



Macarthur Community Radio Association Incorporated

Macarthur Community Radio Association Incorporated (MCRAI) Member – Presenter Agreement

Title	Surname	First Name	Group or Association Name
Acting on my own behalf or representing the above Group or Association			
Home Address :			Post Code :
Postal Address : <small>Leave blank if same as above.</small>			Post Code :
Contact Numbers	Home:	Work:	Mobile:
Email Address:			
Programme :		Other Volunteer Positions :	

1. I accept the duties as outlined in the attached duty statement. I have read and understand my responsibilities as a Presenter / Member / Volunteer on MCRAI Macarthur Community Radio and obligation towards me.
2. I will comply with all Codes, Regulations and Legislation relevant to Macarthur Community Radio, (MCRAI) and Community Broadcasting Stations and I undertake to read and comply with any Rules and Regulations which are communicated to me from time to time in writing.
3. I accept responsibility for the content of my Program and I agree to comply with media law requirements including defamation, contempt of Court, Copyright and anti-discrimination laws as communicated to me in writing when applicable.
4. I must inform the Management, in my Membership Application to MCRAI, if I have had a **criminal conviction** in the past five years.
5. I recognise that I may be liable for actions, suits, claims, losses and/or damages as a result of my comments or conduct on air. (OR I accept personal liability for any Insurance policy excess payable by me as a result of my comments or conduct on air)
6. I agree to accept directions and decisions made by the Management Committee on Program content including Sponsorship Announcements; presentation and technical quality; on air conduct, access to Station premises; use of Station Equipment and Property; strategic planning; risk management and Occupational Health and Safety; I also agree to undergo specific accredited training prior to my acceptance for doing an on air Program.
7. I will comply with any changes in broadcast times as required by the Program or Management Committee.
8. In relation to the transmission of my Program, I agree to be at the Station premises ready to present my program, a minimum of 30 minutes prior to broadcast time and provide Management at least 7 days' notice in advance for any planned long absences. **I must also be clean, tidy and neatly dressed.**
9. If I am unable to attend my Program I must arrange a substitute personally, (another accredited and qualified person to do my on air-shift), and: I will inform MCRAI Management of my intentions by phone or in writing as per my Program Application. I will also treat other Volunteers, guests of the Station, Staff and Management with consideration and respect. I will also not abuse my position at MCRAI nor any person at MCRAI for any reason.
10. I will inform Management, within 24 hours, of any complaint concerning my Program or any incidents that might lead to a complaint
11. I acknowledge that material broadcast on Macarthur Community Radio, (MCRAI), is the property of the Station and that such material may only be sold or rebroadcast through outlets with the permission of the Management. I accept that when such material is sold to an outlet on a commercial basis, the proceeds will, in general, be shared 50/50 between the Station and the Program maker/s. (OR I accept that Radio MCRAI retains the ownership and copyright of all works which it specifically commissions; e.g., Station and Sponsorship announcements. As a Volunteer, I retain copyright of all other works that I personally create for public broadcast).

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12. I accept that Radio MCRAI will take every care with any recorded material left by me at the Station but cannot accept any responsibility for loss or damage.
13. I will treat listeners with respect and *maintain a professional distance* from listeners both within and outside broadcast hours.
14. **At all times in the production and presentation I will:-**
- a) Not knowingly broadcast questionable or potentially offensive material or swearing at any time, if suspected I will play a prior Warning.
 - b) Make no sexual references, innuendo and comments that may be perceived as being suggestive of illegal sexual conduct in any form.
 - c) Not be abusive, insulting or demeaning to listeners on or off air, and I understand that **smoking is prohibited** within the premises.
 - d) Not enter any studio during the time of **two (2) minutes before the hour and /or seven (7) minutes after the hour**, or when the **ON AIR** light is on, (unless the on-air presenter permits it).
 - e) Not discuss my own personal matters or those of any other presenter on or off air when presenting their program publicly.
 - f) Never give out private phone numbers, private addresses or emails of any presenter to listeners or over the air.
 - g) Not broadcast material promoting overt political views, a political party, a religion or religious belief system unless authorised by Program Committee according to Station Rules, A.C.M.A. Guidelines and the Codes of Practice.
 - h) Not discuss internal work place or Community Radio Network (C.R.N.) satellite service issues, or the affairs of any Community broadcaster on air.
 - i) Never make comments or play out any material intended to confer or infer commercial gain to presenters or their associates.
 - j) Know that all allocated shows are negotiable and the availability of more than one show will depend on the number of applications received.
 - k) If my program has not been attended by me after three (3) shows, (without a reasonable excuse), then I will forfeit that show and time slot. The time slot will be then filled by the next qualified awaiting presenter in line for an on-air shift that he or she has applied for.
15. I will treat Station and outside broadcast (O.B.), equipment, facilities and property carefully. I will use Station and O.B. equipment, facilities for the production and preparation of my Program only. Not for any other purpose without prior consent of the Management. I will not remove Station equipment or property on any occasion without first obtaining permission from the Management Committee.
16. I will not change or alter any cabling within the Studio or the OB Unit, except with permission of the Management Committee and then on condition that I return the Studio to the standard configuration as it was prior to re-arrangement.
17. I will not consume alcohol or recreational drugs within the entire premises, nor will I be intoxicated when attending the premises and I will not consume food within the on air Studios or invite guests into any Studio-without permission of the Management; (with the exception of guests to be interviewed on air during normal business hours). I will also **not** have anyone else, but a financial Member or Presenter with me in any MCRAI Studio whilst doing my program after normal business hours, of Monday to Friday 9am to 5:00pm. If I set off the Alarm at any time, entering or leaving, (during my visit to MCRAI), I will be liable to pay the full penalty set out by the Security Company and the RSL Club Ltd, even if my approved visiting guest/s set off the alarm.
18. I understand if I do not sign or agree to everything stated on this document then I may not be accepted as a Member of the Association. I agree that any breach of the above set out conditions listed may result in the suspension of my broadcast rights and may in some situations lead to the termination of my Membership. I acknowledge Macarthur Community Radio's Grievance procedures appropriate for Conflict Resolution.

This Agreement supersedes all prior Agreements signed and entered into by the herein parties and this Agreement shall be binding until a new Contract is agreed by a parties concerned as attested by Signatures of the parties affixed below.

Members Name		Signature		Date / /
President or Committee Members name		Signature		Date / /