

Goffstown Television Policies & Procedures

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Adopted: November 13, 2006

SECTION 1 DEFINITIONS

Committee	The Goffstown Cable Access Committee appointed by the Board of Selectmen
Coordinator	An individual who oversees GTV operations
Executive Sponsor(s)	An individual or business, who wishes to provide financial or “In-kind” support for a specific program
Facility	GTV is housed in the Goffstown High School and consists of a studio with control room, editing room, storage area, and office
Grievance	An alleged violation, misinterpretation, or misapplication with respect of any of the provisions of the Policies and Procedures.
GTV	Goffstown TeleVision This encompasses all aspects of personnel, equipment and facilities
PATRON	An individual or organization who may use GTV production equipment
PEG	Television channel(s) provided by the local cable franchisor available for Public/Educational/Governmental use
Policies at	Rules, approved by the Board of Selectmen, used to guide decision making GTV
Prime Time	7 PM to 10 PM, Sunday through Saturday
Procedures	Guidelines for the operations of GTV
Producer	Patron(s) responsible for the content and quality of a program
Program	The completed work submitted by a Patron
PSA	Public Service Announcements are short programs concerning specific events to inform the community of a group’s existence and purpose or to share a specific bit of information
Series Contract	A contract for new programming approved by the Committee to be cablecast on specific dates and times as requested and negotiated with the Producer(s)
Sponsor(s)	A Goffstown resident who wishes to be responsible for a program that has not been locally produced

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SECTION 2 INFORMATION

The Committee would like to welcome all potential producers, sponsors and viewers to the exciting world of community television. As residents of Goffstown, you automatically qualify to take advantage of the resources of GTV. This means you may use professional, broadcast-quality; video production gear to write, shoot and edit your own television shows and cablecast them to the entire town. In addition, the staff at GTV will fully train you in the technology and techniques of simple video production.

GTV is available to you due to a special provision of the franchise agreement between United Cable and Goffstown. The video production center and public cable channel were developed to provide the citizens of the town with a means of self expression and information exchange. All residents of Goffstown are invited to participate as producers, volunteers, sponsors or viewers.

The unique thing about a community television channel is that the programs found on it are actually produced by and for the members of the community. While the administration and staff of GTV may produce some programming of their own, they do not control the content of the community producer's programs. This allows GTV to function as an unrestricted medium for self expression, as well as an effective communicating tool for both individuals and organizations. Community television is the electronic realization of the first amendment. It's a place where all citizens can exercise their right to free speech on a television channel that is received by every basic cable subscriber in the town.

If you have a need to communicate a message, desire to educate the community about a topic, or an urge to express yourself artistically, community television is for you. It offers you the perfect opportunity to learn the language of television production and communicate directly with the other citizens of Goffstown. No one is too old or too young or too inexperienced to participate. In fact, it is our intent to involve those of you who never thought you would have the chance to make your own TV show. We want to give you the opportunity to inspire others with the power of your creative imagination.

The right to express yourself on community television carries with it certain obligations and responsibilities that will be outlined in the following policies and procedures manual. It is the hope of the Committee that the rules and regulations of community programming make producing for GTV easier and more enjoyable. We encourage all participants in community television to come forward with ideas and suggestions about how we can improve GTV. Please read the manual carefully and make certain you are familiar with all policies before beginning as a community producer. If you have questions, problems, comments or suggestions please contact

**Goffstown Cable Access Committee
Goffstown High School
27 Wallace Road
Goffstown, NH 03045
497-5707**

We hope that your experience with GTV is a good one and we thank you for helping to make GTV a success.

2.1 What is Community Television?

Community television is the means whereby any citizen may gain access to television production equipment and a cable television channel in order to produce their own programs and cablecast them to all basic subscribers within a cable system. The exact nature of the individual channels and production centers varies widely throughout the country, with no two systems being exactly alike. The extent of the resources and the structure of the channels depend upon the individual franchise agreements between cable companies and local governments.

In Goffstown, community television includes a public access channel, and a community television center with video production, post-production and playback equipment available for use/checkout. There is no charge for equipment use/checkout, although there may be a small fee required to attend the training workshops.

The majority of programs found on GTV, as stated above, are created by the citizens of Goffstown, hereafter known as “producers”. This central fact distinguishes it from other television stations and, in fact, makes it unique among local media.

The goal of community television is to involve as many groups and individuals in local television production, programming and viewing as possible and to facilitate the creation of as many shows as possible. The philosophy of GTV is that communication is essential to the health and future of the town, and that community television is an outstanding way to dramatically increase both its volume and effectiveness. Our hope is that GTV will encourage local citizens to become producers.

2.2 Who May Use GTV Production Equipment?

Only Patrons, as defined below, are allowed to use GTV resources

- ◆ A resident of Goffstown and/or Goffstown property tax payer
- ◆ Nonresident exceptions include Goffstown business owners; intern(s); members in good standing of a Goffstown Organization; employees of the Town of Goffstown or of the Goffstown School District when complying to the following conditions:
 1. Coverage of town related events or activities
 2. Proof of membership and/or employment
- ◆ Must be at least eighteen (18) years of age and able to provide a picture ID
- ◆ Must have a Patron Registration form on file with GTV

2.3 How Do I Get Started at GTV and What Training Courses Are Offered?

There are many different ways to participate at GTV. You can be a producer of shows, a sponsor of a program or a series of programs, a volunteer or intern at GTV, a performer, a reporter, or an artist. The GTV policies and procedures were designed to allow you to participate in GTV in any or all of the above ways with as little difficulty as possible.

If you are interested in GTV, the first thing you should do is contact the Coordinator and make an appointment to discuss your ideas and plans and the procedures for getting started. Regardless of the particular way in which you plan to participate, it is required that you read and acknowledge the GTV Policies and Procedures.

From time to time GTV will offer courses in basic editing, lighting, field camera work, studio production, animation, etc. Some courses may require a fee. Any advance courses may require prior knowledge or experience.

2.4 What Resources Are Available From GTV?

- ◆ GTV television will supply users with equipment necessary to create their own television shows and have them aired on GTV.
- ◆ A “community bulletin board” of video text messages will be run periodically on the channel. These messages will be available to any nonprofit, community or charitable event or group free of charge.
- ◆ Special training workshops on advance topics in addition to the regular basic video production workshops.
- ◆ A web site reporting all current and upcoming events, programs, etc., may be available.
- ◆ A contact list of volunteers willing to work on projects.
- ◆ Textbook and other instruction materials will be available for checkout on a number of topics relating to community television, television production, film and television studies, etc.
- ◆ GTV facility may be used from time to time as a production space.

2.5 How Will GTV Be Promoted?

- ◆ The Committee will actively promote the idea of community television and its opportunities to all the residents of Goffstown.
- ◆ A full schedule will be updated daily on the community bulletin board and web site.
- ◆ Printed materials including a brochure, posters and flyers, and copies of the policies will be made available to the library and town hall.
- ◆ Promotional PSA's will be written and produced about GTV and its opportunities and will be aired on GTV.
- ◆ Press releases will go to area media outlets regarding upcoming events and activities.

2.6 How Do I Become An Intern?

GTV accepts college interns for either course credit or work experience. Intern hours must be somewhat flexible involving days, some evenings and sometimes weekends. The internship at GTV will be flexible enough to satisfy requirements of various college programs for credit.

On-site supervision and training will be provided by the GTV Coordinator. Below is a partial list of activities with which the intern may become involved.

- ◆ Programming playback system
- ◆ Word processing and database entry
- ◆ Taping of Government Meetings
- ◆ Handling media duplication
- ◆ Assisting GTV Coordinator with equipment reservations, sign-in and sign-out procedures and other tasks

In addition, the intern may be trained in aspects of studio and remote equipment setup and operation. This may include training in editing programs.

The intern is also encouraged to produce a final project, consisting of either a multi-camera studio production or edited remote production. The intern will assume the role of producer and handle the major aspects of the production.

On-site inspection by the college's internship program advisors can be arranged on a flexible basis. This will include an evaluation of the intern's performance at the end of the internship period. Upon completion of the internship, students interested in staying involved with GTV on a volunteer basis are encouraged to do so.

2.7 What Are The Hours Of Operation At GTV?

Hours of operation are based on the three components of the system and are flexible.

EDUCATION SERVICES

7:00 AM - 3:00 PM when school is in session

GOVERNMENT/PUBLIC ACCESS

available all other hours by appointment only,
appointments scheduled according to availability of GTV
Coordinator or designee

Subject to amendment by the GTV Committee

Revised 9/06

SECTION 3 POLICIES

3.1 GTV Equipment Usage

Only Patrons are allowed to use the resources of GTV on a first come, first served basis. All equipment and resources will be equally accessible to every Patron providing the following requirements are met:

- All Patrons must complete the training corresponding to the type of facilities and equipment they intend to use, and/or be able to demonstrate competency with the equipment.
- Any equipment use requires that a Program be submitted for cable casting, except during initial training periods.
- Patrons must sign a “Statement of Compliance” regarding these operating rules, agreeing to pay for any damages to the Facility or equipment and replacing of any lost or stolen equipment. Failure to sign and adhere to the terms of the “Statement of Compliance” shall result in the Patron being denied access to any and all GTV resources.
- All Patron requests for commercial use of the Facility and/or equipment must be made directly to the Committee.

The resources of GTV shall be locked and/or secured at all times. In order for a Patron to sign equipment in or out or to be in the Facility, the Coordinator/Designee must be present.

Equipment owned by GTV and installed in public meeting rooms may be used by GTV when not in use by Governmental or Educational Producers.

GTV reserves the right to refuse to provide access to its resources to anyone who is under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way abuses GTV interns, volunteers, or other community Producers; who has misused equipment or who has in any way abused the privileges of GTV.

3.2 Programming

GTV is to be used for the free expression and exchange of ideas in a non-commercial environment. The specific nature of the programming depends on the interest and abilities of the community Producers themselves. The Committee does not exercise control over Program content. Subject matter and treatment are left up to the Producer who is free to choose any topic and deal with it in the manner he/she feels is most appropriate with the following exceptions.

PRESENTATION OF THE FOLLOWING MATERIAL ON GTV IS PROHIBITED;

- Obscene or indecent material as defined by FCC guidelines
- Programs containing copyright materials, unless the Producer has obtained written permission to use said materials
- Programming that contains material that violates local, state or federal statutes
- Programs that promote sale of a product or service

Cablecast time is intended to be utilized primarily by Patrons of GTV. It is available free of charge.

All Producers and Sponsors who wish to place programming on the channel must file their name, current address and phone number with the Coordinator. These files will be considered public information and will be made available to any person wanting to contact a Producer or Sponsor. Failure to comply will result in the refusal to cablecast the Program. Producers and Sponsors are legally responsible for the contents of their Programs and must be available to their audience.

Producers and/or Sponsors are required to notify GTV if their Program contains material that is inappropriate for children or deals with issues of a particularly sensitive nature and that viewer discretion is advised. An announcement must be included at the beginning of a Program to indicate that portions of the upcoming Program may contain such material.

The Producers and Sponsors must be aware at all times that they will be held legally responsible for the content of their Program and must agree to indemnify and hold harmless GTV, the Committee and the Town of Goffstown against any and all liability arising out of such use or any breach of these operating rules of the Statement of Compliance.

Non-locally produced Programs that are of a non-commercial nature are allowed on the channel if submitted by a GTV Sponsor. Name and address of Sponsor must be placed on file with the Coordinator. Non-locally produced Programs of general community interest may be aired at the discretion of the Coordinator.

The Producer and Sponsor of any Program produced at GTV retains copyright and distribution rights to that Program. The Producer must agree to have the Program cablecast over GTV. Any publicity or press release must clearly identify the Program as the work of the Producer(s), not of GTV. GTV shall retain the rights to the Program for later cable casting on GTV or for other non-commercial promotional purposes for one year.

The Producer of government Programs including the Board of Selectmen meetings and meetings of all appointed boards is the "Town of Goffstown" which is governed by the Board of Selectmen. The Producer of school government Programs is the "Goffstown School District" which is governed by the School Board.

Electronic recordings are **NOT** the official record of public meetings.

Requests for copies of programs produced by the Town of Goffstown or the Goffstown School District should be directed to the GTV Coordinator. These events are copyrighted and cannot be manipulated out of context in any

way without the expressed written consent of the Board of Selectmen of the Town of Goffstown or the School Board as appropriate.

Any rebroadcast video or still frames must include the credit “video courtesy of Goffstown TV”, and a link to the website where the source video can be found.

Any charge to cover the cost of reproduction will be determined by the Board of Selectmen. The ability to copy and turnaround time will depend upon the availability of equipment and personnel.

PSA’s cannot be used for the direct solicitation of, appeals for, funds or other things of value for any and all purposes. PSA’s of general interest, non-locally produced or sponsored, may be aired at the discretion of the Coordinator.

Governmental Programs will be archived for one year on the GTV server with the caveat that they may be removed if space requirements so dictate. Electronic media will be placed at the Library for up to one year. After that period they will be returned to Town Hall for storage determination.

Educational Programs provided through the Goffstown School District will be archived for one year on the GTV server with the caveat that they may be removed if space requirements so dictate.

Programs with political content shall be subject to the same policies that guide the production and airing of other programs for the designated public access channel, specifically:

- Producers of programs of a political nature, address a topic or issue that effects the community and/or pertains to elections of candidates shall have access to the studio, GTV recording and editing equipment, and technical assistance from GTV volunteers and staff in accordance with GTV policies and GTV procedures that apply for producers of any other type of content programming.
- As with other non-governmental, public programs, programs of political content will be aired on the designated public access channel and scheduled in accordance with GTV policies.
- Political solicitations for or against particular candidates, actions, warrant articles, etc., whose purpose is to seek to directly request or influence residents to vote in a particular manner are considered commercial advertising and will not be permitted on GTV’s bulletin board.

Political programs that utilize panel/discussion format where issues are presented and various points of view and positions are shared and discussed are encouraged. However, other program formats are acceptable.

Revised 2/14

3.3 GTV Personnel

Committee Member

The Committee shall consist of seven (7) members and three (3) alternates appointed by the Board of Selectmen for three (3) year terms. The Selectmen will post vacancies on the Committee in the local media and will fill vacancies from qualified Goffstown residents expressing interest in writing.

No full-time school employees, SAU employees, town employees or elected officials are eligible for this Committee except in the capacity of Advisory Member.

The Committee will conduct business with a quorum of four (4) members.

There will be an Advisory Member for Educational TV (appointed by the School Board), Governmental TV (appointed by the Selectmen) and the Coordinator, and any additional persons appointed by the Committee.

Three (3) unexcused non-attendance or late arrivals to a Committee or subcommittee meeting or duty within a one year period or violations of the Policies and Procedures of GTV may be grounds for removal by the Committee. If the Committee decides to remove a member, a written notice of removal from the Committee will be given to the Committee member and a copy sent to the Goffstown Board of Selectmen.

Duties and Responsibilities

The Committee will present and expend an annual budget.

The Committee will appoint subcommittees as needed. The subcommittee will report back to the Committee with findings and recommendations.

Grievances will be heard by the Grievance Committee.

The Committee will see to it that training workshops are available to the public.

Educational Supervisor

The Educational Supervisor, on days that school is in session, shall be responsible for the Facility during the hours of 7:00 am to 2:30 pm and for securing the Facility at 2:30 pm. The Coordinator/Designee may also be responsible for the facilities and equipment during these times with the authorization of the Educational Supervisor.

Governmental Supervisor

The Governmental Supervisor is responsible for GTV equipment located in municipal facilities.

Coordinator

The Coordinator is responsible for the operational duties of the station which include maintaining the equipment, managing the weekly programming, updating the bulletin board, providing production training, assigning volunteer duties, publicity, and enforcing these policies and procedures.

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3.4 Resolving a Grievance

A. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or working conditions of Patrons. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Both parties may attend the hearings. Defendants have the right to face the accuser.
2. Nothing herein contained will be construed as limiting the rights of any member of the community having a grievance to discuss the matter informally with any appropriate Advisor, Coordinator or member of the Committee, and having the grievance adjusted without intervention of the Grievance Committee, provided the adjustment is not inconsistent with the terms of the Policies and Procedures.

B. PROCEDURE

1. LEVEL ONE

- a. A community member with a grievance is invited to file objections in writing with the Coordinator. Include the provisions of the Policies and Procedures that apply to the grievance.
- b. The Coordinator will within one (1) week from receiving the written grievance, read and examine the grievance, discuss it and prepare a report on the grievance.
- c. A copy of the report will be kept on file at GTV and the parties will be informed within one (1) week of the decision of the Coordinator.
- d. Exception: If the grievance is with the actions of the Coordinator the parties must file their objections in writing, with the Committee. Include the provisions of the Policies and Procedures that apply to the grievance.

2. LEVEL TWO

- a. If the parties are not satisfied with the disposition of this grievance the party is to present a written notice of appeal to the Chairman of the Committee within five (5) days of the decision. Attach a copy of the original written complaint and a copy of the Committee's decision requesting a hearing date with the Committee. Only the defendants that an action was taken against may file an appeal.
- b. The Committee will at the next regular monthly meeting from receiving this request, read and examine the grievance, discuss it and prepare a report on the grievance.
- c. A copy of the report will be kept on file at GTV and the parties will be informed within two (2) weeks of the decision of the Committee.

3. LEVEL THREE

If the community member is not satisfied with the decision of the Committee, the community member is to present a written notice of appeal to the Goffstown Selectmen within five (5) days of the decision. Attach a copy of the original written complaint and a copy of the Committee's decision requesting a hearing date with the Goffstown Selectmen. The Selectmen have thirty (30) days to respond.

C. GRIEVANCES WITH THE POLICIES AND PROCEDURES

If the grievance is with the Policies and Procedures the community member is invited to appear before the Committee.

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3.5 Policy Violations

The Coordinator/Designee may suspend privileges of Patrons for up to two weeks for violations of the Policies and Procedures. They must submit in writing the violation to the Chairman of the Committee within 48 hours. Any individual who has been suspended by the Coordinator/Designee has recourse through the grievance policy.

LEVEL ONE

If the Committee decides to reprimand, then a written warning will be given to the Patron and a copy placed in their file.

LEVEL TWO

If the Committee decides to suspend privileges, then a written notice will be given to the Patron and a copy placed in their file.

LEVEL THREE

If the Committee decides to revoke privileges, then a written notice of revocation will be given to the Patron and a copy placed in their file.

Request for reinstatement must be approved by the Committee.

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3.6 Adopting and Amending Policies

The Committee is responsible for recommending new Policies and amending, revising or suspending existing Policies. All Policy recommendations must be approved by the Board of Selectmen.

Revised 9/06

3.7 Adopting and Amending Procedures and Forms

The Committee is responsible for adopting, amending, revising or suspending existing Procedures and Forms.

Revised 9/06

Board of Selectmen

Barbara Griffin, Chair

Bruce Hunter, Vice Chair

John Caprio

Nick Campasano

Phil D'Avanza

Date

