

Katy Amateur Radio Society Weekly NET Procedure

Note: Guidelines are at the end of the document.

Procedural Instructions are in GREEN

About 10 minutes before the start of the new announce the following

This is (insert callsign), in approximately 10 minutes the Katy Amateur Radio Society will be holding its weekly net on this repeater. Everyone is welcome to join and a clear frequency would be appreciated.

At 8pm start the transmission

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.

Standby

(let repeater drop for a few seconds)

Club meetings are held on the 2nd Monday of each month at 1930 hours (7:30 pm). Currently, we are meeting via Zoom and also in-person at the Westlake Fire Station, located at 19636 Saums Rd (S-A-U-M-S), Houston, TX 77084. The Zoom link for this meeting is located on the Club web site in the Video Meeting Information tab. All members and visitors are encouraged to attend.

Saturday morning informal, breakfast meetings are currently held at 8:00am at Freddy's Café. Join us for some great conversation and fellowship. Freddy's is located at 16830 Barker Springs Rd # 400.

Wednesday evening Tech Sessions are held via Zoom meeting at 19:30 hours (7:30 pm). The link for this meeting is located on the Club web site in the Video Meetings tab. Note: at some future point, KARS looks to resume in-person meetings on Wednesday evenings.

Visitors are invited and encouraged to join us for meetings, breakfast, and tech sessions.

Standby

(let repeater drop for a few seconds)

This repeater operates on an output frequency of 147.200 megahertz. The input frequency is up 600 kilohertz. The repeater PL tone is 141.3 hertz. This information is located on the KARS Website: WWW.KATYARS.COM

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.

First of all does any member have any announcements for the club.

Wait for any announcements then get ready to copy the stations checking in

At this time if there any mobile stations or stations short on time that cannot remain on frequency until the end of roll call – please check in now and indicate whether you wish to participate in the discussion or will be "in and out".

[Make a list of check-ins]

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

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

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

This is KT5TX – Net Control. I will momentarily 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. First check-in, please come now.

1. Add these stations to the list of stations checking in and acknowledge each station before calling for the next station to check in. Ask for clarity on any names or call signs not heard clearly.
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 additional information.

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

1. Give a brief pause and determine if any stations are joining late.
2. 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:

[announce the question/topic]

1. Starting at the top of the check-in list, call each station in turn and give them an opportunity to address the net and answer the question or discussion topic.

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?

As a reminder, please sign-up on the Club's website and take a turn at performing the duties of the Net Control operator.

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

There were _____ stations participating in the net this evening.

1. Acknowledge the visitor stations – if known - and invite them to check-in next week and invite them to breakfast, coffee and our next general meeting.

Thank you very much to all members and visitors 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.

Net Control Operator Guidelines and Tips

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 prepare 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 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 one 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 script verbatim or use it as a guideline. Please look over the script to become familiar with how the net is conducted.

Note:

- 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.
- Relax. If you make a mistake, that is O.K. There are no mistakes which are earth shattering ! 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.

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

	<i>Call</i>	<i>Name / Comments</i>		<i>Call</i>	<i>Name / Comments</i>
1			21		
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