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***Southeastern Connecticut Television (SEC-TV)***

**COMMUNITY ACCESS**

**CHANNEL 12**

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**Southeastern Connecticut Television**

**(SEC-TV)**

**Community Access**

**CHANNEL 12**

**RULES & REGULATIONS**

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# **COMMUNITY ACCESS RULES & REGULATIONS**

## **A. INTRODUCTION**

It is the goal of Southeastern Connecticut Television, Inc. (SEC-TV or "Company") to promote and encourage the use of the Community Access Channels.

Community Access is available to residents of Groton, Ledyard, Stonington, North Stonington and Voluntown, Connecticut on a non-discriminatory basis. Prior video production experience is not required. SEC-TV provides video production training to members of the local community. Once trained and certified, residents are permitted to use SEC-TV's production facilities including studio and remote equipment for the purpose of producing Community Access programs at no cost. At the discretion of the company, out-of-state residents may or may not be permitted to use the access channels.

## **B. BECOMING A COMMUNITY ACCESS PRODUCER**

If you have an idea for a non-commercial program, which may be of interest to the residents of SEC-TV's service area, you can become a Community Access Producer. To get involved, you must first contact SEC-TV to schedule an appointment to discuss your program idea. If the program meets Community Access requirements and you have gathered a group of crew members necessary to assist you, video production training can then be scheduled. This is the first step in getting the production of your program underway.

## **C. COMMUNITY ACCESS PRODUCER RESPONSIBILITIES**

The Community Access Producer is expected to schedule the video production training sessions and attend the sessions along with the necessary crew members in order to become familiarized with the Community Access production facilities.

The Community Access Producer is responsible for all facets of their program. These may include, but are not limited to: assembling a crew, scheduling use of the facilities, contacting guests and completing the necessary forms and paperwork.

The Community Access Producer may not represent themselves to anyone as an employee of SEC-TV, or indicate to anyone that their program is produced or sponsored by SEC-TV

The Community Access Producer is required to obtain a release form from all individuals appearing on their program.

The Community Access Producer must adhere to all of the Community Access rules and guidelines stated herein and is responsible for ensuring that the program and the individuals involved in the production adhere to the rules and policies set forth in this document.

Children must be supervised at all times. Crew members under the age of 18 must have first submitted a permission and release form from a parent or legal guardian acknowledging the participation of the minor in the Community Access program, and taking responsibility for the actions of the minor. SEC-TV reserves the right to require whatever supervision is necessary for minor(s), whether it be a parent/legal guardian, leader of a non-profit or civic organization, teacher or guidance counselor, coach of a team, or any other person deemed necessary.

## **D. ELIGIBILITY**

1. In order to use the Community Access facilities, residents must contact

SEC-TV and complete the applicable form(s):

- a) PROGRAM PROPOSAL/APPLICATION - This form is required before using any studio or remote equipment for the production of a program.
  - b) ACCESS USER AGREEMENT - This form is required before using any studio or remote equipment for the production of a program.
  - c) PROGRAM SPONSORSHIP AGREEMENT - This form is required before a completed program or series is assigned a time slot and is permitted to be cablecast.
  - d) EQUIPMENT LOAN AGREEMENT - This form is required to borrow remote video production equipment for the purpose of producing a Community Access program.
2. The applicant submitting a Program Proposal Form must be a resident within the cable franchise area and record their home address on the form. Proof of residency is required.
  3. The Applicant/Producer submitting an Access Users Agreement must reside within the service area and record their home address on the form. Proof of residency is required.
  4. Individual Applicants for video production training must be at least 18 years of age and accept full responsibility for the equipment, production, and completion of the program.
  5. Training applications will be accepted from individuals under the age of 18 provided that they provide a permission/release form signed by a parent or legal guardian and that person co-signs all paperwork, thereby taking full responsibility for the actions of the minor. SEC-TV reserves the right to determine what supervision of the minor is required (SEE SECTION - C).
  6. All participants who wish to operate access equipment must attend and complete the video production training sessions to the satisfaction of the Community Access personnel.
  7. Some applicants may be exempt from the video production training sessions by demonstrating proficiency on the Community Access equipment. This demonstration may include both a written and hands-on examination. However, these individuals must become familiar with established Community Access rules, policies and procedures.
  8. Community Access producers may only use production crew members who have completed training provided by SEC-TV on the specified equipment or have demonstrated proficiency to SEC-TV Community Access personnel.
  9. Community Access producers are expected to keep all contracts, agreements, forms or applications current. This may require periodic re-submission of the appropriate forms as indicated in these rules and regulations.
  10. Failure to follow the Community Access rules may result in the loss of privileges or the right to use Community Access facilities.

## **E. PROGRAM CONTENT**

Material cablecast as Community Access programming, whether produced locally or provided from another source, must comply with the following criteria:

1. No commercialism, including:
  - a) No endorsement, promotion or advertising of any commercial products and/or services.
  - b) No solicitation of monetary donations or contributions of any kind, including but not limited to advertising on the behalf of candidates for public office.
  - c) No use of the channel, facility or equipment, including the sale or trade of production and tape for financial gain.
  - d) No selling or promotion of program time, charging guests or otherwise engaging in profitable use of the studio facility or tapes produced.
  - e) No mention of commercial activities.
  - f) Any program which contains any such material designed to elicit a response or any other solicitation of names, addresses or phone numbers may be rejected by SEC-TV in its sole and absolute discretion in connection with access programming.
2. No promotion of lottery material, gift enterprises or similar schemes.
3. No libelous, slanderous or illegal material.
4. No obscene material, sexually explicit conduct, or material soliciting or promoting unlawful conduct.
5. No material which incites violent or harmful acts on other persons.
6. No programs which contain any material otherwise unprotected by the Constitution of the United States.
7. No material which would be in violation of copyrighted materials held by others.
8. The following rules apply to Community Access program content:
  - a) The Community Access Producer shall secure all rights, licenses, permissions, releases, and consents necessary and appropriate for the audio-visual materials contained within their program(s).
  - b) The Community Access Producer shall indemnify and hold SEC-TV harmless from any and all claims and demands which arise as a result of their program appearing on the Community Access channel.
  - c) No Community Access user may represent himself or herself as an employee or agent of SEC-TV. Access users shall make no statements on behalf of SEC-TV during the course of a program or in any media at any

time. SEC-TV will not promote or act as an agent for any individual Community Access program.

9. All Community Access programs must adhere to the following guidelines for program credits:
  - a) When programs are produced using SEC-TV production facilities, they must include a disclaimer identifying the program as a Community Access production not representing either the views, opinions, or advice of Southeastern Connecticut Television, Inc.
  - b) The title of the program and the producer must be identified following the disclaimer.
  - c) Credits at the end of program must identify the true identity of the person(s) producing the program as recorded on the Access User Agreement. Programs not containing this information will not be cablecast on the access channel(s).
10. Programs must be submitted at least 48 hours before their scheduled time slot. They will be screened before they are cablecast to ensure that technical and procedural standards are met. The following technical standards apply to all programs submitted to be cablecast on the Community Access channel:
  - a) At this time programs must be submitted on DVD.
  - b) A maximum of one program per DVD is permitted. If a user is providing multiple programs that air back to back on the same night then that DVD can be edited "for air" with the multiple programs.
  - c) DVDs must be labeled and must include: Program Title, Program Number and or Episode Name or Date, Total Running Time (TRT), Preroll Time and Date(s) to be cablecast.
  - d) DVDs which do not carry a continuous, stable video signal will not be cablecast. "Glitches" caused by powering a portable camera on and off while shooting are not acceptable. Programs must be edited to remedy "glitches" in order to make them suitable for cablecast.
  - e) Programs must adhere to accepted NTSC standards for Brightness, Contrast, Hue, and Chroma. Video levels must be between 7.5 IRE and 100 IRE overall, and audio levels must be between -10dB to + 1dB overall.
11.
  - a) Public Access users are permitted to have a maximum of one DVD copy created of each program produced at no charge, regardless of whether the dub is created by the access user or SEC-TV. Charges for additional copies created by SEC-TV personnel will be available from the Access Coordinator.
  - b) Access users shall be assessed actual expense for all DVDs and any other expendable items used in conjunction with any access production or programming.
12. Program promotion is permitted, however SEC-TV must be consulted beforehand and provided a copy of any materials to be used for promotion or

advertising. These materials may include, but are not limited to posters, flyers, postcards and newspaper advertisements, etc.

SEC-TV will make every attempt to cablecast programs as scheduled. However, SEC-TV cannot be held responsible for any funds expended on advertising or publicity in the event of failure to cablecast programs as scheduled.

13. SEC-TV cannot and will not publicize, promote or act as an agent for individual Community Access programs. SEC-TV will only promote the use and viewership of the Access Channel.

14. Viewer response may be encouraged by displaying a mailing address as part of the end credits. A graphic preceding the address must say, "For more information, contact..." The address displayed must not lead viewers to a commercial offer or monetary transaction. (Compare E-1-f.)

15. Sponsorship (financial assistance) by a business, individual or non-profit organization is permitted. Sponsorship contributions are to be used solely for production expenses.

16. Commercial advertising is prohibited within any Community Access program.

17. Sponsorship acknowledgement is allowed utilizing the following guidelines only, which allow limited identification of sponsors without creating an advertising or promotional effect.

18. Sponsors may be identified only in the following manner:

- a) Sponsors may only be identified at the beginning and/or end of the program.
- b) Sponsor credits may be a maximum of 10 seconds in length per sponsor. In the case of multiple sponsors, the total sponsor credit may not exceed :30 seconds at the beginning and :30 seconds at the end.
- c) Corporate, business or organization names may be printed only as text and/or graphics on a plain background. This must be preceded by the phrase, "Funding and services provided by ..." Street addresses and phone numbers are not permitted.

19. Any description or discussion of a sponsor's business or function within any part of the program will be construed as commercialism and is prohibited.

20. Programs that are designated as being 30 minutes in length shall consist of a Total Running Time (TRT) of no more than 30 minutes.

21. Programs that are designated as being 60 minutes in length shall consist of a TRT of no more than 60 minutes.

## **F. PROGRAM SCHEDULING**

Cablecasting time on the access channel is made available free of charge on a first come, first served, non-discriminatory basis. Every effort is made to ensure that programs are cablecast at the requested time but is dependent on equipment, volume of requests and other

factors beyond SEC-TV's control. When the designated access channel(s) is not being used for Public Access, programming may be offered at the discretion of SEC-TV.

1. Applications for a cablecasting time slot for a new program series must be submitted at least 2 weeks prior to the requested time slot. Requests may be made up to 30 days in advance, however a time slot will not be assigned until the production of the first program episode is completed.
2. When scheduling conflicts arise, SEC-TV will give preference to:
  - a) The first applicant.
  - b) Programs produced by individuals residing within the service area.
3. Every attempt is made to cablecast programs as scheduled. However, SEC-TV cannot be held responsible for any failure to cablecast programs as scheduled for any reason including, but not limited to technical difficulties.

### **G. SPECIAL PROGRAMS**

1. The following guidelines apply to "special" or non-series programs:
  - a) The access user must deliver the program to SEC-TV at least 48 hours before the scheduled time slot.
  - b) Special one-time programs exceeding 60 minutes may be given a longer time slot based on availability. In general specials may be of any length of time.
  - c) In the case of multiple contracts at one time from one access user, only one contract from any one access producer or user will be considered as applying to Section F-2. Additional contracts will not be considered as having preference according to Section F-2.
  - d) SEC-TV reserves the right to cablecast any Community Access program additional times in order to fill vacancies in the schedule.

### **H. PROGRAM SERIES**

1. The following scheduling guidelines apply to program series:
  - a) SEC-TV will provide time slots for programs cablecast on the access channels for a period of no more than thirteen weeks:
  - b) Time slots shall normally be scheduled as 30 or 60 minutes in length. Any other time length will be considered a "special" and will be scheduled accordingly.
  - c) No single episode of the series may be cablecast more than 4 times.
  - d) In the event that a Community Access producer does not have the specifically contracted program to be cablecast in the regular time, SEC-TV shall determine which program (if any) will appear in that time slot.
  - e) Community Access users may submit a 13-week renewal contract to secure a time slot in which their program appears for an additional 13-week period



no earlier than the renewal period. This renewal contract is available from SEC-TV.

- f) The renewal period is the 14 days prior to the end date indicated on the previous 13-week renewal contract or the original Community Access User Contract.
  - g) Failure to submit a Community Access User Contract by the renewal end date may result in the Public Access User surrendering the existing time slot in which their program appears to another Community Access User.
  - h) If a Community Access User must surrender the time slot in which their program has been appearing, they will be given the opportunity to choose from currently available unoccupied time slots.
  - i) SEC-TV will not make any scheduling changes to any occupied time slot prior to the renewal end date indicated on the current contract
  - j) The Community Access user must deliver each program episode to SEC-TV at least 48 hours before the scheduled time slot for cablecasting.
  - k) In the case of multiple contracts at one time from one access user, only one contract from any one access producer or user will be considered as applying to Section F-2. The user may select this one contract. Additional contracts will not be considered as having any priority according to Section F-2, and will be scheduled totally at the discretion of SEC-TV.
  - l) SEC-TV reserves the right to cablecast any Community Access program episode additional times in order to fill vacancies in the schedule.
  - m) Time slots are not transferable among Community Access producers and users. (See Section H-1-d).
2. Programs produced outside SEC-TV's service area may be submitted for cablecast on the access channel if they meet the requirements of the Community Access rules and are relevant to the local community. The applicant must reside within SEC-TV's franchise area, have a responsible interest in the program, and adhere to the following guidelines: (Compare Section E-9-d.)
- a) The applicant for the program must be in full compliance with the Community Access rules.
  - b) The producer of the program must be in full compliance with the Community Access rules.
  - c) If the programs DVDs are delivered via mail, the Company is not responsible for the return of the DVDs.
  - d) DVDs must be picked up, or supplied with a pre-paid, self-addressed return envelope.
  - e) DVDs left for more than 30 days beyond notification for their removal will become the property of SEC-TV.
  - f) DVDs accidentally lost or misplaced by SEC-TV personnel will be replaced at the cost of the physical DVD only. SEC-TV shall assume no further

liability for loss or damage of programs.

## **I. COMMUNITY ACCESS PRODUCTION FACILITIES AND EQUIPMENT**

SEC-TV's Community Access facilities and equipment are provided free of charge to persons residing within the company's service area to produce and cablecast Community Access programming only. The following guidelines apply:

1. The scheduling of facilities and/or equipment is provided on a first come, first served, non-discriminatory basis.
2. All programs produced using SEC-TV's facilities must be cablecast first on the SEC-TV Community Access Channel.
3. The Company reserves the right to ask for proof of residency from any individual requesting to use the Community Access facilities.
4. Community Access users are required to give at least 24 hours notice prior to canceling a scheduled appointment in the studio.
5. Community Access facilities and equipment are not transferable for use among Community Access producers or users.
6. Programs must be complete within 60 days of the initial request for use of the Community Access equipment or facilities.
7. Community Access producers and users must provide DVDs of reasonable quality for the production and/or playback on the access channel. SEC-TV reserves the right to reject the insertion of any DVD into the studio's DVD players for the reason of but not limited to: obvious dirt, scratches, or damage to the DVD
8. Community Access equipment is maintained replaced and upgraded as needed. SEC-TV will make every effort to replace damaged or malfunctioning equipment while it is being repaired. However, SEC-TV shall not be required to provide additional equipment during reasonable repair times or when otherwise not available because of, but not limited to, other Community Access use.
9. If any studio or portable equipment is lost, broken or damaged, exclusive of normal wear and tear, the producer shall then be responsible for the full cost of the repair and/or replacement as required. Fees for these services will be due and payable when services are rendered and are not refundable.
10. The following rules apply to access users who wish to use the remote video production equipment of SEC-TV:

**Note:** Successful completion of the training course is only the first step towards using the remote equipment. Anyone who has completed the course must schedule a personal appointment with SEC-TV personnel in order to walk through the set up, use, and packing of the portable equipment before ever being certified to sign out that equipment. When new equipment is purchased, current users of portable equipment may be required, as deemed necessary, to get additional training as well.

- a) Appropriate and sufficient identification is required before any equipment is

removed from the premises.

- b) The Community Access user must complete and sign an Equipment Loan Agreement in order to borrow any equipment. Among other things, the loan agreement states that the signee or some other certified access user on their crew are the only people who will operate the equipment.
  - c) The Community Access user will be responsible and provide due and proper care for the equipment while in their possession, which includes not storing the equipment in extreme weather conditions for long periods of time.
  - d) The Community Access user shall be liable for any damage above and beyond normal wear and tear. A pre-loan inspection is recommended.
  - e) Portable equipment may be borrowed for no more than 24 hours during weekdays. Pick-up and drop-off times must be arranged with Community Access personnel and indicated on the Equipment Loan Agreement. Special weekend loans are available.
  - f) Community Access portable equipment may be used only for the purpose of the production of Community Access programming.
11. When it comes to scheduling studio time, SEC-TV will be as flexible as possible while maintaining an orderly use of the studio for as many users as possible for the best results possible. Therefore the following basic rules apply:
- a) Editing sessions are limited to a maximum time length of three (3) hours. Studio sessions are limited to a maximum time length of two (2) hours.
  - b) Scheduled time slots in which programs are cablecast, and appointments for activities in the Control Room and/or Studio facility are completely independent of each other. Producers are responsible for scheduling each of these events separately with Community Access personnel as required. Therefore, when applying to schedule a "live" program the producer must schedule both the time slot and then reserve the necessary studio time.
  - c) The Control and/or Studio facility may not be reserved for any dates beyond the length of the Community Access producer's current Community Access User Contract.
  - d) No food or drink is allowed in the Control Room.
  - e) The Community Access staff is available for technical assistance and consultation. The staff will make a good faith effort to assist access users in maximizing the success of their programs within the limits of time and equipment available.

- f) Producers are required to provide a minimum of two (2) crew members when taping at the studio, however the following guidelines are recommended:

<u>TYPE OF SHOOT</u>	<u>FORMAT</u>	<u>CREW</u>
3-camera studio	recorded	4
3-camera studio	LIVE	5
2-camera studio	recorded	3
2-camera studio	LIVE	3
1-camera studio	recorded	2
1-camera studio	LIVE	3

- g) SEC-TV is not required to supply personnel to fulfill technical crew requirements, nor are they prohibited from fulfilling any needed function, especially for the purpose of training a crew SEC-TV shall charge for time required of studio personnel of SEC-TV to assist in any production, if an employee of SEC-TV is the only person present for the production and more crew is clearly needed. A Company employee must supervise the studio at all times.
- h) Community Access producers may lose privileges for not providing a sufficient number of crew members.
- i) Crew members under the age of 18 must have on file at SEC-TV a release form signed by a parent or legal guardian authorizing the specific participation of the minor in the access facilities.
- j) Producers, crew members and talent shall arrive no more than 10 minutes before their scheduled appointment and leave no later than 10 minutes after their scheduled appointment.
- k) Community Access users will be trained to edit on an individual basis by request.
- l) Producers are expected to learn how to edit or provide a trained access user to complete their programs.
- m) Community Access users cannot change any wiring or connections, or add any accessories to existing equipment
- n) SEC-TV will provide basic set materials which are available to all Community Access users for the production of their programs.
- o) Program requiring large sets, extensive set-up or other pieces of equipment for which the studio space is not designed will not be permitted.
- p) Community Access users may NOT store set pieces or props at the Studio facility. The one and only exception is a sign with the show name. These may be stored at the Studio facility after receiving permission from Community Access personnel; however, SEC-TV is not responsible for damage and/or appearance on another program produced in the studio. All other items must be transported to and from the studio for each production activity.

- q) Productions that create excessive noise (e.g. live bands) or disrupt other activities in the building will be scheduled at the sole discretion of Community Access personnel.
- r) The company shall not be required to provide special, additional equipment for individual shows beyond that equipment which is currently standard and available to the whole access operation.  
If additional equipment is used, a fee will be chargeable to the producer according to prior consent.
- s) Fees for services allowed for in these policies will be due and payable when services are rendered and are not refundable.

## **J. MISCELLANEOUS**

1. Smoking is prohibited within SEC-TV's building.
2. Restroom facilities are available.
3. Community users may occupy the Editing Rooms, Control Room, Break Room, Green Room and Studio areas only. All other areas of the building are off limits.
4. Persons who are not directly involved in the production of a Community Access program must receive prior permission to be present during any video production.
5. Possession and/or use of alcohol or drugs at the Community Access facility is strictly forbidden. Anyone who possesses these items or appears to be under the influence of alcohol or drugs will be asked to leave the premises.
6. No Community Access user may undertake any activity which might risk the health or well-being of any individual while on the property of SEC-TV or while using the Community Access facility.
7. SEC-TV retains in perpetuity the right to show, on their video cable channel and on their internet site, any program produced at the SEC-TV studio or facilities, or acquired and/or edited with SEC-TV equipment.
8. Producers of Community Access programs retain all rights to the content of their programs.
9. Producer may receive mail to one address that is designated at the end of the show. No viewer mail or other materials should be sent to SEC-TV
10. SEC-TV shall maintain a complete record of the names and addresses of all persons requesting cablecasting time for a period of 3 years. These records will be available for public inspection during normal business hours. A signed written request is necessary.
11. Persons requesting public inspection of Community Access records must identify themselves including name and address in a written request.

12. Community Access channel time or facilities will not be made available to any applicant who refuses to have his/her identity maintained in the records available for inspection as required by PURA guidelines.

## **K. VIOLATIONS**

In order to effectively enforce all Community Access Rules, a penalty system for violations has been established. Violation of the rules will result in restrictions being imposed on Community Access producers and users who are responsible for the actions of their talent and crew members. SEC-TV will issue warnings and/or suspensions for either major or minor violations, and will do so verbally and/or in writing stating the nature of the violation and the penalty imposed.

1. Major violations of the rules governing Community Access will result in an immediate 90-day suspension of use of the Community Access facilities. These may include, but are not limited to the following infractions:
  - a) Commercial or profit-making use of the Community Access facilities.
  - b) Representation by a Community Access user as an employee or representative of SEC-TV.
  - c) Falsifying forms.
  - d) Taking or reserving equipment without permission from Community Access staff.
  - e) Abuse of equipment and/or attempted repair.
  - f) Changing wiring, connections or attaching accessories without Community Access staff authorization.
  - g) Use of the facility while under the influence of alcohol and/or drugs.
  - h) Possession of alcohol and/or drugs while on SEC-TV property.
  - i) Abuse or harassment of any employee of SEC-TV or other Community Access users.
  - j) Acting in an unsafe manner.
  - k) Material which constitutes libel, slander, invasion of privacy or publicity rights, or which might violate any other local, state or federal law as defined by legal decision of an appropriate court of competent jurisdiction.
2. Minor violations of the rules governing Community Access within a 12-month period will result in the following series of actions:
  - a) First Violation - Verbal Warning.
  - b) Second Violation - Written Warning.
  - c) Third Violation - 30 Day suspension from use of the Community Access facilities and/or next scheduled production.

d) Fourth Violation - 90 Day Suspension from use of the Community Access facilities.

3. Minor violations include, but are not limited to:

a) Failure to cancel a scheduled appointment in accordance with the Community Access rules.

b) Failure to label DVDs in accordance with the Community Access Rules.

c) Failure to deliver DVDs to the facility in accordance with the Community Access Rules.

d) Failure to meet the technical requirements of tapes submitted for cablecast in accordance with the Community Access Rules.

e) Late return of remote video production equipment.

f) Mishandling of equipment.

g) Eating, drinking, smoking in prohibited areas.

h) Failure to clean-up after using facilities.

i) Entering areas established as being off-limits.

j) Failure to provide the necessary number of crew members for a shoot.