

The logo for Radio Buckie features a stylized fish with a rainbow gradient. The fish's body is primarily red and orange, transitioning to green and blue towards the tail. A dark blue microphone is positioned in the center of the fish's body, with a white musical note inside it. Surrounding the fish are several colorful musical notes in various colors (green, yellow, red, blue, purple) and shapes (quarter notes, eighth notes, and beamed notes).

Radio Buckie

Welcome Pack

The background of the page features a repeating pattern of light blue microphones and radio waves. The microphones are arranged in a grid, and the radio waves are depicted as concentric arcs above each microphone, suggesting a broadcast signal.



Welcome to
Radio Buckie

This is your own 'Welcome Pack', which is designed to provide you with enough basic information to get started with us at Radio Buckie.

This pack has information about how we started, what the community wants Radio Buckie to be, the various roles within the station and how you might play a part ... and also some quick tips about what to do (and what not to do!) if becoming a presenter.

Also included is a personal data sheet, which you should complete and return, if not done so already.

Hopefully, you will find the pack useful and informative, but by all means let someone know where it needs improving, since we can always do better.

Meantime, enjoy your time at Radio Buckie.



Some Background

In 2009, Buckie's Regeneration Strategy highlighted that Buckie lacked a community radio service.

With equipment purchased by Buckie Area Forum using Euro money, a pilot attempt to establish the station's presence in the town saw a temporary set-up in Buckie Town Hall, and this resulted in a steady stream of volunteers regularly experimenting with presenting and recording techniques. This period, which witnessed a wonderful range of participants, proved beyond doubt that a community radio service in Buckie would not just make a difference to those listening, but also help tackle inequalities at a personal level and help to improve the quality of life of those directly involved.

In 2012, Radio Buckie was properly formed as a charity organisation and its members began by researching the prospect of broadcasting. This resulted in Radio Buckie veering away from transmission via the traditional 'mast' broadcasting method, since this mechanism was deemed too complex and costly for a brand new organisation. The favoured route was 'webstreaming' through the internet.

By webstreaming its material through its own website and/or making it available in 'MixCloud', Radio Buckie is now making its programmes available to the growing population of everyone with internet access.



However, Radio Buckie has been developing partner links with Keith Community Radio (KCR), which is a long-established neighbouring station, now with its own mast transmitter and FM frequency band.

Having been successful in getting a Lottery Awards for All grant, Radio Buckie was able to truly 'start-up' and publicly launch in 2015, so that people can listen to us on their computers, tablets and phones, or through KCR.

You are now part of that exciting journey! Welcome on board.



Where to find us

If you are looking to find us in person, and haven't already done so, our official premises address is the CLD Office at Buckie Community High School (BCHS) – which is just in the entrance doors and on the right – and our recording station is also within BCHS – along the corridor to the left of main reception within the new extension building, then to the right opposite the school's music rooms.



We can be found 'virtually' via our website address:

www.radiobuckie.co.uk

You can follow us on Facebook and on Twitter.



We also have a regular 'Blog' published within the local newspaper Banffshire Advertiser.



What we want Radio Buckie to be like

We want Radio Buckie to be a community radio recording station that has 'something for everybody', especially those with an interest and/or links to the Buckie area. It will be a happy, cheerful, and always positive radio station that makes people feel good about themselves, the town of Buckie, and the wider area. Our station will be a welcoming one that makes it easy for anybody to get involved, and it will have a vibrant, dynamic and fun atmosphere. As well as promoting the unique local culture, our station will act as a vital information point for the entire community. It will be relevant, interesting and up-to-date, and produced to a high standard.

Radio Buckie will be unique, will celebrate the culture of the local area, and will always interest people. As a result, it will maybe merit a radio station award (hopefully some day it will), and some of its presenters will go on to great things. By remaining fresh and well supported, it will still be going in 2050 and beyond as an accepted part of the 'local scene'.

Aims and Objectives

Our driving force is to get **as many members of the community involved as possible in a relevant and current local radio station**. So please do all that you can to support this aim.

The main thing we are trying to do is 'create a local radio recording station that improves community spirit, adds to the area's quality of life, and helps to support and regenerate the local community.'

The other things we are all trying to achieve are:

- Stream recorded and/or live programmes on the internet (or through KCR).
- Deliver a wide spectrum of programmes that allow, within legal limits, expressions of opinion and opportunities to learn.
- Raise awareness of 'what's on' in the area and other key public information.
- Promote and celebrate the local culture, such as language, music, and heritage.
- Use the process to bring the community together and create a sense of pride.
- Provide ongoing opportunities for people to develop their skills and knowledge through training, specific roles and/or positions of responsibility.
- Create a well-run local radio station that results in a positive image of the Buckie area.
- Maintain popularity, volunteer numbers, and raise sufficient money to sustain the station.



How we broadcast our programmes

Our main mechanism for broadcasting is through the use of our website:

www.radiobuckie.co.uk



Our website contains a whole series of programme 'folders' that provide our audience with freedom of choice on what they will listen to. This ranges from talk shows and debates through to heritage accounts and local events and groups, as well as a diversity of music shows by different presenters.

Our pre-recorded music programmes are also 'banked' with Mixcloud, which is a publicly accessible 'cloud' based website that is free for various people to use, and carries with it important licensing rights. Mixcloud has certain criteria for uploading, such as Track Listing, and you should discuss this with the station team before your recording. Also, since the programmes get banked for later listening, you should avoid saying anything on your programmes that will 'date' them (see Making Programmes advice below).

Also through the internet, we have a presence on Facebook and also on Twitter,

which provides us with a chance to engage openly with the wider public. You are encouraged to use our social media, but be aware that we 'moderate' it to ensure that no unsuitable material is uploaded onto it.

Buckie High School also plays our programmes during lunchtimes in the school.

Finally (for now at least), we have access to KCR's live broadcasting facility. At present though, we are only providing them with recorded programmes for broadcasting. If you are making a programme to go on KCR, you need to be very careful about what you say, since live radio is governed by Ofcom regulations (i.e. no swearing, insults, racial or religious or sexual prejudices expressed!).

Various roles for people

Getting involved with Radio Buckie doesn't mean you'll end up being a music presenter: there's far more to us than that! We've got quite a list of roles that you can get involved in, and we need them all filled if we're to have a very successful station and meet our wider community objectives.

These roles include:

Presenter; interviewer; recording assistant; sound controller; producer; editor; uploader; technical assistant; programmer; scheduler; researcher; operations manager; schools liaison assistant; graphic designer; social media assistant; promoter; publicist; blog writer; local fundraiser; grant sourcer; maintenance assistant; administrator; policy officer; volunteer support; book-keeper; secretary; treasurer; chair; director; trustee.

So, as you can see, there's plenty scope for you, and your friends and relatives of all ages, to get involved with Radio Buckie in some way, and the amount of time you give will be up to you.

Getting involved can not only give you a sense of achievement and raise your self-esteem, it can also add to your CV and, in some cases, lead to qualifications or awards such as Dynamic Youth (15-50hrs); Duke of Edinburgh (30hrs); Youth Achievement (4x15hrs); Saltire (50-500); Moray Volunteers; or a Queen's Award.



Key personnel

There are currently 8 Trustees on the Board of Management. They are:

Dr Nick Brown, Cullen, *Chairman*

Keiran Robertson, Buckie, *Secretary*

Andrew Savory, Garmouth, *Treasurer*

Zafar Ali, Buckie, *Director of Operations*

Steven Cowie, Buckie, *Deputy Director of Programmes and Operations*

Leon Marandola, Buckie, *Fundraising Co-ordinator*

Ron Black, Buckie, *Volunteer and Programmes Co-ordinator*

Frank Halliday, Cullen, *Technical Director*

The Board has several Advisors. They are :

John Thain, Buckie, *Technical Advisor*

Fiona Herd, Portknockie, *Child Protection Co-ordinator*

Madysan Jeffrey and **Ellis Boyfield**, BHS *liaison reps*

We have several trainers (all PVG disclosed). They are:

Frank Halliday, **Leah Rossvoll**, **Steven Cowie**, and **Zafar Ali**

Our website designer and administrator is:

Chris Thornton, Buckie (*Colourjam*)

Your own duties and obligations

As a responsible organisation, and a member of both TSI Moray and the Scottish Council for Voluntary Organisations, Radio Buckie signs up to certain policies and procedures, such as Health and Safety, Equal Opportunities, and Child Protection. However, you also have individual responsibilities of your own when you join.

First of all, you will have a personal 'duty of care' to look after your own health and safety, as well as that of others. This is especially important if you intend doing 'outreach' work, e.g. work in pairs. (Note that we have 'Incident Forms' to complete, if anything reportable happens).

Secondly, you have the clear responsibility of using the recording room and the equipment with due care and respect, since thousands of pounds have been spent getting it ready for you. This is even more so the case if you are using the recording studio facility in partnership with our local musician friends from AMP and/or through school time. So do please look after the equipment; e.g. no drink or food near the equipment, no rough treatment, properly switched on/off, OB unit booked out and then returned safely etc. (Note: there are CCTV cameras throughout BCHS, including around the recording studio).

Thirdly, you have moral obligations to fellow Radio Buckie members to pull together and work as a team, with proper respect and mutual encouragement, and without undue criticism, to produce the best possible programme material that you

can. In this regard, we expect experienced members to kindly pass on their knowledge to newcomers, so that they, in turn, can practice their skills and continue the process.

Fourthly, if you are an adult member, then you are required to carry out a PVG Disclosure check, since you will be coming into contact with young people (note: forms available from BHS reception).



Finally, you are expected to sign up to Radio Buckie's stated vision, aims and objectives (see previous page) and to do what you can to help realise them.



Making programmes

The core work of Radio Buckie is making programmes that will be interesting and relevant to people connected with Buckie and wider area. What we don't want is for Radio Buckie to become just another music-playing station, so we will always need to have a number of people who are keen and able to make all sorts of programme. We want to have programmes that appeal to different age groups, sexes, beliefs, opinions and so forth, so our programmes should ideally be a happy mix of music of various genres, chat shows, interviews, serious or light debates and discussions on topics or themes, one-off features, comedy/banter, heritage and culture, nostalgia, what's on/events, groups and clubs, drama, comedy, sports and other such varieties .

So, if you have an idea for a programme, and you are encouraged to do so, discuss it with one of the senior members (preferably Ron Black or Steven Cowie) and the Board will approve it so that you can go ahead.

When you are making a programme, preparation is very important. Think about key things : what is it about, and how do you make it interesting?; whose help do you need?; where will you record it?; how will you start and end it?; how much editing will it need?; how long will it be relevant for?

Ideally, you should prepare some notes that will assist you, and you can share them with others if you need their help. Don't,

however, write things out in full sentences, since you don't want to get into the habit of reading things out on a programme; just make some prep notes.

If you can, give your programme some sort of personal 'brand', especially if it's the type of programme that you might do more than once.



Getting going in the studio

Ready to 'dip your toe' in the studio?

First book your slot in the studio and, if required, organize to get the key to the door from a senior member or the school janitor. Unless you are being supervised for training purposes, you are the 'responsible person(s)' in the studio and this makes you liable until you return the key or pass it on.

This is how you 'power up' and 'power down' the equipment:



Starting up

- ▲ **Open the glass pc cover (security key required)**
- ▲ **If required, remove plug from under the flight deck, and plug into the socket**
- ▲ **Set up and connect the monitor, soundcard, and controller (stored in the metal cupboard) according to the cable labelling and training instructions**
- ▲ **Switch on PC, Screen, Speakers (Admin password available from senior member)**
- ▲ **Where required, take out microphones and set of headphones and plug in**
- ▲ **Open Sound Recording software (Ableton)**
- ▲ **Go to your own File Folder (see a senior member about setting this up)**
- ▲ **Run through show layout (on paper or on own e-notepad)**
- ▲ **Organise music either via USB, CD or MP3 (also ipad, phone etc)**
- ▲ **Switch your mobile to flight mode**
- ▲ **Test and set vocals sound levels and listen back – adjust, if necessary**
- ▲ **If using music, test sound levels and listen back**
- ▲ **If recording speech, take action to make sure others do not disturb you**

Once all of the above is done you're ready to record and/or edit your show.

Switching off

- ▼ **Once you've stopped the recording, make absolutely sure to save the work properly labelled in your folder (e.g. your initials, date, show name) and, unless you intend editing straight away, close down the Recording/Editing software**
- ▼ **If you have recorded a song with strong language and cannot edit it out yourself, note this down so that another editor can do it for you**
- ▼ **Switch off the PC and the screen**
- ▼ **Switch off the plug socket**
- ▼ **Lock the pc case**
- ▼ **If used, wet wipe the headphones and re-place where found**
- ▼ **Turn off the speakers**
- ▼ **Put equipment safely back into metal cabinet and lock cabinet**
- ▼ **Return keys to senior member or janitor**

Congratulations; that's your 1st recording done and, since we'd like to know how you got on, there's a 'Presenter's Feedback' sheet in the studio **shelving** unit for you to quickly complete.

Then it's time to head home ... however, unless there are still others in the studio, make sure you've locked up and, if using the studio at night, then let the janitor know that you're away before leaving the building.

Presenting and interviewing tips

Many people who get involved will understandably want to try their hand at presenting and/or interviewing.

So, here are **Gathering Storm's** top tips of Do's and Don'ts when **presenting music**:



Do's

- ✓ Ask for help
- ✓ Run a test to set volume levels before starting (then keep them consistently level at close to 0dB during a track*)
- ✓ Introduce yourself at the very start (and sign-off at the very end)
- ✓ Fill in a tracklist each and every session
- ✓ Note down the times, or tracks, in your show where are problems occur
- ✓ Use the 'Radio Buckie' jingles during the start, middle, and end of your shows

Don'ts

- ✗ Make any abusive comments, racial or otherwise, or use bad language
- ✗ Speak or jingle in the middle of a track (if so, start again from the start of that track)
- ✗ Leave excessive pauses in between tracks
- ✗ Speak whilst turning away from mic
- ✗ Play more than 2 tracks without talking between them
- ✗ Delete anything – since it will be edited later

*Note: this is really important for quality broadcasting.



And here are **Andrew's** top tips of Do's and Don'ts when **interviewing people**:

Do's

- ✓ Explain who you are and represent
- ✓ Make your interviewee feel comfortable
- ✓ Give them a brief idea of what you'll ask
- ✓ Test them speaking into a mic for sound level quality (especially if outside – use the OB mic with its cover)
- ✓ Record the details of your interview date, purpose, location etc before starting
- ✓ Ask open questions (e.g. 'how', 'give reasons', 'elaborate', 'explain further' etc)
- ✓ Thank them for participating
- ✓ Let them know if/when/where the material will go out

Don'ts

- ✗ Dive in and stick a mic in their face!
- ✗ Ask closed questions (resulting in answers of just 'yes/no')
- ✗ Ask very personal questions
- ✗ Provide them with the answers
- ✗ Interrupt or talk over their answers
- ✗ Judge their answers
- ✗ Make the interview too long
- ✗ Forget to get them to speak clearly into the mic
- ✗ Stand beside noisy machinery or equipment

Remember that until the day when we broadcast live, all our material needs to be 'timeless', since people can listen to you on the internet months after your recording, so avoid making references to anything that might make your programme out-of-date.

Remember too that, if you have recorded music shows to upload to Mixcloud, recordings need to have a minimum of 8 tracks with speech in between, as well as a full track listing.



How to help further

Once you get going with Radio Buckie, hopefully you can discover ways to help further.

For example, you could come up with fresh ideas to help us get better at what we do. You could help with our fundraising efforts and source sponsorship and/or advertising. You could help out with our website or social media maintenance, or even write articles for the internet or local publications.

Best still, you could simply encourage others in the community to either listen to and/or join Radio Buckie in the future, since that's the whole point of our venture!



Getting in contact

You can get in contact with us by writing to:

Radio Buckie, c/o BCHS, West Cathcart Street, Buckie, AB56 1QB

Or Email: admin@radiobuckie.co.uk

Or Website: www.radiobuckie.co.uk

Or Social Media  

Supported by Bucks for Buckie

Thanks for taking the time to read our Welcome Pack.
(and, by all means, tell us how to make it better).



**AWARDS
FOR ALL
SCOTLAND**

LOTTERY FUNDED

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