



Scarborough Campus Community Radio
Inc. (SCCR Inc.)

A black and white photograph of a person wearing a large, furry mascot costume, possibly a beaver or a similar animal. The mascot has large, round eyes and a long, white, bushy tail. The person is standing in a radio studio, holding a microphone. In the background, there is a mixing console, a computer monitor, and other audio equipment. The overall scene is a radio broadcast booth.

DJ Handbook
2008- 2009

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Introduction

Welcome to Scarborough Campus Community Radio (SCCR Inc.). We are very happy to have you as a DJ and are looking forward to your energy and passion. As I'm sure you already know, we are the official radio station of the University of Toronto Scarborough Campus. But just as importantly we strive to be the official radio station of our Scarborough community.

We like to feel that being a DJ is an honour and not something to take lightly. We are proud of our Station, our University, and Scarborough and as such every DJ is an ambassador to our listeners. There is a responsibility associated with being a Fusion Radio DJ and we want you to succeed. All of our listeners and our community want you to succeed too. Step up DJ! Let's make this happen!

This guide has been created for you, the DJ. The goal of this resource is to ensure that you know all about the station and what is expected of you as a DJ. These regulations are in place to ensure that the station is run smoothly, safely, and in a manner that is appropriate and equitable.

Please read through the entire handbook. All DJs, when they sign their contract, are expected to understand and abide by these codes and procedures. Ignorance is not an excuse if any regulation or code is broken. Scarborough Fusion Radio will operate in good standing, your shows will sound better, and our listeners will have a huge choice of superb programming. It's a win-win-win situation for everybody.

Once again, welcome to the Fusion Radio family. We wish you all the best with your show and all the success in the world.

Fusion Radio Mission Statement

To provide a radio station that acts as a centre of expression and communication for the students of UTSC and the Scarborough community. Fusion looks to give a voice to marginalized musical genres, artists, and spoken word presenters that are exceptional in their own right but haven't been given a place in commercial radio as a whole.

We aim to have listeners see Fusion Radio as a vehicle to explore new music and be exposed to insightful thought and discussion which influences and shapes the Scarborough community.

Fusion Radio also holds an on going commitment to be a responsible and accountable student society at UTSC, and actively engage and connect with all of our stakeholders.

Fusion Radio Vision Statement

To better serve our community through the use of available resources to provide opportunities for campus and community organizations to promote and express themselves.

To expand the broadcast venues for current and new, audiences through existing and innovative technologies, with the goal of increasing and retaining our listener ship.

To provide an environment where students and community members have the opportunity for personal involvement, professional experience, and artistic expression.

Fusion Radio Organization

We are a University of Toronto Student Society and get our funding from student fees as our income. We have a Board of Directors of which, some are elected and others, selected members. And all staff positions are hired positions. For further information on the Board of Directors as well as any other staff members, please go online and you will find a copy of the SCCR Inc. Constitution.

Structure of Fusion Radio:

Board of Directors- President, Vice President, Chief Financial Officer, Chief Information Officer, DJ Rep, Members at large

Staff- Station Manager, Program Manager, Marketing Director, Music Director(Genre Directors), Tech Director, Web Master/Designer, Frequency Editor

Fusion Radio Operations

Operational period of the station:

The station is on-air all year round, on the trimester basis. The programming is all 7 days of the week, online at www.fusionradio.ca. The programming hours are typically from 10am till 2am.

Please note that this is a change as we are looking to expand programming past midnight. This is currently a limitation of the web page.

Operational Dates for the 2008/2009

Because we operate on a trimester basis, in tandem with the University of Toronto Scarborough schedule, we take in applications for DJs and RJs three times a year, at the beginning of every semester.

DJ Eligibility Requirements:

All Fusion Radio DJ volunteers, are also members of SCCR Inc., and will need to pay a fee of \$3.50 per semester or \$7.00, for year-round programming.

Full time students will have \$3.50 added to their ROSI account for every term they are enrolled. Thus they are automatically members.

Programming for each semester begins and ends on:

Sunday, May 10, 2008 – Monday, Sunday 17, 2008

Sunday, September 7, 2008 – Sunday, December 14, 2008

Sunday, January 4, 2009 – Sunday, April 12, 2009

There will be no programming in between each sessions.

The station is closed on the following dates:

Victoria Day: Monday, May 19

Canada Day Holiday: Monday June 30- Tuesday, July 1

Civic Holiday: Monday, August 4

Labor Day: Monday, September 1

Thanksgiving Holiday: Monday, October 13

Winter Break: Monday, December 22- Friday, January 2

Family Day holiday: Monday, February 16

Good Friday: Friday, April 10

Station closure dates are holidays for both DJ volunteers, as well as the staffs of the station. Thus the DJs are not expected to do their shows on the dates mentioned above.

CRTC Guide lines and Policies

Fusion Radio prides itself on continually making efforts to abide by the National Campus and Community Radio Association (NCRA) guidelines of being a community based radio station, as well as Canadian Radio and Telecommunication Commission (CRTC) in terms of programming standards and programming quality. This is vital for our transition into an FM Channel in the very near future. The following are requirements must be followed on a weekly basis:

1. Each Spoken Word program must have a minimum requirement of 75% spoken word content for the show to be labeled a Spoken Word show in Fusion Radio Inc.
2. Each Music show that plays Pop, Rock, Dance, Country, Country Oriented, Acoustic and Easy listening must have a minimum requirement of 30% Canadian content. This includes content/ works by Canadian artists. And a maximum of 10% top chart hits played.
3. Other Music shows that plays Concert, Folk, Folk Oriented, and Non-classic religious must have a minimum requirement of 12% Canadian content.
4. Each Ethnic Music show will be categorized based on the spoken language content of that program. And they must have a minimum requirement of 7% Canadian content.
5. As we are looking to constantly better our programming quality, volunteers are required to play Public Service Announcements (PSAs) during their program, whenever PSAs are made available to them. It is the station's responsibility to provide you with PSAs but you are encouraged to send in PSAs of your choice to the Marketing Director for approval.
6. Also in line with PSAs, the station requires that you play "Station Drops" at the very minimum, at the beginning of your show and at every half hour after that. Example: "Hi, and now you are listening live to ____ show on www.fusionradio.ca."

These can be tags that the Music Director can get you from an artist that you asked for.

7. The “Watershed” marks the start of the late evening listening period, defined for Fusion Radio as running from 9 pm. to 6 am.. The Watershed has been used since its introduction by broadcasters as a general demarcation point for all forms of adult content. Any programming which contains coarse or offensive language must be aired between the hours of 9pm and 6am.

8. There is zero tolerance for any swearing or other inappropriate language in programming. Use of appropriate language is not only encouraged, but required of you, as a DJ/RJ at Fusion Radio. Shows that go on-air from 9:00pm to 6:00am are given minimal leeway with appropriate language regulations, only if the language is in the song being played and not spoken by the DJ/RJ. However, the DJ/RJ is obliged to present a disclaimer on-air before playing any music that is not appropriate for sensitive audiences. This is absolutely mandatory! Also, you are strongly encouraged to contact the Music Director for clean, radio-edited versions of any CDs/ songs you are looking for. If your post 9:00pm and pre- 6:00am show will constantly have subjective/ inappropriate language in songs, you will need to provide the disclaimer at the beginning of your show and at every half hour interval. Otherwise, if there are only one or two songs that may be regarded as offensive in content, the disclaimer can be placed just before the song is played.

DJ Booth Procedures and Regulations

1. Arrive 10 minutes prior to your show in order to setup. You must be ready to leave 5 minutes prior to the end of your show to accommodate for the following DJ/RJ to setup.
2. Do not bring in food or drink into the studio or production room, at any time.
3. Do not keep the Station and Booth door open, it will trigger a silent theft alarm.
4. Absolutely zero tolerance for drugs, alcohol or cigarettes within the premises of the DJ booth, production room and the music library. Violation of these terms may lead to immediate dismissal.
5. Do not take SCCR Inc. (Fusion Radio) property (including CDs, headphones, etc) outside the station at any time.
6. You are responsible for the studio when you are on-air. Make sure you trust any guest you want to bring in to the show. You are responsible for the actions and verbal content of your guests.
7. There will be no more than 5 people allowed in the DJ booth at a time.
8. If you will be missing your show, you need to inform the Program Manager at least 48 hours prior to your absence.
9. Do not represent the station or act on the station's behalf without explicit prior approval by the Fusion Radio Staff.

10. Ensure that you replace equipment that you have used and in its standard working condition. If any of the equipment needs attention or is malfunctioning/ broken, immediately contact any available Fusion staff.
11. You must log yourself in Sign-in binder as well as log your show in Playlist binder in the studio. These are mandatory requirements of the station and the Canadian Radio-television and Telecommunications Commission (CRTC) regulations. Furthermore, even spoken word content in shows needs to be logged in as “spoken word” or a similar phrase, even by RJs who generally will have more “spoken word” on their Playlist binder than listed songs.
12. If your contract ends with Fusion and has not been renewed, or you are leaving the Fusion Radio team, you have until 2 weeks from your last show here to ensure that the Key Card provided to you in return for a deposit is handed back to either the Station Manager, or the Program Manager. If your Key Card is not handed back within these two weeks, your deposit of twenty Canadian dollars will be cancelled.
13. All DJs and RJs are required to communicate CRTC’s and Fusion Radio’s on-air policies to guests before inviting them on-air. Not only will you be obligated to respect the code of conduct, but so will the guest(s) you invite. You can obtain copies of the CRTC policy from the Program Manager if you have further questions.
14. No guest is allowed to operate Fusion Radio equipment without prior staff knowledge, training and approval.

Disciplinary Policies and Procedures

These are guidelines that we operate the station with. While an error will be considered on the basis of context and relativity, not adhering to the rules and guidelines outlined above can lead to a grievance for you and your show.

Standard disciplinary communication will include verbal warnings, written reprimands and formal sanctions. Disciplinary outcomes may vary; however they could result in the suspension or dismissal of your show. Any actions that entail legal/ criminal action will be serious in matter and will involve UTSC police and legal officers immediately.

Policies on Disciplinary Action and Procedures:

1. **Written Warning:** Volunteers will be presented with written warnings for violating any official CRTC or Fusion Radio policies. These violations include all but not limited to the following- not filling in Sign-in sheets, not filling in Play list sheets, being late for your show, leaving early without notice, missing a show without 48 hours prior notice, not playing songs that you have logged on Play list sheets, not putting away CDs in their appropriate locations when you are done using them (either the bin or the music library), or acting unprofessionally towards volunteers and/or staff. Or, for the following infractions: vandalization, verbal or physical abuse, sexual harassment, consumption of illegal substances and/or coming in intoxicated, broadcasting abusive and/or offensive content in violation of CRTC or Fusion Radio policy, smoking anything or consuming alcoholic beverages in the studio or anywhere within the premises (NOTE: this is enforced by a hefty fine as well), or CRTC / Fusion Radio bashing.
2. **Verbal Warning:** If the behavior continues after the issuing of the Written Warning, the Primary Host and his Co-host of the show will be called to the station. And engage in a meeting with the Program Manager and Station Manager.

3. Immediate Dismissal: Following a Verbal Warning, if another incident occurs in relation to the hosts of the show, the volunteer privileges will be indefinitely invoked.

Excused absences without prior notice involve missing programs due to family emergencies, natural disasters, illness, sudden/unexpected work shifts (within reason).

Policies on making an appeal:

1. All suspensions and terminations leave a 7-day time period for volunteers to place an appeal. To submit an appeal, the volunteer should write a "Notice of Appeal" to the Program Manager.
2. The "Notice of Appeal" should indicate the following: name of volunteer(s), name of program, date of suspension or termination, reason of suspension or termination and reason for appeal.
3. Disciplinary action takes place if no appeal is made within this 7-day period. The action will be final.
4. The Disciplinary Action Appeal Board will consist of the following members: the Vice President of the Board, the Station Manager, the Program Manager, the Music Director and the DJ Rep. This Appeal Board will hear from the volunteer(s) in question and will render a written decision based on that hearing. The volunteer is permitted and encouraged to bring an advocate/friend for support.
5. If the volunteer is not satisfied with the appeal process, they are welcome to submit a final appeal to the SCCR Board of Directors. The volunteer must submit their Notice of Appeal to the SCCR Chair two weeks after the Appeal Board has rendered its decision. The SCCR Board of Directors is not required to hear the appeal if they are satisfied with the current appeal process. However, if they find just cause or doubt, the volunteer will then be invited to attend a Board meeting to voice the appeal. Again, the volunteer is encouraged to bring a mentor/friend for support.