concert. You may not, however, give the price of tickets or tell listeners to “go to”, “attend”, or “check out” the show.

## 4.5 Underwriting

Although WITR cannot air advertising, we are allowed to sell underwriting. Underwriting, as defined by the FCC, may include the following:

- Logograms or slogans that identify but do not promote
- Locations
- Value neutral descriptions of a product or line of services
- Brand and trade names

- Product or service listings

## 4.6 Leaving Transmitter Controls Unattended

It is **extremely** illegal to leave transmitter controls unattended. Doing so could cause dead air, which is a waste of resources and severely frowned upon in the eyes of the FCC. If a person who is supposed to take over for a DJ after a show does not show up and automation is unavailable, the current DJ must power down the transmitter.

FCC regulations require that you make transmitter controls inaccessible to unauthorized people. That means that members must be conscious of closing all the station doors in order to make the transmitter secure. To aid this, most of our station doors are kept locked automatically. However, this does mean that any guests must come with if I you need to step out of the station quickly to use the bathroom during your show or something to that effect.

In case of an emergency where you must leave the building, such as a bomb threat or fire alarm, you are first responsible for leaving the transmitter in the correct state. To secure the station in an emergency you must:

1. Turn off the transmitter.
2. Close all doors to the station.
3. Ensure that no person remains in the station when you leave.

Note that it is not necessary to tidy up or turn off the lights in an emergency.

## 4.7 FCC Violations

The three basic penalties that may occur if you violate FCC regulations are as follows:

1. You may **lose on-air and/or station privileges** at WITR.
2. WITR may be **fined up to \$275,000**.
3. Worst Case: WITR may **lose its FM license** to broadcast.

## 4.8 Suspension Policy

The Chief Engineer, Program Director, Member at Large, and General Manager are the only people who can suspend you from station privileges. You may be suspended for any of the following violations:

- Improper sign-off of the transmitter (for example: Leaving your show without turning on automation)
- Improper FCC daily log keeping
- Obscene, indecent, or profane material played on air.
- Missing an All Member Meeting and failing to make that meeting up within one week
- Inadequate WITR station hours
- Failing to adhere to any of the other policies defined in this manual, WITR's Policies and Procedures, or WITR's By-laws

Suspensions are issued at the discretion of the four identified e-board members. The length of the suspension shall be defined, but is left to the discretion of the officer. discretion. Members can be suspended for 1<sup>st</sup> time offenses.

## 5 Conclusion

WITR strives to be the best student-run college radio station in the country. More importantly, WITR is a family of hard-working and diverse students. By understanding and knowing these rules, you too will have to opportunity to contribute in your own way to this truly special organization.

**WITR**  
**89.7<sup>FM</sup>**