

# 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 makes you a Department Member).

**\* To become a Member of WONY:** You must complete the requirements on Page 1 of the packet. This includes a short written test. ( you'll have all the info beforehand!( : )

**\*To become a DJ of WONY:** You must complete Page 1 and 2. This includes the short written test and an on-air test.

## Page 1 - Becoming a member of WONY

I have Collected all E-Board member Signatures

**\*Required\***

\_\_\_\_\_

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\***

\_\_\_\_\_

I have attended at least one type of meeting: **\*Required\***

\_\_\_\_\_

### Pick 3 of the 4

I have reviewed a CD:

\_\_\_\_\_

I have completed a Newscast **OR** Station ID/Show Intro:

\_\_\_\_\_

I have been taught how to use PA equipment:

\_\_\_\_\_

I have made at least one flyer:

\_\_\_\_\_

**Sample CD Review**

**Artist Name – "Album Name"**  
(A brief description of the album goes here. Tell us if you like it so we know whether to play it! Include a summary of what the album sounds like, making connections to other bands or albums it reminds you of. It should fit on a CD case.)

**RIYL (Recommended If You Like): Similar artists!**  
**Play: 1,2,5,etc. (These are tracks you liked.)**  
**Dirty: 4,6,etc. (These are tracks that are indecent or obscene.)**

**Flyer must include:**

**WONY 90.9**  
A picture (drawn or digitally created)  
**SA Funded**

## Page 2 -Becoming a DJ

**\*You must complete page 1 and 2 to become a DJ\***

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

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I have taken and passed my On-Air Test

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I have been taught how to use the turntable:

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### 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 **especially 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](http://www.wonyfm.com) .
- "Dead Air" is when **nothing is playing over the air**. You should have no more than **6 seconds** of dead 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 Sal's Pizzeria of Oneonta, maker of Italian foods."  
What we can't say: "General Motors, maker 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. They 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 decide to have a talk show, you will be required to play a talk show warning (found on the station computer) at the top of every hour.
- Specialty shows do not require rotation.

- If you borrow a CD, you must sign it out.
- **Trainees need permission from an E-Board member to rent a CD from the CD library.**

## 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 Program 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 per show.**
  - 3.) **You should call rotation songs “New Music” over the air.**
- 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 12 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 – *Dillon Selvaggi* ([wonygm@gmail.com](mailto: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.

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Programming Director – *Joey Tagarelli* ([wonypd@gmail.com](mailto: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.

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Communication Director – *Abby Perrin* ([wonycomm@gmail.com](mailto: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.**

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Treasurer – *Zach Boudreaux* ([wonytreasurer@gmail.com](mailto:wonytreasurer@gmail.com)) - **Oversees the station's finances:**

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

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Underwriting Director – *Sean Miller* ([wonyunderwriting@gmail.com](mailto:wonyunderwriting@gmail.com))

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

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Music Director – *Alec Feldherr* ([wonymusic@gmail.com](mailto: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.

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News Director – *Austen Palatino* ([wonynews@gmail.com](mailto: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.

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Public Relations Director – *Talia Bautista* ([wonypr@gmail.com](mailto: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.**

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Training Director – *Angelina Beltrani* ([wonytraining@gmail.com](mailto: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.

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Production Director – *Tanner Danz* ([wonyproduction1@gmail.com](mailto:wonyproduction1@gmail.com))

- Head of Production Department: **makes pre-recorded station material** (station IDs and show intros).
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Operations Director – *Johnny Martin* ([wonyoperations@gmail.com](mailto:wonyoperations@gmail.com))

- Head of the Operations Department: **maintains all station equipment.**

- Organizes station cleanups and upkeep the WONY website.  
\_\_\_\_\_ Events Director – *Natalie Costanza* ([wonyevents@gmail.com](mailto:wonyevents@gmail.com))
- **Plan and Coordinate WONY Events**
- Designate Events Fund

## **LIST OF TRAINERS**

### **MONDAY**

**4PM -6PM:** Tanner Danz ([wonyproduction1@gmail.com](mailto:wonyproduction1@gmail.com))

**6PM-8PM:** Talia Bautista ([wonypr@gmail.com](mailto:wonypr@gmail.com))

**10PM -12AM:** Angelina Beltrani & Ariel Sookram ([wonytraining@gmail.com](mailto:wonytraining@gmail.com),  
[sooka36@oneonta.edu](mailto:sooka36@oneonta.edu))

### **TUESDAY**

**8AM-10AM:** Dillon Selvaggi ([wonygm@gmail.com](mailto:wonygm@gmail.com))

**4PM -6PM:** Abby Perrin & Zach Bordreaux ([wonycomm@gmail.com](mailto:wonycomm@gmail.com),  
[wonytreasurer@gmail.com](mailto:wonytreasurer@gmail.com))

**8PM-10PM:** Rob Guerrero ([guerra68@oneonta.edu](mailto:guerra68@oneonta.edu))

**10PM-12AM:** Jay Moon ([moonj27@oneonta.edu](mailto:moonj27@oneonta.edu))

### **WEDNESDAY**

**6-8PM:** Natalie Costanza ([wonyevents@gmail.com](mailto:wonyevents@gmail.com))

**8PM-10PM:** Sean Miller ([wonyunderwriting@gmail.com](mailto:wonyunderwriting@gmail.com))

**10PM-12AM:** Dillon Selvaggi & Joey Tagarelli ([wonygm@gmail.com](mailto:wonygm@gmail.com), [wonypd@gmail.com](mailto:wonypd@gmail.com))

### **THURSDAY**

**8AM-10AM:** Austen Palatino ([wonynews@gmail.com](mailto:wonynews@gmail.com))

**2PM - 4PM:** Alec Feldherr ([wonymusic@gmail.com](mailto:wonymusic@gmail.com))

**8PM-10PM:** Johnny Martin ([wonyoperations@gmail.com](mailto:wonyoperations@gmail.com))

### **FRIDAY**

**2PM-4PM:** Natalie Costanza ([wonyevents@gmail.com](mailto:wonyevents@gmail.com))

**4PM-6PM:** Christopher Thomas ([thomcm12@oneonta.edu](mailto:thomcm12@oneonta.edu))

## **Good Luck with your training!**

Of course, if you have any questions don't hesitate to e-mail me or stop in during my office hours! That's what I'm here for!

### **-Angie Beltrani**

Training Director

Email: [wonytraining@gmail.com](mailto:wonytraining@gmail.com)

Office Hours: Fridays 10AM-12PM (or by appointment)