



Policies and Procedures

MANUAL

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INTRODUCTION

Winchester Community Access & Media, Inc. (WinCAM) is a non-profit, membership-based corporation established in 2000 to manage facilities and produce programming on the Public, Educational and Government (PEG) access channels of Comcast, Verizon and any other cable system franchised in the Town of Winchester, Massachusetts.

The Cable Television license granted by Winchester signed with Comcast's predecessor on 9/15/00 (renewed on 9/15/10) and Verizon on 6/7/06 details WinCAM's responsibility for management and operation of the PEG channels. WinCAM receives an annual grant from both cable television companies to foster the development of PEG access programming in Winchester.

WinCAM provides access to video equipment, training and channel time to individuals and organizations in Winchester. The studio also serves as a laboratory for training Winchester school children in conjunction with courses related to projects in TV studio production and programming. The WinCAM studio provides a public forum for free expression to those individuals and organizations trained to operate and produce local access programs.

The following Policies and Procedures are generated to provide guidelines for WinCAM members to participate in WinCAM activities and services. Membership input in improving these guidelines is welcome. Members may address their comments to the Executive Director of WinCAM.

For the purposes of this document, a WinCAM staff member is defined as full or part-time employees hired by WinCAM to conduct the business of the station. Active WinCAM members are defined as parties interested in video production and/or the mission of WinCAM and who have paid yearly membership dues, attended an orientation session and signed a WinCAM Agreement with Policies form.

WinCAM MISSION & GOALS

WinCAM is committed to providing an electronic forum for the free exchange of information and ideas, and a showcase to reflect the talents, skills, interests, concerns and diversity of the Winchester community.

WinCAM provides the Winchester community with television studio and field equipment for member use as well as the free training from our expert staff to educate and support member productions.

In pursuit of this mission WinCAM:

- Has an open-door policy where everyone is treated with respect;
- Manages facilities for community access non-commercial TV programming to be shown on PEG access channels on Winchester cable television systems free of charge;
- Provides member access to training in video equipment, including video production and computer communications;
- Serves as a catalyst to facilitate and stimulate community discourse and provide leadership in the use of video technology.

I. MEMBERSHIP

- All Winchester residents, organizations, institutions and other entities based in Winchester wishing to help produce access programming or wishing to help promote and support access programming in the Town of Winchester are eligible for WinCAM membership.
- Interested parties shall become members of WinCAM upon payment of membership fees, completion of a member orientation and signature of the WinCAM Agreement with Policies Form. Renewal of membership takes place at the beginning of each calendar year. If an individual, family or group joins in the last quarter of the calendar year (October 1 to December 31) the first year's membership extends through the next calendar year.
- Maintaining an active membership is important as only current, certified WinCAM members may reserve or check out WinCAM facilities or equipment. Only current members are allowed to vote in WinCAM elections and retain other privileges of membership. WinCAM membership is available to all Winchester residents, but persons under the age of 18 must have parental consent and signature.
- The Board of Directors and WinCAM staff are the only individuals authorized to represent the Corporation. WinCAM members should not state or imply that they represent WinCAM in any fashion other than that they are members of the organization whether in the field or on the air.
- WinCAM Corporate Directors are automatic members upon payment of dues. They must be certified by a staff member or required to take a lesson in equipment operation before checking out or using equipment.
- Members who relocate from Winchester during the year will have 3 months from the date of their move out of Winchester to complete any work in process at the time of the move. All program files must be transferred from WinCAM storage devices by the end of this 3 month period. Files that are not transferred may be permanently deleted.
- Members who relocate from Winchester during their membership term may wish to terminate their membership immediately and may request a monetary refund. Refunds will be calculated based on the sign up date of the member and the amount of time remaining in the membership term.
- Members renewing their membership online agree to all policies & procedures included in this document and its subsequent versions.

A. BENEFITS OF MEMBERSHIP

- Access to free training and production assistance
- Access to studio and field production equipment
- May vote in elections at WinCAM Annual Meeting (One vote per Non-profit Organization or Business membership)
- Bi-weekly e-newsletter
- Ability to train with seasoned members
- Reduced fee for WinCAM Production Services
- Invitations to WinCAM social functions

B. TYPES OF MEMBERSHIP

- **INDIVIDUAL** - \$25 per year
- **STUDENT (Through Grade 12) or SENIOR (60+)** - \$10 per year
- **FAMILY** - \$45 per year
A Family membership is limited to up to 5 members of a household. Proof of residency is required.
- **NON-PROFIT ORGANIZATION** - \$50 per year
A Non-Profit Organizational membership includes up to 5 members of an organization, including one organizational contact. Organizational membership slots may be re-used in the event of personnel changes, but each new member must attend an orientation, sign an Agreement with Policies Form and be trained and certified before using or reserving WinCAM facilities or equipment. Additional Organizational members may be added at the cost of \$10 per member, per year. Members joining under a non-profit organizational membership are expected to be producing programming related to the operation they represent. However, these members are also eligible to participate in shoots by other members or WinCAM staff.
- **BUSINESS** - \$100 per year
Like a Non-Profit Organizational membership, a Business membership includes up to 5 members, including one corporate contact. Business membership slots may be re-used in the event of personnel changes, but each new member must attend an orientation, sign an Agreement with Policies Form and be trained and certified before using or reserving WinCAM facilities or equipment. Additional Business members may be added at the cost of \$10 per member, per year. Members joining under a business membership are expected to be producing programming related to the operation they represent. However, these members are also eligible to participate in shoots by other members or WinCAM staff.

C. REQUIREMENTS OF MEMBERSHIP

- Proof of address must be supplied by every prospective member of WinCAM.
- For an individual, senior or family, acceptable proof of residency includes driver's license, voter registration card, passport or utility bill with the prospective member's name and address listed.
- For a non-profit organization or business membership, a physical street address must exist in the Town of Winchester and there must be a license to operate on file with the Office of the Town Clerk.
- A post office box is not acceptable proof of residency for any classification of membership.
- All prospective members must complete a membership application, pay membership fees commensurate with the type of membership, attend an orientation and sign an Agreement with Policies Form.
- If under the age of 18, prospective members must provide consent and signature of legal guardian.
- WinCAM membership becomes active once an individual has paid their yearly membership dues, has attended a WinCAM Orientation session and has signed the Agreement with Policies Form.
- Non-Profit or Business memberships require an organizational or a corporate contact (Executive Director, CEO, President, Manager, Owner, etc.). This person is responsible for designating representatives within their organization or business and also for designating one voting member.

II. EQUIPMENT RESOURCES AND TRAINING

A. TRAINING AND WORKSHOPS

1. All WinCAM members are eligible for training in the use of studio equipment and program production. Workshops covering basic television production and field, studio and post-production techniques are available on an ongoing basis. These workshops are given under the direction of WinCAM staff or a qualified person approved by the Executive Director.
2. Workshop offerings will be posted at the studio, on the Community Bulletin Board and the WinCAM website. Workshops are offered by appointment with any of WinCAM's staff. WinCAM's staff will attempt to perform training in a prompt manner. WinCAM training will take place only during WinCAM hours of operation, unless authorized by the Executive Director.

B. CERTIFICATION OF PROFICIENCY

1. WinCAM members become certified after completion of production workshops and the demonstration of required skills. It is at the sole discretion of the WinCAM staff member performing the training if and when a member becomes certified in a particular production area or a particular piece of equipment. Members must be certified in all areas of production in which they would like to participate. For example, a member may be certified to use a WinCAM field camera, but may not reserve edit space before becoming certified in the edit bay.
2. The Executive Director or his designee reserves the right to determine the level of competence of all members. Recertification of inactive members may be required upon renewal of membership.

C. EQUIPMENT AND RESERVATIONS

1. ALL EQUIPMENT AND FACILITIES ARE TO BE USED ONLY FOR PRODUCING NON-COMMERCIAL PROGRAMMING FOR WINCAM'S CHANNELS. Use of WinCAM equipment and/or facilities for any other purpose other than the production of WinCAM programming may result in suspension or termination of WinCAM membership. The sole exception to this policy is if an individual or group agrees upon an equipment rental. (See Section II, H – RENTALS AND PRODUCTION SERVICES below)
2. WinCAM staff members reserve the right to refuse the use of its facilities or equipment to any individual who appears to be under the influence of alcohol or drugs or who interferes in any manner with the orderly conduct of business.
3. Reservations are strongly advised for equipment or facility usage. Reservations may be made in person, via phone or email with official WinCAM staff member or via WinCAM's online reservation portal. All reservations should be confirmed by a WinCAM staff member. Members should not expect to use equipment or facilities without a reservation.
4. Any unreserved equipment or production area may be used by any member during WinCAM hours of operation on a first-come, first-served basis. Members must inform staff of their intention to use a specific production area before they begin. WinCAM staff reserves the right to utilize any unreserved production area or equipment for any amount of time.

5. WinCAM staff will perform ALL check-in and check-out procedures. Members must not just leave equipment when returning; rather they should remain through the process in order for the check-in to be complete.
6. WinCAM staff reserves the right to reserve any amount of remote equipment or any production area for a reasonable amount of time for staff productions.
7. While online requests may be made at any time, in-person, telephone or email reservations must be made at least 20 minutes before closing on any given day. Online requests made within the last hour of operation on any given day may not receive confirmation until the next business day.
8. Only current, certified members can operate WinCAM equipment.
9. WinCAM members may not reserve more than one camera for a remote production without the approval of WinCAM staff. WinCAM staff will determine the amount of remote equipment or the amount of time that a member may have remote equipment for any production.
10. All reservations must include a pickup and return time. Members are expected to honor these times. Late check-out of more than two hours without notification may result in loss of equipment reservation.
11. Only current, certified members may check out WinCAM equipment. WinCAM members may not send a non-member to check out equipment for them. Returns of WinCAM equipment may be performed by non-members.
12. Members under the age of 18 may be required to have a parent or guardian cosign any reservation documents at the discretion of WinCAM staff.
13. Members must inform the staff of any problems with or damages to equipment upon their return. Members must not attempt to repair damaged equipment themselves.
14. Members may borrow additional equipment for use on their original reservation, dependent upon availability and WinCAM staff discretion.
15. Members are expected to return remote equipment at the time agreed upon at reservation. Members who habitually return equipment late may risk suspension or termination of WinCAM membership or privileges.
16. Members who fail to pick up equipment without notice after making a reservation may risk suspension or termination of WinCAM membership or privileges.
17. Reservation cancellations may be done over the phone or via email but it is the responsibility of the member to be sure that WinCAM staff has received notice of cancellation. Cancellations done through the online reservation portal may require separate notification to staff.
18. Remote equipment may be reserved no more than 12 weeks in advance. WinCAM cannot guarantee availability of equipment without a reservation.
19. Members should allow up to 30 minutes for the check-in or check-out process, and all pickups or returns must be done no later than 30 minutes before closing on any given day.
20. Members may not take WinCAM equipment out of state without consent from the Executive Director or his designee. Members under the age of 18 who are granted permission to take equipment out of state must have parent or legal guardian sign all forms. For insurance reasons, WinCAM does not allow equipment to leave the country.

D. PROGRAM PROPOSALS

A Program Proposal Form must be filled out and approved by WinCAM staff before a member can make reservations for WinCAM equipment or facilities. Members or staff may also request or require a pre-production meeting. The purpose of a pre-production meeting and the Program Proposal Form is to identify everything needed to shoot and the methods and materials best suited for the production. Program content remains under the control of the producer.

E. STUDIO FACILITIES

1. WinCAM utilizes two production studios. Studio A is a traditional studio and control room setup which requires multiple people to operate. Studio B is designed as a “hot set” for small presentations or interviews where one person can perform all the necessary functions. The policies and procedures for both these production areas are the same, unless otherwise specified in this section.
2. Although WinCAM staff may help to assemble crews, WinCAM members are responsible for all aspects of their shoots – including crew assignment. Any WinCAM staff persons on duty during a studio production are not to be considered part of a crew.
3. Crew position assignments are the responsibility of the member. All studio crew must be current, certified WinCAM members or be approved by WinCAM staff.
4. All studio reservations must be made through WinCAM staff, and may be made no more than 12 weeks in advance.
5. Requests for LIVE studio shoots must be made at least four weeks in advance of the date of production and must be approved by the Executive Director or his designee.
6. Members wishing to produce a live studio series must first produce at least six pre-recorded, multi-camera studio shows in order to prove proficiency. It is at the sole discretion of WinCAM staff as to when a program transitions from a pre-recorded to a live show.
7. Members may reserve up to 4 hours per studio session and up to 12 hours per week. Setup and breakdown time is included within each 4 hour session. Studio sessions may exceed 4 hours only with the permission of WinCAM staff.
8. Members are responsible for returning the studio to the same condition they found it when completing production.
9. Members must inform staff of any problems or damages with the equipment in the studio. Members must not attempt to repair damaged equipment themselves.
10. Members must respect staff time by finishing studio productions at least 20 minutes before closing on any given day, unless prior arrangements are made with WinCAM staff.
11. Members late for a studio reservation more than one hour without notice may lose their scheduled studio time. Members who arrive late for studio shoots should not assume that they can automatically stay late.
12. WinCAM staff reserves the right to utilize any unreserved studio time for any amount of time for staff productions or meetings.

13. Members who fail to use the studio without notice after making a reservation may risk suspension or termination of WinCAM membership or privileges.
14. Reservation cancellations may be done over the phone or via email but it is the responsibility of the member to be sure that WinCAM staff has received notice of cancellation.
15. Members may schedule public call-in or online interviews for their studio programs, but only after obtaining permission from WinCAM staff. Please note that WinCAM is unable to provide a delay with live programming; members must exercise caution when planning to take live phone calls.
16. Absolutely no food or drink is allowed in the studio or the control room unless a specific event dictates that refreshments may be served. WinCAM staff must give permission for such events.
17. Members producing live studio programming must arrive at WinCAM no later than thirty minutes before the program is due to air.
18. Studio A and Studio B are two separate production areas and will therefore require separate training. If a member is certified to operate one studio, it does not necessarily mean they are certified in the other.

STUDIO A ONLY:

19. Studio lighting configurations may only be changed by WinCAM staff. Members may request changes to studio lighting or may request that lighting schemes be recorded into memory of the lighting board. An appointment may need to be made with a WinCAM staff member in order to accomplish these tasks.
20. Members wishing to produce a live studio program in Studio A must obtain the services of at least three active, certified WinCAM members to act as crew. On-air talent does not count toward crew member totals, nor does WinCAM staff. If at least three active, certified WinCAM members are not present to act as crew at least fifteen minutes before the show is scheduled to air, the show will be cancelled.
21. WinCAM staff reserves the right to refuse the use of Studio A or reassign production to Studio B if members have not attained sufficient crew or are otherwise deemed unprepared to use Studio A.
22. Members must be fully acquainted with proper power up and power down procedures in the control room. Improper procedure may cause loss or damage to data. WinCAM is not responsible for loss or corruption of data in the control room.
23. Members will have up to 48 hours to transfer files from WinCAM storage drives in the control room to post-production or personal storage devices. Files that are not transferred within 48 hours may be permanently deleted.

F. POST-PRODUCTION FACILITIES

1. WinCAM edit computers are intended to be used for the editing and mastering of programs to appear on WinCAM only. WinCAM staff reserves the right to determine what reasonable use of edit computers is as it relates to production. Use of WinCAM equipment and/or facilities for any other purpose other than the production of WinCAM programming without the permission of the Executive Director or his designee may result in suspension or termination of WinCAM membership or privileges.

2. Members are allowed to upload their video files to YouTube, Facebook or other video hosting or social media sites, but only after they have submitted the program for air on WinCAM.
3. Members wishing to upload content to the internet must do so within their reserved time or must be the last reservation of the day so that the computer can work overnight.
4. WinCAM staff must approve ALL reservations for edit time. Members should not expect time to be available without a reservation.
5. WinCAM staff reserves the right to reserve any edit bay for a reasonable amount of time for staff productions.
6. Members may reserve edit time up to one month in advance. Members may reserve up to 4 hours per edit session and up to 12 hours per week. Members may continue editing after their reserved time if it does not interfere with any other standing reservations.
7. Members must respect staff time by wrapping up edit sessions at least 20 minutes before closing on any given day.
8. Only current, certified members may operate WinCAM editing equipment.
9. Members must inform the staff of any problems or damages with the equipment in the edit bay. Members must not attempt to repair damaged equipment themselves.
10. Members are prohibited from manipulating any wiring or configuration of the edit bay. Members may not download or install any unauthorized software on WinCAM edit computers.
11. Members who are late for a reserved edit session more than 30 minutes without notification risk losing their scheduled edit time.
12. Members who fail to use the edit bay without notice after making a reservation may risk suspension or termination of WinCAM membership or privileges.
13. Reservation cancellations may be done over the phone or via email but it is the responsibility of the member to be sure that WinCAM staff has received notice of cancellation. Cancellations done through the online reservation portal may require separate notification to staff.
14. Absolutely no food or drink is permitted in WinCAM edit bays.

G. CONFERENCE ROOM

1. The primary purpose of the conference room is the holding of training sessions and Board meetings. These activities will have priority use of the conference room.
2. Members may reserve the conference room when such reservation does not conflict with a primary use of the space. Reservations may be made as they would for any other production area for meetings, recording or other program-related functions.
3. The conference room may be used by non-member groups during WinCAM's regular hours of operation.

4. Should there be a conflict on the use of the conference room space, the Executive Director shall determine which party uses the area.
5. Reservations may not be made more than 28 days in advance. Members and outside groups may reserve the conference room for up to 4 hours per day and up to 12 hours per week. Reservations may exceed 4 hours with the permission of WinCAM staff.
6. Members wishing to use the conference room for pre-interviews before a studio shoot must book the conference room separately from the production area they plan on using.
7. The individual making the reservation is responsible for cleanup of the conference room after use. Those using the conference room in the evening should allow time for cleanup during WinCAM's normal hours of operation.
8. Food and drink is allowed in the conference room, but members must exercise caution and are responsible for any guests they bring into the area.
9. A member or group who fails to clean up or otherwise restore the conference room to the condition it was in prior to use will not be allowed to use the conference room in the future.

H. DATA STORAGE

1. Members should strive to complete production and post-production in a timely manner. WinCAM staff is available to help members realize the completion of their projects.
2. Members are responsible for the transfer, backup and proper storage of their files. WinCAM staff is not responsible for loss or corruption of data stored on WinCAM computers or hard drives.
3. Members may elect to purchase their own storage media such as external hard drives or memory cards. Members are encouraged to consult with WinCAM staff to ensure that their hardware is compatible with WinCAM computers or equipment.
4. Members wishing to utilize WinCAM storage space must be acquainted with all procedures regarding proper storage of files. Improper storage or improper saving of files may result in permanent loss of data.
5. The size of any member folder on any WinCAM storage device shall not exceed 450 GB in size. Members exceeding the size limit will be asked to get their folders under the limit before their next edit session can begin. Exceptions can be made for large-scale productions, but must be approved by WinCAM staff.
6. Members must save and store files to personal or WinCAM external storage devices only. Files saved on WinCAM hard drives or desktops may be deleted.
7. Member folders that have not been accessed in more than six (6) months are eligible for archive or permanent deletion. WinCAM staff will arrange for archive of older files if space is available and will attempt to notify members before any transfer or deletion takes place. WinCAM staff is not responsible for loss or corruption of data taking place during the transfer, archive or storage process.

8. Members will have up to four (4) weeks to remove project files from WinCAM computers or hard drives after submission of program for air. Files that remain on WinCAM computers or hard drives after four weeks risk permanent deletion.
9. Members using WinCAM cameras must make arrangements for transfer and storage to edit computers or external hard drives within forty-eight (48) hours of the return of the camera. Files that are not transferred within 48 hours may be permanently deleted.
10. Members using WinCAM card-storage cameras will have at least 32 GB of available storage at the time of checkout. If additional space is needed, members are encouraged to purchase their own compatible cards.
11. WinCAM staff will strive to remove all WinCAM data from cards in a timely manner. In the event that at least 32 GB of storage is not available on WinCAM data cards, WinCAM card-storage cameras will not be reserved or checked out for member use.

I. RENTALS AND PRODUCTION SERVICES

1. ALL EQUIPMENT AND FACILITIES ARE TO BE USED ONLY FOR PRODUCING NON-COMMERCIAL PROGRAMMING FOR WINCAM'S CHANNELS. The sole exception to this policy is if an individual or group agrees upon an equipment rental.
2. WinCAM rentals are meant solely as an additional service offered to WinCAM members and will in no means inhibit the production of public access programming. Rentals and/or Production Services will be allowed solely at the discretion of the Executive Director and will take place only after the public access needs of WinCAM members have been met.
3. WinCAM facilities and equipment are available for rent to any WinCAM member who wishes to produce programming not intended for WinCAM channels. WinCAM reserves the right to deny any rental at any time for any reason. A rental rate sheet is available upon request.
4. WinCAM staff can be hired to produce access programming. If an individual or group wishes to hire WinCAM staff to produce programming for WinCAM channels, a meeting with the Executive Director will be arranged to agree upon terms.
5. It is at the sole discretion of the Executive Director to determine if and when a WinCAM member exceeds the typical service provided by WinCAM staff and shall require paid production services.
6. WinCAM staff may also rent WinCAM equipment and/or facilities in order to produce programming not intended for WinCAM channels, but like any other rental, these rentals must not interfere with the production of public access programming.

III. PROGRAMMING

- All programming produced for WinCAM channels shall be of a non-commercial nature.
- The views and opinions expressed in programs airing on WinCAM are those of the program's producer and do not necessarily reflect those of WinCAM staff, Board of Directors or the Town of Winchester. Viewer discretion is recommended. At its discretion, WinCAM staff may require this disclaimer to be included in the opening credits of any production.

- WinCAM encourages anyone who disagrees with the content of a program to produce counter programming presenting an opposing view, or otherwise responding to the program in question.
- WinCAM is responsible for the operation of allocated cable channels on the cable TV systems in Winchester. Any WinCAM member, Winchester resident or non-profit organization in Winchester may request channel time for the presentation of programming.
- Individuals requesting air time must submit programming no later than closing on Tuesdays in order to qualify for air the following week.
- WinCAM members who produce programs with WinCAM equipment or facilities must intend the programming to be broadcast over WinCAM channels.
- WinCAM retains the right to preempt scheduled programming at any time in order to provide timely local programming.
- WinCAM requires members to include the words "Production facilities provided by Winchester Community Access & Media" as well as the WinCAM logo in the credits of their program(s).

A. CABLECAST REQUIREMENTS

1. In order to cablecast a program on WinCAM's channels, one must submit a properly labeled DVD and master file, along with a WinCAM Cablecast Request Form and any other appropriate releases, forms, clearances or disclaimers as directed by WinCAM staff. All media submitted to WinCAM for air must include an accurate run time as well as the name and phone number of the producer and the date of production.

2. Members under the age of 18 must have the signature of a parent or guardian on a Cablecast Request Form in order to air programming on WinCAM channels.

B. OWNERSHIP OF LOCALLY PRODUCED PROGRAMS

1. WinCAM members own their program and hold the copyright to programs they produce.

2. Only the producer, as holder of the copyright, may authorize any other use of a recorded program, such as loan or sale to another media outlet.

3. WinCAM reserves the right to maintain a copy of any program in its library to archive, cablecast, and stream over the internet or otherwise exhibit an unlimited number of times unless specifically limited by the producer.

4. WinCAM has the right to use any program or excerpt from a program for promotional purposes related to WinCAM.

5. While WinCAM may mention member-produced programs in email, press releases or in local media outlets, direct promotion of member-produced shows is the responsibility of the producer.

6. If a member charges a fee for use of program material produced with WinCAM equipment and/or facilities, such as loan or sale to another media outlet, that member must first obtain permission from WinCAM and arrange for compensation not to exceed 40%.

C. PROHIBITED PROGRAMMING

Although WinCAM is a free speech realm, there is certain content which is prohibited. Such content includes:

- Any commercial programming or advertising
- Any material which constitutes libel or slander
- Any obscene or pornographic material
- Any unauthorized use of copyrighted material or exploitation of publicity rights
- Any material which invades any person's privacy
- Any material which violates local, state or federal laws.

D. SAFE HAVEN/ADULT PROGRAMMING

1. Members are expected to alert WinCAM staff to programming that may be inappropriate for younger viewers. WinCAM reserves the right to cablecast programming with violent material, offensive language, nudity or sexually explicit material only after 12:00 AM and before 6:00 AM, in order to preserve a safe haven for viewing by all audience members. WinCAM reserves the right to add a disclaimer before airing any show that airs on any WinCAM channel.

2. WinCAM will react to public input regarding programming. If WinCAM staff receives negative correspondence regarding the content of any programming, the staff reserves the right to move the programming in question to a later time slot.

E. TIME SLOTS FOR SINGLE PROGRAMS

1. Program time slots for the access channels are scheduled by the staff when a program and its support material have been submitted and time slots are available. WinCAM program schedules are subject to change without notice at any time.

2. Requests for air time will be honored on a prioritized basis within the constraints of scheduling as well as staff and equipment availability. Requests for LIVE programming time slots should be made at least 4 weeks in advance and must be approved by the Executive Director or his designee. WinCAM staff will determine all programming slots with the following suggested priorities in mind:

- Programs and/or notices pertaining to emergencies as reported by the Town of Winchester
- All School Committee or Municipal meeting coverage
- Programs produced by WinCAM members
- Programs produced by WinCAM staff

3. Primetime shall be defined as any time between the hours of 7:00 pm to 11:00pm daily. An individual may be limited to one (1) primetime slot, per show, per week, depending upon scheduling needs.

F. TIME SLOTS FOR SERIES PROGRAMS

1. Requests for series time slots will be honored to the extent possible, subject to the priorities listed above and the right of WinCAM to pre-empt programming as necessary.
2. In order to retain a series time slot, a member must provide a new program at least every five weeks. Failure to produce regularly may result in loss or change of time slot.
3. Series program producers must attempt to adhere to the time limit associated with their time slot. A program that runs long may require additional editing or may be moved to a different time slot.
4. All repeat times and requests for additional repeats may be granted at the discretion of the Executive Director or his designee.
5. Time slots for series programming will be evaluated quarterly, with WinCAM retaining the right to allocate, repeat, alter, remove or add series time slots.
6. Individuals requesting air time must submit programming no later than closing on Tuesdays in order to qualify for air the following week.

G. LIVE REMOTE PROGRAMMING

1. WinCAM members or Winchester community members may request to produce a live remote program. Because any live remote would require staff assistance, any live remote becomes a WinCAM production and if accepted, will be planned, promoted and produced by WinCAM staff.
2. Requests for live remote programs must be made in writing to the Executive Director at least six weeks prior to the event. Exact information regarding the date, time, location and nature of the event must be provided. Requesting parties must not publicize a live event until all required approvals have been obtained.
3. A member who fails to use a live time slot that has been scheduled, or who cancels a live remote production with less than two weeks' notice must submit a written explanation to the Executive Director. Failure to submit a notice of cancellation may be reason to deny other such live program requests.

H. ELECTION/CAMPAIGN PROGRAMMING

1. Political candidates are subject to the same policies and procedures as other users of WinCAM's facilities and equipment. Any candidate for public office for whom Winchester residents may vote shall be afforded the same rights as a resident with regard to access to WinCAM facilities and channel time. WinCAM provides equal opportunity to all Winchester resident candidates for access training, equipment resources and cable channel programming time on a first-come first-served, non-discriminatory basis. All members of WinCAM can produce election/political programs for airing on WinCAM channels.
2. Scheduling of political programming will be subject to the same policies and procedures as scheduling of other programming. Similarly, proponents and opponents of ballot questions will be subject to the same policies and procedures as other members.

3. WinCAM encourages political candidates and parties interested in ballot questions to participate in forums and debates sponsored by WinCAM and other community groups. WinCAM fully supports the interchange of ideas that such events promote as a primary method of conveying candidate and issue information to the public. These cablecasts will be undertaken at no cost to the participants.

4. In order to ensure opportunities for cablecast time on WinCAM channels, the following policies apply:

- WinCAM reserves the right to limit length and frequency of political programming in a manner that is consistent with WinCAM's policies for programming and time slots for single programs. Such limits, when imposed, shall apply to all such programs and to all producers.
- WinCAM retains the right to preempt programming at any time in order to provide timely local programming, such as live or recorded special municipal events, important local debates or forums, or election related programming.
- Time will be reserved during each political season to enable a wide selection of political programs to be cablecast.

I. COMMUNITY PROGRAMMING

1. WinCAM's primary purpose is to utilize WinCAM equipment and facilities in order to produce programming of interest to the community.

2. WinCAM will make every effort to inform members of volunteer production opportunities on such productions through postings within the facility as well as electronic notifications.

J. COMMUNITY BULLETIN BOARD

WinCAM may run community announcements on the access channels when programming is not being cablecast. Messages of interest to Winchester viewers may be submitted by Winchester residents, WinCAM members and Winchester based non-profit organizations. WinCAM reserves the right to reject or edit any messages. All announcements should include a contact phone number and where possible a website address and/or email.

K. PUBLIC SERVICE ANNOUNCEMENTS

WinCAM will cablecast all public service announcements (PSA's) without charge. PSA's are intended to inform the community about events and emergencies and to publicize the work of non-profit organizations. Requests to air PSA's may come from town officials, WinCAM members as well as members of the community.

L. IMPORT PROGRAMMING

1. Non-commercial programming that is produced outside Winchester or WinCAM may be allowed to be cablecast on WinCAM access channels at the discretion of WinCAM's staff. Any Winchester resident or WinCAM member may sponsor such programming as the local sponsor by completing the necessary Cablecast Request Form.

2. WinCAM staff reserves the right to import outside programming of interest to air on WinCAM channels. Such programming may not require a local sponsor.

3. A WinCAM member may produce programming using non-WinCAM equipment and facilities and still be considered a locally produced program. Individuals wishing to use their own equipment must meet the minimum technical standards for cablecast of their programs and must complete the necessary paperwork indicating no WinCAM equipment is requested.

M. UNDERWRITING & GRANTS

1. Acknowledgement of underwriting, sponsorship and grants by businesses, organizations, private citizens or other grantors providing monetary or other assistance in the making of a program(s) may be included in the program credits. Such acknowledgement should include the underwriter's name, business name, logo and up to a 15 second statement of the underwriter's contribution or product.

2. Any member soliciting funds for financial support must make it clear that commercial content is not allowed on public access programs.

3. All underwriting/sponsor funds must be paid directly to Winchester Community Access and Media, Inc. (WinCAM). WinCAM will then distribute funds to the Producer whose program is being underwritten. WinCAM reserves the right to retain a portion of the funds not to exceed 5%.

4. WinCAM members are encouraged to seek grants from outside sources for their production. All grant requests must be approved by WinCAM and made in WinCAM's name, although members may make arrangements for co-application. WinCAM reserves the right to retain a portion of such grants for administration and in-kind services not to exceed 5%.

N. DUB POLICY

1. WinCAM members are allowed 3 free DVD copies of any program they produce for WinCAM. Additional copies may be purchased according to WinCAM's dub pricing list.

2. Prices are subject to change if requesting party supplies blank media. WinCAM can also provide dubs in different media formats, if requested and if possible.

3. WinCAM staff will fill all dub requests in order of request within a reasonable time. WinCAM reserves the right to make alterations or additions to this pricing at any time. WinCAM also reserves the right to waive these fees under special circumstances, as dictated by the WinCAM Board of Directors or Executive Director.

4. Shipping of dub orders will cost an additional minimum of \$5.

5. WinCAM reserves the right to sell DVD copies to the general public of programming produced with WinCAM equipment airing on WinCAM channels, unless otherwise requested by the WinCAM member who produced the program.

6. Blu-Ray or other high definition recording formats may require additional charge.

O. REPRESENTATION

The Board of Directors and WinCAM staff are the only individuals authorized to represent the Corporation. WinCAM members should not state or imply that they represent WinCAM in any fashion other than that they are members of the organization whether in the field or on the air.

IV. WRITTEN INFORMATION SECURITY PROGRAM (WISP)

1. WinCAM has adopted a WISP to create safeguards against theft of personal information that is extended to WinCAM members. Copies of WinCAM's WISP document are available upon request from the Executive Director.
2. Personal information such as bank account numbers or driver's license numbers provided by members to WinCAM will be protected under lock and key during all phases of data processing.
3. Members are not to use staff computers or devices at any time. Further, any staff computers, drives or network attached storage left open and accessible should be reported to the Executive Director.
4. The privacy of WinCAM staff must be respected. Staff desks, drawers, and other workspaces are off limits to members. Members should go into staff offices only when staff is present.
5. Members should not access any internet sites on WinCAM computers with suspect security certificates. If a security warning appears, the ISP should be immediately closed.
6. WinCAM staff will not share information provided by members including email address, street address and phone number to any other member, vendor or distribution list.

III. RESPONSIBILITY & INSURANCE

- 1, WinCAM members are responsible for all WinCAM equipment they handle either within the WinCAM facility or out in the field. Insurance extends to WinCAM members when accidents occur despite the member's best efforts.
2. All WinCAM equipment must be secured in a safe place when not in active use. WinCAM staff reserves the right to limit or cease use of equipment by a member who repeatedly damages or neglects WinCAM equipment.
3. In the event that WinCAM equipment is damaged, destroyed, lost or stolen, the WinCAM member must cooperate fully with the insurance carrier and will be responsible for any applicable deductible. In case of theft, the member must:
 - A. File a police report immediately.
 - B. Cooperate fully with reasonable investigations by police, insurance adjusters and WinCAM representatives.
4. In the event WinCAM's claim is not honored by its insurance carrier and the WinCAM member is found to have failed to take reasonable precautions to protect the loaned equipment, it is the responsibility of the member to reimburse WinCAM for the full replacement value of the equipment.

VI. MEMBER STANDARDS OF CONDUCT

1. Safety is paramount. Keep yourself safe, keep others safe and keep WinCAM property and equipment safe. Dangerous or irresponsible conduct will not be tolerated.
2. Appropriate, professional and respectful behavior is expected at all times. Violent behavior will not be tolerated. This includes threatening or intimidating language, any form of physical assault such as striking or manhandling another person or fighting. Weapons, or any objects resembling weapons – unless used as a prop during a shoot – are prohibited on WinCAM property.
3. Respect is required. Behavior that could be construed as threatening or harassing (including sexual harassment, see section VI below) toward fellow volunteers, customers, vendors or staff will not be tolerated.
4. Honesty and accuracy are expected. Dishonesty with staff or falsifying records or any other access related documents will not be tolerated.
5. Courtesy and politeness must be extended to staff, volunteers, and visitors to the facility and onlookers at shoots. WinCAM members are responsible for the behavior of any guests or visitors they bring to the WinCAM facility or any WinCAM production.
6. WinCAM is a drug, alcohol and tobacco free environment. Electronic cigarettes are also prohibited. Carrying and/or being under the influence of drugs or alcohol at any time while on WinCAM property or while using access equipment is prohibited. There is no smoking on school property or while using WinCAM equipment.
7. WinCAM property and facilities are accessible only with proper authorization. This includes, but is not limited to computers, vehicles and production and editing equipment and software.
8. Staff offices should be recognized as staff-only areas. Use of staff computers, copiers, phones or workstations without permission is prohibited.
9. Winchester High School students may not enter WinCAM's facility during school hours unless accompanied by a teacher or administrator or have a signed note from a teacher or administrator, or when WinCAM staff is not present.
10. Anyone using WinCAM equipment or facilities must be a trained, certified member of WinCAM.
11. Food and drink are not allowed in production areas unless a specific event dictates that refreshments may be served. WinCAM staff must give permission for such events.
12. Staff computers or edit computers are to be used solely for authorized productions and not for personal use.

VII. HARASSMENT

1. All employees and members should enjoy a work atmosphere free from all forms of discrimination, including harassment. Harassment infringes on an employee's right to a comfortable work environment and undermines the integrity of the employment relationship. Harassment also infringes on a member's right to participate in WinCAM productions or activities. No employee or member should be subjected to harassment, including but not limited to unsolicited and unwelcome sexual overtures or conduct by other employees or by persons doing business with WinCAM.

2. While it is not our intention to regulate employees' social interactions or consenting relationships, conduct constituting sexual or other harassment will not be tolerated. It is illegal for any employee to harass any other employee by: (a) making unwelcome sexual advances or requesting sexual favors as a condition of an employee's continued employment or the basis for employment decisions affecting the employee or (b) creating an intimidating, hostile or offensive work environment by verbal, physical or visual conduct of a nature that interferes with an employee's ability to perform his/her job duties. These same limitations apply to conduct between WinCAM's employees and its members.

3. A confidential and thorough investigation of all harassment complaints will be undertaken immediately and appropriate action will be taken. An employee or member who engages in any form of harassment will be subject to disciplinary action, up to and including dismissal. Members who engage in such conduct are subject to forfeiture of membership privileges.

Harassment Complaint Procedure:

1. If you believe you have been unlawfully harassed, report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

2. When possible, confront the harasser and request him/her to stop. The harasser may not know that his/her behavior is offensive and may stop it once informed that it is not welcomed. If, however, you do not feel comfortable confronting the harasser or if the behavior continues after you requested the harasser to stop, then follow the procedure discussed in the paragraph immediately below.

3. Report the harassment as soon as possible to the Executive Director or a member of the WinCAM Board of Directors. Your complaint may be written or verbal. Provide details of the incident including names of individuals, dates the incidents took place, type(s) of harassment and the names of any witnesses. The Executive Director or the Board will immediately undertake a thorough, objective and confidential investigation of the harassment allegations.

4. If WinCAM determines that unlawful harassment has occurred, it will take effective remedial action in accordance with the circumstances and will inform you of the action taken. Any employee that WinCAM determines to have engaged in unlawful harassment will be subject to disciplinary action up to and including dismissal. Any volunteer so engaged will have WinCAM privileges suspended or terminated.

5. WinCAM prohibits any form of retaliation for rejecting sexual advances, filing a good faith complaint under this policy or assisting in an investigation. A separate retaliation complaint should be made if retaliation is alleged to have occurred.

6. In the event that the harassment continues subsequent to WinCAM's remedial action the complainant should meet with the Executive Director or a member of the Board. If you do not meet with and inform one of these contacts of the new offense(s), WinCAM will understand that the remedial action was effective and the harassment has stopped. WinCAM cannot stop actions of which it is unaware.

7. If you have any questions about WinCAM's policy against harassment, the procedure for filing complaints or are unsure whether certain behavior violates WinCAM's policy on harassment, please contact the Executive Director or member(s) of the WinCAM Board of Directors.

VIII. VIOLATIONS

In order for the Policies and Procedures to be effective and to keep operations running efficiently a penalty system is instituted. There are two types of policies, which, if violated, can result in restrictions on volunteers and members. The Executive Director is authorized to issue warnings and suspensions. Membership fees will not be refunded to members whose privileges have been suspended or revoked.

A. MAJOR VIOLATIONS

Major violations will result in an immediate 90-day suspension of membership privileges. These include, but are not limited to:

- Unauthorized commercial, personal, or for-profit use of WinCAM facilities, equipment and/or channel time.
- Misrepresentation of members as WinCAM staff, employee, or member of the Board of Directors.
- Physical or verbal abuse of staff or other members.
- Falsifying forms.
- Taking or reserving equipment without staff permission.
- Abuse and/or neglect of WinCAM equipment, including attempted repair, facility reconfiguration or improper transport.
- Tampering with, copying or deleting WinCAM software or data.
- Stealing WinCAM property and/or equipment.
- Any breach of WinCAM's Written Information Security Program (WISP).
- Use of unauthorized area within the Winchester High School.
- Smoking anywhere in the studio or on school property.

The Executive Director may decide that the severity of any single violation or any subsequent major violations will result in the permanent loss of WinCAM equipment and facilities privileges.

B. MINOR VIOLATIONS

Minor violations include but are not limited to:

- Failure to cancel a reservation in accordance with Policies and Procedures.
- Late pick-up or late return of equipment without notification and approval.
- Mishandling or unsafe use of equipment.
- Eating or drinking in restricted areas.
- Failure to clean up after using facilities.
- Handling off-limit equipment or being in off-limit areas.
- Rowdiness or horseplay while in the facility or creating any disturbance to other WinCAM members, guests or the public.
- Three "late cancel" after volunteering to participate in a production in any 6-month period.

Minor violations that take place within a one year period will result in the following series of actions:

- First violation: written warning from the Executive Director
- Second violation: 30 day suspension of membership privileges
- Third violation: 90 day suspension of membership privileges

IX. APPEALS

- WinCAM members are encouraged to resolve difficulties at the staff level. Any member wishing to appeal an action of the staff or communicate a problem or complaint should document said concern in a memo to the Executive Director. After receipt, the Executive Director will provide a written response within 15 days. If the member is still dissatisfied with the response, he/she may request a hearing before the WinCAM Board of Directors. Decisions of the Board will normally be made within three weeks and are final.