August 18, 2026

Member Policies and Procedures

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INTRODUCTION

Watertown Cable Access Corporation (WCA-TV) is a nonstock, nonprofit corporation operating under the laws of the State of Massachusetts and Internal Revenue Tax Code Section 501(c)(3). It serves the general public, the producers and content providers of access programming, and the cable subscribers and online viewers of Watertown, Massachusetts. WCA-TV is governed by a Board of Directors, three of whom are appointed by the School Superintendent, and others appointed by the City Manager and confirmed by the City Council. The Board adopts these policies and procedures in furtherance of its goal to manage and administer community access (public, educational and governmental) access channels, known as PEG, in a fair, equitable and responsible manner.

These policies and procedures include any proposed rates and charges that may apply to the use of the PEG access channels and of WCA-TV facilities, equipment and services. They also apply to the use of fiber cable runs used by either public schools or Watertown municipal government for the purpose of transmitting access programming for live distribution over the channels managed by WCA-TV. These policies and procedures outline the rules governing how WCA-TV issues or assigns equipment, as well as the program content guidelines that members are required to follow. In addition, this document details the rules regarding copyright ownership of programs created with WCA-TV resources, as well as how channel time for televising programs is allocated and scheduled. Required forms and applications WCA-TV uses for program producers are also included.

MISSION STATEMENT

Watertown Cable Access Corporation (WCA-TV) is a public access media center dedicated to empowering the diverse residents of the vibrant city of Watertown, Massachusetts, to tell their own stories. WCA-TV is a welcoming space where all voices can be heard, offering its members the opportunity to build state-of-the-art multimedia skills and broadcast-quality content through affordable education and access to equipment. WCA-TV also informs Watertown residents about issues that affect them through public, educational, and governmental (PEG) programming.

DEFINITIONS

Broadcast: To send out or transmit a program by means of radio, television, or by streaming over the internet
Commercial: Making or intending to make a profit
Content Provider: Any person or entity that submits a program to WCA-TV for broadcast
Content Sponsor: Any member that takes responsibility for a program submitted to WCA-TV for broadcast
Crew: Any member who operates production equipment (e.g. cameras, editing equipment, and graphics character generators) and assists a producer in the creation of a community access program
Episode: An installment of a program
Facilities: Any designated work area within WCA-TV, i.e.: studio; media suite
Financial Sponsor: A person or organization who provides monetary support for an event or program
License: To give someone official permission to do or have something
Member: Any person or entity that meets the qualifications as defined in this document (see "Membership," below)
Member Sponsor: Any member that takes responsibility for a non-resident
Noncommercial: Not intended to make a profit
PEG: Public, Educational and Governmental programming
Pecuniary: Relating to or consisting of money
Perpetuity: Endless or indefinitely long duration
Portable Equipment: Equipment that is designated for field productions outside of WCA-TV
Pre-Production: The process of planning the elements of a film or television program
Producer: A member that is responsible for the creative elements of any programming produced at WCA-TV. Creative elements encompass content and decisions regarding editing, graphics and production effects, among other elements.
Program: Any live-action or animated production
Royalties: A legally binding payment made to an individual for the ongoing use of their assets, including copyrighted works
Series: A program with more than one episode
Streaming: Continuous transmission of audio and video files from a server to a viewer which enables viewers to watch videos online without having to download them
Time Slot: The designated time a program plays on WCA-TV's channel schedule

PROCEDURES

1. MEMBERSHIP

a. Individual Membership
   i. For Watertown residents at least 18 years or older
   ii. Includes basic camera training and the opportunity to have your program aired on WCA-TV channels and online
   iii. Discounted membership is available for seniors (60+), veterans, and students

b. Individual Plus Membership
   i. For Watertown residents at least 18 years or older
   ii. Includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online
   iii. Discounted membership is available for seniors (60+), veterans, and students

c. Family/Group Membership
   i. For Watertown residents and families
   ii. Includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online
   iii. Members per family/group are limited to five people, but more may be added for an additional fee
   iv. Families/groups must have a representative who will verify all other family/group members

d. Organization Membership
   i. For Watertown based educational, library, or charitable institutions and government entities
   ii. Includes basic camera training and the opportunity to have your program aired on WCA-TV channels and online
   iii. Members per organization are limited to 15, but more may be added for an additional fee
   iv. Organizations must have a representative who will verify all other organization members

e. Organization Plus Membership
   i. For Watertown based educational, library, or charitable institutions and government entities
   ii. Includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online

iii. Members per organization are limited to 15, but more may be added for an additional fee
iv. Organizations must have a representative who will verify all other organization members

f. Requirements for Membership
   i. The following steps are required to become a member of WCA-TV:
      1. Sign up for a membership online at wcatv.org
      2. Provide or upload proof of Watertown residency (i.e. utility bill, lease agreement, mortgage statement)
      3. Pay the current membership fee (see attached rate sheet)
      4. Review and sign these policies and procedures (A parent/guardian signature is required if the applicant is under 18)
   ii. Non-resident requirements
      1. A member sponsor is required for a non-resident to enroll as a member in any of the above named categories
      2. If a non-resident is unable to obtain a member sponsor, WCA-TV will consider acting as sponsor on a case-by-case basis
      3. If a member who was a resident no longer resides in Watertown, their membership can continue until its expiration date. If the member wishes to renew upon expiration, a member sponsor will then be required.

g. Renewal & Cancellation
   i. Memberships are valid for one calendar year from the date of purchase and must be renewed annually to maintain access to benefits
   ii. Members will receive a renewal reminder via email 30 days before the expiration date
   iii. Members may cancel at any time; refunds are not available and memberships are non-transferable
   iv. Lapsed memberships that remain unrenewed or canceled for more than 90 days may result in account deactivation and the loss of stored projects or reservations
   v. Upgrading to a higher tier mid-year is allowed with the difference in fee prorated

2. CERTIFICATION

a. Use of equipment and/or facilities require successful completion of a training session hosted by WCA-TV
b. In addition to being certified as referenced above, members may be required to periodically demonstrate their knowledge of equipment operation in order to retain their privileges or undergo training on the use of new equipment
c. WCA-TV may charge a fee for training sessions as it deems appropriate

3. EQUIPMENT & FACILITIES

a. Reservations
   i. Members are required to reserve equipment and facilities by phone or email.
   ii. Reservations for all equipment and facilities will be handled on a first-come, first served basis and must be made at a minimum of 48 hours in advance.
   iii. Portable equipment may be borrowed for up to forty-eight (48) hours during the week or seventy-two (72) hours over the weekend with staff approval. Keeping the equipment longer than the allotted time may result in penalties (see below).
   iv. Recording facilities (such as studio spaces) may be reserved for up to two (2) hours per day, including setup and breakdown. Time may be extended based on availability.
   v. In the case of studio productions, only the producer may make a reservation. Any crew members who will be physically operating equipment must be certified to do so. The producer assumes responsibility for the conduct of crew members and guests and may be held liable for any damages.
   vi. Editing facilities may be reserved for up to four (4) hours per day. Time may be extended based on availability.

b. Check-Outs
   i. Each piece of portable equipment must be checked out and signed for by a producer, who agrees to assume responsibility for it by signing the Equipment Liability Form.
   ii. It is recommended that the equipment be set up before leaving the station to be sure it is in working order and that the producer has all the components needed for their production.
   iii. All camera footage is recorded on SD cards. These cards cannot be removed from the station for editing. WCA-TV staff will supply hard drives for in-house editing only.

c. Returns
   i. Equipment must be returned by the selected reservation deadline. If returns are late:
      1. Every business day late counts as one strike
      2. After three strikes, the producer will receive a 30 day suspension and will not be allowed to reserve equipment through WCA-TV until the suspension period expires
      3. Strikes will carry over from previous late returns
   ii. All equipment must be repackaged properly and returned to a staff member
   iii. Equipment must be checked in and reviewed to ensure it is in proper working condition before the producer leaves the facility
   iv. Any malfunction or damage to the equipment must be detailed on the Equipment Liability Form and verbally reported to WCA-TV staff

v. If equipment is returned in poor condition or damaged:
    1. A suspension period up to 30 days may be assessed based on the condition of the equipment and the circumstances of the damage
    2. Repair costs will be the responsibility of the producer, including shipping fees

d. Availability
    i. WCA-TV shall determine the availability of equipment and facilities for members based on the following:
        1. Whether the desired equipment is in good working order
        2. The technical technical knowledge and training of the equipment user
        3. The availability of the required numbers of crew members needed to operate the equipment for the production
        4. Any other technical considerations
    ii. Members may request access to equipment and facilities without a reservation, but will only be approved on a case-by-case basis

4. PROGRAMMING

a. Types of Programming
    i. PEG Programming
        1. Public Access: Programming where responsibility for the content is assumed by an eligible producer or content provider who otherwise does not qualify as an educational or governmental producer or content provider as defined in these rules. Public Access programming may be intended for any purpose and may include information, entertainment, or the expression of points of view, without limitation, unless prohibited elsewhere in these rules.
        2. Educational Access: Programming where responsibility for the content is assumed by a state certified educational institution or government sponsored or charitable entity, such as a library, located within Watertown, Massachusetts. Such programming may be intended to instruct or educate via an academic curriculum recognized by state certified educational institutions and follow a prearranged course of study. Such programming may also be designed to inform the general public about educational programs, and about school sanctioned or library sanctioned events, such as sports programming, spelling bees or extracurricular events. Educational Access programming may include distance learning or televised educational courses as well as informational videos about educational courses and institutions.
        3. Governmental Access: There are two categories of Government Access programs:

a. Governmental Proceedings: Programming that comprises live or taped official proceedings of local, state or federal governments, and is generally unedited, gavel-to-gavel coverage without editorial comment (similar to C-SPAN and other public affairs programming).
b. Governmental Informational Programming: Programming where responsibility for the content is assumed by elected or non-elected federal, state, or local government officials or their representatives. Such programs generally are hosted by (and guests are arranged by) government officials. This programming may be edited and produced with a certain point of view in mind.

ii. WCA-TV Productions: Programming where the responsibility for the production and content is assumed by WCA-TV. It may include public, educational or governmental productions. Such programming shall be produced at WCA-TV's discretion and shall be intended primarily to provide the viewing public with access to one time or recurring cultural, political, social, educational, or public events sponsored by nonprofit organizations or groups. Though coverage of such events may benefit the nonprofit organizations or groups that sponsor the covered event, the primary beneficiary of WCA-TV productions shall be the general public. These productions may also provide a setting for the training and participation of persons who are not associated with, or prefer not to be associated with, an independent producer.

b. Requirements
   i. A producer or content provider is required for each PEG access program
   ii. Those deemed eligible as producers or content providers must sign a Broadcast Release Form acknowledging they are legally responsible for the content of each program (or series) to be broadcast.
      1. Signatories must be at least 18 years-old
      2. If the producer or provider is an organization, it must act through a person it designates as an agent who is duly authorized by the organization to legally bind it to the terms of the Broadcast Release Form.
   iii. WCA-TV management reserves the right to require any person purporting to be an agent of an organization to present proof that they are so authorized.
   iv. The signed form will be kept on file at WCA-TV and must be signed only one time. Regularly scheduled programs need only one Broadcast Release Form per series.
   v. If a program contains copyrighted material, the producer must provide

verification that they have obtained the necessary rights from any copyright holders for materials used.

vi. Programs filmed using WCA-TV equipment and facilities are required to air on the appropriate PEG channel and stream on WCA-TV's Video on Demand platform

vii. End credits must include production facility and copyright year, as well as the following roles if applicable: producer, director, camera, audio, graphics.

viii. Titles during the show should have the person's full name and title.

5. SCHEDULING

a. Time slots
   i. Assigned on a first-come, first-serve basis at WCA-TV's discretion
   ii. Regularly scheduled programs will receive priority over a one time only program
   iii. Members with a series or otherwise recurring time slots must provide WCA-TV with a new show every 30 days
   iv. To extend any series beyond 12 weeks, a new Broadcast Release Form must be filled out and a new time slot must be requested.
   v. Any producer who is bumped from their time slot can request a new time slot once production of their series has resumed

b. WCA-TV reserves the right to:
   i. Prioritize programming produced by a local producer at our facility over programming requested or submitted by an outside entity.
   ii. Establish time slots for broadcast of each type of programming, establishing as many or as few time slots for broadcast of each program type, or to subdivide or readjust programs as future conditions warrant without notice
   iii. Reassign any programming time slots for good cause, including but not limited to providing time slots that accommodate non-regular or one-time only WCA-TV productions
   iv. Reassign the time slot after 30 days if the original program can not meet the required new show deadline
   v. Broadcast productions that are educational or governmental on any of the PEG channels to avoid scheduling conflicts, maximize exposure, or for any other reason it deems to be in the public interest

POLICIES

1. OWNERSHIP

a. WCA-TV productions are owned by the corporation, and their copyrights are held by the corporation.
b. If WCA-TV is working in collaboration with another organization or individual, the control over content and copyright is shared. WCA-TV reserves the right to solicit underwriting or sponsorship for these programs.
c. Individual producers not working under the direction of WCA-TV own their program and hold the copyright.
d. WCA-TV reserves the right to maintain a copy of any program in its library to archive, cablecast, and stream over the internet or otherwise exhibit an unlimited number of times unless specifically limited by the producer.
e. WCA-TV has the right to use any program or excerpt from a program for promotional purposes related to WCA-TV.
f. Only the producer, as holder of the copyright, may authorize any other use of a recorded program.
g. The producer must provide WCA-TV with the ability to release each new episode, feature program, or podcast prior to releasing it to any other outlet. After the episode is posted on the WCA-TV website and has a scheduled run date with WCA-TV, a producer may distribute the episode, feature, or podcast through other media outlets.
h. Any exception requests to the above shall be considered by the Executive Director on a case-by case basis.

2. RESTRICTIONS AND PROHIBITIONS

a. Restricted and Prohibited Usage
    i. Use of WCA-TV equipment or facilities to solicit funds, conduct telethons, or further pecuniary interests is strictly prohibited.
        1. There shall be no direct solicitation of funds by any entity, including not-for-profit entities, except for the general support of WCA-TV pursuant to the direction of the WCA-TV Board of Directors.
    ii. General prohibition against commercial use:
        1. Use of the public access channels or WCA-TV's equipment for the purpose of furthering the commercial interests of any individual or entity is prohibited.

2. The preceding shall not prohibit the use of WCA-TV equipment for purposes other than community access provided WCA-TV is compensated, all federal and state requirements related to the generation and reporting of unrelated business income are met, and the use does not substantially affect the equipment's availability for community access use.

b. Restricted and Prohibited Programming Content
   i. Technical Quality:
      1. Any program requested to be broadcast may be rejected if, in the opinion of WCA-TV management, it is of poor technical quality, or if it reasonably appears that the producer or content provider is not in compliance with these rules.
   ii. Prohibited Content:
      1. A lottery or game of chance, or any promotion thereof
      2. Any presentation of advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office
      3. Any obscene material
      4. Any sexually explicit content
      5. Any material soliciting or promoting unlawful conduct
   iii. Restricted Content:
      1. Any producer or content provider who assumes responsibility of the content of a program shall have an affirmative duty to inform WCA-TV management of any show or episode whose content contains the deliberate use of language or images of or refers to excretory or sexual activities or organs, depicts real or simulated gratuitous violence against persons or animals, or treats in a patently offensive, shocking or intensely disrespectful manner any person, property, icon or other image generally held to be sacred or revered by society in general or certain cultures in particular
      2. If deemed acceptable according to these rules, WCA-TV shall thereupon schedule the broadcasting of that material at a time when children are likely not to be in the viewing audience (between the hours of 12 midnight and 6 am) with the specific airtime of the material to be determined at WCA-TV's discretion

c. AI-Specific Guidelines
   i. Artificial Intelligence (AI) tools are becoming common in media production, offering new opportunities for creativity but also raising important questions about copyright, authorship, and ethics. WCA-TV welcomes innovation while maintaining our commitment to equity, transparency, and lawful use of media. These policies ensure that

AI-generated content is used responsibly, fairly, and in alignment with our community values.

1. AI-generated text, images, audio, or video must be disclosed in program documentation.
2. AI cannot be used to impersonate living people without documented consent.
3. AI is a tool to assist creativity, not a substitute for authorship. Program providers remain fully responsible for the content they submit.
4. Use of AI tools does not override copyright — if the AI model outputs content derived from copyrighted work, the producer is still responsible for clearance.
5. Programs using AI should include clear credits noting the role of AI in production and the names of specific tools used.
6. Producers are encouraged to disclose when AI tools were used in their work (e.g., "This program includes AI-generated visuals"). Transparency supports integrity in community storytelling.

3. CODE OF CONDUCT

a. Onsite Behavior
   i. No possession or use of any illegal substances and/or weapons
   ii. No one will be allowed to operate equipment or spend time in WCA-TV facilities while under the influence of alcohol or drugs
   iii. Abusive language and/or actions will not be permitted in the access facility, or verbal or electronic communication. Members, staff and guests are expected to treat each other with dignity and respect.
   iv. Members are not permitted to loiter in the facility. Personal business and phone use should be kept to a minimum.
   v. Members are responsible for supervision of guests and children during productions or edit time. Children should not be left unattended.
   vi. Pets and non-working animals are prohibited.
   vii. Food and drink are only permitted in areas away from equipment.
   viii. Studios must be left in the condition in which they were found.

b. Suspension & Grievance Procedures
   i. WCA-TV's Board of Directors, after consultation with WCA-TV's Executive Director, may suspend further broadcasts of any program and any person's further use of equipment and facilities if the responsible producer and/or provider has not complied with these rules, or the house rules posted in WCA-TV's facilities.
   ii. Content providers or members whose programming or use of the facilities violates any rule or law may have their use of the facilities or the airing of their programming suspended for a minimum of 10

days to a maximum of 30 days, with the length to be determined at the discretion of the Executive Director.

iii. Upon suspension, the responsible member or content provider shall be given notice to show cause why their access to the channel, equipment, or facilities should not be continued or made permanent.

iv. Notice shall be sent via first class mail, certified, return receipt requested, at the address given by the producer, provider or crew member, as required of all such persons.

v. Failure to respond within 7 business days, or failure to keep WCA-TV apprised of accurate contact information for the producer, provider, or crew member can automatically result in revocation of access privileges for that individual or individuals.

vi. Upon receipt of a response to show cause, the Board President may take any of the following actions:
    1. Find cause to refuse further access
    2. Find cause to permit further access, with or without conditions or further assurance.

vii. Any person who is aggrieved by the decision of the WCA-TV Board President may appeal the decision to the full WCA-TV Board of Directors within 15 days of the WCA-TV Board President's decision. All such appeals must be addressed in writing to the President of the Board of Directors of the Watertown Cable Access Corp., and must state the basis of the appeal and provide supporting documentation.
    1. The Board President will distribute the written appeal to members of the Board of Directors with a hearing to be held within 45 days of its receipt. The person filing the appeal also has the right to supplement his or her written appeal with oral testimony at the Board's meeting.
    2. The Board will render a decision within 10 days following the close of the hearing and mail a written copy to the person filing the appeal. The Board reserves the right to extend the timeframe for its decision by 30 days if it determines additional information or time is needed.

viii. Violation of these rules will result in immediate expulsion from the access facility and property and will result in the following actions by the Executive Director:
    1. Minor infraction (an infraction resulting in expulsion from the facility, but not involving reporting to the police and/or police action) - 3 month suspension of membership
    2. Major infraction (involving reporting to the police and/or police action) - 6 month suspension of membership
    3. Second offenses, either minor or major, will result in permanent revocation of membership

4. RESERVATION OF RIGHTS TO REGULATE OPERATIONS

a. WCA-TV reserves the right to waive any self-imposed regulation when such a waiver is determined by the President of the Board to be in the public interest. Unless specifically waived, any violation of laws, these rules, or any other written policies of WCA-TV, may cause WCA-TV to withhold the use of its facilities from any person. All producers, providers and crew members will be held accountable for their actions by law and these regulations.

b. These rules shall be subject to periodic revision and change, without notice, upon approval of the WCA-TV Board of Directors.

I have reviewed and agree to abide by WCA-TV's Member Policies and Procedures as set forth in this document.

_____ _____
Signature Date

_____ _____
Name Printed 18 Years or Older? (Y/N)

_____ _____ _____ _____
Address City State Zip

_____ _____
Phone Number Email Address

For Parent or Legal Guardian if Member is under 18 years of age:

I have reviewed and agree to accept responsibility for my young adult (please print minor's name) _____ set forth in this document.

_____ _____
Signature Date

_____
Name Printed

_____ _____ _____ _____
Address City State Zip

_____ _____
Phone Number Email Address

For a Member Sponsor of a Non-Resident

I have reviewed and agree to accept responsibility for the above non-resident (please print applicant's name) _____ set forth in this document.

_____ _____
Signature Date

_____
Name Printed

_____ _____ _____ _____
Address City State Zip

_____ _____
Phone Number Email Address

2026 Membership Rate Sheet

Membership Type	Fee	Membership Description
Individual	$50	For Watertown residents. Includes basic camera training and the opportunity to have your program aired on WCA-TV channels and online. **50% discount for Students, Veterans, and Senior Citizens*
Individual Plus	$100	For Watertown residents. Includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online. **50% discount for Students, Veterans, and Senior Citizens*
Family/Group	$125	For Watertown residents and families. Includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online. Memberships for five individuals are included. **To add additional family/group members, there will be a $25 charge per person.*
Organization	$250	For Watertown-based educational, library, or charitable institutions and government entities. Includes basic camera training and the opportunity to have your program aired on WCA-TV channels and online. Memberships for up to 15 organization members are included. **To add additional organization members, there will be a $50 charge per person.*
Organization Plus	$450	For Watertown-based educational, library, or charitable institutions and government entities. It includes use of media center production facilities and field equipment, access to in-depth production training, and the opportunity to produce and air original programs on WCA-TV channels and online. Memberships for up to 15 organization members are included. **To add additional organization members, there will be a $50 charge per person.*