



Timberlane Education Network

Channels 6/22

Sports Videotape Submission Guidelines

Here at T.E.N., we are interested in televising athletic competitions on our station. However, due to time, staff, and equipment restrictions, we have imposed some guidelines for providing videotapes. If these guidelines are met, we will be able to broadcast your games in a timely manner and at the highest quality attainable.

Videotape Submission Guidelines:

- VHS, S-VHS, Hi-8, and DVD submissions will not be accepted.
- All tapes submitted to T.E.N. must be recorded on MiniDV tape. If you do not have a camera that records on MiniDV, your organization may sign out a one from TEN, with proper training. If you prefer to record on your own Digital8 camera, you will have to leave your camera with us in order to do a transfer.
- All tapes, especially those that do not belong to us, must be clearly labeled.
 - Sport/Team
 - Date of Game
 - Opponent
 - Winning or losing game
 - Length of tape
- If your event never runs longer than two hours, we request that you provide it to us on a single tape. We have recommendations of where you can purchase tapes that will record up to 2 hours.
- T.E.N. provides tapes that may be borrowed and recycled. If boosters choose to save and archive their videos, they will need to purchase their own.

Video Production Staffing

- Booster organizations will need to provide their own camera operator and commentary / play-by-play announcer. Here are some options:
 - Boosters/Parent volunteers
 - Students – T.E.N. Intern program
 - Students – Paid/Stipend position

Videotape Acceptance

- T.E.N. reserves the right to reject tapes that are not suitable for broadcast. Examples include, but are not limited to:
 - Audio
 - Too low, inaudible
 - Too high, distorted
 - Lack of play-by-play or commentator
 - Poor video
 - Bad or corrupted tape
 - Lack of tripod use