

Radio Support Organizer Checklist - v5/6/19

Not all items are needed for all events

Preliminary Prep

- Contact Event Director
 - Introduce yourself
 - Verify radio support is desired
 - Send your contact info
 - Identify who the on-site radio op coordinator will be at the event
 - Send radio coordinator's contact info
- Obtain course map for races, or establish that a previously used one is valid
- Determine radio op needs
 - How many radio ops are needed
 - Where will radio ops be needed
- Check event website for location & start time

Arrange for Radio Ops

- Ask for radio operators
 - Local club & ARES nets
 - Club newsletters
 - ARES EC
 - Contact participants from last year
- Send initial acknowledgment to hams who sign up early, include your contact info
- Send additional acknowledgements if too much time passes since the last one
- Make radio op assignments
 - Assign each location needed
 - Net Control
 - Last bike
 - Prepare course map with assignments
- Arrange for safety vests
- Ask for t-shirt sizes, keep info for future use
- Arrange for APRS support

System Design & Radio Coverage

- Visually inspect event area ahead of time
- Determine equipment needed for RF field test
- Conduct RF coverage field test
- Design radio system: Simplex, repeater, etc
- Fill out ICS-205 freq plan
- Obtain permission to use club repeater(s)

On Site Repeaters

- Arrange for on site repeater
- Arrange for cross band repeater(s)
- Coordinate cross band freqs and tones

Equipment

- Arrange for location, shelter, or vehicle to use for net control
- For ARES: Go kits
 - Determine whether go kits are needed
 - Arrange for go kit pick up & return
 - Arrange set up

Power

- Determine power needs at net control & shelters
- Arrange for batteries or generators

Event Plan

- Write up and send event plan & instructions to radio ops at least 4 days before event, include:
 - Arrival times
 - Assignment locations
 - Course map
 - ICS-205
 - Blank message forms
 - Blank log forms
 - What to report during the event
 - What to bring
 - Any special instructions
 - Your contact info
- Create exercise messages
- Make documents available for download
- Confirm with the Event Director that the radio team is ready

At Event

- Verify the radio team is in place and ready prior to the event, work out any issues
- Arrange t-shirt pick up
- Set up on-site or cross band repeaters
- Set up net control
- Distribute safety vests
- Collect volunteer hours

After Event

- Collect safety vests
- Take down net control
- Send volunteer hours to ARES EC and others as needed
- Write after action report, share as needed