Joplin Amateur Radio Club
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 8000 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 - This can be useful to locate some stations that may check in.*
- *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 that the users will not tie it up so that you are able to start the net on time.

The format of this net is not set in stone, and you can be very flexible in how you conduct it. Below is an example of one way to handle a net. You can open the net with something similar to the preamble that follows:

15 Minutes prior to the net at 1915 *the Net Control will make the following announcement.*

All Amateur Stations. All Amateur Stations. All Amateur Stations. This is _your call-sign_**. The Joplin Amateur Radio Club weekly net begins in 15 minutes. Net Control will be handled by** _your call-sign and first name_**.** _Backup call-sign and first name_ **will be available as backup. This is a weekly net held on the W0IN repeater at a frequency of 147.210 positive offset with a PL tone at 91.5. Please make all final preparations for the net**

now.

During the following 15 minutes before the net begins. Net Control and Net Control backup should confirm their presence on frequency and finalize responsibilities. Net Control and the Backup must document all check-ins including Call-sign, name and location.

One Minute prior to the net at 1929 Net Control should make the following announcement.

All Amateur Stations This is *your call-sign***. The Joplin Amateur Radio Club weekly net begins in one minute. All stations please standby.**

Net Control should start the net promptly at 1930 as follows

Good Evening and welcome to the Joplin Amateur Radio Club W0IN Weekly Net. I am *your first name***,** *your call-sign***, your net control operator for the evening. I recognize** *backup call-sign and first name* **as my backup. This net is held each Monday at 1930 on the W0IN repeater at a frequency of 147.210 positive offset with a PL tone of 91.5. Any Station with an emergency may break into the net at any time by saying BREAK. We'll now pause for any stations with emergency communications.**

PAUSE! Count to 10. *Handle any emergencies by acknowledging the call and responding in accordance with Amateur standards and operating practices.*

Hearing none we will proceed with the net. This is an informal net conducted for the purpose of announcements, bulletins, buying and selling equipment and when time permits, general discussion related to amateur radio. All amateur stations are welcome to participate. Please standby – more to follow.

When checking into the net, please give your call sign using ITU phonetics, then the regular way, and state your name and location. I will repeat this process several times to ensure everyone has the opportunity to check in.

Later, I will call the roll, and at this time each person will have an opportunity to mention anything they have for the net. This can be announcements, or other items of interest, including items to buy, sell, or trade.

Be careful to Log all stations that check in:
The operator's first name
Their location (you may have to ask for it)
The check-in time
If the station has any announcements, questions, or comments

As stations check in 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!

It is important to always pause and listen between transmissions, log all stations that call, and be sure to acknowledge all stations!

In the interest of time, try to keep the net moving, make general announcements near the end of the net, and only once if possible.

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 announcements, please call now.

Nothing heard. We'll proceed with check-ins

I'm now accepting check-ins from mobile or short-time stations. Please come now 3 at a time with your call signs, first phonetically, then the regular way, and give your name and location.

Log all check-ins 3 at a time. Confirm check-ins by repeating the information for the last 3 check-ins and ask for any corrections.

Are there any additional check-ins from mobile or short-time stations? Please come now. This is net control, *your call-sign and first name.*

We'll now receive check-ins from all remaining member and guest stations. Stations please come now 3 at a time with your check-ins.

Log all check-ins 3 at a time. Confirm check-ins by repeating the information for the last 3 check-ins and ask for any corrections.

Any further check-ins? Please come now. This is net control, *your call-sign and first name.*

Hearing no further check-ins we will proceed with the net after a pause for stations with emergencies, please call *your call-sign* **now.**

PAUSE! Count to 10. *Handle any emergencies by acknowledging the call and responding in accordance with Amateur standards and operating practices.*

We'll now begin the 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 net control *your call-sign and first name*, *each check-in call-sign* - What do you have for us tonight?

Do we have any late check-ins? Any stations remaining that want to check-in please come now. This is net control, *your call-sign*.

Announcements:

You should prepare a list of announcements to include here. Make these announcements only if not included as traffic from other net participants.

Always announce next upcoming club meeting and next VE testing session.

Final call. Any late check-ins please come now.

Do we have any additional comments or questions? Please call Net control now.

Nothing heard. I want to thank everyone who checked in tonight. Please join us again next Monday night for the Joplin Amateur Radio Club Monday Night Net.

I hope you enjoyed the net tonight. I have enjoyed being your net control. I now return the repeater to regular amateur radio use. 73 this is *your call-sign*.

Revision history:

2015-03-02 KD0SZT - original version

2017-04-03 K0SMK - edits to remove "W0IN" and replace with "your callsign"

2017-05-15 K0JAA - changed wording to remove references to "traffic" since it is not a traffic net