



West Chester University Radio

Fall Training 2024 - Week 3



Standard Operating Procedures

Station Type Info

- WCUR-FM is a Class A, educational, **non-commercial** radio station.
 - This means we do not do any paid advertising, and we cannot promote things that directly profit us (i.e a kickback when people purchase an advertised product).
 - This is why we have PSAs and not advertisements/commercials.

Discipline Procedure

- **Three Strike System**

- 1st Strike: Warning Email, Meeting with Programming Director or General Manager
- 2nd Strike: Week-long suspension, Meeting with Programming Director or General Manager
- 3rd Strike: Semester Long (or more) suspension, Meeting with Programming Director or General Manager.

Air shift schedule

- DJs work at WCUR according to an air shift schedule which is determined by the Programming Director
- Make sure you know when you are scheduled to be on the air
- Air shifts are assigned by priority scheduling / station seniority
 - So, if you're a new DJ, you may not get your first time choice



WCUR - Fall 2024 Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	<i>Classical classics</i> Alex Bernhardt						
9am		<i>For Real Sports</i> Dylan Davies	<i>Uncut Gems</i> Charnay Kirkland				
10am	<i>Fink Tank</i> Melina Fink	<i>Personal Space</i> Sarah Schreiber					<i>Drum Speak</i> Aurora Tufariello
11am		<i>The Soundtrack with Jenna Mac</i> Jenna McIntyre		<i>The Juice</i> Jess Huckel	<i>Da Kickback</i> Gaven Toney, Patrick Sullivan		<i>Daebak K-POP!</i> Aaliyah Watson
12pm	<i>Let Her Cook</i> Kathryn Klema		<i>NEON</i> Dean Pellegrino-Short			<i>Sound Spiker</i> Braydon Yearicks	
1pm	<i>The Grass in Your Yard</i> Amy Klinger	<i>Crank that Music Boy!</i> Emily Miller	<i>Rats off to ya!</i> Eliza Claffy	<i>Lukas With The Lid Off</i> Lukas Miller	<i>Figuring it out!</i> Lily Burke		<i>Lorelei's Lounge</i> Lorelei Klinck
2pm	<i>MAISEY.WAV</i> Bailey Walker	<i>TBD</i> Jesse Merlino	<i>Songs I think my cat would like</i> Kelly Flynn	<i>Baby's Breath</i> Dani Troia	<i>Training</i> Lily Burke		
3pm			<i>Sounds from Another Planet</i> Ava Werner	<i>Zone Out with Zoe</i> Zoe Scott			
4pm		<i>Lolo's Groove Guide</i> Lauren Heine	<i>Songs for Cicadas</i> Luke Scorsone				
5pm	<i>Lucie's Lair</i> Lucie Byrne	<i>Indecision Radio</i> Erik Amerine	<i>Samantha Selection</i> Samantha Milano	<i>Frat Hour</i> Kaitlyn Uccello		<i>Listenin' in Style</i> Mike Ferraro	
6pm	<i>Tailgate with the Tullys</i> Christopher Tully	<i>Fuzzy Bread</i> Lila Skates, Kara Stewart	<i>The Crust</i> Sanjana Vinjamuri, Joe Hoenisch, Lauren LEEVER	<i>Airspace with Noah and Grace</i> Noah Smith, Grace Smith	<i>Vibe With Us</i> Jaylin Thorne, Jack Metzger, Levi Lewis		
7pm		<i>WASHED</i> Colin McGinnis, Thomas Baumberger	<i>Normal Girls Radio</i> Lucy Jermyn, Ariyana Bennett-Bates				
8pm	<i>JB's Power Hour</i> Julia Barrett, Jonathan Booz	<i>L.E. Live</i> Ellie Perrin, Liv Karczewski	<i>Can's Cast</i> Cannon Maumus	<i>TBD</i> Sadie Levi-Price	<i>DJ Granny Glasses on the Dial</i> Devin Gray		<i>Dumb Air with Chris Credden</i> Chris Credden
9pm	<i>Full Spectrum</i> Madz Letterle				<i>Be Kind Ramwind</i> Daniel Eppley		
10pm							

Absenteeism

- Show up for your assigned air shift
- If you're unable to go to your show, notify the **Programming Director** at least 48 hours before your show
- DO NOT EMAIL ME (Lily)

Contests

- Contests are not recommended by WCUR
- You must seek Exec. Board Approval First.

Politics

- We are *NOT* allowed to talk about politics on air. Period.

Religion

- We are *NOT* allowed to talk about religion on air. Period.

Weather / PSAs / Campus Events (Hourlies)

- DJs are required to announce the local weather at least once per hour
 - The Weather can be easily accessed either online through the Mac or on your phone
- DJs are required to announce campus events at least once per hour
 - Campus events are posted on wcupa.edu, or alternatively, they may be found in the news binder (bookmarked in chrome)
- DJs are also required to play/read a PSA at least once per hour.
 - PSAs are located either in the PSA binder or in the iTunes playlist

Weather / PSAs / Campus Events (Hourlies)

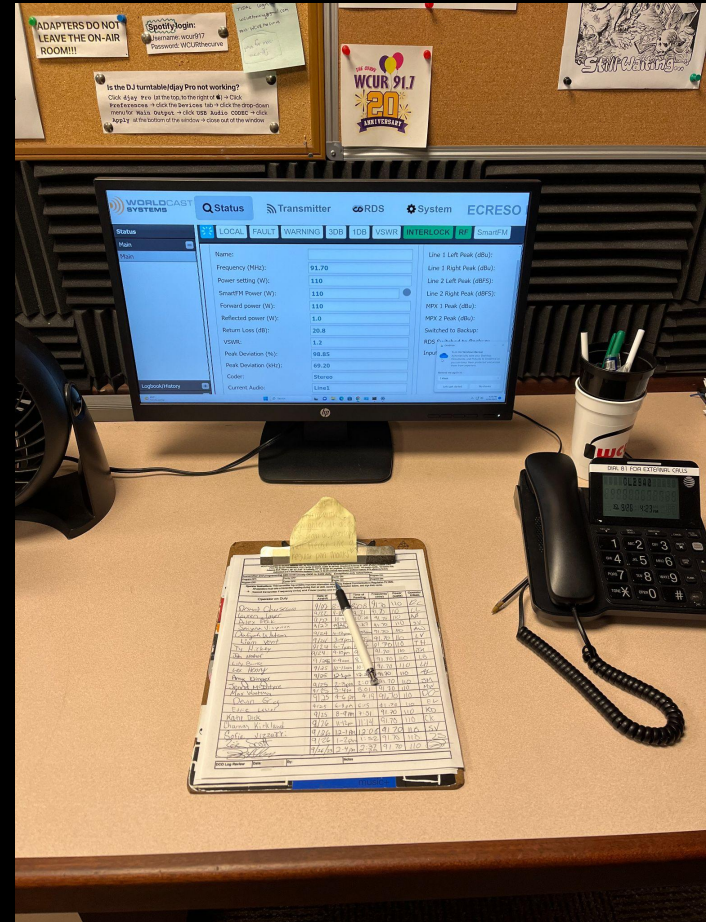
Weather: 1x / Hour

PSA: 1x / Hour

Campus Event: 1x/ Hour

Transmitter log

- The transmitter log must be filled out every time a DJ broadcasts a show
- Follow the instructions on the log to fill it out
- The log is located near the phone in the studio



Weather / PSAs / Campus Events (Hourlies)

Weather: 1x / Hour

PSA: 1x / Hour

Campus Event: 1x/ Hour

Transmitter Log / Playlist Upload (Show-lies?)

TX Log: 1x / Show

Playlist: 1x / Show

Studio T

- WCUR has a production studio specifically for audio editing & Podcast creation.
- If you'd like to use it, contact the Production Manager:
wcurfmproduction@gmail.com.
- Super short training process required

Dead air

- WCUR classifies Dead Air as radio **silence for 5 seconds or longer**
 - We can be **fined** by the FCC if dead air occurs for a certain period of time
 - This is why we have automation for when DJs aren't in the station
- Dead air for extended periods of time results in an automatic phone alarm to our Chief Operator.
- Use background music (a.k.a. music bed) to help prevent this!

Dumb Air

- Dumb Air is any incident where DJs are talking idly over the air about **nothing relevant or important**.
- We are a “professional” college radio station: remember that we serve the university, student body, and general public
- Make sure what you’re saying is **relevant** to the content of your show.
- Keep yourself in check when you speak on the air. *Ask yourself: would you, as a listener, want to listen to what you’re saying?*

Equipment maintenance

- Please treat all of WCUR's equipment with respect at all times. **Failure to do so may result in an immediate 3rd strike.**
- If anything is broken or if we need something new, please notify the General Manager ASAP.



Just tell him to call me ASAP as possible.

Audio levels

- Average audio levels should be maintained between 70% - 100% modulation
- Keep an eye on audio levels and make adjustments accordingly: this helps reduce distortion in our signal, and improves listener experience.



FCC rules you need to know (Buckle up...)

So, what is the FCC?

- FCC: Federal Communications Commission
 - Created by Congress in 1934
- The FCC regulates radio and TV stations
- WCUR is licensed by the FCC

Legal ID

- The legal ID of a radio station consists of the call letters and the city of license...
- ...therefore, **WCUR's legal ID is "WCUR, West Chester"**
- The legal ID must be stated each hour (**at the top of the hour**)
 - (00:58 - 00:02)
 - Next time you're listening to the radio near the top of the hour, you'll recognize the legal ID
 - "You're listening to Power 99, WUSL, Philadelphia"
 - "You're listening to Radio 104.5, WRFF, Philadelphia"
 - "You're listening to ALT 99.3, WHKF, Harrisburg"

Obscene vs indecent speech

- Obscene speech is not protected by the First Amendment and **cannot be broadcast at any time.**
- 3-prong test for obscenity:
 1. an average person, applying contemporary community standards, must find that the material, as a whole, appeals to prurient (lewd) interest;
 2. the material must depict or describe, in a patently offensive way, sexual conduct;
 3. the material, taken as a whole, must lack serious literary, artistic, political, or scientific value

Obscene vs indecent speech, continued

- **Obscene speech is different from indecent speech.**
 - Indecent speech is protected by the First Amendment, **but the FCC has authority to restrict its broadcast**
 - The FCC defines indecency as “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory organs or activities”
- **Safe Harbour hours: 10pm - 6am**
 - Although indecency rules don't apply during this time, it's better to stay on the side of safety and not saying on air or broadcasting music that would be considered indecent. (It's also WCUR policy lol)

Obscene vs indecent speech

Basically...

Obscene speech is when you are overtly being offensive or saying overtly explicit things. Indecent speech includes things that you wouldn't say to your grandmother.

Obscene & Indecent Speech

- **WE DO NOT BROADCAST EITHER FORM OF SPEECH.
PERIOD**

Phone conversations

- **You are responsible** for anything that a caller says on air.
- You **MUST screen** the caller ahead of time.
 - Make sure you know what they want ahead of time, and warn them of our content restrictions.
 - If they say anything inappropriate, you are to cut off their call immediately and not mention the incident.

Some notes on Intellectual Property & Copyright

- **YOU MAY NOT** redistribute, replay, or rebroadcast someone else's programming (podcast, show, etc) on our air.
- We License our Music, allowing us to play it on-air
- We Do Not License podcasts or live-streams or other radio broadcasts

Personal attacks

- Personal attacks occur during the presentation of views on a controversial issue of public importance and an attack is made upon the honesty, character, integrity or personal qualities of an identified person or group
- FCC rules require that after a personal attack, the licensee must, no later than one week after the attack, send to the person or group attacked:
 - a. a notification of the date, time, and identification of the broadcast;
 - b. a tape, script, or accurate summary of the attack;
 - c. an offer of reasonable opportunity to respond over the air.
- **To avoid invoking this rule, please avoid making personal attacks on the air.**

Broadcasting hoaxes

- Broadcasting false information concerning a crime or a catastrophe constitutes a violation of FCC regulations if:
 1. you knew this information was false
 2. it was foreseeable that broadcast of the information would cause substantial public harm, and
 3. broadcast of the information did in fact directly cause substantial public harm.

Emergency Alert System (EAS)

- The EAS is a national network of broadcast stations that transmit emergency communications during times of crisis
- WCUR is required to transmit an EAS test once per week
- Our EAS system is completely automated -- however, you will need to know what to do in case of an emergency
 - If a test is scheduled during your air shift, don't panic when you suddenly hear a loud tone followed by an EAS test announcement
 - The EAS will override your show, there are no buttons you need to press. Just record the time of the test on the transmitter log, and keep music going on the MAC so you can tell when it's done.

Emergency Alert System (EAS), continued

- In an emergency, the EAS will say “this is not a test, this is an actual emergency,” you are required by law to cease normal programming
 - The EAS will override your show, there are no buttons you need to press. Just record the time of the test on the transmitter log.
 - Also, get to safety, but put the station back on automation first. Or don't. Just be safe!