



# **DJ HANDBOOK**

*Spring 2014*





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## GENERAL STATION INFORMATION

WSBF is Class A non-commercial, educational radio station.

Location: **Hendrix Student Center, 3rd floor**

Radiated Output Power: **3000 Watts**

Frequency: **88.1 MHz**

Legal Station Identification: **WSBF-FM Clemson**

Faculty Advisor: **Jackie Alexander**

Advisor Email: **jalexa5@clemson.edu**

Advisor Office Phone: **(864)-656-7671**

WSBF Email: **wsbf@clemson.edu**



## SENIOR STAFF POSITIONS

**General Manager:** oversee programming and business operations

**Chief Engineer:** maintain and make decisions about technical equipment

**Chief Announcer:** maintain on-air quality of DJs and coordinate interns

**Music Director:** keep rotation fresh

**Computer Engineer:** maintain studio software and website functionality

**Production Director:** produce live events, underwriting and show sweeps

**Events Coordinator:** organize events and facilitate contracts

**Promotions Director:** promote events, etc throughout campus and community

**Member-at-Large:** represent interests of Junior Staff to Senior Staff

## EMAIL ADDRESS

gm@wsbf.net

chief@wsbf.net

announcer@wsbf.net

music@wsbf.net

computer@wsbf.net

production@wsbf.net

events@wsbf.net

promo@wsbf.net

member@wsbf.net

## PHONE NUMBERS

(864)-656-4010 — Music Director

(864)-656-4009 — General Manager

(864)-656-4012 — Transmitter

(864)-656-4772 — Fax

(864)-656-7671 — Faculty Advisor

(864)-656-WSBF — Studio A / Request Line  
(9723)



The phone numbers for all of Senior Staff can be found on the Senior Staff board or online at <http://wsbf.net/phonebook>, along with the phone numbers of most WSBF DJs.

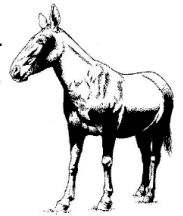
## THE SHORT HISTORY OF WSBF



WSBF-FM began as a closed-circuit broadcasting facility on May 1, 1958 and made its first broadcast on April Fool's Day of 1960. It quickly became known as "Wizz-Bif". In the early days, WSBF broadcasted shows such as an agricultural show by Bob Mattison a.k.a. the "Voice of Clemson", which was also broadcast on AM stations in Anderson, Spartanburg, and Columbia. Other shows included one broadcasted from Harcombe in the mornings, a "Late, Late" show featuring old standards, and a "Concert Hall" show featuring the classics. By 1965, WSBF had changed format to include "The Frank Howard Show", "Pigskin Preview", "Night Beat", and "East of Midnight". The purpose was to provide students with educational entertainment, news, and music.

The next major format change occurred under Woody Culp, changing to that of "progressive." The strategy at that time was heavy airplay for the most contemporary new groups. Off-beat news stories and non-Top 40 music were emphasized.

The format evolved from "progressive" to "alternative," a shift taking place in the mid-1980s. The alternative format included many genres such as: progressive, classical, rap, jazz, punk, industrial, and indie. The "alternative" name implies alternative in any genre, not just alternative rock (the worst-named genre of mainstream music ever; how can it be both alternative and mainstream?). It has developed into: "We educate the listener by exposing him or her to new genres and to the leading edge of more familiar genres, such as rock. We play what other stations cannot and do not."



## ELIGIBILITY

WSBF has an open door policy for any Clemson University student with a **2.0 GPA or better**. University employees and members of the community may also become members of the WSBF staff. First semester freshmen and transfer students can also become members, but will have to meet eligibility requirements after the first grading period.

## TRAINING

WSBF offers a broadcast training course at the start of each semester that is open to all students, faculty, staff members, and community members. There is a one-time dues fee of **\$20** upon completion of training; procedures for which are outlined on the next page.

## MEETINGS

WSBF holds monthly meetings. All staff members will be reminded of meetings at least one week in advance via email and postings around the station. Unless otherwise notified, staff members should expect these meetings to take place the first Sunday of every month at 8pm in the McKissick Theater on the first floor of the Hendrix Center.

**\*\*\*\*\*ATTENDANCE AT FULL STAFF MEETINGS IS MANDATORY!\*\*\*\*\***

Failure to attend will result in disciplinary actions against the staff member. If a staff member is unable to attend a meeting, he/she must write a valid excuse in the WSBF excuse book located on the filing cabinet next to the Senior Staff mailboxes. The first full staff meeting of every semester is held on the first day of classes at 8pm.

## SENIOR STAFF MEETINGS

Senior Staff meets once a week on Sundays nights in the station. If, for some reason, the meeting must be re-scheduled, all senior staff members will be notified as soon as possible by the General Manager. The full staff is welcome to attend these meetings but is asked not to interrupt unless recognized.

## KEYS

All members of senior staff are issued station keys at the beginning of their term. These keys are checked out from the Student Media Advisor with approval from the General Manager. DJs who are Clemson University students and employees will be able to enter the station, Student Media, and the Hendrix Center loading dock using their Tiger 1 cards. Community members will be issued community access cards which allow them entry to the station, Student Media, and the Hendrix Center loading dock.

## TRAINING PROCEDURES

At the beginning of every semester, WSBF holds an intern drop-in for people interested in becoming involved with the station. This drop-in is held on Tuesday at 8pm on the third full week of classes. After this drop-in, all attendees are invited back to begin training to become a WSBF DJ. Anyone who wishes to become a WSBF DJ must complete the process outlined below.

### Written Test:

Before becoming an intern, all prospects will be issued an up to date copy of the WSBF Handbook. At 8pm on the Wednesday and Thursday following the intern drop-in, the Chief Announcer will go over the handbook with them and point out important information, rules, and procedures. After this they must take a written test on this information, on which they must score at least 85%. Those who score lower than 85% may request to retake the test again a later date. Those who score 85% and above may begin their internship at WSBF.

### Internship:

Interns should supply the Chief Announcer with a list of times they are available for training, in order of preference. The Chief Announcer will use this information to create a schedule of DJs for each intern to train under and email it to the interns and full staff. Interning will begin the Monday after the intern drop-in. Each intern will be assigned to two DJs. For the first two weeks of training, the intern should report to the first DJ and for the second two weeks of training, the intern should report to the second DJ. An intern must get at least 2 hours of sit-in time and 4 hours of board time for a total of at least 6 hours of training. The intern may get at most 2 hours of their sit-in time and 2 hours of their board time from a single DJ. An intern must have at least 1 hours of sit-in time with a DJ before they can begin their board time with that DJ, unless the intern has already completed all 2 of their sit-in hours with at least two different DJs. Interns may train with DJs other than those with which they were scheduled to train, so long as the DJ does not have more than two interns at a time. Interns must have the DJ fill out their intern training form and sign off on all training hours completed; they must also complete the training check list. All training must be completed by the sixth Sunday after interning begins, unless an acceptable excuse is given. In addition to completing their training, an intern must complete two CD reviews (described later in this handbook) before they will be allowed to take their on-air test. Interns must complete their hours and pass the on-air test within two semesters of taking their written test. For every successive semester after two, an additional two hours of sit-in time and board time (four hours total) must be completed before a test can be administered.

### On-Air Test:

Once all of the previous procedures have been completed, an intern may take his/her on-air test with a member of Senior Staff. The intern should email the Chief Announcer when he/she is ready to schedule a time to take the test. An intern may not take the on-air test with a member of Senior Staff with whom he/she did sit-in or board time. The on-air test covers all WSBF rules, FCC rules, and knowledge of how to properly operate all control room equipment. After passing the test, interns must make a one time dues payment of \$20 and sign all applicable forms to become a DJ. The new DJ may then pick a show time, for which he/she will be responsible immediately.

### Things New DJs Should Remember:

- ♦ If you do a show that starts after the Hendrix Center has closed, you can get in the building through the loading dock.
- ♦ If you don't have card access to get in the building, Student Media, or the station, first call the request line to see if someone can let you inside. If no one answers, begin calling members of Senior Staff until someone comes to let you inside. You are not excused from your show until you have attempted to contact everyone on Senior Staff. You should spend the next week hounding Senior Staff with emails and phone calls until you are given card access.
- ♦ If your name is not added to, email and call the member of Senior Staff who gave you your on-air test until it is fixed. If you aren't on the schedule, you won't be able to log in to do your show.
- ♦ If you aren't placed on a team within two weeks or if you don't know what team you're on, you should contact the Member at Large and ask what team you're on. Once you're on a team, you should make sure to get a team shirt.
- ♦ Do one CD review every month.
- ♦ Don't forget about the full staff meeting the first Sunday of every month at 8pm.
- ♦ You cannot vote in elections held during the semester you passed your on-air test.
- ♦ You cannot hold a Senior Staff position until you have been a DJ for two semesters.
- ♦ All DJs are eligible to run for an Intermediate Staff position.
- ♦ You cannot do a Specialty Show until you have been a DJ for two semesters.
- ♦ Only current Clemson University students can hold a Senior Staff position.

At the beginning of each semester and summer session, every DJ is required to fill out a form on the website providing basic information about station participation in order to be able to choose a show time. This must be completed before noon on the first day of classes for the semester. Show assignments will be made at the first meeting of the semester, which will take place at 8pm on the first day of classes for the semester or summer session. Check the station for location of this meeting.

### **Rotation Shows:**

Rotation show DJs are allowed to play any of the music out of the New, Heavy, Medium, and Light rotation bins located in Studio A. Most of the music played should be out of the New and Heavy bins, while Medium and Light bins should be played less frequently. The DJ also has the choice of playing his or her own music, labeled "optional" in the logging system. Albums from the jazz bin count at optional songs. The optional songs played should not make up more than 25% of the show. The show is measured in number of songs, not time. Example: If a DJ plays twenty songs in his show, five of them are allowed to be optional songs. Do not measure by time! Playing thirty minutes of optional songs out of a two-hour show is not correct.

### **Jazz and Talk/Sports Shows:**

DJs wishing to do a jazz or talk/sports show should submit an application when specialty show applications are due. You should list the days you wish your show to be, in order of preference. Morning shows are one per day, every Monday through Friday, from 7am to 9am. You must still attend the first meeting to verify that you received the show you indicated and to receive information concerning the coming semester. Jazz show DJs may play music from the jazz bin or their own jazz collection. Talk/Sports shows usually consist of interviews, news articles, and guests to keep the conversation flowing. Talk/Sports shows should last two hours, no matter how much programming the DJ has or hasn't planned. Music may be played during these shows to fill the gap in time. Music on talk shows should follow rotation show rules unless a specialty show application is given or the music is used as talk-over music.

### **Specialty Shows:**

DJs wishing to do a specialty show should also fill out the form, but should indicate that they wish to do a specialty show. Customarily, specialty shows have been in the time slots between 7pm and 11pm, but feel free to request whatever time slots suit you best. The DJ must write a detailed essay explaining the format, genre, and general theme of the specialty show. A list of artists that will be featured should be included with the essay. This list should contain a minimum of 100 artists that the DJ has access to, either through the station's music library or the DJ's personal collection. The DJ must turn in the essay, the list, and three preferred time slots to the General Manager by 8pm one week before the first day of classes. No more than 21 specialty shows will be accepted each semester.

## **SCHEDULING PROCEDURES**

This section covers procedures for show assignments and the first meeting of each semester.

### **Show assignments are made according to the fishbowl method outlined below:**

- ♦ The fishbowl method incorporates two criteria for determining DJ priority for show assignment: the quality of their show and the quantity/quality of volunteer work performed.
  - ♦ The fishbowls are decided on as follows: Senior Staff reviews the fishbowl application of each DJ. The quality and quantity of volunteer work is assessed, as well as the quality of their show. Based on these criteria, each Senior Staff member gives a rating of one to five to each DJ.
  - ♦ The average ratings are determined and used to divide DJs into five fishbowls with Fishbowl 1 being the highest rated 20% of DJs and Fishbowl 5 being the lowest rated 20% of DJs.
  - ♦ The order of show assignments is determined by first drawing names at random from Fishbowl 1 until they are all gone and then repeating this with each of the other fishbowls.
  - ♦ At the first meeting of each semester DJs are allowed to choose their show times in the following order: Specialty shows, Senior Staff shows, Talk/Jazz shows, and then Rotation shows, using the order determined from the fishbowls.
- This method of show assignment allows WSBF to give better time slots to those who have worked hard and performed well while still maintaining a certain degree of randomness that alleviates the "teacher's pet" syndrome of favoritism. Over the years, senior staff has decided that this method of show assignment works in the best interest of the station, while minimizing the number of DJs unhappy with their time slot.

# WSBF DJ RULES

As the on-air disc jockey, **you are ultimately responsible for all content on your show.** It is imperative that you abide by the following rules (regardless of how you feel). Unfortunately for you, the fines can be steep, so **READ CAREFULLY!**

## The FCC (our governing body) insists on the following:

1. Logs must be filled out accurately, so:
  - ◆ Sign in and out.
  - ◆ List and initial all PSAs played.
  - ◆ Initial that a legal station ID was played.
  - ◆ Record and initial the receipt and transmission of all EAS notifications.
  - ◆ Completely fill out the music log.
2. In the music you play and in your personal commentary:
  - ◆ DO NOT use vulgar, obscene, or profane language.
  - ◆ DO NOT encourage the use of alcohol and/or drugs.
  - ◆ DO NOT make sexually explicit/suggestive comments.
  - ◆ DO NOT air your personal opinions.

**NOTE:** the General Manager should be consulted for advice concerning violation of the obscenity law. We broadcast well into the surrounding community, so it is better to be safe than sorry.

3. If you feel you must editorialize, it is necessary to get the general manager's approval of your written copy prior to broadcasting. Even then, you must state that this is your own opinion and **"does not necessarily represent the views of WSBF, Clemson University, or the Board of Trustees."** You must say exactly that.
4. News items must be authentic and approved by the News Staff or Senior Staff before being aired. "Rumors," no matter how good, are NOT considered news and may not be aired. Broadcasting false information is an expensive and illegal thing to do.
5. It is the responsibility of every DJ to have a working knowledge of ALL equipment in the control room. If you don't know how something works, ASK SOMEONE—FCC inspectors can test you on this.
6. If for some reason WSBF is coming back after being off the air (with no music) for at least 6 hours, the first DJ on the air must play the sign-on PSA (Sign On Cart) before anything else can be broadcast. In the same vein of thinking, if WSBF is going to go off the air (with no music) for at least 6 hours the last DJ on the air must play the sign-off PSA (Sign On Cart) as the final track broadcasted on the air.
7. **DO NOT** broadcast while under the influence of alcohol or drugs. It's illegal, and you will be punished according to the WSBF rules.
8. **DO NOT** promote anything that isn't WSBF or University affiliated. Example: "Todaro's pizza is so great! You should get a slice if you haven't already!" THIS IS NOT OKAY.
9. **DO NOT** tell the listener what to do or make a call to action! **NOT ACCEPTABLE:** "You should come to the show on Friday night!" **PERFECT:** "The show on Friday should be really cool, hope to see you there!" There's a subtle difference, but one is illegal.

## IN ADDITION, THERE ARE A FEW STATION GUIDELINES YOU SHOULD BE AWARE OF:

1. Play two PSAs per hour. If your show is 1.5 hours long, two PSAs must still be played during the shared hour. Be sure to sign the log each time you play a PSA.
2. The on-air DJ has total responsibility over every person and every bit of property within the confines of WSBF; for your own safety and sanity:
  - ◆ The station doors are always locked.
  - ◆ You may refuse entrance to anyone (with the exception of senior staff members).
3. You may have up to four guests in the control room at any time. Only WSBF DJs or interns may operate the board. Guests may speak on the air only if they agree to comply with all applicable rules and regulations. You are responsible for everything they say on the air and everything they do while at the station.
4. Phone lines into the control room are reserved primarily for sports broadcasts, remotes, and interviews. The DJ may call people and put them on the air only if they are aware that they are participating in a live broadcast. Again, the obscenity laws and editorial rules must be explained and complied, and you are responsible for anything they may say.
5. **DO NOT** comment negatively about:
  - ◆ WSBF shows, programs, PSAs, or other station members.
  - ◆ Songs of bands aired on WSBF.
  - ◆ Clemson University affiliated personalities, organizations, or administrations.
6. **DO NOT** bring food or drink into the control room, production room, or record library. Pretty much, if you must eat/drink at the station, do it neatly in the main offices and away from the computers.
7. **DO NOT** give away anything during your show unless you have been authorized to do so by an appropriate member of Senior Staff (General Manager, Promotions Director, or Music Director).
8. **DO NOT** stream music from online sources! The stream is not reliable and its quality is unknown. This means no streaming music from YouTube, MySpace, or GrooveShark. It's okay to play music from your iTunes AS LONG AS the song quality is at or above 256 kbps.



## THE 10 COMMANDMENTS OF WSBF

1. Always completely fill out the PSA log book and online logbook.
2. The last DJ on air is responsible for the securing of the station or leaving the responsibility with a senior staff member.
3. WSBF telephone lines exist primarily to serve the station's business needs. The request line [656-9723] is to be used solely as a studio line to be answered by the DJ on the air. The music line [656-4010] and should be used only by the music director during business hours.
4. Smoking is NOT allowed in the Hendrix Center.
5. No alcoholic beverages, drugs, or any other intoxicants are allowed within the station. This includes chewing tobacco.
6. No eating or drinking is allowed in the control room, the production room, the studio, or the record library.
7. WSBF staff meetings are held on a regular basis. Notification of these meetings will be posted at least seven days in advance. The Member at Large will take attendance at these meetings. Failure to show up or provide a valid excuse will lead to disciplinary action by senior staff.
8. Unauthorized removal or theft of WSBF property is a major offense. Misuse of station property will be grounds for station and University disciplinary action. The DJ on the air has the right to refuse admittance to anyone without a valid reason for being there.
9. Every qualified DJ on the air must observe applicable FCC rules and regulations regarding broadcast requirements.
10. If there is not a DJ ready to go on after you, you must turn on automation.

## GENERAL MUSIC RULES

1. Follow the proper format for your show. If you have a specialty show, make sure your music selection is appropriate.
2. Remember the infamous Obscenity Law. If you receive a request and aren't sure if it violates a rule, DON'T PLAY IT.
3. Don't forget to fill out the logging program!
4. Only one set of two songs by the same artist may be played per hour. The songs must be played back to back and CANNOT be called a "double shot."
5. Look over the music logs for the DJ that was on before you. Do not play an artist until at least two hours have elapsed since the last time that artist was played. Try not to play the same song that was aired previously.
6. Requests are optional and do not have to be played! Be sure to log them as N, H, M, L, or O as appropriate.
7. Re-file all albums and CDs properly. We do not have a station mommy to pick up after you.

## TIPS FOR GOOD BROADCASTING

1. **SMILE INTO THE MIC!** The mic is your friend; it will not hurt you. It also projects a warm voice to the listener.
2. **DON'T MUMBLE!** Try to show a little bit of enthusiasm.
3. **WATCH THE MIC LEVELS WHEN SPEAKING!** The levels should be as high as when playing a CD (just below peaking). Speak directly into the mic at all times.
4. **ONLY DO A MIC SEGMENT WHEN YOU HAVE SOMETHING TO SAY!** Don't babble. Think about what you are going to say before getting on the mic. If you are stuck, announce the time, your name, or look on the announcement board.
5. **AVOID USING THE SAME WORD AT THE BEGINNING OF EACH MIC SEGMENT!** Pay attention to what you are saying. Repetition can get a little boring.
6. **ANNOUNCE THE MUSIC FREQUENTLY!** Don't play more than 4 songs without announcing what you have played.
7. **NEVER APOLOGIZE FOR A MISTAKE YOU MAKE ON THE AIR!** The people who heard your mistake already know about it, and the people who didn't hear it don't need to know.
8. **AVOID DEAD AIR!** Keep something cued up at ALL times in case something goes wrong with the equipment. (It does.) This way you won't have to psycho-babble into the mic while trying to cue up the next song. (A short 2 or 3 second pause is NOT dead air. A short pause can make a good transition with most music.)
9. **TALKOVERS:** ♦ Always wear headphones while doing a talk-over.
  - ♦ Put the music at only 1/3 volume; do not drown yourself out.
  - ♦ Bring the volume of the next song up immediately after you finish talking.
  - ♦ Do NOT use music you are not familiar with.
  - ♦ Use a non-lyrical music bed when announcing a concert update or a long, wordy announcement, but be sure the level is low enough so that the audience can understand you clearly.



## PROGRAMMING RULES

The programming rules for WSBF cover only the aspects of on-air presentation concerning scheduled weekly programs, issue programs, and one-time programs. This refers to programs that have been recorded from other stations, programs that have been pre-recorded, or any other form of syndicated programs aired on WSBF. Thus, the rules are very brief. Other aspects of on-air presentation are covered in the rules for the specific department involved.

1. All programs aired by WSBF must be run in their entirety with the exception of commercial advertisements, which should be edited out during broadcast. As a non-profit, educational radio station, WSBF is NOT allowed to advertise.
2. Any staff member wishing to compose and/or air an issues program not already cleared by the General Manager must get approval before the program is aired.

## CONTROL ROOM PROCEDURES

### Giveaways:

If you are scheduled for a giveaway, please make every effort to give that item away. There must be a trivia question or some other challenge for the callers to overcome. You are allowed to make up your own trivia question and/or pick which caller will win unless otherwise informed. Please try to gear that trivia question toward the type of prize you are attempting to give away. Members of WSBF staff are not eligible to win. All giveaways must be authorized by Senior Staff.

### Spaz Sheets:

If you should encounter a technical problem while at the station, fill out one of the SPAZ SHEETS located on top of the mailboxes in the lounge. Indicate what the problem is, and place the completed form in the Chief Engineer's mailbox.

If you experience any computer-related problems, you can fill out a SPAZ SHEET and place the completed form in the Computer Engineer's mail box, or you can email the Computer Engineer at **computer@wsbf.net**.

**NOTE:** If an equipment failure is interfering with the ability to broadcast (e.g. the transmitter shuts off) call the Chief Engineer **IMMEDIATELY**. If he or she is not available, call the General Manager. In short, keep calling Senior Staff members until you reach one of them. If a computer problem is keeping you from doing your show or if automation will not start, call the Computer Engineer **IMMEDIATELY**; often these problems can be fixed remotely. In either case, you should remain at

## CD REVIEWS

**\*\*\*\*\*EVERY DJ IS REQUIRED TO DO AT LEAST ONE CD REVIEW EVERY MONTH\*\*\*\*\***

### How To Review a CD:

Check out CDs from the drawers next to the entrance of the station (no more than three at once). Listen to them, and then login to: **new.wsb.net** and click "Go review a CD!" To see this option and review a CD, you must have an account on the website and be confirmed as a DJ by the Computer Engineer. Find the CD in the list and click "Review This!" If the entry is missing tracks that are on the CD or if no entry exists for that CD, inform the Music Director of the problem, email them your CD review, and then put the CD in their desk with a note explaining who you are and what the problem is. Otherwise, fill out everything accordingly with your review, your suggested tracks, and the no-air tracks and then click "Submit Review." Then promptly return the CD to the station and place it on the shelf labeled "Put Your Reviewed CDs Here" on the Music Director's desk. Do not keep CDs for more than a week after you check them out.

### Tips for Good Reviews:

- ♦ Don't mark a no-air track as suggested, no matter how good you think the song is.
- ♦ Read the lyrics and listen to every song all the way through to ensure there's no cussing in a song. Lyrics sheets don't tell you if there's cussing in a talking part after the song has finished. It's also pretty lazy to review a CD without even listening to the whole thing.
- ♦ Reviews should be descriptive of the album and artist, not your critique of the album. After reading a review the DJ should better understand what the album sounds like and have some interesting talking points.
- ♦ *Don't review albums you don't like.* If you don't like it, sign it back in and put it back in the To Be Reviewed drawers. Either someone else will like it and review it, or if it's truly a bad album it won't (and shouldn't) go into rotation.
- ♦ Be concise.



## DISCIPLINARY ACTION

### Incident Report Form:

An incident report form is used anytime a WSBF, FCC, or Clemson University rule or regulation is broken. **Any staff member can fill out an incident report form.** This form allows the station to have a written record of all problems that arise at WSBF and the actions taken to solve them. These forms are in a box on top of the bookshelf in the lounge. Instructions are on the form. Completed forms should be placed in the Chief Announcer's mailbox.

### FCC Violations:

FCC violations will be handled with an incident report form, unless the FCC decides to press charges. If the FCC does press charges, then both the station and the DJ responsible will be fined. Keep in mind that the DJ is responsible for ALL fines from the FCC, both his/hers AND those imposed on the station. Also be aware that an FCC violation handled by any member of senior staff will carry a stronger disciplinary action than a station violation.

### Vandalism and Theft:

Any vandalism or theft of station property will be placed in the hands of the Clemson University Police Department. Fines and/or imprisonment may follow. If members of WSBF staff are involved, their staff privileges will be revoked immediately, and they will be forever banned.

### Excused and Unexcused Absences:

Each DJ is allowed 2 excused absences and 1 unexcused absence from his/her show per semester. Each DJ is allowed 1 unexcused absence from full staff meetings per semester.

Excused absences include but are not limited to community service, conferences, exams scheduled during your show time, etc. Unexcused absences include but are not limited to filling out a sub request less than 24 hours in advance, forgetting about or oversleeping through your show, last minute cramming before a test, one dollar sandwiches at Jimmy John's, etc. Computer problems are also not a legitimate excuse for missing your show because the station has a plethora of resources you may use to conduct a good show.

Being ill or attending a WSBF event such as a meeting, workshop, or social event does not count toward excused or unexcused absences. Having your sub request fulfilled will also not count as one of your absences – as long as someone is on the air during the time of your show, you will not be considered "absent" from your show. In the event of a sudden emergency that will keep you from attending your show, contact the Chief Announcer immediately.

## Appeals

A staff member may appeal any decision made by the Senior Staff. The staff member may present his or her case to a panel consisting of the General Manager, Chief Announcer, and the Senior Staffer who initiated the disciplinary procedure. If the General Manager or Chief Announcer initiated the disciplinary procedure, a third panel member will be selected by Senior Staff. The results of all such appeals are final.

It should be understood that disciplinary actions resulting from write-ups is a shared responsibility of Senior Staff. No one person is the sole disciplinarian of DJs. Sanctions are discussed and voted on weekly by all of Senior Staff. However, in the event of serious offenses, a Senior Staff member can temporarily sanction a DJ until the next Senior Staff meeting.

## Point System

Policies set in place are to ensure the success of the station, and violations of WSBF or FCC rules will result in disciplinary action. Each DJ is allowed up to 12 discipline points each semester. In the event that a DJ accumulates 12 points, (s)he is subject to losing his/her show for the remainder of the semester. Points are reset at the beginning of each semester but will be reflected during the fishbowl application processes.

All write-ups are evaluated by Senior Staff, and it is at the discretion of Senior Staff to deem a punishment acceptable of a violation. In certain cases, points may be removed in exchange for certain amounts of extra work for WSBF. It is at the discretion of Senior Staff to decide if and how many points may be removed. If disciplinary procedures are insufficient, ineffective, or if the nature of the offense is very serious, Senior Staff has the right to permanently suspend a DJ or issue other sanctions as they see fit.

The following is a list of offences and their point values. Note: this list is not inclusive.

### **Major Major Offences (12 points)**

- Cursing on air during a mic segment
- Broadcasting under the influence of drugs or alcohol
- Removing or vandalizing station equipment
- Performing Payola/Plugola

### **Major Offences (6 points)**

- Violating the obscenity law in the music selection
- Not marking a no-air track as such on a CD review
- Not saying the legal station ID at the top of the hour, logging for the station ID if you did not play it, or saying the legal station ID incorrectly at the top of the hour
- Making a call to action
- Streaming from online sources

### **Less Major Offences (4 points)**

- Not completing the required monthly CD review
- Not logging EAS tests
- Not playing 2 PSAs
- Disregarding the music policy

### **Minor Offences (2 points)**

- Incorrectly filling out the music logbook or not logging out of the music logbook
- Incorrectly filling out the PSA logbook
- Using the station phone for personal use
- Commenting negatively about WSBF shows, Clemson University, etc.
- Eating and/or drinking in the control room
- Being more than 10 minutes late to a show

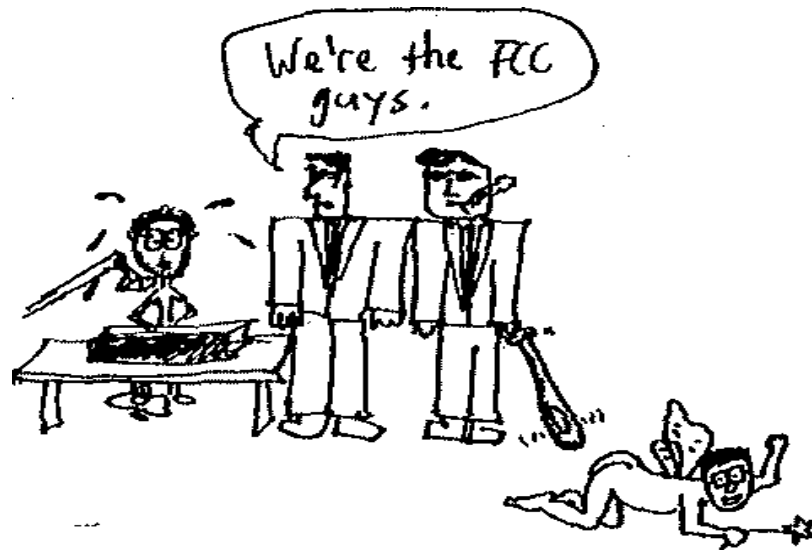
## FCC INSPECTIONS

An FCC inspector may show up at the station one day and ask the DJ on the air a series of questions. If this happens, first ask the FCC inspector for some kind of official ID. If he or she cannot produce it. Tell the inspector that he or she must show proper ID before you can accommodate any requests. If the inspector does show proper ID, try to accommodate him or her to the best of your ability, keeping in mind WSBF rules and policies.

Once the inspector has shown proper ID, you **MUST** let him or her into the station. **NEVER** make him or her wait in the hallway. Next, call the Chief Engineer of the station (Matt Rana, 843-267-3323). Tell the FCC inspector how long it will be before the Chief Engineer will arrive at the station. Next, call the Faculty Advisor (Jackie Alexander, 770-820-9878). The inspector may ask to see our Public File and our Station Log. Jackie Alexander will be able to show the FCC inspector our Public File. (You should also note that anyone may request to see our Public File, not just FCC inspectors. It is illegal to deny anyone this request.) Our Station Log is in a notebook in Studio A along with the EAS Handbook, which the FCC requires us to make available to all DJs.

The inspector may require you to:

1. Perform an EAS test.
2. Show how to control the transmitter.
3. Demonstrate a working knowledge of all control room equipment.



## EAS PROCEDURES

### How to Perform a Required Weekly Test:

All required EAS alerts will automatically go off on their own. You don't ever need to touch the EAS Endec machine unless asked to do so. If you are asked to transmit a required weekly test, press #1, then press #2. Initial and put the time on the "Transmitted" line in the PSA logbook.

If the Sage EAS Endec receives a transmission during your show, initial and put the time on the "Received" line in the PSA Logbook.

**DO NOT** mention the Required Weekly Test on the air.

### Required Monthly Tests:

Required Monthly tests are performed automatically. A Required Weekly Test does not need to be performed on the week a Required Monthly Test is performed. The PSA Logbook should be filled out the same way it is for the Required Weekly Test. Do not mention the Required Monthly Test on the air; the listeners heard it and have already been annoyed by it enough. The schedule for RMTs is located in the same notebook as the Station Log.

If the Sage EAS Endec machine performs any other alerts during your show (Amber Alert, Severe Weather Alert, etc.) log it in the PSA Logbook on the "Transmitted" line.

If the Emergency Alert Network is activated during your show (for reasons other than a test), just sit back and wait. The President will issue a message that will play on every TV channel and radio station in the country. Log this in the PSA Logbook, play the "Sign On" cart, shut everything off, turn off all the lights, and go home to be with your family in your last moments on earth.

## AUTOMATION SYSTEM INSTRUCTIONS

**LAST DJ ON AIR: DO NOT** play the sign off PSA (Sign On Cart).

1. Give the legal ID before you go off the air (as close to the hour as possible)
2. Click "Start" in the Automation software.
3. Make sure the [Computer] input on the board is turned on.
4. Click "Sign On/Off" in the Logbook and then click "Sign Off"

In the event automation fails to start, call the Computer Engineer. If at all possible, try to keep CDs playing until it is fixed. If not, don't worry. Back-up automation will automatically start after two minutes of silence.

### FIRST DJ ON AIR:

1. In the logbook, click "Sign On/Off"
2. Select your name and the name of your show and click "Sign On"
3. Click "Stop" on the automation software. The current song will finish and then you can begin your show. If you click "Stop" twice it will end the song immediately, which may be considered poor programming.

If the person who last did a show forgot to log out, click "Sign On/Off" and then click "Change DJ" to find your name and the name of your show. If the show of the person who forgot to log out was not immediately before your show, fill out an incident report.

**Note:** If Automation was not working and we were off the air for 6 hours:

1. Play the sign on PSA (Sign On Cart).
2. Inform the Computer Engineer by calling him/her on the telephone.
3. If the sign on PSA (Sign On Cart) will not play on the computer, you can wait for the Computer Engineer to fix the issue or play the sign on PSA from the CD on top of the CD players.

## CD PLAYER OPERATION

### Basic Operation:

1. Insert the CD and allow it to spin up.
2. Spin the track selection knob to choose the track you are looking to play.
3. Hit [ON] on the corresponding CD channel on the control board. The CD will begin playing.
4. Raise the volume fader so that the levels are in the red, but not peaking.

### Playing Two Consecutive Tracks from a CD:

1. Cue up the first track, and start it as you normally would.
2. While the track is playing, turn the track selection knob until the number of the song desired shows.
3. When the first track ends, hit [ON] again for the corresponding CD channel on the control board.

## DELAY OPERATION

- ♦ If you play something that is inappropriate, immediately move to the next song that you have cued up and as quickly as possible (within 20 seconds of the offensive language), hit the red [Dump] button on the delay panel. This will dump the previous 6.5 seconds of audio. If you press the [Dump] button again it will dump another 6.5 seconds of audio. After three dumps, you will be live on the air. The unit will slowly rebuild the delay to the 20 second maximum.
- ♦ If you know a song has an upcoming curse word, you can hold down the [Cough] button while the word is being said. The audio that was played while the [Cough] button was held down will not be broadcast. If there is no time remaining on the delay, holding the [Cough] button will replace the audio with silence rather than remove the audio.

## PUTTING THE REQUEST LINE ON AIR

1. Call or answer the phone in the control room normally.
2. Let the other person know that they are going to be put over the air. The obscenity laws and editorial rules must be explained. **You are responsible for anything they say.**
3. Press [Hold] on the phone and put the phone back on the hook.
4. Put the headphones on and check the headphone volume on the board.
5. Press the [AUTOFEED] button at the top of the phone line channel on the board; it should be glowing red.
6. Make sure the [Program 1] button directly below the [AUTOFEED] button is glowing white, if it isn't, press it.
7. Press the button labeled [656-9723] at the bottom of phone channel like you would a CD player. Raise the volume to an appropriate level.

**Article I. Senior Staff Job Descriptions**

**Section A. The General Manager** is primarily responsible for the content of all WSBF broadcasts. This includes, but is not limited to, the scheduling of shows and pre-recorded programs. The General Manager is responsible for developing and airing issues programs. He or she is responsible for overseeing the work of News Director, Sports Director, Historian, and Underwriting Director. He or she is also responsible for scheduling all Full Staff meetings as well as running Senior Staff meetings. The General Manager is responsible for keeping the public file up to date. He or she is responsible for monitoring the station's finances, applying all station spending to the yearly budget, making purchases, and the creation of the following year's budget. Finally, the General Manager represents WSBF to the Media Advisory Board, Clemson University, and the general public.

**Section B. The Music Director** is responsible for all music which comes into WSBF and distribution of the music between rotation and specialty shows. The Music Director tracks WSBF's rotation and reports the results to industry magazines, record companies and promoters. The Music Director keeps track of all rotation and specialty shows to ensure the DJ's are following all WSBF music rules and to offer constructive criticism on the music content of shows. He/she is responsible for overseeing the work of the Music Librarian. Finally, the Music Director makes recommendations to the General Manager concerning the musical knowledge which DJs possess in order to assist the General Manager in making music programming decisions.

**Section C. The Chief Announcer** is responsible for training all the new WSBF DJs. Also, the Chief Announcer monitors the on-air performance of all DJs and dispenses any disciplinary action in accordance with the Constitution deemed necessary for violations of station or FCC policy. He/she reviews the content and style of individual shows with the intention of helping DJs improve their on-air sound quality. He/she also provides recommendations of DJ competence to the General Manager in order to assist in making programming decisions for the station.

**Section D. The Event Coordinator** is responsible for managing all WSBF concerts and event appearances – on or off campus. It is the responsibility of the Event Coordinator to ensure contractual agreements made are in compliance with Clemson University requirements. The Event Coordinator is responsible for the planning, managing, and fundraising for the Spring Festival and will oversee the Spring Festival Committee. The Event Coordinator will work closely with the Production Director in the production of live shows and equipment rentals and with the full staff for input on proposed concerts and events.

**Section E. The Promotions Director** is responsible for increasing awareness of the community regarding WSBF programming and for recruiting new staff members. This includes, but is not limited to, posting flyers for shows and special events, placing ads in newspapers and other mediums, designing T-shirts for sale, producing program guides for the station every semester, and maintaining the bulletin board in the hall by the station offices. The Promotions Director is in charge of invoicing all merchandise.

**Section F. The Chief Engineer** is responsible for maintaining and improving WSBF's broadcast facilities. All of the highly technical activities which require advanced knowledge of electronics are within the jurisdiction of the Chief Engineer. These activities include design of new equipment and facilities, maintenance of crucial equipment such as the broadcast chain, and equipment repairs which are beyond normal maintenance. The Chief Engineer works in conjunction with the General Manager to make major equipment purchases.

**Section G. The Production Director** is responsible for the training, supervision, and involvement of all production staff members in production activities. He/she is also responsible for manufacturing all legal IDs, sweeps, PSAs, pre-recorded shows, live shows, and other recorded announcements or programs for airing at WSBF. The Production Director will work closely with the Underwriting Director in the production of underwriting. Finally, the Production Director works closely with the Chief Engineer and Equipment Engineer in the production of on-air broadcasts and the acquisition and maintenance of production room equipment.

- Section H.**      **The Member-At-Large** is the representative of Junior Staff on Senior Staff. Member-At-Large votes according to the desires of Junior Staff and resolves any problems that come up between Junior and Senior Staff. He/she primarily serves as a liaison between staff members. Member-At-Large keeps Junior Staff informed about the occurrences of Senior Staff meetings. Member-At-Large is also responsible for keeping staff members informed of meetings and keeps track of meeting attendance.
- Section I.**      **The Computer Engineer** is responsible for maintaining all computer related equipment of WSBF. This includes, but is not limited to, management of all network systems, frequent updating of the WSBF website, and the electronic mailing list. The Computer Engineer is responsible for training and assisting Senior and Junior Staff members on issues involving station computer resources.
- Article II.**      **Intermediate Staff**  
The following will be overseen by their respective Senior Staff member. They are required to spend a minimum of 1 hour with their Senior Staff member every week. They have no voting rights.
- Section A.      General Manager**
- Subsection 1.      **The News Director** is responsible for organizing and coordinating all newscasts to be aired on WSBF. This includes, but is not limited to, training and scheduling newscasters to present news over the air, seeking out news events of local interest, and presenting all news in a professional manner. He/she is responsible for scheduling PSAs.
- Subsection 2.      **The Sports Director** is responsible for covering all sports news and organizing any sports related programming to be aired on WSBF. He/she also serves as the liaison between WSBF and IPTAY and the athletic department.
- Subsection 3.      **The Historian** is responsible for maintaining and building historical records regarding WSBF. He/she also works with the Computer Engineer on the historical aspects of the WSBF website. He/she also serves as the liaison between present WSBF staff and WSBF alumni.
- Subsection 4.      **The Underwriting Director** is responsible for generating revenue for WSBF. This includes, but is not limited to, soliciting businesses and organizations for underwriting, drawing up underwriting contracts, scheduling underwriting announcements, and coordinating the production of announcements with the Production Director. It is the Underwriting Director's responsibility to ensure that all underwriting aired on WSBF is in compliance with FCC regulations.
- Section B.      Music Director**
- Subsection 1.      **The Music Librarian** is responsible for maintaining the record library. This includes, but is not limited to, shelving, cataloging, and organizing all music materials. He/she will work with the Computer Engineer to transfer the music library inventory to digital storage media.
- Subsection 2.      **The Music Staff** is composed of Genre Directors who are responsible for helping the Music Director to make the genre specific top ten charts every week, and for communicating with record labels that want to know that albums have been received. The different Genre Director positions are: Triple A Director, Loud Rock Director, Hip Hop Director, New World Director, Jazz Director, and RPM Director. The Jazz Director will also be in charge of maintaining the Jazz Rotation.
- Section D.      Chief Engineer**
- Subsection 1.      **The Equipment Engineer** is responsible for maintaining station equipment, keeping records of equipment failures and repairs, assigning equipment for use in remote broadcasts and special programming. He/she is responsible for transporting and setting up equipment, cleaning equipment, making repairs to equipment and station facilities, and construction of new station facilities.
- Article III.**      **Voting Procedures**
- Section A.      Senior Staff Voting Procedures**
- Subsection 1.      A quorum of 67% of the entire Senior Staff must be present in order to hold a vote.
- Subsection 2.      No proxy votes are allowed in Senior Staff votes.
- Subsection 3.      A vote passes if 51% of the entire Senior Staff votes in favor of the proposition.

## Section B. Full staff Voting Procedures

- Subsection 1. Quorum is not needed to take a full staff vote. Majority is based on present members.
- Subsection 2. Only the DJs who are on the air during Full Staff vote are allowed to send a proxy for the vote. No other proxy votes are allowed.
- Subsection 3. A vote passes if 51% of the voting members present vote in favor of the proposition.

## Article IV. Election Procedures

### Section A. Secret Ballot Elections

- Subsection 1. Applications for Senior Staff positions must be submitted to the Business Director at least one week before the scheduled election.
- Subsection 2. Completed Senior Staff applications shall be posted in the lounge one week before the scheduled elections.
- Subsection 3. Elections shall be proctored by the station's faculty advisor. If this person is unavailable, the elections shall be proctored by the Member-at-Large. If this person is unavailable, the elections shall be proctored by the General Manager. If none of the above people are available, the elections shall be proctored by a person appointed by the Member-at-Large.
- Subsection 4. Voting members must be present to hear all candidates for a position in order to vote on that position.
- Subsection 5. Each candidate may address the Full Staff for a maximum of five minutes.
- Subsection 6. A maximum of five minutes shall be allotted for the Full Staff to pose questions to the candidate.
- Subsection 7. After every candidate for a position has spoken and answered questions, a secret ballot vote shall be taken for that position.
- Subsection 8. Ballots for each position shall be counted by the Member-at-Large unless he/she is a candidate for that position. In which case ballots shall be counted by a Senior Staff member who is not a candidate for the position.

### Section B. Member-at-Large Elections

- Subsection 1. Elections for Member-at-Large shall be held immediately following the elections for the rest of Senior Staff.
- Subsection 2. Candidates for Member-at-Large shall be nominated by Full Staff at the time of the elections.
- Subsection 3. After all candidates have been nominated, each candidate shall have a maximum of five minutes in which to address Full Staff and answer questions from the floor.
- Subsection 4. After all candidates have spoken and answered questions, the candidates shall leave the room and a show-of-hands vote from the entire Full Staff will be conducted to determine the new Member-at-Large.

## Article V. Show Formats

### Section A. Rotation Shows

- Subsection 1. DJ's will play 75% of their show from the rotation provided to them by the Music Director. The 75% is measured in number of songs, not the amount of time in the show.
- Subsection 2. The remaining 25% of their show can be from music of their own collection, or from music found in the CD library and the automation library.
  - ◆ This music must be from bands that have never had a **Billboard Hot 100** hit and have never had a **Gold Album**.
  - ◆ You can check for a **Hot 100** hit at [www.allmusic.com](http://www.allmusic.com) (Search for the artist name, find "Charts & Awards," then find "Billboard Singles")
  - ◆ For **Gold Albums** go to [www.riaa.com](http://www.riaa.com) (Find "Gold & Platinum," then search for the artist name.)
  - ◆ The band must not use any of the 7 dirty words AND/OR must not use sexually explicit language.
- Subsection 3. Once an hour, DJs can play two tracks from the same band, but they must be back-to-back.
- Subsection 4. No artist can be played on two consecutive shows.
- Subsection 5. Jazz rotation counts as an optional.



## Section B. Specialty Shows

- Subsection 1. DJ's are allowed to play any mix of their own records and rotation if they choose, although they are not required to play any rotation if they don't want to.
- Subsection 2. All tracks must follow these requirements:
- ◆ This music must be from bands that have not had a **Billboard Hot 100** hit and have not had a **Gold Album** in the last two years.
  - ◆ You can check for a **Hot 100** hit at [www.allmusic.com](http://www.allmusic.com) (Search for the artist name, find "Charts & Awards," then find "Billboard Singles")
  - ◆ For **Gold Albums** go to [www.riaa.com](http://www.riaa.com) (Find "Gold & Platinum," then search for the artist name.)
  - ◆ The band must not use any of the 7 dirty words AND/OR must not use sexually explicit language.
- Subsection 3. Once an hour, DJs can play two tracks from the same band, but they must be back-to-back.
- Subsection 4. No artist can be played on two consecutive shows.

## Section C. Rotating Specialty Show

- Subsection 1. Must highlight one artist or genre.
- Subsection 2. The DJ may play as many consecutive tracks as desired.
- Subsection 3. All tracks must follow these requirements:
- ◆ This music must be from bands that have not had a **Billboard Hot 100** hit and have not had a **Gold Album** in the last two years.
  - ◆ You can check for a **Hot 100** hit at [www.allmusic.com](http://www.allmusic.com) (Search for the artist name, find "Charts & Awards," then find "Billboard Singles")
  - ◆ For **Gold Albums** go to [www.riaa.com](http://www.riaa.com) (Find "Gold & Platinum," then search for the artist name.)
  - ◆ The band must not use any of the 7 dirty words AND/OR must not use sexually explicit language.

## Section D. Jazz Shows - Same rules as described in Section B

## Section E. Free Form

- Subsection 1. DJs are allowed to play any mix of their own records and rotation if they choose, although they are not required to play any rotation if they don't want to.
- Subsection 2. All tracks must follow these requirements:
- ◆ This music must be from bands that have never had a **Billboard Hot 100** hit and have never had a **Gold Album**.
  - ◆ You can check for a **Hot 100** hit at [www.allmusic.com](http://www.allmusic.com) (Search for the artist name, find "Charts & Awards," then find "Billboard Singles")
  - ◆ For **Gold Albums** go to [www.riaa.com](http://www.riaa.com) (Find "Gold & Platinum," then search for the artist name.)
  - ◆ The band must not use any of the 7 dirty words AND/OR must not use sexually explicit language.
- Subsection 3. Once an hour, DJs can play two tracks from the same band, but they must be back-to-back.
- Subsection 4. No artist can be played on two consecutive shows.

## Article VI. Amendments and Ratifications

### Section A. These by-laws may be amended in the following manner:

- STEP 1. The proposed amendment must be approved by 67% of the entire Senior Staff
- STEP 2. The proposed amendment must be approved by 67% of the voting members present at a Full Staff meeting.

### Section B. These by-laws may be ratified in their entirety in the following manner:

- STEP 1. The by-laws must be approved by 67% of the entire Senior Staff
- STEP 2. The by-laws must be approved by 67% of the voting members present at a Full Staff meeting.
- STEP 3. The by-laws must be approved by the station's faculty advisor.

