CiTR 101.9 FM Codes of Conduct

The codes of conduct are based on mutual respect and responsibility, which applies equally to staff, property, and listeners of CiTR.

LOGS	• Programmers, staff and volunteers are dedicated to creating quality programming at CiTR. • Programmers must fill out music playsheets, including SOCAN forms, completely. • Programmers must fill out advertisement/PSA logs completely.
FOOD/DRINK	• No eating/drinking in any of the studios; please use the lounge provided. • No consumption of alcohol on-air; no being drunk or in an altered state on-air • No consumption of illicit substances in CiTR. This will result in immediate dismissal and suspension of your show.
MEMBERS / GUESTS	• Only authorized, fully-trained CiTR members are allowed programming privileges. • Programmers cannot pass down their show without approval from the Programming Committee. All new hosts must be fully trained. • Programmers are responsible for the conduct of their guests. There is a limit of 2 guests in the studio after office hours unless given prior approval by the Program Manager. Autographs can be left in our guestbook.
FILL-INS / ABSENCE / DEAD-AIR	• Programmers must perform their show duties to the best of their abilities using the equipment available. • Fill-ins must be arranged by the programmer using the listserv and notice must be given to the Program Manager. If assistance is needed, please contact the Program Manager with at least 2 days notice. • The station cannot be left unlocked and unattended. • Dead-air is not allowed: content must be playing with SAM on AutoDJ for any open and overnight timeslots. Please inform the Program Manager so that playsheets can be filled out. • Repeated absence without warning can result in a loss of on-air privileges. • A change in show description (e.g. different genre/format) must first be approved by the Programming Committee.
ADS / FUNDRIVE	• Programmers must respect the advertising department and abide by the advertising policies. Free advertisements (plugs) and payola are strictly forbidden. • Fundrive shows are mandatory. A minimum 2 weeks notice must be given if a programmer will miss their show during this time. Failing to do so can result in a loss of on-air privileges. Please refer to CiTR Fundrive materials.
LIBEL / SLANDER / PROFANITIES / EQUITY	• Programmers will not air any material which includes verbal utterances that promote or incite discrimination or hatred against an individual or group or class of individuals on the basis of anything that makes them an identifiable group. • CiTR ensures balanced coverage of news, respects the principle of equitable portrayal of all individuals, and refrains from stereotypical portrayals of minorities. • CiTR abides by the law in respect to libel, slander and defamation. Refer to the CiTR Spoken Word FAQ document. • CiTR adheres to the "watershed hour" (9pm-6am) in terms of obscene, indecent, or profane language. Advisories are required day and night for offensive language. Refer to the CiTR Spoken Word FAQ document. • If a programmer has a show on another commercial, public or campus/community station, they may be asked to vacate their slot to make space for other community/student members.
PERMISSIONS / PREEMPTIONS	• It is not permissible to recommend solutions to any medical problems over the air. • Filming in the station and/or studio and/or bringing in outside film crews must have approval by station staff. • Programming time is ultimately the property of CiTR and is subject to preemption or cancellation if/when necessary. A minimum of one weeks notice will be given for preemptions.
MEETINGS / CONTACT	• Programmers and fill-in volunteers must attend Programmer Meetings and/or read the minutes. A minimum of one Programmer Meeting a year must be attended in person. • Programmers are responsible for maintaining open lines of communication with staff and members, and staying informed on station matters through meetings and volunteer opportunities. • Programmers must not discuss personal internal station grievances on-air.
RESPECT	• Programmers and volunteers must exercise respect for others at the station at all times. This includes the proper use and care of equipment and station premises. • Volunteers are prohibited from vandalizing or tampering with equipment, or hacking into computers/servers. • Programmers and volunteers must not remove materials or equipment belonging to CiTR from the premises without authorization.
POLICIES	• Programmers and volunteers must abide by CiTR's policies and mandate, the NCRA's Statement of Principles, the CRTC regulations for campus/community broadcasters, the Broadcasting Act, The CAB Code of Ethics and the Student Union Building rules.

Student Union Building (SUB) rules:

- No smoking in the SUB. Go outside but do not prop the doors open as this is a security issue.
- Please identify yourselves to AMS Security when asked and always provide proof of identification and CITR Membership.

Important Phone Numbers

Security	SUB: 604 822 3935	CiTR	Station Manager: 604 822 1242
	Campus: 604 822 2222		Program Manager: 604 822 3017x4