TEAC Net Control Script

Items highlighted in yellow below are for your information, script is boxed and bold not highlighted. This net meets each Sunday evening at 8 PM local time, on the TEAC repeater frequency. Net control will be assigned in advance. Be sure to ID with your call about every 10 minutes. It is the duty of assigned net control to find a replacement net control person if unable to meet their assignment. Don't wait till the last minute to read the script, prepare for net control duties or find a replacement net control person.

Duties of Backup Net Control.

1. Be prepared to start the weekly net as would the Primary Net Control.
2. Start the Net if the Primary Net control fails to come up within 5 minutes of schedule.
3. Start the Net if specifically requested to by the scheduled Primary Net Control.
4. Record the call signs of all stations that check-in to the net, and their traffic.
5. Be prepared to assume net control at the request of Primary Net Control.
6. Take over as Primary Net Control if Primary Net Control drops off without notice.
7. Especially for a simplex net, act as relay if needed for stations not heard by the Primary Net Control.
8. At the conclusion of the net, confirm with the Primary Net Control the total number of check-ins and total net time.

 Following is an outline of the minimum items required for a net. If you are going to roll your own please do it in advance of the net and share a copy of your script. There is always room for improvements for net scripts.

Advanced notice that net is about to start usually 10 and 5 minutes in advance.
Opening introduction consisting of:
      Identification of net, net controller and backup net controller.
      Identification of repeater and permission of repeater trustee.
      Statement of purpose(s) of net.
Pause for emergency or priority messages. A real pause if required you should ask if any station has a relay item as well.
Take and acknowledge check ins. Order of check ins is net control discretion. Need to record all call signs, and if traffic, comments or questions are presented. Note any items requiring follow up.
Once sign ins are complete, handle all traffic, comments and questions.
ARRL training (optional).
ARRL radio news (if available).
Late check ins, note any comments, membership and traffic.
Acknowledge each check in & prompt for comments
Add any net control operator comments or information
Announce any meetings or events of interest
Check for check ins once again.
Process any traffic or questions.
Announce Next Week's Net Control Station and Backup.
→ Get these from the TEAC Net Control Assignment Schedule before you start the net!
Close the Net

Following is a typical script. Your work on a net starts about 30 minutes prior to the net where you prepare log in sheet, practice net script, make sure the repeater is available and prepare for alternate repeater use if necessary. There should be a plan in place if normal repeater is unavailable.

The primary and backup Net Control Station should be prepared at 7:45 PM local time.

At 7:50 PM and 7:55 PM local time, make the following announcement on the net frequency.

Be sure to let the repeater drop every few minutes to prevent it from timing out. An easy way to do this is just un-key your mic between the following paragraphs of the script.

PRE-NET ANNOUNCEMENTS

> **This is <YOUR CALLSIGN>, I will begin the TEAC Amateur Radio Club Sunday Night Net, in <10 or 5> minutes. A clear frequency for the net will be appreciated.**

START THE NET PROMPTLY @ 8:00 PM

> **QST, QST, QST, this is <YOUR CALLSIGN>, net control station for tonight's net.**
>
> **This net meets each Sunday evening at 8 PM local time.**
>
> **This net normally uses the Texas Emergency Amateur Communicators Amateur Radio Club (TEAC) repeater, with the permission of the repeater trustee Frank Hormann KM5I.**
> **Repeater frequency is**
> **Primary   145.430 MHz with a negative 600 KHz offset and no repeater access tone.**
> **Secondary   147.280 MHz with a positive 600 KHz offset and 103.5 Hz repeater access tone**
> **This net meets for the purpose of encouraging communications among the amateurs in the North East Harris county, east Montgomery county and surrounding areas.**
>
> **This net also meets for the purposes of encouraging interest in, and providing information regarding Amateur Radio, and TEAC. You do not have to be a member of TEAC, nor a member of any amateur radio club, to participate in this net. This net is conducted under the direction of the TEAC Amateur Radio Club.**
>
> **<PAUSE>**
>
> **Any station with emergency or priority traffic may break in at any time by giving their call sign and stating, "emergency traffic," or "priority traffic," as appropriate. Emergency traffic is defined as any immediate threat to life or property. Priority traffic is any official message to or from any public service organization.**
>
> **If there is any emergency or priority traffic, please come now.**
>
> **<PAUSE>**

During the net, please allow pauses between transmission to allow the repeater to reset and any emergency traffic to be heard. On this net, traffic includes formal messages and announcements, questions, comments, and other items of interest to TEAC members. Additionally, amateurs can use this net to list activities and items of interest to the general amateur community, or equipment you may have for sale or wish to acquire. However, please do not discuss prices on the net.

When checking in to this net, give your call sign, and first name, your general geographical area, and state if you have any traffic or comments for the net.

Once check ins are completed the net will be opened for comments prior to the playing of this week's ARRL radio news.

All stations are requested to remain on frequency until the net closes.

You have the option to use the prepared check in list or you may call stations in alphabetical order. If you decide to use the prepared check in list, please be sure to have it downloaded or printed before you start the net. If using alphabetical order check in, please skip down to the alphabetical order section.

Roll call using the prepared check in list

This evening I will be using the roll call check in procedure. I will be calling stations from the TEAC Sunday net check in list. This is a list of stations that typically check in to the TEAC Sunday net. I will begin calling stations in order from the list. When you hear your call sign, please acknowledge that you are present on frequency by providing your first name, your general geographic location, and whether you have any traffic for the net. This is <YOUR CALLSIGN>, net control station for tonight's net. I will now begin with the roll call from the list.

When you have finished with the roll call, please continue with the alphabetical check in procedure.

Alphabetical order for check in

This is <YOUR CALLSIGN>, net control station for tonight's net.
I will now take check-ins from stations with call sign suffixes beginning
A- Alpha through L - Lima.
I would like to take five check ins prior to acknowledgement of check in.

Record and acknowledge the call signs you hear, then ask for more stations. Continue to M - Mike through S - Sierra when no one answers.

This is <YOUR CALLSIGN>, net control station for tonight's net.
I will now take check-ins from stations with call sign suffixes beginning:
M - Mike through S - Sierra.
I would like to take five check ins prior to acknowledgement of check in.

Record and acknowledge the call signs you hear, then ask for more stations. Continue with T - Tango through Z – Zulu when no one answers.

This is <YOUR CALLSIGN>, net control station for tonight's net.
I will now take check-ins from stations with call sign suffixes beginning:
T - Tango through Z - Zulu.
I would like to take five check ins prior to acknowledgement of check in.

Record and acknowledge the call signs you hear and ask for more stations. Continue when no one answers.

This is <YOUR CALLSIGN>, net control station for tonight's net.
I will now take check-ins from any stations with call sign suffixes beginning:
A- Alpha through Z - Zulu.

Record and acknowledge the call signs you hear before asking for more stations. When there are no more check ins, move to the Traffic part of the net.

TRAFFIC PORTION

We will now go to the traffic portion of the net. The first station with traffic is <CALLSIGN>

Refer to the check-in list and call on stations who stated they had traffic in order of check-in. Ask for comments from the group after the station's traffic is passed. If no comments, move to the next station with traffic.

ARRL NEWS PORTION OF NET

This is <YOUR CALLSIGN>, net control station for tonight's net. <CALLSIGN> are you ready with this week's transmission of the ARRL news.

After all traffic and comments are completed, ask if someone can play the ARRL News.
Pass control of the net to the station playing the news.
Resume control of the net after the ARRL news is played and ask for final check ins.

FINAL CHECK- IN

This is <YOUR CALLSIGN>, net control station for tonight's net.
I will now take any additional final check-ins for the TEAC net. When checking in to the net, give your call sign, name, location and whether you have any traffic.
Stations with call sign suffixes A alpha through Z zulu come now.

Record and acknowledge the call signs you hear before asking for more stations, continue when no new stations or rechecks are heard. Call each station with traffic in the order they checked in, asking them to give their traffic. Ask for comments and when complete, move to close out the net.

CLOSE THE NET

Is there any further business for the net?

Next weeks' Net Control and Primary Backup Station are:

Get these from the TEAC Net Control Assignment Schedule.

This is <YOUR CALLSIGN> now closing the TEAC net. This net meets each Sunday evening at 8 PM local time. This net will meet next Sunday night on the TEAC repeater. This is <YOUR CALLSIGN> now returning the W5SI repeater to normal use. Thank you for your participation in the net.

Note: Send the TEAC Weekly Net Check-in Sheet with those who had traffic identified along with total time of net to:
1. TEAC President (John Psimas KE5MSE)
2. TEAC VP (open position)
3. ARES STX NEHC Unit, Administrative AEC (Steve Wanderman KF5MOH).

THANK YOU FOR SERVING AS NET CONTROL!