

FLIRTFM 101.3/ GALWAY'S
ALTERNATIVE
& STUDENT
STATION

VOLUNTEER HANDBOOK



FULL OF IMPORTANT INFORMATION!

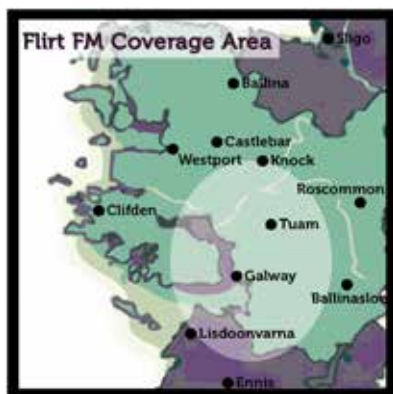
INTRODUCTION TO FLIRT FM

Flirt FM began its life as Galway's Student Radio Station on September 28th 1995. It is one of Ireland's only three full-time licenced student stations (Wired in Limerick and UCC98.3 make up the trio).

We broadcast weekdays year round, taking breaks for Christmas, August and Easter. We cover events from the SU elections to Arts Festivals. So what do we sound like? Flirt FM is by, of and for the third-level students of Galway; providing an alternative to locally available commercial radio. We cover student events and issues that don't get addressed anywhere else, and play loads of great music that you just don't get to hear on other stations!

FLIRT FM ONLINE

Look for us on; Facebook, Youtube, Twitter, Instagram, Snapchat, Mixcloud and more. You can listen to us on your games console or mobile device using TuneIn Radio.



PROMOTION

We need to promote the station constantly. As we work to a strict budget, we have to come up with cheap, inventive (legal) ways to promote the station.

You can set up social networks for your show (see our social media policy later in this booklet), post tracklists and write up a blurb for your flirtfm.ie page. There's always posters in the office - feel free to take some and to put up about town. Please don't flypost, and ask the permission of the person at the till in the shop/pub/café you're poster.

OPERATIONS

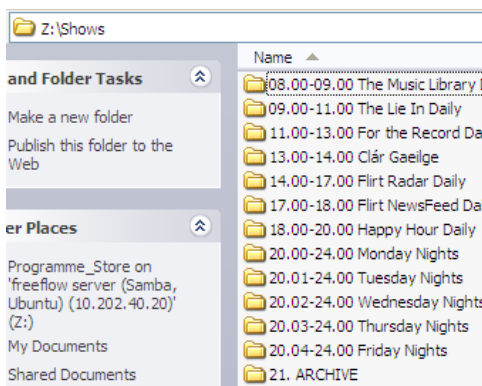
You may not be able to do your show live due to lectures or evening work, so we have a bookable pre-recording facility available (Studio 2).

You can also get another volunteer to cover your show; as long as you let station management know in good time, both options are fine.

If you're on in the evening after 8pm, you'll need to get someone to cover though, as the next show will need to be let in.

Flirt has digital recorders for recording vox pops and interviews. These recorders have built in microphones, run on AA batteries and are uploadable to PCs using a standard USB cable.

You can book them online using the room booking site. As the recorders are valuable and in high demand, we ask that you leave your student ID as a deposit. Lending is for one night only, unless previously agreed with station management.



We have a shared file & music store accessible from all PCs in the station- see "My Computer"

To make everything run as smoothly as possible we ask everybody to be keep their files organised.

We use the date format YYYYMMDD plus the name of the show, as show titles. This eliminates confusion about American dates and when shows are intended to go out on air, etc.

Only completed shows are to go into the Shows Folder, all other bits and pieces can be kept in your own Presenters File in the Programme Store.

OUR LICENCE

We have a full 10 year community of interest licence, granted by the BAI in June 2017.

As stated in our Programme policy statement:

“Flirt FM will encourage and nurture programming ideas from students in the city, and broadcast programmes by, and for, students. Flirt FM aims to ensure its programming suitable reflects evolving student culture and diversity and is committed to fostering participation from student organisations and societies, as well as individual volunteers, within its schedule.”

We have some percentages of total average output to adhere to...

40% talk (20% of this to be Current Affairs)

60% music (60% of this to be Specialist)

And we also need to have

25% Irish music (recorded/written by Irish artists or recorded here)

5 hours per week Irish Language

A sports show in term-time (with campus sports)

A secondary school show

When management are trying to put together a schedule, talk/music time is factored for each show.

That's why magazine shows are; 30 mins. talk, 10 mins. current affairs and 30 mins. music, for example...

FUNDING

The station is mostly funded from a small percentage of NUI Galway capitation. We also get funding through programme production schemes and some sponsorship. The majority of our budget is taken up by payroll, insurance, legal fees, mast rental and equipment purchasing.

OTHER INFO: NETWORKS



NUI Galway students involved with Flirt FM can gain official university recognition of all their hard work through the ALIVE volunteer initiative.

We're a member of CRAOL, the Community Radio Forum of Ireland. CRAOL supports, represents and lobbies on behalf of 20+ licenced community stations in Ireland.



We're a founding member of The Irish Student Radio Network - the ISRN aims to provide information to the public and to stations, promote Irish Student Radio activities, encourage collaboration between stations and to assist new stations going on air or online.

Flirt FM is granted its licence and regulated by the Broadcasting Authority of Ireland.



ÚDARÁS
CRAOLACHÁIN
NA hÉIREANN
BROADCASTING
AUTHORITY
OF IRELAND

CONTACT INFO

Office Landline - 091 493470 / Listener Textline - 083 433 1013

Main E-mail - info@flirtfm.ie / Twitter @FlirtFM

We communicate by email, through our Facebook Group and occasionally by phone/text -make sure we have your up to date details, and that you read correspondence from us, as it will contain important information.

FLIRT FM VOLUNTEER CONTRACT

SECURITY

1. Call Security (091 49333/3333) if unauthorised people enter the building.
2. Keep the front door locked after 8pm. Swap numbers with the shows before and after you, and look out for texts.
3. Don't bring friends into the studio with you unless they are trained volunteers.
4. Be vigilant when entering or leaving the building.
5. Don't leave your belongings lying around.
6. No alcohol.

ATTENDANCE & CONDUCT

7. Turn up for shows; notify staff of absences (in person or email flirtfm@gmail.com, do not text the studio), pre-record or arrange cover if you will be away.
8. Miss two shows without prior notice and your timeslot may be reassigned to another volunteer.
9. A minimum of 75% of shows must be live or newly pre-recorded. If you cannot maintain a weekly show management will reallocate your timeslot, or split it.
10. The Breakfast Show and Happy Hour cannot be pre-recorded; substitute volunteer presenters must be sought for live broadcast.
11. Volunteers should promote their show through social media, posters, promo jingles etc.
12. Each show must have a promo jingle, show opener, show description and presenter photo for the station website.
13. Promote the station; no one show is bigger than the station. Name the station and give listeners contact details.
14. When representing the station, do so in a respectful and professional manner. This includes any social media/online outlets.
15. Respect your audience. As a licenced FM station available to the general public people are always listening.
16. Keep the station tidy. Report any accidental breakages immediately, and never remove items from the station without express staff approval.

17. During your show any damage, theft or questionable content- even if it is from a guest, is your responsibility.
18. All information compiled and all programme material made using the Station's equipment and facilities, is the property of Flirt FM 101.3 unless an express agreement to the contrary has been made.

STATUTORY & COMPLIANCE OBLIGATIONS

19. Remember that you have a commitment to the station over-and-above presenting or producing your own show. This means attending station meetings and helping-out where possible.
20. Fill out running orders (paper or online).
21. Adhere to BAI required percentages; these are on the running orders.
22. Adhere to our Programme Policy Statement - this may entail covering current affairs, campus events, listings and Irish music.
23. Remember that the station has been granted its licence and is regulated by the Broadcasting Authority of Ireland.
24. Remember that, above all else, Flirt FM 101.3 is a service for the student community of Galway.
25. The broadcasting of any defamatory, racist, sexually explicit or similar offensive material will result in your suspension from station activities.
26. Suspensions are at the discretion of station management and can be appealed to the Board of Directors. Their decision is final.
27. Accept that, as Editor-in-Chief of all output, the Station Manager has a duty to ensure that Flirt FM 101.3 meets all its statutory and legal requirements when broadcasting. From time to time this may lead to the changing of the schedule or in rare instances, certain items being prevented from being broadcast.
28. Conform to the legal requirements of radio programming and broadcast.
29. In times of Referendum/Election the station and volunteers have a duty to remain impartial and respect guidelines issued by the BAI or other state agencies.

You must note and accept these rules to continue to volunteer. Please ask management if you have questions.

The station's commitments to volunteers are on the next page.

YOUR RIGHTS AS A VOLUNTEER

1. You have the right to participate in the Station's policy-making process.
2. You have the right to advance personal objectives; e.g. career training in communications or journalism.
3. You have the right to be heard, and to have your views & opinions taken into consideration.
4. You have the right to work in a welcoming and open station.
5. You have the right to seek a change in role or function.

Let's make radio that we can all be proud of!

NOTES:

BROADCASTING AND THE LAW

Defamation is:

1. Lowering the estimation of a right-thinking member of society generally.
2. Exposing a person to hatred, ridicule or contempt.
3. Damaging a person in office, trade, profession, or industry.
4. Causing a person to be shunned or avoided.

The words can be taken in their ordinary meaning, or by what is implied by the words. The latter is more dangerous, and is where most care needs to be exercised.

- Convey the truth; do not rely on hearsay, or whispers.
- The golden rule is: IF IN DOUBT CHECK IT OUT!
- Remember- you don't have to say a person's name to defame them.

DOs & DON'Ts when preparing a show for broadcast

DO make sure your information is accurate

DO lay out the facts and leave it to the listener to draw his/her own conclusion

DO be very careful with generalisations e.g. You can say "All broadcasters are unprincipled", but not "All broadcasters in Flirt FM are unprincipled".

DO keep all relevant notes/MDs/MP3s on iffy stories. The time limit on libel actions is 3 years, six for malicious falsehood.

DO be sure to dissociate the station from any libellous statements and offer the person who said it the chance to retract their statement on air.

DON'T be vague about identifying the person in hope of avoiding a suit; if identity is implied the story may still be libellous.

DON'T repeat other people's libel (as in newspaper articles etc.)

DON'T presume that you are immune when directly quoting an interviewee- if what's said is libellous, the speaker, journalist and anyone else involved may be liable.

DON'T rely on "allegedly", "supposedly" in an attempt to avoid the issue. If the majority of the material implies the allegation to be true then it may still be libellous.

Humour, satire and sarcasm are no defence to an action taken for defamation- they are merely factors to be taken into consideration in deciding whether the person was defamed. A libel action could wipe out a station's budget, so ask for advice if you're in doubt!

OTHER STATION POLICIES

CHILD PROTECTION

It is a legal requirement for a relevant organisation to receive a vetting disclosure from National Vetting Bureau via Liaison Persons, for any person who will undertake relevant work or activities on behalf of the affiliate.

Relevant Work or Activities – means any work or activity which is carried out by a person where a necessary and regular part of the work consists mainly of the person having access to, or contact with children or vulnerable adults.

It is station policy to vet all full-time and part-time paid staff. In addition, other staff with an official job title (placement or voluntary), that will be working in the station for more than 10 weeks will be vetted.

SOCIAL MEDIA

This policy on social media applies to all station volunteers.

If you set up a social media page or account for your show, or linked to the station;

- Be mindful of what you are posting, who can see it, and how it can be linked back to the organisation and work colleagues.
- For example; don't post material that is defamatory, abusive, offensive or material that will damage the reputation of the station (and your peers).
- Be aware of your association with the organisation when using online social networks. Be respectful, in both content and tone.
- Be particularly careful about using social media linked to the station in the run up to an election or referendum - specific rules apply to balance and coverage.
- When you finish up in the station, please deactivate/delete or rename (and reuse for your next project) the social media account; so there aren't dozens of dormant "Flirt FM" accounts on line to confuse searches.
- Make sure to use the proper station logo; management will provide you with a nice high quality image in the format you need, and help with design too, if you'd like.
- Be sound. Have fun. Ask for advice/help if you need it!

2018-19 CALENDAR

| | |
|------------------------|---|
| August 27th | On air 11.30am-4am Weekdays, 1-10 Sat |
| <i>September 17th</i> | <i>Semester 2 Volunteer Training Begins</i> |
| <i>October 5th</i> | <i>World College Radio Day</i> |
| October 11th | Flirt Demo Deadline 1 |
| <i>October 12th</i> | <i>Craol Community Radio Féile</i> |
| October 15th | On air 24hrs Weekdays, 1-10pm Saturdays & NEW SHOWS!! |
| <i>November 9-10th</i> | <i>DCU Media Soc Visit and Takeover</i> |
| November 26th | On air 11.30am-4am Weekdays, 1-10 Sat |
| <i>December 9th</i> | <i>Off air for Christmas Break</i> |
| January 14th | 11.30am-4am Weekdays, 1-10pm Saturdays |
| <i>January 16th</i> | <i>Semester 2 Volunteer Training Begins</i> |
| January 21st | On air 24hrs Weekdays, 1-10pm Saturdays |
| <i>February 13th</i> | <i>World Radio Day</i> |
| April 8th | 11.30am-4am Weekdays, 1-10pm Saturdays |
| <i>April 15th</i> | <i>Off air for Study & Easter Break</i> |
| April 29th | 11.30am-4am Weekdays, 1-10pm Saturdays |
| <i>July 27th</i> | <i>Off air for August</i> |
| August 26th | Station Opens again for the academic year |

Lots more events to be added during the year - if you have any ideas for events, let us know!

**WILL YOUR RADIO SHOW BE *THIS* CUTE?
*SEE YOU AT DESK TRAINING TO FIND OUT!***

