

# KCR Policy: Paid Programmers

## 1.0 INTRODUCTION

This policy addresses those situations in which a non-staff KCR member is paid or proposes to be paid for developing KCR programming. A Maximum of 4 Contract Programmers and 4 Partner Programmers may apply to be Contract Programmers in any given broadcast season.

### 1.1 Definitions

<b>Programmer</b>	Any KCR member who has a regularly scheduled program that is approved by the appropriate committees and is broadcast on KCR
<b>Manager</b>	One of the two managers of KCR (Administrative or Operations)
<b>Paid Programmers</b>	KCR member paid on contract for limited term to develop KCR programming <b>Contract Programmer:</b> Member paid by KCR from funds received expressly for the production of programming (from a <i>Funder</i> -see below) <b>Partner Programmer:</b> Member paid by an organization working in partnership with KCR
<b>Member</b>	Member of KCR in good standing
<b>Board</b>	The Board of Directors of KCR
<b>Funder</b>	A person or organization who gives money to KCR for a specified purpose.

### 1.1 Related Policies and Procedures

Principles of the Coop

Rules of the Coop

Extraordinary Donations Policy

Syndication Policy

Volunteer Rights and Responsibilities

## 2.0 PAID PROGRAMMERS

### 2.1 Eligibility

**In order to become a Contract Programmer, a programmer must meet the following requirements:**

- a. Have been a programmer for at least one broadcast season ( four months)
- b. Have paid annual membership fees
- c. Be deemed ( by the KCR Managers based on a series of programming relevance, programmer competence and experience-based criteria) suitable to represent the station to Funders and external organizations
- d. Have had his/ her proposed programme approved by the Selection Committee.

**In order to become a Partner Programmer, a member must meet the following requirements:**

- a. Have purchased an annual Co-op membership for their organization ( which entitles 4 of the organization's members to receive training and benefits of Co-op Membership)
- b. Have had their organization be deemed a suitable partner for KCR Programming.
- c. Have had her/his proposed programme approved by the Selection Committee.

## **2.2 Responsibilities**

The funding for the Contract Programmer's programming work must come exclusively from monies entirely outside of KCR's budget.

The Contract Programmer will commit a set amount of time to volunteer work at KCR in areas where he or she can be of value to the Coop, as determined by the Operations or Administrative Manager.

## **2.3 Privileges**

**A Contract Programmer enjoys the following privileges:**

- to be provided equipment and training opportunities at KCR
- to be provided oversight and input from the Programming and Monitoring Committees
- to sign a contract which guarantees acceptance of their contract programmer status for the duration of one broadcast season.

**A Partner Programmer enjoys the following privileges:**

- To have 4 members of his/ her organization provided training and equipment use opportunities at KCR
- To be provided oversight and input from the Programming and Monitoring Committees

## **3.0 AGREEMENTS**

### **Contract Programmer**

A formal agreement in the form of a contract will be drawn up and signed prior to the Contract Programmer beginning to receive payment for programming activities.

### **Partner Programmer**

A formal agreement, in the form of a Letter of Understanding, will be drawn up between Kootenay Coop Radio and the Programmer's organization. The content of this Letter will be determined by KCR Managers.

## **3.1 Clauses**

**Each Contract Programmer/ KCR contract must contain clauses addressing the following:**

- a. That a specified amount of the programme budget go directly to KCR, itemized clearly in the contract with percentages of project budget and designated areas for KCR receipt of funds

- b. That no money other than that received specifically for the funded programme will be used in production of the programme. ( i.e. the programme will be financially self sufficient, and will not request any additional funds from KCR)
- c. That KCR reserves its right to refuse permission to the Contract Programmer to receive or apply for funds from a donor whom the Coop deems has values, principles or practices that contradict those of Kootenay Coop Radio.
- d. How the Contract programmer will coordinate fundraising/ grantwriting efforts with other KCR parties
- e. How the Contract Programmer's work will be supervised.
- f. How the Contract Programmer will volunteer at the station
- g. How the Contract Programmer will account for monies spent, and how the project finances will be overseen by the Administrative Manager
- h. The Contract Programmer's access to station equipment, to address a potential imbalance of Contract Programmer vs. regular programmer's use of equipment.
- i. The Contract Programmers rate of pay
- j. Pay periods, and what occurs when the Contract Programmer has failed to bring in sufficient funding to cover the expenses in the budget.
- k. Guidelines regarding on-air solicitation of funding
- l. Guidelines regarding representation of KCR to funding agencies/ individuals solicited for funds and donations
- m. That the Contract Programmer will offer his/ her programme free of charge to other stations and agencies, until such time that the KCR Syndication Policy has been updated in consideration of this Policy.
- n. Term of Contract, i.e that the first contract will be drawn up for a one season pilot, with subsequent contract terms to be mutually agreed upon by the Contract Programmer and KCR Managers.

**Each Partner Organization/ KCR Letter of Agreement will outline the following:**

- a. That the Partner Programmers' sponsoring organization will purchase an organization membership , and that 4 of the organization's members will receive the benefits of KCR membership, and that any of the organization's members above this number will be required to purchase additional memberships.
- b. That KCR will be explicitly and graphically ( through logo placement on any promotional materials and final reports) recognized and promoted as a co-sponsor of a project funded through another organization
- c. The Contract Programmer's access to station equipment, to address a potential imbalance of Contract Programmer vs. regular programmer's use of equipment.
- d. That the funded programme is only granted for one broadcast season at a time

- e. That KCR will be provided a copy of any contracts / agreements the Partner Programmer has with his/her organization regarding their programme on CJLY.

### **3.2 Term**

When a Contract has expired, unanticipated funds coming in to KCR after expiration that were raised by the Contract Programmer efforts will belong to KCR and will be put toward the renewed contract's budget, if renewed, or will be contributed to KCR's general programming budget if not renewed.

### **3.3 Approval and Renewal**

The Administrative Manager will draw up contracts under this policy, after consultation with the Operations Manager for relevant programming details. Contracts consistent with this Policy do not have to be reviewed by the Board but are operational in nature.

3.3.1. The Administrative Manager will have the Contractor and a Director sign the Contract before each season.

3.3.2. Contracts do not roll over from season to season.

The first version of this policy was made official on March xx.2007