

WONY 90.9 Oneonta Training Guide

Name _____

Welcome to the wonderful world of WONY! There are 2 ways to participate in WONY: either as a Department Member only, or as a DJ (which also puts you in a department).

***To become a member of WONY you must complete the first page of requirements (it's not a lot!), and take a short test on the bolded information in this packet.**

***To become a DJ you must complete the first AND second page, and take a written and on-air test. (I swear, it's not a lot!)**

Page 1 - Becoming a member of WONY

I have sat in on an On-Air show. (Email Trainers 24 hours in advance) ***Required***

I have taken and passed my Written Exam. ***Required***



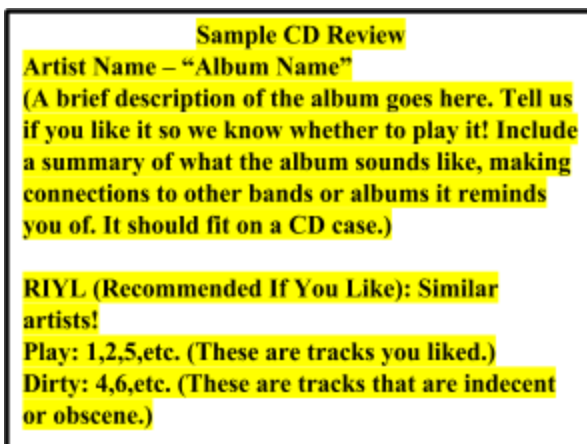
Pick 3 of the 5

I have reviewed a CD:

I have completed a Newscast:

I have attended at least one type of meeting:

I have made at least one flyer:



I have been taught how to use PA equipment:

E-Board Member Signatures (Last Page!)

Page 2 -Becoming a DJ

You must complete page 1 and 2

I have sat in on 2 *more* On-Air shows. (including page 1, you should have sat in on 3 shows in total)

I have taken and passed my On-Air Test

I have been taught how to use the turntable:

Written Test Info

Here you will find all the info you need to pass the written test with flying colors! All you have to do is read this and make sure you learn the **Bolded Info!** Much of that information is very important to know in the station!

It's broken up into chunks to help you study:

The Basics:

- WONY was founded in **1962**.
- The letters "WONY" are not an abbreviation - they're the station's **call letters!** Hence, they are written as such - "WONY" (and not "W.O.N.Y.").
- WONY is a **Class A, non-commercial radio station**.
- WONY operates at **180 watts**.
- WONY's website is www.wonyfm.com .
- "Dead Air" is when **nothing is playing over the air**
- Our Faculty Advisor is **Andrew Bottomley**.
- The first General Manager for WONY was Gary Sparaco. (We named our station lounge after him. ☺)
- **A station's Legal ID (its call letters and location) must be regularly identified at the top of every hour. Our Legal ID is WONY Oneonta. (Not W.O.N.Y)**
- Stations must maintain a transmitter power between **90% and 105%** of the power authorized by the F.C.C.

- **The FCC renews a station’s license about every 7 years.**
- An operator should not leave control of the transmitter unattended. If they must leave, they should find another licensed operator to watch over the controls to the transmitter.
- **Stations must avoid overmodulation** (the peaking past 0 on the VU meter) as it causes interference with nearby stations (Also, it damages our FM broadcasting equipment.). Overmodulation is usually the result of playing material “too loud” over the air.
- WONY is 100% student-run and **funded by the Student Association**

The Federal Communications Act of 1934 created the **Federal Communications Commission (F.C.C.)** to regulate commerce and communication by wire and radio. **The act determined that the airwaves are owned by the public.** In turn, radio stations must act as “public trustees” by following the F.C.C. regulations.

Underwriting:

Since WONY Oneonta is a noncommercial station, we cannot air advertisements in exchange for donations. We can, however, air donor *acknowledgements* so long as:

- 1.) The value of the acknowledgement is neutral (no comparative, qualitative, or price info included).
- 2.) Company slogans with product descriptions are not promotional in nature.
- 3.) The brand / trade names of products are *only* used to identify the donors.
- 4.) No superlative language or references to sales / promotional events are used.

*** Underwriting is NOT an advertisement. It is an acknowledgement of a donation. ***

What we can say: “Program made possible by Ruffino’s Pizzeria of Oneonta, maker of Italian foods.”
 What we can’t say: “General Motors, make of fine automobiles and quality automotive accessories.”

The F.C.C. restricts the broadcasting of material deemed “indecent” or “obscene” for the purpose of protecting and serving listeners.

“Indecent Material” = profanity

Plain and simple, curse words are forbidden on non-commercial radio stations from 6:00 AM – 10:00 PM (See “Safe Harbor” section below for more information.).

“**Obscene Material**” = language that depicts or describes, in blatant terms, sexual or excretory activities / organs. **Obscene material can NEVER go on the air** and includes:

- Descriptions of sexual acts
- Any sexual slang (ex. “pussy”, “blowjob”, etc.).
- **Excessive cursing** (a curse in the chorus of a song, or a curse used 3 times or more in less than 20 seconds).
- Anything a particular interest group would find offensive (racism, sexism, etc.).

The 3-Prong Test – the F.C.C. gives these guidelines to further identify sexually obscene material:

1. An average person, applying contemporary community standards, can find that the material, as a whole, appeals to the prurient interest.
2. The material depicts or describes, in a blatantly offensive way, sexual conduct such as sexual intercourse, masturbation, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or breasts.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Safe Harbor: between the hours of **10:00 PM and 6:00 AM** non-commercial radio stations can air material that is deemed indecent *but not obscene*. For Safe Harbor hours, **on-air DJs must air the “Safe Harbor Disclaimer” at 10:00 PM sharp and then once every half hour until 6:00 AM.**

If you're unsure if something is indecent or obscene, don't take the chance.

No matter what the hour, on-air DJs and personalities (visitors, callers, etc.) can NEVER be indecent OR obscene over the air.

General Rules:

- Station meetings are **MANDATORY**. Only the Communications Director / General Manager can excuse you.
- All on-air DJs or members **must be part of a station department** and attend at least **one department meeting a month**.
- **Alcohol, drugs, and cigarette smoking are completely forbidden within the station.**
- **The order of Production Studio priority is:**
 - 1.) News
 - 2.) Production
 - 3.) Training
 - 4.) Personal Use.
- WONY's Studio A has a “closed door policy” – if the door is closed, do not go in or interject another DJ's show unless you have business to attend to.
- If you borrow a CD, you must sign it out.
- Trainees cannot use any CDs from the record library without permission from an E-Board member.

Studio A Rules:

- **The on-air DJ is responsible for the station while they are on the air** – all guests must be approved by the Communications Director and signed in.
- All on-air DJs **must be in a sober condition**
- **No eating or drinking** in either of the studios! That's why we have the lounge. ☺
- You must keep an accurate playlist of what you play over the air:
 - 1.) **Make sure to play the news once an hour, at the top of every hour.**
 - 2.) **You must play 5 rotation songs ("new music") per show.**
- Take care what you broadcast over the air!
 - 1.) **Anything obscene that goes over the air will put your show in jeopardy.**
 - 2.) No songs with cursing unless it's during Safe Harbor hours (10PM-6AM)! **Studio A has a delete button! If a curse slips, you have 6 seconds to press the delete button before it goes on air.** If a curse goes on air, you must apologize. If it happens more than once, fade out and play another song.
 - 3.) **The Program Director must approve all station IDs and production material before they go on air.**
 - 4.) **Immediately let on-air callers know they are on air – it is illegal to broadcast someone without their knowledge.**
- Don't be "that guy." Leave the studio the way you found it (clean, intact, with CDs put away), and don't play a 10-minute song in the last 2 minutes of your show.
- **If the next DJ fails to show up, call:**
 - 1.) **the Communications Director**
 - 2.) **the Program Director**
 - 3.) **the General Manager.**Then put on automation.

E-Board:

The Executive Board is a group of 11 people (normally) who collectively run and maintain WONY. All board members are **trainers**. If you would like to train on their shows, **email them at least 24 hours in advance**. As a DJ, you can reach out to any of these directors with questions/concerns in their field:

_____ General Manager – *Jesse King* (wonygm@gmail.com) - **Oversees the entire station:**

- Acts as a liaison between the station, the community, and the FCC
- Grants electronic card access to the station to all new members of WONY and deactivates graduated members.

_____ Programming Director – *Dillon Selvaggi* (wonypd@gmail.com) - **Responsible for everything on air:**

- Second in command to the General Manager.
- Schedules show times for all returning DJs before each semester.
- Maintains and updates all playlists on the station's automation system weekly.
- Checks all DJ playlists for attendance and proper charting of rotation.

Communication Director – *Maryrose Krassner* (wonycomm@gmail.com)

- Third in command to the General Manager - responsible in the absence of the Program Director.
- Clears all trainees who pass their tests to go on-air: reports them to General Manager for card access and grants them a show time.
- Keeps the minutes of all E-Board and station meetings.

Treasurer – *Christine Coleman* (wonytreasurer@gmail.com) - **Oversees the station's finances:**

- Head of the Business Department: handles budget and orders new supplies / equipment / merch.

Underwriting Director – *Christine Coleman* (wonyunderwriting@gmail.com)

- Head of the Underwriting Department: obtains underwriting accounts and handles billing.
- Assists the Treasurer in any of their duties.

Music Director – *Sarah Barbakoff* (wonymusic@gmail.com)

- Head of the Music Department: works with Music Directors to pick and update rotation.
- Deals with record labels, promotion companies, and trade magazines for new rotation.
- Updates and protects the WONY music library.

News Director – *Collin Ungerleider* (wonynews@gmail.com)

- Head of the News Department: produces pre-recorded newscasts for the top of the hour on air.
- Responsible for having knowledge of local news and events.

Public Relations Director – *Joey Tagarelli* (wonypr@gmail.com)

- Head of the PR Department: comes up with new ideas to promote the station.
- Promotes a good image of WONY on campus and in the community.

Training Director – *Mike Valentino* (wonytraining@gmail.com)

- Head of the Training Department: develops and oversees the WONY training program.
- Administers written and on-air testing to trainees at the end of their training.

Production Director – *Caitlin Coleman* (wonyproduction1@gmail.com)

- Head of Production Department: makes pre-recorded station material (station IDs and show intros).
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Operations Director – *Maryrose Krassner* (wonyoperations@gmail.com)

- Head of the Operations Department: maintains all station equipment.
- Organizes station cleanups and upkeep the WONY website.

Events Director – *Audrey Kinsella* (wonyevents@gmail.com)

- Plan and Coordinate WONY Events
- Hold Department Meetings
- Designate Events Funds