

**WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)**  
**STATEMENT OF POLICY – REPLACEMENTS**

**RATIONALE:** West Gippsland Community Radio endorses the right of volunteers to take time off from their duties for personal business, health or family reasons. Sooner or later, every presenter will need to find someone else to fill in for them. Presenters are responsible for this process, which must be clarified so that confusion does not arise.

**IN THE CASE OF ILL HEALTH:**

It is preferred that volunteers do not attend if they are unwell.

If the illness is known in advance, involving surgery and a period of convalescence, it is expected that the volunteer will make arrangements for cover, unless it is emergency surgery.

If the illness involves emergency surgery, is very serious, or has an onset within twenty four hours of the program, volunteers are not expected to make their own arrangements.

In this case, the person to contact for assistance is the person appointed by the Board to manage Programming.

**IN THE CASE OF HOLIDAY OR OTHER LEAVE INVOLVING ONE ABSENCE:**

The person appointed by the Board to manage Programming must be notified as soon as possible.

Arrangements for replacement must be made by the volunteer, and notified to the person appointed by the Board, preferably in writing.

**IN THE CASE OF HOLIDAY OR OTHER LEAVE INVOLVING MORE THAN ONE ABSENCE:**

The person appointed by the Board to manage Programming must be notified as soon as possible.

Arrangements for replacement must be made by the volunteer, and notified to the person appointed by the Board, using the Leave Notification Forms available in the studio office.

**IN AN EMERGENCY WHERE FORWARD NOTICE CANNOT BE GIVEN:**

In cases such as vehicle breakdown, missed train, or other last minute hold-up, the volunteer must ring the studio so that arrangements can be made to cover the shift or part of the shift for which the volunteer will be absent.

In such a case, the person taking the phone call must write the details in the Phone Register.

If the next presenter is late, or does not arrive, the outgoing presenter should consult the Replacements Folder in the front of the second drawer of the Filing Cabinet for the document 'Left in the Lurch?'

**RESOURCES:**

Availability Grid, contact details for Station Management – kept in a folder at the front of the second drawer in the grey filing cabinet in the office. This also includes phone numbers. For email addresses – ask the person appointed by the Board.

**PROCESS:**

If you are not available to do a shift, use the availability grid and the Resources Register at the front of the second drawer of the gray filing cabinet in the office to find a suitable replacement, contact promising candidates, and let the Program Co-Ordinator know who's doing the show. Also contact the Program Co-Ordinator if you are unsuccessful. If nobody can be found to do the program, other arrangements can be made.

**NOTIFICATION:**

The final stage is to let the person appointed by the Board know what arrangement you've made, so that the program in the studio can be changed, keys arranged, and sponsorship announcements re-allocated.

**History:**

Draft submitted to the Board November 2011. Displayed for comment December 2011-January 2012.

**Documents Related To This Policy:**

Community Broadcasting Codes of Practice

West Gippsland Community Radio Inc. Standing Orders

West Gippsland Community Radio Volunteer Policy

West Gippsland Community Radio Inc. Complaints and Dispute Policy

West Gippsland Community Radio Inc. Discipline Procedure

West Gippsland Community Radio Inc. Duty Statement – Programming Portfolio

West Gippsland Community Radio Training Manual

'Left In The Lurch?' - options for presenters when the next presenter has not arrived.

**Compliance:**

West Gippsland Community Radio Inc. affirms the right of members and listeners to participate in discussions of programming policy, and the responsibility of presenters to accept and implement policy decisions.

Presenters who believe that their rights as defined by this policy have been infringed, have recourse by Complaint to the Board, and access to the Grievance Policy as specified in the Rules (Clause 7B; 1-6)

Presenters who do not comply with the responsibilities defined by this policy are subject to disciplinary action as defined in the Rules (Clause 7A; 1-10).