I.  (Repeater Set-up),
(To be done within 5 minutes of net start time)

*Link the Repeaters*

II.  (Introduction)

“This is _(your name), _(your callsign), and I will be Net Control for this edition of the Amador County Amateur Radio Club weekly net.”

“Emergency Traffic may break in at any time by saying ‘Break, Break’, which is the accepted way of indicating you have emergency traffic. Is there any emergency traffic at this time?”
(Handle emergency traffic as needed)

This net meets every Tuesday at 7:30, local time, on the K6ARC repeaters. The repeaters are located on Mt. Zion and operate on either a frequency of 146.835, with a minus offset; or on a frequency of 441.525, with a positive offset. Both use a PL Tone of 100.”

“This net provides information about the club. For information about the club and its activities, or to contact officers or coordinators, you are invited to look at the club website at WWW.K6ARC.ORG.”

This is a directed net. Please direct traffic through Net Control.”

(Priority Traffic)

“Is there any station with Priority Traffic?”
(Handle priority traffic as needed)

(Early Check-in)

“Is there any station requiring an early check-in?”
(Take early check-ins as they are called in.)

III. Opening

(Club announcements by the Net Control only, if any; if none, omit the announcement)

“I have the following announcements of interest relating to club activities or operations: ……..”

(Announcements by Members or Guests)

“Does anyone have an announcement of general interest?”
(Allow announcements at this time) (Take down names of all who say they have an announcement and then call on them in the order you wrote them down – suggestion: number each one in the announcements column as an easy way to note who and in what order they requested time for their announcement)

“Does anybody have a question or comment on this announcement?”
(Make sure you give everyone a chance to ask for clarification after each announcement.)

IV. (Check-In)

“We will now check-in club members, according to the current weekly net roster. Please give your QTH and let me know if you have traffic or an item for the roundtable session. You will be called later for your traffic. Roundtable will follow the roll call.”

(Go through the roster and be sure to thank every one individually for checking-in)

(Station ID)(Every 10 minutes)

“For identification purposes, this is (your name), (your call sign), Net Control for the Amador County Amateur Radio Club.
“That is the club member roster as I have it. We will now accept late or missed club member check-in. I will acknowledge each one as they check-in. Late or missed club members please check-in now."

(No...
“At this time we will hear reports from Club Officers and Coordinators.”

President –
Emergency Coordinator –

“Does any other officer or coordinator have a report to make?”
(After each report, ask for comments or questions about the report_

“Does anybody have a comment or question about this report?”
(Late check-in #1)

“Are there any late or missed members, visitors, or guests before we proceed with the roundtable session?

VIII. Roundtable (Omit if no roundtable items have been mentioned)
(Call on people with a roundtable item and facilitate discussion of each.)

“The following people had an item for the roundtable.”
(If no one has said they have an item for roundtable, Skip this and open the net to any discussion)

IX. Last Call (Late check-in #2)

“Does anyone have anything additional to add to the net tonight?”
(At the conclusion of any additional comments, ask for any late check-ins)

“Are there any late or missed members, visitors, or guests before we close the net for this week?

X. (Closing of club emergency preparedness net)
“Tonight there were a total of ______ members and ______ visitors checking in to the net. We appreciate the effort each of you has made to participate in this weekly net and for your support of the Amador County Amateur Radio Club.” The net is now closed at local time. This is (your call-sign) returning the repeater to normal operation. Thank you and goodnight.”

_Unlink the repeaters_