



CHOICE RADIO
The Richard Young Centre
Aconbury East
Worcestershire Royal Hospital
Newtown Road
Worcester
WR5 1DD

Telephone: 01905 760820

Please reply to:
The Secretary at the postal address above or
choiceradiosecretary@outlook.com

Thanks very much for enquiring about joining Choice - Radio for the Worcestershire Royal.

I am enclosing some information about the station which I hope you will find interesting, an application form and the studio rules which apply to all members. Please read this document carefully. There is also a lot of information about us on our website.

Most importantly, it also gives details about the commitments which joining us entails. As a hospital radio station, our commitment is to the Trust and its patients. Therefore each member will be required to regularly visit patients on the wards, to chat to them and collect their music requests. For those interested in presentation, full training will be given during the first year of membership. We are therefore looking for people who have a commitment to patient care and, importantly, who intend to stay with the organisation for a number of years as we, as volunteers, have to give up our time training new members in these aspects of our service.

Please note that the average time a volunteer spends at the hospital per week is two hours (either ward visiting or presenting or both).

If you are interested in joining us, please would you fill in the application form and return it to either the Reply To postal address or Email address above.

Once received, we will request your references. Once we have received them, you will be invited to our next New Members evening. These are held quarterly.

At this meeting, you will be required to supply the information needed for your Disclosure and Barring Service (DBS) check, details of which will be sent you should you wish to join.

I look forward to hearing from you shortly.

Yours sincerely,

David Bower
Choice Radio Secretary

Visit our website: <http://www.choiceradio.org.uk> | President of the Association: Sally Young

Charity Number: 504928

APPLICATION (1).DOCX



Thanks for asking to join us - we hope that you will enjoy taking part in Choice.

This information is designed to outline what Choice Radio does and what we will expect from members.

The first 6 months of membership are designed to show two things:

Firstly, to demonstrate to you that we provide a professional, essential and fulfilling service to the patients of the hospitals in the city, in accordance with our written Constitution.

Secondly, for you to show us - via the minimum requirements for ward visiting and studio attendance - that you have the commitment, skills and nature to be a respected member of the organisation.

If, after this period, the Committee is happy with your progress, you will be able to continue with membership, ward visiting and programme presentation (after appropriate training). If, however, either side feels unsure, we will need to review the situation.

Like any organisation, Choice has an official Constitution (a copy of which is on display in the studio) which details its legal status and requirements.

We also have day-to-day rules to assist in the smooth running of what is a totally voluntary organisation. These rules are enclosed and membership automatically implies acceptance of them.

A voluntary organisation must obtain its own funding and to do this, all members are required to help in such things as car boot sales, fetes and bazaars. We would rather members volunteer themselves for these as it helps spread the load. Members who do not participate in these fund raising activities will not have their membership renewed as this will be seen as unwillingness to support this vital part of the station's activities.

We need to raise a certain sum of money each year to keep the service going but we are also able to help others by our own efforts - examples of this include the Scanner Appeal, the ITV Telethon, the Acorn's Childrens' Hospice, Help For Heroes, and the Royal British Legion as well as regular contributions to Children In Need.

An organisation is no more than the sum of its members and although we elect a Committee to carry out the everyday duties, we welcome comments and suggestions from all members. If ever there is a problem which is worrying you, please tell a Committee member who will try and clear it up as soon as possible.

We hope that you will enjoy being a member and that you will get out of it at least as much as you put in. And that really sums it up - involvement is everything, whether you are interested in presentation, fund-raising, the technical side or any other aspect of running a voluntary community radio station.

A Criminal Records Bureau check will be carried out, required and organised by the Hospital Trust.

new member APPLICATION



| | | |
|----------------------|--|-------------------|
| First Name | Middle initial | Surname |
| Address | Tel (home) Tel (mobile) | Tel (work) |
| Postcode | Date of birth | Occupation |
| Email address | | |

I am interested in helping in: Programme Presentation Patient Visiting Administration
 (please tick as appropriate) Publicity Technical Other (please specify)

Please give below details of any previous experience connected with broadcasting:

Please give below details of your hobbies & pastimes:

Please give below details of your availability:
 I will be available on a regular daily/weekly basis as follows:
 (please state which days and whether mornings, afternoons or evenings)

Attach a recent photo of yourself here

Please give below the **names** and **postal addresses** of two references whom we will contact for further details:

-
-

I AGREE TO COMPLY IN FURTHERING THE CAUSE OF CHOICE RADIO AND TO COMPLY WITH THE CONSTITUTION AND ANY APPLICABLE RULES OF THE ORGANISATION. A CRIMINAL RECORDS CHECK WILL BE CARRIED OUT.
 I AGREE TO ASSIST IN FUND RAISING EVENTS WHICH ARE ORGANISED FROM TIME TO TIME.
 ANY INVOLVEMENT IN ILLEGAL OR 'PIRATE' BROADCASTING WILL MEAN DISMISSAL FROM CHOICE.

YOUR SIGNATURE **DATE**

The relevant Membership Fee will be payable when application is accepted.
First year fee (including Choice Polo shirt) £15. Subsequent years - £7.50

The information on this form will be used by Choice Radio only. Please return it to:
 THE SECRETARY, CHOICE RADIO, THE RICHARD YOUNG CENTRE, ACONBURY EAST,
 WORCESTERSHIRE ROYAL HOSPITAL, NEWTOWN ROAD, WORCESTER WR5 1DD

COMMITTEE ACCEPTANCE **DATE** **SIGNED** **SIGNED**



Failure to abide by these simple rules will be seen as an unwillingness to co-operate with the aims of Choice and may lead to suspension or dismissal from the organisation. These rules should be read in conjunction with the Health & Safety notice displayed in the Studio Centre.

ACCESS TO THE RICHARD YOUNG STUDIO CENTRE

The Committee has authorised a number of people to open up the centre. These are Committee members and programme presenters and any others where this is deemed necessary.

The keys are available at the Telephone Office and must be signed out when picked up.

Access to the Studio Centre is via the front door which must always be kept locked.

Studio keys must be kept on the hook provided. The front door must remain locked at all times.

The Telephone Office has a list of Committee members who can assist if you lock yourself out of the Studio Centre.

All studio users must sign the Presenters Book. All guests must sign the Visitors Book.

The centre is not available for use outside of normal manned broadcasting hours, as published in our Programme Schedule, except by prior arrangement with a Committee member, who will then be present.

Cars must be parked in one of the Hospital Car Parks to prevent access roads being blocked. You must ensure that any Parking Permit is both valid and visible. If you do not have a Permit, you must park in the Pay & Display area. You are responsible for paying any parking fees or fines.

After use, the Studio Centre must be locked. The keys are to be returned to the Telephone Office and signed back in.

If they are to be returned later than 10pm, the Telephone Office staff must be informed in advance.

USING THE STUDIO CENTRE

The **NO SMOKING** rule applies throughout the Studio Centre and the entire Worcestershire Royal Hospital.

NO FOOD OR DRINK is allowed in the Studio Centre – our equipment is valuable and sensitive - any presenter found allowing food or drink into the Studio Centre will receive an immediate 3-month suspension from all studio activities.

Litter, newspapers, etc must be taken home and disposed of and **not** left in the Studio Centre.

Presenters are responsible for keeping the Studio Centre clean and tidy at all times.

The blinds and windows are to be closed and secure.

Notices may be pinned to the wallboard in reception and nowhere else. Stickers and the like are forbidden.

USING THE EQUIPMENT

Our equipment is expensive and sophisticated. Do not tamper with it - you may stop something from working which could prevent a programme going out. Visitors are not allowed access to our broadcasting equipment and computer.

A Programme Log must be completed for each programme, detailing the music played and any problems met.

If a piece of equipment fails, inform the Technical Officer immediately and fill in the Equipment Fault Log.

DO NOT attempt to repair it. If necessary, the station will go off-air until the fault can be fixed.

THE PRESENTER IS RESPONSIBLE FOR THE STUDIO CENTRE AT ALL TIMES WHILST ON-AIR.

IT IS THE PRESENTER'S DUTY TO ENSURE THAT THESE RULES ARE ADHERED TO BY ALL STUDIO USERS DURING THIS TIME.