THE 3905 CENTURY CLUB, INC.
PROCEDURES FOR NET CONTROL STATIONS

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PROCEDURES FOR NET CONTROL STATIONS
(NET CONTROL GUIDE)

This manual contains the rules and procedures to be followed in conducting the nets of The 3905 Century Club, Inc. (Club). There are no rules (either written or unwritten) other than those contained in this manual and in the Bylaws of the Club. This manual also contains the assorted net scripts use by Net Control Stations (or others) during the nets.

The Net Control Operator is the most essential person to the continued success of Club. The information in these NCS Procedures is intended to both aid those acting as Net Control Stations and to standardize the operation of our nets.

As NCS you will be called upon to make day-to-day decisions which may not have been addressed here or in the Bylaws. Per Article IV of our Constitution, the Board of Directors backs your judgment calls while you are serving as NCS with the provision that you must not deviate from those items that are indicated as mandatory.

In addition to this manual you should have available current copies of the net preamble, net reminders, net end of round, and net closing announcements, which are all appended to this document; the names and addresses of the Club Information Officer and the QSL Bureau Manager for your particular net, and a list of the current Officers of the Club.

Please remember that as NCS you MUST NOT deviate from the mandatory policies, although the NCS for the CW and Digital nets may vary the guide somewhat to meet the needs and differences in those net operations.

The Board of Directors mandates the use of NetLogger software for live logging nets on-line. If you intend to live log, your computer must be connected to the Internet and must be capable of running the NetLogger software. Further details are provided in Section One, Number Four below.

SECTION ONE: MANDATORY POLICIES AND PROCEDURES

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 the desired net frequency will result in their cooperation. If not, NCS must delay the start of the net or move the net frequency.

2. **Unless an alternate net frequency is well known, a move of ±3.0 kHz should be a maximum so stations checking in can find the net.** Remember the Club has no overriding right to any operating frequency. A decision to move a net is not to be made lightly because it often results in loss of an appreciable number of check-ins and makes the net hard to find.

3. **Do your best to specify those stronger stations who will act as your primary relays as band conditions require.** 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.

4. **NetLogger is the official NCS live logging program for the 3905 Century Club and it must be used for live logging by all NCS operators during the nets.** In the event NetLogger servers are “DOWN”, then paper logging or N7XG Logger may be used by the NCS. If the NetLogger servers are “UP” AND the NCS is not NetLogger capable, then only paper logging may be used by the NCS. However, another station on frequency may volunteer to live log using NetLogger.
5. 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.

6. As NCS you must identify yourself and the net at least every ten minutes. Stations involved in any contact must identify themselves at least once during that contact. Remind stations to identify themselves if you notice they are not doing this.

7. 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.

8. Net Control or another station on the net as requested by Net Control must give out the Club Information Officer information AT LEAST TWICE each night, during the first reading of the End of Round information and then during the Net Closing Script.

9. In NO case will the NCS run a “LIST” for a rare station, no matter how rare. There are NEVER any exceptions.

Definition: “Running” a List is the practice of compiling a list of calling stations prior to working them individually. Often used by DX stations when dealing with a pile-up.

Examples of “Running a List”:

- A DX or rare station checks into a net and the NCS say this round is only for those that want to work the DX or rare station.
- A DX or rare station checks into a net and NCS stops the round and takes calls for anyone wanting to work the DX or rare station.
- A station wants to check out and NCS asks who wants to work that station before he leaves.
- Any situation not specifically allowed elsewhere in this Guide that's designed to offer one or more stations an out of order opportunity to contact or be contacted by a specific station.

10. Special Events as described in our Bylaws (Article V.B) may be held no more than a total of twice per week among all of the club’s nets except during the week of the Eyeball annual meeting (Tuesday through Monday UTC) and also on the following days (local time): Christmas Day, New Year's Day, Independence Day, and “3905CC Founders Day” (February 7). All Special Event nights on our nets must be pre-approved by both the Net Coordinator for the affected net and by the Club President.

11. When taking check-ins, no preference is to be shown to net regulars, officers or anyone else, other than Master Degree Holders, Original Charter Signers, Charter Members and DX stations. It is permissible to use a prelist made up of stations actually heard on the air during the prelist process, however once the actual check-in process begins, you must not ask for individual stations but rather general check-ins only. (Taking a prelist helps to shorten the check-in process and also serves to establish the frequency for the net.) The practice of calling regulars first, before general check-ins, is not permitted at any time as we welcome all amateurs and do not show favoritism or preferential treatment for anyone during general check-ins.

12. The check-in list is taken beginning with:

1) Master Degree holders and their clubs and special event calls;
2) Original Charter Signers; and Charter Members;
3) DX Stations;

and then general check-ins will commence with the stations in the Call Area corresponding to the last digit of the UTC date, except on the 31st day (UTC) of a calendar month, on which check-ins will commence with the NCS’s call area. Any stations forming a Combo with the above must check in with their respective call areas. “Courtesy check-ins” are not permitted for any reason. To be placed on the check-in list, the station must be present and heard on the air. A prelist taken just before the net is permitted, but the station must be heard on the air before being placed on any prelist.

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

14. When you are taking check-ins you should TWICE state the check-in number, the call sign phonetically along with any /M or /P status and the QTH (state, province, country) of each station as you list them. State once if the station is operating in a state capital, mobile, a Master, Club Officer, Original Charter Signer, Charter Member, YL, Roadrunner, or QRP, and if so, at what power level, or other special station for award purposes. Also indicate whether the check-in is a Direct QSL. This helps the stations decide whom they wish to call.

15. During check-in 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.

16. Once the first round of calls has begun, additional check-ins shall not be taken until at least 20 minutes into the first round, or halfway through the list, whichever comes first. After taking additional check-ins as just described, NCS may ask for additional check-ins every 10-20 calls, and at the end of each round, for the remainder of the net. On nets with 30 or more lines in the list, additional check-ins shall not be taken within 10 lines of the end of the list.

17. Anyone who checks in before the end of the list is reached will be assigned the next number available and will receive a call in order. Stations that check in after the end of a list round will receive their calls during the next round.

18. After taking the original list, ask if there are any stations that do NOT use the Club QSL Bureau and announce to the net the list number and call sign of those stations that are “Direct.” Note: Any GIB listing used must be less than 3 days old. CCLogger and the standalone GIB program meet this requirement if their GIB listings have been updated within the prior 3 days.

19. As NCS you may make two (2) calls per round at any point within each round that you wish. There are no other bonus calls for anyone else for any reason.

20. If someone has volunteered to put the check-in list on the Internet, remind the net that the check-in list will be posted to the check-in list reflector. No bonus call is given for doing the list or for any other reason.

21. When it comes time for a station to make a call, there are only 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.
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. Check-ins past the time they are likely to receive a turn to make a call before the net closes should be so advised at time of check-in. This will apply most often to stations checking in during the last 30 minutes or so of an early net.

24. If a checked-in station on his/her turn to make a call initiates a specific call to a member of a combo, he/she is permitted, at his/her discretion, to work both members of that combo as well as any club and/or special event call brought to the net by either or both members of that combo.

25. If either or both members of a “combo” on his/her respective turn to make a call puts his/her call up for grabs, the responding station may, at his/her discretion, work both members of the Combo as well as any club and/or special event call brought to the nets by either or both members of that combo.

26. Any practice not specifically described in #24 and #25 above, related to contact on a single turn with more than a single call brought to the nets by a combo, is not allowed.

27. A station going “up for grabs” must determine which calling station to respond to. 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. Check-ins are limited to no more than (1) the call sign of the individual, (2) one club call sign per net and (3) one special event call sign per net. If there is no special event call sign, any individual checking in is then limited to a maximum of two check-ins, one for the primary call sign and one club call sign per net.

The Club will assume that any club call sign operation on Club nets has been authorized by the trustee of that respective club call sign. In addition, club call signs 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 line on the check-in list for each call sign and state combination involved. Each individual, on his or her turn for a call, is entitled to make only one call in any round regardless of the number of lines occupied on the check-in list.

29. Mobiles or portables on state lines are assigned as many lines in the check-in list as needed to list all call/state combinations checked in, subject to rule #28.

30. If an operator declares that his/her location is “on the line” – with “on the line” meaning located on the border between any combination of US states, Canadian provinces or DX entities that directly border each other – then it will be accepted that the station is on the stated line. Wet lines – lines located in rivers or other bodies of water – are not allowed.

31. Regardless of the number of lines occupied on the check-in list, each operator is to receive only one call when it is his/her turn to make a call.

32. Stations calling someone located on a state line or other boundary recognized by the Club may claim any or all of the call sign/boundary combinations.
33. Do NOT help stations guess their reports by saying things such as “better than that” or “not quite that good” or “you got the first number, listen up again for the second one.” You may ONLY tell them that they do not have the correct report.

34. 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' call signs unless either station is a “No Relay” station.

35. No relay assistance whatsoever is to be given if either station involved in a contact is a “No Relay” station, unless the “No Relay” station (both if two are involved) specifically requests assistance. This includes no assistance with a “heads up,” call signs or anything else before, during or after the contact has been made.

36. You as NCS must indicate to the calling stations and the net whether a contact was successful. The usual expression is “Roger Contact,” but any expression that conveys the same meaning is acceptable. If you cannot verify the contact because you didn’t hear it clearly, ask if another station on the net is able to do so. A “good” or “roger” contact must pass signal reports of at least “2-1.” A report of “1-1” is not acceptable. Contact shall not be “rogered” unless both sides of the contact are heard and confirmed by a third party.

37. If you as NCS are called by, or call, another station, you must have a third station confirm the contact. Also, since the NCS has the opportunity to make an additional call each round when running a net, the NCS must NOT respond to stations that go up for grabs. These items are in the interest of "good form."

38. Club QSL Bureau Managers and the Club President may ask on any club net that his/her call during the present round be taken out of turn anytime during the round. No extra calls are permitted.

39. 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.

40. Early nets shall be closed prior to the start time of the late net for the same band and mode.

41. Many of our nets are preceded and/or followed by other nets on the same or nearby frequency. It is critical for continued goodwill and smooth transitions that each NCS is aware of current agreements/procedures with other nets prior to running a net. This information should be provided by the Net Coordinator for the applicable net. Implementation of these agreements often involves much effort between the 3905 Century Club and the other nets and must be treated as valuable and fragile.

42. 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, and 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 check-in list will continue.

43. At the end of each round NCS must announce his or her call sign and state (minor rephrasing permissible), “This is a 3905 Century Club Worked-All-States and DX awards net. For information about our club and its operations, please visit the club website at 3905ccn.com. You do NOT have to be a member to check in and all stations stateside and DX are welcome. All we ask is that you
QSL all contacts made on our nets. Are there any questions or comments before we ask for additional check-ins?

44. A “remote portable” check-in is defined as an operator checking in using a station in a location different than the operator’s physical location. Remote Portable stations must check in as “Remote Portable.” QSL cards from such stations shall be marked “Remote Portable” and must indicate the location of the transmitter. In order to be eligible to receive QSL cards, a remote portable station must be located in the same state, province, territory or DX entity as the operator. The preferred designator on QSL cards for Remote Portable operation is /R.

45. A mobile operator may work our nets from any location using his mobile station as a remote station as long as he is using vhf/uhf as the link to his mobile station and as long as that station is in the same state, Canadian province/territory, or DX entity as the operator.
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 officer on the net frequencies even if they are not checked into the net. Call on one if you need to.

2. **Dealing with QRM.** Interference to our nets is usually unintentional, but on rare occasions it can be deliberate. In either case it is a primary responsibility of the NCS to deal with QRM. Here are some tips on how to handle both forms of QRM:

   - It is important to understand that stations heard transmitting on the chosen net frequency **before the start of the net** does not constitute QRM. They got there first and the NCS must accommodate them by operating the net on a different frequency.
   
   - After the start of the net, if stations not associated with the net operate on or too close to the net frequency, the NCS may mention to the interfering stations that they are interfering with a net in progress and then politely ask them if they would like to join the net. If they decline, the NCS may then politely ask them to QSY to a non-interfering frequency. Keep it friendly!
   
   - In the rare cases in which QRM is deliberate, malicious, or does not respond to friendly requests, an officer logged into the net might request that the NCS pause the net in order to gather details about the interfering station. If this happens, ask the net to stand by. If the QRM dies down within a minute, then NCS should ask the officer for permission to proceed with the net. If the deliberate QRM continues, it will be necessary to move the net to another frequency.
   
   - It is **club policy** that a station checked into a net **may not** go off frequency to deal with QRM. Stations doing this after being advised not to by the NCS should be checked out of the net.
   
   - If a station begins to operate on the net frequency and properly asks whether the frequency is in use, any station checked into the net may respond in the affirmative.

In summary, QRM must be handled politely but firmly in order that the Club’s good name may be maintained. The bands are very crowded and the club does not have any special right to the frequency. Some members may occasionally forget, but as NCS you must promptly remind them of this. Remember, tonight’s QRM might become: (1) an active club member in the future if treated politely, or (2) our worst nightmare for months to come if treated rudely.

3. **Discourage breaks and queries during net operations.** If stations have queries, postpone them until after the net when you can respond without impacting net operations. During the net you may inform them about the Club’s website, where they can find a wealth of information about the club and its operations.

4. **If a station does not answer after being called in two rounds by you as NCS, using a relay if necessary, that station should be checked out.** He or she will be permitted to check in again by requesting a “re-check.” Exceptions must only be made for mobiles that have to make periodic stops for gas, coffee, weigh stations, food, etc., who are permitted to come and go as necessary. In no case shall a station not answering on his or her turn be given his call after NCS has moved farther down the list.

   If a mobile station who does not answer on his or her turn returns as a “re-check” later in the round, he or she will be given a call at that time. The mobile will then resume his or her original check-in position on the list for subsequent rounds. If a mobile misses one or more entire rounds, he or she
shall not be given compensatory calls in subsequent rounds. All non-NCS stations, whether fixed, portable, or mobile, are entitled to no more than one call in each round.

5. **Be alert for stations slightly off frequency and ask them 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. Remember, NCS is never off frequency.

6. **When you remove a station from the list or when someone checks out, announce his or her number and status.** For example, “Scratch #15, that's the second no answer.” Or “Check out #15 and thanks for being there tonight.”

7. **Discourage unrelated QSOs.** From time to time two stations on the net may engage in a QSO unrelated to the basic exchange needed to just make a valid contact and return the frequency to NCS. This wastes valuable time net time, and as NCS you must promptly control such informal QSOs. Be polite, but firm.

8. **County Hunting on Club nets is not allowed** and asking for county information should be discouraged per decision of the Board of Directors dating back to 1991. Similar special interests that require exchange of information in addition to that required for Club purposes are also to be discouraged.

9. **Try to avoid time lost providing “fills” to the check-in list.** Some members try to copy the entire list of check-ins and when they miss stations on the list some 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.

10. **Establish DX frequencies.** Because of frequency restrictions in various ITU regions, DX stations might not be able to transmit on the frequency chosen for the net. In such cases, it is the responsibility of the NCS to operate “split,” choosing a DX frequency which will be monitored for check-ins by the NCS or a chosen relay station. It is the responsibility of the NCS to be aware of the restrictions and provide for DX check-ins appropriately.
<table>
<thead>
<tr>
<th>DATE</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13/2016</td>
<td>UPDATE SECTION 2 NUMBER 4, MOBILE RECHECK</td>
</tr>
<tr>
<td>9/18/2016</td>
<td>REFERENCE TO NETLOGGER USE ADDED JUST BEFORE SECTION ONE</td>
</tr>
<tr>
<td>9/18/2016</td>
<td>SECTION 1 NUMBER 4 ADDED PER BOARD VOTE OF 9/10/2016.</td>
</tr>
<tr>
<td>5/1/2018</td>
<td>SECTION 1 NUMBER 21 REMOVED PASSES PER BOARD VOTE 4/14/2018</td>
</tr>
<tr>
<td>5/1/2018</td>
<td>SECTION 1 NUMBER 22 REMOVED PASSES PER BOARD VOTE 4/14/2018</td>
</tr>
<tr>
<td>5/1/2019</td>
<td>NCS SCRIPTS UPDATED</td>
</tr>
</tbody>
</table>
Net Preamble Script

Good evening and welcome to the 3905 Century Club Worked-All-States Net. The purpose of this net is to make contacts and then exchange QSL cards. Your Net Control this evening is <mycall>. My name is <ncsname> and I'm located in the state of <ncsstate>.

This net meets on or about this frequency at <starttime> hours zulu daily. You do not have to be a member of the 3905 Century Club to check in. All amateurs, stateside and DX, are welcome.

You can find more about the club, our QSL Bureaus and operations at (3905ccn.com) three niner zero five charlie charlie november dot charlie oscar mike.

This is a directed net. Stations should only communicate when requested by net control or when requested to relay.

Tonight we will begin taking check-ins with the <callarea> call area after we check in VIP’s and DX stations. If you are a YL, operating as a combo, located in a state capital, mobile or portable, please identify as such when you check in.

--END--
Net Reminders Script

(USED AT THE END OF CHECK-INS JUST BEFORE BEGINNING THE FIRST ROUND)

This is <mycall>, NCS for this session of the 3905 Century Club Worked-All-States and DX Awards Net. This is a Directed Net. Stations wishing to communicate must do so through Net Control. The correct way to gain attention from NCS is by saying "Contact" or "Query" never using "Break" unless an ACTUAL emergency exists. Please do not relay unless requested to do so by Net Control.

Both stations are required to ID at least once during each contact.

This net uses Zulu date and time. The current Zulu date is <currentdate> - the current Zulu time is <currenttime> -

Please follow our instructions on our website for QSL card requirements.

If a station goes up for grabs and you wish to respond, give your full call once and only once phonetically.

Is there any Emergency, Priority, or time sensitive traffic for this net?

Are there any officers with announcements?

Are there any additional check-ins?

– END –
End of Round Script

(ALL ROUNDS: Read the following paragraph.)

This is <mycall>, NCS for this session of the 3905 Century Club Worked-All-States and DX Awards Net. For information about our club and its operations, please visit the club website at 3905ccn.com. You do NOT have to be a member of the Century Club to check in, all stations, stateside and DX are welcome. All we ask is that you QSL all contacts made on our nets.

Are there any questions or comments before we ask for additional checkins.

Do we have additional check-ins before we start the next round?

Any relays on check-ins?

— END —
Net Closing Script

We have a web site where you can find more about the club and its operations. The club’s web page is 3905ccn.com or if you are using NetLogger, just click on the club Icon at the top of the screen.

If you do NOT have internet access a club and net information packet may be obtained by making this request to our Club Information Officer:

Rocco Conte (WU2M), 152 West Bush Rd., Gloversville, NY 12078.

73 and good night to all, the net is now closed. <mycall>

— END —