



Policies and Procedures

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I. Introduction

The Policies & Procedures outlined in this handbook are designed to make the most effective use of the Cheshire TV (CTV) equipment, facilities, staff, and volunteers, and to ensure that resources are used only for intended purposes and that all who wish to participate have an opportunity to do so on a fair and non-discriminatory basis.

These policies and procedures shall be amended from time to time to reflect the changing needs of the membership and the organization. The most recent version can be obtained by visiting the studio or checking our website at www.cheshiretv.org

CTV reserves the right to waive any self-imposed regulation when such a waiver is deemed to be in the interest of the community.

a. Statement of Purpose for PEG Channel

Public, Educational and Government (PEG) access channels exist to give individuals who otherwise might not have access to the media an opportunity to display and showcase their talent, knowledge, interests and any other information with the rest of their community, and thereby enhance the quality of life in the community.

b. What is CTV?

CTV is a non-profit corporation established to operate and manage facilities for public, educational, and governmental (PEG) access on the cable television system in the communities of Keene, Marlborough and Swanzey, New Hampshire (the “Community”).

CTV provides and maintains video production and post production equipment, playback and cable-casting equipment, training, and channel time to individuals that meet qualification criteria (referred to as “Producers” and/or “Members”). These resources are available for the production and presentation of programming by and for the Community on a first-come, first-served, non-discriminatory basis.

CTV exists to further the educational missions of local schools and institutions.

CTV provides a medium through which community members can communicate personal ideas and views to their entire community. CTV offers education and training in television production to community members of all ages.

c. Funding, Staffing, Management and Governance

CTV’s funding comes primarily from Franchise Fees paid to the City of Keene by Time Warner Cable. Additional funding is sought from within the community in the form of donations from individuals, corporations and organizations. Further operating funds are obtained from nominal fees and charges for some optional services provided by CTV.

Operations are managed by the Executive Director, and governed by the CTV Board of Directors.

Operations are supported by staff members, and/or volunteers who have been certified by the Executive Director. Please respect all staff members and volunteers who work so hard to fulfill our mission.

d. Mission Statement and Philosophy

“CTV exists to encourage citizens to exercise their right to free speech, and to foster awareness of their community through democratic use of electronic media by providing access to cable television and for the purpose of non-commercial communication within the community.”

To this end, CTV is committed to providing an opportunity for members of the Community to use cable television to communicate their views. CTV makes available channel time on the cable system as well as access to and training in the use of production resources.

e. Location

CTV’s offices and facilities are located at 76 Winter St., next to the Public Library, in Keene.

Telephone: (603) 283-6621
Fax: (603) 283-7612
Email: info@CheshireTV.org
Website: www.CheshireTV.org

f. Membership Eligibility and Fees

Individuals that wish to use our resources are required to become members of CTV. Membership is free charge for those who meet any of the following criteria:

- Resident of Keene, Swanzey, Marlborough, or within the franchise area
- Employee of a company, town or school within the franchise area
- Students attending educational institutions full time within the franchise area

Members must provide proof of this eligibility (Driver’s license, employee ID, student, ID, etc.) annually when renewing their membership, and from time to time as needed by staff. Any person that does not meet the free membership criteria has the option of becoming a member by paying an annual membership fee of \$50.00. This fee may be waived in exchange for volunteer hours with management approval.

Members must further meet the following requirements to make use of CTV equipment and facilities:

- Read and agree to the policies and procedures and other required forms as needed
- Complete appropriate training and/or become certified to use equipment/facilities

Members are independent Producers and are not employees of CTV, and should never represent themselves as such, nor speak on behalf of CTV, nor give any indication that they are acting or speaking on behalf of CTV.

g. Minors Eligibility

The minimum age for membership is 14, however, members under the age of 18 are required to have a parent or legal guardian present to sign all required forms and take full responsibility for the actions and behavior of the minor, as well as financial responsibility for any damage to CTV equipment or facilities.

If a school or other organization involving minors is acting as a Producer, the representative of the school has the option of either acting as co-signer, or obtaining the necessary signatures from parents or guardians.

CTV management reserves the right to assign certifications to minors based upon their experience and proficiency with equipment.

II. Programming

a. General Policies & Minimum Requirements For Cablecast

Anyone may submit a program for cablecast. For CTV purposes, the individual submitting the program is considered the Producer. Producers are solely responsible for and should be familiar with the content of that program. Programs produced by anyone outside the franchise area with equipment other than that of CTV are considered bicycled, or imported. The individual submitting the program is still considered the Producer. CTV does not censor programs based on content or preview programs before they are cablecast, but CTV does require that certain minimum requirements be met.

Pre-recorded programs can be submitted for cablecast on the following formats:

MPG2 video file on a data DVD
DVD playable in a standard DVD player
Mini DV Tape

Programs not on these formats must be transferred to one of the approved formats prior to being cablecast. CTV will transfer at standard duplication rates.

All paperwork must be properly completed before a program can be cablecast. The cablecast master will be retained in the CTV library for 30 days. All unclaimed media may be disposed of after 30 days.

Programs *must* include the following:

- A 10 second opening disclaimer slate of black background, with white text in a plain font such as Arial or Times New Roman, in a size that fills the screen without affecting the aspect ratio of the text, with no music, voiceover (except V/O of the text below) or movement, that states the following, verbatim:

*“The following program was provided by an independent producer
solely responsible for its content.*

*The opinions expressed do not necessarily represent
the views of CTV, its staff, Board of Directors, or underwriters.”*

- Titling equal to the name of the program on the paperwork submitted
- The program *content* also must meet technical standards as set forth below, contain no prohibited material (Section 2G), and follow guidelines for commercial content (Section IV).
- The end of the program must have at minimum a credit for the Producer, and correct sponsor acknowledgement (in cases where sponsorship or underwriting were obtained, see Section IV)
- A closing disclaimer slate of black background, with white text in a plain font such as Arial or Times New Roman, in a size that fills the screen without affecting the aspect ratio of the text, with no music, voiceover (except V/O of the text below) or movement, that states the following, verbatim:

*“The preceding program was provided by an independent producer
solely responsible for its content.
The opinions expressed do not necessarily represent
the views of CTV, its staff, Board of Directors, or underwriters.”*

It is acceptable to substitute the words “this channel” for “CTV”.

Any program presented without these requirements can have them dubbed in by CTV for a fee.

Technical Standards

Each program must meet minimal technical standards to be cablecast. Technical standards are based on the premise that no program should cause a viewer to think that their TV or other home equipment, CTV, or the cable system is having technical difficulties.

- Lack of signal or control track (snow) must not appear anywhere within the program
- Video must track within acceptable limits. No rolling, tearing, or jumping
- Colors must accurately reproduce original colors. Flesh tones will be the standard by which this is judged
- White levels which are too high distort the audio portion of the signal and are unacceptable
- Audio levels that are between -5dB and +5dB during playback are appropriate
- Program media may only contain the program being cablecast

Technical standards may be waived in cases where the program is of a “one time” event. In such cases, the Producer may provide a written explanation to the Executive Director. A disclaimer advising viewers that portions of the program may have technical issues must then be inserted at the head of the program either by the Producer or by CTV for a nominal fee.

Labeling Requirements

Programs must be labeled on the media in legible lettering with the following information:

- Complete Program Name (and air date, if a series)
- Program Running time (not including head and tails black, color bars or any other content not intended for cablecast) in hours, minutes and seconds
- Producer’s name and telephone number.

b. Mature Content

If a program has mature content, the Producer is required to inform CTV of the nature of the content when the program is submitted and the Request for Cablecast is completed. CTV will then schedule the cablecast between the hours of 10:00 pm and 4:00 am, commonly known as “safe harbor” hours.

“Mature content” shall include:

- Nudity – depictions of buttocks, genitalia, or female breasts;
- Adult content – depictions or descriptions of sexual or excretory material or behavior in a manner so patently offensive as to breach local or state law;
- Adult language – defined as that which would not normally be heard on an over-the-air network at the same time of day;
- Graphic violence – visual and/or audio depiction of especially vivid, brutal, and/or realistic acts of violence or similarly graphic medical procedures.
- In addition, a program containing mature content must have a 10 second disclaimer at the head of the program, consisting of a slate of black background, with white text in a plain font such as Arial or Times New Roman, in a size that fills the screen without affecting the aspect ratio of the text, with no music, voiceover (except V/O of the text below) or movement, that states the following, verbatim:

"The following program contains material which may not be suitable for all viewers. Parental and viewer discretion is advised."

The Producer has the option of CTV placing this disclaimer on the program for a fee.

In the event a program airing on CTV receives a complaint that the mature content policy has been violated, the Executive Director of CTV will immediately remove the program from the schedule and review the material within five working days of receiving the complaint. If the program material is deemed in violation of CTV Policy, the program will be moved to the above specified safe harbor hours and the responsible Producer will be contacted and given written explanation of the policy. If a Producer violates the mature content policy three times, all further materials submitted by that Producer will be scheduled for cablecast only during Safe Harbor hours.

c. Scheduling

Before any program will be scheduled, it must be submitted according to the requirements in Section 2B, along with the completed paperwork.

The CTV schedule runs from 12:00:00 am Sunday to 11:59:59 pm Saturday.

In order to be listed in the schedule, programs must be submitted for air no later than close of business two Fridays prior to the schedule week.

All available time slots are allocated on a first-come, first-served basis. Specific time slot requests will be honored *when possible*, but CTV reserves the right to schedule programs at our discretion to meet the needs of the channel and the community. In some cases, programs of a time-critical nature will pre-empt scheduled programming.

All submitted programs that meet the requirements will be shown at least once. CTV reserves the right to schedule any program, including series programs as often and in any time slot it deems appropriate, however, the Producer reserves the right to limit playback and can indicate this on the forms.

The following list will determine priority of cablecast whenever there is a scheduling conflict:

1. Programs produced by CTV members
2. Community events not produced by CTV members
3. Bicycle Tapes (any programming not produced locally)
4. Repeats of previously cablecast programs

d. Series Programs

A series is defined as a program that is cablecast at the same time, on the same day, each week.

To request a series slot, a Producer must submit two complete episodes.

CTV will provide a list of available time slots to choose from. Once that time slot is selected, the Producer must submit a new episode at least every other week to keep that time slot.

Series slots will be forfeited if the producer fails to provide new original programming for more than two consecutive time slots.

After 20 consecutive non-repeating episodes have been produced, the Producer can submit a written request for a hiatus during which time the Producer has the option of submitting repeats for up to three consecutive weeks.

In some cases, a waiver can be obtained by submitting a written request for an extension showing the reason and length of time for a hiatus. Email will not be accepted. Waivers will be granted at the sole discretion of management. Once a time slot has been released, it is available to any Producer.

e. Live Programs

Time slots and studio time for live programs must be scheduled at least 14 calendar days in advance of the live program.

Due to the technical demands of live programming, a Producer must successfully produce two live-to-tape programs before being certified to produce a live program.

The Producer must be present and check in with staff one hour prior to the start of the live program.

Crew and talent are required to arrive and check in with staff thirty minutes prior to the start of the live program.

A live-event qualified staff member must be present for live programs, and the CTV disclaimer must be included prior to the opening credits and after the closing credits of each live program via a tape roll, or a graphic.

Live programs with a studio audience require at least one usher or audience wrangler, fire safety regulations be met, and no admission be charged without prior arrangements with management.

Live programs require a certified crew member for each of the following crew positions:

- Camera operator for each manned camera
- A Cable Page for each handheld camera
- Floor Director
- Technical Director (Switcher Operator)
- Graphics and Tape Playback
- Audio Engineer

Live programs utilizing telephone call in features will require an additional crew member to handle those demands.

Live programming will be cancelled for any the following reasons:

Having inadequate crew at air time
Programs starting or ending late or early
Content violations

III. Political Programming

CTV itself will not produce any partisan programming but will assist producers in providing non-partisan forums, such as live or pre-recorded debates.

CTV encourages political candidates and other citizens to use the public access channel to communicate their political views. Candidates and other providers of political programs, as well as the programs themselves, are subject to the same policies and procedures as any other user of CTV.

IV. Underwriting, Sponsorship, Business-Friendly Programs

Producers are permitted to seek underwriting, sponsorship, grants or other assistance for their production. Sponsorship for programs may be obtained for goods, services, in-kind contributions and/or donations. Because CTV offers its equipment and facilities at no charge to the Producer, and the non-profit nature of PEG channels, specific policies are in place regarding crediting underwriters and sponsors of programs:

Credit for underwriting can be shown at the beginning and end of the program, and/or breaks during the program.

Sponsor messages must include verbiage approximating a “PBS” style: “This program is brought to you in part by...” and may include the name, location, website and general nature of the business. Hours of operation, telephone numbers and pricing are not acceptable.

Graphics, text, video, music and voiceover may all be included.

The sponsor’s name, location, website, and the general nature of their business may be displayed. For example:

“This program is brought to you by Ed’s Widget Works, on Main St. in Keene....serving the Monadnock region’s widget needs for over 25 years.”

Sponsor messages *shall not* include:

- Pricing or sale information
- Calls to action
- Comparisons/Contrasts

Producers must disclose all details of any sponsorship arrangements in writing and submit this information with their Request for Cablecast form. If at any time any program at or using CTV facilities or equipment earns income exceeding one hundred dollars, CTV is entitled to 10% of all gross monies received. Any program produced at or using CTV facilities or equipment that is at any time sold, rented or earns income exceeding one hundred dollars, CTV is entitled to 10% of all net monies received.

CTV reserves the right to seek and/or approve sponsorship and collect funds for any programming produced or cablecast at CTV facilities.

Producers are strongly encouraged to review their sponsor message plans with management to avoid violating this policy.

V. Prohibited Material

The following programming content is prohibited. The list includes, but is not limited to:

- Solicitation of funds or material for any and all purposes including the promotion, advertising and sale of commercial products and services. This includes but is not limited to:
 - Having the intent to make a profit
 - Any solicitation of funds by and/or for individuals
 - Any lottery/raffle information

Community-based licensed non-profits are exempt from this rule.

VI. Viewer Feedback And Complaints

Audience Feedback: CTV encourages and welcomes feedback from its audience. All comments should be addressed to:

Cheshire TV
PO Box 903, Keene, NH 03431

Feedback can also be made available to the producers of specific shows through their contact information, or through CTV.

Any complaints regarding the content of any program will be referred to the Producer. Any complaint that a program is in violation of CTV policy will be reviewed. If the program is found to contain prohibited content, it will be immediately removed from cablecast. For a period of sixty days, all subsequent programs submitted by that Producer will be reviewed for compliance prior to cablecast at the discretion of the Executive Director. Any subsequent violation of the prohibited content policy will result in a permanent requirement of review.

VII. Use of Equipment and Facilities

a. General Policies

CTV equipment and facilities are available only for the production of programs to be shown on the channel. Use for private, recreational or commercial purposes is strictly prohibited.

Programming must be submitted within 14 days of the use of equipment or facilities. Members who do not provide programming within 14 days of using equipment will be charged the value of the use of the equipment and facilities as is specified on the reservation form signed at the time the equipment is checked out.

No food or beverages are permitted in any CTV area. Bottled water with a closing sports cap is permitted in the studio only.

Smoking is not permitted anywhere in the facility.

Members may only access areas of the building leased by CTV. This includes the common entry, the public bathrooms, and rooms occupied by CTV. All other areas are off limits.

Equipment is available only to members who have been certified by the Executive Director.

Never leave equipment unattended.

Never leave equipment in a car.

Never leave equipment visible through car windows. Cover it or place it in the trunk.

Never loan the equipment to anyone.

Never attempt to use the equipment in hazardous environments or conditions, or do anything that would place you, other people, equipment or property in danger.

Members are responsible for any loss or damage to equipment checked out to them.

b. Reservations and Checking Equipment Out and In

- Producers using CTV equipment must use unused tape stock.
- Mini DV tapes must be Panasonic model # AY-DVM63PQ.
- Members wishing to use equipment or facilities to produce a program must reserve equipment and/or facilities with a staff member. Equipment and facilities are available for members to reserve on a first-come first-served basis. Reservations can be made in person, over the phone or via email.
- Reservations are non-transferable. The producer making the reservation must be present at check out and cannot send a substitute unless specific arrangements have been made in advance with the Executive Director. This applies to returning equipment; the person checking equipment in must be the same person that checked the equipment out.

- A \$10.00 per item, per day fee will be charged for equipment returned later than the stated return time/date.
- Members are responsible for the CTV facilities and equipment signed out to them. This includes responsibility for the actions of guests, assistants, and others, and for loss, damage, or theft.
- Maximum check out time for equipment is forty-eight hours. Longer usage is possible depending upon demand. Reservations for equipment and facilities are limited to two per week per producer. Exceptions may be made depending upon demand.

c. Post-Production (Editing) Facilities

- Editing time must be reserved by members certified in the use of the editing equipment.
- No more than two people are permitted in an editing suite at any one time.
- Members using the editing computers must comply with posted instructions.
- Cancellations must be made within twenty-four hours.
- CTV Editing computers will be periodically “cleaned”. Any media not in a show folder will be deleted.

d. Studio Facilities

- Reserved for the length of the program plus one half hour for setup and one half hour for strike.
- Producers are strongly encouraged to test all equipment prior to starting a show.
- All crew must be members of CTV, and check in with staff upon arrival. Volunteer crew must be certified for the job they are to perform.
- Staff must be present for studio use.
- No crew or talent should arrive earlier than reservation unless specific arrangements have been made with staff.
- Taping must be completed on time unless additional time is available and authorized by staff.
- Studio must be clean and ready for next use at the end of reservation.
- Studio use outside of normal hours must be approved by staff at time of reservation
- Studio strike includes:
 - All equipment stored in original condition and location
 - Equipment is turned off or unplugged as appropriate
 - AC or heat is off, or set to listed settings
 - Tripods locked down at correct height, and rolled to their “home” positions
 - Cables coiled properly and stored correctly
 - Furniture replaced to its “home”
 - Anything brought in must be removed
 - Floor and room clear of debris, trash removed
 - A \$10 cleaning charge will be charged for studio strike or cleaning any time the studio is not restored properly.

e. Cancellations / No Shows

Please respect the needs of other users and make cancellations at least twenty-four hours in advance. Failure to do so may result in a temporary suspension or loss of privileges. Reservations are not transferable.

If a producer does not show up within fifteen minutes of reservation time, the equipment or facilities may be used by any waiting, certified member.

f. Training and Certification

CTV offers opportunities for interested members to become familiar and comfortable with equipment and facilities. Certification is required for all equipment and facilities use, and training is available by appointment for those who are interested.

VIII. Production Services

CTV offers production services to Producers who are unable to provide their own technical crew, at no charge to the Producer beyond the cost of materials. These services are available on a first-come, first-served basis, subject to availability of equipment, facilities and staff. The Executive Director will schedule an appointment with the Producer to review the requirements of the program and determine the appropriate level of staff involvement.

IX. Program Ownership and Distribution

a. Content Rights and Responsibilities

Producers maintain copyrights and ownership of the programs they produce, and must release CTV from any and all liability resulting from cablecast of the program. Producers may, at their discretion, limit the number of times a program may be cablecast.

The use of the CTV name, logo or anything intended to identify the program as a production of CTV is prohibited.

b. Disposition of Programs, Duplication, Distribution

No duplicates will be made for distribution nor will the program be lent out to other channels or persons without the express written permission of the Producer.

It is the Producer's responsibility to pick up their program after 30 days. After that time, CTV retains the right to dispose of or recycle such media. Producers who are unable to pick up their programs within the specified amount of time may leave a self addressed prepaid mailer to ensure the return of their media.

For duplications, producers will pay the current rate for duplication.

Producers must take all media with them during production and post-production. CTV is not responsible for media left at the facility.

X. Standards of Conduct

a. General Standards

It is expected that all participating individuals will conduct themselves in a responsible and appropriate manner at all times, and never interfere with CTV activities or programs, or that of its members.

CTV facilities are for producing programming for the channel, training, and for specific volunteer purposes only. *Loitering is not permitted.*

Any action or behavior that adversely affects the safety of others or the security of CTV is prohibited.

CTV has a zero-tolerance policy towards verbal or physical abuse, threats or acts of violence towards any person. Any such behavior will result in the immediate removal from the facilities of the individuals involved, and permanent revocation of membership privileges.

Possession or use of any illegal substance or any weapon is prohibited.

CTV computers, fax machines, and telephones are for use by CTV staff ONLY.

Personal property is not the responsibility of CTV.

b. Eating, Drinking and Smoking

Food, gum and beverages are not permitted in any CTV area.
Smoking is not permitted anywhere in the building.

c. Drug and Alcohol Use

Being under the influence of alcohol or drugs while using CTV equipment or facilities is prohibited.

d. Interaction with Staff and Volunteers

CTV reserves the right to refuse to provide access to any person or group who is under the influence of alcohol or drugs; who interferes with the orderly conduct of business; who refuses to cooperate with or in any way abuses or disrespects staff, volunteers, and community members; who has misused equipment of facilities or has abused the privileges of CTV.

e. Harassment Policy

It is the policy of CTV to provide an environment in which all members may work and learn in an atmosphere of respect for the dignity and worth of all its members. It must be free of sexual harassment. Sexual harassment is not only illegal but also unacceptable and impermissible conduct towards which CTV will maintain a zero tolerance policy.

Harassment on the basis of sex constitutes unlawful sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and/or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either

explicitly or implicitly a term or condition of achievement or related matters, (2) submission to or rejection of such conduct by an individual is used as the basis for achievement or related matters affecting an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with individuals performance, ability to achieve, or related matters, or creating an intimidating, hostile or otherwise offensive environment. Behavior of this nature should be immediately reported to staff, the Executive Director and/or the Board of Directors.

f. Statement of Non-Discrimination

No member shall be denied access to CTV equipment or facilities or channel time on the basis of race, color, sex, sexual preference or orientation, gender identity, age, veteran status, ancestry, national or ethnic origin, disability, or religious or political affiliation.

XI. Rules Violations and Penalties

a. Minor Violations and Resulting Penalties

Minor violations include but are not limited to:

- Failure to cancel reservations, no show
- Late return of equipment without approval
- Mishandling of equipment
- Eating, drinking, or smoking in inappropriate areas
- Failure to return facilities to proper condition after use
- Loitering
- Neglect of policies and procedures

Penalties for minor violations will be based on a 12 month rolling calendar:

First offense - Verbal warning

Second offense - Written warning

Third offense - 30 day suspension of use of equipment and facilities

Fourth offense - Permanent suspension

b. Major Violations and Resulting Penalties

Major violations include, but are not limited to:

- Unauthorized or commercial / profit-making use of equipment or facilities
- Harassment of any individual
- Handling off-limits equipment or being in-off limits areas
- Falsifying forms
- Taking equipment without authorization/theft
- Abuse of equipment, including reconfiguration or attempted repair
- False statements regarding any CTV operation and/or its staff
- Committing any unlawful act while on the premises or while using CTV equipment
- Vandalism
- Possession or use of any illegal substance
- Possession or use of any weapon.

Penalties for major violations will NOT be based on a rolling calendar:

First offense: 90-day suspension of all equipment and facilities privileges.

Second offense: Permanent forfeiture of privileges.

Additionally, any costs incurred will be paid by the member.

No penalties will be interpreted to deny the user of access to channel time, only the privilege of use of CTV equipment and facilities.

c. Grievance Procedures

Members are strongly encouraged to resolve differences at the staff level. Any grievance regarding policies shall first be discussed with the CTV management. If this does not result in a satisfactory solution, or if the grievance is with the Director, a formal grievance may be filed with the Board using the following procedure:

Anyone aggrieved by the management, or a decision of the Director or any interpretation of the policies may file a written appeal to the CTV board. The appeal should specifically describe the grievance and cite applicable policies. Supporting documents and statements may be included. The CTV board will, within thirty days of receipt of written grievance, hold a hearing on the complaint. The CTV Director will be provided a copy of the written complaint. No formal rules of evidence or procedure will be required for such a hearing, but the CTV Board will hear all evidence it deems relevant to the matter, and will permit all involved parties to address the issues raised.

Within thirty days of the close of a hearing, the CTV Board will issue a final written decision.



Membership Form

76 Winter Street.
Keene, NH 03431
603-283-6621
www.CheshireTV.org

Please print legibly

First Name*: _____ Last Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone*: _____ Mobile Phone: _____

Email Address**: _____

_____ Please add me to the volunteer crew email list.

I understand that the use of Cheshire TV equipment and/or facilities for video production constitutes agreement to Cheshire TV policies and procedures as specified by the Handbook, training courses, and/or staff instructions.

I understand that when representing myself as a member of Cheshire TV that I will abide by the established code of conduct, and that I am personally responsible for the content contained in programs that I produce and/or submit.

Signature

Date

Signature of Parent or Legal Guardian For Minors

Date

* CTV requires a contact name and phone number which will be given upon request regarding inquiries about any program you submit.

**Email is the official means of communication between CTV and its members.

PROOF OF ELIGIBILITY: _____ MEMBER #: _____ STAFF: _____

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