

Policies & Procedures Manual

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Property of _____



A Service of Speak Up Tampa Bay Public Access Television, Inc.

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INTRODUCTION

Welcome to Tampa Bay Community Network [TBCN], where you get to make your own TV programs.

TBCN is a service of Speak Up Tampa Bay Public Access Television, Inc., a non-profit agency charged with managing the facility, equipment and training.

Speak Up Tampa Bay, a 501 [c][3] organization, depends upon government funding and charitable donations from individuals, businesses and organizations. Your tax-deductible contributions support our mission which is to: [1] serve as a catalyst for citizen participation in identifying and solving Bay area issues; and [2] provide the community with the means to disseminate information.

TBCN provides a medium for individuals and organizations to communicate with their community via cable television.

One of the cornerstones of democracy is a free marketplace of ideas in which citizens are exposed to the broadest possible range of opinions and viewpoints because the merit of any idea in a democracy rests upon its ability to be heard and measured against other ideas. It is a goal of TBCN's Board and staff to encourage the expression of a diverse range of opinions, viewpoints and ideas.

Speak Up Tampa Bay Public Access Television, Inc. ["Speak Up"] has developed these Policies and Procedures with input from staff, Board, TBCN Members, legal counsel and others. They apply to all TBCN Members.

Each TBCN Member must understand these Policies & Procedures and his or her responsibilities regarding facility, equipment and channel usage. If you plan to become a TBCN Member and become involved in access programming, please read this guide carefully as you will need to agree to its terms.

Speak Up is the administrator of the TBCN public access facility. Our contract[s] with local government[s] require[s] that we create and enforce these Policies and Procedures, which may be revised by the administrator as required to ensure growth in usage and appropriate care of our facilities and equipment. Feedback from our user base is always welcome and written requests for procedural and policy changes may be made to management for consideration at any time.

We invite you to play an active role in the growth of this important community-based media outlet and we hope that you enjoy the experience that awaits you as a TBCN Member/Producer.



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OVERVIEW

These Policies & Procedures [P&P] have been written to help you understand our operations and to assure that we are all in compliance with our facility management contract[s] with local government[s]. They relay your responsibilities regarding facility and equipment usage and the technical program requirements involved in getting a show on the air.

They let you know what you can expect from staff and what staff will expect of you as we all work together to provide programming of significance to our local community.

It is our hope that you will find these newly revised P&P easier to read and understand than previous editions. If you have any questions about them, however, please feel free to ask our staff for clarification or assistance.

It is our hope as well that you will enjoy your TBCN experience and that you will take full advantage of our training, technical assistance, equipment and facility amenities to create unique and quality programming that you will take pride in producing and airing and that will be viewed by a maximum number of our neighbors.

We are proud of our mission to promote the use of cable television as a community communications medium for Members to produce informative and entertaining, lawful non-commercial programming. We encourage you to become involved and active in increasing the variety and diversity of community expression that is so critical to sustaining our democratic heritage.

SERVICES AND FACILITIES

TBCN offers Members production training, technical assistance, a remote production vehicle, studio and edit facilities and channel time for the production and presentation of non-commercial cable television programming. Technical assistance is available in the areas of program development, production and post-production.

We currently maintain multi-camera and single-camera studios, a remote production vehicle, studio and location production equipment and post-production editing equipment.

HOURS OF OPERATION

With the exception of holidays, scheduled maintenance weeks, special membership events and emergency conditions, TBCN's public business hours are 2 PM to 6 PM Tuesday through Friday. Operating hours are posted in the lobby. Services are available by appointment only during operating hours.



HOLIDAYS

TBCN is closed to the public on the following holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day.

On these holidays, training, studio production, edit facilities, equipment checkout and check-in and our remote production vehicle are unavailable to the public. Additionally, no live air times will be scheduled and playback of previously recorded programming will be substituted for live air times. Series programs with live air times that fall on the above holidays will have a pre-recorded replay aired instead.

MAINTENANCE WEEKS

Studios, control rooms, edit facilities, our remote production vehicle and production equipment are unavailable between each 14-week programming season to allow for routine equipment maintenance and other activities.

Members will be notified as quickly as possible if TBCN should have to close for any reason or if the facility, specific studios or equipment are unavailable because of membership activities, inclement weather, technical issues or other reasons.

CHARGES FOR SERVICES AND FACILITIES

Training, facilities, equipment use, program file storage, technical assistance and channel time are provided on a non-discriminatory basis to qualified individuals. Training, program dubs, promotional items, membership fees, P&P and training manuals/materials and other services are available at posted prices. Inability to pay for classes or materials is no barrier to access as approved volunteer hours may be substituted for payment at minimum hourly rates.

USER ELIGIBILITY CRITERIA

Upon meeting specific membership and certification requirements, which include successfully completing a range of training modules, skills and knowledge tests, TBCN Members are eligible to become Certified TBCN Producers in a host of arenas.

MINORS

Unless they are talent in a production and under the supervision of a TBCN Producer at all times or unless they are taking scheduled training classes as described below, minors are not permitted in the facility.

Minors 16 years of age and above may take production training if a parent or an adult willingly accepts legal and financial responsibilities for the behavior and activities of the minor and also accompanies the minor to classes. With staff approval, a minor may be allowed to use the facilities unaccompanied after demonstrating responsible behavior as well as providing either their parent's or guardian's guarantee to be held responsible for the minor's behavior and actions. All minors must maintain a current and completed TBCN Parental Consent form on file at TBCN.



NON-MEMBERS

Non-members may submit programs for telecast through a TBCN Member who is willing to sponsor the program. The sponsoring TBCN Member must identify him or herself as the program's producer at the program's conclusion.

EQUAL OPPORTUNITY POLICY

No individual will be denied access to the facility or training or equipment or to channel time on the basis of race, gender, sexual orientation, age, physical disability, religious or political beliefs, or the nature of his or her lawful program interest.

DISCRIMINATORY CONDUCT POLICY

TBCN is a place where people of diverse backgrounds may meet or join together in close working proximity. Visitors, staff, Members, on-air talent, volunteers and crew come from a wide range of cultural backgrounds with dissimilar social and business customs. When such a setting combines with the time-sensitive nature of what we do, simple communications can accidentally turn into emotionally-charged situations.

While we do understand that, it is management's desire to promote a safe, pleasant and harmonious working environment at our facility and at all production sites where TBCN is represented. TBCN is committed to the equal treatment of all persons, with regard to race, color, national origin, gender, sexual orientation, religion, handicap or age. As part of that commitment, TBCN forbids the use of slurs, derogatory comments or any other physical or verbal conduct directed at or based upon another person's race, color, national origin, gender, sexual orientation, religion, handicap or age.

Such incidents threaten the safety, security and well being of not only those against whom they are directed, but all who live and work here as well. They give the erroneous impression that TBCN does not accept the concepts of equal opportunity and treatment under the law. For these reasons, TBCN considers these incidents to be among the most serious violations of TBCN policy and deserving of serious disciplinary action up to and including permanent suspension of privileges.

Members shall not engage in harassment of or offensive verbal or physical conduct directed against an employee, a citizen or any other person or member of the public based upon race, color, national origin, gender, sexual orientation, religion, handicap or age. Users of the facility shall not engage in such conduct at any time during working hours or at the TBCN premises or at TBCN production locations.

Any complaints concerning violations will be thoroughly investigated by management for immediate and corrective action as warranted. Violation of this policy shall be grounds for immediate suspension in the absence of extenuating circumstances, but in no case shall the disciplinary action for a violation be less than a 30-day suspension of privileges. Investigations and disciplinary action administered shall continue to be conducted in accordance with any applicable federal, state or local laws regarding the methods of investigations, complaint reviews and rights of appeal.



SAFE WORKING ENVIRONMENT

To insure a proper, lawful and safe working environment, Members and all visitors are strictly forbidden from violating federal or state laws and City and County ordinances at TBCN or its surrounding property. Such violations of law include, but are not limited to:

- Nudity
- Unlawful possession of firearms or other type of weapons
- Unlawful possession of non-prescription drugs and/or drug paraphernalia
- Smoking or possession or use of alcohol
- Smoking within 20 feet of the building entranceways
- Loitering
- Bringing animals into the building [except seeing-eye dogs]

WORKPLACE VIOLENCE PREVENTION POLICY

TBCN recognizes the need for a violence-free work environment for all employees, Members, volunteers, on-air talent and members of the public. It is the policy of TBCN that everyone coming into the TBCN workplace must respect all the other diverse Members, staff, talent and various others who will be in our facilities. TBCN will not condone, permit or tolerate violations of this policy, including, but not limited to, violence in the workplace.

TBCN is committed to maintaining an environment that has zero tolerance for all forms of violence, including verbal or physical threats as well as all forms of intimidation such as harassment or abusive language. Employees, Members and visitors will report all violations of this policy to a supervisor who is not the source of such action and to the Executive Director.

DEFINITIONS -- The following definitions apply to this policy:

Assault - The threat of use of physical force against another coupled with an apparent ability to carry out such threat and doing some act, with or without a weapon or dangerous instrument, which creates a well founded fear in the other person that such violence is imminent.

Battery - The unlawful and nonconsensual touching of another person.

Perpetrator – Any person inflicting acts or threats of violence on his/herself or another person. (2). A person engaging in violent acts or threats against his/herself, or another person.

Workplace - All TBCN property (including surrounding area) and any non-TBCN property where TBCN activities are conducted.

Workplace Violence - The attempted, threatened or actual conduct of a person that endangers or is likely to endanger the health and safety of any person including any threatening statements, harassment or behavior that gives any person reasonable cause to believe that a person's health or safety is at risk.

Weapon - Any object used to threaten, injure, or kill.



RESPONSIBILITY

It is the responsibility of TBCN, its employees, Members, volunteers, crew, on-air talent and visitors to prevent or defuse actual or potential violations of this policy and to ensure compliance with its provisions. All TBCN employees, Members, volunteers, crew, on-air talent and visitors are responsible for using safe work practices, for following all relevant directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Violence or the threat of violence, by or against any person is intolerable and contrary to this policy. TBCN will take any steps deemed necessary to protect its employees, Members and members of the public from violence.

Any person subject to these Policies & Procedures who commits a violation of this policy has committed a major violation as defined herein. TBCN will fully cooperate with law enforcement personnel in the prosecution of anyone who violates the law.

Violence and immediate threats of violence should be reported by calling 911. In addition, all violations of this policy that may impact the workplace, whether by TBCN employees, Members, volunteers, crew, on-air talent or members of the public, shall be promptly reported to the appropriate TBCN supervisor and Executive Director.

Failure to report such behavior is a minor violation of TBCN Policies & Procedures. Any person who reports an actual or threatened violation of this policy in good faith will not be subject to retaliation or harassment based upon their report. Individuals who report lies, false or malicious rumors or who otherwise use this policy to unfairly harm another have committed a major violation of the TBCN Policies & Procedures and, in addition, may be subject to a civil lawsuit for their actions.

PROCEDURES

1. Early intervention is crucial in assuring a safe and secure work environment and handling workplace violence situations. All reports of conduct that threatens a safe and secure workplace should, where possible, be made in writing and are to be forwarded to the Executive Director.
2. All alleged violations of this policy shall be expeditiously investigated by an experienced investigator appointed by the Executive Director. The investigator will give the person accused of violating this policy notice of the allegations and any supporting evidence and an opportunity to respond thereto. Any statements made by any alleged victim, perpetrator or witness in connection with this investigation can and will be provided to law enforcement for criminal prosecution if appropriate.
3. The results of the investigation will be reduced to a written report to the Executive Director, who shall take appropriate action as set forth in the Policy Violations section of this manual.
4. Any person may refer an incident of workplace violence to law enforcement authorities at anytime. The Executive Director may decide to suspend the investigative procedures set forth above in cases where such procedures would interfere with a criminal investigation.



MEMBERSHIP

REGISTRATION AS A TBCN MEMBER

To become a registered TBCN Member, individuals are required to take Orientation and Policies & Procedures classes, read this guide, sign the *Receipt/Acknowledgement* provided, pass a quiz and execute and submit documentation as posted in the facility. Additionally, prospective members are required to complete a TBCN Member form, a TBCN Statement of Compliance form and other applicable forms. A TBCN Parental Consent form must be completed if the prospective member is a minor.

When the above requirements are fulfilled, a prospective member's legal name and contact information are entered into our database. He or she will then be issued a member badge, which must be worn at all times when in the facility. When the process is completed, the person is considered a TBCN Member and becomes eligible for training and certification in a variety of arenas. [TBCN does not issue press badges to Members/Producers.]

SPONSORING PRE-RECORDED PROGRAMMING

To sponsor the telecast of a pre-recorded program, TBCN Members are required to schedule and successfully complete coursework as posted in the facility.

BECOMING A TBCN CREW MEMBER

If a TBCN Member desires to become proficient as a Crew Member only – and not produce or sponsor programming -- he or she may do so by scheduling and successfully completing coursework as posted in the facility.

PRODUCING LOCAL PROGRAMMING

To produce local programming from our studios or from locations outside our studios or by using our Remote Production Vehicle, a TBCN Member must successfully complete specified training and certifications. All prospective producers must successfully complete coursework as described in the Training Schedule. They must also have completed one project for the TBCN Community Desk each 14-week membership season. [See section on "Community Desk."]



ACTIVE & INACTIVE STATUS

TBCN Members and/or Producers who demonstrate an inability to perform a previously-certified skill or who use equipment in a negligent manner will have their memberships and/or certifications changed to inactive status, meaning they will be denied access to the facility and equipment until such time as they have become re-certified in the deficient area[s]. When recertification is completed, TBCN Members/Producers will be re-instated to active status by qualified TBCN staff.

Any TBCN Member/Producer who fails to execute and submit applicable documentation as posted in the facility or to participate in an access production and/or to sponsor a production during each calendar year will also have their certifications changed to inactive status and be denied access to the facility and equipment until such time as they execute and submit applicable documentation, submit a current TBCN Project Proposal for Singles or a Series Proposal or serve as Crew on a current TBCN production or sponsor a production. Re-instatement of TBCN privileges is always subject to the approval of TBCN staff.

MEMBERSHIP RE-ACTIVATION

All inactive members who wish to return to active status must do the following:

- Read the current Policy & Procedures Manual, take and pass a P&P Quiz
- Sign and submit a P&P Receipt/Acknowledgement form [last page of P&P]
- Complete a new Member Enrollment Form
- Execute and submit applicable documentation as posted in the facility
- Read and sign TBCN Statement of Compliance Form
- Review Copyright Law video and reading materials and pass a Copyright quiz
- Schedule a meeting with the Studio Manager who will decide if additional training classes are required for you to reactivate your membership status
- Participate in at least one TBCN Community Desk project

ANNUAL RE-CERTIFICATION

All TBCN Members and Producers *must* renew their registrations and/or certifications on an annual basis. This process ensures that all Members and Producers are familiar with, understand and accept the most up-to-date P&P as well as any equipment and/or other policy or legal changes that may have been implemented during the previous year. Re-certification also requires participation in at least one Community Desk project each 14-week membership season. [See section on “Community Desk.”]

NEW EQUIPMENT CERTIFICATIONS

From time to time, new production equipment is added to TBCN’s inventory. At such time, TBCN Members/Producers are required to schedule individual time with a Trainer/Liaison to become certified on all the new equipment before they will be permitted to operate that equipment.



TRAINING

PRODUCER TRAINING

The purpose of TBCN's Producer Training Programs is to develop skilled Producers. TBCN, through a variety of training and testing mechanisms, offers formalized processes whereby experienced and inexperienced TBCN Members alike may obtain, develop or demonstrate the skills and knowledge required for certification in specific areas.

Participants are trained in program production to become effective communicators via community media. Training also provides a solid background in equipment operation to ensure its proper care and use for years to come. Training available at this writing includes:

Orientation	Producer Basics
Policies & Procedures	Single-Camera Production
Camera Basics	Location Production
Copyright Law	Multi-Camera Production
Graphics	Remote Production Vehicle
Editing	

Current class listings and registration information are available at TBCN, on the TBCN website, <http://www.tbcn.org> or through our telephone system.

“FAST TRACK” CERTIFICATION

If a TBCN Member has previous broadcast/video experience, can demonstrate proficiency in one or more of the classes and pass appropriate TBCN quizzes, he or she can be more quickly certified as a TBCN Producer. Such certifications are subject to evaluation and final approval by qualified TBCN training staff. [There is no Fast Track for Location or Remote Production Vehicle certification.]

A TBCN Member will not be permitted to produce original programming or to sponsor pre-recorded programming until he or she has received applicable certifications as listed in the current Training Schedule and has completed a minimum of one TBCN Community Desk project per 14-week membership season. [See section on “Community Desk.”]

SINGLE-CAMERA PRODUCER CERTIFICATION

After successfully completing required training, a TBCN Member can become a candidate for Single-Camera Producer certification training. To do so, he or she must successfully complete two classes in Single-Camera production as well as produce one completed program in a single-camera studio under the direction of a Trainer/Liaison. He or she must also successfully demonstrate his or her proficiency in single-camera production.



MULTI-CAMERA PRODUCER CERTIFICATION

After successfully completing required training, a TBCN Member can become a candidate for Multi-Camera Producer Certification. To do so, he or she must successfully complete our Multi-Camera Studio Production training course and successfully demonstrate his or her proficiency in multi-camera production.

LOCATION PRODUCER CERTIFICATION

After successfully completing required training, a TBCN Member can become a candidate for Location Producer certification training. To do so, he or she must complete our Location Production training course and successfully demonstrate his or her proficiency in location production. [There is no “Fast Track” for location certification.]

REMOTE PRODUCTION VEHICLE CERTIFICATION

After being certified as a Multi-Camera Producer, a TBCN Member can become a candidate for Remote Production Vehicle training. To do so, he or she must successfully complete Location Production and Remote Production Vehicle training classes and successfully demonstrate his or her proficiency in remote vehicle production. [There is no Fast Track for remote production vehicle certification.]

SPECIAL GROUP TRAINING

Depending on space and staff availability, organized non-profit groups that wish to produce programming may choose to schedule special group training sessions for a nominal fee. One or more individuals from the group must accept responsibility to prepare a training proposal for the group and satisfy the requirements to become that organization’s Certified Studio Producer by fulfilling all the requirements listed herein. The remaining individuals must complete the certification process for only the crew positions that they intend to work in.

INTERNSHIPS

Non-paid internships are available to qualified high school and college students through licensed educational institutions. Academic credit may be available as well.



COMMUNITY DESK

TBCN encourages all Members to play an active role in our community and to become citizen-journalists. Our Community Desk serves as a means of matching up our TBCN Members with community programming projects that are of interest to them. Non-profit and community organizations wishing to have their events covered should submit requests to our Community Desk Coordinator, who will seek to match interested and willing TBCN Members with programming projects that appeal to them.

TBCN Members will receive credit for volunteer hours spent on projects assigned through the Community Desk. Each year, TBCN will host a special Member Recognition event and present awards to those TBCN Members who have, during the previous year, volunteered the most hours to Community Desk projects.

All individuals seeking certification, re-certification or membership reactivation are required to participate in or produce a minimum of one Community Desk project each 14-week membership season. The project may be of the Member's choosing but must be pre-approved by TBCN staff. If Members need assistance finding a project to fulfill this requirement, Community Desk staff will help them do so.

If they are unable to fulfill this requirement, members are required to make a \$50 contribution to Speak Up. For those who have committed to volunteering on a Community Desk project and become unable to honor their commitments, they must provide 24 hours advance cancellation notice to the Outreach Coordinator or they will be assessed a "no-show" fine, as posted in the facility.



PROGRAMMING

TBCN is an exciting, community-based media resource. A variety of community programming appears on our channels including cultural and sporting events, public affairs, public service announcements for non-profit groups, documentaries, talk shows, religious and/or inspirational programming, children's and educational programming and programming about health and other topics.

PROGRAMMING PROPOSALS

All Producers must submit a Project Proposal for Singles for each single program that they intend to produce or a Series Proposal for each series they intend to produce. Each of these proposals must contain the name and signature of a single Producer who assumes responsibility for the project. Co-Producers are not permitted.

These proposals communicate production intent and technical requirements and serve as applications to reserve equipment or facilities for a single program or for a 14-week series and must be filled out *completely* to be considered. Making false statements on this or any TBCN form will result in suspension of all privileges.

Excluding an advance reservation for the Remote Production Vehicle, a Producer may have no more than one project in production at any time. Series Producers may have a maximum of two projects in production if one of them is a series project and the other is a single project.

Programming proposal approval is based on technical feasibility, documentation completeness and resource availability. Proposals may be rejected if a Producer failed to complete a previous commitment.

TYPES OF PROGRAMS

SERIES PROGRAMS

To qualify for a 14-week series contract, a Producer must have successfully completed the proper qualifications for a series. A Series Proposal must be completely filled out and submitted in person to the Programming Department by the posted deadline in order to be considered. Series Proposals are not automatically renewed. If a Series Producer fails to produce more than four installments of a series, he or she will not be allowed to apply for a series for the next series season.

SINGLE PROGRAMS

Qualified Producers may produce and submit single programs for cablecast at any time. They may submit a maximum of six singles per programming season. All single programs are subject to programming policies and will be scheduled according to equipment availability and channel capacity.



LIVE PROGRAMS

Producers of live programming must be in the studio a minimum of 30 minutes prior to airtime or lose his or her airtime.

PROGRAM WORK FILES

TBCN permits Members to store their program work files at our facility for a maximum of 30 days, at which time they are erased. Storage capacity limits for work files are posted by our Training Department. Members agree that TBCN does not assume responsibility or liability for damage or loss of program work files.

COMPLETED PROGRAM FILES – READY FOR AIRING

TBCN's Programming Department will post acceptable file formats for program submission. Members agree that TBCN does not assume responsibility or liability for damage or loss of completed program files. TBCN reserves the right to remove or erase any program files that are not retrieved from TBCN within 14 days following the first telecast without notification.

PROGRAM CONTENT

TBCN Producers and program sponsors are required to certify that they assume full responsibility for program content and that each program complies with TBCN's most current Policies & Procedures and applicable federal, state and local laws. Producers must agree to absolve and indemnify TBCN from any responsibility or liability should their program be damaged, lost or stolen.

PROHIBITED CONTENT

Programs sponsored by and/or produced by TBCN Members/Producers must NOT contain:

- Material designed to promote the sale of products or services
- Solicitation of funds for any purpose
- Lottery, gambling or pari-mutuel schemes
- Any material that is obscene, libelous, or slanderous as defined by federal, state or local laws
- Materials or performances that require copyright or trademark authorization unless written authorization for the use of such materials has been secured and provided to TBCN *prior to production*



COMMERCIAL PROGRAMMING IS PROHIBITED

Programs sponsored and/or produced by TBCN Members/Producers for telecast on TBCN channels must be non-commercial and may not identify services or goods by cost or price. On-air talent may be identified as representatives of businesses. [See section on Business identifications for more detail.] Programs may not contain commercial or personal telephone numbers or addresses. E-Mail addresses and web page addresses are permissible, provided that they do not link to commercial pages. The penalty for airing commercial programming is suspension of privileges.

Commercial content is defined as any auditory or visual call to action, which invites the audience to purchase or investigate purchasing products or services, invites the audience to visit an existing business establishment, contains traditionally recognized advertising or marketing techniques, or has as its goal, profit or gain for any person or business establishment. Additionally, Members may not use TBCN equipment and facilities for any event or purpose not intended for initial telecast on TBCN.

SOLICITATION OF FUNDS IS PROHIBITED

Any solicitation of funds is strictly prohibited by any individual or organization except for Speak Up Tampa Bay and/or Tampa Bay Community Network. Solicitation of funds will result in suspension of all TBCN privileges for a period of 90 days.

LOTTERIES ARE PROHIBITED

A lottery is any scheme that offers a prize, determines a winner at least in part by chance and/or requires a payment for consideration to enter.

OBSCENE MATERIAL IS PROHIBITED

Obscenity is defined in Chapter 52 of the City of Tampa Code: "Obscene material" shall mean material or work that displays or exhibits any of the following: genitals, in a discernibly turgid state, acts of human masturbation, sexual intercourse, sodomy, fellatio, cunnilingus or bestiality. The above items shall be deemed to be obscene only: where the average person applying contemporary community standards would find that the material or work, taken as a whole, appeals to the prurient interest; where such work or material depicts or describes such activities in a patently offensive way; and where such a work or material, taken as a whole, lacks serious literary, artistic, political, or scientific values.

For purposes of this subsection, "material" shall mean any visual or audio programming shown on the cable television system.

MATURE AUDIENCE PROGRAMMING POLICIES

Producers who intend to develop programs that contain mature audience content as defined in the "Programming Categories" definitions herein, including adult language, nudity, erotica and graphic depictions of violence *must* state on their Project Proposals that the program is intended for mature audiences. All programming intended for mature audiences will be scheduled after 11 PM. Making false statements on any TBCN form(s) is a major policy violation and will result in an immediate 90-day suspension.



The following viewer advisory will be automatically inserted once every half-hour, beginning at 11 PM. Producers of 60-minute programs should plan accordingly: *“The following (this) program may contain language and subject matter unsuitable for children. Parental discretion is advised.”*

At the conclusion of the program, the following message will be shown: *“Public Access is an extension of our first amendment right of free speech. Community members like you produce the programs on this channel and are solely responsible for content.”*

APPEARANCES BY POLITICAL CANDIDATES

Chapter 97 of the Florida Code defines a candidate as any person to whom any one or more of the following applies:

- Any person who seeks to qualify for nomination or election by means of the petitioning process
- Any person who seeks to qualify for nomination as a write-in candidate
- Any person who receives contributions or makes expenditures or gives his or her consent for any other person to receive contributions or make expenditures with a view to bring about his nomination or election to, or retention in, public office
- Any person who appoints a treasurer and designates a primary depository
- Any person who files qualifications papers and subscribes to a candidate’s oath as required by law.

Current public office holders are not automatically designated or defined as candidates unless one or more of the above criteria apply.

CANDIDATE-PRODUCERS

It shall be the responsibility of Candidate-Producers to notify: [1] TBCN management and [2] all other candidates [as listed by the Supervisor of Elections on the day of notification] in their race in writing within 48 hours of becoming a Candidate or on the next business day prior to the first telecast of their program as a defined Candidate, which ever comes first. Such notification will relay the Candidate-Producer’s appearance on TBCN and advise opponents how they too can participate in TBCN programming. Notification must be made in writing on a TBCN Candidate Notice form and sent by certified U.S. Mail or Certificate of Mailing to the candidates’ addresses as provided by the Supervisor of Elections.

Thereafter, it is the responsibility of the Candidate-Producer to notify by the same means all additional defined candidates who may later enter the race. Such notification must be made within 48 hours or on the next business day after the entry of any such additional defined candidates into the race.

In the event that a Candidate-Producer appears on a regular series program, notification prior to each program is not required. A one-time notification to the Candidate-Producer’s opponents stating that the Candidate-Producer makes regular appearances on TBCN will meet the notification requirement. Within 48 hours of any candidate notification, the Candidate-Producer shall provide to TBCN staff for our records copies of all notices and evidence of mailings. Failure to notify TBCN or to complete the required forms will result in suspension of all TBCN privileges for 90 days.



CANDIDATES AS ON-AIR TALENT

Producers who invite candidates to appear on their shows must notify TBCN management no less than 48 hours before their appearance by submitting a TBCN Candidate Appearance Notification form. Such Producers must also notify competing candidates no less than 48 hours prior to the telecast, telling them about the appearance and explaining how they too can participate in TBCN programs. Notification must be made in writing on a TBCN Candidate Notice Form and sent by certified U.S. Mail or Certificate of Mailing.

In the event that a candidate will make multiple appearances on the same program, notification prior to each program is not required. A one-time notification to the candidate's opponents as listed by the Supervisor of Elections stating that such candidate makes regular appearances on TBCN will meet the notification requirement.

No less than 48 hours prior to a Candidate's appearance, a Producer of a program on which a candidate will appear shall provide copies of the required notices and evidence of the mailings to TBCN, where those records will be maintained until the election is concluded. Failure to notify TBCN or to complete the required forms will result in suspension of all TBCN privileges for 90 days.

CANDIDATE FORUMS

Organized candidate forums or debates that are open to all defined candidates in a race will be exempt from these notice requirements.

CANDIDATE AND/OR POLITICAL FUND-RAISING

Candidate and/or political fund-raising are prohibited on TBCN. Any solicitation of funds by a candidate or any other person acting on behalf of any candidate or political party or group is strictly prohibited and will be considered a major policy violation resulting in an immediate 90-day suspension of all TBCN privileges.

SPONSORSHIPS/COMPENSATION

Community businesses wishing to support TBCN Member programs through contributions of goods and/or services may do so if they have been pre-approved by TBCN management. When sponsors are involved in programming, TBCN Sponsorship Disclosure forms must be completed and submitted to TBCN management for approval **prior** to the production of the program or the receipt of any goods and/or services.

Sponsors will receive **name recognition only** for their contributions. That name recognition can appear only once during the program and that is during the closing credits. No commercial business phone numbers, business addresses or business websites may be listed for a sponsor at any time during a program.

TBCN Members/Producers violating these sponsorship policies are subject to a one-year suspension of privileges



ON-AIR IDENTIFICATIONS

PRODUCER IDENTIFICATION

Producers must identify themselves using their legal names for a minimum of ten seconds during the last two minutes of each program. Such identification must be displayed in on-screen graphics as follows: "Produced by [legal name]" or "Producer: [legal name]." Fictitious names may not be used to identify a Producer. Upon inquiry by telephone or mail, a program Producer's contact information will be provided by TBCN. Use of a fictitious name will result in a 90-day suspension of privileges

BUSINESS IDENTIFICATIONS

On-air business identifications [for example, John Doe, ABC Corporation] may appear for a ten-second duration at a maximum of three times during the course of 30 minutes of programming. Logos in any form (company or product identifications) are not to be used as set props, backgrounds or other visual prompts.

NON-PROFIT ORGANIZATION IDENTIFICATIONS

Non-Profit Organizations may be identified by name, logo, physical/postal address and/or phone number. E-Mail and web page addresses for non-profit organizations are permitted, provided they are not commercial and do not link to commercial pages. Members may be asked to provide documentation proving that an organization is indeed a non-profit corporation under IRS definitions.

PRIZES AND AWARDS

Producers are welcome and encouraged to enter their TBCN programs in professional competitions. Any prizes or awards received are the property of the entrant.

PROGRAM DEVELOPMENT: CREW CALLS

Producers may wish to use a volunteer pool when assembling a Crew for a program. To that end, TBCN maintains a master database of certified individuals who have offered to be called upon as volunteers and who have provided written consent that their names, certifications and contact information can be published and/or provided to Producers in need of certified volunteer Crew Members. TBCN staff will post any requested "Crew Calls" on the TBCN Member Bulletin Board located in the facility upon receipt of a completed TBCN Crew Call form.



INDEMNIFICATION

TBCN Members/Producers and program sponsors must agree that they are solely responsible for the content of their programs. Producers must agree to indemnify and hold Bright House Communications, Verizon Florida, Comcast, Speak Up Tampa Bay Public Access Television, Inc., Tampa Bay Community Network and local governments harmless from any and all liability or other injury (including the reasonable cost of defending claims or litigation) arising from or in connection with claims for failure to comply with any applicable law, rules, regulations or requirements of local, state, or federal authorities; for claims of libel, slander, defamation, invasion of privacy, or infringement of common law or statutory copyright; for unauthorized use of trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties; and for any other injury or damage or liability in law or equity which claims result from the Producer's or sponsor's use of an access channel managed by Speak Up Tampa Bay Public Access Television, Inc. and Tampa Bay Community Network to cablecast the Producer's and/or sponsor's programming. See indemnification on last page of this manual.

RESPONSIBILITY FOR TALENT AND CREW

Producers are solely responsible for the actions of their crew and talent and will be held liable for any violations committed by them. Producers, therefore, must assume responsibility to relay these Policies and Procedures to their crew and talent.

RESPONSIBILITY FOR RELEASES AND PERMISSIONS

The Producer and/or sponsor of original programming will be responsible for obtaining signed TBCN Releases from talent and written permission from copyright holders for audio, visual, or written material used in his or her program. Copies of all such releases and permissions must be submitted to TBCN *prior to airing*.

PROGRAMMING AUDITS

Producers of TBCN programming are subject to random compliance audits. Producer files and program tapes selected by the audit will be reviewed to ensure compliance with all TBCN contracts and Policies & Procedures. Violations discovered during random audits will be addressed in accordance with P&P provisions.



PROGRAM SCHEDULING

A signed TBCN Program Information Sheet must be presented with each submitted single program. To insure accuracy of cable program guides, programming will be scheduled four weeks in advance. Schedules take into consideration:

- Balance and diversity of program mix on TBCN channels
- Overall quality and production value of programs submitted
- Ability of Producers to deliver programs in a regular, timely and consistent manner
- Competing requests for telecast and production time
- Intended audience

Producers may wish to confer with TBCN Programming Coordinator for help selecting a time slot that best complements their programs (see Programming Categories on page 26). There is no guarantee that programs will be scheduled at requested times. Programming with content for mature audiences is scheduled after 11 PM.

Programs not produced at TBCN that are submitted for telecast must satisfy TBCN P&P and the technical requirements listed below.

TECHNICAL REQUIREMENTS

All program files submitted to our Programming Department are monitored for both video and audio quality. To be considered air-ready, program files must meet technical requirements posted by our Programming Department. If technical requirements are not met, a TBCN Quality Control Form will be issued to the Producer and the program will not air. If a Producer accumulates three Quality Control Forms in a six-month period, he or she will receive a written warning and be required to schedule a special training session with our Training Department before being permitted to submit future programming.

Program files must be submitted no later than 48 hours prior to the first scheduled cablecast time. Programs submitted later than this will be replaced with an alternate program and may or may not be rescheduled for a later date.

PROGRAMMING CATEGORIES

On TBCN Project Proposal for Singles and Series Proposal forms, Producers and sponsors of new or pre-recorded programs, respectively, must select the appropriate programming category that best describes their program so that the best possible time slot may be chosen.

Programming categories and descriptions are outlined on the following page.

CATEGORY	DESCRIPTION
Children's	Programming intended to appeal to children 12 years and under. Includes all types of programming produced for and by children.
Entertainment Comedy	Comedic entertainment programming. Includes stand-up comedy, original skits, humorous talk and interview programs.
Entertainment General	General entertainment programming. Includes book and movie reviews, variety programs and original teleplays.
Entertainment Music	Musical entertainment programming. Includes performances by local bands, music video programs, concerts, musical instruction and music--related talk and interview programs.
Ethnic/Cultural	Programming highlighting the diversity of ethnic groups and cultures represented in our community. Includes festivals, parades, cultural events, related talk and interview and foreign language programming.
Fine/ Performing Arts	Taped or live coverage of concerts, plays, dance recitals, school programs, poetry readings, art shows, talk and interview programs related to the arts.
Informational	Programming designed to inform and educate the community. Includes documentaries, talk and interview programs, live call-in programs that inform.
Inspirational	Programming related to religious and philosophical expression. Includes coverage of religious services, inspirational music, related talk and interviews.
Mature Audience	<p>Programming intended for mature audiences. Includes the following:</p> <p>Graphic depictions of violence.</p> <p>Language: Slang, vulgar or colloquial expression which refers to sexual intercourse, masturbation, anal or oral sexual contact, to human genitals, or to human elimination.</p> <p>Sexual Activities: Images or depictions of the Specified Sexual Activities, as follows:</p> <ol style="list-style-type: none"> Human genitals in a state of sexual stimulation or arousal; Acts of cunnilingus, fellatio, masturbation, sexual intercourse, sodomy, whether actual or simulated; Fondling or other erotic touching of human genitals, pubic region, buttocks or female breasts. <p>Human excretory activity.</p> <p>Anatomical Areas: Depictions of the portions of the human body defined as Specified Anatomical Areas as follows:</p> <p>Less than completely and opaquely covered:</p> <ol style="list-style-type: none"> Human genitals or pubic region; Buttocks; Female breasts below a point immediately above the top of the areola.
News	Programming related to events of local, state or national interest. Includes news, documentaries, talk, interview and live call-in programs on current news/ events.
Public Affairs	Programming related to events and issues affecting our community. Includes talk, interview, live call-in and political programming and documentaries related to governmental and public affairs.
Senior	Programming by and for senior citizens. Coverage of events, issues and entertainment of particular interest to senior citizens.
Sports/Health/ Fitness	Includes coverage of local sporting events, sports talk, interview, fitness, nutrition, health and medical programming.



CANCELLATION AND PRE-EMPTION

If a TBCN Member commits to a telecast date for a particular program and is unable to fulfill that commitment, his or her telecast time will be canceled and other programming will be scheduled for that telecast time slot. If a Producer of live programming is not in the studio a minimum of 30 minutes prior to airtime, his or her telecast will be cancelled and other programming will be substituted by the Programming Coordinator.

Booked studio time or taped replay time may be pre-empted by management when necessary. Producers affected by such pre-emption will be notified prior to the schedule change whenever possible and the pre-empted telecast will be shown within 30 days, based on available time slots for that programming category.

PROGRAM OWNERSHIP

Program Producers who use TBCN equipment and/or facilities must agree to first use of their program on TBCN television. Producers retain their copyrights to their programs. TBCN will not authorize duplication or use of or distribute any program without the Producer's written permission, except when required by law.

PROGRAM PROMOTION

TBCN distributes and promotes TBCN's television schedule. Creating an audience for a specific TBCN program is the responsibility of the individual program Producers. Press releases, video promos, fliers, posters, letters to individuals or groups and word of mouth are all tools that Producers can use to promote their programs. Use of TBCN letterhead or logo is not permitted without the written approval of TBCN's Executive Director.

LONG-TERM ARCHIVES

Active Producers in good standing may apply for inclusion in TBCN's Long-Term Archive Library up to a maximum of five programs that exhibit or contain historical value, are award winners, have high replay value, are "first's" and/or contain unique or creative design elements. To be considered for inclusion in Long-Term Archives, programs submitted must comply with current P&P, meet all technical requirements, be accompanied by necessary talent and copyright releases and have the approval of TBCN management. Additionally, the Producer must agree to grant TBCN unrestricted telecast rights. Programs are removed when members become inactive or at the discretion of management.

SHORT-TERM ARCHIVES

Producers may apply for inclusion in TBCN's Short-Term Archives a maximum of one program per programming season. To be considered for inclusion in the Short-Term Archives, submitted programs must comply with current P&P, meet all technical requirements and be accompanied by necessary talent and copyright releases. Additionally, the Producer must grant TBCN unrestricted telecast rights. Accepted programs will be kept in the Short-Term Archives for a maximum of six months, after which time the program file will be bulked [erased] or, in the case of programs that have been submitted on personal storage units, returned to the Producer.



COMMUNITY BULLETIN BOARD

TBCN's Community Bulletin Board is used to inform our community about local events and activities that are of general interest. It is not used to promote political campaigns or commercial interests.

Individuals and representatives of community organizations who wish to announce non-commercial events that are open to the public should submit their requests in writing a minimum of two weeks prior to the scheduled event. These may be submitted through our website or mailed to the Community Bulletin Board, TBCN, 1001 W. North B Street, Tampa, FL 33606 or they may be sent by facsimile to 813-253-2146.

Announcements may be edited for length or clarity.



FACILITIES AND EQUIPMENT

For security reasons, our facilities and parking area are equipped with surveillance cameras and a digital video recording system. All Members and visitors must sign in and out when they enter and leave the facility, respectively, and to consent to a search of all personal belongings before leaving the facility. To gain entry beyond the lobby area, they also must be active members with advanced reservations/appointments to use the facility or designated on-air talent. Producers must complete a TBCN Production Form listing all crew and on-air talent prior to using a studio for program production. All must wear TBCN member or visitor identification badges at all times while in the facility.

RESERVATIONS

Program files, equipment and studio or edit facilities are allocated for a project based upon the submitted TBCN Project Proposal form [for singles or series]. Staff schedules equipment and facility reservations on a first-come, first-served basis. Series Producers may reserve facilities for a 14-week season. Producers of single programs are permitted to reserve production facilities and/or location equipment on a per project basis. Each reservation for the above must be completed before another reservation can be made. Reservations will be confirmed by email when possible.

All reservations are for the specified time only. Facilities must be vacated on time unless the next Producer voluntarily grants an extension and TBCN staff approves it. Reservations are forfeited following a 15-minute grace period. If a Producer is unable to meet a commitment to use the facilities and/or equipment as scheduled, he or she must notify staff in advance.

To reserve equipment, Producers must complete a TBCN Equipment Checkout Form and agree to be responsible for returning the equipment on time and in working order.

Equipment is not deemed to have been returned unless it has been properly checked back in by Trainer/Liaison staff. If a Producer experiences a problem with any equipment, he or she must complete a TBCN Equipment Trouble Report and submit it to a Trainer/Liaison to assure it is repaired.

DAMAGE TO OR LOSS OF EQUIPMENT

Members are responsible for damage to or loss of equipment or facilities entrusted to their care if same are damaged as a result of their misuse, mistreatment, accident, neglect and/or theft. Normal wear is excluded. A Member who is responsible for damaged, lost, or stolen equipment and/or facilities must immediately pay TBCN the cost of repair or replacement in full. TBCN management may, in its sole discretion, permit the Member to enter into a written agreement for payment. If the Member fails to pay in full immediately or defaults on a payment agreement, the Member shall be suspended until, at the sole discretion of TBCN management, the default is cured or full payment is made.

RESTRICTED AREAS

Members and their on-air talent may not enter staff offices, tape library, master control, studios, control rooms, edit suites, equipment room, engineering, the area behind the reception desk or any area beyond the lobby/restrooms without TBCN staff permission.



STUDIO & EQUIPMENT RULES

STUDIO USE RULES & RESTRICTIONS

To protect our equipment, food and beverage consumption are not permitted beyond the lobby area. They may be used only as props in the multi-camera studios. Water, however, may be consumed in the studio areas by on-air talent only.

Only Certified Multi-Camera Studio Producers can reserve and use multi-camera studios. To do so, the Studio Producer must also:

- Have a minimum technical crew of three persons not including talent
- Not count on-air talent as technical crew
- Count himself or herself as either technical crew or talent – but not as both

To use a Single-Camera Studio for a production, a Member must be a Certified Single-Camera Producer.

Both Single-Camera and Multi-Camera Certified Producers are permitted to reserve and use a multi-camera studio virtual set with only one technical crew if all cameras in that studio are in lock-down position. With this option, on-air talent will not count as technical crew. Again, the producer of a Virtual Set production can count himself or herself as either technical crew or talent – but not as both.

All Producers are required to remove all personal sets and props from the studio following each of their productions. Set pieces, risers, props and chairs provided by TBCN must be returned to their storage areas after each production unless a Producer following you has agreed to assume full responsibility for their removal and storage.

With staff permission, Series Producers may store sets and props at TBCN during a current series. Staff, however, reserves the right to decline storage requests based on space availability.

TBCN does not assume responsibility for damage to or loss of personal sets or props while they are in use, in transit or stored at our facility. All sets and props that have not been claimed within two weeks following either the conclusion of a series contract or after a single program become the property of TBCN and may be disposed without notification.

Following production of their programs, Producers and/or Crew are required to turn off studio lights and house lights and return all lights, risers and equipment to their original positions. They are required to sweep floors as necessary and to tidy up for the next production and to assure that all studio lights and barn doors are properly mounted and that safety chains are properly latched.

Failure to follow these rules will result in an immediate 30-day suspension.



LOCATION EQUIPMENT

To assure the proper handling of our equipment, only Certified Location Producers can reserve and/or checkout portable equipment. Only one set of equipment may be reserved per event unless a TBCN Exception Request Form has been submitted and approved by management.

Generally, location equipment may be reserved up to a maximum of five hours each day. Equipment can be checked out from Tuesday through Friday by appointment only. Equipment must be returned when agreed upon so that it is available to others. Failure to return equipment as scheduled is a minor violation. Anyone who does not return checkout equipment as scheduled cannot checkout equipment again for 60 days. If they fail to return equipment as scheduled a second time, they will lose checkout privileges for one year. Overnight checkouts are permitted when equipment is available and only with the approval of the Studio Manager.

Prior to departing with location equipment, TBCN Producers are required to complete a TBCN Checkout Form and test the equipment to verify that it works and is in good condition.

At equipment check-in, all equipment being returned must be set up, turned on, and operated to demonstrate that it is being returned in good working condition. If not, Producers are assessed costs to replace any missing or damaged equipment.

EDITING EQUIPMENT

Certifications in Editing and Graphics are required to reserve and use editing equipment. To assure the greatest availability of equipment, unless the Studio Manager grants an exception, the maximum editing time block that will be granted for editing equipment is three hours per day.

REMOTE PRODUCTION VEHICLE

To reserve TBCN's Remote Production Vehicle, a Producer must recruit his or her own crew, provide two weeks' advance notice and be certified in the following areas:

- Certified Multi-Camera Studio Producer
- Certified Location Producer
- Certified Remote Production Vehicle and any necessary equipment re-certifications.

To qualify as a member of the Remote Production Vehicle Crew, a TBCN Member must possess the corresponding studio or location equipment certifications unless the Remote Production Vehicle Coordinator makes an exception.



Remote Production Vehicle crew must consist of, but is not limited to:

- Producer/Director/Technical Director[s] (1-2)
- Audio Engineer (1)
- Camera Operators (3-4)
- Graphics Operator (1)

Additional crew such as Floor or Stage Director, Security or Production Assistants may be determined to be necessary by the Remote Production Vehicle Coordinator based upon the location and technical aspects of the production.

With approval, the Remote Production Vehicle is available to Members for use within Hillsborough County only. It cannot be reserved overnight and must be returned to TBCN immediately following use.

All equipment must be properly checked out, loaded, used, unloaded, and checked back in. Check-in is deemed completed when the Remote Production Vehicle is ready to be used again. Failure to complete proper check-in procedures is a violation of the P&P and can result in a 90-day suspension.

Because of licensing and insurance requirements, only TBCN staff is authorized to drive or be a passenger in the Remote Production Vehicle. The Producer who reserves the Remote Production Vehicle is, however, solely responsible for it and its contents, except when it is in transit. Although the reserving Producer may delegate the responsibility for security or other functions to a Crew Member, he or she remains responsible for the equipment and all other duties and responsibilities listed throughout the P&P.

Food, beverages and smoking are not allowed in the Remote Production Vehicle or associated production areas.

TELEPHONES & MESSAGES

Members may make local telephone calls using the telephone provided in the lobby area only. Calls must be limited to five minutes.

Staff and volunteers will use their best efforts to transmit any messages that a Member may receive from a viewer or as the result of an emergency but cannot assume responsibility for these messages and cannot accept collect phone calls from or for Members. TBCN is also not responsible for producer correspondence that may be directed to our facility address. Members should have their mail directed elsewhere.

Producers are responsible for ensuring that their talent and crew turn off cell phones and pagers prior to a production beginning.



POLICY VIOLATIONS – WARNINGS & SUSPENSIONS

Production facilities and channel time may be refused for violations of policies and procedures as spelled out in the pages of this P&P as well as enumerated below.

Suspended members are not allowed on the premises or parking lot during their suspension periods. At the completion of their suspensions, they must complete the Member Re-Activation process as described on page 12 of this manual in order to again produce programming on our channels. Producers are responsible for their talent and crew.

All violations are cumulative.

MINOR VIOLATIONS

A minor violation will result in a written warning. If a Member/Producer accumulates three minor violations within a 12-month period, he or she will be suspended for 90 days. Four violations will result in a 120-day suspension; five in a 150-day suspension and six or more in a one-year suspension of all privileges.

Minor Violations include, but are not limited to:

- Failure to provide TBCN with advance notification when you are unable to use equipment or facilities as scheduled
- Failure to return equipment or vacate facilities as scheduled
- Failure to use or complete TBCN forms
- Having food or beverages beyond the lobby gate
- Failure to remove sets and props from the studios immediately following your production
- Serving as crew without fulfilling certification requirements
- Unauthorized entry of staff offices, front desk area, tape library, master control, studios, equipment room, engineering and any areas beyond the lobby/restrooms
- Failure to comply with check-in and check-out procedures
- Failure to display a TBCN identification badge at all times when in the facility
- Failure to report equipment malfunction [TBCN Equipment Trouble reports are available for this purpose]
- Failure to complete a program within 60 days of submitting a Project Proposal
- Failure to complete studio and/or control room clean up
- Failure to lock the vehicle or garage when left unattended
- Accumulation of three (3) Quality Control write-ups within a six-month period
- Failure to report a violation of the TBCN Workplace Violence Prevention Policy



MAJOR VIOLATIONS

A major violation will result in immediate suspension for 90 days. A subsequent suspension within a six-month period will result in a one-year suspension. Repeated major violations will result in a permanent suspension of all facility and equipment privileges.

Major violations include, but are not limited to:

- Disruptive or disorderly conduct, including abusive treatment (physical or verbal) or sexual harassment of staff, fellow Members, Talent, Volunteers, Crew or Visitors
- Possessing or being under the influence of alcohol or drugs at the TBCN facility or on any remote shoot location where TBCN is being represented
- Making false, slanderous, misleading, or fraudulent statements as defined by law
- Falsely representing oneself as a qualified resident or as an employee of Speak Up Tampa Bay and/or TBCN
- Making false statements on any TBCN form or document
- Abusing, vandalizing, or stealing TBCN equipment or tapes or abusing or vandalizing the facility, Remote Production Vehicle, etc.
- Dismantling, rewiring or re-configuring production equipment
- Downloading any applications from our computers or running any executable files on our system
- Allowing unauthorized persons to use TBCN equipment
- Failure to abide by program content guidelines, including failure to secure proper talent and/or copyright releases or sponsorship disclosure authorization prior to production
- Failure to include the words "Produced by" or "Producer" followed by the Producer's legal identification for a minimum of ten seconds during the last two minutes of each program. Such identification must be displayed in on-screen graphics.
- Failure to abide by facilities, equipment, studio rules, procedures, guidelines or technical requirements
- Using TBCN facilities or equipment for purposes unrelated to the production of TBCN programming
- Violations of any state, local or federal laws
- Violation of the TBCN Workplace Violence Prevention Policy, including, but not limited to, violence and/or threat of violence toward, abusive treatment (physical or verbal) or sexual harassment of staff, fellow Members, etc.

Speak Up Tampa Bay/TBCN reserves the right to restrict an individual's privileges based on the severity of their violation or, as a result of repeated major violations, to suspend their use of the facility and equipment on an indefinite basis. Other major violations, such as equipment loss, are defined elsewhere in this document.



COMPLAINT/GRIEVANCE PROCEDURE

A TBCN Member with a complaint or grievance concerning TBCN operations or management (other than a Member appealing a disciplinary action taken against that Member) should bring it to the attention of the Member Services Manager. Prompt written submissions are encouraged. If a Member is not satisfied with the Member Services Manager's handling of a complaint or grievance, the Member should promptly bring the matter to the attention of the Speak Up Tampa Bay Public Access Television, Inc. Board of Directors by written submission to the board president or during public comment at a regular board meeting.

APPEAL OF TBCN DISCIPLINARY ACTIONS

A TBCN Member, who is disciplined for violation(s) of these policies and procedures, may appeal such disciplinary action in writing to the TBCN Member Services Manager within 20 days of the effective date of the disciplinary action. The appeal must state with specificity why the Member believes the discipline should be set aside or modified. Any and all documents or other evidence the Member wishes to be considered part of the appeal must be delivered to the Member Services Manager at the same time.

The Member Services Manager shall promptly forward the appeal to a Discipline Review Committee ("DRC") of the Speak Up Board of Directors. The DRC shall consist of three voting members of Speak Up—a chairperson and two members, who will be appointed from the Speak Up board by the Speak Up president—and one non-voting member, an active TBCN Member selected by majority vote of DRC voting members.

The DRC shall hold a public hearing on the appeal within twenty (20) days of the date the appeal is delivered to the Member Services Manager and shall provide TBCN management and the appealing Member at least ten (10) days advance notice of the date, time and place such hearing. If necessary, TBCN management will allow a suspended Member whose suspension is under review to enter the access center for his or her hearing.

TBCN management shall deliver to DRC members and the appealing Member copies of any documents or other exhibits it wishes to be considered in response to the appeal not less than five (5) days before the hearing. The DRC may, in its sole discretion, decide the appeal upon the written submissions or it may receive additional information through un-sworn statements at the hearing. Courtroom rules of evidence do not apply to written submissions or statements; however, the DRC chairperson may decline to accept written submissions or statements that are not relevant and material to the appeal.

All written submissions shall be treated as public records under Chapter 119, Florida Statutes. The appealing Member's failure to appear at the public hearing or departure from the hearing before rendition of the DRC's decision shall constitute abandonment of the appeal. The DRC shall conduct all inquiries, deliberate, vote on, and render its decision in public. The decision of the DRC as to the disciplinary action is final and binding on the appealing Member and on TBCN management.



TBCN MEMBER CODE OF ETHICS

- Respect the First Amendment rights of all TBCN Members equally
- Strive to produce quality programs
- Display common courtesy during production hours and keep excessive noise in check
- Return equipment and vacate the facilities as scheduled
- Be responsible and adhere strictly to the TBCN programming policies when producing programs for mature audiences. Such programs must be scheduled after 11 PM.
- Have certification badges clearly displayed at TBCN
- Follow equipment check-out and check-in procedures and report any damage to or loss of equipment
- Respect and treat TBCN equipment as if it were your own
- Treat staff professionally and respectfully
- Keep food and beverages out of the control rooms, edit suites, remote production vehicle and areas beyond the lobby
- Assume responsibility for any damage resulting from the use of food or beverages used as studio props
- No smoking within 20 feet of building entrance
- Abide by all TBCN Policies & Procedures and the TBCN Member Code of Ethics and ask your on-air talent and crew to do the same

POLICY AND PROCEDURE AMENDMENTS

From time to time, TBCN's P&P are revised. At that time, a notice is posted on the TBCN Member Bulletin Board and a copy of the revised P&P is made available to Members for their review at the facility.

It is the responsibility of TBCN Members/Producers to obtain, review and acknowledge in writing on a form to be provided by management [one is included here] that the Member has obtained, reviewed and agreed to adhere to current revisions to the P&P. Such acknowledgments are maintained by TBCN. No Member/Producer will be permitted to reserve TBCN equipment and/or facilities unless and until TBCN has received a completed and signed acknowledgment that the Member/Producer has received and reviewed the most recent P&P and any and all amendments thereto.

PUBLIC RECORDS

Speak Up Tampa Bay Public Access Television, Inc. maintains files for public inspection as required by the FCC rules, 76.205(d) and, pursuant to its By-Laws, Chapter 119, Florida Statutes. Requests for inspection and/or copying should be made to Executive Director, Speak Up Tampa Bay Public Access Television, Inc., 1001 W North B St, Tampa FL 33606.

Producers are required to identify themselves in on-screen graphics using their legal names for a minimum of ten seconds during the last two minutes of their programs. Fictitious names may not be used. Upon inquiry by telephone or mail, TBCN staff will provide a program Producer's contact information.



P&P RECEIPT/ACKNOWLEDGEMENT

TBCN's Policies & Procedures Manual is provided to you for your information and immediate reference. It is your responsibility to read it carefully and completely. Policies included are subject to change from time to time and it is your responsibility to assure that you are following the most up-to-date P&P revisions. You must acknowledge receipt of this P&P Manual by signing and returning this page to a TBCN staff member.

I have received a copy of TBCN's Policies & Procedures Manual dated below. I have read or had it read to me. I recognize that it is my responsibility to review, be familiar with and abide by all the policies, procedures, practices, standards and rules contained in this P&P Manual.

I agree to obtain releases and other permissions including, but not limited to full copyright authorization. I also understand that all required model/talent releases and copyright authorizations must be obtained by me and provided to the TBCN Programming Department prior to production of any and all programming.

As a Producer or sponsor of taped or live programming, I accept full responsibility for program content submitted for transmission on Tampa Bay Community Network (TBCN) or other retransmission methods. I agree to release TBCN and its employees from responsibility if any program is damaged, lost or stolen while in its/their custody. I will abide by the policies and procedures contained in the TBCN Public Access Policy and Procedure Guide ("P&P"), which are subject to change upon reasonable notice during the term of this agreement. I am responsible to obtain releases, licenses and other permissions including but not limited to full copyright authorization, with respect to the program[s]. I hereby agree to indemnify and hold harmless The City of Tampa, Hillsborough County, Bright House Networks, LLC, Verizon Florida Inc., Comcast of Florida/Georgia, LLC, Speak Up Tampa Bay Public Access Television, Inc. (d.b.a. Tampa Bay Community Network ("TBCN")) and its/their officers, directors, employees and other agents from liability, damages, and/or expenses, including legal fees, arising out of any of my programs and/or any other aspect of my relationship with TBCN. I agree that I will not commence arbitration or bring suit against TBCN and/or its officers, directors, employees and other agents, until I have submitted the claim, dispute or complaint for resolution pursuant to the Complaint/Grievance Procedures and Appeal processes set forth in the TBCN P&P and such procedures and processes have been finally and completely concluded.

In the event a grievance, complaint, dispute or controversy between me and TBCN is not finally resolved through the Complaint/Grievance Procedures and Appeal processes set forth in the TBCN P&P, any remaining controversy arising out of, or in connection with any aspect of my relationship with TBCN shall be resolved by binding arbitration in accordance with the then prevailing Commercial Arbitration Rules of the American Arbitration Association. It is understood and agreed that the arbitrator(s) have no power to vary or modify any of the terms of this agreement and their jurisdiction is limited accordingly. Judgment on the award may be entered in any court having jurisdiction. In any dispute, mediation, arbitration, litigation and/or appeal, including without limitation interpretation or enforcement of this agreement and any claim of intentional tort, breach of duty or contract or violation of my rights by TBCN, that arises from any aspect of my relationship with TBCN, the prevailing party or parties shall recover its/their costs, including reasonable attorneys' fees, from the other party or parties.

From time to time, amendments to this manual may be implemented following appropriate notice. I understand that I am solely responsible for complying with future changes in all policies, practices, standards, and rules.

Date

TBCN Member/ Producer Signature

TBCN Member/ Producer Name Printed

TBCN Staff: File this signed and dated form in Member's permanent file.