# JARC NET FORMAT

## A Guide for Net Control Operators

This document was created as a basic guide for net control operators.  The intent is to help standardize the format of JARC nets so that we appear more professional.  The club repeater is a "wide area" machine that covers over 3800 square miles, so many people may hear you even though you may *never* talk to them.

**Note:** Review this entire document and fill in the blanks before starting!

Several items are handy when conducting a net.  Most are listed here.

- Sheet of lined paper for logging stations (see sample).  PDF Log Sheets are available on the web at http://www.joplin-arc/forms/netlog.pdf
- Several sharpened pencils.
- Regional area **map** – Useful to locate some stations that may check in.
- Some ARRL radiograms – should any formal messages be passed.
- A watch or clock to track the time.

Monitor repeater activity early enough so that you can announce the net start time.  This will insure you are able to start the net <u>on time</u>.

Open the net with something similar to the preamble that follows:

```
Welcome to the Joplin Amateur Radio Club weekly net.  I am

_____name, _____call, your net control operator

for this evening.  This is an informal net conducted for the

purpose of passing traffic, announcements, bulletins, buying

and selling equipment, and general discussion.  Later in the

net we will have NEWS-LINE, a regular feature of this net,

followed by a round-table discussion of topics of interest.
```

For each of the following dialogue, you should, in turn, query for stations to check in, then log the following information:

1. the station's callsign (if it gets busy – use suffixes)
2. the operator's first name
3. the station's location (you may have to ask for it)
4. the station check-in time
5. if the station has any traffic and if so, its priority (E=emergency, P=priority, R=routine)

Usually, there will be little or no response for the first queries.  However, if any stations check in, handle their traffic responsibly, but **do not dally**.  Remember, mobiles don't have long before they will be out of range.  Be ready!  If they have any traffic to be passed, *you* may need to take it yourself!

In the interest of time, try to make each of the following statements only once.  To accomplish this, if nothing is heard, move on.  Repeat **only** when necessary.

Remember, always **pause and listen** between transmissions, **log** all stations that call, and be sure to **acknowledge** all stations!

Once past the introduction you continue with something similar to the following dialogue, each time handling stations checking in:

```
First I will take any stations with emergency or priority
traffic, please call _____call now.

Okay.  Now, mobile stations with or without traffic.

Any stations with traffic or announcements please call now.
```

Done with that, add any **announcements** you may have, such as upcoming events, meetings, or other news.  When complete, move on to the NEWS-LINE segment.  Be sure to acknowledge the person handling NEWS-LINE, they deserve recognition!

```
We will now have NEWS-LINE, a regular feature of this net.
Afterward, I will ask for stations to check-in for our count,
then continue with the discussion segment.

Please stand by for NEWS-LINE.  This is _____call.
```

After NEWS-LINE, take additional check-ins.  This is where it may get a bit busy (use call suffixes only when there are a lot of check-ins).  Be sure to log all stations.

```
We will begin our round-table discussion soon.

At this time, I will take any new check-ins with or without
traffic.  Please call _____call now (repeat as necessary).

We will now begin our round-table discussion.  If you have
anything to announce, buy/sell, or trade, feel free to include
them in the discussion.  I will call each station in the order
they checked in for their comments at this time.  This is
_____call.
```

Call each station, **in turn**, and allow them to make their comments.  Remember, you are hosting the net, but it is not your soapbox, so don't make the mistake of monopolizing it.  Once through the log, you may ask for additional comments.  When the group has finished, wind it up, and close the net.

Remember, don't get too serious, and have fun.  Good luck! and '73

_____

# NET LOG (sample)

| CALLSIGN | NAME | QTH | TIME | TRAFFIC |
|---|---|---|---|---|
| WBØIYC | JIM | JOPLIN | 19:35 | |
| NØQLT | RUSS | FAYETTEVILLE | 19:41 | R |