Mzansi FM

Music Policy

Mzansi FM , as a community radio station providing broadcasting services within the Ekurhuleni Metropolitan Municipality, has a great responsibility in ensuring that it contributes to the developmental programmes that are meant for the benefit of all communities. The station, through its music division, is to provide the platform benchmarked on the development and celebration of musical talents, especially for local artists.

The Mzansi FM licence conditions are very clear on the mandate; as a geographical community radio station, provide more support to local artists within the Ekurhuleni region with all its diverse cultures and interests.

Below are points that govern the Mzansi FM music division:

1. The Mzansi FM music division falls under the programming department, albeit run by the music compiler.
2. The music compiler is accountable to the head of programming.
3. The music compiler is to submit a music report to the head of programming on a monthly basis on the status of the division.
4. The music compiler is to work with a music committee on listening to music submissions.
5. The music committee is to comprise of 3 to 4 Mzansi FM staff members and its work is to approve songs that are to be on the Mzansi FM play list.
6. Through the music division, Mzansi FM is to play 60% South African music and 40% foreign music.
7. On the 60% of South African music to be played, 20% must be from Ekurhuleni.

Submissions:

1. All music submissions must be made to the music compiler
2. In the event that the music compiler is not present, the head of programmes can accept the submissions.
3. Alternatively music can be accepted by any member of staff for the attention of the music compiler.
4. Music submissions are to be accepted through a hard copy being brought to the station and through alternative services including the internet.
5. There is to be a registry for all submissions made to Mzansi FM .
6. The registry is to contain the following; person submitting the music, name of music artist, title of album/song, contact details, date of submission, signature of person submitting and signature of person accepting.
7. All music submissions shall be accepted whether released or not, from signed artists or not, in a demo format or not for the purpose of not making people feel excluded within the processes of their community radio station.
8. All submissions deserve a written reply on the status of their submitted material.
9. Mzansi FM , through the music compiler and the music committee, reserves the right to approve or reject submissions but will be open to continuous engagements with interested parties.
10. Any aggrieved person who feels their submission was not handled properly has a right to lodge a complaint first with the music compiler, secondly with the head of programming and thirdly with the station manager.
11. Should the grievances still stand they can be escalated to the board of directors.

The music compiler shall also ensure the following:

1. Music sheets are collected from presenters on a weekly basis, music sheets must also be provided to presenters/producers weekly.
2. Healthy and active communication channels with all presenters and producers.
3. Keep record of the number of physical discs in the music library.
4. Loads approved music on the system. (No one else is to load music onto the system except for the music compiler or any other approved person)
5. Maintains good relations with all record companies and production houses that continue to make submissions to the station.
6. Provide updates to record companies and production houses on the status of their material.
7. Keep a database of all record companies, production houses and other interested parties.
8. Avail music discs to presenters should there be a fault with the system.
9. Work on acquiring music that will be relevant to certain themes and campaigns i.e. freedom month, women’s month. 16 days of no violence on women and children, etc.
10. Reports to work from 09h00 to 17h00 weekdays, sometimes other work can overlap to other hours or weekends.

Offences

1. It shall be an offence not to carry out the expected work
2. It shall be an offence to accept money or gifts for the purpose of play listing music.