



REGENT PARK FOCUS YOUTH MEDIA ARTS CENTRE'S STANDARDS OF PRACTICE POLICY FOR RADIO REGENT PROGRAMMERS

Adopted by the Board of Directors on November 28, 2011

Regent Park Focus Youth Media Arts Centre (Regent Park Focus) is a not-for-profit organization located in Regent Park, Toronto that was established in 1990.

Regent Park Focus is motivated by the belief that community arts and participatory media practices play a vital role in building and sustaining healthy communities. Regent Park Focus seeks to increase civic engagement and inspire positive change by giving culturally diverse youth and community members the tools and support to create artistic works and develop new media, audio, video and print resources that explore issues of relevance to them and their communities. These resources, along with the team work and decision making needed to create them, increase personal well-being, contribute to community health and address systemic barriers to equitable social participation.

Radio Regent is a program of the Regent Park Focus Youth Media Arts Centre.

The following document shall be considered to be the Standards of Practice Policy for Radio Regent programmers. Programmers are defined in this document as volunteers who have signed up with Regent Park Focus Youth Media Arts Centre to coordinate and/or host and/or air a broadcast program slot on Radio Regent. All programmers are required to adhere to all procedures contained in this document.

1. Please do not bring food or any kind of beverage into the studio or sound booth.
2. Keep the space **CLEAN**. This means taking out all your garbage before you leave the studio and sound booth. This applies to all programmers and their guests.
3. Do NOT play around or tamper with the equipment if you don't know how to work it. At the end of your show, leave the **equipment exactly as you found it**. In case of technical issues, do one of the following:
 - A) Ask the Regent Park Focus staff on shift to assist you
 - B) If you need furniture moved, ask the Regent Park Focus staff during business hours
 - C) For serious technical problems, notify the staff and call the Technical Coordinator

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4. Be on time for your show and do not leave early. Programmers are entitled to arrive 10-minutes before their show to set up. If you cannot make it in for your show, please give Regent Park Focus staff **48 hours' notice**. In this case, you may provide the staff with an archive to play during your time-slot.
5. Programmers are expected to acknowledge "Radio Regent" during their show (at least every half hour).
6. Special programming days are an opportunity for Radio Regent to reaffirm its commitment to social justice issues and marginalized communities. Programmers are encouraged to participate in all special programming radio. During these periods, Radio Regent may use your program slot for special programming; however, you will be provided with two-weeks notice. Special programming includes: African Liberation Month, International Women's Day, and Pride.
7. All programmers and their invited guests are required to sign-in by filling out the sign-in/sign-out form. Programmers are responsible for the behaviours and actions of their invited guests while they are in the Regent Park Focus facility.
8. On weekends and after hour on weekdays, you must call Regent Park Focus staff to let you into the building.
9. Programmer are **not** permitted to work with/assist youth participants of Regent Park Focus unless you have undergone a criminal reference check as mandated by Regent Park Focus regulations and are authorized to do so. If a youth approaches you for help, please direct them to Focus staff instead of assisting them yourself.
10. Respect the space and the Regent Park Focus Staff, volunteers, and community. Programmers should not let permit strangers to visit or enter the Regent Park Focus premises or radio studio without proper identification and authority. If you are unsure of the nature of the visit contact Regent Park Focus staff. Programmers also have a responsibility to immediately report any suspicious, inappropriate or illegal activity taking place on the Regent Park Focus premises.
11. DO NOT use your show as a way to give free promotion for corporate endeavors such as retail outlets, banks, etc. (It is fine to mention community events (non-for-profit) and events you are performing at).
 - A) Programmer CANNOT accept monetary gifts and cannot promote events for money or in exchange for something of monetary value. Businesses interested in advertising must contact the Regent Park Focus Administration Office or Executive Director.
 - B) DO NOT use your show to sell items for personal and/or financial gain.
12. Programmers are expected to play public announcements and advertisements obtained by Regent Park Focus.
13. When on the air, all programmers must treat their listeners and other Regent Park Focus volunteers with respect and refrain from making insulting or derogatory comments about listeners or other volunteers. Programmers must not air excerpts of other Focus radio programs or radio stations without authorization and/or the permission of that program's producer.

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Programmers may not air audio of staff, volunteers or members of public without their permission. **Defamation and harassing comments or behaviour will not be permitted on or off air.** While some allowances may be made based on the character of your show, the context and the audience you are catering to; please try and keep to doing a “clean show.” This is particularly relevant to programmers whose shows are syndicated by stations on the FM dial, who should ensure that their programming continues to comply with CRTC regulations.

14. Recognizing that every person has the right to equitable treatment free of harassment and to enjoy certain fundamental rights and freedoms, programmers shall ensure that their programming contains no abusive or discriminatory material or comment which is based on matters of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity, marital status or physical or mental disability. The following should also be avoided: a) gratuitous violence in any form, or otherwise sanction, promote or glamorize violence; b) unduly sexually explicit material; and/or c) unduly coarse and offensive language. We also ask programmers to refrain from airing personal attacks that arise from personal rather than political disputes – or any disputes with volunteers, community members and programmers or Regent Park Focus staff, volunteers or members.

15. Full compliance with the Regent Park Focus Mandate, Volunteer policy, and common courtesy are required at all times by all on-air programmers and in-studio or call-in segments and guests.

16. All online radio content that is produced at Regent Park Focus and aired on Radio Regent is owned by Regent Park Focus. The producer/programmer is able to attain full ownership of the content if he/she is given approval from the Executive Director or Program Director.

17. Programmers will be held responsible for ALL practical and audible conduct and commentary on their shows, including that of guests and in call-in segments. This means that if you believe someone speaking is going in a direction that you do not wish to be liable for, you need stop the caller immediately to remove any potentially offensive material from reaching the airwaves.

If these Guidelines are not respected, the staff and in consultation with the Executive Director can exercise the following penalties:

LEVEL 1: Written Warning and/or One Show Suspension:

You will be given a written warning or suspended from your next show for violating Regent Park Focus policy including: use of profanity on air, missing your show without 48 hours’ notice, tampering with equipment, being late/leaving early without notice, missing mandatory meeting without just cause, acting unprofessional towards staff, volunteers, and community members.

LEVEL 2: One Month or Indefinite Suspension:

You will have your privileges suspended for 1-month or longer (depending on the severity of the infraction) upon the receipt of 2 written warnings within a 6-month span or for repeated violations of Level 1 offences.

LEVEL 3: Dismissal and Termination:

You can be immediately dismissed for serious violations of the Programmer Guidelines as well as ongoing violations of the guidelines and Regent Park Focus’s anti-harassment and anti-oppression policies.

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The Executive Director is the final authority for all disciplinary actions. If you are dissatisfied with the decision made by the Executive Director in matters involving suspensions and terminations, you can make an appeal of the decision to the Regent Park Focus Board of Directors on all matters. You have a week to launch your appeal to the Board of Directors if applicable. Please make all appeals in writing. The Board of Directors will review your appeal along with commentary from the person issuing the sanction in order to render a decision.

By signing this agreement, you agree that you have read, understood and acknowledged your duty to uphold both the Regent Park Focus Youth Media Arts Centre mandate and the Practice Policy for Radio Regent Programmers outlined above.

Signed _____ Name (please
print) _____

Dated: _____, 20__

Received by: _____ per: the
Regent Park Focus Youth Media Arts Centre Management