



MVARC Net Controller Guidelines

1. The day before, check Club website, www.menifeevalleyarc.org, or latest emails from VP2, for Net Controller schedules, **Net Protocol script**, and from VP1 for latest **Net Check in form**. Have everything ready and operational! Have fun.
2. If you're not available, call VP2 and arrange a replacement.
3. Test your equipment in advance; **give a five minute warning**; - e.g. QST, This is N6MVA announcing that the MVARC net will start on this frequency in five minutes. QSL, **N6MVA**.
4. Have quiet environment (headset?), with pens/pencils, notepad.
5. Use only ITU phonetics. Use Club call sign **N6MVA**.
6. Call Club members first; (Emergency Traffic has priority) **Fill in Net Check in form**. Ask for late Member check ins. Note; Allow four seconds for Echolink check ins.
Be mindful of quick keying, and remind users about the repeaters' time out function. Remind users of Club website (www.menifeevalleyarc.org) and FaceBook page, etc.
7. Then call for Guest check ins. Ask for any late check ins.
8. Go around **once** for comments, with Guests first in line. Ask Guests if they would like to join the Club.
9. Remember, you are the Net Controller for this Directed Net. All traffic must go through you.
10. Make final request for other comments, then close the Net. **Send copy of fully completed Net Check in form to Secretary.**