Rules and Regulations

This document states all rules and regulations for staff of The Q Online. Any comments, suggestions, feedback or complaints should be addressed to the station owner by email or phone. All new applicants must agree to all terms and conditions of this document before they can start broadcasting. This document was last updated on September 5, 2024.

1. Streaming

1.1 Broadcasters must stream with the MP3 encoder at a minimum of 128kbps, 44.1kHz Stereo.

1.2 Broadcasters must use the Shoutcast server using the information provided in the "Important Info" document.

2. Broadcast Elements

2.1 Broadcasters must play at least one promo and one station ID during a show.

2.2 Broadcasters must play at least one adult content ID during a show if there will be any sort of adult content played (language, violence, etc.). Broadcasters must play an adult content ID more than once if their show is during "prime time" which is considered before 7:00 P.M. Eastern Time. Content that is extreme in nature (i.e., sexual acts or racism) is not permitted in any form, either live or pre-recorded.

2.3 Broadcasters may create broadcast elements (either Station IDs or Promos) but must adhere to the guidelines as follows:

(a) IDs for the station, or shows, may not exceed 15 seconds in length.

(b) Promos for the station, or shows, may not exceed 60 seconds in length.

(c) Broadcast Elements are subject to review before airplay. Depending on material, these may also be included in automation (i.e. holiday promos, station promos and IDs, etc.) Show Promos may also be included for automation if reduced to 30 seconds in length.

3. Broadcasters & Shows

3.1 Broadcasters are required to do their scheduled show as it appears on the schedule. Broadcasters who are unable to do their scheduled show must contact the owner at least 24 hours in advance, unless an emergency arises. After three missed shows without notification, the broadcaster will be asked to the leave the station for a period of time decided by the owner.

3.2 Broadcasters who wish to do an "unscheduled" show may do so at any time if there are no other broadcasters scheduled (during automation). Broadcasters must get permission from the owner before doing the show.

3.3 Broadcasters who would like to request a change in the show day and/or time must speak with the owner at least 72 hours (3 days) prior to the show time they are requesting. Broadcasters may not switch their scheduled show(s) more than once every six (6) months, unless otherwise given permission from the owner, for legitimate reasons.

3.4 Broadcasters must continue their show for the full length of the show and not end early due to poor listenership, other commitments, etc. If a broadcaster needs to end early for medical reasons or, a reason that is discussed between the broadcaster and owner, an exception will be given for that show. If technical difficulties arise during a show, and exceed 30 minutes, a broadcaster may end their show prematurely.

3.5 Broadcasters may not discuss means for retrieval of music during a show (i.e. downloading via torrent, FTP, P2P, etc.).

3.6 Broadcasters must make sure that all music is tagged correctly with the artist and title of the song, as outlined in the licensing requirements. Broadcasters must comply with the rules and regulations of the U.S. ASCAP, BMI, SESAC, SoundExchange, & SOCAN. This information can be found in the in the "DMCA Broadcast Rules" document. Broadcasters found not following these rules will be asked to leave the station.

3.7 Broadcasters can have a maximum of three (3) shows per week or a total of 6 hours of broadcasting time (e.g., 3 shows of 2 hours each, 2 shows of 3 hours each or 1 show of 6 hours). At such time that the schedule becomes full, broadcasters will have to relinquish at least one of their shows to allow for new broadcasters.

3.8 Broadcasters who would like cover from another broadcaster can request this through the Facebook group "The Q Online DJ's".

3.9 Broadcasters are not to mention any involvement with, or any other station name, during a show or any social media platform. Any broadcaster found to be doing so will be asked to leave the station.

3.10 Broadcasters may not simulcast (reproduce their show to or from another station) in any form while doing a show on The Q Online. If any broadcaster is found to be doing so, they will be asked to leave the station.

3.11 Broadcasters are encouraged to use at least one form of social media or messenger service while doing a show to allow for requests and feedback. (see Section 10 below for more details).

3.12 Broadcasters are required to have an email account for use on the station to accept requests from listeners and communication between the owner and other broadcasters. If a broadcaster wishes to have this email forwarded to their personal email account, this may be arranged. Broadcasters are to only announce their station emails while doing a show.

3.13 Broadcasters are encouraged to have access to the Staff FTP server to download broadcast elements, important documents, software, etc. These materials are always available and should be used as needed for shows. (see Section 11 below for more details). If a broadcaster is unable to access the FTP server for whatever reason, the station Dropbox is an alternative.

3.14 Broadcasters may have their own search page where listeners can submit requests. These pages will be linked to broadcaster's email address to receive such requests. These pages are not required, only suggested for easier requesting for listeners. Links to these pages will be posted on the website.

3.15 Broadcasters may not play more than 10 songs between voice breaks without a station ID played. This allows for more interaction between the broadcaster and listeners.

3.16 Broadcasters must not exceed their scheduled show time for any reason unless given permission. Technical difficulties that occur during a show do not add time to the scheduled broadcast. If technical difficulties arise, and exceed 30 minutes, the broadcaster may end their show prematurely (as stated in Section 3.4).

4. Test Server

4.1 The test server may only be used for testing for broadcasts on The Q Online. The test server may not be used for any other station testing. Any broadcasters found doing so will be asked to leave the station.

4.2 The encoder info must not be given out to new applicants until tester is ready to begin testing and has been approved by the owner. This information can be found in the "Important Info" document.

4.3 The test server must only be used under the discretion of the owner. Permission must be granted to the tester before the test server can be used to avoid other testing.

4.4 Test broadcasts should not exceed 60 minutes in length. If more time is needed, the tester must be given permission by the owner.

5. Staff Meetings

5.1 Meetings will only be called when important and new information is needed to be discussed between staff members.

5.2 Staff are not required to show up to a station meeting, however, if they are not present, they will not be able to vote and have their opinion heard and considered for discussions. Meeting minutes will no longer be posted in writing. Staff who are unable to attend a meeting will be able to get a recorded copy of the meeting.

5.3 When a meeting is called, it will be posted in the "Meetings" document and available for viewing and download at least one week prior to scheduled start.

5.4 Meetings will be held on TeamTalk. Staff members will connect to TeamTalk and the call will be hosted by the owner. Staff members should not call into the meeting until 5 minutes prior to the scheduled start time.

6. Management Meetings

6.1 Members of management will attend scheduled meetings to discuss upcoming topics for the staff meeting.

6.2 Management meetings will be held at least one week prior to a scheduled staff meeting. The date and time of the meeting will be decided upon by all members of management.

6.3 Management meetings will be held on TeamTalk and will be hosted by the owner.

7. Return Policy

7.1 Broadcasters who resign for legitimate reasons (i.e. work, school, medical reasons, etc.) may return to the station at any time.

7.2 Broadcasters who resign for illegitimate reasons (i.e. poor listenership, commitments on another station, etc.) may return to the station, after a period of at least six (6) months, or under the discretion of the owner.

7.3 Broadcasters who are asked to leave the station for any reason will be denied re-application to the station, decided on a case-by-case basis, under the discretion of management. There will be a 3-strike rule put in place.

7.4 Broadcasters who leave for maternity/paternity leave, for up to one (1) year, with exceptions granted on a case-by-case basis, may return to the station at any time.

7.5 Broadcasters who leave for bereavement leave, for up to one (1) year, with exceptions granted on a case-by-case basis, may return to the station at any time.

8. Age Policy

8.1 Broadcasters may not apply to the station if they are under the age of 16 as of the date of application, unless given permission from the parent or guardian.

9. Testing

9.1 New applicants will be tested according to level of vision. A blind tester will test blind applicants and a sighted tester will test sighted and visually impaired applicants.

9.2 Once a new applicant has been set up with all necessary information and software, members of management may be asked to assist in listening to the new applicant's test broadcast.

9.3 Testers are responsible for making sure that the applicant has all of their songs labeled and adequate sounding broadcast equipment. New applicants may not start their shows until these guidelines are met.

9.4 If tester feels applicant is not ready for broadcast, an additional test will be carried out with additional members of management, for impartial testing accuracy.

10. Messenger & Social Media

10.1 Broadcasters are encouraged to use at least one form of social media or messenger service that has been provided (Facebook, Mastodon, TeamTalk) to accept

requests from listeners, receive feedback or chat with listeners. Software or their websites may be used.

   10.2 Broadcasters are not allowed to block or delete any person on any station messenger or social service without permission from the owner.

   10.3 Broadcasters are required to join the Facebook group "The Q Online DJ's" while they are on the station to communicate with the other DJ's, ask for fill-ins, etc. Only station related discussions are permitted. New broadcasters are added to the group once they have successfully tested and done their first broadcast.

   10.4 Broadcasters may not flood the social media feeds with more posts than necessary (i.e. only post once in a day for advertising show start; show conclusion posts are not necessary.)

   10.5 Broadcasters should not be signed into, or use, the social media feeds unless it is your scheduled show. If you wish to communicate with listeners prior to, or after your show, broadcasters should use their own personal accounts.

   10.6 Broadcasters may not post special events and announcements, related to the station, unless given permission by the owner. Broadcasters may only post show-related posts on these feeds.

11. Staff FTP Server

   11.1 Staff will have access to the staff FTP server, and station Dropbox, to access station related material (i.e. software, broadcast elements, documents, etc.).

   11.2 Staff will be able to upload files to the server and Dropbox in the "Uploads" folder only to be approved by the owner. Other folders will be managed by the owner.

   11.3 Staff will be able to see what new material is added or removed by checking posts in the "The Q Online DJ's" Facebook group and can download material accordingly.