

OPERATORS AND RESPONSIBILITIES

HAM STAGE LEAD

A person is chosen by the Communications Director from each stage to fill the position of lead ham. All communications and timing for the stage becomes the Leader's responsibility as well as assigning the other stage members to fill the different positions at each stage. Assignments are made in accordance with each person's wishes and equipment when at all possible. The Leader is also responsible to see that all the paperwork from the early warning, radio logs, and time sheets are turned in at the closing of the stage to the RV Support personnel.

Depending upon last minute No Shows, there may not be enough Ham/Helper volunteers to fill the assigned positions. It is up to the Ham Leader to recruit other stage personnel and train them to fill the vacant positions. The Leader will have a sign-in list for everyone assigned to communications and/or timing functions. Please select the people from this list for communications and timing.

HAM TIMER/SPOTTERS

The Timer is responsible for the timing of the runners as they make the baton exchanges to the next runner for the team. **Timers are to use military time (24 hour format) and must include hours/minutes/seconds.** The runners are to be logged on the Official Arrival Order sheet provided in the order of arrival at the stage and the time is taken when the incoming runner passes the flag just prior to when the baton itself is exchanged. No other logs are Official and no changes are to be made! Any questions about the timing procedures must be answered by the Communications Director or her Assistant. **No other time standard is to be used** on the arrival orders and please do not make notes and/or conversions on timing sheets. Spotters shall aid and be prepared to take over the timing position if it becomes necessary. The Spotter may also keep the logs for the timer.

PRIMARY STAGE COMMUNICATOR

One ham shall be assigned as the Primary Communicator for the stage. This person must monitor the race frequency and maintain the ability to contact net control at all times. Their function is to handle all the stage's radio traffic going to or coming from Net Control at either the EOC or Command Post. The PSC for the stage must report to Net Control when the stage is fully operational, set up and ready to receive runners. The PSC will call Net Control with the Team Number and time the first runner comes through the stage and when the last runner (by team #) leaves the stage.

EARLY WARNING HAM

At least 2 Early Warning Hams need to be assigned per stage.

The **YELLOW** early warning log sheets are the official ones maintained at the stage and turned in with the paperwork to the RV Support staff with the clipboards at the end of the race. The **GREEN** sheets are for use by the early warning staff at their position prior to the stage as they call in runners to the stage.

The 1 mile EW Hams should take a position approximately 1 mile prior to the stage hand-off point. Position yourself so that the numbers of the runners are clearly visible as they pass by. Transmit the runner's number to the EW ham at the stage so the teams can be prepared for the hand-off.

Stage EW Hams should be located near the stage announcer if at all possible. A speaker plugged into the radio will allow the announcer and anyone else close to hear the broadcast of the numbers of incoming runners as they are transmitted from 1 mile out. If this is not available, have an extra ham or helper run to the announcer with the team information, so that no team with an incoming runner is caught unprepared for the hand-off.

TAIL-END CHARLIE

Tail-End Charlie will be the radio operator that follows the last runner from stage to stage. This is a new detail that has been expressly started this year so that the stage hams are not responsible for acting as Tail End Charlie. The detail is split into 4 areas of responsibility. Tail 1-4, Tail 5-9, Tail 10-14, and Tail 15-Finish Line. ***ALL HAMS ACTING AS "TAIL-END CHARLIE" ARE REQUIRED TO BE ON THE MAIN NET FREQUENCY AT ALL TIMES.***

RELIEF OPERATORS

With the number of start times this year we will have some of the stages open for a longer time span than we have had in the past. It is always a good idea to have one or more communicators assigned as relief operators to take over any of the other communications functions as needed. Breaks are always appreciated and having someone to fill in is a big help over the duration that a stage is open.

The relief operators may also be assigned to help liaison with the other race officials at the stage and should also help with all general tasks if asked to do so and they are ***NOT*** committed to a communications function.

ALL OPERATORS

Please remember that we all do whatever we can to support the race and all your efforts, energy, and help are instrumental in the organizer's ability to run this race safely.

Some stages have a chalk, marker, or poster board that they post the team numbers on to cut down on the questions from onlookers about incoming team runners. Caution tape or something similar may be used to cordon off areas of the stages where people should not be allowed to congregate and interfere with the running of the stage and its medical care givers.