



FOCUS Media Arts Centre
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FOCUS MEDIA ARTS CENTRE'S STANDARDS OF PRACTICE POLICY FOR RADIO REGENT PROGRAMMERS

Adopted by the Board of Directors on November 28, 2011, and amended on October 23, 2020, FOCUS Media Arts Centre (FOCUS) is a not-for-profit organization with facilities located in Regent Park, Toronto.

FOCUS MANDATE

Established in 1990, FOCUS Media Arts Centre (FOCUS) is a not-for-profit organization dedicated to best practices in supporting, training and mentorship of its members (including local youth) in radio broadcasting, television broadcasting and digital arts. We seek to empower marginalized individuals and under represented communities to have a voice through the use of professional training, mentorships and participatory based media practices that enable the sharing of stories, experiences and perspectives on relevant matters and issues. In brief our mandate is to empower marginalized individuals and under-served communities to have a voice and tell their own stories.

FOCUS Media Arts Centre seeks to accomplish the above through the operation of a public access 24-hour digital radio broadcast station known as Radio Regent; a public access 24-hour closed circuit community television station known as Regent Park TV; and community based, multi-media training hubs, that provides professional, user -free training courses and workshops in new media, music studio recording, photography, audio arts, print media and video production.

Focus is motivated by the belief that participatory media practices play a vital role in addressing stigma about low-income communities and can serve to increase civic engagement and inspire positive change. By providing free access to training, tools and support, FOCUS members create artistic works and cultural 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 STANDARDS OF PRACTICE POLICY

Radio Regent is a program of the Focus Media Arts Centre. The following document serves as the Standards of Practice Policy for Radio Regent programmers. Programmers are defined in this document as members who have signed up with FOCUS 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.** Respect the space. 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) Contact a FOCUS staff to assist you B) If you need furniture moved, ask the FOCUS staff during business hours C) For serious technical problems, notify the staff and call the Technical Coordinator.
- 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. Programmers must vacate the studio 5 minutes before the hour to allow time for the next programmer to set up. Play music before doing so. Do not leave DEAD AIR.
- 5.** If you cannot make it in for your show, please give FOCUS staff 48 hours' notice. In this case, you may provide the staff with an archive to play during your time-slot.
- 6.** Programmers are required to acknowledge "Radio Regent" at the beginning, as part of the introduction of the show, and at the end of their show, as part of the closing. Radio Regent acknowledgements are encouraged when returning from breaks.
- 7.** 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 but is not limited to: African Liberation Month, International Women's Day, and Pride.
- 8.** All programmers and their invited guests are required to sign-in by filling out the sign-in/signout form. Programmers are responsible for the behaviours and actions of their invited guests while they are in the FOCUS facility.
- 9.** All weekend and after hour programmers (after 6 pm), are required to apply for a security access card enabling access to the station.
- 10.** Programmers are fully responsible for following all security protocols including keeping doors locked at all times, and disarming (upon entering) and arming (upon exiting) the security alarm system if they are the only one in the facility. Programmers should not let permit strangers to visit or enter the FOCUS premises or radio studio without proper identification and authority. If you are unsure of the nature of the visit contact FOCUS staff. Programmers also have a responsibility to immediately report any suspicious, inappropriate or illegal activity taking place on the FOCUS premises.
- 11.** Programmers are only permitted to access the station at their scheduled times to host or air material for their radio slot. Unauthorized use of the station for other reasons or unscheduled times is not permitted.

12. Programmer are not permitted to work with/assist youth participants of FOCUS unless you have undergone a criminal reference check as mandated by 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.

13. 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). Additionally:

A) Programmer CANNOT accept monetary gifts and cannot promote events for money or in exchange for something of monetary value without prior authorization of the FOCUS Administration Office or Executive Director. Businesses interested in advertising must contact the FOCUS Administration Office or Executive Director. B) DO NOT use your show to sell items for personal and/or financial gain.

14. Programmers are expected to play public announcements and advertisements obtained by FOCUS.

15. Programmers may not air audio of staff, volunteers or members of public without their permission.

16. On and off the air, all programmers must treat their listeners and other FOCUS staff, volunteers and radio programmers with respect and refrain from making insulting or derogatory comments about listeners or other volunteers.

17. Defamation, harassing comments or unruly behaviour will not be permitted on or off air. 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 FOCUS staff, volunteers or members

18. Notwithstanding above, some allowances may be made based on the character of your show, the context and the audience you are catering to. Nevertheless, all programmers are encouraged to keep their shows clear of coarse offensive language and do 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. It is the programmer responsibility to ensure the content of their show meets the standards of this policy. If unsure contact Executive Director for clarification.

19. Radio Programmers will be held responsible for all defamation, harassing comments or unruly behaviour on social media (personal or otherwise) in which the content in question is identified in any way with the programmer’s radio show or the station. All radio programmers are considered representatives of Radio Regent and will be held account for any action that is considered to denigrate the station or any of it’s shows or reflects the organization and its programs inappropriately.

20. Full compliance of this policy and common courtesy are required at all times by all on-air programmers and in-studio or call-in segments and guests. 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

21. All online radio content that is produced in the radio studio and/or using the facilities at FOCUS and aired on Radio Regent, is considered owned by FOCUS Media Arts Centre. The producer/programmer is able to attain shared ownership of the content if he/she is given approval from the Executive Director. This includes all video recordings taped in the studio.

22. External media or press of any type (Toronto Star, Globe and Mail, National Post, independent films, local media) must have prior authorization from the Executive Director before entering the building and conducting filming or interviewing activities.

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 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 FOCUS's anti-harassment and anti-oppression policies.

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 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 FOCUS Media Arts Centre mandate and the Standards of Practice Policy for Radio Regent Programmers outlined above.

Signed _____ Name (please print) _____

Dated: _____, 20

Received by: _____ per: FOCUS Media Arts Centre Management