Net Control Operator Guidelines

First …If you are a new member and are asked to run the Net, accept the challenge. If you think that you can do it on your own after reading through these guidelines, then you are good to go. If not, ask for some one-on-one coaching. There are people in this club who are willing to meet with you and go over the "How to Stuff". You may want to have an experienced operator sitting next to you the first time through. Being a competent Net Control Operator and being able to run a net is part of the fun of having the license. This club, having the license, learning new skills, being of service and having fun are reasons we enjoy amateur radio.

1. Be prepared for the Net. Ten or fifteen minutes before the net. Go over the net script. Know what comes next on the script. Think about how you will run things and handle situations. Run through the script a couple of times, even if you have done it before. You will be more relaxed and confident if you prepared ten or fifteen minutes before the net is scheduled to begin.
2. Prior to starting the net select one or two ham radio topics for discussion on the net or have an open ended discussion that is ham related. This can be how-to questions, ham radio news related or about an upcoming club activity, DX or band conditions, as long as it is relevant to the hobby.
3. If possible check with the club president or a board member to see if there are might be any updates or changes that you need for tonight's net. Relax, this is a hobby. We do this for fun and enjoyment.
4. Have a pad of paper, or a note book or better yet print out the *Net Login Sheet* to record the stations checking in. If you choose to just use a blank sheet, number the first page 1 through at least 20. As stations check in record the call sign and the operator's name. You are doing this so that you will be able to acknowledge the stations by call sign and by name. At the end of the net you will also know how many stations have checked in just by glancing down at your numbered pad. You will not need to pause and count the stations. On the second page create a place for your notes pertinent to the net.
5. Five minutes before the Net announce that the Katy Amateur Radio Society Net will begin in five minutes. Often, a listening station will call and tell you that you are loud and clear.
6. The Katy Amateur Radio Society Net is a fairly informal Net. However, the habits formed on informal nets will become the procedures that operators use in actual Amateur Radio support situations. We want the Net to flow smoothly. We want operators to feel comfortable running the Net and most importantly we want all of the participants to have a positive experience, and learn.
7. If you are new at this and feel like you are getting confused, or flustered, key your mike and simply say, "all stations this is Net Control, please stand-by one". Take a couple of deep breaths, think about it (whatever "it" is) and if necessary call on of the more experienced stations on frequency to answer the question, or offer some assistance. Then go back to running the net. You do not have to follow the script word for word. You can read the below script verbatim or use it as a guideline. Please look over the script below to become familiar with how the net is conducted.

A. It is only necessary to transmit your call sign every ten minutes, and at the end of the final transmission. Often new operators over identify because they do not want to make a mistake.

B. Relax. If you make a mistake, that is O.K. This is supposed to be a learning experience for new operators and old operators alike. Amateur Radio is about learning, serving and having an enjoyable and positive experience in the process.

QST, QST, QST. Good evening all listening stations and welcome to the Katy Amateur Radio Society weekly net.

My name is _____ my personal call sign is _____. For the required FCC identification I will be using the club call sign KT5TX during this net. My tactical call sign is NET CONTROL. I am located in _____. This net is held each Tuesday evening at 2000(Twenty Hundred) hours (8 pm) **local time. Visitors are welcome, please feel free to check in this evening when we are accepting check-ins.**

(let repeater drop)

Our next club meeting will be _____ _____ (second Monday of each month) **at Memorial Katy Hospital in Tiger Room A. The address is 23900 Katy Fwy. The meeting starts at 1930 hours** (7:30 pm). **We also meet Saturday morning around 0800 hours** (8 am) **at Luby's for breakfast. Join us for some great conversation and fellowship. Luby's is located at 485 S Mason Rd. On Wednesday evenings around 1930 hours** (7:30 pm) **a KARS group meets at the Starbucks located at 547 S Mason Rd for coffee. Visitors are invited and encouraged to join us for meetings, breakfast, and coffee.**

(let repeater drop)

This repeater operates on an output frequency of 147.200 MHz. The input frequency is up 600 KHz. The repeater PL tone is 141.3 Hz.

This is a directed net. Please transmit only as directed by the net control station. When checking in please speak clearly and slowly. Please transmit your call sign phonetically, your name, location, and whether or not you have any traffic or comments for the net.

If at any time during this net any station experiences an emergency situation that station should immediately break into the net with the word "Break" or "Emergency" followed by their call sign.

As I begin to take check-ins, please transmit your call sign slowly and phonetically, along with your name, location, and if you have any comments, announcements or traffic for the net.

At this time are there any mobile stations or stations short on time that cannot remain on frequency until the end of roll call?

(let repeater drop)

1. Take the call signs of stations short on time and acknowledge them. Normally station short on time will ask for an "IN and OUT" and might not remain on the net.

2. If none of the short time stations have announcements or traffic for the net continue on to general roll call. If a short time station has announcements or traffic, direct them to make their announcements.

3. Following any announcements ask if there are any stations with questions, or stations that require "fill in" information.

Are there any stations with general announcements for the net?

1. Acknowledge the station(s) with announcements for the net and direct them to make their announcements.

2. Following the announcements ask if there are any stations with questions, or stations that require "fill in" information.

I will now call for all other stations wishing to check into this evening's net. Please speak clearly and slowly. Transmit your call sign phonetically, your name, location and if you have any comments or announcements for the net.

1. Add these stations to the list of stations checking in and acknowledge them after every four or five stations have checked in.

2. After it appears that all stations on the net have checked in go back over the list and call on any stations that have said they have announcements or traffic.

3. Following the announcements ask if there are any stations with questions, or stations that require "fill in" information.

Are there any stations that have not checked in to this evening's net?

1. Give a brief pause and make sure there are not any station joining late.

2. After it appears that all stations on the net have checked in go back to the top of the list and call each station and give them a chance to address the net (Ask them the question of the week).

3. After it appears that all stations on the net have checked in, announce the question or topic of discussion for the net.

Tonight's net question (or topic of discussion) is.

1. Starting at the top of the list, call each station and give them a chance to address the net and answer the question or discussion topic.

2. Make one last call to see if there is anyone still wishing to check-in to the net.

Are there any stations that have not checked in to this evening's net? Please do so now.

Are there any final comments or announcements for the Net?

This is KT5TX, *Net Control for this evening's Katy Amateur Radio Society Net.*

There were _____ stations participating in the net this evening. There were _____ members and _____ visitors.

1. Acknowledge the visitor stations and invite them to check-in next week and invite them to breakfast, coffee n out next general meeting.

Thank you very much for checking into the net this evening. This is _____ (your name), _____ (your personal call sign) returning the repeater to normal use. _____ (your personal call sign). Out.

	Call	Name / Comments		Call	Name / Comments
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
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18			38		
19			39		
20			40		

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1			21		
2			22		
3			23		
4			24		
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8			28		
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