



Sunraysia Community Radio Association Inc.

ABN: 19 305 406 312

Volunteers Agreement

First Name: _____

Last Name: _____

Email _____

Phone _____

Street Address: _____

Suburb: _____

State: _____

Postcode: _____

Emergency Contact: _____

Emergency Phone: _____

Medical Info:

Any medical issues you would like us to know about, in case of emergency _____

All Members

- I have read and understood my responsibilities as a volunteer and HOT FM's Community Radio responsibilities towards me, and agree to comply with HOT FM's Social Media Code of Conduct.
- I will treat other volunteers, management, and guests of the station with consideration and respect.
- I will not, without prior approval of the Program Team comment publicly in any form on the operation of HOT FM or any other volunteer.
- I will treat station equipment, facilities, and property with care and only for the production and preparation of my program, and not for any other purpose except with the express permission of the Station Coordinator.
- I will not remove station equipment or property without the express permission of the Station Coordinator, and will return any equipment provided to me on the termination of my role as a volunteer.
- I will not make commercial representations on behalf of HOT FM to any person or organisation without prior permission from the Station Coordinator.
- I acknowledge HOT FM'S grievance procedures as the appropriate avenue for conflict resolution.
- I will be a fully paid member of HOT FM Inc. and keep my membership up to date.
- I will volunteer my time other than my program to assist with station activities when I am available and able to do so.

- I will comply with all codes, regulations, and legislation related to HOT FM Community Radio and the Broadcasting Association of Australia (CBA) that apply to my position as a volunteer and/or presenter at HOT FM as outlined in the Code of Practice.
- I will contact the Station Coordinator or other nominated person in good time in the case of any absence to have a replacement organised.
- I agree that a breach of the above listed conditions may result in the suspension of my broadcasting privileges or membership of the organisation.

Show Presenters

- I acknowledge that material broadcast on HOT FM is the property of the station and that such material may only be sold or broadcast to other outlets with the permission of the HOT FM Coordinator. I accept that HOT FM retains the ownership and copyright of all works that it specifically commissions e.g., Station and Sponsorship announcements. As a volunteer I retain the copyright of all other works I create for broadcast.
- I accept that HOT FM will take every care with recorded material left by me at the station but cannot accept responsibility for any loss or damage.
- I accept responsibility for the content of my program, and agree to comply with the media law requirements including defamation, contempt of court, copyright and anti-discrimination laws as outlined in the Code of Practice.
- I recognise that in relation to the transmission of my program I agree to:
 - I will be at the station ready to present my program a minimum of 15 minutes prior to broadcast time.
 - I will inform the program manager within 48 hours of any complaint concerning my program or any incident which may lead to a complaint.
 - I will agree to have at least 2 complete pre-recorded programs in the Station Manager's possession and ready to go to air in case of unexpected absence or my program will go to default programming on Jazzler

For additional information on Hot FM's policies and procedures please refer to the following: (Hard copy can be found on the shelf in the Meeting Room).

- HOT FM Sponsorship Policy.
- HOT FM Music Policy
- HOT FM External Complaints Policy
- Community Radio Broadcasting Codes of Practice on HOT FM's Website.

Agreement

I have read, fully understand and accept the Policies, guidelines and the HOT FM Code of Practice and obligations as adopted from the Community Broadcasting Association of Australia (CBA) that apply to my position as a Volunteer and/or Presenter with Sunraysia Community Radio Association's HOT FM Radio Station.

I accept that I have been given a copy of HOT FM's policy regarding Volunteers Rights and Responsibilities, Internal Complaints, Procedures for Disciplinary action and Dismissal of Volunteers, and Social Media Policies.

Signature: _____

Date: _____