

# A BASIC GUIDE FOR NET CONTROL OPERATORS

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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: It helps to 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.
- **Some ARRL radiograms** - should any formal messages (traffic) be passed.
- **A watch or clock** to track the 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. *However, the net should always start on 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 near the net start time. Be polite if you need to ask users to vacate the repeater.

*About 15 minutes before the net is scheduled, make the following announcement:*

**QST, QST, To all Amateur Radio Stations. The Joplin Amateur Radio Club net will begin in 15 minutes. Please make your final preparations now for the net.**

After this announcement, the Net Control or Net Control backup should make preparations for logging stations during the net. Pay attention to the time.

*One minute before the net is scheduled to begin, make the following announcement:*

**All Amateur Radio Stations. This is \_\_\_\_\_.** The Joplin Amateur Radio Club weekly net will begin in one minute. All stations please stand by.

Be sure to start the net on time!

**Good evening and welcome to the Joplin Amateur Radio Club WØIN weekly net.**

I am \_\_\_\_\_, \_\_\_\_\_, your net control operator for this evening. This weekly net is held each Monday at 7:30pm local time on the WØIN repeater at a frequency of 147.210 MegaHertz, positive offset, and PL tone of 91.5 Hertz. This is an informal net conducted for the purpose of passing messages, announcements, bulletins, buying and selling of equipment, and when time permits, general discussion. This is an open net. All amateur radio stations are welcome to participate.

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I will ask for check-ins ( \_\_\_\_\_ at a time,) then wait for responses. I will repeat this process several times during the net. When you check in, please give your callsign, then again using ITU phonetics, followed by your name, QTH, and if you have traffic or anything for the net. I ask that you please remain available for the duration of the net until I close it. Please standby - more to follow...

(let the repeater drop so not to time it out) Continue with:

I will acknowledge each station, later offering them 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. Afterward, I will ask for final check-ins and additional comments. Near the end of the net, I will make announcements then close the net. Any station with emergency or priority traffic may break into the net at any time by saying **BREAK**.

**We'll now pause for any stations with emergency or priority traffic.**

*Pause! Count to 10 before continuing.*

When necessary, handle any emergency traffic by acknowledging the call and responding in accordance with Amateur standards and operating practices.

Very seldom will anyone have any messages of any type to be passed, so we continue with the following:

**Hearing no emergency or priority traffic, we will proceed with the net.**

You will conduct a roll call later, so be careful to **log all stations** that check in:

- The operator's **callsign**, and **first name** (You will know most of them)
- Their **location** (you may have to ask for it)
- The check-in **time**
- Note if the station has traffic (**E**=emergency, **P**=priority, **R**=routine)

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

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 messages (traffic) to be passed, *you* may need to take them yourself!

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

You are past the introductions now, so you continue with something similar to the following dialogue, each time handling the stations checking in:

**I'm now accepting check-ins from mobile stations with or without traffic. Mobile stations, please come now, with your callsign, name, and location.**

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Done with that, we open the gates.

**I'm now will accept check-ins ( \_\_\_\_\_ at a time) from all stations with or without traffic. Please call \_\_\_\_\_ now.**  
grouping is optional - sometimes 3 is used  
callsign

*Always Pause! Count to 10 before continuing.*

Repeat the following part as necessary to get all the check-ins into the net.

**Let's take some additional check-ins ( \_\_\_\_\_ at a time,) please call now.**

(Here you may have a lot of check-ins. Be sure to log all stations.)

*Remember - Always Pause!*

Okay... You have accumulated a list of check-ins. If you logged any stations with traffic, now is the time to pair them with those check-ins who can deliver the messages. Tell the one with the message to call the other and have them move off the repeater if possible. (They are supposed to return to the net when they are done).

Next is the **roll call**. Go down your list of check-ins, **call each station in turn. Ask them if they have anything for the net.** Allow each 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 roll call, (and time permits) you might pick a comment for discussion. Ask for responses to comments. Manage them in an orderly fashion, and be mindful of the time. If it gets busy, you may have to end it.

**Would anyone care to comment on \_\_\_\_\_ ?**

Finally you should ask for additional check-ins, something like:.

**I'll make one last call for any late check-ins. Please come now, with your callsign, name, and location.**

You may get some stragglers!

When the group has finished, wind it up with any announcements you may have, then close the net.

*(You can skip this part if there are no announcements)*

**I have some announcements for the net: \_\_\_\_\_**

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**I want to thank everyone for participating this evening. We had \_\_\_\_\_ stations check in tonight!**

**This is \_\_\_\_\_, \_\_\_\_\_, your net control operator this evening, closing the Joplin Amateur Radio Club WØIN weekly net.**  
your first name your callsign

**I am now returning the repeater to normal operation. '73.**

Remember, don't get too serious, and have fun.

*This is only a guide, as you get more comfortable being net control, feel free to mark it up to suit your style!*

Good luck! and '73