

# KBRP LP ON-AIR PROGRAMMER HANDBOOK

## 2022

This Handbook outlines the rules, expectations, and responsibilities of KBRP On-Air Programmers. KBRP IS YOUR RADIO STATION. KNOW YOUR STUFF!

- Only Participant members in good standing are permitted to apply for On Air privileges at KBRP.
- All Programmers are expected to be able to engineer their own program, demonstrate reasonable self-reliance and be able to perform basic technical troubleshooting before they may go on-air at KBRP.
- The Program Committee must approve a program proposal form and issue a time slot before program broadcast is permitted.

The Handbook is provided to all Participant Members and Programmers to ensure that clear guidelines and protocol for studio and On-Air behavior are understood equally by all the people involved. Respect for these guidelines is necessary to protect the FCC license and viability of KBRP LPFM. Contact the Station Manager for further information about any material in this Handbook. In the absence of a Station Manager, contact the Program Committee Chair.

Changes in FCC or BRP, Inc. policies will be posted by email or in the studio. ON-AIR PROGRAMMERS ON KBRP LP ARE NOT CASUAL VOLUNTEERS; they are as responsible for staying as up-to-date with On-Air expectations as any professional broadcaster.

### **TECHNICAL HISTORY AND INFORMATION**

The Bisbee Radio Project, Inc. was founded in 1998 as a non-profit 501(c)(3) organization dedicated to bringing radio to Bisbee. In 2000, the FCC (Federal Communication Commission) issued a special class of broadcast license, Low Power (LPFM), for non-commercial broadcasting. BRP, Inc applied for, and received a construction permit in 2004.

KBRP LP FM is operated as a project of BRP, Inc. BRP, Inc is a non-profit, volunteer organization. KBRP LP FM is operated as a grass roots radio station with a team of skilled volunteers (Participant Members), donated equipment, and funding contributed by businesses, organizations, members, and listeners throughout the area.

Broadcast of a program requires the use of BRP, Inc's FCC license and the donated community resources, given in good faith, that create and maintain the studio, transmitter, staff, licenses, and affiliations necessary to play music and produce local programming.

The station call letters-KBRP-stand for Bisbee Radio Project, Bisbee's Radio for the People, and Bisbee's Radio By the People. LP stands for low power.

KBRP LP FM broadcasts at 96.1 MHz 7 days a week, 24 hours a day. It is currently allowed to broadcast at 4.67 watts of effective radiated power and the broadcast ranges from the tunnel in Old Bisbee to Warren, Briggs, Saginaw and Tintown. The transmitter and antenna are located at the Central School bell tower. The link from studio on the 2<sup>nd</sup> floor of the Convention Center to the transmitter is achieved by a nanobeam wireless bridge via mini microwave dishes mounted on the roof of the Convention Center and in the Central School bell tower. KBRP LP FM also streams online 7 days a week, 24 hours a day at [www.kbrpradio.com](http://www.kbrpradio.com).

### **FCC RULES**

The Federal Communications Commission (FCC) is an independent federal agency created to regulate broadcast and non-broadcast spectrum use. The FCC is responsible for the regulation of licensing, technical operations, legal activities, and the program content of all licensed stations. KBRP relies on its FCC license to broadcast and considers it the "property" of the Listening Community and all BRP, Inc Supporting and Participant Members. If KBRP is to remain on the air, it is imperative that Programmers comply with FCC rules at all times. Non-compliance is grounds for immediate dismissal from KBRP. THE FCC MAY FINE BOTH THE RADIO STATION AND THE INDIVIDUAL WHO COMMITS AN ON-AIR OFFENSE.

### **FCC INSPECTIONS**

The FCC is allowed to enter and inspect the station premises without notice during regular business hours. All members should know the location of the Public file and FCC license and be prepared to assist with the inspection as needed. If no Board Member, Station Director, or Office Manager is present during the inspection, contact them using the numbers posted at the station.

### **PROGRAM LOGS**

The FCC requires that logs be kept of all broadcasts. The automated system keeps daily logs and the Programmers must also keep logs of their broadcasted material online using Spinitron.com. DJ training will include how to use Spinitron to create PROGRAM LOGS online, which must include the following information with actual times:-

- Date and time of broadcast (not the date recorded)
- Time of Legal Station ID reading
- Time of Disclaimer
- Time of Underwriter/PSA reading
- A listing of music played (artist, song title, album, label)
- It is NOT necessary to log verbal intros, outros, discussion.

### **STATION/ENGINEERING LOGS**

The Station/Engineering Log is required by the FCC and is a tracking of broadcast equipment malfunction, discrepancies, and abnormal operations that affect KBRP's continuity of signal. The Log is located next to MEG. Briefly describe the problem and the date and time it occurred. Contact the Station

Manager or others on the emergency list, if KBRP goes off the air. Note the time off and time back on if you restart the station.

### **POLITICAL LOGS**

All stations must record each request for air time that is made by a candidate for public office. It is required by law that airtime is given to a candidate if they request it within 7 days of giving airtime to their opponent. This log is kept in the PUBLIC FILE at the station with the Station Manager or Office Manager. Please let the Station Manager know if you interview a candidate so that it can be properly logged. In the absence of a Station Manager, contact the Program Committee Chair or the Office Manager.

### **EMERGENCY ALERT SYSTEM**

KBRP has an EAS system that receives regular messages and tests from other radio stations who are also part of the Emergency Alert System. KBRP does not transmit regular weekly/monthly tests, as its signal does not reach any other radio station. The tests will sound OVER the regular programming and a digital record will be logged in the EAS machine and accessible digitally.

### **STATION IDENTIFICATION**

The FCC requires all radio stations to identify themselves as close to the top of the hour as possible.

**BRP, Inc requires On-air Programmers to state the legal station identification at the beginning and at the end of their program, as well as at the top of each hour.**

The Official station identification shall consist of the station's call letters, KBRP LP, immediately followed by the community, BISBEE.

NO INSERTION OTHER THAN 96.1 MAY BE PLACED BETWEEN THE CALL LETTERS AND THE NAME OF THE COMMUNITY.

**KBRP LP BISBEE is a legal ID.  
KBRP LP 96.1 BISBEE is a legal ID.**

**KBRP LP "IN" BISBEE IS NOT A LEGAL ID  
The legal IDs are posted on the studio wall by the clock.**

### **PROGRAM CANCELLATIONS & SCHEDULE CHANGES**

In emergency situations when a Programmer will be unable to be physically present to put on their program, the Programmer should notify Station Manager. In the absence of a Station Manager, one of the MEG technicians. If there has been an equipment failure or other issue during the original broadcast, the Programmer should notify the Station Manager that the file is not prepared for rebroadcast. If the Station Manager is not available, notify one of the MEG technicians.

### **NON-COMMERCIALISM AND UNDERWRITING**

All Programmers are required to abide by FCC and BRP, Inc-KBRP LP rules for conduct. Because KBRP LP is a non-commercial radio station, it is NOT permitted to carry commercial advertising. Underwriters are **businesses or persons who support KBRP with a donation in exchange for mention of their sponsorship on the air**. The FCC enforces very strict and complicated rules regarding non-commercial underwriting. On Air Programmers read only what is written in the underwriter book. On Air Programmers are not to read any announcement that benefits their household, workplace, or family members directly, and should contact the Station Manager if there is a conflict with them reading an announcement. In the absence of a Station Manager, contact the Program Committee Chair.

- **TWO PER HOUR:** Programmers read two underwriting announcement per on-air hour. (BRP)
- **READ THE UNDERWRITERS IN ORDER. THIS IS NOT OPTIONAL.** Underwriters are guaranteed fair and equal readings during live shows. \*The exception to the rule of using the next announcement is rotation is if that announcement is for your business, or benefits anyone in your home or family. This violates the Plugola Law. Therefore, it would appear inappropriate for your program to include your underwriting announcement. (FCC)
  - Please leave the announcements in order in the book. If you know that information for an announcement has changed, do not make changes in the book, but alert the Station Manager to update the text. In the absence of a Station Manager, contact the Office Manager.(BRP)
- **LOG IT:** The time of the announcement must be noted on the Episode Log in Spintron as well as on the Underwriter Log in the front of the Underwriter Book. Fill in your initials, the date and time read. (FCC/BRP)
- **NO PRICES:** On-air Programmers are permitted to promote **nonprofit events, but may not mention prices unless ALL of the proceeds of the event or sales of products go to KBRP LP or BRP, Inc.** KBRP is allowed to promote itself on the air. (FCC)
- **VERBATIM:** All underwriter text is carefully crafted to comply with FCC law. Please read the text as it is in the book. This will avoid the use of qualitative descriptions or comparisons such as "the best pizza", "the only therapist" etc. "Promoting" includes doing a special feature, an extended set, or a whole show on an artist or artists who will be performing at a profit-making concert or event **and then announcing such things as "this show is not to be missed", or "this is going to be the best gig this weekend" or other casual, but promotional, remarks.** Opinions and information may be given OFF AIR. (FCC)
- **NO EMBELLISHMENTS:** Personal endorsements or embellishment of

underwriters is strictly prohibited and subject to FCC fines. (FCC/BRP)

- **Events and concerts which refer to for-profit businesses may be announced, but not promoted. No prices are permitted but it may be announced that the event involves a charge or a suggested donation.** It may be announced that an event is free of charge, has a "cover" or "no cover" (FCC)
- **PLUGOLA LAW:** It is illegal for a radio programmer to promote their business interests on the air, unless their interest is disclosed, in which case it is subject to the rules governing noncommercial sponsorship announcements. This includes accepting money to promote the business interests of others and playing one's own band during their radio show. (FCC) **PAYOLA LAW:** This is a form of Plugola wherein a programmer accepts money for playing an artist's songs on the radio. (FCC)
- **CALLS TO ACTION:** It is illegal for non-commercial programmers to issue any calls to action. These calls to action can be anything from ordering your listeners to riot for a political cause, to telling them to go to the stores and buy your favorite album. Legally speaking, this law is generally enforced as it applies to sponsorship announcements.
- Underwriters may not sponsor particular programs. (BRP)

### **PUBLIC SERVICE ANNOUNCEMENTS**

- To be considered a Public Service Announcement, the event must be sponsored by a non-profit, tax-exempt organization, or an event of value to KBRP's greater audience.
- **ONE PER HOUR:** Programmers read one Public Service Announcement from the PSA Book per on-air hour. (BRP)
- PSAs are provided as a service to the community whether the organization is an underwriter or not. (BRP)
- PSAs that involve events for underwriters should not be embellished as this may APPEAR to be favoritism towards a paid underwriter. Simply read the event information and the venue. (FCC/BRP)

### **OBSCENITY, PROFANITY AND INDECENCY**

The FCC's official "seven dirty words":

SHIT, TIT, FUCK, CUNT, MOTHERFUCKER, COCKSUCKER, PISS ... OR ANY VARIATION OF THESE WORDS

**OBSCENITY:** The FCC bans the broadcast of obscene material at all times. Material is obscene if it appeals to the prurient interest, is sexually explicit,

depicts or describes sexual conduct in terms that are obviously offensive and, taken as a whole, lacks serious literary, artistic, political, or scientific values. Any non-scientific description of excretory activities is also considered obscene. While these terms are somewhat subjective, it is the policy of KBRP LP not to push the FCC limits. On-air Programmers are required to abide by this policy.

**INDECENCY:** The FCC bans the broadcast of indecent material between 6 a.m. and 10:00 pm. Material is indecent if it contains language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs. Indecent material can mention sex, but obscene material describes it. Indecent material can contain dirty words, but obscene material focuses on them.

**PROFANITY:** Previously, the FCC has defined profanity as "denoting certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance."

As of 2007, the FCC explained its intentions about the use of profanity, saying that its regulation of "profane language" will be limited to the universe of words that are sexual or excretory in nature and words derived from such terms. Other phrases, expressions and words, such as language that conveys racial or religious epithets will not be considered profane. The FCC said that these distinctions are based on constitutional considerations.

**BRP'S POLICY:** KBRP LP does not air indecent OR obscene material at any time although programs containing adult material or topics will be aired after 10 p.m. and before 6 a.m. One infraction and the FCC can fine the station up to \$500,000 and/or remove its license. The Programmer can be fined up to \$500,000 as well.

On the matter of offensive or controversial language, BRP 's policy stipulates that on-air Programmers may not use, nor allow their on-air guests or callers to use, offensive language or hate speech on the air. If a guest or caller uses such offensive language, the operator must cut the guest or caller off.

**KBRP LP On-air Programmers are required to preview all material before it is used on the air.**

An apparent **intentional** use of unacceptable language or the playing of an audio track with unacceptable language which would subject the station to a fine by the FCC shall result in immediate permanent banishment from the KBRP airwaves.

### **COMMENTARIES & EDITORIALS**

Commentaries and editorials are the expression, by a Programmer or their guest, of personal opinions and views.

BRP, Inc. encourages the discussion of relevant issues as part of its service to the community. It is required that all KBRP Programmers abide by and uphold professional standards when discussing topics that impact listeners. The mission of BRP is to enrich the culture of Bisbee and the listening audience. BRP, Inc. does not support programs which incite or harm others or which create fruitless, unwarranted, irresolvable discord or confusion in the community. A Programmer will be notified of the first offense and given suggestions for improving their skills. Further offenses can result in probation, dismissal or be referred to the BRP Board for review.

Shows containing commentary will be carefully reviewed by the KBRP LP Program Committee. The Program Committee reserves the right to cancel or suspend a program at any time.

**NON-ENDORSEMENT:** BRP Inc.'s non-profit status requires that it limit partisan political activity. It is BRP's policy not to endorse, as a corporation, candidates for political office or specific legislation.

**POLITICS:** If a Programmer runs an editorial or commentary supporting or opposing a candidate for public office, within 24 hours of the editorial or commentary, the station must contact all candidates for that office. If a station opposes a candidate, that candidate must be given a reasonable opportunity to respond. If the station supports a candidate in a race, then all legally qualified opposing candidates must be notified and given reasonable opportunity to respond

**POLITICAL ROUNDTABLES:** KBRP has a tradition of interviewing any interested, official candidate for office in a roundtable format. The roundtable discussion includes two to four people from the community and lasts one-half hour. It is recorded to allow for rebroadcast. All politicians are given equal airtime.

**PROFESSIONALISM:** BRP, Inc policy states that shows containing commentary shall not have the intention to incite anger among the listening audience.

### **DEFAMATION & PERSONAL ATTACKS**

It is illegal for a programmer to attack the character of a public or private figure by making on-air statements that cannot be proven. On-air Programmers must avoid making personal attacks. The FCC's personal attack rule is: if a broadcaster attacks the "honesty, character, or integrity" of an identified person or group while discussing a controversial issue of public importance, then the broadcaster must contact that person or group within a week, provide a script, tape, or accurate summary of the attack, and offer a reasonable opportunity to respond over the same station without charge.

BRP, Inc. honors its mission statement when deciding on how the KBRP airwaves will be used. BRP, Inc. will not tolerate the use of its license to broadcast personal grievances, vendettas, or in any way cause undue harm or embarrassment to members of the community. Interviews and discussions of

controversial topics are to be conducted in a professional manner. Please consult with the Station Manager regarding professional interview standards. In the absence of a Station Manager, notification should be made to the Program Committee Chair.

### **DISCLAIMER**

DISCLAIMER: BRP, Inc policy states that shows containing commentary shall include at least one disclaimer at the beginning and one disclaimer at the end of each show. For shows without commentary, Disclaimers can be added as appropriate and reasonable to avoid listener confusion.

The disclaimer is to be read during programs where programmers or their guests express views and opinions. This clarifies to the listeners that the programmer and guests are responsible for their own views.

Reading a disclaimer does not give programmers or their guests license to commit slander or use obscenities.

The disclaimer text is to be read exactly as it is written. It is located in the front of the Underwriter book.

POLITICAL INVITATION: When a political representative or candidate or anyone providing a viewpoint on a political issue is provided air-time on any program, a statement must be made at the end of the program inviting ALL OFFICIAL CANDIDATES FOR OFFICE to offer their viewpoints on KBRP LP BISBEE.

### **RECORDING**

All KBRP Programmers are to record their shows via the Piezo program on the DJ Computer in the studio. DJ training will include how to record a show as an MP3 file, how to save a copy to the Archive drive in the studio and how to rename an MP3 file for rebroadcast.

COMMENTARY REQUIRES RECORDING: BRP, Inc policy states that all shows containing commentary shall be recorded. It is the Programmer's responsibility to become trained in recording procedures of the station.

### **PRE-RECORDED PROGRAMS**

RESERVE STUDIO TIME: check the live schedule and reserve studio space on the calendar located on the studio door. KBRP is a busy place! Be sure to reserve time rather than dropping in.

STATEMENT: If a show is pre-recorded, a statement must be made clarifying this for the listeners. "**This program was pre-recorded**" is acceptable. This statement can be inserted by the automated Meg system if necessary.

LOGS: Pre-recorded programs also require that a program log be filled out in Spintron and, if the program is to air within a week, that the next underwriter on the roster be read and initialed in the Underwriter Book. Date the underwriter



with the date that the program will be aired.

**HOW TO GET AUTO SCHEDULED:** It is the responsibility of the Programmer to contact the Station Manager or appropriate MEG tech (listed at the studio) to schedule a pre-recorded program into the auto-system.

### **INTERVIEWS**

Interview opportunities are posted outside the studio. If interested, it is up to the Programmer to make arrangements directly with the person who wishes to be interviewed. No one at KBRP is ever "required or obligated" to interview anyone on the air except for Official Political Candidates for Federal Office.

### **PHONE/ZOOM/SKYPE INTERVIEWS**

**NOTIFICATION:** The FCC requires that a person called by a broadcaster on phone Zoom, Skype or other service, must be advised beforehand that they are on the air or are being pre-recorded for later broadcast. All parties to the call must be notified of the station's intent to broadcast the call.

### **COPYRIGHT LAWS**

**COPYRIGHT LICENSES:** BRP, Inc. has purchased copyright licenses from the major musician organizations BMI, SESAC, and ASCAP. In general, it is legal to broadcast any material that has been commercially recorded, including music and spoken work recordings, except when otherwise indicated on the recording. It is not legal to broadcast bootleg records or other non-commercial recordings without the permission of the artist. Consult the Station Manager if there is a question of copyright use. In the absence of a Station Manager, questions should be directed to the Chair of the Program Committee. Do not mention the use of download or streaming services on air. **IT IS A FEDERAL OFFENSE TO PLAY BURNED CDS. PLEASE BE AWARE OF THIS.**

The live internet stream of KBRP falls under the authority of the Digital Millennium Copyright Act (DMCA) which contains the following restrictions:

- No more than 3 songs from one album; no more than 2 played consecutively in a 3-hour period.
- No more than 4 songs from a set/compilation; no more than 3 played consecutively in a 3 hour period.
- No more than 4 recorded songs by the same artist in a 3 hour period (live studio appearances are exceptions).

Please consult the Station Manager if there is a question about the DMCA. In the absence of a Station Manager, contact the Program Committee Chair.

**FAIR USE:** It is illegal to re-broadcast the broadcast of another radio or TV station without the express, written permission to do so from the originating station. Copyright laws also apply to the on-air reading aloud of printed material

or from internet websites. On-air Programmers are permitted to make educational and "fair use" of copyrighted material in reading or quoting from it on the air, but are not permitted to read or quote at length without the express, written permission of the copyright holder. As a general rule, before reading copyrighted material at great length on the air, a Programmer is responsible for considering whether doing so could reasonably interfere with the copyright holder's ability to sell the material in KBRP's broadcast area.

**PREMIUMS:** It is not legal to offer promotional items given to the station for sale, as premiums, or as gifts unless the person making the offer owns the copyrights or has written permission from those who own the copyrights. (FCC)

**PAYOLA:** Programmers who accept fund or goods on behalf of KBRP LP must turn them over to the Station Manager or the Office Manager on the first working day following acceptance. This is to avoid the appearance of payola, or receiving goods for air-time or special favor, which is illegal.

**BRP MATERIAL:** No On-air programmer owns the copyright to any material produced at KBRP LP. Any resulting fines or legal actions resulting from copyright infringement are the responsibility of the individual volunteer. (BRP)

All program materials produced by KBRP LP FM Programmers using BRP equipment or supplies remain the exclusive property of BRP, Inc. (BRP)

It is illegal to offer for sale a recording of any portion of a broadcast show that includes material copyrighted or patented by another party. An example is a portion of a show including music from a CD or vinyl record. BRP, Inc holds personally liable any volunteer, or his/her guest, who violates this provision.

**GIVE CREDIT WHERE IT IS DUE:** Use of information must be credited to the source of that information. Sources for all third party information shall be provided along with such information during broadcast

### **MUSIC ACQUISITION**

**KBRP'S MUSIC LIBRARY:** KBRP generally does not purchase recorded music. The music library mainly includes donated items. Upon receipt, the donated music should be marked as KBRP property, before it is downloaded into MEG, to help distinguish between station property and personal property.

Programmers who contact music companies, agents, or artists to acquire music for the station are expected to represent their role and the station accurately.

### **HOUSEKEEPING/STUDIO ETIQUETTE**

- Programmers are expected to keep the Programmer area neat and orderly. Take a moment to neaten up before leaving.
- Return the DJ Mixer to its original, COMMONLY USEABLE, state after using sound effects or greatly altering the basic levels.

- Regular dusting with a dry cloth is necessary to keep the equipment in good shape.
- Do not store personal items at the station.
- Programmers are also Participant Members and are expected to do their fair share of studio cleaning.
- Return computers to the "desktop" mode by closing programs and browser windows before leaving the studio.
- Please be courteous during change-overs from one Programmer to the next. If you have a back-to-back show with another Programmer, discuss the best way to regularly transition your shows to form a smooth, stress-free, segue.

### **BRP PROGRAM POLICIES & PROCEDURES**

- Being permitted to be on the air at KBRP-LP is a privilege, not a right.
- All new show proposals or changes to programs and times must be submitted for approval, in writing, to the Program Committee.
- It is the Programmers responsibility to ensure all on-the-air guests are informed of BRP, Inc policies and FCC rules regarding appropriate on-air protocol.
- Unauthorized broadcasting is not allowed at KBRP. Unauthorized broadcasting is any broadcast that has not been approved and scheduled by the Program Committee or Station Manager.
- On-air volunteers are expected to start and end their shows on time.
- Arrival at least 10 minutes before your program will be necessary to set up the equipment, test sound levels and organize underwriter announcements and PSAs to be read. This time is needed to calmly set up for a program without causing an emergency for others in the studio.
- Programmers may advertise their shows in publications and online. If the programmer pays for any advertising of their program, they should notify the Station Manager. In the absence of a Station Manager, notification should be made to the Office Manager.
- Food and beverages are not permitted near the equipment and computers. Liquids are permitted in the studio in a container with a lid.
- Absolutely no alcohol or illicit drugs of any kind are permitted in the studio.
- BRP policy states: There shall be no program that has as one of its goals to further the interests of any entity or organization, to proselytize, solicit membership, or solicit funds or assistance. Groups that may be denied

programs include specific private, corporate, social, or political organizations or entities. However, groups such as these that have a message to deliver may have a member or organizer sit as a guest on a program, non-profits may deliver PSAs to KBRP for use at its discretion, or become and underwriter.

- Access to the KBRP studio is not automatically granted with the approval of a show. If a new volunteer proposes a show for a time when access to the station is not available, they may be required to pre-record their show and arrange to have it pre-loaded on the computer for play at that time.

### **DISCIPLINE PROCEDURES**

The Board of The Bisbee Radio Project, Inc. has given authority to the Program Committee in all matters concerning the On-Air Programmers, including imposing discipline when necessary. Whenever possible, the offender will be given an opportunity to explain to the Program Committee the circumstances associated with the apparent offense.

### **APPEALS**

Appeals of the Program Committee decisions can be requested of the Board of The Bisbee Radio Project, Inc. Any suspensions or banishments will continue until the Board reviews the appeal and modifies the suspension.

The Board has delegated to the Program Committee the responsibility of determining the program content of the station and the training, certifying, and monitoring of the On-The-Air-Talent and their programs. The Program Committee is charged with communicating and enforcing the policies established by the Board. All actions of the Program Committee are subject to review by the Board at any time.