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This document contains the UCARES Net Control Station (NCS) and Assistant Net Control Station (ANCS) scripts current as of the date of preparation of this document. All questions relating to it should be directed to the UCARES Net Manager (see above), or the UCARES Emergency Coordinator (EC). The EC at the time of writing is Michael Preuss, W7MJP and can be reached at: w7mjp@ucares.org

In the scripts, the spoken pieces are in **blue text**. Black text is instruction or information necessary to execute the script. Boxes highlighted in **blue** and **yellow** represent list of options where only one should be selected. If you are printing this script for use during a net we recommend that you print it in color.

Both scripts have places where the repeater needs to be re-configured. The information necessary to reconfigure the repeater will be provided as needed by request to the Net Manager or EC.

Before the net starts, get a signal report (ANCS and NCS should perform a mutual radio check). NCS should find out the call-sign, name and transmitting location of ANCS.

Both NCS and ANCS must hear and acknowledge stations by ID as they check-in. Find a way to record IDs accurately and quickly before your first assignment as ANCS or NCS. If you know your duty is coming up soon then you could try recording the check-ins on nets you are not controlling.

When taking check-ins, remember it is the responsibility of the calling station to be heard. If there is a double, poor transmission, or other problem, it is that station's responsibility to re-transmit. Remind stations that they

should re-transmit if you do not acknowledge their call-sign. You can handle these issues as you see fit. Check-ins are not restricted to Utah County. The last call for check-ins on the NCSA script allows for stations "anywhere". ANCS is not restricted to taking check-ins holding some level of certification. The last call for check-ins on the ANCS script allows for stations without certification. For example, where a station without certification is only readable on the ANCS frequency, that station is welcome to check-in there.

After the net, both NCS and ANCS should email a copy of the check-ins to the Net Managers.

Perfect performance is not expected. It is a training net and unexpected events and difficulties help the net control stations and net participants to learn. Net participants should be patient with stations new to net control duties. Contact the Net Managers if you would like to arrange to perform the duties with a mentor present.

Sometimes there is traffic that requires coordination. Use your judgment in order to manage it but remember that you (NCS) are controlling the net and it is a directed net. For business that looks like it will take some time to conduct, or that gets out of your control, ask the station with the traffic to use the frequency after the net in order to conduct the business. Break into traffic that is drifting off-topic with the last two or three letters of your call if you need to. Instruct all stations to remain on frequency in order to conclude any business that you defer. Just before you close the net, please encourage all stations to participate if appropriate, e.g. to volunteer if the traffic is event staffing.

When other stations use the frequency and return control to you, offer them the time to ID if they did not.

There are several stations with roles in the organization that always have traffic for the net. As NCS you can decide if you want to recognize all organizational leaders, or only those that check in in with traffic. It may be wise to announce prior to check-ins which path you choose. That way leadership doesn't have to check-in with traffic if they

know you will recognize them. Conversely, if you state that you will give them time on the net only if they check in with traffic, they will know to do so. Either way, you should at least recognize them as organization leaders, regardless if you give them time to do traffic.

The organization leaders are:

| | |
|-------------------------------|----------------------------------------------|
| UCARES Emergency Coordinator | Michael Preuss, W7MJP |
| SCAT Commander | Andrew Barney, W7IE |
| SCAT Vice Commander | Mitt Ratsapasith D7PRS |
| UCARES Interface Coordinator | Scott Golightly, KG7WHX |
| UCARES Membership Coordinator | Jeremy Stallard, KE7DLT |
| UCARES Net Managers | Scott Chandler, N1FTY Reid Dickson, W1YMI |
| UCARES Liaison Coordinator | Caryn Alarcon, KG7UUR |

The last three have a standard message that they usually deliver. When the station does not check-in, NCS may deliver the standard message from the following list.

UCARES Membership Coordinator

If you are new to Utah County ARES or new to Ham Radio and would like some more information, please send an e-mail message to Jeremy Stallard at ke7dlt@ucares.org

UCARES Liaison Coordinator

If you are working on your levels of certification and have questions about the agencies we support or EOCs and liaison assignments, please send an e-mail message to Caryn Alarcon at kg7uur@ucares.org

UCARES Net Manager

If you are working on your levels of certification or would like to work on your skills, and need to carry out NCS or ANCS duties or deliver a training item, please schedule an assignment by sending an e-mail message to Scott Chandler at n1fty@ucares.org or Reid Dickson, wlymi@ucares.org

ASSISTANT NET CONTROL STATION

Be advised that you are responsible for helping the net function smoothly. If NCS is unable to continue then you should take over the NCS script. You should be ready to respond to any requests from NCS.

TWENTY MINUTES BEFORE NET

FOR EACH REPEATER (147.34 and 147.28)

- Tune to the repeater
- <<your call-sign>>controlling
- Turn on double beep

QST, QST, QST. This is station _____ with an announcement for all stations monitoring this frequency.

ON 147.34:

The Utah County Amateur Radio Emergency Service weekly training net will begin at 2100 hours local time on this repeater. All stations interested in participating, please standby until the net is called.

ON THE OTHER REPEATERS:

The Utah County Amateur Radio Emergency Service weekly training net will begin at 2100 hours local time on the 147.34 repeater. All stations interested in participating, please change frequency to 147.34 and standby until the net is called. Turn off double beep

- ID

TEN MINUTES BEFORE NET

ON 147.28:

- <<your call-sign>> controlling
- Turn on double beep
- ID

Tune to 147.34 and monitor. Be sure to perform a mutual radio check with NCS before the net.

ONCE NET IS CALLED

(Note: Frequencies listed below may vary).

- Listen on main repeater
- Wait for direction to secondary repeater
- Switch to secondary repeater

This is station _____, Assistant Net Control Station for the Utah County ARES net.

Check-ins will be taken in the following format: Key your mic when ready, give your call-sign slowly and clearly using standard phonetics and indicate whether you have traffic for the net. After **three** check-ins, please wait while I acknowledge the calling stations and ask for any corrections.

Stations holding level 4 certification please call now.

Recognizing _____, _____. Any additions or corrections please call now.

When no more stations respond

Hearing nothing. Stations holding level 3 certification or higher please call now.

Recognizing _____, _____. Any additions or corrections please call now.

When no more stations respond

Hearing nothing. Stations holding level 2 certification or higher please call now.

Recognizing _____, _____. Any additions or corrections please call now. When no more stations respond

Hearing nothing. Stations holding level 1 certification or higher please call now.

Recognizing _____, _____. Any additions or corrections please call now.

When no more stations respond

Hearing nothing. All other stations wishing to check-in please call now.

Recognizing _____, _____. Any additions or corrections please call now.

When you have finished taking check-ins...

Thank you for your check-ins. Now please change frequency back to the 147.34 repeater for the remainder of the net. This is station _____ Assistant Net Control Station for the Utah County ARES net.

- <<your call-sign>>controlling
- Turnoff the double beep
- ID
- Change frequency to main repeater
- Await contact from NCS. If the net frequency is silent, key your mic and give the last two or three letters of your call and wait to be acknowledged.
- You will pass information to NCS in a formal format. This is your opportunity to pass traffic as an example for the training net. The exact wording is left up to you:
 - Number of stations checking in
 - Stations with traffic
 - NCS will read back the information passed and you will then acknowledge accuracy or correct errors. You then will ID and pass control to NCS

NET CONTROL STATION

Calling a Utah County ARES net. Calling a Utah County ARES net. Calling a Utah County Amateur Radio Emergency Service net.

This is Net Control Station _____, located in _____ and my name is _____.

The Assistant Net Control Station is _____, located in _____ and his name is _____.

The purpose of this net is to provide training for UCARES members and to become familiar with the Utah County ARES resources. This net is open to all amateurs. Membership in UCARES is not required to check into this net.

Normally the 147.34 and 145.23 repeaters will be linked together to give better coverage.

The UCARES repeaters are open to all stations and are provided and maintained by the Utah County Sheriff's Office. For more information about UCARES or its resources, contact the organization leadership after the net or visit the ucares.org web site.

This is a directed net. Please transmit ONLY as requested by the Net Control Station. All stations checking in are asked to remain on frequency until released by the Net Control Station.

You may request permission to transmit by giving the last two or three letters of your call during a pause in the net. We use the ARRL standard for the word BREAK for priority or emergency traffic only.

Is there any priority or emergency traffic for the net?

Handle any priority or emergency traffic

Are there any Event Announcements.

New Ham Night, TERT, Local Events, etc.

- Have each person in charge of their event to give details the details.
- Respond to request for signal checks, etc.
- Acknowledge the station when they hand the net back to you
- Ensure that the station IDs after transmitting
- Discourage any traffic or business that takes an extended time or gets substantially off-topic (see the notes on the first page)

If you need more information or want to sign up for the events, Please stay on frequency after the net.

If you have obtained UCARES certification levels one through four, or are unable to check-in here, the Assistant Net Control Station will take your check-in on...

ANCS Repeater Information

...the 147.28 Mhz
repeater, positive offset
tone 141.3 Hz.

...146.46 Mhz simplex

All others please remain on this frequency and I will call for check-ins by station location.

This is station _____, Net Control Station for the Utah County ARES net.

Check-ins will be taken in the following format: Key your mic when ready, give your call-sign slowly and clearly using standard phonetics, and indicate whether you traffic for the net. After every four check-ins, please wait while I

acknowledge the calling stations and ask for any corrections.

All stations located in Utah County, West of American Fork, please call now.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

All stations located in Utah County, North of Orem, please call now.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

All stations located in Orem, please call now.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

All Stations located in Provo, Please call now.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

All stations located in Utah County, South of Provo, Please call now.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

Any stations located anywhere, please call now.

When no more stations respond

- Ask if ANCS is on frequency
- If not, then tell the net to stand-by until ANCS returns
 - Pause, allowing the net to go silent

- Every 30-60 seconds call for ANCS and/or repeat the instruction to the net to stand by
- When ANCS returns, acknowledge ANCS
- Request check-in information
- Repeat the formal message parts provided by ANCS. **NCS must read back the information passed and ask ANCS to acknowledge accuracy.**
- When complete, let ANCS ID

This is station _____, Net Control Station for the Utah County ARES Net.

I will now recognize the organization leaders.

UCARES Emergency Coordinator:

Michael Preuss, W7MJP

(Give time if checked-in with traffic)

SCATeam Commander: Andrew Barney, W7IE

or SCATeam Vice Commander:

Mitt Ratsapasith, D7PRS

(Give time if checked-in with traffic)

UCARES Membership Coordinator:

Jeremy Stallard, KE7DLT

(Give time if checked-in with traffic)

UCARES Net Manager: Scott Chandler, N1FTY or

Reid Dickson, W1YMI

(Give time if checked-in with traffic)

UCARES Liaison Coordinator:

Caryn Alarcon, KG7UUR

(Give time if checked-in with traffic)

UCARES Interface Coordinator:

Scott Golightly, KG7WHX

(Give time if checked-in with traffic)

This is station _____, Net Control Station for the Utah County ARES net.

At this time I will acknowledge other stations that checked into the net with traffic.

- Call each station by ID to pass their traffic
- Respond to request for signal checks, etc
- Acknowledge the station when it hands the net back to you
- Ensure that the station IDs after transmitting

Stations requesting early out have permission to close

I will now call for additional check-ins. Any late or missed check-ins, please state your call-sign slowly and clearly using standard phonetics.

Recognizing _____, _____. Any additions or corrections please call now. *When no more stations respond*

If there will be business after the net closes, summarize what will take place. This will order the traffic and give permission for those stations to carry on. Encourage all stations to volunteer and participate in any event(s) being staffed.

Thanks again to all stations participating in the net. This is station _____, Net Control Station for the Utah County ARES net closing the net at <<<24 HOUR LOCAL TIME>>> hours and returning the frequency to normal use. All stations have permission to close. Please allow me a few moments to turn off the double beep.

- <<your call-sign>> controlling
- Turn off the double beep
- ID
- Monitor the frequency for a minute or two in case there is any late business directed at you.

Important: Remember that the above text is only an example. The ideas are what is important. Once you become familiar and comfortable running the net, please discard this script – that is when the real skills begin developing.

| Roundtable or no training |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>We will now have a Question and Answer "roundtable". This is your opportunity to ask any question you have about Amateur Radio, Utah County ARES, or other related topics. Everyone is invited to help answer questions and to participate in follow-up discussion. There is no formal answer panel. Please call in the normal manner to ask a question or respond with an answer. Remember this is still a directed net.</p> <p>If you have a question, please call now... Go ahead _____ Would anyone like to answer... Go ahead _____ ... (We'll try to take it off-air and get back to you).</p> <p>Thanks to everyone participating in tonight's forum</p> |
| Training Item / Topic Review |
| <p>At this time, I will turn the time over to _____ for the training item / Topic Review.</p> |

This is station _____, Net Control Station for the Utah County ARES net.