



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

12/21/2011

Table of Contents

SECTION ONE: MANDATORY POLICIES AND PRACTICES	2
SECTION TWO: OPERATING TIPS.....	7
Net Preamble Script.....	8
Net Reminders Script	9
Net Half Time Script.....	10
Net Closing Script.....	11

THE 3905 CENTURY CLUB, INC.

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.* 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 *The 3905 Century Club, Inc.* 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 halftime, 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.

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 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 Century 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. **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.
5. **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.

6. **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.
7. Net Control or another station on the net as requested by 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.
8. **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. A DX or rare station checks into a net and NCS says this round is only for those that want to work the DX or rare station.
 - b. 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.
 - c. A station wants to check out and NCS asks who wants to work that station before he leaves.
 - d. 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.
9. Special Events may be held a maximum of twice per week from among the Special Events listed in our Bylaws. This total of two events per week is to be shared among all of the club's nets. All Special Event nights on our nets must be approved in advance by both the Net Coordinator and the Club President.
 10. On the 30th calendar day of a 31-day month, the regular (early) nets will begin with a Question & 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.
 11. If sufficient time remains upon conclusion of Q&A, the Moderator may turn the operation over to the regularly scheduled NCS, who at his or her 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.
 12. 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.
 13. **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. 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.

14. **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.
15. **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, 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.
16. **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.
17. **Once calls have begun, check-ins should not be taken until at least 20 minutes into the list.** After that period NCS may ask for additional check-ins and then every 10-20 calls or more during the rest of the net. If a station is heard trying to check in, the NCS should ask that station to wait until check-ins are called for. **Asking relay stations to make a general call looking for check-ins should only be done at the beginning or end of a list.**
18. After you have taken the original list it will help to ask if there are any stations that do NOT use the 3905 Century Club QSL Bureau. Announce to the net the list number and call sign of those stations that are "Direct." 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: Any GIB listing used must be less than 3 days old. CCLogger and Rick's GIB program meet this requirement if their GIB listings have been updated within the past 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. **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.
21. 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.
22. **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. **A pass may not be taken after a failed call or failed "up for grabs" attempt.**
23. Any legitimate passes may be picked up at the end of the first round only.
24. 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.

25. Any one who checks in before the end of the list is reached is assigned the next number available and will receive a call in order. **Additional check-ins should not be taken during the last 10 calls on the list during a round.** Stations that check in after the end of a list round will receive their call in the order of their assigned number during the next round. The label "Late check-in" and separate treatment of same has been eliminated.
26. **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.
27. 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.
28. 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.
29. Any practice not specifically described in #27 and #28 above, related to contact on a single turn with more than a single call brought to the nets by a combo, is not allowed.
30. **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.
31. Check-ins are limited to no more than (1) the call sign of the individual, (2) one club call sign and (3) one special event call sign. 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.

The 3905 Century Club, Inc. will assume that any club call sign operation on Century 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.
32. 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 #31.
33. 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.
34. 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.
35. Stations calling someone located on a state line or other boundary recognized by the 3905CC may claim any or all of the call sign/boundary combinations.
36. 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.

37. 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.
38. **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.
39. **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.
40. 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."
41. 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.
42. 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.
43. Overtime operation of the nets. Net Control Stations for the Early Nets may operate the nets for a few minutes after the scheduled closing time, provided permission to do so has been received from the Late Net NCS. Whether or not to try to run the net beyond the closing time is a judgment call, which should be based on the circumstances of the particular night.
44. 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.
45. 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 **www.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?"
46. For "Remote Portable" check-ins, the remote portable station must be located in the state that is the primary residence of the operator. A "remote portable" check is defined as an operator checking in using a station in a location different than the operators physical location. **Remote Portable stations must check in as portable (/P), and QSL cards from such stations should be so marked.**
47. **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 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.
2. **How to deal with QRM:** From time to time our nets have been the victims of "deliberate QRM." If one of the net officers asks you to take a "silent break" or to suspend operation for a brief moment, please do so promptly so that a clear recording or good DF bearing may be obtained on the offending station. Do not stress the fact of the break. Just say something like "net please stand by." If QRM has ceased after 20 to 30 seconds you may ask the officer if it is OK to resume. These measurements and recordings take time and should be performed properly.
3. Sometimes the QRM is accidental. If QRM comes in close to the net AFTER the net has started NCS 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, please refer to Section 1, item 2 before any consideration of moving the net.
4. It is club policy that no station is allowed to move off frequency to chase QRM. A station that does this, after being advised by NCS that it is not proper, should be checked out of the net. This rule does not preclude a net station from answering the question by a non-net station – "is the frequency in use?"
5. It is very important that the good name of *The 3905 Century Club, Inc.* be maintained. The bands are very crowded and *The 3905 Century Club, Inc.* DOES NOT have any special right to any frequency. Some members may occasionally forget, but as NCS you must promptly remind them of this. Remember, what is QRM one night may become (1) an active club member in the future if treated politely, **or (2) our worst nightmare for months to come if treated rudely.**
6. Discourage breaks and queries during net operations. If you wish to accept queries, a good time to do this is after the end of a round. But, a word of caution here, there are many who may have questions about net operations, awards, etc., and 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. We have other forums devoted to answering questions.
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 that might have to make periodic stops for gas, coffee, weigh stations, food, etc.
8. 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.**
9. 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."
10. 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.
11. County Hunting on Century Club nets is not allowed and asking for county information should be discouraged per decision of the Board dating back to 1991. Similar special interests that require exchange of information in addition to that required for 3905CC purposes are also to be discouraged.

3905 CENTURY CLUB, INC.

Net Preamble Script

Good evening and welcome to the 3905 Century Club Worked-All-States and DX Awards 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 and you do not have to be a member of The 3905 Century Club to check in. All amateurs, stateside and DX, are welcome.

The Century Club operates a free QSL bureau for contacts made on the net. The Bureau for this net is run by amateur call sign <bureau>. Bureau information follows:

The QSL Bureau for the 75 and 160 SSB, Digital and CW nets is:
Gene Schneider, WM9H; 4472 S 44th Sreet; Greenfield, WI 53220

The QSL Bureau for the 40 meter SSB net is:
Dean Davis, N7XG; 3596 Karen Avenue South; Salem, OR 97302

We have a web site where you can find more about the club and its operations. The club's web page is (<www.3905ccn.com>) *whiskey whiskey whiskey dot 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 9th call area after we check in holders of the Master's Degree Award, original charter signers, charter members and DX stations. If you are a club officer, operating as a combo, located in a state capitol, mobile, portable or remote portable, please identify as such when you check in.

- 1) Ask for Master Degrees, Original Charter Signers or Original Charter Members and then DX Stations before taking general check-ins.
- 2) Begin General Checkins with the call area corresponding with the UTC date. Remember - No preference or requests for regular checkins - this is a general check-in process.

Do I have a volunteer to put the list on the internet?

(Select a volunteer most likely to post occasional updates thru the end of the net.)

Now begin taking check-ins by:

- (1) *first placing the call(s) of recent silent keys at the top of the list, calling each one three times and, receiving no answer, check them out for the last time. This is a solemn event meant to honor of our silent keys.*
- (2) *next take check-ins from Master's Degree holders, then Original Charter Signers and Charter Members, and then DX stations.*
- (3) *next take General Check-ins (from the prelist first if you took one) for the call area corresponding to the last digit of the UTC date. Then take General Check-ins for that same call area. Ask for relays on check-ins before moving to the next call area. Continue in this manner thru all call areas*
- (4) *finally put out a call for check-ins from ANY call area followed by a request to key relay stations to place a call for check-ins from ANY call area.*

Remember – Other than use of a pre-list if one was taken, no preference is to be shown during general check-ins. “Courtesy” check-ins are not permitted – all stations must be present on the net and heard on the air to be checked in. No Internet check-ins.

Proceed to read the Net Reminders on the next page.

– END –

THE 3905 CENTURY CLUB, INC.

Net Reminders Script

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

This is a Directed Net and 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 "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 the contact.

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

Please use Zulu date and time on your QSL cards. Members, please put your 100-Point and any other progressive point award numbers on your outgoing QSL cards.

Please put both signal reports on your cards as a courtesy to Handihams and mobile stations. Mobile stations also need the state they were mobile in on the card for delivery purposes.

If you work a club station that wants a card, put the operator's call on the card for delivery purposes.

If a station goes up for grabs and you wish to respond, give only your full call once and only once phonetically. Mobile and portable stations may identify as such, but no additional information should be given at that time.

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

<Pause>

Are there any officers with announcements?

<Pause>

Are there any direct QSLs?

<Pause – and then announce known direct QSLs to the net.>

Are there any additional check-ins to The 3905 Century Club Net?

After taking any additional check-ins, proceed directly to giving the first station on the list his/her turn to make a call.

When you get to the end of the 1st round only, go back and give legitimate passes their turn. A legitimate pass is someone who passed without trying to make a call or without going up for grabs. Then call for additional check-ins, using relays. Then read the Half Time Script.

– END –

THE 3905 CENTURY CLUB, INC.

Net Half Time Script

(End of First Round Script)

(READ AT THE END OF THE FIRST ROUND)

This is <mycall>, Net Control 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 www.3905ccn.com. You do NOT have to be a member 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 check-ins.

<Pause>

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

<Pause>

Any relays on check-ins?

Continue repeatedly thru the list giving calls and periodically accepting check-ins until no one wants another call or net time expires. Then read the Net Closing Script.

– END –

THE 3905 CENTURY CLUB, INC.

Net Closing Script

<netname>

We have a web site where you can find more about the club and its operations. The club's web page is *whiskey whiskey whiskey dot three niner zero five charlie charlie november dot charlie oscar mike* (that's www.3905ccn.com).

If you do NOT have internet access please send postage for 2 ounces - no SASE required - along with your name, address and call sign to our Club Information Officer: Jim Higgins (KB3PU), 210 Mallard Dr., Sumter, SC 29150. In return you will receive information about the club and a 100-Point Award application to use in applying for your first award.

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

— END —