



ROXFM ON-AIR DJ POLICIES

All on-air presenters must be financial members.

(You are a non-financial member if your membership fees are not paid by Feb 1st each year.)

The following DJ rules **MUST** be adhered to whilst you are a member of RoxFM. Failure to do so will incur the following penalties:

1st offence: VERBAL WARNING

2nd offence: ONE WEEK'S SUSPENSION

3rd offence: PERMANENT SUSPENSION

These rules apply to all DJs and their guests. DJs must accept full responsibility for the behaviour of their guests.

1. DJs will turn up for all their shows as scheduled. If for some reason you cannot do your show, you must contact the Station Manager immediately. Failure to do so is a serious offence.
2. CBAA rules are to be read and followed. The CBAA code of practice can be found at: <http://www.cbaa.org.au/content.php/20.html> . If you are unsure of anything ask the station manager. Breaking the rules (e.g. Swearing, free advertising or defamation of character) will incur penalties.
3. DJs must program sponsorship as per sponsorship sheet. (Sponsorship is set as to not exceed 5 mins per hour as per CBAA regulations.)
4. DJs must program sponsorship from the time their show ends until the start of the next programmed show (this is written on the whiteboard). This is common courtesy, as the DJ on air prior to your show will have done this for you. If for some reason you cannot do this, please let the Station Manager know immediately.
5. All DJs **MUST** read **AT LEAST TWO** community announcements in the book (if there are any) and record the reading in the front of the folder. This rule applies to **ALL** DJs, and will be checked via data logger. RoxFM is a community radio station and is there to act as a community service, not as a personal MP3 player.
6. DJs requiring Out-of-Hours access will liaise with Station Manager for an access card. These are **NOT** to be shared. DJs are **NOT** to let others know the alarm code.

7. DO NOT enter studio while another DJ is presenting. If you want to talk to the DJ, get their attention and let them come out or give you the all clear to enter.
8. Smooth changeovers are the key to a good show. Be early for your show but don't enter the studio until the previous DJ has finished. Pack up quickly after your show.
9. It is YOUR responsibility to know the content of what you are playing. Check all CDs for swearing and inappropriate content. This rule also applies to CDs in the RoxFM music library unless marked 'OK'.
10. CDs MUST NOT be removed from the studio or copied.
11. Always be professional on air. Think about what you say and do.
12. No food or drink to be brought into the studio. (Pop-top bottles acceptable).
13. DJs need to think of their target audience. In the interest of our listeners (the general community), we request that no METAL, TECHNO, TRANCE, 'GANGSTA' or other potentially offensive or abrasive music is to be played between 6am and 8pm unless previously arranged with RoxFM and approved of by the Board. RoxFM understands that exemptions can be made in some circumstances and these can be arranged with the Station Manager. If unsure, simply check with the Station Manager.
14. DJs are not to try to fix any computer or electrical problems. Call Station Manager's mobile.
15. In an emergency, call Station Manager. (Number is on the white board and front door.)
16. Do not give out personal details to anyone. (e.g. Phone numbers, addresses, when someone will be out of town etc.)
17. Do not turn monitor up to excessive levels. Any damage caused to speakers will be payed for by DJ.
18. Guests must be approved by Station Manager prior to sitting in on a show. Approved guests may sit in on a show up to two times before they must become a financial member in order to continue at RoxFM.
19. Always leave the studio as you found it. Please turn off monitors and take rubbish with you.
20. Presenters must play at least 3 Australian songs for every 1 hour show, unless otherwise arranged with management. This ensures that we comply with the CBAA Codes Of Practice broadcasting requirements.

Please sign and date below to verify that you have read and understood these policies.

I _____ have read the above policies. I understand that failure to comply with these policies will result in consequences, and can result in the suspension on my membership.

Signed _____ Date _____