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Introduction

The objective of Tredyffrin Township Television (TTTV, *pronounced triple-TV*) is to provide Tredyffrin Township staff and residents with the tools and training needed to effectively communicate with their neighbors through the use of television. This “PEG—Public, Educational and Governmental Access” resource provides the community with a non-commercial forum for ideas, opinions, information and creative expression originating at a grass roots level.

According to Franchise Agreements, Comcast Cable Communications and Verizon Communications financially support the operation of Greenwood Studio and provide channels dedicated to the telecast of TTTV programming.

TTTV provides training for the residents of Tredyffrin Township in the production, development, telecasting, and online viewing of programs.

Use of TTTV channels’ space will be available on a first-come, first-served basis without regard to race, creed, sex, national origin or religious preference. In-house productions will always have first consideration in every aspect, and technical quality is a requirement for any production seeking to be telecast. Tax-funded local, state, and federal governmental productions will also have first consideration for telecast. Out-of-house productions sponsored by Tredyffrin residents will have secondary consideration for airing; other out-of-house productions will be considered lastly for inclusion on the TTTV line-up roster. Non-governmental out-of-house productions of any kind are not guaranteed to be telecast on TTTV; should they air on TTTV, their inclusion on the line-up is always considered temporary and subject to change without notice.

TTTV’s video-on-demand site features online access to timely in-house programming and the programs produced by our state senator and representative.

TTTV’s community bulletin board features text pages supporting messages about, and promotion for, local non-profit agencies and organizations, township-sponsored meetings, events and information, and TTTV line-ups.

TTTV shall maintain this channel in a manner that is free of censorship and control of program content except as is stated within this manual, and as is necessary to comply with local, state or federal laws or regulations.

Revised 1/10/12

Tredyffrin Township Television (TTTV)

Rules & Procedures

I. WHAT IS TREDYFFRIN TOWNSHIP TELEVISION?

The mission of Tredyffrin Township TV is to provide the citizens of Tredyffrin Township with the facilities, equipment, training, and support necessary to create, produce and telecast television programs by, for and about the township. Such programming will be aimed at the preservation, development and enhancement of the diversity of thought, culture and heritage within the community.

II. WHAT DOES TREDYFFRIN TOWNSHIP TELEVISION PROVIDE?

TTTV provides free training for Tredyffrin Township residents and their crews interested in producing community programs to be aired on Comcast Channel 2, Verizon Channel 24, and online as video-on-demand ("VOD") at <http://tredyffrin.pegcentral.com>. This training is provided to help Certified Public Access Producers achieve autonomy with their productions and to be effective communicators, and it is also provided to Tredyffrin residents to develop better skills for home-moviemaking.

TTTV channels and VOD feature programs that have been locally produced by and/or for the residents of Tredyffrin Township, and programming from township, county, state and federal officials, agencies, public institutions and non-profit organizations. Also accept a limited number of programs (when space allows) from outside the township, provided those out-of-house productions have sponsorship by a resident of Tredyffrin who accepts legal and financial responsibility for the airing of the program.

III. HOW DOES TREDYFFRIN TOWNSHIP TELEVISION OPERATE?

In order to make equipment and facilities available to eligible residents of Tredyffrin Township, to insure the proper and maximal use of such equipment and facilities, to protect public access resources against misuse by unqualified persons, and to maintain a safe, productive and orderly operation, it is necessary to have special guidelines for certifying an eligible user's qualifications to use public access equipment and facilities. A set of policies, rules and procedures have been developed to maximize the use of public access resources and encourage the broadest possible diversity of participation in community programming activities.

TTTV has as its agent the Studio/Station Manager who is responsible for the day-to-day operation of Tredyffrin Township Television production in all aspects and the management of TV channels and VOD programming.

IV. WHO IS ELIGIBLE TO USE TREDYFFRIN TOWNSHIP TV?

- A. One is eligible to apply if he/she is a legal bona-fide Tredyffrin Township resident. One must be able to verify residency (copy of driver's license, lease or utility bill) and have such verification on file.

Only a resident of Tredyffrin Township may be eligible to produce a TTTV production.

That producer must be present and active as the production's supervisor during production, either in studio or on location (in the field). Although that producer need not be present for post-production, he or she still retains full responsibility, legal and financial, for the actions and conduct of the crewmembers involved, and for the content of the program.

- B. A non-resident of Tredyffrin Township may be eligible to act as a certified crewmember working in a production that has a Tredyffrin resident as its lead certified producer.
- C. To be a producer, you must be 18 years of age or older. Crewmembers under the age of 18 must obtain written parental consent, and the parent must assume, in writing, all legal and financial responsibility for the actions of the minor. For safety and security reasons, children under 14 years of age may not be members.

Signed Statement of Compliance forms, indicating understanding of and compliance with the Rules and Procedures of Tredyffrin Township TV, along with verification of age and residency or address, must be on file before a person can become a producer, crewmember, or talent (i.e., on-camera host), eligible to use public access resources and facilities. Lead Certified Producers must also file an Indemnification form and a Program Synopsis prior to the telecast of their programs.

A participant must be certified as a Certified Public Access Producer to produce a program, and a crewmember must be certified in Production to use production and/or post-production equipment and facilities. Certification from other cable systems, other access facilities or educational institutions is not necessarily valid for Tredyffrin Township eligibility.

A participant who acts as talent (i.e., on-camera host) must sign a Talent Statement of Compliance form before acting as on-camera talent, but he/she need not be certified if not handling equipment.

Prior to using Tredyffrin Township Television equipment or facilities, at or away from studio, an eligible user must (a) be fully familiar with Tredyffrin Township TV training programs, rules, procedures and facilities; (b) be trained, certified and proficient in the specific equipment to be used; (c) have demonstrated proficiency with the equipment to be used; and (d) have a proven understanding of the rules and procedures under which Tredyffrin Township makes such equipment and facilities available to its residents.

The Studio/Station Manager reserves the right to limit or restrict the use of Public Access equipment and facilities should he/she deem that the a participant has displayed behavior that is counter-productive to a safe, productive and orderly operation or has handled equipment, hardware and/or software, in such a way as to jeopardize the safeguard of that equipment and/or applications.

V. APPLICATIONS:

- A. The certification curriculum occurs during Spring and Fall. Registration is required for classes, as is a Workshop Agreement signed by every student.
- B. Proof of age and residency or address is to be completed and verified at the studio.
- C. Orientation will be folded into the certification curriculum. It is the responsibility of every producer and crewmember to read this Rules and Procedures Manual. The mandatory signing of the Statement of Compliance forms states that the signer has done so.

VI. TRAINING:

In order to use public access equipment and facilities, it is necessary to complete the certification program.

- A. For Greenwood Studio production, every trainee must attend the Basics of Production Certification course. If any classes are missed, makeup classes may be required before

certification is issued, according to the discretion of the Studio/Station Manager.

- B. Field production classes will be held for each individual production team before any field production begins. An on-location visit or attendance by the Studio/Station Manager may still be required for the production to occur.
- C. Each trainee must demonstrate proficiency in using the equipment in either studio and/or field production to be certified to use that specific equipment.
- D. Additional classes may be required of producer and crew before using equipment with which they are unfamiliar, or at any time that the Studio/Station Manager deems appropriate for the safe usage of facilities and equipment. Production may be curtailed until after attendance of these classes.
- E. Except in rare situations, where the applicant is an experienced professional videographer, Tredyffrin Township TV will make no exceptions to the requirements for training as a part of the process necessary to becoming certified to use specific equipment or facilities.

VII. CERTIFICATION:

- A. When training has been satisfactorily completed (and requisite crew developed and trained), the Studio/Station Manager will certify the Certified Public Access Producer to begin production of that producer's show. Additional training and certification may be required if the show's format or method of production changes from the original concept, or if unfamiliar equipment is to be used.
- B. If a Certified Public Access Producer or Crewmember has not used Tredyffrin Township equipment for a period of six (6) months or more, for whatever reason, certification may not be honored. Producers and crewmembers with lapsed certification may be required to attend a retraining session on equipment operation in order to become re-certified to use the equipment and facilities. It is the responsibility of the Studio/Station Manager to determine if retraining sessions are necessary.
- C. On-air talent, who will not be handling or operating equipment, are not required to be certified to become a part of a production. Each must sign a Talent Statement of Compliance form, however.

VIII. REQUIRED BASIC TRAINING:

- **Basics of Production Certification:** Three (3) 2-hour classes covering Pre-Production Planning, Camera & Tripod Use, Camera Usage and Movement, Static & Dynamic Shot Composition, Basic Lighting Technique & Theory, Sound Recording & Design, and Proper Care & Handling of Equipment. *Prerequisite: Registration.*
Required of the producer and every crewmember.
- **Field Production Instruction** will be provided as needed before equipment is permitted to be used off site. Producer and crew must demonstrate confident ability to use that equipment in an out-of-studio environment. An on-location visit or attendance by the Studio/Station Manager may still be required for production to occur.
Prerequisite: Basics of Production Certification.
Required of the producer and every crewmember shooting in the field.
- **Remote Studio Instruction** will also be required if a production plans to build a complete remote

studio. This education will often be held both in-studio and on-site, with the Studio/Station Manager present and teaching. This education includes the Proper Care & Handling of Equipment, and Remote Studio Safety, Design, and Construction.

Prerequisite: Basics of Production Certification.

Required of the producer and every crewmember, if that field production uses the Remote Studio.

- **Editing Instruction** will be folded into the actual first (and then continuing) edits of the program material. It is highly recommended that all crewmembers attend at least the first three edit sessions. This education includes Post-Production Planning, Final Cut Studio Editing Techniques & Theory, Audio Editing, Video & Audio FX, Compositing, and Character Generation.
Prerequisite: Basics of Production.
Required of the producer and any crewmember involved in post-production.

Any hands-on practice *must move a show toward completion.*

Non-obligatory Intermediate and Advanced Production, Pre-Production, and Post-Production Classes and Workshops are offered throughout the year at the discretion of the Studio/Station Manager and according to the needs of TTTV participants.

A. Unsatisfactory Performance In Training:

1. Trainees who miss part or all of a workshop may be required to repeat that workshop before going on to the next, at the discretion of the Studio/Station Manager.
2. Absence from two (2) classes provides grounds for dismissal from training.
3. If trainees do not or cannot demonstrate the necessary knowledge, skills and proficiency to use the equipment properly and safely, the Studio/Station Manager shall require that they repeat the training process.

IX. Rules Regarding Equipment Usage:

The use of equipment and facilities by any uncertified person is strictly forbidden. Such use would jeopardize the continuing operability of the equipment and constitute a safety hazard.

A. Equipment and/or Facility Reservations:

1. Reservations must be made at least two (2) days in advance, and are handled on a first-come, first-served basis. They are set only when confirmed by the Studio/Station Manager.
2. The Studio/Station Manager reserves the right to limit access to equipment and facilities in his/her absence.
3. The Studio/Station Manager reserves the right to limit access to equipment and facilities to any participant who has displayed behavior that is counter-productive to a safe, productive and orderly studio environment or who has handled equipment in such a way as to jeopardize the safeguard of that equipment and/or applications.

4. Equipment must be used exclusively to move a TTTV production forward.
5. Reservations of any kind are **not transferable**.
6. Failure to arrive when scheduled, or to notify the Studio/Station Manager of lateness within thirty (30) minutes of the appointment, will result in forfeiture of that appointment.
7. Cancellations should be made by the Lead Certified Producer at least twenty-four (24) hours before the scheduled time. Any unjustified "no call/no show" will be treated as a minor violation.

B. Studio Production:

1. **Each production, whether by a group, organization or individual, must have a single "Lead Certified Public Access Producer" who takes responsibility for the entire production, including the actions and conduct of crewmembers and talent, and including all reservations for facility and equipment use, and full financial responsibility for the damage, loss or theft of equipment being used by the production. This Lead Certified Producer must fill out all necessary letters of compliance and indemnity, etc., and act as the contact person and deal with the Studio/Station Manager in all phases of production. The role of Lead Certified Producer is transferable only if Certification requirements have been met and the Studio/Station Manager approves the transfer. A series or program remains viable only as long as its Lead Certified Producer remains as its hands-on supervisor.**
2. All studio use must be for the purpose of producing a finished program or PSA for Tredyffrin Township Television.
3. The necessary number of crewmembers required for any production will be determined by the Studio/Station Manager. A minimum crew of three (3) certified crewmembers is recommended, but less may be permitted if cameras are locked down and the live-to-tape production demands are minimal. Except for special cases, the Studio/Station Manager will not serve as a crewmember for a production.
4. The maximum time allowed for a studio shoot is three (3) hours. This includes the setup and the striking of the set, and the cleanup afterwards.
5. The Control Room is to be used as-is. **Unapproved technical reconfiguration is cause for immediate revocation of all TTTV privileges.**
6. Drinking and eating are prohibited at the Control Room/Edit Bays. Smoking or drinking alcoholic beverages are prohibited in the Tredyffrin Municipal Building. At no time are food containers, drink containers and general rubbish to be left in any studio area.

C. Studio Pre- and Post-Production:

1. All studio use must be for the purpose of producing a finished program or PSA for

Tredyffrin Township Television.

2. Although the Lead Certified Producer need not be present for post-production, he or she still retains full responsibility, legal and financial, for the actions and the conduct of the crewmembers involved, and for the content of the program.

3. Generally, productions are expected to be complete within three (3) months of the first shoot of that show. Exceptions to this will be handled on a case by case basis

5. Although Tredyffrin Township supports the effort of neighboring studios by airing their productions on TTTV when they meet technical requirements and when line-up space allows, no TTTV production is to be made by sharing the services and facilities of another studio. To put it simply: A production begun at another studio should remain an out-of-house production and be made in whole at that studio. TTTV services and facilities must not be used at any time to further or complete that production, and no one who has not been certified through our TTTV curricula is permitted to use Tredyffrin Township services and facilities at any time. **No production is to be made by sharing the services and facilities of the Greenwood Studio and another studio without prior written permission by the Studio/Station Manager.**

a) Allowance of sharing at-home production with Greenwood Studio post-production will be handled on a case-by-case basis.

6. Although Tredyffrin Township supports the export (the "bicycling") of our local production to other Public Access venues, our first priority is to in-house production. Therefore, the copying of our productions, for whatever reason, will always have lowest priority when scheduling studio time for TTTV production and post-production. Tredyffrin Township is under no obligation to provide opportunity for dubbing our productions, and the allowance of facility use for purposes of dubbing is solely at the discretion of the Studio/Station Manager and may often be severely limited.

7. Drinking and eating are prohibited at the Control Room/Edit Bays. Smoking or drinking alcoholic beverages are prohibited in the Tredyffrin Municipal Building. At no time are food containers, drink containers and general rubbish to be left in any studio area.

8. No one is permitted to connect other equipment to the Control Room/Edit Bays, or to reconfigure or re-cable any studio system. To do so is a Major Offense.

D. Field (On Location) Production:

1. **Each production, whether by a group, organization or individual, must have a single "Lead Certified Producer" who takes responsibility for the entire production, including the actions and conduct of crewmembers and talent, and including all reservations for facility and equipment use, and full financial responsibility for the damage, loss or theft of equipment being used by the production. This Lead Certified Producer must fill out all necessary letters of compliance and indemnity, etc., and act as the contact person and deal with the Studio/Station Manager in all phases of production. The role of Lead Certified Producer is non-transferable. A series or program remains viable only as long as its Lead Certified Producer remains as its hands-on supervisor.**

2. All equipment use must be for recording or preparing a program for telecast on TTTV channels and on our VOD website. The Studio/Station Manager reserves the right to visit field production sites to insure that the equipment is being used for TTTV production alone and that all proper procedures are being implemented.

3. Equipment must remain within the fifty-mile radius limit of Tredyffrin Township.
4. The Equipment Affidavit must contain the following information:
 - a.) The Lead Certified Producer's name, program, and phone number(s).
 - b.) Pick-up date, time & location.
 - c.) Return date, time and location.
 - d.) The title of the individual show or episode for which this footage is to be used.
 - e.) The locations to be shot (including addresses and phone numbers.)
 - f.) Crew list.

(Note. A minimum of five (5) Tredyffrin Township TV Certified Crewmembers is required for a full remote studio shoot, including the Lead Certified Producer. The minimum number of crewmembers required for any field shoot will be determined by the Studio/Station Manager when delineating equipment for that shoot, with the number being determined by the number of crewmembers needed to safely transport and operate the equipment.)

g.) Equipment list.

h.) Producer's signature, signifying that equipment is in good working order at the time of pick-up, that equipment is being used solely for the specific purposes outlined on the sheet and solely by certified TTTV participants, that the equipment will be returned at the designated time and place, and that the producer accepts responsibility for damage to the equipment or materials resulting from misuse, loss, theft or vandalism, and that the producer agrees to pay on demand the cost for repairs, cleaning or replacement and any reasonable attorney's fees and collection cost incurred by Tredyffrin Township Television in collecting or attempting to collect any sums due under the agreement.

5. Public Access portable equipment may only be used by a Lead Certified Producer and crewmembers certified to use that specific equipment, with all necessary paperwork on file.

6. Failure to return equipment within thirty (30) minutes of the designated time, without notifying the Studio/Station Manager of the delay, will be viewed as a minor violation. **Failure to return equipment on the designated day, without notifying the Studio/Station Manager, will be viewed as a major violation.**

X. Rules Regarding Commercialization:

- A. **Private or commercial use of Tredyffrin Township TV equipment is strictly prohibited. Programming material, and any/all copies thereof, produced in whole or part using TTTV facilities and equipment, shall never be distributed for profit or transmitted on any profit-making venue, including the Internet, or result in profit or any gain for producer, crew, talent, guests, and any/all affiliates of the aforementioned. A violation of this rule shall result in immediate and permanent revocation of all**

privileges as a Public Access Producer or Crewmember, and Tredyffrin Township TV may seek to recover industry-standard “first dollar” reimbursement of studio and equipment rental costs for the use of TTTV facilities and services used to create the profit-making and/or distributed material/program, dating back to the first incident of facility/equipment usage, including in that sum any reasonable attorney’s fees and costs incurred when seeking payment.

- B. Certified Public Access Producers and Crewmembers have use of the Tredyffrin Township TV equipment and facilities at no cost to them and, therefore, they may not charge for this use. In addition, since they telecast on TTTV channels and online at no cost, they may not charge for channel time.
- C. A Certified Public Access Producer may not recover the cost of a production (whether it is field or studio production) in that such costs were born by Tredyffrin Township Television.
- D. Any individual or entity is strictly prohibited from deriving a financial benefit, either directly or indirectly, in the forms of money, goods, or services, from any Tredyffrin Township Television production or from TTTV facility or equipment use. The producer, crewmembers, talent, and guests may not be paid with money, goods, or services; talent and guests and their employers, organizations, or affiliates may not pay for show appearances or for dissemination of information.

Note: Because Public Access resources are not intended to financially support or allow participants to make (or contribute to making) financial or in-kind profitable benefit through production projects, producers and other interested parties may not directly pay individuals to serve as crew on any TTTV production. Producers and crew already employed by a pre-approved non-profit organization may serve as crew on any production that is related to that organization, as long as their paid time for their production work by that organization is part of their overall responsibility (i.e., that they were not hired temporarily or permanently to serve solely and specifically as crew members on one or more specific public access programs.)

- E. Commercial content is strictly prohibited, and it is defined as the display, announcement and/or references designed to promote the sale of any products, services, enterprises, or events.

Note: Commercial promotion is any direct or indirect call to action (e.g., language that invites the viewer to take action, such as “Visit this doctor” or “Employ this business” or “This book is available at Amazon.com.”) The qualities of products and services may be discussed in a non-commercial manner (e.g., as part of a review, or general business advice, or advice on a particular financial rationale), as long as such discussion does not become a call to action to purchase a given product or service or to use the services of a business or entity.

Examples: You may visit a restaurant to show food prepared there. Or, one can interview an author of a book, to discuss the book’s contents. In neither case should any references be made to the viewer to purchase the items or services being discussed.

- F. The phone number or e-mail or website addresses for hosts or guests may be included in an identifier only if that number belongs to a non-profit community service or charity. Solicitations of any kind for any business, commercial service or product are strictly prohibited.

G. Underwriting:

- A. Underwriting—the reimbursement of out-of-pocket production cash expenses from individuals, businesses, or organizations—is not permitted.

XI. Program Ownership:

- A. Producers maintain ownership of the content of the program they produce, but they must purchase their own tape stock or media used for production and duplication. Tredyffrin Township TV may provide one thirty-minute tape per program for playback purposes, and maintains the right to retain a copy of any program produced with TTTV resources. These programs may be telecast or otherwise used for promotional, legal or educational purposes by Tredyffrin Township TV.
- B. Tredyffrin Township Television will seek to archive significant representative programming produced through its Public Access facilities, and will use segments of such archived material to prepare demonstrations and instructional and sample tapes to conduct routine training, outreach and development programs.
- C. Tredyffrin Township Television will not sell or distribute commercially any Lead Certified Producer's program, but expressly reserves the right to enter programs produced through its facilities into festivals and competitions.

XII. Program Responsibility:

- A. Lead Certified Producers of TTTV programs are fully responsible and liable for all program material (program content.)
- B. The Lead Certified Producer (and the Sponsor of out-of-house productions) are solely responsible for obtaining all permits, licenses, talent and music releases, location releases, city permits, and other rights, clearances or licenses involved in their productions.
- C. The Lead Certified Producer accepts full responsibility, legal and financial, for the actions and conduct of crewmembers and talent during all phases of production.
- D. All TTTV Producers/Sponsors shall agree, as a condition of the telecast and upload, to complete in full and sign an Indemnification form, acknowledging their responsibility for the total program content of the requested telecast, and to indemnify and hold harmless Tredyffrin Township TV, Comcast Cable Communications, Verizon Communications, and Tredyffrin Township, their directors, officers, employees and their agents from all loss, liability and damage arising out of or caused by the production or telecast of the user's program.
- E. Tredyffrin Township TV does not take responsibility for the accidental erasure, damage or loss of programming.
- F. Tredyffrin Township TV is not responsible for any agreement to which it is not a party, and no such agreement shall be construed as creating any obligation for Comcast Cable Communications, Verizon Communications, Tredyffrin Township, or Tredyffrin Township Television.

III. Content Restrictions:

Tredyffrin Township TV is not to be considered a censor of any program material. Tredyffrin Township Television's only obligation is to insure that all appropriate laws are respected regarding programs telecast on TTTV channels and online at our VOD website.

- A. Presentation of the following material on TTTV is prohibited:

1. Advertising material designed to: 1) promote the sale of commercial products or services; 2) commercial programming which in whole or in part depicts, demonstrates or discusses products, services or businesses with the intent or effect of benefiting or enhancing a profit-making enterprise; 3) any material which identifies any product, service, trademark or brand name in such a manner which is not reasonably related to the non-commercial use of such a product, service, trademark or brand name on the program.
2. The direct solicitation of appeals for funds or other things of value for any and all purposes.
3. Material that is obscene.
4. Any programming that constitutes or promotes any lottery or gambling enterprise.
5. Material that constitutes libel, slander, invasion of privacy or publicity rights, unfair competition, violation of trademark or copyright, or which might violate any local, state or federal law.
6. Material that has a reasonable probability of creating an immediate danger or damage to property or injury to persons, or of creating a public nuisance.
7. Material or programming that has a reasonable probability of causing the substantial obstruction of law enforcement or other governmental functions or services.

B. When program content violations are brought to the Studio/Station Manager's attention, the Studio/Station Manager shall take such steps as are necessary to comply with FCC regulations and applicable local, state and federal laws.

XIV. Public Access Programming for Political Candidates:

- A. Political candidates and advocates for ballot issues are welcome to utilize these services on the same terms as any other Public Access users. TTTV will not, however, schedule programming endorsing particular issues or candidates within 24 hours of any regular or special election. **There is no equal time rule for Public Access programming.**

XV. Program Scheduling:

- A. Generally, productions are expected to be complete within three (3) months of the first shoot of that show. Exceptions to this will be handled on a case-by-case basis
- B. A Lead Certified Producer should rotate shows monthly to hold a particular time slot as a series. If a producer cannot do this, that program may lose the appropriated time slot and be removed from the line-up roster.
- C. When new line-up timeslots become available, the Studio/Station Manager will determine what series or show fulfills it.

XVI. Preemption:

Tredyffrin Township TV reserves the right to pre-empt regularly scheduled programming in order to better serve the interests of the public (in instances such as in the case of a natural disaster or to distribute disaster relief information) or to better serve the interests of TTTV (such as in instances of a unique satellite-fed production or in-house special programming that benefits the stature of the station or for educational purposes.) Producers need not be notified of preemption.

XVII. Out-of-House Programming:

A. When space allows, TTTV may telecast programming produced by other Public Access Groups with the understanding that TTTV productions--and tax-funded local, state, and federal government productions--will always, and in every way, have priority over these out-of-house productions.

B. Out-of-House productions must have, as a sponsor, a resident of Tredyffrin Township, who will assume all legal and financial responsibility for the telecast of the program, including the signing of an Indemnification form and other necessary documents.

C. Out-of-house productions may have their scheduled time slots change without notification.

D. Community bulletin board messages and notices are restricted to non-profit organizations serving the viewing area.

XVIII. Program Standards:

A. Programs to be telecast on Channel 2 ("TTTV") must meet minimum technical standards including, but not limited to, considerations of signal strength, continuity and quality; tape and file quality; and technical formatting and cueing considerations. If a program does not meet these guidelines, Tredyffrin Township Television will not telecast this program.

B. Programs should be at least twenty-eight (28) minutes in length, with a maximum limit of thirty (30) minutes. Exceptions may be accepted on a case-by-case basis.

C. Programs must be in a format suitable for TTTV playback, specifically DVDs, Mini DV and DVCAM videotapes, and downloadable as a mov. or mpg format.

D. Tapes must be properly slated with Program Title, Episode Title or Number, and the TRT ("True Running Time"), and they should be slated using a countdown that includes color bars and tone.

E. The tape case should be labeled with the following information: the program title, true running time, date of completion, guest name and guest title and/or company or affiliation.

F. Showtapes or DVDs may not contain any audiovisual material other than the finished show(s) to be telecast.

G. All programming telecast on TTTV channels must clearly identify the Lead Certified Producer—and for Out-of house productions, the producer's contact information--on the videotape.

H. All in-house production must include in its final credits: "This program was made possible by the use of facilities and services of Tredyffrin Township Television." TTTV reserves the right to superimpose the TTTV station-identifying bug on all telecast programming.

I. All out-of-house productions must follow TTTV rules involving commercialization, commercial content, and use of identifiers for these programs to be telecast.

XIX. Rules Regarding Refusal Of Services:

A. The Studio/Station Manager may request that a person leave Greenwood Studio for reasons including, but not limited to, the following:

1. If that person is under the influence of alcohol, drugs, any controlled substance, or if that person sells or otherwise dispenses alcohol and/or drugs on the premises or on any location shoot.
2. If that person interferes with the productive, orderly conduct of TTTV programs or activities, including tasks performed by the Studio/Station Manager.
3. If that person exhibits behavior that is disrespectful to studio personnel or any other person(s), and/or is counter-productive to a productive, orderly training session or production.

XX. Violations:

Participation in the activities of Tredyffrin Township is a privilege and not a right. Each individual must conform to certain standards for the good of the entire Public Access community. Any violations of our Rules and Procedures is a serious matter, and offenders will be dealt with judiciously so that all other participants can enjoy the benefits of our very valuable and important Tredyffrin activity.

Violations against Tredyffrin Township Television Rules and Procedures have been divided into two (2) categories: Major and Minor.

- A. **A Major Violation** results in immediate and irrevocable dismissal from the use of Public Access equipment and facilities. There are no written warnings or probationary periods in the case of a major violation. If theft or any criminal act is an issue, the police will be notified.
- B. Summary dismissal shall be transmitted to the offending participant by certified mail, sent to the last known address on file. Refusal of a producer, crewmember, talent or trainee to accept certified mail and/or to execute the return receipt for the same shall nonetheless constitute sufficient notice to the offender of the imposition of the summary dismissal.
- C. Major Violations include:
 1. Theft, loss or vandalism of property of any value of a Tredyffrin Township TV staff member, or Township representative or employee, or any Public Access producer, crewmember, trainee, intern or any volunteer or visitor.
 2. Entering the studio, or in any way using TTTV facilities and equipment, without first acquiring the expressed prior permission of the Studio/Station Manager.
 3. Making false or misleading statements on any Tredyffrin Township TV document, including, but not limited to: the Program Synopsis, the Indemnification form, the

Statement of Compliance forms, and the Equipment Loan Affidavit.

4. Misrepresenting oneself as an employee of Tredyffrin Township Television, Comcast Cable Communications, Verizon Communications, or Tredyffrin Township, or as authorized to speak for these organizations.
5. Removing equipment from the studio without proper checkout procedures and/or without signing an Equipment Loan Affidavit.
6. Allowing non-certified users to use TTTV facilities and services.
7. Reserving or checking out equipment or facilities for Public Access producers or crewmembers who are no longer permitted to use TTTV resources and facilities.
8. Using Tredyffrin Township TV facilities and services for commercial, profit-making or personal purposes or gain.
9. Paying self, crewmembers, talent, or guests—and any affiliates of the aforementioned—in money, goods, or services.
10. Accepting payment in money, goods, or services from crewmembers, talent, and/or guests—and any affiliates of the aforementioned—for their appearances or any efforts made on behalf of any production made in whole or in part using Tredyffrin Township TV equipment and facilities; or accepting payment in money, goods, or services for the dissemination of information.
11. Using TTTV facilities and services to produce a program, in whole or in part, for a production of any other studio or production house without prior written permission from the Studio/Station Manager.
12. Seeking or accepting Underwriting funding.
13. Failing to return equipment through intent, negligence, loss or theft and on the date designated on the Sign-Out Sheet.
14. Failing to reimburse Tredyffrin Township TV, on demand, for the cleaning or repair of damaged (or the replacement of damaged) equipment.
15. Technically reconfiguring any studio system or invading any piece of equipment.
16. Premiering a TTTV production on another televised channel or any online venue other than PEG Central.
17. Failing to accurately follow safe protocols when using equipment and facilities in studio or in the field.
18. Abusing or harassing, or the misrepresenting of the words and/or deeds of, or the commission of any crime against, Tredyffrin Township TV staff, Tredyffrin Township representatives and employees, Public Access producers, crew members, trainees, interns, volunteers or visitors.

19. Smoking in the Greenwood Studio or in any part of the Tredyffrin Township Building.
 20. Drinking or dispensing alcoholic beverages, using or dispensing drugs or controlled substances in Greenwood Studio, any part of the Tredyffrin Township Building, or on (during) a location shoot.
 21. The unauthorized inspection, copying, and/or removal of documentation at/from the Greenwood Studio.
 22. Committing three minor violations within the space of a year.
- D. A **Minor Violation** will result in the following action:
1. For a first and second violation, the person committing the minor violation will be given a written warning by the Studio/Station Manager, a copy of which will also be placed in that individual's file.
 2. A third minor violation committed within a year's time of a first minor violation will be treated as a Major Violation.
- E. A Minor Violation consists of the following offenses:
1. Failure to return equipment within thirty (30) minutes of the designated time without notifying the Studio/Station Manager.
 2. Canceling any reservation without sufficient twenty-four (24) hour notice.
 3. Failing to strike and clean the studio after use.
 4. Returning functional but dirty equipment.
 5. Improperly packaging equipment that does not result in damage.
 6. Allowing children under fourteen-years-old onto a studio environment.
 7. Eating or drinking at the control room console or editing bays.
 8. Failure to transmit all publicity materials to Tredyffrin Township at the same time.
- F. Additional sanctions to be prescribed are at the discretion of the Studio/Station Manager include, but are not limited to, the following:
1. Requirement of attending an individualized Orientation Session, and the re-signing of all forms, including the Statement of Compliance, the Indemnification form, etc.

2. Requirement of re-attending all or part of the Basics of Production Certification or another curriculum, if technical or mechanical proficiencies are lacking.

XXI. Public Record:

A. The use of Tredyffrin Township TV facilities and services will not be made available to any user who refuses to have their identity maintained in the records. A post office box is not considered a legal address for our purposes.

B. All records required shall be maintained for two (2) years after production ceases.

C. Except for material of public record, personal statistics and information such as phone numbers and addresses shall not be distributed by the Studio/Station Manager without the permission of the individual.

XXII. Publicity:

A. Tredyffrin Township will publicize TTTV and individual programs and events in a variety of ways, but individual producers are encouraged to develop their audiences using press releases and other outreach tools. **All publicity materials must be transmitted to Tredyffrin Township at the same time.**

B. The details and design of any bulletin board page will be determined by the Studio/Station Manager.

XXIII. Amendments:

A. **The Studio/Station Manager reserves the right to amend these policies as necessary.** The current Rules and Regulations Manual remains on file in the Greenwood studio and online at www.tredyffrin.org/general/cable/publicaccess/documents.aspx .

XXIV. Variances:

A. A variance is an authorized exception to the rule. For example, there is a rule which states that equipment cannot be taken beyond a fifty-mile radius of Tredyffrin Township. If a certified Public Access producer has a legitimate reason to take equipment more than fifty miles away, it can be done if the producer receives a variance. Variances are not automatically granted, but will only be approved if the producer can offer a compelling reason for allowing the exception. Variances are to be used for unforeseen emergencies or extraordinary opportunities, never because of poor production planning.

B. A producer should request a variance in writing at least a week before it is to go into effect.

C. Variances are limited to three per year per program or series.

XXV. Interpretation:

A. The Studio/Station Manager is authorized to interpret the Operating Rules and Procedures.

XXVI. Production by the Studio/Station Manager:

The Studio/Station Manager is authorized to use all TTTV facilities and services to produce programming for TTTV. The Studio/Station Manager may also use all TTTV facilities and services as he/she sees fit in order to build viewership, to provide public service to Tredyffrin residents, to provide cooperation with Tredyffrin Township departments, public institutions, and non-profit organizations; and this effort shall include all aspects of studio and equipment usage, including touring, education, pre-production, production, post-production, uploading, copying and delivery.