

Name: _____

WONY 90.9 FM Training Guide



To become a **member** of WONY :

1. I have sat in on (1) On-Air show:
(email trainers at least 24 hours in advance) ***Required***

2. I have attended at least one gen-bod/e-board meeting: ***Required***

3. I have joined a department: (more information below) ***Required***

4. I have taken and passed my Written Test: ***Required***

To become a DJ:

5. I was taught how to use the board:

(Mac, Automation, CD player, Multiport, Phone, Talking on air) * **Required***

6. I have sat in on an additional (2) On-Air Shows:

(email trainers at least 24 hours in advance, 3 total shows) ***Required***

(1 / 2)

(2 / 2)

7. I have taken and **passed** On- Air Test ***Required***

To join a department, WONY members must choose a department and complete the required process to join that department (*MUST be in DEPARTMENT GROUPME*) :

Production Department:

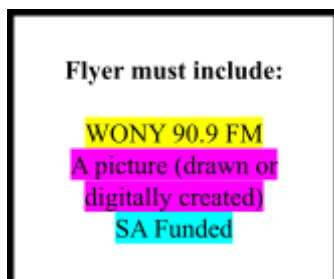
I helped produce a newscast OR station ID/ PSA

Public Relations Department:

I helped make at least one flyer, logo, or merch

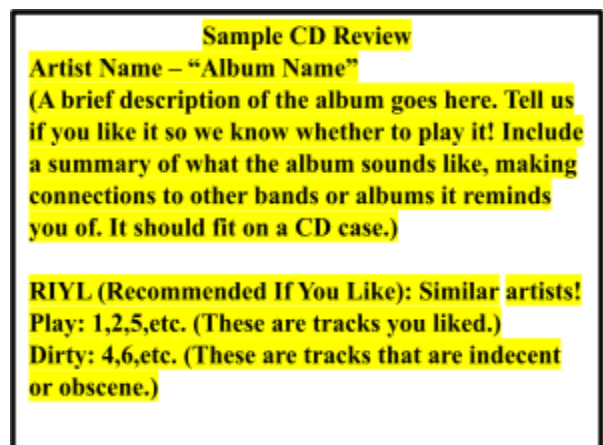
Music Department:

I reviewed a CD



Events Department:

Helped plan an event



Written Test Info

Here you will find all the info you need to pass the written test with flying colors! All you have to do is read this and **especially make sure you learn the bolded info**. Much of that information is very important to know in the station.

The Basics

- WONY was founded in **1962**
- The letters “WONY” are not an abbreviation - they’re the station’s **call letters**! Hence, they are written as “WONY” (and not “W.O.N.Y.”)
- WONY is a **Class A, non-commercial radio station**
- WONY operates at **180 watts**
- WONY’s website is **www.wonyfm.org**
- “Dead Air” is when **nothing is playing over the air**. You should have no more than **6 seconds** of dead air
- Our Faculty Advisor is **Andrew Bottomley** and **Nicholas Benson**
- The first General Manager for WONY was Gary Sparaco
- **A station’s Legal ID (its call letters and location) must be regularly identified at the top of every hour. Our Legal ID is W-O-N-Y 90.9 fm Oneonta. (Not WONY) The legal ID is the call letters “W-O-N-Y” and the city of licensure, Oneonta. So, it is “WONY 90.9 fm Oneonta”.**
- Stations must maintain a transmitter power between **90% and 105%** of the power authorized by the F.C.C.
- **The FCC renews a station’s license about every 7 years**
- An operator should not leave control of the transmitter unattended. If they must leave, **they should find another licensed operator** to watch over the controls to the transmitter.
- **Stations must avoid overmodulation** (the peaking past 0 on the VU meter) as **it causes interference with nearby stations. Also, it damages our FM broadcasting equipment.** Overmodulation is usually the result of playing material “too loud” over the air.
- WONY is 100% community-run and **funded by the Student Association**

The Federal Communications Act of 1934 created the **Federal Communications Commission (F.C.C.)** to regulate commerce and communication by wire and radio. **The act determined that the airwaves are owned by the public.** In turn, radio stations must act as “public trustees” by following the F.C.C. regulations.

Underwriting

Since WONY Oneonta is a noncommercial station, we cannot air advertisements in exchange for

donations. We can, however, air donor *acknowledgements* so long as:

1. The value of the acknowledgement is neutral (no comparative, qualitative, or price info included).
2. Company slogans with product descriptions are not promotional in nature.
3. The brand/trade names of products are *only* used to identify the donors.
4. No superlative language or references to sales/promotional events are used.

*** Underwriting is NOT an advertisement. It is an acknowledgement of a donation***

What we *can* say: “Program made possible Sal’s Pizzeria of Oneonta, maker of Italian foods.”

What we can’t say: “General Motors, maker of fine automobiles and quality automotive accessories.”

F.C.C

* The F.C.C. has many rules and regulations that allow us to stay on air. As mentioned previously, the Legal ID for our station is W-O-N-Y 90.9 fm Oneonta, we must play a Legal ID at the top of the hour, every hour that you are on-air. With Playit Live, you must wait for automation to play a Legal ID and a PSA before your show starts.

- For example, if your show starts at 4:00 P.M the Legal ID & PSA will play within a minute or two of that time. It could start playing at 3:58 or exactly at 4:00 so make sure to arrive a few minutes before your show starts to not miss it.
- However, during your show since automation is not on you must play a Legal ID, PSA, and News yourself since automation will be turned off. All these different audio files will be available in Teams under “On-Air Audio Clips”.
- You must log PSA’s, ID’s, and any News you play yourself on the “Issues + Programing” form. You do not need to log PSA’s, ID’s, or News played by automation because they are already tracked.

* The F.C.C. requires us to regularly broadcast content that addresses social, political, and economic issues on campus and in the local Oneonta region. This material is reported to the FCC via quarterly “issues and programs” lists that go in the radio station’s public inspection file. These issues can be anything relating to the campus or community, for example if you experience traffic on your way to work, this could be considered an issue of importance to the community and would count as something you can chart. It is important to play a PSA and the news twice during your show because of that.

- You must log topics of discussion on the “Issues + Programing” form. WONY is required to report what local issues are discussed on the radio to the FCC. Tracking what you talk about on your show helps WONY with these reports because many topics DJ’s already talk about can be considered local issues.
- Make sure to read the instructions when filling out the “Issues + Programing” form, because instructions are different for music shows and talk shows.

* We must also chart every song that we play on air. Once you become a DJ you will get a spintron account which is the website we use for charting. Every show you must chart the song as you play it in real time since we are “public trustees” and must report everything we play on the air. Also, charting songs allows artists to get paid off of us playing them so it is important to do so for those reasons.

The F.C.C. restricts the broadcasting of material deemed “indecent” or “obscene” for the purpose of protecting and serving listeners.

Indecent Material is profanity.

- Plain and simple, curse words. They are forbidden on non-commercial radio stations from 6:00 AM – 10:00 PM (See “Safe Harbor” section below for more information.).

Obscene Material is language that depicts or describes, in blatant terms, sexual or excretory activities/organs.

Obscene material can NEVER go on the air and includes:

- Descriptions of sexual acts
- Any sexual slang (ex. “pussy”, “blowjob”, etc.).
- **Excessive cursing** (a curse in the chorus of a song, or a curse used 3 times or more in less than 20 seconds).
- Anything a particular interest group would find offensive (racism, sexism, etc.).

The 3-Prong Test is guidelines given by the F.C.C. to further identify sexually obscene material:

1. An average person, applying contemporary community standards, can find that the material, as a whole, appeals to the prurient interest.
2. The material depicts or describes, in a blatantly offensive way, sexual conduct such as sexual intercourse, masturbation, or physical contact with a person’s clothed or unclothed genitals, pubic area, buttocks, or breasts.
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Safe Harbor Hours are between the hours of **10:00 PM and 6:00 AM**

- Non-commercial radio stations can air material that is deemed indecent *but not obscene*. For Safe Harbor hours, **on-air DJs must air the “Safe Harbor Disclaimer” at 10:00 PM sharp and then once every half hour until 6:00 AM.**

If you’re unsure if something is indecent or obscene, don’t take the chance.

No matter what the hour, on-air DJs and personalities (visitors, callers, etc.) can NEVER be indecent OR obscene over the air.

General Rules

- Station meetings are **MANDATORY**. Only the Communications Director / General Manager can excuse you if you have an extenuating circumstance.
 - *If you are feeling sick or under the weather, please do not come into the studio or attend meetings or events*
- All on-air DJs or members **must be part of a station department** and attend at least **one department meeting a month**.
- **Alcohol, drugs, and smoking/vaping of any kind are completely forbidden within the station.**
- **The order of Production Studio priority is**
 1. News
 2. Production
 3. Training
 4. Personal Use.
- WONY's Studio A has a "closed door policy" – if the door is closed, do not go in or interject on another DJ's show unless you have pertinent business to attend to.
- If you decide to have a talk show, you will be required to play a talk show warning (found on the station computer) at the top of every hour.
- If you borrow a CD, you must sign it out.
- **Trainees need permission from an E-Board member to rent a CD from the CD library.**

Studio A Rules

- **The on-air DJ is responsible for the station while they are on the air** – all guests must be approved by the Communications Director and Program Director and fill out the guest form.
- All on-air DJs **must be in a sober condition**
- When wrapping up your show, try to begin wrapping up 5 minutes before the person after you. Try to coordinate an overlap plan.
- **No eating or drinking** in either of the studios! That's why we have the lounge. ☺
- You can **ONLY** play **4** songs from the same artist on your show
- You can **ONLY** play **3** songs from the same album on your show
- You must keep an accurate playlist of what you play over the air:
- Take care what you broadcast over the air!
 1. **Anything obscene that goes over the air will put your show in jeopardy.**
 2. No songs with cursing unless it's during Safe Harbor hours (10PM-6AM)! **Studio A has a delete button! If a curse slips, you have 6 seconds to press the delete button before it goes on air.** If a song plays with a curse, fade it out and switch to a different song.
 3. **The Program Director must approve all station IDs and production material**

before they go on air.

4. Immediately let on-air callers know they are on air – it is illegal to broadcast someone without their knowledge.
- Don't be "that guy." Leave the studio the way you found it (clean, intact, with CDs put away), and don't play a 10-minute song in the last 2 minutes of your show.
- **If the next DJ fails to show up, call:**
 1. **the Communications Director**
 2. **the Program Director**
 3. **the General Manager.**

Then put on automation.

After Hours Shows

- **After Hours Shows** are shows between the hours of 12:00 A.M to 8:00 A.M
- All guests must be approved by the Communications Director and Programming Director and fill out the guest form
- No more than 2 non-member guests are allowed on an **After Hours Show**
- If you have an **After Hours Show** you must remain in only the designated areas
- If a DJ cancels their **After Hours Show**, they must contact UPD
- Commuting DJ's should park in the faculty parking lot and enter through the main entryway
- Resident DJ's should enter through the pond entryway and can contact UPD if they need an escort to their dorm
- All DJ's who want an **After Hours Show** must meet with the Training Director or General Manager for additional information

E-Board

The Executive Board is a group of 12 people (normally) who collectively run and maintain WONY. All board members are **trainers**. If you would like to train on their shows, **email them at least 24 hours in advance**. As a DJ, you can reach out to any of these directors with questions/concerns in their field:

General Manager - *Lucas DeSalvo* x _____

wonygm@gmail.com

Oversees the entire station

- Acts as a liaison between the station, the community, and the FCC
- Grants electronic card access to the station to all new members of WONY and deactivates graduated members

Programming Director – *Nathan De Visser* x _____
wonypd@gmail.com

Responsible for everything on air

- Second in command to the General Manager
- Schedules show times for all returning DJs before each semester
- Maintains and updates all playlists on the station's automation system weekly
- Checks all DJ playlists for attendance and proper charting of rotation

Communication Director – *Stephanie Lynne* x _____
wonycomm@gmail.com

Third in command to the General Manager

- Responsible in the absence of the Program Director.
- Clears all trainees who pass their tests to go on-air: reports them to the General Manager for card access and grants them a show time.
- **Keeps the minutes of all E-Board and station meetings.**

Business Manager – *Andrew Trebilcock* x _____
wonytreasurer@gmail.com

Oversees the station's finances

- Head of the Business Department: handles budget and orders new supplies/equipment/merch.

Music Director – *Jesse Woodhouse* x _____



wonymusic@gmail.com

Head of the Music Department

- Works with genre directors to pick and update rotation.
- **Deals with record labels, promotion companies, and trade magazines for new rotation.**
- Updates and protects the WONY music library.

Public Relations Director – *Anjali Malcomson* x _____
wonypr@gmail.com

Promotes a good image of WONY on campus and in the community

- Head of the PR Department: comes up with new ideas to promote the station.



Training Director – *Grady Goldner* x _____
wonytraining@gmail.com

Develops and oversees the WONY training program

- Head of the Training Department
- Administers written and on-air testing to trainees at the end of their training.

Production Director – *Ava Hurtes* x _____



wonyproduction1@gmail.com

Head of Production Department: **makes pre-recorded station material** (station IDs and show intros).

- Head of the News Department: **produces pre-recorded newscasts for the top of the hour on air.**
- Responsible for having knowledge of local news and events.

Operations Director – *Joseph Gloria* x _____
wonyoperations@gmail.com

- **maintains all station equipment.**
- Organizes station cleanups and upkeep the WONY website.

Events Director – *Tessa DeLiso* x _____



wonyevents@gmail.com

Plans and Coordinate WONY Events

- Designate Events Fund

List of E-board Trainers

Lucas DeSalvo - wonygm@gmail.com

Nathan De Visser wonypd@gmail.com

Joseph Gloria - wonyoperations@gmail.com

Andrew Trebilcock - wonytreasurer@gmail.com

Ava Hurtes - wonyproduction1@gmail.com

Jesse Woodhouse - wonymusic@gmail.com

Anjali Malcomson - wonypr@gmail.com

Stephanie Lynne - wonycomm@gmail.com

Grady Goldner - wonytraining@gmail.com

Good luck with your training!

If you have any questions, don't be afraid to reach out to me!

Grady Goldner, training director of WONY 90.9 FM
Office Hours: Tuesday 2-4pm, or by appointment!