

# Braidwood FM Inc.



**88.9FM**

## **2BRW Presenters Handbook**

**Revised 15 February 2021**

## Introduction

Welcome to 88.9FM Braidwood Community Radio, also known as 2BRW, Braidwood FM, or, The Barbed Wireless.

As a volunteer presenter you have just joined a small and dedicated group of people providing a diverse range of programs for the enjoyment of the people of Braidwood and the surrounding towns and villages.

This Presenter's Handbook is designed to assist you in settling in to your presenter role with 2BRW, and contains the following;

- Braidwood Community Radio's history
- Tips on how to present your program on air
- The Rules of the station
- Presenter training information

And other little pieces of information that may be of interest to you.

Included is a Membership Application Form which each presenter will need to complete and return to the Secretary together with their membership fee. Memberships are payable each calendar year and membership covers from 1<sup>st</sup> January to 31<sup>st</sup> December.

There are two copies of the Station Rules included, and you need to read, understand and then sign both copies and return them to the Secretary. You will receive one copy back for your records and the Secretary will keep a copy for the station's records.

## About Braidwood Community Radio

2BRW Braidwood Community Radio is a not-for-profit Registered Association. Its registered name is **Braidwood FM Inc** and it has a committee of 7 people, consisting of the President, Vice President, Secretary, Treasurer who make up the executive, plus three ordinary committee members, one of whom must be the Station Manager.

2BRW abides by the CBAA Community Radio Broadcasting Code of Practice (the codes) and 2BRW's Rules of Association and Objects of Association are based on the codes.

2BRW began broadcasting on Australia Day, the 25<sup>th</sup> January 2003, on a **Test Broadcast Licence** on frequency 92.3FM, with the transmitter located on the roof of the studio at 141 Wallace Street, Braidwood. The broadcast radius was just 10 kms around Braidwood.

On the 1<sup>st</sup> May 2003 2BRW was granted a **Temporary Broadcast Licence**, and on the 25<sup>th</sup> January 2004 the transmitter was re-located to Mt.Gillamatong and transmissions began on frequency 94.5FM on 100 watts of power. The broadcast radius increased to around 50 kms from Braidwood, reaching as far as Gundillion, Bungendore, Goulburn, Nerriga, Mongarlowe, Majors Creek, Captains Flat, and down the Clyde Mountain to Nelligen and on occasions even Batemans Bay.

On the 22<sup>nd</sup> November 2004 2BRW was granted a **Permanent Broadcasting Licence** by the Australian Broadcasting Authority (ABA), now known as the Australian Communication and Media Authority (ACMA).

The original broadcast studio was located on the first floor at 141 Wallace Street, Braidwood, and in June 2016 the broadcast studios were relocated to a purpose-built portable building located behind the squash court at the Braidwood Servicemen's Club.

In 2019 Braidwood FM was approved to transmit on 2,000 watts of power and moved to a new frequency 88.9. This enabled its signal to reach much further and to be stronger and clearer.

2BRW's operations are funded by;

- a) donations from individuals and businesses
- b) individuals and businesses becoming members
- c) businesses becoming sponsors

As a permanently licenced station 2BRW is eligible to apply for government grants which can assist in the purchase of equipment and to cover some of our transmission costs.

Grants are not available to pay our day-to-day running costs such as electricity, rent, licence fees, copyright fees, insurances etc. 2BRW must raise the monies for the day-to-day operating costs itself and that is where memberships and sponsorships are so important to the continuing operation of the station.

2BRW endeavours to assist local community groups whenever there are excess funds to do so, and 2BRW's first donation was to a local community group ***Braidwood Junior Soccer*** in 2004.

2BRW has also donated funds to the ***Braidwood Central School*** to assist with the purchase of Safety Play Equipment for the Primary School children, and towards the new school bus, and to ***Braidwood Scouts*** and ***Braidwood SES***. Each year 2BRW sponsors of the ***Bendigo Bank-Braidwood Lions Billy Cart Derby***, and ***The Braidwood Quilt Event..***

## Your Commitment

As a presenter you have been allocated a weekly timeslot for your program at a time that is suitable to you. You can play your type of music (within reason). All we ask of you is this;

- that you take care to ensure that the content of the music and your program overall will not offend (refer to Station Rules in this handbook for more info)
- having agreed to do a weekly program that you show up for the program each week (unless a major event occurs preventing you from doing so). ). If you regularly do not show up for your program, you may find your program cancelled.
- if you cannot present your program on a given day you are required to contact the Station Manager before the time your show is to begin and advise them that you are unable to do the program.
- that you abide by the Station Rules listed in this handbook

## Rights and Responsibilities of Volunteers of Braidwood FM

### Background

Braidwood FM is a community radio station, which relies largely on the efforts of our volunteers to maintain operations. Our volunteers come from a wide range of backgrounds and volunteer for different reasons, including:

- to contribute something to the community,
- to develop professional skills,
- to maintain existing skills,
- to enjoy the social nature of the organisation,
- to facilitate personal growth.

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering.

Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

## **Purpose**

This document sets out Braidwood FM's policy on the responsible management of our volunteer program.

The policy's purpose is to provide a clear statement about the roles and responsibilities of volunteers and our station.

## **Principles of Volunteering**

Volunteering:

- benefits the community and the volunteer,
- is always a matter of choice,
- is an activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium,
- is a legitimate way in which citizens can participate in the activities of their community,
- is a vehicle for individuals or groups to address human, environmental and social needs,
- does not replace paid workers nor constitute a threat to the job security of paid workers,
- respects the rights, dignity and culture of others,
- promotes human rights and equality.

## **The rights and responsibilities of volunteers**

The rights of volunteers at Braidwood FM. You have the right to:

- be treated as a co-worker,
- suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment,
- know as much about the organisation as possible, its policies, people and programs
- expect clear and open communication from management and staff at all times,
- be given appropriate orientation, introduction and provision of information about new developments,
- sound guidance and direction in the workplace,
- advance notice (where possible) of changes which may affect your work (such as programming changes),
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers,
- a place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standards,

- be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion,
- appropriate insurance cover such as volunteer and public liability insurance,
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute,
- receive written notification and reasons for suspension/release of services,
- have services appropriately assessed and effectively recognised,
- have training provided that will enable participation at the station at a variety of levels.

### **The responsibilities of volunteers at Braidwood FM**

You have the responsibility to:

- have a professional attitude towards your voluntary work,
- be prompt, reliable and productive with regard to commitments and agreements made with Braidwood FM,
- notify the appropriate person if unable to meet commitments,
- accept and abide by station rules,
- understand and adhere to the Codes and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992
- not to represent Braidwood FM publicly or commercially unless prior arrangement has been made,
- not to bring into disrepute the operations, management, staff or other volunteers of Braidwood FM,
- treat technical equipment with due care and respect and to notify technical staff of faults and problems,
- undertake to complete a minimum of the basic level of training offered at the station if you are intending to work in any area of programming,
- only use station resources and equipment in carrying out work for Braidwood FM and not for personal or private purposes,
- ensure that the station has your current contact details,
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that Braidwood FM is a safe work place for everyone,
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

### **The rights and responsibilities of Braidwood FM towards volunteers**

**Braidwood FM has the right to:**

- expect your cooperation in working to uphold and maintain the station's mission statement, the station charter and program policies,
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures,

- expect you to be prompt, reliable and productive with regard to commitments and agreements made with Braidwood FM,
- have confidential information respected,
- make a decision, in consultation with you, as to where your services and skills would best be utilized,
- make decisions which may affect your work,
- make programming decisions in accordance with programming policies and procedures,
- develop, implement and enforce rules, policies and procedures for all aspects of station operation,
- develop and maintain all property and residence of the station,
- provide you with feedback to enhance your programming and broadcasting development,
- expect clear and open communication from you at all times,
- suspend or dismiss you in accordance with station policies and procedures due to contravention of station rules.

**Braidwood FM has the responsibility to:**

- provide you with a work environment which embraces the principles of access and equity.
- value the importance of your role within the organization,
- place you in an appropriate, suitable position and environment,
- give you appropriate tasks in accordance with your strengths, abilities, training and experience,
- provide you with training so that you can expand your expertise and abilities,
- acknowledge your contribution to the station and provide you with the appropriate recognition and/or rewards,
- ensure staff have the appropriate skills required to work with you,
- provide adequate opportunities for formal and informal constructive feedback,
- provide you with information regarding any activities or changes at the station which may affect your work,
- consult with you (where possible and practicable) on issues that may affect your work,
- ensure that all station democratic processes are adhered to and that you are consulted in major decision-making processes,
- ensure that you are aware of station democratic processes and are encouraged to participate in them.

## **Welcome Aboard**

I hope your involvement with 2BRW Braidwood Community Radio is an enjoyable and rewarding experience for you.

The team at 2BRW is here to support you, and will willingly provide assistance should you require any.

The Committee members are always keen to hear any suggestions or to answer any questions you may have.

Visit our website [www.braidwoodradio.com.au](http://www.braidwoodradio.com.au) to keep up-to-date with the latest news, programs, and to read about your fellow presenters and their programs.

Once again, welcome to community broadcasting with 2BRW Braidwood Community Radio.

Best Regards

President  
2BRW Braidwood Community Radio

## **PRESENTERS – MEMBERSHIP, AGE REQUIREMENTS & KEY DEPOSIT**

### **Age Requirements:**

As a general rule presenters must be at least 16 years of age to have their own program. Presenters under the age of 16 must have an adult accompany them in the studio during their program. This is for their own safety as they will be on their own and the station has a duty of care with regard to volunteers under the age of 16.

### **Membership:**

All presenters on Braidwood FM must be financial members of Braidwood FM Inc.

Membership rates are \$20 per calendar year,

Membership years are calendar years and membership fees are due and payable each year on the 1<sup>st</sup> January. Payment must be made no later than 30 days after the due date, that is, by the 31<sup>st</sup> January.

For insurance purposes every presenter must be a paid-up member of Braidwood FM inc. and if payment is not made by 31<sup>st</sup> January you will be uninsured and will not be able to be on air and do your program until your membership fee is paid.

The full calendar year fee is payable regardless of when during the year a new member joins, or resigns their membership. There are no pro-rata fees for joining and no refunds if you resign during the calendar year.

### **Key Deposit Fee:**

Presenters are issued with their own key/s to access the studio and a deposit of \$35 may be payable when they are issued with their key/s.

Provided the key/s are returned when the presenter ceases with 2BRW, then their deposit is returned to them. If they do not return their key/s their deposit is forfeited to cover the cost of cutting new keys and/or changing of the locks.

## **PRESENTERS INDUCTION TRAINING**

### **Training**

Each new presenter will undergo a training program suited to their previous (if any) experience and ability to learn. You will learn how to research their program, how to present their program, and how to present themselves on air. At the end training they will be asked to prepare a 30 minute session on air, with assistance from their trainer.

Once they 'graduate' from this training they will do a 'live' program on air, with a skilled presenter overseeing their program. Once they 'graduate' from this training they will be eligible to have their own program.

### **Presenters Training and Your Commitment as a Presenter**

As a Presenter you will be allocated a weekly timeslot for your program at a time that is suitable to you. You can play your type of music (within reason). All we ask of you is this;

- that you take care to ensure that the contents of the music you play, and the program content overall, will not offend (refer to the Station Rules in this handbook for more info)
- that having agreed to do a weekly program that you show up for the program each week (unless something major prevents you from doing so). If you regularly do not show up for your program, you may find your program cancelled.
- if you cannot make [it](#) your program you are required to contact the Station Manager before the time your show is to begin and advise them that you are unable to do the program.
- that you abide by the Station Rules listed in this handbook

## **RADIO TIPS for PRESENTERS**

1. **Prepare your program.** Ensure that you have your program outline or playlist prepared before you arrive at the studio to do your show.
2. **Know your program.** Know your playlist. Know how to say the names of the songs and the artists correctly.
3. **Dead Air.** Avoid ‘dead air’ by ensuring that you know what you are going to say before the song you are currently playing finishes. As the song fades down open your microphone and talk. As soon as you finish talking have your finger on the play button to begin your next track without ‘dead air’ gaps.
4. **Always watch your volume levels.** Ensure that your voice is the same level as your music. There is nothing more annoying to a listener to have to turn up the radio when you speak and then being ‘blasted’ when the next song comes on.
5. **Air Check every program.** Record each program you do and check the recording later to see whether you are repeating the same phrases or words, as this is the biggest turn off for a listener. Look out for “ums”, “ahs”, “and” and also “dead air (silence spaces)”
6. **Communication.** This is most important. If you are not communicating to your audience, then you are wasting your time in radio. Although you cannot be seen you must be colourful and visual with your voice. Do not speak in a monotone voice as that is boring to your audience.
7. **Don’t sing along on air with songs.** The audience want to hear your songs, not you singing the songs. If they wanted to hear you sing they’d pay good money to hear and see you in concert, or buy your CD.
8. **Never open a microphone unless you are ready to communicate.** It is better to play another record than speak if you are not prepared.
9. **The Phone.** Don’t get caught on the phone. Be sure to have everything loaded and ready before you answer the phone. Unless you are expecting a call, let the phone ring out if you are on air. Generally it will be a telemarketer who has no idea that your number is that of a radio station.
10. **Warm-ups.** It is essential that you ‘warm up’ before going on air. Read a few stories from a newspaper out loud and say the letter “W” about 20 times.
11. **Always check Desk and Head Sets** before you go on air. The previous presenter may have had a different set-up in place. When you finish for the day, ensure all settings are returned to normal.

## **RADIO TIPS for PRESENTERS**

(continued)

12. **Sit up straight.** Never slouch over the desk. The microphone should be about 6 inches away from your mouth with your head erect. If you have a strong voice you may need to have the microphone further from your mouth.
13. **Be bright and breezy.** Even if you are not feeling the best, remember it's not your listeners' fault that you don't feel the best. Never say on air that you are **not feeling well**.
14. **Don't get caught up with regular callers to your program.** It's nice to get some calls, but don't let them take over your show with their same old requests or regular cheerio calls. Give them a miss for a few programs, they soon get the idea and still listen.
15. If you are a fan of a song or artist you are playing by all means say so but don't labour the point. Our job is to promote and enjoy the music and artists we play, because the music we are playing on Braidwood FM is the best available. Don't ever say you dislike a song. Firstly we are on the air to promote the music and the artists. Secondly the audience would not care if you like it or not.
16. **Never shoot yourself down.** If you are not sure about something, leave it alone.
17. **Avoid** house jokes and personal messages and comments.
18. **Avoid introducing a song and then back announcing the same song,** unless it's a featured artist or special guest.
19. It is the usual practice to **never play more than 3 tracks in a sweep** without a station or program ID or an announcement.  
  
If you are playing three songs in a row you should have some form of station ID whether it be produced or spoken between songs two and three.
20. **Don't play the same song more than once during your program** even if people ring to request it again. Tell them you have played it already today and you will play it for them again next week. The rest of your audience doesn't want to hear the same songs more than once in a program
21. **Don't play the same artist 3 or 4 times on your program.** Try to play them once, and at the very maximum play them no more than twice. Your program should contain a wide variety of artists and songs, unless of course you are featuring a particular artist.
22. Always be aware as to whether you are on the air or not. It is easy to leave a microphone on and then make comments that would best be not broadcast.



**Braidwood FM Inc.**  
 PO Box 230, Braidwood NSW 2622  
[www.braidwoodradio.com.au](http://www.braidwoodradio.com.au)

ABN 30 371 699 196

## **APPLICATION FOR MEMBERSHIP OF ASSOCIATION**

(Incorporated under the Association Incorporation Act, 1984)

I, \_\_\_\_\_ / /  
 (full name of applicant) (Date of Birth)

of \_\_\_\_\_  
 (address and postcode)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

hereby apply to become a member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association.

### **Type of membership:**

- single** (\$20 a year)  
 **community supporter** (not-for-profit groups) (\$100 per year)

**Name of Membership** \_\_\_\_\_  
 (individual name or joint names)

\_\_\_\_\_ (date) \_\_\_\_\_ (signature)

**Payment Method:**  cheque  money order  cash  direct deposit

### **Membership Year:**

- A membership year is a calendar year, from January to December.
- There is no pro-rata for payment of fees or cancellation of membership.
- All Applications for Membership are reviewed by the Board of Braidwood FM who have the final say on whether a membership application is accepted or not.

File: Braidwood FM Membership Application 1 Feb 2017



## 2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES **(STATIONS' COPY)**

1. Each Presenter must sign this copy of these rules, acknowledging that they have read and agree to abide by these rules.
2. All Presenters must be financial members of the station for insurance purposes and will not be allowed to be a presenter if their membership has not been paid by 31<sup>st</sup> January each year.
3. Each presenter will be issued a set of keys to the station, and may be required to pay a \$35 key deposit, which is refundable upon return of the keys. If keys are not returned the deposit is forfeited.
4. Each Presenter is responsible for taking all due care for the station's security when he / she is on the air.
5. Each Presenter is responsible for everything that goes to air, including the presenter's voice, language used, music content (language), recorded material, interviews etc. and the language and conduct of guests.
6. Presenters are **not to use their programs to make any personal or political opinions or comments on individuals or organisations**. Braidwood Community Radio is primarily a news and entertainment medium, and does not take sides or voice opinions on political, religious, gender or other controversial issues.

Presenters who become involved in any of the above may find that their membership and their program are cancelled and they will be barred from 2BRW Braidwood Community Radio. Where a controversial or political issue is to be aired then both sides of the argument must have an opportunity to put their view.

## **2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES** (continued)

7. Presenters must not put to air any sponsorship announcements that have not been approved and scheduled by the Station Manager, nor will they change the schedule of sponsorship announcements, without the prior approval by the Station Manager.
  8. Presenters are not to accept gifts of goods, services or financial contributions from individuals, businesses, government agencies (eg. Council, Authorities).
  9. Presenters are not to promote on air any business or association they are involved with or have dealings with, without first clearing it with the Station Manager, to ensure there is not a conflict of interest.
  10. Presenters must fill out the **Program Log Sheet** each time they do a program, with their arrival and departure times, again, for insurance purposes.
  11. All Presenters must arrive for their shift at least 15 minutes before the commencement of that shift. If you are unable to do your shift you must contact the station manager by phone as early as possible before your shift is due to start. Failure to contact the station manager, or ongoing absences, could result in the cancellation of your program.
  12. No food or drink is allowed in the studio near the equipment.
  13. No smoking, or consumption of drugs is allowed on the station premises.
- Note: No presenter under the influence of drugs or alcohol will go on air. If any Presenter goes on air under the influence of drugs or alcohol their membership and their program will be cancelled and they will be barred from 2BRW Braidwood Community Radio.**
14. The telephone is not to be used for private purposes. It is primarily there for listeners to call the station. Phone accounts are checked and if there is any excessive use by a presenter they may be asked to pay those excess charges.
  15. Tampering with, removal, modification or addition of any items of equipment is strictly prohibited without the prior approval of the Technical Officer, or the Station Manager.
  16. Programming and the allocation of time slots are the responsibility of the Station Manager and no changes are to be made without prior approval of the Station Manager.

## **2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES** (continued)

17. The building and its surrounds are to be kept clean and tidy. Food scraps and containers, drink cups and bottles etc. must be disposed of by the presenter themselves.
18. No equipment, office furniture, stationery, or CD's from the station library are to be removed from the station without prior approval from the Station Manager.
19. No one is to enter an "ON AIR" studio without the direct invitation of the "ON-AIR" presenter.
20. Emergency phone numbers are displayed inside the broadcast studio
21. All programs are recorded and stored as per the requirements of our broadcasting licence in the event that there is a dispute or a defamation case brought against the station

**I have read and understand these rules and I agree to abide by them. I understand that any breach of these rules could result in the cancellation of my membership and my program and the banning of me from any involvement with 2BRW Braidwood Community Radio.**

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Presenter's Signature)

Your name (please print) \_\_\_\_\_



## 2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES **(PRESENTERS' COPY)**

1. Each Presenter must sign this copy of these rules, acknowledging that they have read and agree to abide by these rules.
2. All Presenters must be financial members of the station for insurance purposes and will not be allowed to be a presenter if their membership has not been paid by 31<sup>st</sup> January each year.
3. Each presenter will be issued a set of keys to the station, and may be required to pay a \$35 key deposit, which is refundable upon return of the keys. If keys are not returned the deposit is forfeited.
4. Each Presenter is responsible for taking all due care for the station's security when he / she is on the air.
5. Each Presenter is responsible for everything that goes to air, including the presenter's voice, language used, music content (language), recorded material, interviews etc. and the language and conduct of guests.
6. Presenters are **not to use their programs to make any personal or political opinions or comments on individuals or organisations**. Braidwood Community Radio is primarily a news and entertainment medium, and does not take sides or voice opinions on political, religious, gender or other controversial issues.

Presenters who become involved in any of the above may find that their membership and their program are cancelled and they will be barred from 2BRW Braidwood Community Radio. Where a controversial or political issue is to be aired then both sides of the argument must have an opportunity to put their view.

## **2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES** (continued)

7. Presenters must not put to air any sponsorship announcements that have not been approved and scheduled by the Station Manager, nor will they change the schedule of sponsorship announcements, without the prior approval by the Station Manager.
  8. Presenters are not to accept gifts of goods, services or financial contributions from individuals, businesses, government agencies (eg. Council, Authorities).
  9. Presenters are not to promote on air any business or association they are involved with or have dealings with, without first clearing it with the Station Manager, to ensure there is not a conflict of interest.
  10. Presenters must fill out the **Program Log Sheet** each time they do a program, with their arrival and departure times, again, for insurance purposes.
  11. All Presenters must arrive for their shift at least 15 minutes before the commencement of that shift. If you are unable to do your shift you must contact the station manager by phone as early as possible before your shift is due to start. Failure to contact the station manager, or ongoing absences, could result in the cancellation of your program.
  12. No food or drink is allowed in the studio near the equipment.
  13. No smoking, or consumption of drugs is allowed on the station premises.
- Note: No presenter under the influence of drugs or alcohol will go on air. If any Presenter goes on air under the influence of drugs or alcohol their membership and their program will be cancelled and they will be barred from 2BRW Braidwood Community Radio.**
14. The telephone is not to be used for private purposes. It is primarily there for listeners to call the station. Phone accounts are checked and if there is any excessive use by a presenter they may be asked to pay those excess charges.
  15. Tampering with, removal, modification or addition of any items of equipment is strictly prohibited without the prior approval of the Technical Officer, or the Station Manager.
  16. Programming and the allocation of time slots are the responsibility of the Station Manager and no changes are to be made without prior approval of the Station Manager.

## **2BRW BRAIDWOOD COMMUNITY RADIO STATION RULES** (continued)

17. The building and its surrounds are to be kept clean and tidy. Food scraps and containers, drink cups and bottles etc. must be disposed of by the presenter themselves.
18. No equipment, office furniture, stationery, or CD's from the station library are to be removed from the station without prior approval from the Station Manager.
19. No one is to enter an "ON AIR" studio without the direct invitation of the "ON-AIR" presenter.
20. Emergency phone numbers are displayed inside the broadcast studio
21. All programs are recorded and stored as per the requirements of our broadcasting licence in the event that there is a dispute or a defamation case brought against the station

**I have read and understand these rules and I agree to abide by them. I understand that any breach of these rules could result in the cancellation of my membership and my program and the banning of me from any involvement with 2BRW Braidwood Community Radio.**

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Presenter's Signature)

Your name (please print) \_\_\_\_\_