

Fayette County Amateur Radio Club, Inc

Repeater Policies and Procedures

(REV: Jan 4, 2024)

This document is maintained by the Repeater Committee Chairman to address the specifics of the FCARC's repeater operations outlined in Part 7 of the Bylaws.

Planning

1. Repeater Coordination

[this can include who we coordinated with, like SE Repeater Assoc, ARRL, self-audit, or nobody]

2. Facilities

[For every FCARC repeater location, a profile containing the location specifics should be included so a person new to the RCC role could read and understand the club's responsibilities, obligations, contributions, relationships, duration of any agreement, that the club would be expected to honor. If there are regular expenses for utilities, those should be included. If the club contributed something like a UPS or coaxial cable, have we agreed to leave them with the owner when the agreement is terminated?]

- a. Usage agreement

1. *[A copy of any use authorization should be maintained Repeater Committee Chairman. If no written authorization is available, the Chairman shall create a document outlining the conditions under which the club may operate at that facility.]*

- b. Insurance

- c. Equipment status *[date of acquisition, ownership, loan, disposition, by serial number]*

1. *[Records of equipment constituting club repeaters shall be documented, to include how and when it was obtained, and how it may be disposed of.]*

2. *[Any equipment in use as a club repeater shall come under the control of the Repeater Committee Chairman while in use as a club repeater.]*

3. *[Acquisitions shall be made at the direction of the Repeater Committee Chairman with funding authorizations made by the FCARC board.]*

4. *Dispositions shall be made according to:*

- a. *[prior written agreements]*

- b. *[the direction of the Repeater Committee Chairman]*

Operations

1. Control responsibilities

- a. Primary/Alternate
- b. Control codes
- c. Physical access methods and authorization
- d. Decision making

[Define any levels of decision making delegated from the control operator. Essentially, the control operator has full discretion regarding repeater operations. While funds for equipment purchases and strategic changes require involvement of the board, the control operator can make day-to-day operating decisions and delegate some of those decisions if desired.]

2. Control Training and Qualifications

[Define the requirements for becoming an authorized control operator and maintainer. That is, what is required to execute the control codes, gain access to repeater sites (authorization to access different sites can be limited by the control operator), and perform maintenance on the equipment. Determine the required frequency of certification (annually, one-time, at change of control operator, etc.)]

3. Qualified control operators, access levels, and expiration date of their access.

4. Coverage procedures

[Define the rules for managing the repeater when the control operator is present and away.]

5. Emergency procedures

[Define the possible emergency situations and actions taken by individuals and the organization. This could include fire, theft, damage, emergency activation, notice to evacuate the premises, immediate relocation of the repeater, interference with another radio service, immediate shut-down and other unforeseen situations.]