

Federal Way Amateur Radio Club
P.O. Box 23415
Federal Way, WA 98093
www.fwarc.org

STANDARD OPERATING PRACTICE: 710.1

13 November 2003

SUBJECT: Use of Club's Callsign

REFERENCE: FCC Part 97 Rules

1. **PURPOSE.** The purpose of this document is to establish a set of guidelines for the control and use of the club's callsign. As an asset of the Federal Way Amateur Radio Club, the club's callsign shall be protected as any other piece of club owned property. This includes ensuring that the club's callsign is used only during club sponsored, or club sanctioned events or activities. Improper station operation while using the club's callsign not only reflects poorly upon the club as an organization, but also upon the club's callsign trustee.
2. **DIRECTIVES AFFECTED.** None.
3. **DISCUSSION.** All members of the Federal Way Amateur Radio club are encouraged to organize club events and activities such as, but not limited to, contest participation, sweepstakes, or DX'peditions. Such events and activities not only promotes amateur radio and refines the operating skills of the participants, it builds camaraderie and good fellowship of those involved, as well. The use of the club's callsign designates the participants as a group working together toward a common goal.
4. **EXCEPTIONS.** This standard operating practice does not affect the use of the club's callsign by radio operators operating on behalf of the City of Federal Way and/or the Federal Way Amateur Radio Club during times of emergency. It also does not affect the use of the club's callsign for identification purposes of club owned repeaters, digi-peaters, or other digital communications facilities operating on behalf of the City of Federal Way and/or the Federal Way Amateur Radio Club. Coordination of the use of the club's callsign on fixed assets, such as repeaters and digi-peaters will be independent of this policy.
5. **RESPONSIBILITIES.**
 - a. **Event Organizer.** The organizer of a club event or activity of which the club's callsign is to be used is responsible for filling out a "Request for Use of Club Callsign" form and submitting it to the club's callsign trustee for review and filing. The event organizer shall ensure that the event in which the callsign is to be used is well publicized so that all club members have an opportunity to participate in the event or activity. Additionally, the event organizer shall also be responsible for sending any outgoing QSL cards.
 - b. **Control Operator(s).** All control operators are responsible for ensuring that all transmissions are within their license class. Control operators may oversee non-hams,

and licensed hams wishing to operate on frequencies outside of their license class in accordance to Part 97 of FCC rules.

- c. **Participants.** All participants of such events or activities shall operate in accordance with Part 97 of FCC rules.
- d. **Callsign Trustee.** The club's callsign trustee shall coordinate the use of the club's callsign between events or activities. The use of the club's callsign will be limited to only event or activity at any one time. Multiple events or activities may occur throughout the day, just not concurrently. The club's callsign trustee shall keep the club's board of trustees apprised of dates and times of events or activities of which the club's callsign is be used.

6. **ACTION.**

- a. **Requests for Use of the Club Callsign.** Any club member in good standing with the Federal Way Amateur Radio club may organize an event or activity, and request the use of the club's callsign for that event or activity. Requests for the use of the club's callsign shall be made far enough in advance of the event or activity to allow for sufficient publicity through the club's e-mail distribution system, and with postings on the club's web site to allow other club members an opportunity to participate in the upcoming event or activity. Requests for use of the club's callsign shall be made using a "Request for Use of Club Callsign" form provided as enclosure (1) of this standard operating practice.
- b. **Approval.** Any member of the board of trustees may authorize the use of the club's callsign after consulting with the club's callsign trustee ensuring that there are no scheduling conflicts with prior commitments with the use of the club's callsign.
- c. **Event Conclusion.** At the end of the event or activity in which the club's callsign was used, the event organizer shall note the number of club members, non-club members, and non-hams that participated in, or visited the event. The event organizer shall also provide a copy of any radio logs to the club secretary so they may be filed as official club records.

7. **ENCLOSURES.** (1) Request for Use of Club Callsign.

8. **APPROVAL.** This standard operating practice was approved by a majority vote of the board of trustees, and signed into effect by the club's president on 13th of November 2003.

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Michael A. McCoy, N7VWD
President, Federal Way Amateur Radio Club

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REQUEST FOR USE OF THE CLUB'S CALLSIGN

Event Organizer:		Today's Date:																		
Name:		Callsign:																		
E-mail:																				
Phone No.:	Day:	Eve:																		
Event Name:		Dates/Times of Event:																		
Event Location:	Address:																			
Frequencies:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Callsign</th> <th style="width: 30%;">License Class</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center;">Control Operators:</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Name	Callsign	License Class	Control Operators:												
	Name	Callsign	License Class																	
Control Operators:																				
Use of Club's Callsign Approved By:			Date:																	

After Action:			
	Number of Participants	Number of Visitors	
Club Members:			
Non-Club Members:			
Non-Hams:			
Number of Contacts Made:		Copy of Logs to Club Secretary:	