

FLIRT FM VOLUNTEER HANDBOOK

**FULL OF IMPORTANT
INFORMATION!**

CONTENTS

Introduction to Flirt FM	2
Location	3
Flirt FM Online	3
Operations	4
Our Licence	5
Promotion	6
Funding	6
Further Training	6
Other Information	7

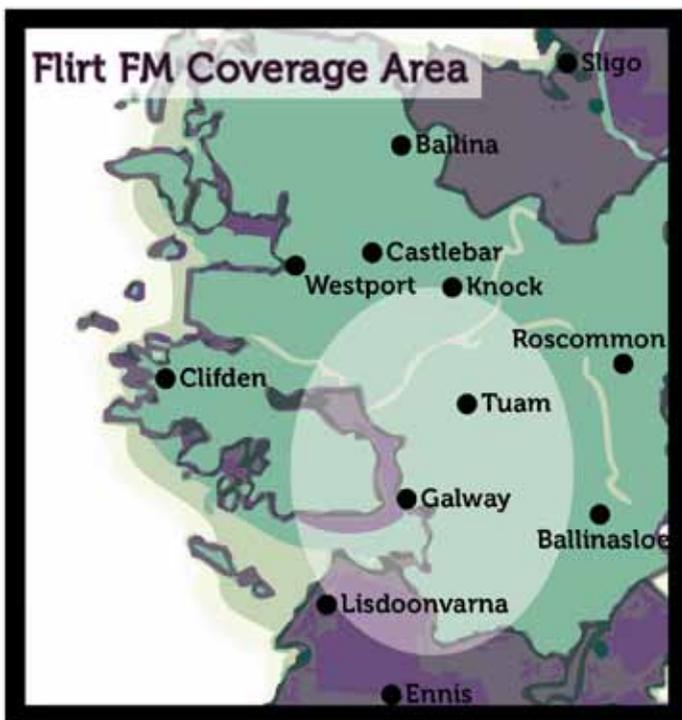
INTRODUCTION TO FLIRT FM

Flirt FM began its life as Galway's Student Radio Station on September 28th 1995. It is one of Ireland's only three full-time licenced student stations (Wired in Limerick and UCC 98.3FM make up the trio).

Once strictly confined to the immediate environs of Galway city centre, we've spread out and are finding new fans as far afield as Brazil and Japan.

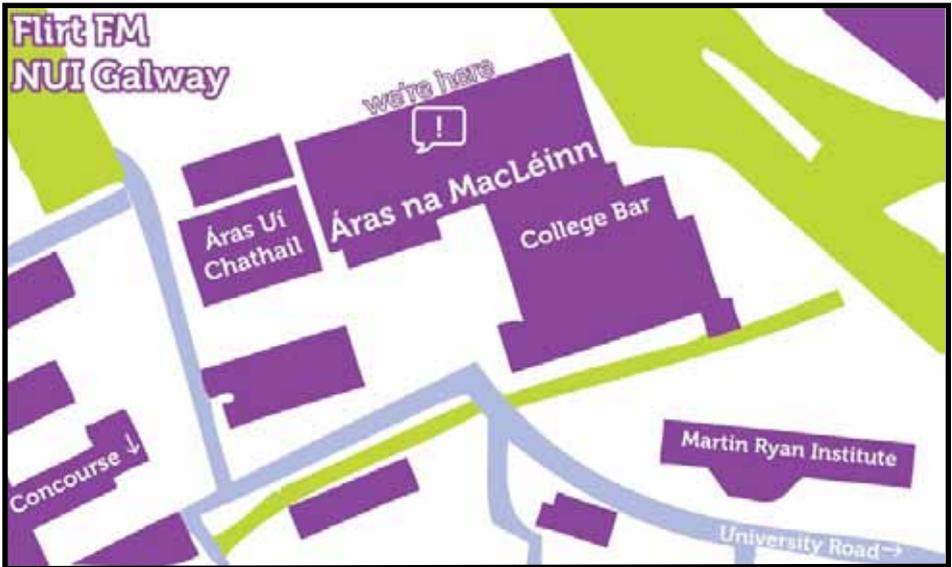
We broadcast weekdays year round, taking breaks for Christmas and Easter. You can expect special shows covering important campus events from the SU elections, themed weeks and Arts Festivals.

So what do we sound like? Well, certainly not your average station... Flirt FM is by, of and for the third-level students of Galway; providing an alternative to locally available commercial radio. We cover student events and issues that don't get addressed anywhere else, and play loads of great music that you just don't get to hear on other stations!



LOCATION

Flirt FM has its office, 2 studios and editing facility at the back of NUI Galway's Student Centre. We bounce our signal from here, up to Tonabrocky Hill on the outskirts of the city for better coverage.



FLIRT FM ONLINE

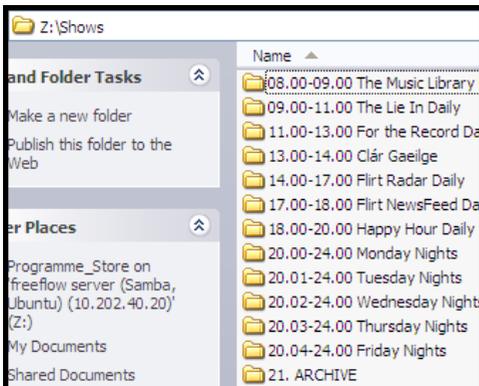
Follow/add us on; Facebook, Youtube, Twitter, TuneIn, Lastfm, Mixcloud, Pinterest, Snapchat, Spotify, Deezer and more! We're also on the official NUI Galway app.



OPERATIONS

You may not be able to do your show live due to lectures or evening work, so we have a pre-recording studio that you can book on flirtfm.ie. You can also get another volunteer to cover your show; as long as you let station management know in good time, both options are fine. (Happy Hours and Breakfast Shows need to be live though).

Flirt has digital recorders for recording and interviews. These recorders have built in microphones, run on AA batteries and are uploadable to PCs using a mini USB cable. You can book them online at flirtfm.ie. As the recorders are valuable and in high demand, we ask that you leave your student ID as a deposit. Lending is for one night only, unless previously agreed with station management, otherwise a late fee of €5 per day applies.



To make everything run as smoothly as possible we ask everybody to be keep their files organised.

We use the date format YYYYMMDD plus the name of the show, as show titles.

Only completed shows are to go into the Shows Folder, all other bits and pieces can be kept in your own Presenters File in the File Store.

We have a shared file store accessible from several PCs in the station- see "My Computer"

OUR LICENCE

We have a full 10 year community of interest licence, granted by the BAI in June 2007.

As stated in our Programme policy statement:

Flirt FM will serve primarily the 25,000 strong student populations of Galway city and its immediate environs. We aim to provide Galway students with an entertaining, topical, engaging and informative alternative to mainstream commercial radio. The output of the station will be diverse and eclectic, reflecting the tastes of our target audience, who are the people both listening to and participating in the production of the programming.

We have some percentages of total average output to adhere to...

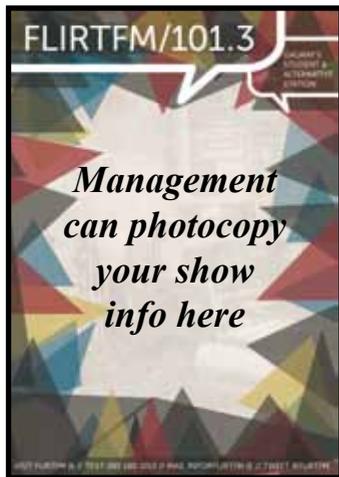
40% talk (20% of this to be Current Affairs)
60% music (60% of this to be Specialist)

And we also need to have

25% Irish music (recorded/written by Irish artists or recorded here)
15% Irish Language
A sports show in term-time (with campus sports)
A secondary school show

When management are trying to put together a schedule, talk/music time is factored for each show.

That's why magazine shows are; 30 mins. talk (10 mins. current affairs) and 30 mins. music, for example.



PROMOTION

In order to grow and maintain listenership we need to promote the station constantly. As we work to a strict budget, we have to come up with good, cheap (or free) ways to promote the station.

You can set up social networking groups for your show, post tracklists and write up a blurb for the flirtfm.ie schedule page. There's always posters and flyers in the office- feel free to take some and to put up about town.

Please make sure you don't flypost, (the fine is a whopping €125 per poster) and ask the permission of the person at the till in the shop/pub/café you're poster-ing.

FUNDING

The station is mostly funded from a small percentage of NUI Galway capitation. We also get funding through programme production schemes and some sponsorship. The majority of our budget is taken up by payroll, insurance, legal fees, mast rental and equipment purchasing. If you know anyone who's interested in sponsoring a show, let management know, and we'll do all we can to help.

FURTHER TRAINING

Each year we run training sessions in Digital Editing, Production, Desk, Libel & The Law, Interviewing Techniques as required.

You will find out about these sessions by text, volunteer e-mail list and on the website, so make sure to follow us on Facebook & Twitter, and check your email and flirtfm.ie regularly.

OTHER INFO



NUI Galway students involved with Flirt FM can gain official university recognition of all their hard work through the ALIVE volunteer initiative. See nuigalway.ie/alive for more information.

Flirt FM is a member of CRAOL, the Community Radio Forum of Ireland. CRAOL supports, represents and lobbies on behalf of the 20+ licenced community radio stations in Ireland.

See craol.ie for more information.



Community Radio Forum of Ireland
Fóram Raidió Pobail na hÉireann



Flirt FM is a member of the newly-founded Irish Student Radio Network.

Their aim is to establish a comprehensive online list of Student Radio Stations in the country, and get those stations communicating nationally with each other, and the general public.

CONTACT INFO

Office Landline	091 493470
Listener Textline	085 180 1013
Main E-mail	info@flirtfm.ie
Twitter	@FlirtFM

FLIRT FM VOLUNTEER CONTRACT

Security

1. Call Security (091 492198/3333) if unauthorised people enter the building - keep yourself safe.
2. Keep the front door locked after 8pm. Swap numbers with the shows before and after you, and look out for texts.
3. Don't let friends on air unless they are trained Flirt volunteers.
4. Be vigilant when entering or leaving the building at night.
5. Don't leave your belongings lying around - items have been stolen.
6. No alcohol.

Attendance & conduct

7. Turn up for shows; notify staff of absences (in person or email, do not message studio), pre-record or arrange cover if you will be away.
8. Miss two shows without prior notice (at least a day in advance) and your timeslot may be reassigned to another volunteer.
9. A minimum of 75% of shows should be live or newly pre-recorded. If you cannot maintain a weekly show management may reallocate your timeslot.
10. The Breakfast Show and Happy Hour cannot be pre-recorded; substitute volunteer presenters must be sought for live broadcast.
11. Volunteers should promote their show through social media, posters, promo jingles etc.
12. Each show must have a promo jingle, show opener, show description and presenter photo for the station website.
13. Promote the station; no one show is bigger than the station. Name the station and give listeners contact details.
14. When representing the station, do so in a respectful and professional manner. This includes any social media/online outlets.
15. Respect your audience. As a licenced FM station available to the general public people are always listening.
16. Keep the station tidy. Report any accidental breakages immediately, and never remove items from the station without express staff approval.
17. During your show any damage, theft or questionable content- even if it is from a guest, is your responsibility.
18. All information compiled and all programme material made using the Station's equipment and facilities, is the property of Flirt FM 101.3 unless an express agreement to the contrary has been made.

Statutory & compliance obligations

19. Remember that you have a commitment to the station over-and-above presenting or producing your own show. This means attending station meetings and helping-out where possible.
20. Fill out running orders (paper or online).
21. Adhere to BAI required percentages; these are on the running orders.
22. Remember that the station has been granted its licence and is regulated by the Broadcasting Authority of Ireland.
23. Remember that, above all else, Flirt FM 101.3 is a service for the student community of Galway.
24. The broadcasting of any defamatory, racist, sexually explicit or similar offensive material will result in your suspension from station activities.
25. Suspensions are at the discretion of station management and can be appealed to the Board of Directors. Their decision is final.
26. Accept that, as Editor-in-Chief of all output, the Station Manager has a duty to ensure that Flirt FM 101.3 meets all its statutory and legal requirements when broadcasting. From time to time this may lead to the changing of the schedule or in rare instances, certain items being prevented from being broadcast.
27. Conform to the legal requirements of radio programming and broadcast.

Your rights as a volunteer

1. You have the right to participate in the Station's policy-making process.
2. You have the right to advance personal objectives; e.g. career training in communications or journalism.
3. You have the right to be heard, and to have your views & opinions taken into consideration.
4. You have the right to work in a welcoming and open station.
5. You have the right to seek a change in role or function.

Always ask station staff if you have a question or problem, that's what we're here for.

Let's make radio that we can all be proud of.

BROADCASTING AND THE LAW

Defamation (libel & slander) is:

1. Lowering the estimation of a right-thinking member of society generally.
2. Exposing a person to hatred, ridicule or contempt.
3. Damaging a person in office, trade, profession, or industry.
4. Causing a person to be shunned or avoided.

The words can be taken in their ordinary meaning, or by what is implied by the words. The latter is more dangerous, and is where most care needs to be exercised.

- Convey the truth; do not rely on hearsay, or whispers.
- The golden rule is: IF IN DOUBT CHECK IT OUT!
- Remember- you don't have to say a person's name to defame them.

DOs & DON'Ts when preparing a show for broadcast

DO make sure your information is accurate.

DO lay out the facts and leave it to the listener to draw his/her own conclusion.

DO be very careful with generalisations e.g. You can say "All broadcasters are unprincipled", but not "All broadcasters in Flirt FM are unprincipled".

DO keep all relevant notes/MDs/MP3s on iffy stories.

DO be sure to dissociate the station from any libellous statements and offer the person who said it the chance to retract their statement on air.

DON'T be vague about identifying the person in hope of avoiding a suit; if identity is implied the story may still be libellous.

DON'T repeat other people's libel (as in newspaper articles etc.)

DON'T presume that you are immune when directly quoting an interviewee- if what's said is libellous, the speaker, journalist and anyone else involved may be liable.

DON'T rely on "allegedly", "supposedly" in an attempt to avoid the issue. If

the majority of the material implies the allegation to be true then it may still be libellous.

Humour, satire and sarcasm are no defence to an action taken for defamation- they are merely factors to be taken into consideration in deciding whether the person was defamed.

A libel action has the potential to cripple a station's budget. Be careful- don't be afraid to ask your producer or manager for advice- once broadcast, there's no taking it back!

NOTES