

WONY TRAINING GUIDE

INTRODUCTION TO WONY 90.9 FM

1. WONY was founded in 1962.
2. Our lounge is named after the first General Manager, Gary Sparaco.
3. We are an organization funded by the Student Association.
4. We are 100% student run.
5. Our Faculty Advisor is Dr. David Ring of the Economics Department.
6. The goal of WONY is to entertain and educate the students, faculty, and staff of SUNY Oneonta, as well as the city of Oneonta.
7. There are NO periods in WONY. W.O.N.Y. is 101% WRONG!!! WONY are radio station call letters, not an abbreviation.

The Executive Board

The Executive Board (E-Board) is a group of ten people who collectively run WONY. They assist in maintaining the organization of the station. If any problems or questions arise, they will help to solve or answer them. Here are the various positions and a brief description of the responsibilities of each:

General Manager: *Ryan Keller* (**Wonygm@gmail.com**)

1. Oversees the entire radio station.
2. Acts as liaison between the community, the F.C.C., and the station.
3. Runs elections at the end of the term to determine the new Executive Board members.

Program Director: *Carolyn Tucker* (**Wonypd@gmail.com**)

1. Responsible for everything that goes over the air.
2. Approves subs, PSA's, promos, and carts.
3. Makes a schedule of DJ's based on the degree of involvement at the station
4. Acts as the second in command in the absence of the General Manager.

Assistant Program Director: *Steve Feldman* (**Wonyapd@gmail.com**)

1. Responsible for coordinating the efforts of talk shows and engineers.
2. Responsible in the absence of the Program Director.
3. Takes minutes at the station and Executive Board meetings.

Business Director: *Chris O'Dea* (**Wonybusiness@gmail.com**)

1. In charge of the financial matters at WONY.
2. Prepares budget for the upcoming school year.
3. Handles all money matters.

Music Director: *Sean McKee* (**Wonymusic@gmail.com**)

1. Responsible for all dealings with record labels, promotional companies, and trade magazines.
2. Responsible for working with genre music directors in determining rotation.
3. Checks playlists on a regular basis to make sure that rotation is being played.
4. Buys new CDs and is in charge of their upkeep.
5. Sends out playlists to College Music Journal and record companies upon request.

News Director: *Paul Tom* (**Wonynews@gmail.com**)

1. Coordinates the efforts of the News Department to produce pre-recorded newscasts.
2. Responsible for the quality and professionalism of the newscasts.

Public Relations Director: *Annika Wildman* (**Wonypr@gmail.com**)

1. Responsible for off-air promotion for the radio station.
2. Oversees activities such as: submitting articles to the State Times, Program Guides, T-shirts, planning parties and fundraisers, and works in conjunction with the Business Department with underwriting.

Training Director: *Theresa Quiñones* (**Wonytraining@gmail.com**)

1. Oversees the training program each semester.
2. Responsible for holding General Interest meetings, choosing trainees and trainers.
3. Administers written and on-air tests upon completion of the training program.

Production Director: *Cooper Nelson* (**Wonyproduction@gmail.com**)

1. Responsible for the production of all station ID's, promos, and PSA carts.

Operations Manager: *Rick Heil* (**Wonyoperations@gmail.com**)

1. Responsible for maintaining station equipment.
2. Responsible for organizing station clean-ups.

F.C.C. Rules and Regulations

Note: It is required by the F.C.C. and WONY that you are knowledgeable of F.C.C. rules and regulations as well as operations.

1. The F.C.C. was founded in 1934 as part of the Federal Communications Act. The F.C.C. was created to regulate commerce and communications by wire and radio.
2. The government agency that inspects and regulates radio stations in the United States is the FEDERAL COMMUNICATIONS COMMISSION. The F.C.C. was established by the Federal Communications Act of 1934 that stated, in part, that the airwaves are, "owned by the public," and when radio stations operate on these airwaves, they must act as "public, trustees." The F.C.C. was established to execute the provisions of the act.

3. Radio stations are now licensed for a period of 7 years. The F.C.C., with proof that a particular station has not acted “as a public trustee... in the public interest,” may decide not to renew a station’s license. The F.C.C. may also revoke or suspend an operator’s permit or license, and fine individuals and radio stations, for violating these rules and regulations.
4. “No licensed radio operator (DJ) may transmit unnecessary, unidentified or superfluous radio communications. This includes indecent or profane words, language, or meaning. A licensed operator is prohibited from transmitting false or deceptive signals or communications by law.
5. A legal ID is made up of a station’s call letters and the location of its license. Our legal ID is **WONY ONEONTA**. This should be said at the top of the hour in a regular break in programming.
6. Obscene material is not allowed on the air at any time. Do not air any song or material if you are unsure if it fails into any of the following definitions:

Indecent language is defined by the F.C.C. as:

“Language or material that depicts or describes, in terms blatantly offensive as measured by the contemporary community standards for the broadcast medium, sexual or excretory activities of organs.”

To be obscene, according to the F.C.C., materials must meet a three prong test:

1. An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest and:
 2. The material must depict or describe, in a blatantly offensive way, sexual conduct specifically defined by the applicable state law. Sexual conduct means acts of: masturbation, homosexuality, sexual intercourse, or physical contact with a person’s clothes or unclothed genitals, pubic area, buttocks, or breasts.
 3. The material, taken as a whole, must lack serious literary, artistic, political, or scientific value (for more information, see Safe Harbor Rules).
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7. An operator should not leave the control of the transmitter unattended. If an operator must leave for some reason, the proper procedure is to find another licensed operator to watch over the controls of the transmitter.
 8. **OVERMODULATION:** Peaking past 0 (zero) on the VU meter is illegal and causes interference with other stations. Also, given the nature of FM broadcast equipment, it causes distortion.

9. Broadcast stations, under normal operations, shall maintain actual transmitter power as close to the power authorized by the F.C.C. Transmitter power should not be less than 90% of the power authorized, and no more than 105% of the power authorized. Should the actual power be less than 90% or more than 105%, corrective action should be taken immediately.
10. WONY operates at 180 watts.
11. WONY is a Class A Non-Commercial Educational Station.

WONY Policies

These policies are the basic rules and regulations of the station. Failure to follow these policies can result in suspension and/or expulsion.

1. All on-air DJs must be a member of a station department.
2. The on-air DJ is responsible for the station while he/she is on-air. (Ex. CDs, posters, and equipment)
3. If the next DJ fails to show up, first call that person; then call the Program Director; then the Assistant Program Director; then the General Manager.
4. All subs and guests must be approved by the Program Director. All guests must be signed in where appropriate.
5. Please run all news, promos, and club event announcements or discs according to schedule.
6. No station ID's or production may go over the air without the Program Director's approval.
7. Remember to be courteous to fellow DJ's. Don't play a ten minute song with two minutes left until the end of your show. Also make sure to leave the studio the way you found it; this includes PUTTING AWAY YOUR CD's, both CDs from rotation and the library, and throwing away your garbage.
8. Please respect the "closed door policy." If the door in Studio A is closed, do not go in unless you have business to attend to. Also, do not interject yourself into other people's shows, unless they ask.

9. When mentioning the name of a commercial institution or product over the air, please exercise proper etiquette and discretion. Please do not be derogatory or personal. For example, "Conehead Buddha is playing at the Autumn Café tonight, go check 'em out" or "A Phi O is hosting a blood drive at the hunt union, go help out and donate some." Not "The Bullet sucks and is owned by crooks." This is bad publicity for the station and disrespectful to the audience and local business.
10. All on-air DJ's must be in a sober condition.
11. No songs with curses are to go over the air unless it is during Safe Harbor hours. If a song curses more than once, you must fade out the song and play another one. If a curse slips, make sure you apologize. **IF YOU DIDN'T, HIT THE DELETE BUTTON IN TIME. YOU HAVE 6 SECONDS TO HIT THE DELETE BUTTON AFTER A CURSE PLAYS.** No DJ is to curse over the air **EVER!** If a guest of yours curses, you are responsible. Any curses over the air will result in a minimum of one-show suspension.
12. You must keep an accurate play list of the artists/songs you play. Please remember to put your name, date, and time on it.
13. Anything obscene that is broadcast over the airwaves will put your show in jeopardy. To see what is obscene, see F.C.C. Consumer Facts.
14. Alcohol, drugs, and cigarette smoking are completely forbidden in WONY Studios at all times. Anyone caught drinking or smoking in the station will be dealt with accordingly.
15. Station meetings are **MANDATORY**. Only the General Manager or Program Director can excuse you.
16. Phone calls are not allowed to be broadcast over the air unless the caller is aware of the fact that they are on-air. It is illegal to broadcast someone over the air without them being aware of it.
17. There is no drinking or eating in either of the studios. This is what the lounge is for.

18. Trainees cannot use the record library, nor are they allowed to use any CDs from the library without the permission of an Executive Board member.
19. The order of priority for the News/Production Studio is:
 - a. News
 - b. Production
 - c. Training
 - d. Personal Use
20. If you borrow a CD, you must sign it out.
21. Every DJ must play 4 Rotation songs **per hour**.

F.C.C. Safe Harbor Rules

According to the Federal Communications Commission, non-commercial radio stations can broadcast material deemed indecent but not obscene between the hours of 10:00 pm and 6:00 am.

AN ON-AIR PERSONALITY CAN NEVER BE INDECENT OR OBSCENE.

The following is considered obscene:

- Anything referring to a sexual act in a tasteless manner
- Description of a sexual act (she gives good head; I was having anal sex with her, etc.)
- Any sexual slang (cock, pussy, blowjob, etc.)
- Excessive cursing (a curse in a chorus, or a curse used 3 times in less than 20 seconds)
- Anything a particular interest group would be offended by (racism, sexism, etc.)

If you are not sure what is indecent or obscene, don't take the chance.

You must play the pre-recorded "Safe Harbor Disclaimer" at 10:00 pm sharp, and then once every half hour until 6:00 am.

Have E-Board members sign and date below when completed.

I have sat in on four on-air shows:

I have completed a Newscast:

I have taken part in a department:

I have completed my worksheet:

I have made at least one flyer:

I have reviewed at least one CD:

I have taken and passed my written exam:

I have taken and passed my on-air test:

Worksheet

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