<u>THE WASHINGTON STATE NET INSTRUCTION MANUAL</u> (Updated 4/16/12)

The following information is intended to convey sufficient instructions to enable a new member station to immediately enter into active participation in the regularly scheduled operation of the Washington State Net (WSN), which is part of the American Radio Relay League National Traffic System (NTS). Checking into WSN will present no problem if you will first familiarize yourself with these instructions, and then listen to a few net sessions to get the "swing" of things. When you feel confident that you are ready to make your own check-in to the net (QNI), JUMP IN! Use these instructions as a guide.

NET SCHEDULE

WSN meets in regular session every day of the week at 0730 and 1845 local time on 3563 Khz. If bad conditions prevail, such as during winter, it may be necessary to change the time of net. Experience has shown that shortly after we change from daylight to standard time (first Sunday in November) and we are at or near sunspot minimum, it becomes necessary to change from 1845 to a 1730 PST sked. This remains in effect until early March. The time changes are coordinated with the WARTS phone net to help insure smooth out-of-state traffic flow from WARTS to WSN and to the Seventh Region Net (RN7). WARTS is the Washington Amateur Radio Traffic System and meets on 3975 Khz at 1800 local time

NET CONTROL STATION

Every regular session of WSN is directed by a Net Control Station (NCS), or, if unable to be present, by the Alternate NCS. (If the regular net control station doesn't show up, then please wait for <u>one</u> minute before volunteering as net control). These stations are appointed to these leadership positions by the Net Manager, who selects them from the membership for their qualifications to perform this function.

THE FORMAT OF WSN

Different net control stations have their own styles of running the net but all follow the same net format, which is as follows:
  I. Call the net to order.
  II. Call for bulletins (QNC)
  III. Call for RN7 liaison
       Call for RN7 (out-of-state) traffic.
       "Pair off" stations to handle the RN7 traffic
       stations to handle RN7 traffic.
  IV. Call for WSN (in-state) traffic
       Determine routing of traffic and "pair off" stations
       to handle the traffic
  V. Call the roll in alphabetical order, using the WSN
       roster
  VI. Call for any other check-ins ("QNI QTC? K")
  VII. Close the net (QNF)
Note that the priorities are (1) get the traffic moving and (2) get people checked in.

   During all net sessions the NCS will endeavor to send good clean cw at approximately 18 WPM to accommodate all stations. Faster speeds between stations is permissible but only off frequency, or if on net frequency, only when net has been secured. All stations checking into the net are expected to stay with the net until the net is closed (QNF). Any station unable to remain the full time may request to be excused and will be excused by the NCS. Occasionally, the NCS may want to keep the net

open but excuse those who are QRU. In this case, NCS will send "ALL QRU MAY QNX 73" or he may send "ALL EXCEPT N7EIE MAY QNX". In this case, someone may have shown up late with RN7 traffic and N7EIE, the RN7 liaison, needs to kept on board to handle the traffic.

THE SECOND SESSION IS NO LONGER IN OPERATION
I'm leaving this here in case the second session is reactivated

The primary function of the second session of WSN is for receiving incoming traffic from RN7. WSN has a liaison station who checks into RN7 at 2130 local time (3560 khz) and receives traffic coming to the Washington section. The format of the second session is very informal and less structured than the first session.

    I. Call the net to order. (Same as first session)
   II. Call for the RN7 liaison station. At this point the liaison station lists the traffic.
  III. Handle the traffic.
  IV. Call for general check-ins (QNI QTC? K)
   V. Closing the net - same as 1st session

The average length of WSN sessions is 10 minutes. Net Control Stations are required to report the activity of the net to the Net Recorder. This is usually sent by message as soon as practical after the net. A sample message is as follows: "TUES APR 10 WSN/1 W7GB/NCS N7EIE/RN7 W7QM 2 W7LG 1 K7BFL N7JJ W7ZIW X QNI 7 TFC 3 X 73 BT DON. It is important that the Net Recorder get these reports in order to make up the monthly Net report with any accuracy. Missed reports make the Recorders job difficult.

PASSING TRAFFIC

    After all traffic has been listed, the NCS will commence to "pair off" stations to route the traffic towards their destinations and send them off net frequency. The most common arrangement is to send stations U5 (up 5 khz) or U10 (up 10 khz). Traffic on net frequency is kept to a minimum, usually only after net has been secured. The NCS is not bound by any fixed set of rules with regard to the use of 3563 khz and he/she may use the frequency in a manner he deems best to fit the existing conditions on the net session that he is controlling.

    When you have been sent to another frequency to handle traffic, it is the station who will be receiving the traffic who chooses the frequency and who calls the station who has the traffic. Upon completion of the traffic exchange, pause for a few seconds to see if someone else wants you, then return to the net frequency. When returning to net it is <u>not necessary</u> to check back in, If you decide to do so, wait until the NCS is clear and calls for a QNI ("QNI QTC? K"). Then send "DE (your call) CLR K".

FREQUENCY TOLERANCE

Zeroing ones transmitter or transceiver on the net frequency, and on the traffic handling frequencies when directed to shift is of great importance for three reasons. First, the NCS must be able to hear and communicate with every station on the net, and this is true for every station on the net, for efficient communication. Secondly, when handling traffic and employing "full break-in" (QSK), stations must be zeroed for QSK to be effective. Finally, the 3.5 Mhz band is occupied with other traffic nets and if WSN stations do not carefully watch their frequency we are apt to cause interference to other nets. Be sure to check your RIT, otherwise you will be off frequency and NCS won't hear you check in. When you are sent up 5 or 10 to handle traffic, this means plus or minus QRM.

TRAFFIC POLICY

The Washington State Net, as part of the ARRL National Traffic System, makes the maximum effort to follow the traffic handling principles of that system. When soliciting traffic OUTSIDE the net, there is no limitation whatsoever on what you choose to handle, but, any message which you receive from beyond the geographical limits of the Washington Section should ordinarily be placed on WSN only if it is addressed to a point within the section. As an example, WSN is not a relay net to accept messages from W6's to W8's; any such messages should be placed on a California Section Net by the W6. An exception to this rule occurs when the station holding such traffic for relay is unfamiliar with the traffic nets and handling, and must dispose of it in any way he can (free lancing) or, when a station holding traffic for relay is unable, for some special circumstance, to check into the proper net with the traffic, and must dispose of it into some other net to avoid delaying it unnecessarily at his station. Under such circumstances, be cooperative and helpful and take his traffic.

Of course, any message which you originate is not subject to any restriction; it may have a destination anywhere in the world where third party messages are permitted, and will be handled by WSN to higher echelon nets, such as RN7 and the Pacific Area Net (PAN). Certain WSN stations act as liaison stations for this purpose; they collect, at the direction of the NCS, traffic destined for points outside WSN and take it to the next higher echelon which in our case is RN7. Conversely, they receive traffic for WSN while attending the RN7 sessions.

OPERATING AIDS

Nets such as WSN cannot be entirely independent of other traffic nets and related organizations. We must all cooperate for the common good of Amateur Radio in general and the National Traffic System in particular. We learn from others, they learn from us, by working together.

Neither can we, as a section net, without dues, assessments or financial resources of any kind, afford to publish reams of traffic handling material which seems so necessary to the operation. Therefore, we publish only what we consider essential to supplement the information obtainable from recognized sources. Thanks to Don, K7BFL, WSN has a website on the internet. The URL is http://home.earthlink.net/~k7bfl/wsn.html.

In addition to this WSN Manual, ARRL publishes Operating an Amateur Radio Station and The ARRL Operating Manual. These publications contain information on NTS, traffic net operations, "QN" signals, emergency operations and Amateur Radio operating in general. You may obtain these publications from ARRL, 225 Main Street, Newington, Conn. 06111. The ARRL web site also has NTS info. Go to www.arrl.net The best way to learn traffic handling is on-the-air activity.

ADMINISTRATION

During May of each even numbered year, the Net Manager conducts nominations, balloting, and election of a new Net Manager for the following two years. The Net Manager administers the affairs of the net. He/she appoints an Associate Manager to assist him/her when necessary, and to act for him/her in his absence. He/she also appoints a net recorder to whom all NCS's address their attendance and traffic reports. The Net Manager makes all other appointments to "leadership" positions, such as Net Control Stations & liaison stations to RN7. WSN keeps assignment stations "in house", in other words, NCS and QNB to RN7 will be assigned to stations from Washington State. Elected persons, their appointees and volunteers will likewise be from Washington State. All appointments are made only with the consent of the individual, and are based upon their ability to perform the function. Everyone has an equal opportunity to serve in any or all of these positions. When you feel you want to fill a certain position, let the net manager know. He/she will endeavor to find a spot for you. He/she will rotate positions so as to give all a chance. Volunteer when you are ready.

You are encouraged to go beyond the "checking in QRU" syndrome by assuming net control and liaison duties. Information about these net duties is available from the net manager.

You have joined WSN because you WANTED TO.

You have been invited because we WANT YOU.
Welcome to WSN and have fun!

WSN HISTORY

   WSN was founded in the late 1940's when George Hart, W1NJM, Communications Manager of ARRL created the National Traffic System. The year is believed to be 1949 and the founder was Larry Sebring, W7CZY. Very soon thereafter, W7CZY appointed Victor Gish, W7FIX as Manager of WSN. Vic also published the PAN NEWS, which was very popular among West Coast traffic handlers. W7FIX remained the manager until 1954, when Howard ("Yb") Pyle, W7OE, agreed to take over the managership. W7OE then appointed Hap Helgesen, W7AIB, to be his associate Manager, and Floyd ("BB") Brooksbank, W7RXH, to be his Recorder. In 1955 and 1956 W7RXH took over the managership from W7OE at the latters' request. W7AIB contened as Associate Manager, and W7JEY (who later became K7MC) became the Net Recorder.
   In late 1956, the officers of WSN and some of the other members agreed that the Manager should be elected annually by nominations and balloting by all net members. W7AIB became the first elected Manager of WSN for 1957. The Managers of WSN since 1957 have been: W7AIB, W7USO, W7OEB(Now Silent Key W7DO), W7GIP, W7QLH, W7GYF (now W7GB), W7IEU, K7JRE, W7PWA, K7PXA, W7ZIW, W7PI K7OZA W7LG N7AJ, K7GXZ, WA7CBN, K7UQH, W7GB, K7BFL W7AZU, W7ZIW & W7QM. On November 9, 1997 WSN moved from 3590 to 3658 khz .During November 2006 WSN moved from 3658 to 3563 Khz. My thanks go to Hap Helgesen, W7AIB, (Silent Key) for providing me with this brief history of WSN from his personal records. 73 Don W7GB

This edition of the manual is a revised version of the 2nd revision made in 1973 by W7GB and W7AIB.
        Actual Original 1950's Printed by Chet, W7AMC
    :   Original Manual 1965, W7AIB
         Revised Edition 1973, W7GYF (W7GB)
         Revised Reprint 1974, K7OZA
         Revision # 2   1988, W7GB
         Latest Revision 2011, W7GB

A TIMETABLE FOR THE WSN MANAGERSHIP ELECTION PROCESS

May 1 – Call for nominations (QNC). A suggested text for this QNC is as follows:
"NOMINATIONS ARE OPEN FOR WSN MANAGER X PSE ASK YOUR NOMINEE FIRST AND SEND YOUR NOMINATION TO ME VIA QTC OR E-MAIL BY MAY 10 X 73 BT…"

May 10 Deadline for nominations

May 10-15 Conduct the election by QTC or e-mail

May 15 – Deadline for election voting

May 16 – Inform the membership by a QNC about the results of the election. As suggested text is
"IT IS MY PLEASURE TO INFORM YOU THAT (call) HAS BEEN ELECTED AS THE NEW NET MANAGER X CONGRATS TO (name) X 73".

May 18 – New manager appoints his/her Associate Manager and Recorder. Past Manager sends net materials to the new net Manager. Past Recorder sends materials to the new net Recorder but continues with the month of May recording until June 1, at which time the new net recorder starts recording net info on the WSN log. The net Recorder sends the May report to the current net Manager and to the STM.
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June 1 – The new WSN Manager and appointed officers assume their positions.

Note: The most likely scenario for the WSN Manager election is that only one person will get nominated. In this case, the new manager can be declared elected on May 10, the net informed with a QNC on May 11 and the new Manager assuming the office on June 1. The WSN Manager holds the manager position for two years, at which time a new election is conducted.