

Flirt FM Volunteer Handbook



Full of important information!

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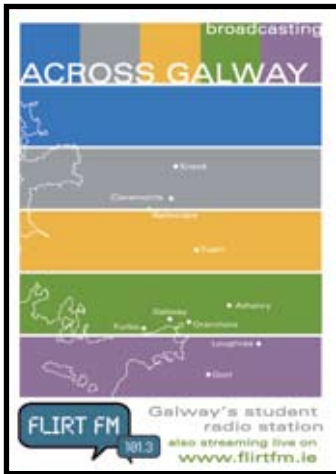
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Introduction to Flirt FM

Flirt FM began its life as Galway's Student Radio Station on September 25th 1995. It is one of Ireland's only three full-time licenced student stations (Wired in Limerick and Cork Campus Radio make up the trio, with UCD's Belfield FM possibly making a fourth in the future).

Once strictly confined to the immediate environs of Galway city centre, we've spread out and are finding new fans as far a field as Clare and Mayo (that's not to mention our listeners online in Brazil and Japan).

We broadcast weekdays year round, taking breaks for Christmas and Easter. You can expect special shows covering important campus events from the SU elections to College Week and Arts Festivals.



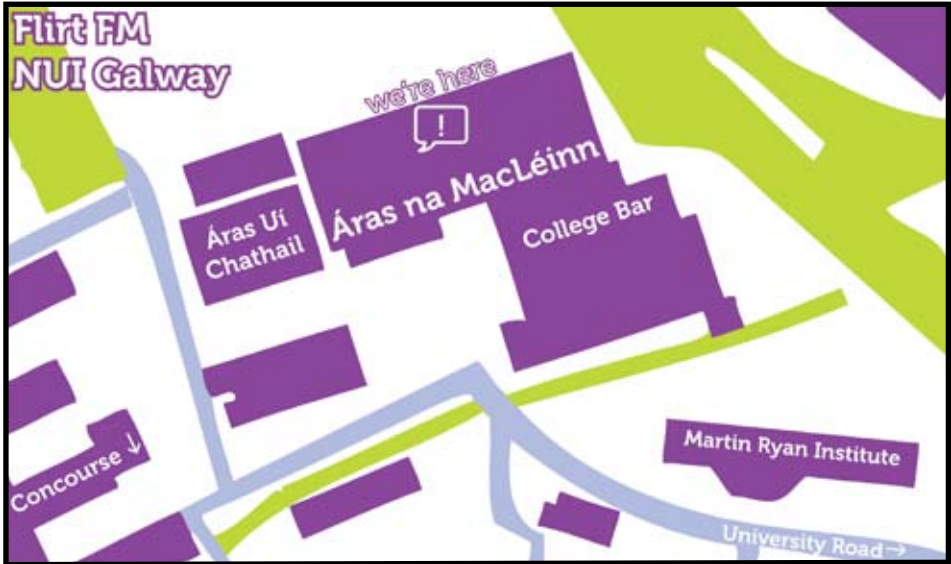
Coverage area



So what do we sound like? Well, certainly not your average station... Flirt FM is by, of and for the third-level students of Galway; providing an alternative to locally available commercial radio. We cover student events and issues that don't get addressed anywhere else, and play loads of great music that you just don't get to hear on other stations!

Location

Flirt FM has its office, 2 studios and editing facility at the back of NUI Galway's Student Centre. We bounce our signal from here, up to Tonabrocky Hill on the outskirts of the city for better coverage.



Flirt FM Online

We love social networking and we're on nearly everything. Look for us on; facebook, youtube, twitter, lastfm, myspace, bebo, flickr and a couple of ones you probably haven't heard of!



flirtfm.ie

bebo.com/radiogalway

flirtfm.blogspot.com

myspace.com/flirtfm

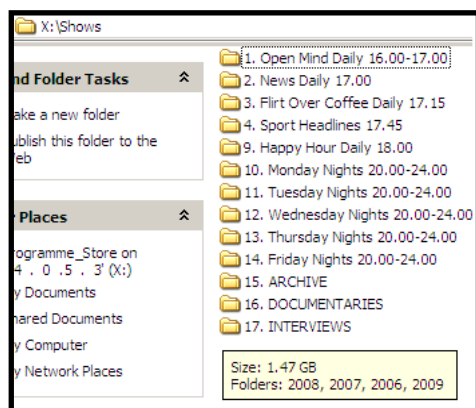
Operations

You may not be able to do your show live due to lectures or evening work, so we have a bookable pre-recording facility available (Studio 2).

You can also get another volunteer to cover your show; as long as you let station management know in good time, both options are fine.

If you're on in the evening after 8pm, you'll need to get someone to cover though, as the next show will need to be let in.

Flirt has digital recorders for recording vox pops and interviews. These recorders have built in microphones, run on AA batteries and are uploadable to PCs using a standard USB cable. You can book them in the station on the studio booking sheet or e-mail the station management. As the recorders are valuable and in high demand, we ask that you leave your student ID as a deposit. Lending is for one night only, unless previously agreed with station management, otherwise a late fee of €5 per day applies.



We have a shared file & music store accessible from all PCs in the station- see "My Computer"

To make everything run as smoothly as possible we ask everybody to be keep their files organised.

We use the date format YYYYMMDD plus the name of the show, as show titles. This eliminates confusion about American dates and when shows are intended to go out on air, etc.

Only completed shows are to go into the Shows Folder, all other bits and pieces can be kept in your own Presenters File in the Programme Store.

Our Licence

We have a full 10 year community of interest licence, granted by the BCI in June 2007.

As stated in our Programme policy statement:

Flirt FM will serve primarily the 25,000 strong student populations of Galway city and its immediate environs. We aim to provide Galway students with an entertaining, topical, engaging and informative alternative to mainstream commercial radio. The output of the station will be diverse and eclectic, reflecting the tastes of our target audience, who are the people both listening to and participating in the production of the programming.

We have some percentages of total average output to adhere to...

40% talk (20% of this to be Current Affairs)
60% music (60% of this to be Specialist)

And we also need to have

15% Irish music (recorded/written by Irish artists or recorded here)
3 Irish Language shows (incl. news once weekly)
A sports show in term-time (with campus sports)
A secondary school show

When management are trying to put together a schedule, talk/music time is factored for each show.

That's why magazine shows are; 15 mins. talk, 5 mins. current affairs and 15 mins. music, for example.



Promotion

In Order to grow and maintain listenership we need to promote the station constantly. As we work to a strict budget, we have to come up with good cheap, inventive (and legal) ways to promote the station.

You can set up social networking groups for your show, post tracklists on a blog and write up a blurb for the flirtfm.ie schedule page. There's always posters and flyers in the office- feel free to take some and to put up about town. Please make sure you don't flypost, (the

fine is a whopping €125 per poster) and ask the permission of the person at the till in the shop/pub/café you're postering.

Funding

The station is mostly funded from a small percentage of NUI Galway capitation. We also get funding through programme production schemes and some sponsorship. The majority of our budget is taken up by payroll, insurance, legal fees, mast rental and equipment purchasing. If you know anyone who's interested in sponsoring a show, let management know, and we'll do all we can to help.

Security

- Call Security (492198/3333) if unauthorised people enter the building.
- Keep the front door locked after 8pm. Swap numbers with the shows before and after you, and look out for texts.
- Don't bring friends into the studio with you unless they are trained Flirt volunteers.
- Be vigilant when entering or leaving the building.
- Don't leave your belongings lying around.
- No alcohol.

Discipline

Always remember that we're broadcasting around the county on FM and worldwide online. There could be literally anyone listening. We're a volunteer radio station, but there's no reason why we shouldn't sound professional!



Flirt FM operates a simple disciplinary system. Missing your show just twice, without explanation or forewarning can result in you losing your show. Sounds harsh, but consider that you'll be leaving the volunteers from the previous show wondering where you are and often management will have step in to provide cover.

The broadcasting of any defamatory, racist, sexually explicit or similar offensive material will result in your suspension from station activities. We are monitored by the BCI and subject to the same codes as all Irish broadcasters.



Please report any accidental breakages immediately, and never remove any items from the station without express management approval.

Remember- during your show, it's your watch; any damage, theft or questionable content- even if it is from a guest, is your responsibility.

Suspensions are at the discretion of station management and can be appealed to the Board of Directors. Their decision is final.



All volunteers should be comfortable with their role within the station. Never undertake any work if you are not happy about it. Flirt FM condemns all forms of bullying and harassment. Any complaints and concerns should be brought to the attention of station management.

Censorship

This station subscribes to the principle of each person's Right to Communicate. Rights bring responsibilities, however...



If you are given uncensored air-time, you are expected to behave conscientiously. Don't libel or defame under any circumstance (make sure you understand what libel is, don't hesitate to ask for clarification). Don't set out to shock or offend, unless it fits the context of the show.

Treat your listeners with respect, and plan out your show remembering that the vast majority of your audience doesn't know you personally and won't understand in-jokes.

Your Obligations as a Volunteer

1. To remember that, above all else, Flirt FM 101.3 is a service for the student community of Galway.
2. To remember that you have a commitment to the station over-and-above just presenting or producing your own show. This means attending station meetings and helping-out where possible.
3. To accept that, as Editor-in-Chief of all output, the Station Manager has a duty to ensure that Flirt FM 101.3 meets all its statutory and legal requirements when broadcasting. From time to time this may lead to the changing of the schedule or in rare instances, certain items being prevented from being broadcast.
4. To conform to the legal requirements of radio programming and broadcast.
5. To accept that all information compiled and all programme material made using the Station's equipment and facilities, is the property of Flirt FM 101.3 unless an express agreement to the contrary has been made.

Your Rights as a Volunteer

1. You have the right to participate in the Station's policy-making process.
2. You have the right to advance personal objectives; e.g. career training in communications or journalism.
3. You have the right to be heard, and to have your views & opinions taken into consideration.
4. You have the right to work in a friendly, welcoming and open station.
5. You have the right to seek a change in role or function.

Further Training

Each year we run training sessions in Digital Editing, Production, Desk, Libel & The Law, Interviewing Techniques and other one-on-one areas. You will find out about these sessions by text, volunteer e-mail list and on the website.



You can download PDF guides to lots of different areas of radio production on flirtfm.ie, on the volunteers section.

In addition to this in-house training, CRAOL (the Community Radio Forum of Ireland) fund an inter varsity training initiative called Campus Connections. Open to volunteers of Irish licenced student radio stations, it takes place in late October each year. This is a great chance to meet other students involved in radio, and get some specialised radio skills too.

Other Info



NUI Galway students involved with Flirt FM can gain official university recognition of all their hard work through the ALIVE volunteer initiative. See nuigalway.ie/alive for more information.

Flirt FM is a member of CRAOL, the Community Radio Forum of Ireland. CRAOL supports, represents and lobbies on behalf of the 20+ licenced community radio stations in Ireland. See craol.ie for more information.



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