



**RADIO**  
**SALTIRE**

# Member's Handbook

**Radio Saltire [SCIO]**  
**is a Charity Registered in Scotland**  
**SC 044336**

**This Handbook is intended for the use of Radio Saltire Members only.**

**It should be read in conjunction with our Constitution, a copy of which is available in the studio at all times.**

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## **Purposes:**

Radio Saltire [SCIO] is a Charity. Our Purposes as stated in our constitution are:

1. To advance community development and citizenship by:
  - i Encouraging the involvement and promotion of community organisations and events through the use of the community radio station.
  - ii Encouraging volunteering at all levels of the organisation by all interested members of our community
2. To advance education by:
  - i Offering training and the opportunity to learn about all the roles involved in the running of the community radio station.

In addition, the station has the following aims and objectives:

- To provide a democratic and efficiently run community radio service for the people of Scotland and beyond.
- To ensure that the organisation is honest and transparent.
- To ensure that all members are encouraged, supported and trained in their activities connected to the station.
- To encourage discussion but not to favour any religious or political view, standpoint or preference.
- To be open to all segments of our community and not to discriminate in any way.

# Studio Rules

**All members are expected to abide by these rules at all times.**

Our studio contains extremely expensive equipment that we may not be able to replace if it is damaged. Failure to abide by these rules may lead to disciplinary action / dismissal from the organisation.

## **Mixer and other Studio Equipment**

- All studio equipment has been pre-set for optimal sound quality. No settings on any equipment or computer programmes should be changed at any time.
- This includes but is not limited to:
  - The Mixer
  - CD Player
  - SAM Broadcaster
  - Pen Drive Inputs, Laptop, Desktop Computer Settings

Any changes may seriously effect output and can mean that presenters face major problems when arriving to set up their shows.

The ONLY settings you may need to change are the slider volume controls on the mixer to adjust sound levels when over-talking, for Sky News or turning additional mics on and off when guests are in the studio.

If you discover that settings have been changed, please report this to one of the Trustees or our Studio Engineer immediately. Contact details are displayed in the studio. Do not attempt to reset equipment yourself.

The studio telephone (Land line) is for Radio Saltire calls only and outgoing personal calls are not allowed. All calls are logged.

## **Studio Guests**

Members are encouraged to include guests in their shows. Visitors should only be invited into the studio if they will be directly involved with the show.

Other guests, family and friends are welcome to visit but this should be arranged in advance with a Trustee. In general, Visitors / Observers should visit by appointment only.

## **Keep The Studio Tidy**

We do not employ a cleaner. The studio is in constant use and it is down to YOU to keep it clean.

- Take your rubbish home
- Newspapers must be removed by those who bring them in
- Please use the vacuum cleaner to keep the carpet clean

If you find the studio untidy, please tidy up but report the matter to a Trustee.

## **Food & Drink**

Under no circumstances will any food / drink / refreshments be allowed in the studio. Any refreshments MUST be consumed outside the building or in the entrance area. The equipment in the studio is far too valuable to put at risk.

Any member found taking food or drink into the studio will be suspended immediately pending investigation.

## **Toilets**

Access to the toilet is through our Landlord's business premises. Members must respect this and not touch, move or interfere with any of her property. Members will also be responsible for their guests behaviour.

The toilet is there for everyone's use and must be kept clean and tidy for everyone's use. If you find it in a dirty state, please clean it and report the issue to the Trustees for investigation.

## **Post**

Any post addressed to an individual (Trustee or Member) must be passed to that person unopened. Post addressed to Radio Saltire must be passed to a Trustee unopened.

Only open mail if it is directly addressed to you.

## **Appearance & Behaviour**

Radio Saltire has earned an excellent reputation that we are determined to maintain. This is important when we are applying for grants and working to encourage local business to advertise with us. Any member that behaves in a way that damages our reputation will be suspended and investigated by the Trustees.

Members should not comment or express an opinion about Radio Saltire publicly (eg on the web, TV or Newspapers). If a comment is asked for, please refer the enquiry to the Trustees.

## **Studio Keys**

We have been given several sets of keys by our landlord but the number of sets we have available has been limited by her insurance company. If you are given a set of keys, these must be kept safe and should not be passed to anyone else unless arranged in advance. If you are asked to return keys, this should be done as soon as possible.

Loss of keys should be reported to the Trustees immediately. Members should not attempt to copy or create extra sets of keys. This will breach our lease and could lead to us losing our station.

## **Security**

- The outside door must be kept locked at all times.
- The studio door should be kept closed during broadcasts.
- Do not bolt the outside door. This stops key holders getting in.
- When leaving the building, please turn off any equipment not being used to broadcast, turn off the lights and lock both the studio and outside doors.

It is the responsibility of the last member leaving to make sure that the building is locked and secure.

## **Accidents**

There is a first aid kit in the studio. Members can use anything they require but must make a note of what has been taken. If we do not know what has been used it may not be replaced so might not be available for someone else in the future.

Any accident or injury happening in the studio should be noted in the Accident Book as soon as possible and a Trustee should be told. This is important because our insurance company might want to see the report if a claim is made. The Trustees can also use these reports during risk assessments when trying to make our studio safer.

# **Broadcasting Rules**

## **Etiquette**

- No swearing or foul language will be allowed by anyone broadcasting from our studio.
- Do not play tracks containing foul language, lewd or suggestive words or sounds.
- If you are unsure whether a track is suitable, ask a Trustee before playing it.
- If an unsuitable track is played by mistake, it must be faded immediately and removed from the system.

Any complaints about unsuitable broadcasts will be investigated by the Trustees. Members are reminded that our output is recorded.

## **I.R.N (Sky) News**

The News should be broadcast every hour between 7am and 6pm each day during “live” shows.

After 6pm the News should be broadcast at the beginning of each live show and at the end of the last live show before the system is switched to auto.

If we have an advertising arrangement, then the advert should be played before and after each bulletin.

## **Adverts**

Our advertisers have paid for their adverts to be played regularly. They should be played as follows:

- Each advert must be played at least once every two hours during live shows.
- There will be three Advert Breaks each hour at approximately 15, 30 and 45 minutes past each hour.
- Advert Breaks should have a maximum of 4 adverts.
- No advert should be played more than any other.
- No single advert should be played more than once each hour.

## **Show Sponsorship**

- Show sponsors may be mentioned by the presenter no more than three times each hour.
- Show sponsors adverts can be played a maximum of twice per hour.

## **Social Media**

No member of Radio Saltire is permitted to open any social media accounts on behalf of Radio Saltire (eg Facebook, Twitter, Soundcloud etc). The Facebook and Twitter accounts for Radio Saltire are managed by the Webmaster and no other sites are allowed to be created by any other Radio Saltire member.

If a member of Radio Saltire joins a discussion group or newsgroup they should conduct themselves in a professional manner. Unless they are permitted to do so by their responsibilities within the organisation, they are not permitted to write or present views on behalf of Radio Saltire. No member is authorised to join a discussion under the name of Radio Saltire or to design a website / web page and publish it under the name of Radio Saltire without the authority of the Board of Trustees.

Uploading content to the internet, especially commercial music is strictly licensed within the UK. Radio Saltire holds the licenses necessary for our activities including uploading our content to our official website and accounts. Our licenses do not cover uploading content to any other place and members are not permitted to upload shows or parts of shows that can be identified with Radio Saltire. Failure to abide by this rule could lead to prosecution.

## **Radio Saltire Logo**

Our logo is central to our branding and must not be used without the consent of the board of Trustees.

# Finance

Running the station costs money. Normal day to day costs like rent, telephone, internet costs, electricity and insurance have to be paid every month. We can apply for grants but that money is usually given for specific projects and equipment.

We meet our day to day expenses in three different ways:

## Membership Fees

All Members pay a monthly membership fee. The amount paid will be reviewed each year at our AGM. Some Members do not need to pay fees eg:

- Members under 18
- In full time education
- Members receiving certain benefits

Any Member that brings an advertiser or Show Sponsor to the station\* can elect not to pay monthly fees. However, if the advertiser or sponsor leave the station, the Member must find an alternative or start paying monthly fees.

Any Member unable or unwilling to pay their monthly fees can talk to the Trustees about exemption as soon as possible. The Trustees will consider the reasons given in the strictest of confidence.

*\*Show sponsors must be approved by the Trustees*

All membership fees are due on the 1<sup>st</sup> of each month and should be paid by Standing Order or BACS payment.

## Advertising

We rely heavily on advertising income. Details of our packages and pricing is available on request. Talking to advertisers is the responsibility of an identified member of the management team. If you are aware of a potential advertiser, please pass all details to that team member.

## Donations

We will gladly accept donations. There is a Paypal facility on our website but any Member can accept donations and pass them to the Treasurer who can provide a receipt.

## Bank Details

<b>Cooperative Bank</b>	Account Name:	<b>Radio Saltire [SCIO]</b>
	Account Number:	<b>65705670</b>
	Sort Code:	<b>08—92—99</b>





# Application for Membership

Please detach and hand to a Trustee

Please note that the information requested in Parts A and B is for internal information and insurance purposes only.

All personal information will be held in confidence but may be transferred to an electronic database.

A copy of all information held about you by Radio Saltire will be provided on request.

**Name:**.....

**Address:**.....

.....

..... **Postcode:**.....

**Email Address:**.....

**Mobile:**..... **Home Phone:**.....

Do you want to present a programme? **Yes / No**

If "Yes", what sort of programme? Eg. Music (genre), Discussion, Local Interest, Current Affairs etc

.....

If "Yes", what is your availability? Please circle the times of day / week you are available.

Normal programme slots are for 2 or 3 hours.

<b>Monday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Tuesday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Wednesday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Thursday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Friday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Saturday</b>	Morning	Afternoon	Early Evening	Late Evening
<b>Sunday</b>	Morning	Afternoon	Early Evening	Late Evening

**Please note that if you are given a programme slot, this will be a regular weekly commitment.**

Most Radio Saltire Members contribute £20 each month as Subs.

Would this be a problem for you? **Yes / No**

If “Yes”, why?.....

Have you ever been prosecuted by the Police? **Yes / No**

If “Yes”, please tell us about this on a separate sheet of paper with dates and a brief description of what happened. Alternatively, please discuss this with a member of the Board of Trustees.

## **Handbook Receipt and Volunteers Declaration**

I confirm that I have received my copy of the Radio Saltire Member's Handbook.

I confirm that I have read and understand its contents. I will keep it up to date with any changes made by the Board of Trustees.

I am happy to comply with the “Rules” and will support the Purposes, Aims & Objectives of Radio Saltire.

I understand that the Member's Handbook is a Private document. I will not share it's contents and will return my copy if I leave the organisation.

All the information I have given on this form is correct.

**Signed:**.....

**Date:**.....