**CRMK CIC APPLICATION FORM**

Please PRINT CLEARLY. Mandatory information (\*)

|  |  |  |  |
| --- | --- | --- | --- |
| \*Name |  | Date of Birth | DD/MM |
| \*Address |  | | |
| \*Post Code |  | | |
| \*Telephone Number |  | | |
| \*Preferred email address |  | | |
| \*Facebook member | □Yes □No, FB contact details: | | |
| \*Application for | □Member(DJ) □Managing Member □Board Member □Volunteer | | |

|  |  |  |  |
| --- | --- | --- | --- |
| What related work experience, hobbies and/or interests can you offer to benefit CRMK? | | | |
|  | | | |
| What impact do you feel you can have with CRMK | | | |
|  | | | |
| \*Please provide a summary of the type of show and content you wish to deliver on-air. ie talk, music, events etc □N/A | | | |
|  | | | |
| What are the main genres you intend to play? | |  | |
| \*Stage name(s) |  | \*Show name |  |
| \*Start Time | \_ \_ : 0 0 | \*End time | \_ \_ : 0 0 |
| \*Day | □S □M □T □W □T □F □S | \*Frequency | Weekly |
| Please consult the schedule on crmk.co.uk/schedule to ensure your preferred slot is currently available. | | | |
| Any other comments: | | | |
| \*Are you aware of CRMK’s Terms and Conditions? □Yes □No | | | |
| \*Please email to [contactus@crmk.co.uk](mailto:contactus@crmk.co.uk) □Yes □No | | | |
| You will be contacted via email by CRMK’s management with a decision regarding your application. | | | |

|  |  |
| --- | --- |
| Signature:  If emailed this will suffice as your approval | \*Date |

For admin use: Copy sent to □Tech, □Web, □Board, □Training, □Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Signed off by | Date | Note |
| □Application Accepted |  |  |  |
| □Subscription payment |  |  |  |
| □Training planned/□complete/□Declaration |  |  |  |
| □Member Agreement / □T&C Signed |  |  |  |
| □Safeguarding/□Fire/□DPA/□GDPR |  |  |  |
| □Key/□Fob/□Security issued |  |  |  |
| Show on Schedule? □CRMK/ □R.co/ □Peers |  |  |  |
| Facebook (□HQ, □Listener, □Page) |  |  |  |
| □On Demand services |  |  |  |
| □Other Socials/ □ Emails |  |  |  |
| □Dropbox (□HQ and □DJ uploads) |  |  |  |
| CRMK.co.uk (□Members) |  |  |  |
| □8 show Probation passed? |  |  |  |
|  |  |  |  |

**CRMK’s TERMS AND CONDITIONS**

1. All new members must pay an induction fee of £50 to secure their timeslot on the schedule and to attend mandatory training. £20 of that is a refundable key deposit but will be retained by CRMK if the either the key or keyfob are lost. The deposit will be returned once both items are returned and signed for.
2. I will commence my program as per the scheduled time and arrive at the studio no more than 10 minutes before my programmes scheduled start time. (Additional time may be granted with mutual consent of the hosts in question).
3. I will quietly exit the studio within 5 minutes of completing a broadcast. (Additional time may be granted with mutual consent of the hosts in question).
4. I will abide by the programming ideals adopted by CRMK, (as outlined in the Members Agreement), which aim to break down prejudices on the grounds of race, nationality, ethnic background, sex, religion, sexual preference and mental/physical condition.
5. I and my guest(s) will wear headphones when the microphone is open to monitor the quality of sound levels for the listener.
6. I understand that the musical tastes and opinions of members may be different from my own and will undertake to respect the rights of members to hold their own opinions.
7. I understand that the opinion’s that I, or my guests, express on the show are not a representation of CRMK as a whole and I take on the responsibility for any listener complaints or legal action against my person.
8. I agree not to knowingly play any music, or other recorded material with offensive language in accordance with CRMK’s policy on coarse language in broadcast material. (See also Station Policies)
9. I agree to attend as many Training Sessions per annum, as is deemed necessary by CRMK, on Broadcasting Techniques and Standards, in order to keep me ‘current’ with Broadcasting Equipment, Policies, and Practices, and Safety procedures.
10. I will treat all station equipment with respect and report any problems immediately to a Technical Member on [technical@crmk.co.uk](mailto:technical@crmk.co.uk). I will not attempt to make repairs or adjustments to station equipment, unless authorised by a member of the Technical Team.
11. I will verify the quality of audio by using the Pre Fader Level, (PFL) button for all music sources, even during broadcast, to ensure audio signals are not above the first amber level indicator to prevent distortion.
12. I agree to obtain the music played on-air through legal and approved sources at radio quality (128kbps or higher). This includes and is not limited to, remote streaming, Youtube and online music subscriptions. Breach of these terms resulting in external warnings will be taken up with the individual show/presenter and does not reflect on CRMK CIC.
13. I will follow the procedures as dictated by CRMK to initiate and disconnect live broadcasts and double check on-air status on a personal device before leaving the building.
14. I will ensure to lock the window, arm the alarm and manually lock the main door on my exit if am the last one to exit the building whilst currently unattended.
15. I will not leave the door or window open whilst the Air Conditioning unit is actively heating or cooling the premises.
16. I will ensure that all relevant start up and shutdown procedures, in relation to station equipment, as per my training, are followed if I am the last to leave the building. To include turning off monitors CD, lights, etc...
17. I understand that adjustment of the mixer desk may be required for personal tastes/voices but agree to return any changed settings made to the desk to the neutral position. I will also take a personal note of the settings I require to enable other hosts transparency over any changes made.
18. I will not, under any circumstances, adjust audio devices or levels on either of the computers in the studio.
19. I will not access Dropbox at the studio to either transfer files to USB or via email. Audio recordings are to be only accessed via the web-based version on your own personal computing device.
20. The DJPC is a dual screen computer that is enabled for playing music, jingles and web browsing. I will ensure that I sign out of any social media or music platform before leaving the studio.

I understand the Broadcast PC is dedicated for that purpose only and will not use this computer for file management or web browsing.

1. From time to time the Technical Team may remote view either PC. I will not hinder, close or log out of any software to prevent access.
2. I will respect the allotment users and not use any other location for parking, past the metal gates that border with Tickford Street, other than the single (1) dedicated parking spot for CRMK members.
3. I will allow full access to the three gates to the allotments as all times.
4. As per the building specifications for security and insurance, I understand that CCTV cameras, internally and externally, will be installed at some point. The images captured will only be made available to CRMK CIC Board members and relevant authorities upon request.
5. All subscription payments are final and missed shows due to absence, outages, technical issues and/or planned maintenance will not be refunded.
6. Subscription fees are subject to review. An increase in fees, if required, will be described and 3 months’ notice given before any increase is to take effect.
7. Members must maintain on time and regular payment of subscription fees via Paypal. Alternate arrangements require yearly fees paid for an annual period beginning on the current date up to and including December. No part payments are accepted.
8. I will update the sign in book as I enter and exit the studio with my and guest(s) names, times and comments.
9. If a member is unable to attend his/her show, it is the member’s responsibility to ensure that an emergency backup program is in place on radio.co and to give 48 hours’ notice to the Tech Team on [technical@crmk.co.uk](mailto:technical@crmk.co.uk) and 2 hours’ notice to the presenters either side of said show. It is good practice to alert your listeners of any changes to the scheduled broadcast. Cases of emergency are exempt from the 2 hour rule.

**The following situations are expected mandatory practice. Failure to comply is not acceptable and are considered to be serious breaches of this Agreement. Individual breaches will be reviewed by the board and repeat incidents can result in dismal.**

1. Use of alcohol and/or drugs or narcotics or being under the influence of alcohol or drugs/narcotics, or allowing guests to consume or be under the influence of alcohol or drugs/narcotics at the station. If found in breach of any of these my membership may be terminated with immediate effect.
2. Using or allowing guests to use profane language or derogatory remarks concerning race, religion, gender, sexuality during ‘on-air or social media’ broadcast.
3. Use of profane language or derogatory remarks concerning race, religion, gender, sexuality within the studio with guests, other hosts, children and or members of the public present.
4. Airing a song, interview, or other recorded material containing profane language or derogatory remarks concerning race, religion, gender or sexuality.
5. Airing descriptions of sex acts, vivid descriptions of crimes involving rape, mayhem, child abuse, assaults, or vivid descriptions of accidents involving serious injury or death.
6. Repeat failure to show up for or being late for his/her allotted time slot without making arrangements or alerting the impacted members. (Contact the studio phone on 07790385385).
7. Repeat failure to complete his/her allotted time slot or not following back up arrangements.
8. Interfering with another member’s show; this includes encroaching with the next member’s time-slot, shared equipment, making noise while mics are on and/or not leaving the studio in a timely fashion.
9. ‘On-air or Social media’ denigration of CRMK members, management or programmes.
10. ‘On-air or Social media’ complaints concerning equipment failures or other members that bring the station into disrepute, other than reporting technical issues to CRMKHQ or technical@crmk.co.uk.
11. ‘On-air or Social media’ comments condoning unlawful acts or comments that are likely to incite lawlessness, rioting or other acts that are detrimental to the community.
12. ‘On-air or social media’ wilful lying or distortion of facts.
13. Involvement in actions/activities deemed to be not in the best interests of CRMK and its members.
14. Unauthorised possession of any CRMK Radio material or equipment outside of station’s premises.

This includes the removal any property from CRMK Radio, including CD’s, records, tapes, documents, pens, paper, current newspapers and magazines, etc, without prior approval of the Board or Managing Member; this also includes other presenters’ property.

1. Negligent use or abuse of CRMK Radio property or the property of other members.
2. Reconfiguring the technical layout of the studio or replacing equipment, without prior approval of the Technical Team.
3. Failure to contact the station technician, when equipment fails. i.e. at start-up, during, or at shut-down of a presenter’s show (after the presenter has followed the appropriate procedures as set out in the ‘On-Air’ Presenter Guide). Contact technical@crmk.co.uk.
4. It is the presenting member’s responsibility to be at the station at least 10 minutes prior to his/her show or notify the preceding on-air presenter at the station that he/she will be late. In these cases it is at the preceding presenters discretion to extend his/her broadcast to provide continuity between shows.

Please note that if you are late the backup program or AutoDJ will take over and may restrict you from getting on-air, you may need to wait until the top of the hour to reconnect. Cases of emergency are exempted.

1. The presenter must be familiar with the material that he/she plans to ‘air’, and must be fully conversant with the current CRMK document, regarding CRMK’s policy on coarse language in broadcast material, use of equipment, contacts and processes.