



OPERATING RULES AND PROCEDURES

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NewTV Rules and Procedures

FOREWORD

Newton Communications Access Center, Inc. (NCAC) is a non-profit, 501(c)(3), membership-based corporation established in 1990 to manage facilities for community access programming on the Public, Educational and Governmental (PEG) Access channels on the Newton, Massachusetts, cable television systems and related web cast sites.

The Newton Cable Television Renewal License details how NCAC is responsible for the management and operation of these channels and designates NCAC to receive annual grants from cable television providers to foster the development of PEG Access programming in Newton.

On March 1, 1991 a local franchising cable license between MediaOne (Newton's cable provider at the time) and the City of Newton, through the Office of the Mayor, came into effect. This renewal license provides for the funding of a non-profit organization "to provide services to Public, Educational and Governmental Access users." Newton Communications Access Center, Inc., NCAC, a membership-based, non-profit corporation, with studios and offices located at 23 Needham Street, Newton Highlands, Massachusetts, has been designated as the provider of those services. NCAC offers a public forum for electronic free expression, providing its services on a first-come, first-served, non-discriminatory basis. Those services include training in television production and related technologies, providing the equipment necessary for producing cable television and web based programming, and administering the programming of three subscriber channels on the cable system and on any/all associated websites.

The following Operational Rules and Procedures were generated to provide guidelines for NCAC members to participate in NCAC activities and services.

NCAC's mission is to train Newton residents in the uses of electronic media. Such uses have corresponding responsibilities, especially within a very active facility like NewTV where basic guidelines will ensure efficient and fair operations. These Rules and Procedures are working guidelines that will be periodically reviewed and adjusted. NCAC will provide additional services that reflect community needs including coverage of local government meetings, school events, election debates and forums, graduations, celebration or ceremonies, and neighborhood events to name a few. NCAC reserves the right to air these programs to cable and internet viewers alike.

The input of the members in evaluating these guidelines is especially important and appreciated. Members are encouraged to address their comments to the Executive Director of NCAC who has the administrative responsibility for operating the facility, and meeting members' needs.

I. MEMBERSHIP

All persons, firms, corporations, businesses, organizations, institutions, and other entities in the City of Newton who subscribe to the purpose of the Newton Communications Access Center, Inc. (NCAC) and who support the Corporation by participation, or with a contribution of money, service or equipment, shall be eligible for membership in the Corporation. In addition, bona fide candidates for public office for whom Newton residents may vote are entitled to free access as detailed below.

A. Types of Membership

Friends of NewTV Memberships

Individuals, families, non-profit organizations and for-profit businesses may join as supporters of NewTV and its mission. Friends of NewTV members will receive newsletters, email updates of events and program highlights, and may attend NewTV functions throughout the term of their membership. Friends of NewTV may not sponsor a program for cablecast on any of NewTV's channels.

Community Producer Memberships

1. Individual Members shall have the following privileges:
 - receipt of newsletter and programming information
 - ability to cablecast programs at no charge
 - access to workshops and use of equipment
 - be eligible to receive technical advice from the NCAC staff for program production
 - be eligible to vote at NCAC general membership meetings (one vote per individual member)
2. Family Memberships shall be issued to up to four persons within the same household (at the same address) who apply together for membership. Persons joining NCAC under a family membership shall have all the privileges of individual membership, except that only one vote can be exercised for each family membership.
3. Non-Profit Organization Membership shall be available for any firms, corporations, organizations, or other entities recognized as non-profit, tax-exempt entities by the IRS. Groups joining NCAC under non-profit membership shall have all the privileges of individual membership, except that only one vote may be exercised per non-profit membership. Non-profit organizations are eligible to receive training for up to seven (7) people per membership year with training for additional people available at an additional fee*. In addition, non-profit organization members may receive specialized group training by contacting the NCAC Executive Director.
4. Institutional Memberships shall be available for any City of Newton department, any Newton public school, and such institutions as the Newton Free Library and other publicly funded departments or bodies. Institutional members are eligible to receive training for up to ten (10) people per membership year with training for additional people available by arrangement. In addition, institutional members may receive specialized group training by contacting the NCAC Executive Director. Finally, memberships within a member institution (such as a school or class) may be passed on from one class member to a succeeding class member, so long as the institution's membership is current, and the individual completes all necessary training and other requirements of use. Institutional membership and training are free.

*see current rate sheet located in lobby of NCAC

5. **Business Membership** shall be available for any Newton-based, for-profit firm, corporation, organization, institution or other entity. Businesses joining NCAC under business membership shall have all the privileges of individual membership, except that only one vote may be exercised per business membership. Business members are eligible to receive training for up to four (4) people per membership year with training for additional people available at an additional fee*.

B. Membership Fees

The Board of Directors of NCAC may establish membership fees, which shall be published annually.

C. Requirements of Membership

In order to become a Community Producer Member of NCAC, a person or organization must meet all of the following conditions:

- provide proof of Newton residence or corporate address in Newton (post office boxes are not acceptable)
- complete a Membership Application Form
- attend an orientation session and sign the Agreement with these Rules and Procedures
- pay the required membership fee

D. Orientation

Orientation Sessions are held regularly on the first Monday of each month at 7:00 pm at the NewTV Studio. Attendance at an Orientation Session is a prerequisite for voting rights at the NCAC annual meeting as well as any NCAC training or facilities privileges.

E. Membership Identification Number and Term of Membership

All members will be issued a Membership Identification Number in the Facility Reservation Data Base (FACIL). All memberships are recognized as active for a one-year period from the date of application. Membership must be renewed by the anniversary date of joining.

F. Representation

Members do not represent NCAC in any official or non-official capacity and should refrain from implying such representation. False representation of NCAC may result in suspension of membership privileges. Such false representation might include (but not be limited to) statements such as "I am producing for NewTV..." or "I work at NewTV...". A community producer may inform interested persons that he or she is "a volunteer community producer, working on my own TV program which I produce at Newton's PEG access facility, NewTV. I am responsible for the entire production...", or words to that effect.

*see current rate sheet located in lobby of NCAC

II. TRAINING AND PRODUCER CERTIFICATION

A. Any individual, family, or organizational member who meets the conditions set forth in Section I.C is eligible for training. Workshops are given under the direction of the NCAC staff or by a person appointed at the discretion of NCAC.

B. Certification as a Community Producer is awarded upon completion of a basic training course.

C. Workshop schedules are distributed to all members through the NCAC newsletter and are posted on the Community Bulletin Board and the NewTV webpage (www.newtv.org). Members wishing to take classes must sign up for them on a first-come, first-served basis. There is no charge for these courses; however failure to attend a class for which you are registered and confirmed without giving NCAC 24 hours notice will result in a fine which must be paid before further work at the access center.

D. Workshops are offered periodically in advanced television production techniques. These workshops require prerequisite training and are available on a first-come, first-served basis.

E. For a one-time fee* members will receive a series of course materials in each class.

F. Experienced videographers may be certified and exempted from classes by:

- providing a demo reel or letter of reference
- demonstrating proficiency with each piece of equipment by passing the same certification test required of all community producers

G. Annual re-certification of community producers will automatically take place with renewal of membership, provided the community producer has been involved in an NCAC-based production in the previous six months of membership.

III. RESPONSIBILITIES AND INSURANCE

A. Agreement with these Rules and Procedures is a prerequisite to using equipment.

B. Community producers are responsible for the NCAC facilities and equipment signed out to them, as well as for the actions of their talent, crew, guests, and others involved with their production.

C. NCAC holds an insurance policy for the equipment while in use by members. Premiums are paid by NCAC and the policy is in NCAC's name. In the event equipment is damaged, destroyed, lost or stolen, the community producer must cooperate fully with the NCAC insurance carrier. The community producer is responsible for the deductible, which is 20% of the amount of the claim with \$250 as a minimum and \$2500 as a maximum. The community producer may elect to waive this deductible by paying a one-time fee to the deductible waiver fund. In the case of theft, the community producer is responsible for the following in order for the insurance company to honor the claim:

*see current rate sheet located in lobby of NCAC

1. A police report must be filed immediately.

2. Equipment cannot have been left unattended.
3. Equipment cannot have been left in a car overnight.
4. There must be proof of forcible entry in the case of theft from an auto/home.

In the event NCAC's claim is not honored by its carrier, and the community producer is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the community producer to reimburse NCAC for the full replacement value to be determined by NCAC.

IV. EQUIPMENT RESOURCES

All NCAC equipment and facilities are to be used for producing live or taped non-commercial programming for cablecast on the Newton PEG access channels. NCAC community producers may use portable production, post-production, and studio production equipment on a first-come, first-served basis. Equipment may not be used in hazardous situations.

A. Steps for a NewTV Production

Project Proposal Conference

No reservations for equipment or facilities can be made without a completed project proposal conference, and a separate project proposal is required for each program feature, or series.

By telephone or in person, complete a project proposal conference with the Public Access Coordinator, preferably a minimum of 24 hours BEFORE the first reservation under this project. During this conference, you will be asked to provide the following information:

- Title or working title of the program to be produced
- A brief description of the type of production -- i.e. studio talk show, field documentary, event coverage
- The length of the final program
- Whether it is a series or not
- Whether it will be aired live or taped
- The projected completion date for production work ("planned end date")
- Equipment and facility time needed to complete your project

PLEASE NOTE: The purpose of this conference is to assure that you have everything you need to do your shoot and that you are using the methods and materials best suited to your production. Nothing in this conference influences the content of your program or subject matter which is exclusively controlled by the producer. NCAC needs to know details such as whether slides will be needed, whether it is a taping of a team sports event or whether a public audience will be present in order to provide the appropriate resources.

B. Field Production Resources

1. The amount of equipment available for a given project will be determined by the Public Access Coordinator during the project proposal conference based on the needs of the project and the equipment available for the proposed time period of the project production.
2. Equipment must be reserved in advance of a project shoot. NCAC equipment is available to all members and is reserved on a first come, first serve basis. Members can reserve equipment up to 13 weeks in advance.
3. In cases of projects that require substantial facility resources, the Public Access Coordinator reserves the right to limit resources devoted to an individual project in order to treat all members equitably.
4. Equipment Check Out - Equipment must be checked out at the NCAC office by the community producer named in the project proposal as producer or co-producer. The staff will enter the check-out information into the computer and a hard copy will be signed by the community producer.
Approximately 30 minutes should be allowed for checking equipment in or out.
5. Exceptions - If there are compelling reasons to get equipment at times other than the regularly scheduled check-out times, a staff person must approve such a request. That same staff person is responsible for following through with the check-out and must also be responsible for setting up the check-in time with that user.
6. Return of Equipment - Community producers are responsible for notifying the staff if there are any problems with the equipment by submitting a completed equipment trouble report. Community producers may not attempt repair of equipment. Community producers may not borrow additional equipment until all items have been returned in good working order (normal wear and tear excepted).

Equipment Checkout/In Times:

Monday through Thursday - noon to 1:00 p.m. and 5:00-7:00 p.m.

Friday/Saturday/Sunday - noon to 1:00 p.m. and 4:30-5:30 p.m.

7. Completion - All projects are given an initial 13 weeks for completion from the date of the first reservation. Producers are expected to deliver a videotape for cablecast no later than this "planned end date." A single, 13-week extension will be considered at a project extension conference with the Public Access Coordinator

C. Editing

1. Community producers coming in to edit must check in with the staff member on duty. If a producer fails to check in through the FACIL computer system, the producer may be listed as a "No Show," and his or her edit time may be given away.
2. Community producers must consult with a staff member before bringing in accessories. There are areas posted as off-limits to the public in the edit rooms. Unauthorized connection of external devices is a major violation and grounds for suspension of membership.
3. Edit times must be reserved no more than 13 weeks in advance. Producers may reserve only one four hour block per day in advance. However, on the day of an edit session, a producer may extend this edit time if the room is available or make an additional reservation of up to four hours.
4. No one may reconfigure the wiring of any edit station. Violation of this rule will result in the immediate and permanent loss of all access privileges.

D. Studio Facilities

1. The NCAC staff person on duty during a studio production is not considered part of a crew.
2. Crew position assignments are the responsibility of the community producer. All studio crew must be certified or approved by the NCAC staff.
3. A studio reservation is not confirmed until the community producer has confirmed, at a minimum, the assignment of a director for the production.
4. Producers must consult with the staff before bringing in accessories to the control room. There may be areas posted as off-limits. Studio time must be reserved no less than one week and no more than 13 weeks in advance. A studio production block of up to 6 hours may be reserved in advance. The studio reservation may be extended on the day of production if time is available. Hours of studio use are firm; therefore all community producers should allow time to break down sets and clean up before their reservation is up.
5. No one may reconfigure any studio wiring. Violation of this rule will result in the immediate and permanent loss of all access privileges.

E. Cancellations

Community producers must give at least 24 hour notice when canceling any reserved use of NCAC equipment, facilities, channels or classes. If a community producer is more than 20 minutes late without notification, the reservation may be canceled (see Minor Violations VI.B). Repeated instances of failure to make a timely notice of cancellation may result in a suspension of privileges.

FACIL permits three types of cancellation designations. Reservations cancelled at least 24 hours in advance will be designated as "Normal Cancel." Reservations cancelled with less than 24-hours notice will be designated as "Late Cancel." If a community producer is more than 20 minutes late, the cancellation will be designated as "No Show." After three "Late Cancels," a producer will be notified that his or her membership privileges are at risk and that a minor violation has been noted.

Three "No Shows" constitute a major violation, and may result in a 90-day suspension of member privileges.

V. PROGRAMMING

All programming produced for cablecast on NCAC's channels shall be of a non-commercial nature.

NCAC is responsible for the administration of three cable channels on the cable TV systems in Newton. By becoming an NCAC member, any resident or non-profit organization in Newton may request channel time for the presentation of programming they produce at NCAC, or programming produced elsewhere.

Community Producer refers to a local resident producing programs with NCAC equipment or facilities. **Local Sponsor** refers to a Newton resident who is taking legal responsibility for the cable casting of either a locally-produced program or a program produced elsewhere. NCAC retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite down linking, or other local events of general interest to the Newton community which are time sensitive, i.e. the unscheduled appearance of a local school team in a championship final match.

Further, NCAC may place a higher priority programming for and about Newton or produced by a Newton

resident versus programming on more general topics, or that is produced outside of Newton.

Community producers and local sponsor members must agree to comply with all applicable sections of these Rules and Procedures and abide by the following conditions:

A. Requests for Cablecast Time and Required Clearances

In order to cablecast any programming, one must be an NCAC member in good standing, and submit the completed, labeled media for which appropriate releases and clearances have been obtained. Community producers on the access channels are fully responsible for the content of their program material and must have signed an acknowledgement of responsibility.

B. Presentation of the following is prohibited

- Any commercial programming or advertising
- Any material which constitutes libel or slander
- Any obscene material or pornography
- Any unauthorized use of copyrighted material or publicity rights or invasion of privacy
- Any material in violation of FCC regulations
- Any material which violates local, state or federal laws

C. Ownership of Locally Produced Programs

1. NCAC community producers own their program and hold the copyright. If an NCAC videotape is used for the master, the producer may make one free copy on their own media.
2. NCAC has the right to maintain a copy of any program in its tape library and to cablecast it an unlimited number of times.
3. NCAC has the right to use any program for promotional purposes related to NCAC.
4. Only the community producer, as holder of the copyright, may authorize any other use of a recorded program.
5. Any exceptions to the above shall be determined solely by the Executive Director on a case-by-case basis.
6. All programs produced by NCAC staff, with or without volunteer crew, shall be owned by NCAC. NCAC may air and replay such programs on their cable channels, website, and other media outlets as determined by NCAC.

D. Disclaimer/Acknowledgement Requirement

NCAC will automatically insert a Disclaimer and Funding Acknowledgement before each public access program.

E. Safe Haven/Adult Programming

Producers are expected to alert NCAC staff to programming that may be inappropriate for younger viewers. NCAC reserves the right to limit cablecast programming with excessively violent material, offensive language, nudity, or sexually explicit material to the period between 10 p.m. – 6 a.m. in order to preserve a safe haven for viewing by "all audience members,"

Further, NCAC is forbidden by law from censorship, or content control. NCAC encourages anyone who disagrees with a program to produce counter-programming presenting an opposing point of view or otherwise responding to the program in question. Upon receipt of a request for cablecast time for any

program, NCAC reserves the right to inform the public of a local producer of record's intent to cablecast a particular program to which it believes a segment of the community may wish to respond.

F. Underwriting and Grants

1. All underwriter funds must be paid directly to NCAC through the office of the Executive Director. Any Community Producer that has secured underwriting sponsorship funding for their program, series or documentary, may apply for reimbursement of documented expenses as designated in the NCAC "Underwriting Expense Form" amounting to not more than the funds secured by the producer. The producer must secure prior approval from the NewTV Executive Director of his/her intention to approach a potential underwriter/sponsor. This will avoid the appearance that NewTV has "multiple" solicitors out in the field. Acknowledgement of underwriting sponsors may be included in the program credits and up to a 15-second video roll-in featuring the underwriter contribution. NCAC requires that all "in-kind" contributions such as set furniture, crew meals, clothing, haircuts, etc., secured for each program, series and/or documentary be itemized and forwarded to NCAC once each calendar year. Acknowledgement of "in-kind" sponsors shall be limited to program credits only. NCAC does not allow commercial content on public access programs, series and/or documentaries.

G. Access to Cablecast Time Slots for Single and Series Programs by Community Producers

1. Program time slots for the access channels are scheduled by the staff when media has been submitted and time slots are available on a first-come, first-served, non-discriminatory basis.
2. Any program(s) submitted by an NCAC Community Producer shall be considered an episode or episodes of their duly registered project/program title in the Facil reservation system and shall be designated by a unique Episode number by Facil, and unique identifying information on the media label and in the Facil "description" field. For example:
Project/Program Title: "Newton Common"
Episode # 42: "NNHS Renovation" (description)
Guests: Bob H. and Harry M.
3. For episodes in a series, a "half-hour" time slot must be filled with programming that is exactly 29 minutes and 00 seconds long. A "one-hour" slot must be filled with programming that is 59 minutes and 00 seconds long. NewTV will insert the appropriate, required disclaimers and funding acknowledgements in the remaining one minute in each program slot. Features (single programs) may be submitted in any length. NewTV will insert fillers and short videos to fill the time slot.
4. Locally-produced programming will take precedence in program scheduling. The staff will schedule program playback with the goal of presenting a coherent schedule.
5. Producers/members wishing to place programming on the public access channel must submit a properly labeled tape or DVD.
6. The producer submitting episodes for a series may choose to air the episode no more than 8 times in a one-week period and no more than 40 times in a 13-week period. The producer submitting the series must also declare the program's "Home Spot." The Home Spot is defined as the day and time when a producer's first episode is replaced with a new, unique episode and is

the single time NewTV will promote when it airs. A Home Spot may not necessarily air in prime time. The Public Access Coordinator will prepare schedules to meet these selections as time and programming equipment permit, and make every attempt to meet the producer's requested schedule of playback within the time available and these rules. A producer may request that his/her episode be repeated less often than the number of times offered here. Requests for live programming time slots must be made four (4) weeks in advance.

7. Media submitted for cablecast must be submitted no later than noon on Wednesday.
8. Exceptions to this policy will be allowed for only two reasons:
 - (a) if the program is produced live on the channel, and its repeat airings would fall in the next programming week and this fact is well documented in the project proposal, or
 - (b) production circumstances require the producer to submit the program as late as 48 hours prior to cablecast, and this is documented in advance in the project proposal.
9. Requests for program time will be honored within the constraints of scheduling as well as staff and equipment availability. Producers are encouraged to rerun programs at other time slots, and will be permitted a maximum of 8 showings of an episode in any one week, and a maximum of 40 showings in any 13-week period. These program repeat routines are designed to be flexible for use by the producer. As long as sufficient notice is provided by the producer, the producer may change which program scheduling routine is used for his/her episode, in order to maintain program continuity.
10. Prime time shall be defined as any time between the hours of 5:00 p.m. and 11:00 p.m. An individual shall be limited to one (1) prime time opportunity per show per week, depending on scheduling demands. Only the producer may request that an episode not be scheduled at least once during prime time.
11. All episode time slots for series will be evaluated quarterly, with NCAC retaining the right to allocate series time slots to ensure programming continuity.
12. A series is defined as any program having a regular time slot scheduled either daily, weekly, bi-weekly or monthly.
13. Producers of multiple episodes of a program must make consistent use of their time slot with new material, and not exceed the maximum repeat times (see #9 above). All repeat times and requests for additional repeats may be granted at the discretion of staff if the time is available and not requested by other producers.
14. Each program in a series must meet the established running time of said series. Time over that will be cut off; time shortages must be filled with other material with staff approval.
15. Whenever a unique episode has been in program rotation for the maximum allotted time of any of the program repeat routines (8 times in a one-week period and no more than 40 times in a 13-week period) or has been extended for replay under any of these program routine maximums, that episode may not be replayed on NewTV until it has been out of the program playback rotation for a minimum of six weeks.
16. All media must meet NCAC leader and cueing requirements. It is the producer's responsibility to

fulfill these requirements when recording their completed program onto their media master:

Linear Editing Instructions:

1. Load your tape in the deck and fast forward to the end, then rewind to the beginning; the tape is now stretched.
2. Record black with no audio for 10 seconds.
3. Rewind to 5 seconds and assemble edit tone and bars for 10 seconds.
4. Create your slate and assemble it onto your tape starting at 15 seconds.
5. Assemble edit the countdown onto your tape with the last two seconds in black with no audio.
6. Edit your show onto your master tape.
7. Record 30 seconds of black at the end of your show.

Editing with Final Cut Pro or with another computer-based program:

- a. Stretch your tape as above.
- b. Program printing to tape as follows:
30 seconds black, 10 seconds bars & tone, 10-seconds slate, 10-seconds countdown;
30 seconds black at end of program.

17. All media must be labeled with:

- a. Program Name
- b. Episode # and Title (for Series)
- c. In time for each Episodes
- d. Total Run Time (TRT) for Program
- e. Include a one-line description (optional) for publicity purposes
- f. If there is more than one show on a tape or DVD, indicate air dates for each episode
- g. Put the finished program in the programmer's box no later than noon on Wednesday.

H. Live In-Studio Programming/Viewer Call-Ins

1. Requests for live programs must be made four (4) weeks prior to the taping.
2. In order to produce a live studio telecast, the community producer must sign a Reaffirmation of Responsibilities for all program content.
3. If viewer call-ins are to be included, the following policy must be strictly observed:

Live Show Call-In Policy

- All calls must be answered "off-air" so that the producer may obtain the caller's name and telephone number.
- For a call to be taken live on NewTV, the producer or designated phone operator must call back the individual who wishes to comment on the program.
- Producers must maintain a log of names and telephone numbers of individuals who are call-in participants. Caller names and numbers remain confidential to producer, except as otherwise may be required by a court order or legal action.

The Board of Directors of NCAC has clearly stated its concern regarding "anonymous" or unidentified

callers, especially regarding issues of libel, slander, obscenity, or threats to public and personal safety. Nothing in this policy is designed to censor or thwart commentary, even anonymous commentary, but rather is a precaution in the event of occurrence of FCC-prohibited content.

I. Live Remote Programming

1. Requests for live remote programming require a great deal of coordination with NCAC, other producers whose programs are already scheduled and the staff. Therefore, requests for live programs must be made 6 weeks prior to the event.
2. Requests for live remote programs should be made to the Public Access Coordinator, who will immediately notify the Executive Director of the request. Exact information about date, time, location and the nature of the event must be provided.
3. A community producer who fails to use a live time slot that has been scheduled or who cancels a live remote production with less than two weeks notice must submit a written explanation to the Executive Director. Such cancellation may be reason to deny other such live program requests.
4. Live remote productions require complicated engineering coordination with employees of the cable companies, the city's I-net users group, and NCAC staff. Therefore, such requests are subject to the approval of these representatives. Producers are instructed not to publicize such a live event until such time as all approvals are secured.

J. Election/Campaign Programming

1. NCAC provides to all Newton residents (including those residents running for local, state or national public office or those supporting a ballot issue) equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis. Any candidate for public office for whom Newton residents may vote shall be afforded the same rights as a resident of Newton with regard to access to NCAC facilities and channel time.
2. Due to the time pressures inherent in a political campaign, NCAC will mail to each candidate a copy of NCAC's Operational Rules and Procedures and inform them of a special orientation meeting for candidates within ten (10) business days after the filing deadline for candidates running for Mayor, the Board of Aldermen or the Newton School Committee.
3. In order to ensure equal opportunities for programming time on NCAC channels, the following rules apply.
 - a. NCAC maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program producers.
 - b. NCAC retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite down linking, etc.
 - c. A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast.
 - d. Candidates seeking to air pre-taped programs supporting their candidacy must have a member in good standing write a letter sponsoring the tape and requesting NCAC to air it. This option is available to all candidates.
4. Use of the Community Bulletin Board shall be restricted to one page per candidate for public office

whose constituency includes Newton or per ballot issue, beginning with closing date for the filing of papers with the Election Commission. The content of such display page must abide by the FCC rules relative to the prohibition of commercial advertising, and NCAC may issue a Candidate Community Bulletin Board Form to guide candidates in the appropriate use of NCAC resources.

K. Staff-Produced Community Programming

NCAC is required under its agreement with the City of Newton to produce programming of interest to the community. NCAC will make every effort to inform members of volunteer production opportunities on such production.

L. Outside or "Imported" or "Bicycled" Programming

1. Programming that is produced outside of Newton may be allowed to be cablecast on Newton public access channels. An NCAC member may sponsor such programming as the local sponsor by completing the agreement with the Rules and Procedures.
2. Requests for cablecast time-slots will be honored on a first-come, first-served basis. Locally produced programming will take precedence as NCAC's top priority in scheduling. NCAC staff may determine appropriate playback periods for outside programming to ensure program continuity. When all time-slots in a playback period are full, approval for cablecast of new programs will be withheld until time becomes available. Outside programming may be excluded from prime time cablecast when locally produced, Newton based programming has already filled all the time slots.
3. NCAC will automatically insert a Disclaimer and Funding Acknowledgement before each program.
4. An NCAC community producer may produce programming with non-NCAC equipment and facilities and still be considered "locally-produced programming". Community producers wishing to use their own equipment must be NCAC members, meet the minimum technical standards for cablecast of their final product, and must complete a Project Proposal Appointment that indicates that no NCAC equipment is requested.
5. **Satellite Import Programming.** Any NewTV member may make a request to have NewTV carry satellite-delivered programming. To be considered, such programming must be available on the existing satellite equipment and subscription service (currently the Dish Network) which NewTV operates. Also, NewTV must be given express, written permission to carry such programming from the copyright holder. Finally, the NewTV member requesting the programming must complete a program proposal application, and sign a statement re-affirming his or her responsibility for the content of the programming. As with other import programming, time will be granted on a first-come, first-served, non-discriminatory basis. However, since current equipment only permits live or real-time carriage from the satellite receiver, satellite import programming may only be shown at the time such programming is scheduled on the satellite, and may not be shown during the Friday evening to Saturday morning hours currently reserved for taped import programming. Any satellite delivered program that is produced as a new episode daily may be requested and shown, not to exceed five episodes in any week.

M. Community Bulletin Board - CBB

NCAC may cycle community announcements on the access channels 24 hours per day when there is no programming being cablecast. Messages of a non-personal nature, of interest to Newton residents may be submitted by Newton-based, non-profit organizations and Newton residents. No commercial announcements, advertising, or direct appeals for funds will be accepted. However, fund-raising events or projects may be announced. NCAC staff reserves the right to schedule announcements at NCAC's discretion. NCAC is not responsible for mistakes made on the CBB. NCAC reserves the right, as producer of the Community Bulletin Board, to reject or edit any message. A "Call for More Info" phone number is permitted.

N. Technical Requirements and Standards

1. Media Requirements - Media may be submitted for cablecast in the following formats:

- (a) 1/2" VHS Tape in SP mode
- (b) 1/2" S-VHS Tape in SP mode
- (c) MiniDV Tape
- (d) DVC Pro Tape
- (e) DVD (no chapters)

Videotapes must be high quality and in excellent physical condition. Video must be NTSC format. Wrinkled, spliced, old or damaged tape will be rejected

2. Leader Requirements

- (a) At full REWIND tape must begin with the following: 1:30 Color Bars with 0 Db audio tone, then 30 seconds of Video Black with no audio, then a 10 second video countdown to the first frame of video/audio of the actual program. There must be at least 30 seconds of black and no audio after the last frame of video at the end of the program.(b) All programs must be timed by the producer, "from black to black". The tape or DVD case must be clearly labeled with this time. The time must be accurate to the second, in the following format: hour:minute:second - 00:00:00.

3. Technical Standards

- (a) Programs to be cablecast must meet certain minimum technical standards in the opinion of the NCAC engineering staff. Programs having poor audio and video signal quality may be withheld from cablecast at the staff's discretion. Control track (video sync) should be consistent, that is, no breaks of sync (an unintended electronic distortion or break-up) as measured by visual inspection by the staff. If tapes fail to meet this standard in the opinion of the staff, the producer must remedy the problem prior to cablecast.
- (b) If a problem with the audio and/or visual signal is identified during actual cablecast, the cablecast operator will attempt to complete the cablecast. The cablecast operator will terminate the cablecast prior to the scheduled end of the cablecast if the break-up or poor signal quality persists, or if NCAC equipment is jeopardized. The tape will then be returned to the producer who may work with the staff to solve the technical problems. The program will not be repeated until the technical problems are resolved.
- (c) Producers requesting a half-hour time slot must submit a program of exactly 29:00 minutes in total program running time. Programs for one-hour slots must be exactly 59:00. If a program is, for example, 22:30 the producer must fill the slot to 29:00, with his or her own material or NewTV filler provided at the station.

O. Publicity

NCAC encourages all community producers to publicize their programs in a variety of ways. Two weeks notice should be allowed to put a notice on the program schedule on NewTV's Web page and on the Community Bulletin Board. NCAC will assist community producers in announcing their programs in local newspapers. NCAC shall make the Community Bulletin Board available for programming-related announcements. Further, producers are encouraged to prepare 30 or 60-second promos for cross promotions by other producers or staff and submit press releases to local newspapers of their upcoming programs. *Producers must remember to clearly identify themselves as individual citizens, and make it clear to editors and their readers that the program is not a production "of" or "by" NewTV or NCAC.*

VI. VIOLATIONS

In order for these rules and procedures to be effective and to keep operations running smoothly, a penalty system has been instituted. There are two types of rules which, if violated, can result in restrictions on a community producer. The Executive Director or a designee is authorized to issue warnings and suspensions. Membership fees will not be refunded to a member whose privileges have been suspended or revoked.

A. Major Violations

1. Major violations will result in an immediate 90-day suspension of membership. These may include, but are not limited to:

- (a) Commercial or profit-making use of NCAC facilities
- (b) Abuse of staff or other members
- (c) Misrepresentation of members' affiliation with NCAC to others
- (d) Falsifying forms
- (e) Taking or reserving equipment without staff permission
- (f) Abuse of equipment, including attempted repair, facility reconfiguration, or improper transport
- (g) Tampering with, copying or deleting NCAC software or data
- (h) Failure to follow any requirement of the stations' Live Call-In Screening Policy
- (j) Three "No Show" cancellations in any one-year period

2. Any subsequent major violation will result in the permanent loss of NCAC equipment and facilities privileges.

B. Minor Violations

1. These may include, but are not limited to:

- (a) Failure to cancel a reservation in accordance with section IV.E
- (b) Late pick-up or return of equipment without notification and approval
- (c) Mishandling or unsafe use of equipment
- (d) Eating, drinking or smoking in non-designated areas of NCAC facilities
- (e) Failure to clean up after using the facilities

- (f) Handling off-limits equipment or being in off-limits areas
 - (g) Rowdiness or horseplay while in the facility, or creating any disturbance to other NCAC members, producers, guests or the public
 - (h) Three "Late Cancels" in any six-month period
2. Minor violations that take place within a one year period will result in the following series of actions:
- (a) First violation - written warning
 - (b) Second violation - 30-day suspension
 - (c) Third violation - 90-day suspension
 - (d) Fourth violation - permanent loss of NCAC privileges

VII. OTHER CONDITIONS

A. Videotape

NCAC will provide SVHS videotape stock free of charge to members for edited masters only, on a first-come, first-served basis. This tape will be the property of NCAC to be kept in the NCAC tape library for the duration of that program's active playback schedule. All production tapes (raw footage, B-roll, etc.) must be purchased by the community producer. New videotape, at a reduced rate, will be available to all members. Community producers are encouraged to seek grants or underwriting to defray production costs.

B. Office Bulletin Boards

Members may use the designated bulletin board at the NCAC office for announcements or to communicate with each other. A copy of these policies, appeals procedures, the most recent minutes of the NCAC Board of Directors and other documents will be posted.

C. Copies of Programs

As of fall 2006, NewTV offers its members the use of dubbing equipment to make multiple copies of their programs on media stock that they provide. Producers should not generally announce that dubs are available from NCAC as the capacity to produce them is limited.

D. Volunteers and Interns

NCAC relies heavily on the services of volunteers. NCAC members are encouraged to volunteer during and after their training and certification. Students who are receiving high school or college credit are encouraged to intern. All volunteers and interns must become NCAC members and sign the agreement included in the Rules and Procedures.

E. Facility Up-keep

1. The NCAC facility is a strictly enforced non-smoking environment. No smoke or fog machines are permitted in the studio.
2. Community producers are expected to clean up each time they use this facility. This includes breaking down sets, replacing all equipment and cables, and sweeping floors.

3. No animals are allowed in the building except for Seeing Eye dogs and similar aid animals, and animals which are an integral part of a particular program. Producers who wish to bring an animal into the facility for a production must have prior approval of the Public Access Coordinator so that we may alert persons with known allergies.
4. Eating and drinking are allowed only in designated areas which must be kept clean by users.
5. Community producers must remove all personal set materials from the facility when they are finished. NCAC has limited storage space for sets, to be used at the discretion of the Executive Director.
6. NCAC office equipment, furniture and supplies may not be used for sets. No one may use another member's set without permission.
7. NCAC is not responsible for sets, props or personal items left on the premises.

F. Right to Refuse

NCAC reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.

G. Indemnification

Users of the access channels shall indemnify and hold harmless the City of Newton, Comcast, RCN, Verizon, NCAC, their employees, and the NCAC Board of Directors against any and all liabilities arising out of use of facilities and resources, or out of breach of the Agreement with these Policies.

H. Interpretation

Where the implementations of these policies are subject to interpretation, decisions shall be at the discretion of the NCAC Executive Director or a designee.

I. Appeals

Community producers and NCAC members are encouraged to resolve difficulties on the staff level. Any community producer or member who wishes to appeal a decision of the staff or to communicate a problem or complaint should submit the issue in writing to the Executive Director. The Executive Director will provide a written response in 15 days or less. A member may request a hearing before the NCAC Board of Directors if s/he wishes to appeal the response of the Executive Director by contacting the personnel committee of the NCAC Board.