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WELCOME

So, you've made it!. You're about to become a member of the CFMU radio family. Let us congratulate you and wish you the best on behalf of the station staff.

You're joining approximately 150 to 200 volunteers helping various departments with various projects. They are an integral part of the station and we could not function without their hard work and dedication. Some of them have been with the station since the very beginning, back in 1978.

Working in a radio station is a very stimulating and challenging experience. It demands a lot of commitment and a team effort. As a new volunteer, You should first get acquainted with each department and its director. When you are sure of the department that you want to volunteer in, contact the director and together you will work out a training program.

All this might sound a little intimidating to you now, but these steps are really easy to follow once you get to know how everything works. If you have any questions or doubts, do not hesitate to contact the Station Manager or any staff member and we will try to solve your problems. We are here to help you in any way we can and we want to make your experience at CFMU as enjoyable and resourceful as possible.

That said, We once again wish you the best of luck while at the station, and we hope that the time you will spend with us will be the most memorable of your life.

Welcome aboard!.



RADIO : *Ray-dee-oh* / n. - 1) Transmission or reception of electric impulses or signals and especially sound by means of electromagnetic waves without a connecting wire. 2) A radio receiving set. 3) The radio broadcasting industry.

(A.K.A. - Boombox, Blaster, BFR)

ECLECTIC : *Eck-leck-tick* / adj. - Selecting or made up of what seems best of varied sources.

(A.K.A. - Really weird stuff from really weird places at really weird times by really weird people for really weird reasons... really!)

TEAM-WORK : *Teem-werk* / n. - The work or activity of a number of persons acting in close association as members of a unit.

(A.K.A. - The process of getting along with people that you might never have associated with otherwise)

ACCESSIBLE : *Ack-sess-a-bull* / adj. - Easy to approach.

(A.K.A. - door keys)

VOLUNTEER : *Voll-un-teer* / n. - A person who of their own free will offers to perform a service or duty.



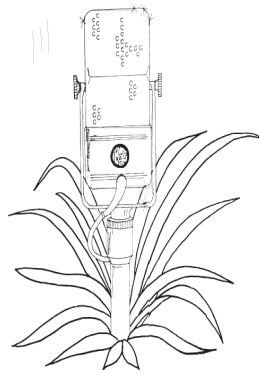
HISTORY

(A.K.A. - Those unselfish, sacrificial, ever-present, hard-working, competent, reliable, trustworthy, popular, good-natured, punctual, polite, responsible, friendly people without whom this station wouldn't be on the air)

It's Friday, January 13, 1978, and as the big clock draws near 7:00 P.M., the people of Mac Radio anxiously wipe away beads of sweat, and assure themselves that this *is* a modern world where superstition is meaningless. Hearts pound a little faster. The second hand sweeps...seven o'clock...red light, and..."Good evening ladies and gentlemen, welcome to CFMU - FM, radio with Real People inside it".

This was the beginning of an era and the realization of a dream

Back in 1964, McMaster Radio was a production centre churning out one hour of radio per week for CHML. Mac Radio had a dream of securing an FM frequency, a dream which persisted throughout the station's various periods of change. That dream was finally realized on Friday, January 13, 1978.



Fifteen years later, in the spirit out of which McMaster Radio was born, CFMU is poised to be a strong voice for the university and an effective liaison between the campus and the community. In this time of transition and celebration for CFMU, the station maintains a commitment to improve in quality and in quantity.

Listen in...and stay tuned!

CFMU is a not-for-profit campus and community radio station. As a service of the MSU, The McMaster Student Union, students have ownership in the station. The greater the involvement, the greater the investment.

We are an alternative to commercial radio and the CBC. This means a lot of great music - alternative rock, blues, jazz, classical, worldbeat - that you won't hear anywhere else in this listening area. It's sports, public affairs, news, live phone-ins, multicultural, and information based programming from McMaster and the surrounding areas. As you can see, there's something for everyone.

CFMU's transmitter power was originally 50 watts but was upgraded to 250 watts in 1991 - enough to blanket Hamilton, Burlington and most of Oakville. The transmitter is located on the roof of the Continuing Care Centre at Chedoke Hospital on the mountain. The station's signal can be tuned in at 93.3 FM, just left from the CBC. We are also available on most Cable TV services.



FUNDING

For the past fifteen years, CFMU has continued to evolve. There is one full-time Station Manager, four Part-time department heads, a host of people on government grants and a core of approximately 200 volunteers.

There are over 30 campus radio stations across the country and CFMU has always been a leader in campus and community broadcasting,

The tradition lives on...

CFMU is funded primarily by the students of McMaster, via their Student Union, who distribute student fees to the departments, groups and committees under their administrative umbrella. About 70 % of CFMU's budget comes from the Students, with the remaining 30% being generated by the station through advertising revenue and through direct fundraising from students, staff, faculty, campus and community. Each and every

PROMOTIONAL ITEMS

volunteer is required and encouraged to help out during these fundraisers in any way that they can. CFMU has a variety of exciting items available for sale that help us promote our station and show us that you are proud to be associated with campus/community radio. These items also help us to decrease our deficit and contribute to the improvement of campus/community radio in Hamilton.

CFMU tries to make sure that their merchandise is the best quality available, and is priced reasonably. Items such as Ball Caps, T-shirts, Buttons, and Tattoos are popular with listeners, help to promote the station, and help to raise money for CFMU.

We are open to considering many different promotional items but they must be money-makers. If you have any ideas, let us know and we'll pursue it.



needs. It is critical that the station increase its revenues in the next few years. It is this sort of fundraising that will enable the station to grow and prosper.

From time to time CFMU also is awarded grants from Government and Foundations to cover part of the costs of special projects.

CFMU is the campus radio station of McMaster University, and the community radio station serving the Hamilton-Wentworth Region. We are a not-for-profit station, committed to these goals in accordance with our license agreements with the *Canadian Radio-Television and Telecommunications Commission and the Department of Communications*:

- A) To give groups from the campus and community an opportunity to communicate with their members and the public.
- B) To offer the McMaster student body and the general public an intelligent, informative, innovative and entertaining alternative to programming currently offered within our broadcast area.
- C) To communicate the concerns, interests, and activities of the campus, as well as the academic environment, to the general public.
- D) To give individuals an opportunity to develop, use and enhance their talents and skills in a radio environment.



THE PROGRAMMING

- E) To treat all persons equally, regardless of race, colour, age, gender, sexual orientation, religion or physical or mental ability or disability.
- F) To provide a vehicle for new artistic and musical expressions, with a special focus on local and Canadian talent.
- G) To draw all members of the McMaster community into a true society.

Our agreement with the CRTC is formed on the premise that the airwaves are public property in Canada. Thus, the public has the right to a say in what we do and how we do it and the government has the right and responsibility to require us to act in the public interest of all listeners in our broadcast area.

Our programming is determined by the CRTC *Campus and Community Radio Policies* and by the *Promise of Performance* which we submitted with our license application. This is a summary of the elements of this document:

92% of our programming must be in English, the remaining 8% will be Multicultural.

6½ Hours per week of "surveillance". This includes (but is not limited to) weather, traffic reports, time checks, community messages, anecdotes, sports results etc.

23½ Hours per week of "spoken word". This includes news, documentaries, open-line shows, informative commentary in the context of a show etc.



56½ Hours per week of “Category 2 music”. This includes pop, rock, dance, folk, rhythm and blues, easy-listening etc.

26½ Hours per week of “Category 3 music”. This includes classical, religious, improvised jazz, extended excerpts from popular musical theatre etc.

4½ Hours per week of “production”. This includes program themes, stings, filler music, technical tests, musical station ID’s, station promos featuring music etc.

8½ Hours per week of “advertising”. This includes spot ads, sponsorship, promotion with sponsor mention etc. This works out to be 4 minutes per hour.

NOTE: a more detailed list describing what is in each category is in the CRTC Regulations section of this manual.

Here is a partial list of some of the programming that we offer the listeners of CFMU:

Environmental: We have shows which examine our environment on both a large and small scale!

Sports: Every Wednesday night, CFMU’s Sports Team hosts Hamilton’s only live sports phone-in show. As well, CFMU is one of the few Campus stations that do regular live sports broadcasts.

Gay and Lesbian: With support from GLBAM, CFMU is the voice of the gay (and bisexual) community in Hamilton.



VOLUNTEERS RIGHTS

equal beneficiaries of the positive attributes of family life.

4) Broadcasters should reflect the wide spectrum of Canadian life, portraying people of various ages, backgrounds, and appearances, actively pursuing a wide range of interests.

5) Broadcasters should refrain from the exploitation of men and women, and reflect the intellectual and emotional quality of both sexes.

6) Broadcasters should exercise their best efforts to use language of an inclusive nature in their programming, by avoiding whenever possible expressions which relate only to one gender.

7) Broadcasters should reflect a realistic balance in the use of men and women as voice-overs and as experts and authorities.

8) Broadcasters should attempt to increase the visibility and involvement of women in broadcasting both on and off the air.

9) Broadcasters should exercise sensitivity to and be aware of the problem of sex role stereotyping in the acquisition of programming material or rights.

Without our volunteers, many important jobs wouldn't get done around here. Cleaning wouldn't be done, walls wouldn't be painted, phones would go unanswered. There'd be no special events, a lot of administrative jobs wouldn't get done, the record library wouldn't be maintained. Most importantly, without you we wouldn't be on the air at all.

We do not take you for granted. If you ever feel like you aren't being treated fairly, come talk to a member of the staff. We promise to treat your concern with the following things in mind:



You have:

- 1 .The right to be treated as a co-worker, not just as a helper, and to be shown respect.
- 2 .The right to a suitable assignment with consideration for personal preference, temperament, abilities, educational and employment background.
- 3 .The right to know as much about the organization as possible - its policies, its people, its programs.
- 4 .The right to continuing education on the job as a follow up to initial training, and to be provided with information about new developments.
- 5 .The right to training for the job, thoughtfully planned and effectively presented.
- 6 .The right to sound guidance and direction by someone who is experienced and well informed and who has the time to invest in giving guidance.
- 7 .The right to grow - to take on bigger and more challenging projects as your skills develop.
- 8 .The right to be heard, to have a voice in planning, to feel free to make suggestions, to be shown respect for an honest opinion.
- 9 .The Right to appeal any decision which affects the station or your participation in the station.



Just so you know where we stand, this is what the staff, management, and Board of Directors expect in return from you:

1) It is imperative that you read *all* memos. They are usually posted in the studio on the bulletin board. You should check your mailbox regularly to see if there are memos for you. **The memos provide information about new policies, new rules and ideas exchanged during meetings. Please read the memos and look at the posters.**

2) In order to have a voice in the operation of the station, **it's important for you to attend meetings.** In fact, you are expected to attend *all* meetings. Memos will indicate when and where the meetings are and what will be discussed at them. If, for a valid reason, you can not attend, you should inform one of the staff as soon as possible.

3) **Keep the lines of communication open!** It is very important that we keep in touch as much as possible. When you have an idea to share, or when you have something on your mind that bothers you, please let us know. In an organization this size it is very difficult to communicate with 200 volunteers effectively. So please remember, drop by any time - we would like to see your faces and get that ever-important "feedback".

4) **All volunteers will treat volunteers, staff, guests and listeners with dignity and respect.** No volunteer will act in an abusive manner towards another volunteer, staff member, guest or listener.

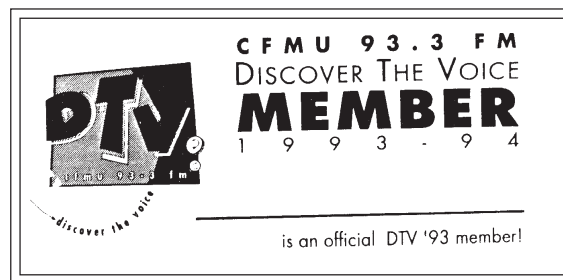


5) **Every volunteer must contribute at least one hour per month** to help with the operations of the station, such as CD filing, phone shifts, data entry, special events etc...

6) **All volunteers on all programs must have a volunteer information form on file with the CFMU office.** It is up to the producer of each show to make sure that the application is filled out *and approved* **BEFORE** a new volunteer is allowed on air. (This does not apply to one-time guests you might invite in for an interview. If they appear more than twice a month, they are regulars and have to go through the proper channels).

Outside of office hours, you are allowed to have one person in the station with you during your show. *That person is there for security, and as a helper, but may not go on air without first going through the application process.*

7) **As a volunteer, you are bound by the rules set out in our broadcast agreement with the CRTC, The Canadian Radio-television Telecommunications Commission.** As a volunteer you are required to be informed about CRTC policies and procedures which may affect your program and your status as a CFMU volunteer.



STAFF RESPONSIBILITIES

8) **Volunteers are expected and required to keep the station clean.** The attitude that "someone else will do it" doesn't fly here. If you pull music, put it back!. If you bring something in, don't leave it lying around. If you have a spare minute...Clean Up!.

9) **Station security is the responsibility of each volunteer.** On-air hosts are responsible in whole for the station after hours. It is every volunteer's responsibility to keep doors locked, unwanted people out and security informed of any problems. You have the right and responsibility to ask anyone to leave who shouldn't be here. Parties anywhere in the station are totally unacceptable -- if one is going on during your show, even if it is unrelated to your program, you will be held responsible.



10) **Fundraising:** Volunteers are asked to go that extra mile during our fundraising events. Don't be shy, just ask and a task will be assigned, If every volunteer did a bit instead of a few doing it all, Fundraisers would be fun, fast and fruitful.

11) **Program logs** are a major concern. Volunteers must, absolutely must, read them, sign them, and air what has been indicated. CFMU derives part of its revenue from ads that are scheduled, if they are not aired, we lose money and this is something we cannot afford to do. Even more important, we are required BY LAW to maintain an accurate program log. Please note that you must also log any *power outages* if they happen during your show.

12) **If you need access after-hours, go to the McMaster security office.** It is open 24 hours a day and is located in the building with the large smokestack next to the parking lot that's closest to the station (Zone 3). If there is a problem, call your department head (make sure you have her/his home phone number). Security also has the station manager's home phone number, as well as the numbers for the board of directors. Make sure somebody lets you in. *Don't just go home.*

13) Every volunteer is expected to become a full Member of CFMU, both to demonstrate their commitment to the ongoing success of the station, and to ensure that they receive all station mailings.

Note: Station Management after-hours numbers are posted on the door of 301A. Make sure you make a note of them. You can call any of us any time of the day or night if there's a problem.



CFMU is lucky to have a paid staff. They are responsible for making sure the station ticks along in an organized, orderly way. A large part of that job is keeping in touch with you to make sure you're getting the most out of your time with CFMU. Talk to them if you have a suggestion, or a problem, or just want somebody to go for coffee with!

The other large part of their job is making sure that policies and procedures are followed. If anyone on staff asks you to do something, please do it and then come talk to us about it afterwards if you disagree. If you don't get a satisfactory resolution, you can appeal it to the *CFMU Administrative Committee*, the body that recommends policy changes to the SRA.

It is important that we all remember that even volunteer organizations have to establish rules and stick by them. An absence of rules is not democracy ... it's anarchy. And even anarchists have rules.

When you become a CFMU volunteer, you agree to follow these policies, procedures and rules.

1) As a volunteer, you are here at the discretion of the Station Manager and the Board of Directors. You can and will be removed from the volunteer roster if behavior warrants it.



2) The Station Manager, and/or the department heads, have the right to veto any material which places the integrity of the station in jeopardy. Profanity and hate propaganda is expressly forbidden.

3) Mistreatment of CFMU property will not be tolerated. This includes graffiti or defacing of CFMU property.

4) Equipment loans must be pre-approved by the Station Manager. All equipment leaving the station MUST be signed out in advance. If the equipment has been pre-booked, you are out of luck. No volunteer is allowed to take any equipment out-of-province without prior authorization.

5) No volunteer may promote themselves, their show or any outside event using CFMU's name, logo or stationary without consent from the Station Manager.

6) No volunteer may promote themselves or their private enterprises or a related private enterprise on air.

7) Volunteers are encouraged to develop advertising opportunities for their show, but all advertising contracts must be pre-approved by the Station Manager and the CFMU Advertising Representative. All money from advertising goes to the station, not to individuals.

8) CFMU's name is not to be signed on any contract unless otherwise authorized by the Station Manager.

9) Alcohol and drugs on station premises are expressly forbidden. Volunteers may not go on the air in an intoxicated condition, whether or not the substance was consumed on station premises. They must call security if they see anyone drinking or doing drugs in the station.

10) No volunteer will interfere with another host's show in any way.



The World Association of Community Radio

Broadcasters

You may also be interested in AMARC, the international equivalent to the NCRA.

Their offices are in Montreal, and they can link you up with community stations in any country in the world. They can tell you about everything from pirate stations in Holland, to rebel radio in South Africa, to Tin-Miner's Union radio in Bolivia.



They publish a newsletter in French, Spanish, and English called "*Interadio*".

Stuff to know:

The **DOC** (*Department of Communications*) regulates our technical operations - the tower, transmitters, our frequency and power. Most of what they regulate is decided by groups of International Regulatory bodies.

The **CRTC** (*Canadian Radio-Television and Telecommunications Commission*) regulates our content - what we play, and when. They decide who gets licences in each city, whether they are financially viable, and whether they offer a "unique" service.



Roots music: Country, folk, bluegrass... the twangier, the better!

Morningfile: Our flagship current affairs show, Morningfile features people and issues from the campus and community.

Local talent: Movies, theatre, music - discussed with verve and intelligence. Plus - RadioDrama!

Global Issues: Discussions of international development, human rights, feminism, and other topics of universal concern.

Music: Of every size, shape and description - from Metal to Rap to Salsa.

?????: Bring us your show ideas! CFMU always welcomes new programs and concepts!

CFMU is considered by the CRTC to be a *campus and community station*. The primary purpose of a campus and community station is to provide alternative programming, including music, not generally heard on commercial stations and the CBC. Canadian Music must be a priority, including the development and presentation of new talent. Campus/community stations are also expected to produce in-depth public affairs programming, and programming addressed to specialized groups within the community.



Under the mandates of the CRTC, in *Public Notice 1991 - 118, November 1991*, Campus radio is defined as follows:

Campus Station: a Campus station is a station owned or controlled by a not-for-profit organization associated with a post-secondary educational institution. There are two types of campus stations:

i) **Campus/community:** This is a station that is not formally associated with a broadcasting course. Programming is produced primarily by volunteers who are either students or members of the community at large.

ii) **Instructional:** (teaching station)

The current role of *campus radio* is defined by the four following goals:

- to offer the general public innovative and alternative programming fare that makes use of the many resources available at the institution.
- to communicate with students beyond the immediate reach of any student carrier current or closed circuit systems in operation at the particular institution.
- to reach students who do not belong to the particular campus community
- to communicate the concerns, interests and activities of the campus as well as of the academic environment to the public

The CRTC has broken down all the music and information aired on community/campus radio into the following five categories.

CATEGORY 1 - SPOKEN WORD

Subcategory 11: News

The recounting and reporting of local, regional, national and international recent events, with particular emphasis on the topicality of the events or situations selected, or on the constant updating of information, or both.

Subcategory 12: Spoken Word-Other

All programming with the exception of material falling under Subcategory 11 and Categories 2, 3, 4 and 5.

CATEGORY 2 - MUSIC-GENERAL



Live or recorded entertainment music of one minute or more extending from the advent of mass-produced recordings to the latest hits as defined in charts of recognized trade publications.

Subcategory 21: Pop, Rock and Dance

This subcategory includes music from the entire pop, rock and dance music spectrum. This includes styles generally described as “easy listening”, “beautiful music”, “pop adult”, “soft rock”, “dance”, “rock and roll”, “rhythm and blues”, “jazz rock”, “folk rock” and “heavy metal”, as well as all other forms of music generally referred to as either MOR (middle of the road) or rock. This subcategory includes musical selections listed in recognized trade publications as AC (Adult Contemporary), AOR (Album-Oriented Rock) or Dance.

Subcategory 22: Country and Country-Oriented

This subcategory ranges from “country and western” and “bluegrass” to “Nashville” and “country-pop” styles and other music forms generally characterized as country including musical selections listed in recognized trade publications as Country.

Subcategory 23: Folk-Oriented

This subcategory includes music in a folk style composed by the troubadours and chansonniers of our time, popular arrangements of authentic folksongs, and popularizations of folk idioms.

Subcategory 24: Jazz-Oriented

Music sung or played in a popular style by performers with a jazz background, including “cocktail” jazz and jazz improvisations when presented against a popularized orchestral background, but not including jazz-rock, falling under subcategory 21.

CATEGORY 3 - MUSIC - TRADITIONAL AND SPECIAL INTEREST

Music of one minute or more in length characterized as traditional authentic songs and dances of the people, institutionalized music of religious faiths, “classical” music, authentic improvised jazz and extended excerpts from popular musical theatre.

Subcategory 31: Concert Music

This subcategory includes “classical” music which embodies standards of form, structure and taste, established by artists through the centuries, as a means to communicate complex thoughts in the most coherent way. This does not include orchestrations of the entertainment music of our time, however classical in form; “opera, operetta and musical”, including grand opera, comic opera, music drama, narrative musical plays, operettas, and extended dramatic excerpts of popular musical theatre, when performed in a full-cast version.



Subcategory 32: Folk

Authentic traditional folk songs and dances.

Subcategory 33: Jazz

Authentic jazz containing a large element of improvisation, including early blues and gospel shouts, ragtime, dixieland, authentic early swing, bebop and “cool” jazz, modern, avant-garde, contemporary jazz fusion, new European, Afro/New world and contemporary jazz experiments, but not including jazz-rock falling under subcategory 21.

Subcategory 34: Non-Classical Religious

Music of the church or of religious faiths, other than in a classical form, or occurring in the course of a ritual service or other form of public worship, or having a jazz character.

CATEGORY 4 - MUSICAL PRODUCTION

Musical matter broadcast by a station to identify itself or any of the components of its programming, including musical linking devices used to highlight elements of the broadcast service.

Subcategory 41: Musical Themes, Bridges and Stingers

Musical selections used to identify particular program segments, or to extend programming segments to the end of their allotted time as well as applause, brief musical and other sound effects intended to punctuate the presentation of other broadcast matter, where this matter is less than one minute in duration.

Subcategory 42: Technical Tests

Broadcast matter intended to be used for the purposes of technical tests by the station or its listeners.

Subcategory 43

Musical Station Identification - Short musical selections designed to identify the station by call letters or frequency.

Subcategory 44:

Musical Identification of

**HISTORIC
MAC RADIO
MASCOT ON
PHONE TO
IMPORTANT
SPONSOR.**



Announcers and/or Programs

Musical material identifying and accompanying the use of specific announcers, programs, or programming elements.

Subcategory 45: Musical Promotion of Announcers and/or Programs

Musical material promoting increased listening to specific announcers, programs or programming elements.

CATEGORY 5 - ADVERTISING

Broadcast matter intended to promote services or products offered to the public by persons normally advertising in the course of their business.

Subcategory 51

Commercial Announcement - A commercial announcement for a business, product or service, presented in return for consideration.

Subcategory 52

Sponsor Identification - Identification of the sponsor of a program or program segment other than under subcategories 51 and 53.

Subcategory 53: Promotion with Sponsor Mention

Verbal or musical material promoting increased listening to the station or to specific announcers, programs or programming elements, when accompanied by the identification of a sponsor.

The *Canadian Association of Broadcasters* (CAB) is the trade association for private broadcasters. In 1982, the CAB approved and adopted the following guidelines for sex role stereotyping in the broadcast media. All campus and community radio stations are expected to abide by these guidelines as well.

- 1) Broadcast programming should reflect an awareness of and sensitivity to the problems related to sex role stereotyping.
- 2) Broadcasters should recognize the changing interaction of men and women in today's society.
- 3) Broadcasters should reflect a contemporary family structure, showing all persons as equal supporting participants in home management and household tasks, and as



CONTACTS

NCRA

National Campus and Community Radio Assn.

Contact the Station Manager for the current address and contact.

AMARC

The World Association of Community Broadcasters

3575 Boulevard St-Laurent, #704

Montréal, Québec

H2X 2T7

Phone (514) 982-0351

Fax (514) 849-7129

NACB

National Association of College Broadcasters

(one of three American counterparts to the NCRA)

71 George Street - 2nd Floor

Providence, Rhode Island

02912-1824

Phone (401) 863-2225

Fax (401) 863-2221

Radio Resistor's Bulletin (RRB)

(an American group concerned with the increased commercialization of campus and community radio)

P.O. Box 3038

Bellingham, Washington

98227-3038

On the Net

The board and many members of the NCRA communicate via *WEB*.

Most American community broadcasters and groups are active on the Internet - start by contacting RRB at: *haulgren@henson.cc.wvu.edu*.



11) No more than one guest is allowed to be in the station at any one time, except with prior approval of the management. You are responsible for the conduct and behavior of your guest. Absolutely no guests are allowed in the record library. Your guest may not co-host your show or go on the air unless you have the permission of CFMU management.

12) The records, cassettes, compact discs, reel-to-reels tapes etc. are for station use only. Never take anything home for any reason. You may call it borrowing but we call it THEFT and it will not be tolerated.

13) Volunteers will be removed without prior warning for offenses involving alcohol, drugs, theft, willful damage of CFMU property or threats to the safety and security of CFMU staff, volunteers, guests or listeners.

14) Absolutely, positively, no food, drink, or smoke in either of the control rooms. You will be suspended and/or booted if you violate this rule.

CFMU will not be held liable for any damages or injuries incurred by a volunteer to his/her person or to another person while in the station or on

station premises.

16) Program logs and logger tapes must be checked regularly, signed regularly and the items aired as indicated without exception. If a problem occurs, indicate it on the log sheet itself. You may not play an ad more or less times than is indicated on the program log.

17) No volunteer may leave the station unattended. If your show is over and the next shows producer hasn't arrived, you must notify a station staff member. A list of staff phone numbers is listed in the emergency procedures manual in the control room. The Station must be attended AT ALL TIMES when we are on air. Short bathroom breaks are the only exception.



THIS BOOK BELONGS TO

The CFMU Volunteer Handbook

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Mylene Dorce
Editor/Layout: Barry Rueger
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Cow Design: Tharme Design Associates
CFMU Logo Spiral Publishing

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Some portions of this booklet borrow freely from those written by other community stations. We thank them.

Permission is granted for other non-profit groups to use any and all of this booklet, provided they acknowledge the source.

DISCLAIMER

Government Regulations, Political Regimes, University and MSU policy, Station Rules and Regulations, and our own Promise of Performance change on an almost daily basis. Also, any of these rely as much on the current interpretation as they do on the letter of the law. The information in this booklet is intended only to inform and guide you, and could easily be out of date tomorrow. The final word on *anything* lies with the Station Manager, or the people and organizations above her/him. Always make sure that you have the latest information before you take on The World.



Volunteer Handbook

*Your Guide to
McMaster's Campus
and
Community Radio Station*

