Net Control Procedures—K4MSU Monday Night Net

Revised May 2019

[Suggested Net Procedure is given below. Bold font indicates places that the Net Control Station is expected to speak. At NCS discretion you may include such items as a trivia question, group discussion topic, etc….but be aware that these can make for a lengthy net. You may find it helpful to have https://www.qrz.com/ available to look up names or locations. Some NCS's use the "NetLogger" program to keep their check-ins list; this is optional. See https://www.netlogger.org/ if interested.]

1. **CQ; CQ; CQ – calling the Murray State University Amateur Radio Club Monday Night 2-Meter Net. This net is conducted on the K4MSU repeater. This is** [NCS call sign], **tonight's net control station. My name is _____, and I am transmitting from _____, Kentucky**.

This is a directed net, and we invite all licensed operators to participate. I will first take any formal traffic, and then conduct a check-in of those waiting to speak.

If you have emergency traffic at any time during the net, send the pro-word EMERGENCY and your call sign, and you will be recognized. At this time I'll stand by for any emergency or priority traffic. [Handle any resulting traffic as needed]

2. **Next: Are there any stations with routine written traffic? If so, call** [NCS call sign] **now.** [Note: Traffic should be listed by city if it is to go to a city inside the state of Kentucky and by state if it goes outside of Kentucky. If the NCS doesn't know who to direct the traffic to, he can ask if anyone can handle the traffic).

3. (Announce important **Club business** if you know of any.)

4. **I'll now proceed with check-ins. First: are there any mobile or otherwise time-constrained stations wishing to check in? If so, please come ahead first, calling** [NCS callsign].

[After any time-constrained check-ins] **We recognize _____ ; _____ ; (etc). _____ . ____, Please go ahead with your comments for the net.**

5. **Now for regular check-ins of the MSUARC phone net….**
[5a. For the usual Monday nights, use the following. For 5th Monday nights, procedure is different, see 5b]

We'll take check-ins in groups, going alphabetically by the first letter in your callsign suffix (in other words, the letter after the number in your callsign).

[Group 1 – A through F, or Alpha through Foxtrot.
 Group 2 – G through L, or Golf through Lima;
 Group 3 – M through S, or Mike through Sierra;
 Group 4 – T through Z, or Tango through Zulu.]

[Week 1 – Group 1, 2, 3, 4;
 Week 2 – Group 2, 3, 4, 1;
 Week 3 – Group 3, 4, 1, 2;
 Week 4 – Group 4, 1, 2, 3.]

[Announce, according to which Monday of the month this net is occurring on, the Suffix Letters who are to call in at each interval, per the text below]

This week we start with Suffix Letters ____ through ____. Give your callsign phonetically as well as alphanumerically. We'll take local stations first and then will come back for stations via EchoLink. Local stations ____ through ____, we're standing by for your callsign and your first name at this point:

[After stations have called in] **We recognize _____ ; _____ ; (etc). _____ . We will now ask for additional local stations ____ through ____.** [Acknowledge additional local stations as appropriate]

We will now ask for stations who wish to join the K4MSU Net via EchoLink. Stations ____ through ____ on EchoLink, please call now. [Acknowledge stations as appropriate]

[Next Group] **We now go to those with callsigns ____ through ____. Local stations ____ through ____, we're standing by for you.** [Acknowledge stations as appropriate, take another call-in if appropriate]

Stations ____ through ____ on EchoLink, please call now. [Acknowledge stations as appropriate]

[Continue through the other callsign Suffix Groups until the end, then do a call for Stations of any callsign Suffix Group]: **Are there any other Stations, of any callsign?**

[5b. For a 5th Monday Night in a month, the NCS is invited to use a different procedure for variety. You may use the First-Come/First-Served Madhouse method, or mix it up by location, years being a ham, class of license, number of states confirmed, etc. Remember to take Local Stations first, then EchoLink Stations]

6. **We welcome everyone to the net, and will now take comments. _____, please go ahead with your comments for the net.**

7. [After a few minutes of net activity.…] **This is** [NCS call sign]. **Let's take a pause in comments. Are there any late check-ins for the MSUARC Monday Night Net? If so, call now.** [Acknowledge any additional stations as appropriate]

8. **Next up is _____ . Please go ahead with your comments for the Net.**

9. [After all have given comments, and a final standby for late check-ins and/or re-checks:] **This concludes tonight's MSUARC Monday Night Net. Thank you all for your comments, and for the friendly advice that we shared this evening.**

We have had ____ check-ins and the net lasted approximately ___ minutes. We now return this frequency to ordinary amateur use, this is [NCS callsign], **clear.**

[Net Control Station now needs to send an e-mail or other form of message to Chuck K4CHW, giving the net's data. Report the Date, Number of Stations, Number of Formal Messages Handled, and Number of Minutes that the net lasted. Chuck's e-mail is cwilliams42071@gmail.com .]

[This revision compiled by Bill, KJ4W, on 5/6/2019. An editable .doc version is available upon request]