



Fall 2013 Information Booklet and FAQ

This document was last modified on September 6, 2013.

Basic Information

Who is the Programming Director and what does he or she do?

- The Programming Director for Fall 2013 is Rebecca Alpert. She can be reached at pd@wmfo.org.
- The Programming Director is the point person for the staff and oversees all internal WMFO activities not related to the technical operation of the station, including:
 - Scheduling
 - Card access
 - Writing and organizing station policy
 - Enforcing station policy
 - Answering any questions you might have about non-technical aspects of WMFO

What if I have a question not answered in this document?

- Email the Programming Director at pd@wmfo.org.

What is a DJ Agreement?

- Your contact information and information we need to get you card access
 - You must use your legal name, as it appears on your student ID card, driver's license, passport, or other official documents.
- A way for us to account for and accommodate transportation limitations (such as needing to take the MBTA home at night, etc.) if you apply for a show. We will do our best to accommodate these limitations during scheduling.
- A review of our general policies.
- A record for us that you have read our general policies and agreed to follow them.
 - Station members who are under 18 need to turn in a special DJ agreement for minors, signed by a parent or legal guardian.

Who needs to turn in a DJ Agreement?

- All regular DJs
- All subs
- Anyone else who requires card access for or uses our facility, including:
 - MD volunteers
 - Engineers
 - Ops volunteers

When should I turn in a DJ Agreement?

- You need to turn in a DJ agreement every season you will need card access.
- You only need to turn in one DJ agreement per season.

Does my guest need to turn in a DJ Agreement?

- Guests do not need to turn in DJ Agreements.
 - Note: Any “co-DJs” or recurring guests who have not gone through our training process will be considered guests, and may not operate WMFO’s equipment or run a show on their own until they have gone through training. Guests should not create Spintron accounts and will not be granted card access to the station.

What is a Show Form?

- Information we need in order to give you the best show time we can.
- Please do your best to completely fill out the form and select a variety of show times, including show times in non-high-demand hours.
 - High-demand hours are in the late afternoon and evening.

How do I fill out a Show Form?

- Circle 15 show time possibilities on the schedule table.
 - If you want a two hour show, circle two-hour blocks.
- List your top nine show time preferences.
- Attach DJ Agreements for all affiliated DJs.
 - Please staple forms. A stapler is available at the semester staff meeting and by the PD Mailbox.

Where do I get a DJ Agreement and Show Form?

- You can pick them up at the semester staff meeting.
 - New DJ Agreements and Show Forms are distributed at each semester staff meeting.
- You can download them from the WMFO Wiki after the semester staff meeting.
 - DJ Agreements and Show Forms are available on the WMFO Wiki at: https://wiki.wmfo.org/Staff_Info/Staff_Meetings/2013-Fall_Meeting. The current forms are attached to the relevant page.
- You can email the Programming Director at pd@wmfo.org to have the forms delivered straight to your inbox.

When and where do I turn in my completed show application packet?

- You can turn in your stapled, completed application packet at the semester staff meeting.
- You can turn in your stapled, completed application packet to the PD mailbox next to the GM door by the deadline indicated at the semester staff meeting.
 - Do not put your show form under the GM door. The PD is unable to retrieve forms placed under the GM door.
- If you are unable to get to the staff meeting or to the station by the deadline, please scan and email your completed application packet to the Programming Director at pd@wmfo.org before the deadline.

Training

What training is required before new DJs can go on the air?

- All new staff members who want to broadcast at WMFO must complete WMFO's official training process, which is organized by WMFO's Training Coordinator and held each spring and fall.
- Please contact the Training Coordinator at training@wmfo.org for more information.

I want to be an audio engineer at WMFO! Is there training for that?

- Audio engineering training is usually held once a year at WMFO. It is organized by On The Side and led by Joel Simches.
- Please contact On The Side at ontheside@wmfo.org for more information.

I want to volunteer in the Music Department at WMFO! Is there training for that?

- The Music Directors train all staff members interested in volunteering in the Music Department on an ongoing basis.
- Please contact the Music Directors at md@wmfo.org for more information.

Is there continuing education at WMFO?

- WMFO's executive board goes over WMFO policies and any updates to WMFO policies, as well as the operation of station equipment, at each semester staff meeting. The WMFO Executive Board may also require staff members to undergo additional refresher training or to be trained on new equipment.

Card Access

Card Access Basics:

- A list of station members is submitted to the Tufts University Policy Department (TUPD) every season.
- If you are a new community volunteer, you will need to pick up an ID card from TUPD.
- If you are a Tufts alum, you will need to get a new ID card from TUPD. Your old student ID card will not work.
- Tap and swipe your card on both types of card readers in order to prevent expiry. Cards expire if not used frequently.
- Access does not carry over between seasons.

Help! My card stopped working!

- Contact the Programming Director at pd@wmfo.org as soon as possible. It can take several days to have card access reinstated.

Help! My card stopped working and I need to get into the station today to do my show!

- First try calling the WMFO studio line at (617) 627-3800 or (508) 507-9636. If there is a DJ in the studio, he or she will let you in to the building.
- Call TUPD's non-emergency line at (617) 627-3030. Give them your name, affiliation, and student ID number (if applicable). Tell them you need to get into WMFO on the third floor of Curtis Hall. They may unlock the door for you or ask you to walk down to the station in Dowling Garage to pick up a temporary ID card.
- Once you are in the station, email the Programming Director at pd@wmfo.org to let him or her know that you do not have card access and need it reactivated. It can take several days to have card access reinstated.

Help! I can't access the Music Department Office or Studio B!

- Already trained?
 - First: Make sure you submitted a DJ Agreement.
 - Second: Contact the Programming Director at pd@wmfo.org.
- Not trained?
 - Contact the Music Director at md@wmfo.org to set up training if you want access to the Music Department Office.
 - Contact On The Side at ontheside@wmfo.org to set up training if you want access to Studio B.

Scheduling

Who does scheduling, robots?

- Scheduling is performed by real, live humans, in one night, over several hours. We make our best effort to give each show a favorable time slot.

How does scheduling work?

- Step One: Determine the DJ Rank for each DJ who submitted a DJ Agreement in a show application packet.
 - Ranks are calculated using the DJ Information system, and are based heavily on factors like volunteering.
 - We highly encourage every DJ to go above and beyond our five-hour minimum volunteering requirement. DJs who receive their number one choices for time slots have almost always done more than the minimum volunteering requirement.
- Step Two: Calculate the overall Show Rank.
 - For single-DJ shows: The Show Rank is simply the DJ Rank.
 - For multi-DJ shows: If **all DJs have done at least the minimum five hours**, the DJ Ranks for all DJs on the show are added. If **one or more DJs have not done their hours**, then the Show Rank is the lowest DJ Rank.
 - Talk to your fellow DJs and make sure everyone has done their hours in order to ensure the best possible rank for your show. One DJ can sink an entire show's Show Rank. However, if all DJs have done at least five hours of volunteering, your Show Rank can be very high.
- Step Three: Sort the pile.
 - Show application packets are sorted so that the applications with the highest Show Ranks are placed at the top of the pile and the applications with the lowest Show Ranks are at the bottom.
 - Show Application packets that have not been completely or correctly filled out are sent to the bottom of their rank tier (i.e. If you failed to correctly

fill out your application packet and your Show Rank is 100, you will be scheduled after all the other shows with a rank of 100 have been scheduled).

- Multi-DJ show applications are closer to the top within a given rank tier (shows with three DJs will be closer to the top than shows with two DJs, etc., in order to minimize time conflicts and get more DJs on the air).
 - Distribution within a given rank tier is otherwise random.
- Step Four: Begin scheduling
 - Start assigning show times, starting from the top of the pile.
 - If there is a time conflict, the show with the higher Show Rank gets the time.
 - If none of the show times indicated on a given show application packet are available by the time we reach that show application packet in the pile, we will attempt to call the phone numbers listed for all DJs affiliated with the show. If we are unable to reach any of the DJs affiliated with the show, we will schedule the show in a time slot as close to an indicated time as possible.
 - We will announce the date and projected timeframe for scheduling at the semester staff meeting. We request that you be available during that time so we can get you a show time that works with your schedule.
 - Step Five: Send the completed schedule to the WMFO Staff Elist.
 - Once all shows have been assigned time slots, the completed schedule is sent to the WMFO Staff Elist, wmfo-staff@googlegroups.com.
 - You are required to be a member of and receive messages from this Google group.
 - Please look at the schedule. If you cannot do your assigned show time for any reason, please email the Programming Director at pd@wmfo.org as soon as possible.
 - Step Six: The new schedule goes live on Spintron, and the new schedule goes into effect
 - The new schedule goes live on Spintron the same day the new schedule goes live (this date is announced at the semester staff meeting). Prior to that date, the schedule on Spintron will be that of the previous semester.

WMFO Policies

What documents represent the binding rules and policies of WMFO?

- The WMFO Constitution (https://wiki.wmfo.org/General_Info/Constitution), WMFO Wiki (<http://wiki.wmfo.org>), DJ Agreement, and any modifications by subsequent Executive Board emails represent the binding rules and policies of WMFO.
- You are required to read these documents.

Can I have a list of some of the major rules and policies at WMFO?

- Please note that the WMFO Constitution (https://wiki.wmfo.org/General_Info/Constitution), WMFO Wiki (<http://wiki.wmfo.org>), DJ Agreement, and any modifications by subsequent Executive Board emails represent the binding rules and policies of WMFO. You are required to read those documents. This is an incomplete list for your convenience, including, in no particular order:
 - Broadcast regulations:
 - Profanity is not permitted on-air at any time. There is no “safe harbor.” There should be:
 - No swearing in conversation over the air.
 - No swearing in live or recorded material played over the air.
 - No swearing from callers over the air.
 - You must play or read at least one public service announcement (PSA) per hour.
 - You must play or say a correct station ID within five minutes of the top and bottom of the hour (i.e. between 3:55 and 4:05 and then between 4:55 and 5:05).
 - A correct station ID is “WMFO Medford” or “WMFO in Medford.”
 - You have created a Spinitron account and will log all material played on air at the time it is played.

- You will answer the listener lines if they ring during your show. Before putting any caller on-air, you must brief the caller on our profanity policy and tell the caller that he or she will be on the air. If the caller subsequently violates our profanity policy, you must immediately remove the caller from the air.
- Non-discrimination and sexual harassment:
 - WMFO does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability, or veteran status. Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated. Violations may result in disciplinary action including suspension or dismissal, as well as criminal prosecution.
 - The full non-discrimination policy (<http://ase.tufts.edu/lgbt/documents/non-discriminationPolicy.pdf>) and full sexual harassment policy (<http://oeo.tufts.edu/wp-content/uploads/Sexual-Harassment-Policy-December-2012.pdf>) can be downloaded from the Tufts Office of Equal Opportunity and Affirmative Action's website (<http://oeo.tufts.edu/>).
- Drugs and alcohol:
 - WMFO has a zero tolerance drugs and alcohol policy. If you or your guests are found to be in the possession of and/or under the influence of drugs or alcohol while in the station, you will be subject to immediate dismissal.
 - DJs are not permitted to pretend to be or claim to be under the influence of drugs or alcohol while in the station.
- Property:
 - Do not attempt to fix, modify, or remove any equipment or property at WMFO without written permission from the WMFO Executive Board.
- Food and drink in the studio:
 - Food and drink are not permitted in any of WMFO's studios.

- Shows:
 - If applying for a show, you must fully complete your Show Form and DJ Agreement. You may not keep your current time slot or get a show at all. The final decision lies entirely with the Programming Director and Executive Board, who are responsible for creating the semester program schedule. The Executive Board may need to cancel your show during the season to accommodate special events.
- Subs:
 - If assigned a show time, you must attend every show on time and for its full duration, or find a substitute by sending an email to wmfo-sublist@googlegroups.com. There is a maximum of three (3) substitutions allowed per season. If something unexpected happens, or if you will otherwise be absent for more than three (3) shows and need more substitutions, you will contact the Programming Director as soon as possible.
- Volunteering:
 - **All regular DJs** are required to complete at least five (5) hours of volunteering per semester, no more than two (2) of which may count from subbing. **DJs without regular shows (subs)** must complete at least three (3) non-subbing volunteer hours per semester to retain station access. Failure to complete volunteer hours will affect your station access rights and future show time.
 - You are required to log all volunteer hours in the volunteering log by the station entrance.
- Guests:
 - You are responsible for the behavior of all guests while they are at WMFO and/or on the air. Guests may not operate WMFO equipment or run a show on their own. Guests should not create Spinitron accounts and will not be granted card access to the station.

- Staff meetings:
 - You are required to attend all semester staff meetings unless prior notice is given to the WMFO Executive Board. If you miss a semester staff meeting, you are responsible for reading the meeting minutes and instructional documents posted on the WMFO Wiki after the meeting at: https://wiki.wmfo.org/Staff_Info/Staff_Meetings/2013-Fall_Meeting. The meeting minutes and documents are attached to the relevant page.
- Newsgroups:
 - You have joined and regularly read the WMFO-Staff (<http://groups.google.com/group/wmfo-staff>) and WMFO-Sublist (<http://groups.google.com/group/wmfo-sublist>) Google groups.
- The community file:
 - If you cover community-related topics on the air, you must file a report for WMFO's community file.
- The political file:
 - If contacted by a political candidate or airing an interview with a political candidate, you must file a report for WMFO's political file.
- The public file:
 - If a member of the community calls the studio asking to be let into the station to see WMFO's public file during business hours, you must show him or her the public file. You are required to know where the public file is located.
- Federal agents:
 - If a federal agent calls the studio asking to be let into the station during business hours, you must let him or her into the station.
- Emergency Alert System (EAS) instructions:
 - You must be able to produce the Emergency Alert System (EAS) instructions located under the desk in Studio A if asked by a federal agent from the Federal Communications Commission (FCC).

- Violations:
 - Violations of any of the binding rules and policies of WMFO are punishable at the discretion of the WMFO Executive Board.
- And more!

Policy Violations

What happens if I violate station policy?

- All policy violations are punishable at the discretion of the WMFO Executive Board.

Please note that:

- Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated and may result in disciplinary action including suspension or dismissal, as well as criminal prosecution.
- Violations of WMFO's zero tolerance drugs and alcohol policy will not be tolerated and will result in immediate dismissal.

What's the general procedure if I violate station policies other than the non-discrimination, sexual harassment, and/or drugs and alcohol policies?

- Broke a rule?
 - You will receive one written warning via e-mail.
- Broke multiple rules?
 - You may be subject to immediate retraining or suspension.
- Problem persists?
 - You may be suspended for up to one month.
- Another violation?
 - You can be expelled from WMFO for one semester, with conditions upon your return (retraining or other punitive measures).

Am I responsible for the behavior of my guests?

- You are responsible for the behavior of your guests. Behavior is punishable at the discretion of the WMFO Executive Board.

What should I do if I notice someone breaking station policy?

- Email the Programming Director at pd@wmfo.org.