

OPERATORS AND RESPONSIBILITIES

HAM LEADER

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 timing and spotting functions. It is up to the 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 before turning over the timing or communications to someone who is not on that sign-in list.

OFFICIAL 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. This year the timers are to use local time according to their personal wrist watch. 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.

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.

CHIP TIMER/SPOTTER

The Chip Timers' are responsible for watching the display on the timing computer box to ensure that each runner taps the timing mat with the baton and that the chip registers as read. The chip id number displayed will not match the bib or team numbers of the runners. If a chip shows as not read the timer will instruct the runner to try again and if it still fails they are to make a note of the team and the time of day (by wristwatch) of when the chip failed to register into the computer system.

The Spotters shall aid the individual verifying the chip and shall be in a position to take over the chip timing position if it becomes necessary. The Spotter should also keep the written documentation for the chip timer.

NO PERSONNEL WITHING 12 FEET OF THE CHIP TIMING SYSTEM ARE TO HAVE RADIOS WITH THEM. They also must not be carrying car keys or any other device, such as a work ID badge, that has a RFID chip built into it. These will cause the chip reader to scream and has a possibility of canceling out the entire chip timing system.

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 radio traffic going to or coming from the command post for the stage.

The PSC for the stage needs to report the stage is open to the command post when the stage is fully operational, set up and ready for runners. The PSC will call the command post with the Team Number and time the first runner comes through the stage and when the last runner and tail end charlie leave the stage.

EARLY WARNING HAM

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

We are going to have two sets of early warning logs this year for each 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.

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. They should keep their logs of runners through the early warning points on the provided green sheets.

The 1 mile EW Ham for stages 2 - 10 follows the last runner of the race as he or she passes the early warning point and becomes "Tail-End Charlie". It is his or her responsibility to follow the last runner through the stage (dropping off any paperwork and the early warning sign on his way through) and pass the job to the 1 mile EW Ham of the next stage. This ensures contact with the last runner and his/her whereabouts on the course at all times. **ALL HAMS ACTING AS "TAIL-END CHARLIE" ARE REQUESTED TO BE ON THE MAIN NET (COMMAND POST) FREQUENCY AT ALL TIMES.** For stages 11-20 we will have an APRS tracker box in the follow vehicle of the last runner to take the place of tail end charlie.

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 having an extra ham or helper to run to the announcer is helpful so that no team with an incoming runner is caught unprepared.

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 particularly *parking enforcement* at some of the stages with crowded conditions.

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. And caution tape or something similar may also 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. Flagging tape will be provided to block off the area around the chip timing system to discourage anyone from being close to the system and to reinforce the radio transmit exclusion zone.