



Policies and Procedures Manual
for
Charlottesville Public Access Television

Charlottesville, Virginia
Created September 30, 1993
Revised September 17, 2009

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Mission

The mission of Charlottesville Public Access Television is to offer an inexpensive and practical opportunity for Charlottesville citizens, community organizations and non-profit groups, to participate in community dialogue through cable television programming.

Facilities, Equipment and Services

Charlottesville Public Access Television is located in the Charlottesville/Albemarle Technical Education Center at 1000 East Rio Road, Charlottesville, VA. Our facilities include one staff office, a program distribution room, a broadcast control room, a 1000 square foot studio and a lobby/conference room.

CPA-TV offers a number of services for the community producer ("user"). These include hands-on studio production classes, contractual videography services and information hosting on the Charlottesville TV 10 Community Bulletin Board.

Training and Certification

CPA-TV offers studio production courses for community members interested in producing their own program. Whether this program is a series or a special event, CPA-TV will provide assistance and training throughout this process.

In order to use the facilities and equipment offered by CPA-TV, the community user must first complete a series of classes for certification, as well as testing for proficiency and understanding. You must also be a member before you can use the CPA-TV production studio and equipment.

Another option would be for the user to employ his or her video equipment and to provide programming in the proper format for airing. In this instance, any user not residing in the Comcast Cable service area is required to obtain sponsorship from at least one local resident.

Contractual Services

CPA-TV also provides videography services for community members wishing to record a special event, community-wide activity, or public service announcement. These services are for individuals or groups who do not wish to take the certification course and produce the program themselves. These services are only being made available for non-commercial productions. CPA-TV will provide professional staff for field and post-production operations and will produce a program within the client's budgetary parameters.

User Eligibility

Eligibility for use of Charlottesville Public Access Television facilities and services is limited to adult residents of Charlottesville and surrounding areas. Anyone under the age of eighteen interested in involvement with the station must have written parental permission and/or parental participation in the project.

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Program Ownership

Public Access programs remain property of the user. CPA-TV members will have blank media provided to them prior to producing inside the production studio. Broadcast “air copies” of recurring programs will be stored at CPA-TV in the outdoor retrieval box for seven days following a program’s original broadcast cycle. After seven days, all discs in that set will be discarded. No exceptions.

With permission from the user, CPA-TV may make a copy of any master tape for future airing. Requests for dubs of a Public Access program are not the responsibility of the staff of CPA-TV and will be directed to the user.

Program Content

The user is responsible for all program content. CPA-TV resources will not be used to produce programs that are commercial in content or for any other commercial purpose. Material that is unlawful, obscene, libelous or slanderous is unacceptable. The CPA-TV General Manager, City Attorney, City Manager or Director of Communications has the right to determine the level of indecency and whether the program is acceptable for airing.

Copyrighted material will not be allowed without written permission from the author, artist, publisher and licensing organization. Permission must be provided five (5) business days before airdate.

Programming intended for a mature audience is subject to station approval before airing. Accepted programs are required to contain the following written and spoken viewer advisory: “The following program may contain subject matter that is not suitable for children. Parental discretion is advised.”

Technical Standards

CPA-TV reserves the right to remove programs from the schedule should they contain technical problems. Community users may choose to resubmit the program after the issues are resolved. The following technical problems will be evaluated:

Poor audio: distorted, over-modulated, low or no audio

Poor video: over-exposed, under-exposed, pixilation, etc.

If a program is a recurring, pre-produced series, the length of the program may not exceed its allotted timeslot without first receiving permission from the CPA-TV General Manager. Any program exceeding its timeslot may be pre-empted by another program. Programs may be shorter than the time allotted.

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Program Scheduling

Programs must be submitted to the CPA-TV General Manager at least one (1) week before the requested airdate. Exceptions must be pre-approved by the GM. Time slots are allotted on a first-come-first-served basis, following existing primary time slots for recurring series. A time slot will be held as long as new programming is being delivered. If the producer fails to supply new material according to the terms and conditions signed by the user, the program may be removed from the schedule at the discretion of the GM.

Programs of an adult nature will air after 12 AM. The GM will determine appropriate time slots for programs. Obscene programs are prohibited and will not air on any of the CPA-TV community access channels. Programs will not air more than four consecutive weeks.

Live programming can pre-empt taped programming, but not without prior notice. The pre-empted taped programming may be rescheduled at the discretion of the GM. Public Access programs may also be pre-empted by Government Access programming, without prior notice.

At the discretion of the GM, locally produced programming, that is – programming which is substantially created, taped or otherwise produced within the City of Charlottesville, can pre-empt non-locally produced programming up to two (2) weeks in advance of the time slot of the non-locally produced programming.

Program Promotion

Programs may be promoted on the Charlottesville Public Access Television programming schedule on CPA-TV's website at www.cpatv.org, electronic news notifications, the Charlottesville TV 10 Community Bulletin Board and in a printed version posted in public facilities.

Short program descriptions are required in writing at the completion of the project and/or one (1) week before airing on CPA-TV.

Programs may be promoted on the CPA-TV Promo Board. Programs of an adult nature may not be included on promotional schedules.

Community users may not use the CPA-TV logo for promotional purposes without written permission from the CPA-TV General Manager.

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Program Credit for Underwriting and Grants

Underwriting for programs must be done for goods, services, in-kind contributions and donations that aid in developing and improving shows. Credits for underwriting should be as follows:

“This program was made possible through goods and services provided by...”
OR “Goods and services used in this program were contributed by...”

Only the names of the underwriter, not the product, service or contribution can be listed or mentioned in the credits. Underwriting credits can only be shown before and after the program. The CPA-TV General Manager must be informed, in advance, of any underwriting and consulted about the proper format for underwriting credit.

Submission of Production

A Channel Time Request Form must be submitted before the DVD airs on CPA-TV. Programs will not air without prior receipt of this form. No exceptions.

All programs must include at least five (5) seconds of black at the start of the disc, before the program begins. A half-hour program must be **no longer than 29:00** in length. An hour-long program must be **no longer than 59:00** in length.

Productions must be submitted on DVD format only. Discs with multiple programs or chapters will not be accepted. All DVD discs submitted must contain the following on the DVD itself:

- Name of production, as stated on the Channel Time Request Form
- Total running time of production (written in the format, 0:00:00)
- Name of the user (producer or organization’s representative producer)
- Date produced (written in the format, MM/DD/YYYY)
- Requested air dates for program

Any DVD that is not clearly labeled will not be aired. CPA-TV is not responsible for the loss, destruction, theft or damage of materials submitted for broadcast. Users who would like discs returned must visit the CPA-TV facilities in person and supply their address on a label, each time this request is made. The City of Charlottesville will supply an envelope and postage for these requested returns.

STATEMENT OF NON-DISCRIMINATION

No individual or group within Comcast Cable Charlottesville service area shall be denied access to training or cablecasting time on Charlottesville Public Access Television on the basis of race, sex, age, physical disability, religious or political belief, or sexual orientation.