

THE 3905 CENTURY CLUB, INC.

PROCEDURES FOR NET CONTROL STATIONS

Revised: September 1, 2005

The Net Control Station operator is the one person essential to the continued success of The 3905 Century Club, Inc. The information in these NCS Procedures is intended to both aid those acting as the Net Control Station and to standardize the operation of our nets.

This manual has been simplified and contains the rules and procedures to be followed in conducting the nets of the 3905 Century Club. There are no other rules (either written or unwritten) other than those contained in this Procedure and in the Bylaws of the Club.

You will be called on as NCS to make day to day decisions, which may not have been addressed here or in the Bylaws. You should be aware that Article IV of The 3905 Century Club, Inc. Constitution, states that your decisions on the net shall be considered to stem from the Board of Directors. NCS for CW and all Digital nets may vary the guide somewhat to meet the needs for the difference in those net operations.

This means that the Board of Directors backs your judgment calls while you are the NCS with the provision that you follow these rules. Remember, you are the boss when you are the net control.

In addition to this manual you should have available the current net preamble, the names and addresses of the Club Information Officer and the QSL Bureau Manager for your particular net, and the list of the current Officers of the Club.

You should also be aware that an NCS operator **SHOULD NOT** deviate from the mandatory policies.

SECTION ONE: MANDATORY POLICIES AND PRACTICES

1. NCS should monitor the frequencies prior to net time to ensure a clear Frequency. Cooperation with other Amateurs is not only in the best interest of the club, but is also mandated by regulatory agencies. Often a friendly call before net time to stations on net frequency will result in their cooperation. It may become necessary to stand by or move the net frequency. A move of 3.0 KHz +/- should be a maximum so stations checking in can find the net. Remember - the Century Club has no right to any operating frequency.

2. Announce that you will call on stations for relays depending on band conditions. Other stations are asked to refrain from helping, unless Net Control gives a specific call for relays. By announcing who your relay stations are you should be able to reduce the confusion caused by the other stations trying to "help" by relaying. Be firm but courteous in discouraging other stations from relaying unless you ask for their help.

3. The prescribed net preamble must be read at the start of the net. It has been developed to cover the basic, general instructions in the briefest time. The preamble is attached.
4. As NCS you must identify yourself and the net at least every ten minutes as required by the rules. Remind stations to identify themselves if you notice they are not doing this.
5. In case of a general or widespread emergency, as NCS you should immediately suspend normal net operations and place the net at the disposal of competent authority for the duration of the emergency, if requested to do so.
6. Net Control or another station on the net as requested Net Control must give out the Club Information Officer and QSL Bureau information AT LEAST TWICE each night, once during the reminders and once before you close the net.
7. In NO case will the NCS run a "LIST" for a rare station, no matter how rare. There are NEVER any exceptions.
8. On the 30th calendar day of a 31 day month, the regular (early) nets will not operate as normal. This period will be used as a Question and Answer session. As many directors and officers as possible will be on the net to answer questions. The moderator of the Question and Answer period will be a club member familiar with the Club Operations.
9. If sufficient time remains upon conclusion of Q&A, the Moderator may turn the operation over to the regularly scheduled NCS, who on his option may conduct an abbreviated regular net. The LATE NETS will operate on the 30th (calendar date), but before they begin the NCS must have a brief question and answer session. After all questions are finished the late net may begin.
10. When taking checkins, no preference is to be shown to net regulars, officers or anyone else, other than Master Degree Holders, Original Charter Signers, (including the Charter President (W9HG) and DX stations. If you wish to use a pre-list, that is permissible, however once the actual checkin process begins, you must not ask for individual stations but rather general checkins only. The practice of calling regulars first, before general checkins, is not permitted at any time as we welcome all amateurs and do not show favoritism or preferential treatment for anyone during general checkins.
11. The check-in list is taken beginning with
 - (1) Master Degree holders;
 - (2) Original Charter Signers (including the Charter President - W9HG);
 - (3) DX Stations;and then general check-ins will commence with the stations in the Call Area corresponding to the UTC date. Courtesy check ins are not permitted for any reason. To be placed on the check-in list, the station must be present and on the air.

12. NCS shall, to the best of his/her ability and knowledge, identify those check-ins who are officers within The 3905 Century Club, Inc. However, such stations should identify themselves as such when they check in.

13. When you are taking check-ins you should TWICE state the log number, the call sign phonetically and the state of each station as you list them. Indicate if the station is a state capital, mobile, VIP, Master, Club Officer, Original Charter Signer or YL, or other special station for award purposes. This helps the stations decide whom they wish to call.

14. During check-ins it is NOT appropriate to spend time explaining the club or how the bureau works. If someone new comes on-board, simply state that they are welcome and that later in the net you will give them more information about the club. Also, it is permissible to refer them to the club web site at this time.

15. Once calls have begun, checkins should not be taken until at least 20minutes into the list. After that period NCS may ask for additional checkins and then every 10-20 calls or more during the rest of the net. If a station is heard trying to checkin, the NCS should ask that station to wait until the call in progress is finished, then pick up the checkin, ask for others quickly and move along. Asking relay stations to make a general call looking for checkins should only be done at the beginning and end of a list.

16. After you have taken the original list it helps to ask if there are any stations who do NOT use the free 3905 Century Club QSL Bureau. Announce to the net the list number and callsign of these stations. Finally, when a station works a "Direct QSL" (especially those who are late check-ins), you can announce the fact after the contact is made by saying something like "W7XXX, the station you have just worked is a direct QSL". Note: You are NOT permitted to use a list of who is "good in the bureau" unless that list is in your possession and is less than three days old.

17. As NCS you may make your call at any point in the list that you wish. As NCS you may make one (1) bonus call per round (for a total of 2 calls), however you have the opportunity to make the calls when you desire. There are no other bonus calls for anyone for any reason.

18. Many members try to copy the entire list of check-ins. When they miss stations on the list they will ask for fills. This wastes a lot of net time. Suggest to them that they pick up the missing stations as you run the list.

19. If someone has volunteered to put the check-in list on the Internet, remind the net that the check in list will be sent by email out to all that are on the email check in group. No bonus call is given for doing the list or for any other reason.

20. When it comes time for a station to make a call, there are three (3) options. The station operator may (1) make a call to a station of his or her choice; (2) go "up for

grabs"; or (3) take a pass. A pass may not be taken after a failed call attempt or if the up for grabs option is attempted with no results.

21. Any legitimate passes may be picked up at the end of the first round only.

22. If a station DOES NOT ANSWER when called for his or her call, that station will NOT be eligible to make a call until the next round. The ONLY exception is a mobile operator that may have had to stop for fuel, coffee, meals or a weigh station inspection.

23. LATE CHECK-INS: The practice of identifying people as late check-ins has been eliminated as has the corresponding necessary practice of "working in lates". Any one who checks in before the end of the list is reached is assigned the next number available, however is not considered a late check-in and will receive a call in order. Additional checkins should not be taken during the last 10 calls on the list during around. Stations that check-in after the end of a list round will receive their call in the order of their assigned number as they would if they had been on the original list during the next round.

24. LATE-LATE CHECK-INS are those who check in when the net has only 30minutes or less to run. Stations checking in during the last 30 minutes of an early net should be warned that they likely will not get a call.

25. MASTER DEGREE CHECK-INS: Master Degree holders will be invited to check-in to the club nets prior to DX Stations. Master degree holders checking in late (down the list) will receive their opportunity to make a call when it is their turn on the list, not immediately upon check-in. If a Master Degree holder has a club call, the club call must be checked in with the appropriate call area for the club location, not with the Master. The Master gets the priority on check-in, the club station does not.

26. When one member of a "combo" puts his/her call up for grabs, the calling station may work that station and the other member of the Combo. When a member of a "combo" has a club or special event call the calling station shall automatically receive the club or special event call if desired.

27. When a station "Goes up for grabs" it is that station that must determine which station he will call. If only one station responds to the "Up for Grabs" it is permissible for NCS to identify that one station after confirming with any designated relays, if used, that only one station was heard calling.

28. Mobiles or portables are allowed however many lines on the check-in lists for use in multiple state lines, with or without a club or special event call.

29. Checkins are limited to no more than (1) the callsign of the individual, (2) one club callsign and (3) one special event callsign. If there is no special event callsign, any individual checking in is then limited to a maximum of two checkins, for the primary callsign and one club callsign.

The 3905 Century Club will assume that any club callsign operation on Century Club nets has been authorized by the trustee of that respective club callsign. In addition, club callsigns may not be passed on or assigned to any individual during actual net operations.

If located on a state line or multiple state lines, each individual checking in is entitled to a checkin line for each callsign and state involved. Each individual, on their turn for a call, is entitled to one call on any round.

30. When that mobile station's turn comes up for a call, they may make their call as one call regardless of the number of calls or states with which they check in. Only one call is allowed.

31. When a station calls a mobile they may, in that one contact, claim any or all of the lines they wish. If an operator declares that their station is on the state line, then it will be accepted that the station be considered on the state line. Wet lines are not allowed.

32. Do NOT help stations guess their reports by saying such things as "better than that" or "not quite that good". You may ONLY tell them that they do not have the correct report.

33. In all cases where there is ANY question as to the correct call sign, NCS should ascertain that both stations have them correctly, and NCS may pass the stations' callsigns unless either or both stations are a No Relay station(s).

34. You as NCS must indicate to the calling stations and the net whether the contact was successful. The usual expression is "Roger Contact" but any expression which conveys the same meaning is acceptable. If you cannot verify the contact, have another station on the net do so. A "good" or "roger" contact must pass signal reports of at least "2-1". A report of "1-1" is not acceptable.

35. Club QSL Bureau Managers and the Club President may ask for an out of turn call, on any club net, anytime during the round. No extra calls are permitted.

36. As NCS you have the right and duty to terminate an attempted contact when it appears obvious to you that the contact will not be successful.

37. If you as NCS are called by, or call, another station, it is considered good form to have a third station confirm the contact. Along those lines, since the NCS operator has the opportunity to make extra calls when running a net, the NCS should NOT respond to stations that go up for grabs.

38. Overtime operation of the nets. The net controls for the Early Nets may operate the nets for a few minutes after the scheduled closing time, if you get the permission of the Late Net Control. Whether or not to run the net beyond the closing time is your judgment call, which should be based on the circumstances of the particular night.

39. If an NCS station completes the list and no more calls are requested by anyone on the list, the NCS may close a net before the scheduled closing time and it is then ended for the night. However, if additional people on the list wish to continue to make calls, there is still time remaining on the schedule and the NCS must leave for some reason, the NCS should ask for a volunteer to assume the NCS duties. If another station assumes the NCS responsibilities, the existing checkin list will continue.

SECTION TWO: OPERATING TIPS

1. Use common sense. Be firm and maintain discipline. Don't be afraid to ask for help. Do not attempt to interpret the club rules unless you are a Club Officer. There is usually at least one on the net frequencies even if they are not checked into the net. Call on one if you need.

2. How to deal with QRM: From time to time our nets have been the victims of "deliberate QRM". We have several club officers who have quick access and good-working relations with the FCC monitoring stations. If one of the net officers asks you to take a "silent break" or to suspend operation for a brief moment, please do as he or she requests so that the monitors can get a good DF bearing on the offending station. Do not stress the fact of the break. Just say something like "net please stand by". After 20 to 30 seconds resume normal net operation.

3. Sometimes the QRM is accidental. If QRM comes in close to the net AFTER the net has started you may mention to the interfering stations that they are interfering with an ongoing net and ask them to join the net if they would like to or to please QSY a little. If they refuse to move it is permissible to move the net frequency +/- 3.0 KHz.

4. Article V of the By-Laws of The 3.905 Century Club states: "UNDER NO CIRCUMSTANCES SHOULD A STATION BE ALLOWED TO MOVE OFF FREQUENCY TO CHASE QRM". A station who continues to do this, after being advised by NCS that it is not proper, should be checked out of the net. This By-law, of course, does not preclude a net station from answering the question by a non-net station "is the frequency in use?".

5. It is important that the good name of The 3.905 Century Club be maintained. The bands are very crowded and The 3.905 Century Club DOES NOT have any special right to any frequency. Some members may forget this sometimes, but as NCS you must remind them of this. Remember, what is QRM one night may be an active club member in the future, especially if he or she is treated with politeness and respect.

6. Discourage breaks and queries during net operation. If you wish to accept queries, a good time to do this is after the end of a round. But, a word of caution, there are many stations who have questions about the net operation, awards, etc. Time spent on questions

takes away the opportunity for other stations to make calls. As NCS you should not spend much time answering questions, because once you start everyone will have something to ask.

7. If a station does not answer after being called in two rounds by you as NCS, you should consider them checked out unless they recheck at a later time. There are always exceptions, such as mobiles who might have to make periodic stops for gas, coffee, weigh stations, food, etc.

9.

Be alert for stations slightly off frequency. Do not hesitate to ask a station to zero-beat your signal. If conditions indicate, pick a strong station and ask the off-frequency station to zero-beat the stronger station. Net operation will proceed much faster and more contacts will be made if all stations are on the same frequency.

10.

When you remove a station from the list or someone checks out, announce their number. For example, "Scratch number 15, that's the second no answer". Or "Check out number 15 and thank him/her for being there tonight".

11.

From time to time two stations on the net will tend to engage in a QSO about a variety of subjects having nothing to do with the net, such as illness, skeds for other frequencies, etc. Again, this takes valuable time from making calls. As NCS you must control such informal QSO's as soon as they begin. Be polite but firm.

12.

County hunting on Century Club nets is not allowed and asking for county information should be discouraged. This is a board decision dating back to 1991.