

## NAPERVILLE COMMUNITY TELEVISION RULES AND REGULATIONS



### **OVERVIEW**

Naperville Community Television, Channel 17 (NCTV17) is Naperville's Public and Educational Access Channel founded as a 501(c)(3) organization in 1987. It has since evolved into a premiere, award-winning community television station.

NCTV17's mission: Connect residents by celebrating and capturing the spirit, character, and experience of our community through engaging video storytelling.

NCTV17 is part of the cable television systems of Xfinity, WOW!, and AT&T U-Verse, with a viewing area consisting of the City of Naperville. NCTV17's programming can also be viewed worldwide via simultaneous stream delivered via our website, NCTV17.com.

NCTV17's objective is to provide high quality and relevant programming to the community, which is focused on the people, places, and perspectives of Naperville. In short, NCTV17 programming is produced *in, for, and about* Naperville. All programming produced needs to be a vehicle that connects Naperville residents to their community. All programs must be consistent with the Mission as approved by the NCTV17 Board of Directors, and acceptable to the Local Franchising Authority (City of Naperville.)

NCTV17 broadcasts 24/7, with a majority of its programming created by professional staff with the assistance of interns, community crew, community submissions, and nationally distributed programming that is in line with the station's Mission and available to all community television stations. NCTV17 provides an opportunity to give residents a voice, but the final decision of what airs and when resides with the management of NCTV17.

### **COMMUNITY CREW GUIDELINES**

Community television lives up to its promise only if the community gets involved. NCTV17 is firmly committed to the development and encouragement of this unique aspect of cable television. The idea of Community Crew brings together the very best of the spirit of Public Access Television. Community Crew allows residents to work side-by-side with professional crew to create programming that highlights and celebrates their community, all while providing an opportunity for volunteers to enjoy learning a new skill.

1. All community residents interested in being a Crew member must apply and meet the following requirements:
  - a) Participants must be 18 years or older

- b) Participants must reside within the attendance boundaries of Naperville Community Unit School District 203 or Indian Prairie School District 204, work within the City of Naperville, or currently attend North Central College
  - c) Participants will be involved in the production of Community Events, studio productions, and community programming. News and Sports will *not* be crewed by Community Crew.
2. Once accepted into the Community Crew program, all participants will receive training conducted by NCTV17 staff.

### The Training Program

a) Studio Workshop

This fundamental class introduces the participant to all aspects of studio television production. Volunteering on three studio-based programs is required to complete studio training.

b) Field Production/Truck Shoots Workshop

This workshop introduces the skills needed to work outside of the studio using NCTV17 field equipment. Participants learn aspects of remote-truck production to be a part of the crew. Three events in the field or on a truck shoot are required to complete training.

The goal of all classes is to train the volunteer to work as part of the Community Crew on events or programs created and managed by NCTV17.

3. Community Crew members need to complete all training with expertise, and volunteer 20 hours per year to maintain Crew status. The number of Community Crew positions is limited to 10 but may be expanded at the discretion of the station.
4. Community Crew members would be eligible, after they are trained, to participate in all Community Events, and select staff-produced productions. Trained Community Crew can fill all production positions on community event programming except Director and Engineer, which will always be NCTV17 staff.
5. All Community Crew members must conduct themselves in a professional manner at all times. They may not represent themselves as employees or in any way members of the staff of NCTV17. They must make it clear to the public they are trained volunteers and not professional staff members.
6. Community Crew members need to meet a ***Code of Conduct*** (see appendix).
7. Termination – Both parties reserve the right to terminate the volunteer relationship at any time.