

## **WEST GIPPSLAND COMMUNITY RADIO INC. (A0028524C)**

### **STATEMENT OF POLICY - GIVE-AWAYS, COMPETITIONS AND RAFFLES**

**RATIONALE:** Giveaways and Competitions must be seen to be managed under rules that provide for a fair outcome, to protect the integrity and reputation of West Gippsland Community Radio Inc. Raffles must be run according to the rules of the Victorian Commission For Gambling Regulation.

#### **PROCEDURE:**

#### **GIVEAWAYS AND COMPETITIONS:**

- Donations of giveaways and prizes can only be accepted if the provider has paid for sponsorship, and the sponsor status must be broadcast every time the prize or giveaway is mentioned.
- However, CDs or tickets supplied to the station by an artist or management may be given away, but no commercial details of the artist, coming performances, or the CD itself may be broadcast.
- The announcement must be pre-recorded, and the time of the announcement taken into account when calculating the sponsorship time in each hour, which must not exceed 5 minutes.
- If the prize or giveaway is not taken within the specified period of time, the presenter must not continue to push it.
- Giveaways are open to general listeners, and some special prizes and giveaways will be targeted at members, or potential members.
- Presenters and Members of the Board will not be eligible for prizes or giveaways.
- Spouses and children of Presenters or Board Members will not be eligible to participate.
- All non-members of West Gippsland Community Radio will be eligible for membership incentives.
- Details of pre-recorded sponsorship giveaways and competitions arranged by presenters must be notified in advance to the person responsible for preparing the Daily Schedule.
- Assistance with telephone messages at the time the giveaway or competition goes to air should be arranged. All calls must be logged, and the result of the competition noted in the Telephone Book.
- The result of the giveaway or competition must be announced on air at the earliest opportunity.

#### **RAFFLES:**

- No raffle is to be run without the approval of the Board.
- A raffle manager will be appointed by the Board.
- All prizes in major raffles must be confirmed in writing, or the prize be in the hands of the raffle manager before tickets are sold.
- In the case of small raffles (total value of prizes under \$500), tickets may be sold without taking the details of the purchasers.
- In the case of major raffles (total value of prizes more than \$500), the contact details of purchasers must be written on the ticket butt.
- In the case of major raffles, a list of ticket sellers must be drawn up, and every attempt made to have all unsold tickets returned.
- Prize winners must receive their prizes as soon as possible after the draw, and a record kept of their contact details.
- All records must be kept for three years.

**History:**

Adopted June 1998.

Reviewed and rewritten May 2007.

Section on Raffles added 2009.

Reviewed July 2009, new clauses adopted.

**Documents Related to this Policy:**

West Gippsland Community Radio Inc. Standing Orders

West Gippsland Community Radio Inc. Dispute Policy

West Gippsland Community Radio Inc. Discipline Procedure

West Gippsland Community Radio Inc. Rules

West Gippsland Community Radio Inc. Duty Statement – President

West Gippsland Community Radio Inc. Duty Statement – Station Management Convenor

**Compliance:**

West Gippsland Community Radio Inc. affirms the right of presenters to participate in discussions of 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).