

# Community Voice Channel Policies & Procedures

Effective July 1, 2019



<b>Comcast</b>		<b>Frontier Communications</b>
Channels 5, 95, 96	<b>WWW.CVCCT.ORG</b>	Channel 99

Please read the policies and sign the last page  
and hand it to a CVC staff member.

Please keep this copy of the policies for reference.



Community Voice Channel – “Don’t Just Watch TV... Make It”

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**COMMUNITY VOICE CHANNEL**  
**COMMUNITY ACCESS CHANNEL OPERATING RULES**  
(Adopted January 20, 2016)

**1. INTRODUCTION**

- a) The Board of Directors of Community Voice Channel, Inc. (CVC) adopts these operating rules in furtherance of its goal to manage and administer community access (public, educational and government) television in a fair, equitable and responsible way. These operating rules are designed to comply with the regulations of Connecticut State Agencies, §16-331a-4, which requires all community access providers, such as CVC, to have operating rules.
- b) These operating rules include the proposed rates and charges, if any, that apply to the use of the public, educational and governmental access channels and for CVC facilities, equipment and services. They also apply to the use of return lines by either a public school or municipal government for transmitting access programming for live distribution over the access channels managed by CVC. These operating rules also include the rules governing how CVC allocates equipment and the program content guidelines that Producers are required to follow. These operating rules also govern who owns the copyright to programs created with CVC resources and how channel time for televising programs is allocated and scheduled.
- c) Community Voice Channel is a non-stock, non-profit corporation operating under the laws of the State of Connecticut and Internal Revenue Tax Code Section 501(c)(3). It serves the public, in general, and the Producers and providers of access programming, and the cable subscribers, in particular, in the towns of Andover, Bolton, Ellington, Hebron, Marlborough, Tolland and Vernon, Connecticut. The Public Utilities Regulatory Authority designated CVC as the community access provider (CAP) pursuant to its Decision, Docket No. 95-04-26 (April 1, 1998). This decision also provided for major funding for CVC on a per-subscriber basis, and it further ordered that the cable operator (currently Comcast) provide three access channels (currently channels 5, 95 and 96, which are designated for public, educational and government access, respectively) for the franchise term. We also receive funding on a per-subscriber basis and are on Frontier Communications channel 99.

**2. DEFINITIONS**

- a) Producer: A person or organization that is responsible for the creative elements of any community access television program televised by CVC. Creative elements include decisions about programming content and the manner of presentation of the program's message, such as through the use of editing, graphics and production effects.
- b) Sponsor: A person or organization that takes legal responsibility for a program produced by someone else.
- c) Crew Member: A Crew Member is any person who operates production equipment (e.g. cameras, editing equipment and character generators) and assists a Producer in the creation of a community access television program.

### **3. ELIGIBILITY TO BE A CVC PRODUCER OR SPONSOR**

An eligible CVC Producer or Sponsor must meet one of the following requirements:

- a) A Sponsor must be 18 or older. A Producer must be at least 13 years of age (with parental consent) and reside in Andover, Bolton, Ellington, Hebron, Marlborough, Tolland or Vernon, Connecticut.
- b) Be an organization or other entity that is not-for-profit, recognized by the State of Connecticut as a legal entity, and be based, or have a chapter that is based, in one of the seven towns served by CVC.
- c) Be a state-certified educational institution or government-Sponsored or a library in one of the seven towns served by CVC.
- d) Be a governmental entity or official whose area of jurisdiction or representation includes citizens within one or more of the seven towns served by CVC.
- e) CVC, itself, is eligible to be a Producer or Sponsor of any community access (public, educational or government) programming. Such programs shall be for the purposes of furthering some public interest and may also be created for the purposes of training or providing opportunities for persons not otherwise connected with an independent Producer to participate in the television production activities.

### **4. PRODUCER OR SPONSOR REQUIRED FOR EACH ACCESS PROGRAM**

- a) All eligible community access Producers who seek access to the public, educational, and government access channels must sign a cablecast release form for each program or series of programs to be cablecast. The agreement makes the Producer or Sponsor legally responsible for the programming content. Any Producer less than 18 years of age cannot sign a cablecast release form and be legally responsible for programming content; an adult must sign all paperwork.
- b) If the Producer or Sponsor is an organization, it must act through a person it designates as an agent who is a person at least 18 years of age and is duly authorized by the organization to legally bind it to the terms of the cablecast release form. CVC management reserves the right to require any person purporting to be an agent of an organization to present proof that he or she is so authorized.

### **5. USE OF CVC EQUIPMENT AND CERTIFICATION**

- a) All Producers and Crew Members must be pre-qualified to use the equipment and facilities through one or more of the following methods:
  - i) Successful completion of a training course Sponsored by CVC.
  - ii) Successful completion of a competency examination administered by CVC
  - iii) Verification by CVC of outside training and prior skills.
  - iv) Equipment users may, in addition to being pre-qualified as referenced above, be required to periodically demonstrate his or her knowledge of the equipment operation to retain his or her privileges and undergo training on the use of newly-acquired equipment.

b) Program Production

- i) Sign and submit a Cablecast Release Form. The signed form will be kept on file at CVC. In the case of a current series of programs, only one form needs to be signed every thirteen weeks. One time only, not regularly scheduled programs need only one cablecast release form per program.
- ii) A pre-production meeting with staff may be scheduled to discuss equipment/facility needs and or reservations. In the case of Studio productions, Producers are responsible for securing a crew.
- iii) Tapes can be obtained from staff. CVC recommends that Producers purchase their own tape stock to ensure quality.

c) Equipment, Facilities, Edit Time and Training

- i) The use of CVC equipment and facilities by Producers for creating community access productions shall be free of charge.
- ii) Reservations for all equipment, training and facilities will be handled on a fair and equitable basis. The first come, first served principle will apply.
- iii) Advanced notice is requested (48 hours).
- iv) CVC staff will reserve the appropriate equipment with the Producer's name, equipment requested and time out/back. Any special needs should be requested at this time. Time with staff is required to be scheduled in advance with the staff member's approval.
- v) Each piece of portable equipment must be checked out and signed for on the Equipment Liability Form. Producers must sign this form taking responsibility for the equipment. ***It is recommended that the equipment be setup before leaving the station by the Producer to be sure it is in working condition and that you have all the components needed for your production.***
- vi) Portable equipment may be borrowed for up to twenty-four (24) hours, with staff approval needed for longer shoots.
- vii) Equipment must be returned immediately after use, the following business day.
- viii) Equipment will be checked in by staff to ensure proper working condition. Notation of any malfunction or breakage of equipment must be made on the Equipment Liability Form and reported verbally to CVC staff.
- ix) All studio equipment and props must be repackaged properly and returned to its proper place in the CVC Studio. Check with staff if you are unclear on this procedure.
- x) CVC reserves the right to charge a fee of 20 dollars for the late return of equipment after the second delinquent return in a calendar year. This helps ensure that equipment is always available for volunteers. Failure to pay fine will result in loss of privileges until paid.
- xi) Raw footage tapes are considered part of the equipment checked out. CVC tape stock is recycled. CVC cannot assure the quality of the tapes it provides. Producers are encouraged to purchase their own tape stock. The Producer is

responsible for the labeling of all tapes and tape boxes with at least Producer name, date and subject of footage. Producers are responsible for all tapes. Staff cannot be held responsible for lost raw footage.

xii) After editing, all raw footage tapes must be returned to staff for recycling.

xiii) Producers are asked to notify staff of cancellations as soon as possible.

xiv) Producers are responsible for loss or damage to the equipment while it is checked out to them.

d) Graphics, Titles, and Credits:

i) End credits must include: Producer, director, camera, audio, graphic crew as well as Production Facility: Community Voice Channel, Bolton, CT. You may ask CVC staff for a video containing this information. If this information is not in your video, your video will be edited by staff to include said information.

## 6. PRIORITIES IN USE OF EQUIPMENT

a) In the event of a conflict in scheduling the use of equipment, the conflict is resolved by giving priority to the more time sensitive project. All Producers and crew members must complete all forms and sign all statements and agreements pertaining to equipment checkout, rules compliance and legal responsibility and accountability.

b) CVC shall determine the availability of studio and portable equipment for Producers and crew members based on any or all of the following:

i) Whether the equipment desired is in good working order.

ii) The technical sophistication required to operate the equipment, the technical knowledge and training of the potential equipment user, and CVC's judgment as to whether there is a need for a qualified staff person to be available to offer technical and programming assistance, and the availability of such staff person.

iii) Whether the equipment desired for use by a Producer or Crew Member has replacement or back-up equipment readily available.

iv) The need for the equipment's availability to CVC staff to ensure proper, overall operation of the station.

v) The availability of sufficient numbers of Crew Members needed to operate the equipment for the desired production, and any other reasonably based technical considerations which in the discretion of CVC are determined to be necessary for ensuring the smooth and reliable operation of the station in general.

c) The reservation procedure for equipment shall be as required by CVC management. Only community access programming production shall be permitted, and then only by eligible Producers and crew members.

## 7. PRIORITY FOR LOCAL PRODUCERS

a. Any program requested to be cablecast that is not produced by a local Producer as defined in these rules may be preempted in preference to locally produced programming.

## 8. PUBLIC, EDUCATIONAL AND GOVERNMENTAL PRODUCTIONS DEFINED

- a. Public Access Television Productions: This category comprises programming where responsibility for the content is assumed by an eligible Producer or Sponsor who otherwise does not qualify as an educational or governmental program as defined in these rules. Public Access Television Productions may be intended for any purpose and may include information, entertainment or the expression of points of view, without limitation, unless prohibited elsewhere in these rules.
- b. Educational Access Productions: This channel is comprised of content created at or by local schools, libraries or other educational institutions. Such programming may be intended to instruct or educate in an academic curriculum recognized by state-certified educational institutions and follow a pre-arranged course of study. Such programming may also be designed to inform the general public about educational programs and about school-sanctioned or library-sanctioned events, such as sports programming, spelling bees, choirs, extra-curricular speakers and the like. Educational Access Productions include “distance learning,” “television courses,” and informational videos about educational courses and institutions.
- c. Government Access Productions: There are two categories of Government Access Productions:
  - i) Governmental Proceedings: Programming that comprises live or videotaped official proceedings of local, state or federal governments, and is generally unedited, gavel-to-gavel coverage without editorial comment similar to C-SPAN and other public affairs programming.
  - ii) Governmental Informational Programming: Programming where responsibility for the content is assumed by elected or nonelected federal, state, or local government officials or their representatives. Such programs generally are hosted by and guests are arranged by government officials. This programming may be edited and produced with a certain point of view in mind.
- d. CVC Productions: This category comprises programming where the responsibility for the production and content are assumed by CVC, itself. It may include public, educational or governmental productions. These productions may also provide a setting for the training and participation of persons who are not associated with, or prefer not to be associated with, an independent Producer. Groups, individuals, organizations and businesses may be requested by CVC to provide monetary or in-kind assistance to help fund CVC productions. Such underwriters may be recognized for their generosity by the telecasting of underwriting credit announcements pursuant to CVC’s policies.

## 9. CABLECASTING AND PRODUCTION SCHEDULES: THIRTEEN WEEK RULE REGARDING PUBLIC ACCESS PROGRAMMING

### a. Cablecasting and Production Schedules.

Public Access programming generally will be televised on the public access channel, educational programming on the educational access channel, and governmental programming on the government access channel. However, CVC may also cablecast at its sole discretion any public, educational or governmental productions on any of the PEG channels to avoid scheduling conflicts, maximize exposure, or for any other reason it deems to be in the public interest. CVC further reserves the right to establish time slots for production and telecasting each type of programming defined above, and to allocate resources between the above-defined categories, establishing as many or as few time slots for production and telecasting for each category, or to subdivide or readjust categories as future conditions warrant without notice.

### b. Thirteen Week Rotation Rule for Regularly Scheduled Public Access Productions and Cablecasting

In compliance with Connecticut Public Act 94-22, the following shall apply to regularly scheduled public access productions (educational and governmental access productions are exempt):

- i) As eligible Producers are certified, their names shall be added to a waiting list maintained by CVC staff. Prior to each March 1, June 1, September 1 and December 1, CVC shall provide to all present public access Producers and to all eligible public access Producers on the waiting list notice of all regularly scheduled public access television cablecasting time slots that will be available for the ensuing 13 weeks.
- ii) The first name at the top of the waiting list will have first choice of available, regularly-scheduled production and telecasting time slots, the second name will have second choice, etc., even if that eligible time slot is presently occupied. Any Producer on the waiting list who does not obtain an acceptable choice for cablecasting time slots may “pass” and move up the waiting list for the next 13 week period. Any Producer who presently occupies regularly scheduled cablecasting time slots and who is “bumped” by a Producer on the waiting list shall be put on the end of the waiting list. Throughout the course of the next 13 week period, as new public access Producers become eligible, their names shall be added, upon request, to the waiting list for consideration at the next assignment of regularly scheduled time slots.
- iii) Upon request, any eligible Producer producing a regularly scheduled public access television production whose production or time slots are not reassigned may continue his or her present production or telecasting time slots for the ensuing 13 week period.
- iv) CVC reserves for itself the right to reassign telecasting time slots for good cause, including, but not limited to providing time slots that accommodate non-regular or one-time-only public access television productions, adjusting schedules when Producers drop out in the middle of a 13-week cycle, or for providing later telecasting time slots if materials unsuitable for viewing by children are contemplated.



## 10. ONE-TIME ONLY, NOT REGULARLY-SCHEDULED PRODUCTIONS

To ensure fairness and accessibility for all, productions not regularly scheduled, will be scheduled on a first come, first served basis and only within the current 13-week cycle.

## 11. COPYRIGHT AND SHORT/FEATURE FILM CONTRACT

a) *Copyright*<sup>\*</sup>: The copyright to the programming created by any Producer using CVC equipment shall be owned by the Producer. However, per this signed agreement, the Producer licenses to CVC, in perpetuity, the non-exclusive right to telecast the programming on CVC's channels, and affiliated web sites. CVC is allowed to make copies for non-commercial uses including, but not limited to maintaining a station archive of programming produced, exhibits, video contests (entry based on Producers permission), and for individual copies where such copies are intended only for individual home viewing and not as part of any marketing plan for general duplication and distribution. CVC may ask for a donation to recoup the costs (man hours, media, etc.) of making the above mentioned media. The copyright holder (Producer) may make money off his/her production in its completed form (not for live air material) based on the outlines of the contract, which is listed below in Article 12 section b.

b) *Short/Feature Film Contract*<sup>†</sup>: If the Producer chooses to make money off of their movie in any way<sup>‡</sup>, the Producer must pay 5% of all profits earned to CVC<sup>#</sup>. To determine where profit begins, the Producer must provide the appropriate paperwork showing the total production budget. If this paperwork is not available from the Producer, all money made will be considered profit and therefore be subject to the 10% payout.

The Producer must also adjust the opening and closing credits of their production to include a "IN ASSOCIATION WITH" credit for CVC<sup>||</sup>, and an opening logo (ask CVC staff for a copy).

\* Minors are federally legal copyright holders of anything they make.

† The adult who signs for a minor is the contract holder since minors cannot enter into contracts. The contract may be transferred on or after the 18<sup>th</sup> birthday by having ex-minor sign a new Policies & Procedures form. That form will be adhered to the old form.

‡ Examples of this include: selling physical media in all its forms, streaming profits, distribution rights, display venues, selling the copyright, etc.

# All money goes towards improving CVC and enriching the quality of resources for volunteers.

|| Example: In Association with Community Voice Channel.

Δ Article 11 Section b known as, "short/feature film contract" can change with updated Policies & Procedures packets. An individual with an older "contract" may choose to update by signing the new form or be grandfathered in with their old "contract" by simply stating that they would like to keep their original. In the case of grandfathering, Article 11 Section b will be noted as having a grandfather clause.

## 12. GENERAL PROHIBITION AGAINST USING CVC FOR COMMERCIAL USE, THE SOLICITATION OF FUNDS, TELETHONS, ETC. PERSONAL USE

The violation of any statute within this Articles sections will result in suspension or greater, which is outlined in Article 15.

- a) General Prohibition Against Using CVC for Commercial Use: The use of CVC equipment or facilities to further personal or a businesses financial gain outside of public access is prohibited. This is not related to Article 11 Section b, which has to do with productions that were made with the intent to be shown on public access and have been or will be shown on public access.

This part of Article 12 has to do with:

- i) Personal financial gain involving the use of CVC’s equipment or facilities for the sole purpose of creating commercial products (commercials, corporate videos, promotional material, etc.).
  - ii) A business using CVC’s equipment or facilities as an extension of their resources to create products. For example, an owner of a company or employee of said company becoming a Producer in order to use CVC as a way to have more equipment and resources.
- b) Solicitation of Funds, Telethons, Etc: There shall be no direct solicitation of funds by any entity, including not-for-profit entities, except for the general support of CVC pursuant to the direction of the CVC Board of Directors.
- c) Personal Use: Use of equipment for personal use is not allowed (i.e. wedding videos, etc.)

## 13. PROHIBITED PROGRAMMING

- a) Technical Quality:

Any program requested to be cablecast may be rejected if in the opinion of CVC management the program is of poor technical quality or if it reasonably appears that the Producer or Sponsor is not in compliance with the articles laid out in this packet.

- b) Content:

The following program content is prohibited:

- i) A lottery or game of chance, shows involving prizes or any promotion thereof.
  - ii) Any presentation of advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office)
  - iii) Any material soliciting or promoting unlawful conduct.
- c) Resolution:

All outside programming must meet a resolution of 1920x1080 at a bit rate minimum of 4000 Kbps.

## 14. RESTRICTED PROGRAMMING

- a) Any Producer or Sponsor who assumes responsibility for the content of a program shall have an affirmative duty to inform CVC management of any show whose content contains the deliberate use of: “bad” language, imagery of sex organs, real or

simulated sexual activities, depictions of real or simulated gratuitous violence against persons or animals, and situations that treat any person, property, icon or other image generally held to be sacred or revered by society in a patently offensive, shocking or intensely disrespectful manner. CVC shall thereupon schedule the cablecasting of that show or episode at a time when children are likely not to be in the viewing audience, which time shall be between the hours of 10 p.m. and 6 a.m., with the specific time of airing within that time slot at CVC's discretion.\*

\* Public Access is not governed by the FCC.

## **15. SUSPENSION FROM USE OF FACILITIES AND CHANNELS AND GRIEVANCE PROCEDURE**

- a) CVC's Executive Director, after consultation with the President of the Board, may suspend further telecasts of any program and any person's further use of equipment and facilities if the responsible Producer or Sponsor has not complied with these rules, or the house rules posted in CVC facilities.
- b) Producers and Sponsors whose programming or use of the facilities violates any rule/Article or law may have their use of the facilities or the telecasting of their programming suspended for a minimum of 10 days to a maximum of 30 days, length to be determined at the discretion of the Executive Director or Board President. Upon suspension the responsible Producer or Sponsor shall be given notice to show cause why his or her access to the channel, equipment or facilities should not be continued or made permanent. Notice shall be sent via first class mail, certified, return receipt requested, at the address given by the Producer, Sponsor or Crew Member as required of all such persons. Failure to respond within 7 days, or failure to keep CVC apprised of an address at which the Producer, Sponsor or Crew Member can be reached by such means, automatically causes revocation of access privileges for that Producer, Sponsor or Crew Member. Upon receipt of an explanation in response to the "show cause," the Executive Director may take any of the following actions:
  - i) Find cause to refuse further access.
  - ii) Find cause to permit further access, with or without conditions or further assurance.
  - iii) Find cause to petition the Connecticut Public Utilities Regulatory Authority for a Declaratory Ruling.
- c) Any Producer, Sponsor or Crew Member who is aggrieved by the decision of the Executive Director may appeal his or her decision to the Board of Directors within 15 days of the Executive Director's final decision. All such appeals must be in writing, must state the basis of the appeal and be accompanied by any supporting documentation and addressed to the President, Community Voice Channel.
  - i) The President will distribute the written appeal to members of the Board of Directors. A hearing will be held within 45 days of its receipt by the Board of Directors. The person filing the appeal has the right to supplement his or her written appeal with oral testimony at the Committee's meeting. The Board of Directors will render a decision within 10 days following the close of the hearing and mail a written copy to the person filing the appeal. However, the

Board of Directors may extend the time for making its decision by 30 days if it determines additional information or time is needed.

ii) The decision of the Board of Directors is final.

**16. RESERVATION OF RIGHTS TO REGULATE OPERATIONS**

- a) CVC reserves the right to waive any self-imposed regulation when such a waiver is determined by the President to be in the public interest. Unless specifically waived, any violation of laws, these rules or any other written policies of CVC, may cause CVC to withhold the use of its facilities from any person. All Producers, Sponsors and Crew Members will be held accountable for their actions by law and these regulations.
- b) These rules shall be subject to periodic revision and change, without notice, upon approval by the CVC Board of Directors.



Community Voice Channel

# Community Voice Channel Policies & Procedures

(Approved January 19, 2016)  
105 Notch Road  
Bolton, CT 06043  
(860) 645-1454  
www.cvcct.org

<p>Optional (For extra volunteering opportunities)</p> <p>Occupation: _____</p> <p>Skills: _____</p> <p>_____</p> <p>_____</p>
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## **For Producers**

I have read, am familiar with and agree to abide by Community Voice Channel's Policies and Procedures as set forth in this document.

Name (Printed) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail \_\_\_\_\_

## **For Parent or Legal Guardian if Producer is under 18 years of age:**

I have read, am familiar with and agree to accept responsibility for my young adult, (Please print minor's name) \_\_\_\_\_ to observe Community Voice Channel's Policies and Procedures as set forth in this document.

Name (printed) \_\_\_\_\_ Date: \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

**May we add your name & phone number to our directory for use by other CVC volunteers producing a program looking for crew?**

Yes  No

(Staff Only) Workshops completed & when: Studio \_\_\_\_\_ Field \_\_\_\_\_ Editing \_\_\_\_\_ Tricaster \_\_\_\_\_