



90.3
WRST – FM
wrst.org

POLICY
MANUAL

WRST-FM and wrst.org Policy Manual

History

Welcome to WRST-FM!

WRST-FM has been in service since April 20th, 1966. At that time our studio was in what was the Fuller Goodman Lumber Company office facility. The antenna (a twelve-foot pole) and the transmitter were located on the Gruenhagen Conference Center rooftop.

In 1971 the studios, offices, transmitter and antenna were relocated in the newly built Arts and Communications Center. Our operating power was raised from 10 to 960 watts. Also, stereo generation was added to our signal and our frequency was changed from 88.1 FM to 90.3 FM. New digital equipment is being added on an annual basis, and a complete studio remodeling project was completed in 2006 to bring the radio station up to full ADA (Americans with Disabilities Act) compliance.

Throughout our history, WRST-FM has been dedicated to providing quality alternative programming to area listeners while serving as a training facility for University of Wisconsin Oshkosh students, primarily in the Radio-TV-Film Major.

We provide community service through our news and public affairs programming, remote broadcasts and the program services of Wisconsin Public Radio. WRST-FM continues its proud tradition as the only college alternative radio station in the Fox Valley.

In the spring of 2021, WRST-FM began the development of and expanded utilization of its online platform wrst.org as a complimentary offering to the WRST-FM listener. wrst.org streams online audio content and is another vehicle for RTF students to develop skills.

This manual is a guide to our station. The information within it requires your attention so that you can be informed about WRST-FM policies while performing station duties. Don't hesitate to ask WRST-FM management for assistance. It is our goal to provide a quality alternative radio service, and this is made possible through the energy, dedication and creativity of UWO students.

WRST-FM Mission Statement

The mission of WRST-FM is threefold:

1. To provide students interested in broadcasting with the opportunity to gain experience in the operation of a radio station under professional supervision.
2. To provide the University of Wisconsin Oshkosh with an effective instrument of broadcast communication in the area from which it draws most of its students, acquainting the public with the programs and activities of the University.
3. To provide listeners on campus, in the city of Oshkosh, and surrounding area with a schedule of educational, informational, and entertainment programming complementary to that which is offered by other radio services.

The mission statement can be summarized as: Service through education.

Structure of WRST-FM

WRST-FM is managed by students with professional supervision. This supervision is provided by the General Manager. Further technical supervision comes from the Director of Engineering. Both the General Manager and Director of Engineering are directly responsible to the chair of the Radio-TV-Film Department.

WRST-FM's Federal Communications Commission license is held by the Board of Regents of the University of Wisconsin System.

Other positions of management are held by students and are gained by selection through an application and interview process.

WRST-FM is Oshkosh Student Government recognized, and therefore follows all Oshkosh Student Government rules. In addition to these rules, WRST-FM requires that all individuals involved with WRST-FM are UW Oshkosh students, including senior management, director, and non-director level positions. The term of all staff positions, except for operations manager is one semester with the ability to apply for a second semester. The operations manager will lead an application process each semester to fill all staff positions. Those wanting to continue to hold the position the following semester will need to go through the application process.

General Manager and Chief Operator

WRST-FM and wrst.org are overseen by the General Manager, who is responsible to the chair of the Radio TV Film Department at the University of Wisconsin Oshkosh. The General Manager also holds the FCC-mandated position of Chief Operator of the radio station, and in this position is responsible to the Board of Regents of the University of Wisconsin System.

The duties of the General Manager include:

1. Provide professional advice to the student staff of WRST-FM and wrst.org.
2. Helps bridge WRST-FM and wrst.org with RTF classes.
3. Represents WRST-FM and wrst.org to the Radio-TV-Film faculty.
4. Acts as liaison to officials of the university and members of the public (can delegate to members of the student staff as appropriate).
5. Ensures WRST-FM conforms to all laws, regulations, rules, and policies governing the operation of the station, including but not limited to rules imposed by the Federal Communications Commission, the Universities of Wisconsin System, the University of Wisconsin Oshkosh Radio TV Film Department, SoundExchange, the Federal Aviation Administration, etc.
6. Serves as chief operator of WRST-FM, including maintenance of the public inspection file, and is its primary custodian when public requests are made.
7. Serves as liaison and primary contact with the Wisconsin Broadcasters' Association as related to WRST-FM's membership and with the inspectors it employs for Alternative Broadcast Inspection Program (ABIP) inspections.
8. Serves as liaison with Wisconsin Public Radio.
9. Assists with transition of student staff.
10. Maintains electronic copies of WRST-FM and wrst.org documents, including most recent policy manual.
11. Does not vote in any proceedings.
12. Develops and manages the budget for WRST-FM and wrst.org
13. Completes billing procedures.
14. Attends station meetings, as needed.

WRST-FM Staff Positions

Senior Management:

Operations Manager
Digital Content Manager

Directors:

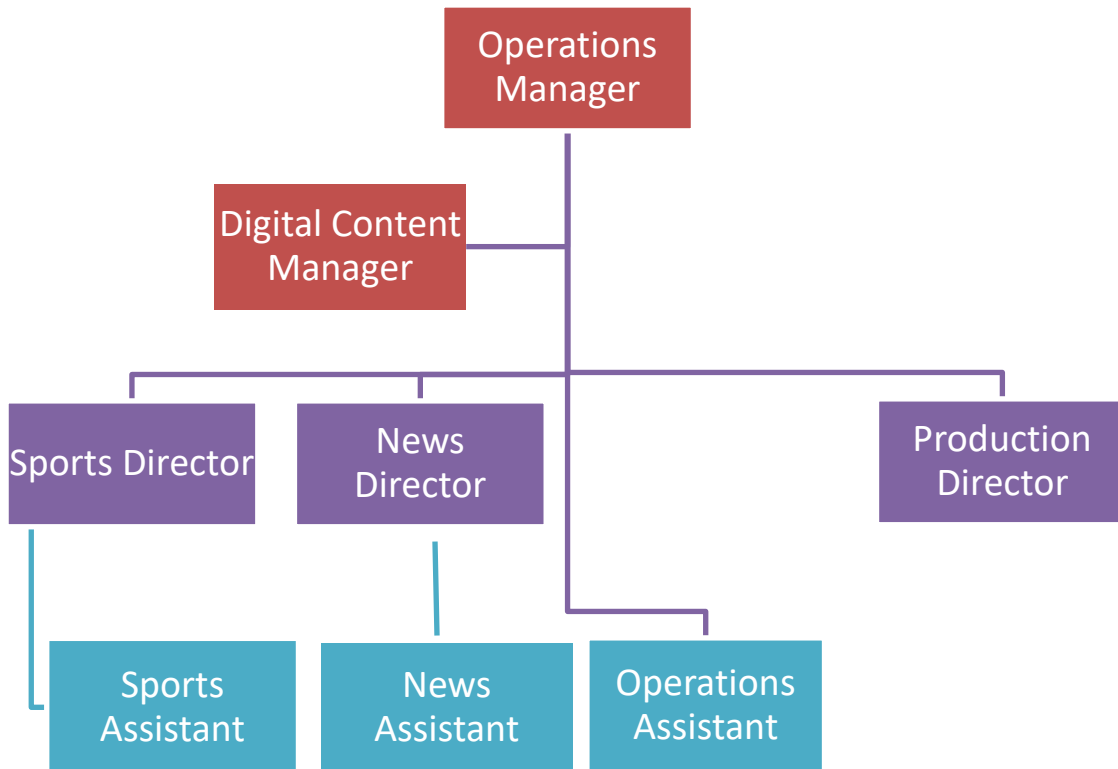
News Director
Production Director
Sports Director

Additional WRST-FM Personnel:

Assistant Operations Manager Student On-Air Staff.
Assistant Content Manager
Assistant News Director
Assistant Sports Director

Additional assistant positions may be available with the approval of the general manager.

WRST-FM Organizational Chart



Descriptions of Staff Positions

Operations Manager

Primary Function: The operations manager oversees all aspects of WRST-FM and wrst.org. This includes management of certain station budget line items, enforcement of station policy, hiring and supervision of all student staff, and management of programming on WRST-FM and its streaming channels. The operations manager reports to the WRST General Manager/Chief Operator.

Operations Duties:

1. Implements and enforces station policy, consistent with the educational mission of the University.
2. Supervises and guides the staff of WRST-FM and wrst.org.
3. Manages certain station budget line items and delegated by the General Manager.
4. Enforces FCC and DMCA guidelines and regulations concerning over-the-air and streaming content.
5. Acts as the main station representative at campus and community events.
6. Reports weekly to the General Manager.
7. Meets with the General Manager prior to the beginning of the fall semester to review the station policy manual and establish station goals to achieve for the academic year.
8. Leads all station meetings.
9. Purchases branding and promotional items for the station
10. Delegates tasks to staff, as needed.

Programming Duties:

1. Ensures programming and music played on WRST-FM, *The Union* and streamed on wrst.org meet station, FCC, and DMCA standards.
2. Ensures all music is updated in the WRST-FM automation systems, weekly.
3. Creates and approves on-air schedules for hosts, news, and sports talent each semester.
4. Supervises the training of all on-air hosts.
5. Creates programs that serve WRST-FM listeners.
6. Oversees the generation of daily program logs for on-air staff.
7. Reports all music played to the appropriate charting service.
8. Works with Smarterplaylist platform to update and maintain wrst.org Spotify playlists.
9. Keeps WRST-FM in good standing with all record labels.
10. The operations manager will maintain a maximum 9 hours per week.

Digital Content Manager

Primary Function: The digital content manager is responsible for maintaining back-end and front-facing content of WRST-FM's website, wrst.org and its social media platforms. The digital content manager is responsible for promoting WRST-FM and wrst.org in a positive and professional manner online and through social media platforms.

Duties:

1. Implements and enforces policies and standards for social media platforms and wrst.org.
2. On a weekly basis develops, aggregates, approves, and updates content for wrst.org.
3. Works with staff directors to upload content.
4. Is solely responsible for loading content for all social media platforms for WRST-FM.
5. Posts content on social media platforms (at least weekly, if not daily).
6. Utilizes social media and other online platforms to promote and strengthen the WRST-FM and wrst.org brands.
7. Keeps content current on wrst.org.
8. Maintains an updated list of usernames and passwords for all station social media accounts and wrst.org.
9. Reports to Operations Manager and General Manager weekly.
10. Attends all radio station meetings.
11. Maintains no more than seven regular, posted office hours per week.

News Director

Primary Function: The news director is responsible for managing all news gathering and the dissemination of news for WRST-FM and wrst.org.

Duties:

1. Directs the accurate coverage and dissemination of news by WRST-FM.
2. Helps train all news staff.
3. Helps manage news anchors, including review of daily newscasts and other news-related on-air work.
4. Ensures newscasts and news programs meet a high standard.
5. Produces and promotes a regularly scheduled newsmagazine program on WRST-FM
6. Communicates weekly with news department staff.
7. Communicates weekly with Operations Manager and Digital Content Manager about promotional opportunities within the news department.
8. Works with digital content manager to ensure news stories, reports, and news programs are regularly uploaded to wrst.org., social media, and podcast platforms.
9. Works with production director to promote news programs prior to broadcast.
10. Submits to general manager required information for quarterly issues and programs report.
11. Attends all radio station meetings.
12. Maintains no more than five regular, posted office hours per week.

Sports Director

Primary Function: The sports director is responsible for the daily activities of the sports department for WRST-FM and wrst.org.

Duties:

1. Directs the accurate coverage and dissemination of sports by WRST-FM.
2. Helps train all sports staff.
3. Helps manage sports anchors, including review of daily sportscasts and other sports-related on-air work.
4. Ensures sportscasts and sports programs meet a high standard.
5. Works with Titan Athletics to schedule and produce live coverage of UWO sports.
1. Acts as station liaison to Titan Athletics and other sports institutions (example: WIAC, WIAA, NCAA, etc.).
2. Produces and promotes a regularly scheduled sports talk program on WRST-FM
3. Communicates weekly with sports department staff and anchors.
4. Communicates weekly with operations manager and digital content manager about remote broadcast schedules, changes to schedules, or other updates of planned live sports broadcasts.
5. Works with digital content manager to ensure sports programs are regularly uploaded to wrst.org. social media, and podcast platforms.
6. Works with Production Director to promote live sports prior to broadcast.
7. Attends all radio station meetings.
8. Delegates tasks to staff, as needed.
9. Hours per week will vary based on remote broadcast schedule, however, must not exceed budgeted salary per semester.

Production Director

Primary Function: The production director is responsible for all locally produced promotional announcements, local and nationally produced PSA's, and promotional content for syndicated programs on WRST-FM and The Union. This includes, but is not limited to, station and show promos, sweepers, PSAs, underwriting messages, and pre-recorded shows. The production director is responsible for supervision of any production staff and the use of the WRST production studio.

Duties:

1. Establishes a WRST-FM production schedule to ensure station and show promos, sweepers, PSA's, underwriting messages and pre-recorded programs are produced by deadlines.
2. Ensures that all production is completed and up to the standards established by station management.
3. Works with Operations Manager and station directors to create promos for WRST-FM.
4. Keeps the station automation system up to date with current promos, sweepers, and PSA's, etc.
5. Tutors staff and students on WRST-FM production equipment usage.
6. Meets regularly with the Operations Manager and the General Manager to discuss the production of promotional content, PSAs, and underwriting messages.
7. Works with the Operations Manager to maintain station traffic continuity.
8. Maintains a log of current PSAs for the Public Inspection File and presents it to the general manager each month.
9. Manages production staff.
10. Attends all radio station meetings.
11. Maintains no more than five regular, posted office hours per week.

Assistant Operations Manager

Primary Function: The primary role of the assistant operations manager is to assist the operations manager with the administrative and programming duties at WRST-FM and wrst.org. The assistant operations manager reports to the operations manager.

Duties will be assigned by the operations manager, but may include:

1. Representing WRST-FM at meetings of Oshkosh Student Government.
2. Generating and distributing daily program logs for on-air staff.
3. Updating and/or ingesting content in station automation system.
4. Reporting all music played to the appropriate charting service.
5. Working with Smarterplaylist platform to update and maintain wrst.org Spotify playlists.
6. Keeping WRST-FM in good standing with all record labels.

The assistant operations manager will maintain a maximum 5 hours per week.

Assistant Sports Director

Primary Function: The primary role of the assistant sports director will assist with the delivery of live sports broadcasts and sportscasts on WRST-FM. The assistant sports director reports to the sports director.

Duties will be assigned by the sports director, but may include:

1. Producing, co-producing, announcing, co-announcing, or reporting on Titan Athletics sports events.
2. Communicating with the Operations Manager and Digital Content Manager live broadcast schedules, any changes to schedules, or other updates of planned live sports broadcasts.
3. Producing, co-producing or anchoring daily sportscasts and or co-hosting weekly sports talk programs on WRST-FM.
4. Editing recorded sports broadcasts for wrst.org

The assistant sports director will maintain a maximum 5 hours per week.

Assistant News Director

Primary Function: The primary role of the assistant news director will assist with the delivery of live newscasts and news programs on WRST-FM. The assistant news director reports to the news director.

Duties will be assigned by the sports director, but may include:

1. Producing, co-producing, announcing, co-announcing, or covering WRST newscasts.
2. Communicating with the operations manager and digital content manager live broadcast schedules, any changes to schedules, or other updates of planned live news broadcasts.
3. Producing, or co-producing or anchoring daily newscasts and or co-hosting weekly news programs on WRST-FM
4. Editing news programs for wrst.org

The assistant news director will maintain a maximum 5 hours per week.

Policy and Programming Committee

The WRST-FM Policy and Programming Committee consists of three members: Operations Manager, Digital Content Manager, and one director appointed by the Operations Manager. The Policy and Programming Committee can overrule a management decision and/or make policy changes through a formal appeal and majority vote. The Policy and Programming Committee can also make recommendations for consideration by the Operations Manager.

Note: The Operations Manager will run all meetings of the Policy and Programming Committee. If, for any reason, the Operations Manager is absent from the Policy and Programming Committee meeting, the General Manager will run the meeting. Also, each staff member may only have one vote even if he/she holds more than one position on the Policy and Programming Committee. For anything to be passed, two of the committee need to be present, and there must be a majority vote to settle any issue.

All changes must be approved by the General Manager.

No Confidence

1. All attempts to address personnel issues should be dealt with first by the Operations Manager.
 - i. The Operations Manager will contact the person in question to discuss their performance. If necessary, a written warning will be issued in person or by email.
 - ii. Following the initial meeting, if it is determined their performance does not meet standards for the position set forth in this policy manual, the Operations Manager shall make a recommendation to the General Manager that the individual be removed from their position.
 - iii. If the General Manager approves the recommendation, the person will be removed, and the Operations Manager may seek applications to fill the position.
 - iv. If the performance in question is that of the Operations Manager, the above steps will be taken by the General Manager.

1. If the Operations Manager has been dismissed, an interim Operations Manager from the Program and Policy Committee may be selected. The interim Operations Manager will hold both positions until a new Operations Manager is selected. The interim Operations Manager will seek applications for the Operations Manager position.
2. In the case that the Operations Manager and other Program and Policy Committee member(s) have been dismissed at the same time, the General Manager can appoint an Operations Manager from the Program and Policy Committee or existing staff; or seek applicants for either or all open positions. Any open positions from current staff may be filled through an application process. The General Manager or the new Operations Manager will hire any vacant position.
3. If the station does not have an Operations manager for any reason, the Program and Policy committee will divide responsibilities and carry out the duties of the Operations Manager.

Program Policies

1. All of WRST-FM programming will be designed to serve the public interest, convenience, and necessity. WRST-FM programming will offer an alternative broadcast service to the campus, Oshkosh community and broadcast area. As part of its educational mission, WRST-FM will conform to sound radio programming practice.
2. By law, WRST-FM is responsible for all material broadcast over its facilities whether originated locally or received through networks or other outside programming sources. Procedures shall be developed by the staff of WRST-FM to ensure adequate review of all material received from outside sources prior to the broadcast of said material. The exception to this rule is that WRST-FM may not exercise censorship over material broadcast by legally qualified candidates for federal, state, and local office. WRST-FM will also adhere to all laws pertaining to copyright and intellectual property.
3. WRST-FM shall comply with Section 339 of the Public Broadcasting Act of 1967 which prohibits editorialization, or support/opposition of any candidate for public office by noncommercial educational broadcasting stations.
4. WRST-FM will also comply with all federal laws with regard to providing access to candidates for elective office. As amended, Section 312 of the Telecommunications Act now exempts non-commercial stations like WRST-FM from being required to provide "reasonable access" to candidates for federal elective office and is not subject to penalty for failure to provide such access. Section 315 of the Communications Act remains in effect. WRST-FM will continue to provide "equal opportunities" to registered, competing candidates once one or more candidates for local, state or federal political office are allowed to use the station. Exemptions include bona fide news interviews and on-the-spot coverage of bona fide news events.
5. WRST-FM and wrst.org shall strictly comply with Section 1464 of the U.S. Criminal Code prohibiting the broadcast of obscene language and FCC regulations forbidding the broadcast of obscene, indecent and profane language on the radio. In absolutely all cases, the staff and managers of WRST-FM and wrst.org shall exercise reason and good taste in recognizing their responsibility to the broader community.
6. Any staff concerns regarding station policy will be brought to the Operations Manager. If any changes are to be made to station policy, the Operations Manager will decide the appropriate action and/or if the Policy and Programming Committee or General Manager should be involved.

On-Air shift Assignment Procedures

1. Each term when on-air shift signup occurs, the Operations Manager will be responsible for assigning air shifts. Any RTF student or member of the WRST student organization can be assigned a shift, and RTF staff can be assigned a shift with special permission.
2. All music shifts shall be solo hosted. News, sports and talk programs may have the need for multiple hosts; this should be approved by the Operations Manager. Other rare cases (example: a live interview) may have the need for multiple hosts; this also should be approved in advance with the Operations Manager.
3. During the signup process, an individual may only sign up for one air shift at a time. After the assignment order has been completed and everyone has had a chance to sign up for air shifts additional air shifts may be assigned to an individual.
4. Air shift responsibilities are constant, regardless of special programs that may occur. For example, if a sports broadcast pre-empts a music program, the scheduled music host must still do their air shift, unless relieved of their responsibility by the Operations Manager. The host will serve as board op.

Disciplinary Action for On-Air Personnel

Please note: All disciplinary action is subject to the discretion of management. Station policy violation may result in any of the following disciplinary actions: verbal warning from Operations Manager and/or General Manager, suspension of one or more air shifts, suspension for the remainder of the semester or expulsion from station.

Station Management Hiring

WRST-FM Operations manager:

1. The week before the spring break each March, the current Operations Manager will make an announcement in appropriate campus platforms that applications are being accepted for the next school year's operations manager position. The announcement will be published in the RTF weekly newsletter prior to spring break. The applications will be directed to and collected by the General Manager. The requirements for this application are:
 - a. The applicant must currently be enrolled as at least a half-time student at the University of Wisconsin Oshkosh, and for the next full academic school year.
 - b. The applicant must have had a minimum of one year of experience at WRST-FM.

Other WRST-FM Executive Positions

2. Following the application deadline, the current Operations Manager will review the applications and schedule interviews with the candidates and select the next Operations Manager.

Other WRST-FM Executive Positions

3. Once a new Operations Manager is chosen, that person will immediately make a call for applications for all other executive positions for the fall. A call for applications will be made by the Operations Manager by the first of November of each year. The applications will be directed to and collected by the General Manager.
4. For each position, the Operations Manager will schedule and interview each candidate. Those re-applying for the position they currently hold must also be formally interviewed.
5. The term for all executive board members (other than Operations Manager) is one semester.

Compensation

Members of the WRST-FM executive board will receive pay for their work at the station. Pay rates are determined by the General Manager.

Each spring, the outgoing Operations Manager has the authority to continue in the role for ten weeks during the summer session. If the Operations Manager is unable to work during the summer, the incoming Operations Manager may assume the role. Notification of which Operations Manager will work 10 weeks of the summer period, must be confirmed with the General Manager immediately after the hiring of the new Operations Manager.

Logo and Image

Changes to the current logo, positioning statement or any other imaging or branding language of WRST-FM, *The Union* and or wrst.org must be presented to the Policy and Program Committee. A two-thirds majority vote is required to approve changes. Any proposed changes will then be presented to the General Manager for final approval.

Emergency Procedures

The following section addresses procedures for emergencies that may happen during the time you are on duty. Remember, when dealing with a crisis situation remaining calm is important. A state of panic will often cause more problems.

In the event of transmitter and/or broadcast equipment failure, including building power failure, you should respond to this problem by calling people in this order:

1. Chief Operator (General Manager)
2. The Engineer
3. The Assistant Engineer
4. The Operations Manager

Note: Stay in the broadcast area until one of the above listed people arrives and evaluates the situation or calls and provides direction.

School Dismissal Information:

If school is dismissed for any reason, WRST-FM will remain on the air, unless otherwise determined by the university, General Manager or Operations Manager – in that order. Thus, you are still responsible for air shifts. Always keep in mind that radio stations have a responsibility to the public to remain on air and keep the community and campus informed.

If, however, school is dismissed due to severe weather and the public is advised to seek shelter, do not hesitate to seek shelter yourself.

If you are on the air and receive a phone call from an individual who claims to represent the University of Wisconsin Oshkosh, and has an important announcement, take a message. Before announcing anything, contact the Operations Manager or the General Manager so that this announcement can be confirmed.

Weather Information:

WRST-FM presents the Oshkosh area forecast over the air. Use the material from the "Oshkosh or North-Central and Northeast Wisconsin Zone Forecasts" from the National Weather Service website and check regularly for updates. Make sure to use the zone that includes Winnebago County.

Note: If Winnebago County is under a TORNADO WARNING, put the ENCO automation system in "auto" mode, get everyone out of the station and lock all doors. The operator on-duty has the right to evict everyone from the station. Do not leave the building. Take the stairs to the basement of the Arts and Communication Center. Make note of when the warning expires and then wait until the severe weather has passed to return to the station and resume programming.

Be sure to include any active watches or warnings when giving the forecast and be aware of when such watches and warnings expire.

Fire

In case of a building fire, put the ENCO automation system in “auto” mode and clear the studios. Then, take the stairs, exit the building, and go outside until the fire department gives the “all-clear” to return to the building.

Travel

Opportunities may arise during the year that WRST-FM staff members have the opportunity to travel to various radio, or music-related conferences (example: College Broadcasters, Inc.) or to broadcast live sports events. Those staff members that wish to go must show how it will benefit the station. It is the responsibility of the Operations Manager to determine the best use of the station’s travel budget and allocate it to the individuals who wish to use it. Students who do travel and expect to be reimbursed by the station will follow the University’s guidelines for travel expenses and complete the proper paperwork within 90 days or will not have travel expenses reimbursed. Persons involved with WRST-FM may be limited to travel to more than one out-of-state conference during their tenure at the station at station expense. Students who have already traveled to a conference at station expense may choose to attend an additional conference at their own expense, but they remain subject to University rules and guidelines regulating behavior.

Any WRST-FM staff member wishing to be reimbursed for mileage when using a personal vehicle (such as for sports travel), must be registered with the Fleet Vehicle office on campus. Those not authorized through this office cannot receive reimbursement.

Remote Broadcasts

WRST-FM remote equipment is used to do live broadcasts away from the WRST-FM studios: this includes sports broadcasts and promotional events. Students wishing to be authorized to check out this equipment must demonstrate they have knowledge of its proper use and know the rules and regulations for its use. Students must also have a signed Student Agreement from Radio TV Film on file. Remote broadcasts are not allowed to take place from any business off campus. Students traveling off-campus for remote broadcasts – including to away sporting events – represent WRST-FM and the University and remain bound by WRST and University of Wisconsin Oshkosh behavior codes during such travel.

WRST-FM House Rules

1. All operators must be familiar with appropriate FCC rules, regulations, and logging procedures which pertain to WRST-FM.
2. All air personnel must arrive thirty minutes before their shift begins and complete any assigned production.
3. All programming material will remain the property of WRST-FM; no theft will be accepted. No material should be sent to any other address, including homes addresses.
4. All productions are the property of WRST-FM. Students must have permission from the General Manager to post or otherwise distribute the material to other platforms, including podcasts, online archive sites, program distributors, etc.
5. Willfully negligent use of station equipment is grounds for station expulsion and is subject to the

consequences spelled out in the Student Agreement.

6. There is no food or drinks of any kind allowed in any of the studios.
7. Keep the studios, offices, and hallways clean. If you find the station in a unclean condition, leave a note for the Operations Manager or General Manager detailing the time you came in, the day you were on, who was on before you - if you know, and what they left lying around. The Operations Manager will then address the issue.
8. Guests are not allowed in the studio. If an announcer wants to show the facility to a guest, they should coordinate this with the General Manager and do it during weekday business hours and at a time when they are not on the air.
9. If uninvited individuals show up during your shift, instruct them to leave. If they don't comply call the University Police (424-1212) for assistance.
10. Students arriving or leaving after 11:00pm should contact SafeWalk to get back to their car or residence safely. The number is 424-1212.
11. Headphones are required to be worn by everyone while on the air.
12. Clear any desired shift changes with the Operations Manager and General Manager.
13. If you are on the air because of course requirement, you must also notify your instructor.
14. Only WRST-FM personnel are permitted to use station equipment unless prior permission is granted by station management. Station equipment is for WRST-FM official business only.
15. WRST-FM phone lines are for station business only. If on-air, you are required to answer calls on the 424-3113 line. This is our request line/air booth phone. It is the only number to be given out for requests. Always be polite, even if a caller is rude. No one may use WRST-FM phone lines for personal business.
16. WRST-FM e-mail and social networking accounts are strictly for station use. Always maintain professionalism when in contact with anyone through these forms of communication. No one may use WRST-FM accounts for personal business. Students are also prohibited from opening social media accounts on their own referencing their WRST-FM connection (although it is permissible to use your existing personal accounts to encourage people to listen to your program).
17. If someone calls for a staff member who is not available, take a detailed message, then place the message in that person's mailbox or in their office. DO NOT give out phone numbers or University issued e-mail addresses of WRST- FM staffers to the general public.
18. During your air shift, you are required to play certain music from various categories. If you fail to meet these requirements the Operations Manager will talk with you, and it will be brought to the attention of the General Manager.
19. Obscene language may not be used over the air, including song lyrics.
20. The use of drugs and/or alcohol is strictly prohibited, whether consumed at the station or before coming to the station. Any person under the influence of, or in possession of alcohol or any other controlled substance – legal or illegal - will be referred to the Dean of Students.

21. On-air staff will follow the program log. A legal station ID (WRST-FM Oshkosh) will be given near the top of the hour, every hour.
22. WRST-FM, the Radio TV Film Department or the University of Wisconsin Oshkosh are not responsible for any personal property left, lost or stolen at the radio station or at any radio station event.

Unforeseen Circumstances

When circumstances arise that can affect the immediate operation of the station, the Operations Manager can take appropriate action even when this Policy Manual does not explicitly or implicitly address the situation.

Any decision of this nature must be approved by the General Manager.

WRST-FM Technical Guide/Station Information

FCC Information

90.3MHz WRST-FM Oshkosh, WI
Licensee: Board of Regents of the University of Wisconsin System
Channel Number: 212
Class A FM Station
Effective Radiated Power: 960 watts (.96kW)
Output Power: 1050 watts
Antenna Height Above Average Terrain: 38 meters (HAAT)

Network Programming Affiliation

WRST-FM is an affiliate of Wisconsin Public Radio. Through its Wisconsin Public Radio affiliation, the station also carries programming from National Public Radio (NPR), Public Radio International (PRI), The Public Radio Exchange (PRX) and American Public Media (APM).

Memberships

Currently, WRST-FM is a member of the Wisconsin Broadcasters' Association, College Broadcasters, Incorporated, and the Public Radio Exchange.

Performance Rights

The Board of Regents of the University of Wisconsin System is the licensee and is responsible for paying the required fees to Performance Rights Organizations (PRO's) to give WRST-FM legal clearance to play music on the station. Annually and from its own budget, WRST-FM pays SoundExchange, the congressionally approved PRO responsible for licensing entities to stream audio content.

Meter Readings

Meter readings are taken at the beginning of each on-air shift during local programming (readings are taken by computer during network programming hours). When you take the meter reading you need to make sure they are within certain parameters:

Output Power: 90%-105% (945 watts – 1102.5 watts).

If you have any follow-up questions to the station in-house rules, or station policy as described in this Policy Manual, please be sure to bring them to the attention to the WRST-FM operations manager.