

# **W5AC Club Station Rules**

as revised 12 April, 2019

1. Access to the Club Station.
  - a. Each member of W5AC will be issued an individual PIN to access the shack.
  - b. Persons using the Club Station must leave the room in a clean and orderly state. Please keep the station clean; if not for our club members, for our occasional guests.
  - c. When leaving the station, all equipment (including computer monitors) must be off and all antennas must be disconnected, with the exception of equipment such as repeaters or any device clearly marked with a “DO NOT TURN OFF” sign.
2. On the Air Operation.
  - a. The FCC rules as set forth in 47 CFR §97 will be explicitly followed. Any questions of interpretation will be settled by the Station Trustee. A current copy of the ARRL FCC Rulebook will be available at all times in the station.
  - b. Proper station identification will be used. All transmissions will be identified with the callsign W5AC. The station may be used under the operator’s own callsign with the permission of the Station Trustee.
  - c. All operators must be able to produce evidence of FCC licensing while operating.
  - d. Band privileges will be limited to those of the control operator. For example, Technician class licensees must have a General or higher class licensee be present and consent to be control operator in order to operate in the General or higher class bands. Use of the W5AC callsign will not be a cover for unlawful use of the amateur bands.
  - e. A General or higher class license is required for use of any HF amplifier. Further, the Station Trustee or a designated member must confirm that operators have been trained and fully understand the use of the amplifiers before being allowed to use them.
  - f. All tune-ups will be done on the dummy load and transmitter/antenna performance will be continuously monitored during operation. Equipment will not be used if an SWR of 2.5:1 or less cannot be obtained. Malfunctioning equipment will not be used. If there is any observance of equipment malfunction, it must be reported ASAP to an officer and tagged as such. Tagged equipment will not be used.
  - g.

## General Considerations.

- a. All contacts, with the exception of VHF and UHF FM contacts, must be logged by a control operator. The logbook is a legal instrument! Entries must include:
  - i. Date/time (UTC).
  - ii. Operator’s callsign.

- iii. Callsign of station contacted.
- iv. Frequency band.
- v. Peak envelope power (PEP).
- vi. Exact frequency (except during contests).
- vii. Message traffic handled.
- viii. Indication of QSL.

- b. QSL cards for casual contacts will be reciprocated by the QSL Manager upon receipt of a self-addressed, stamped envelope from the requesting station. QSLs for rare or special event stations may be filled out and placed in the QSL Manager's box for postage.
- c. Club station equipment may be checked out for member use with the approval of the Executive Committee. Approved loans will be for one week and may be renewed if no other members wish to borrow the piece of equipment. Borrowers must sign the sign-out sheet in the station and include name, callsign, date borrowed, and phone number. The terms of all loans will be determined by the Executive Committee.
- d. Altering the configuration of the station computers (interrupt addresses, DMA channels, etc.) or addition/removal of software on the hard drives without permission from the Executive Committee is strictly, expressly, explicitly, and absolutely PROHIBITED!
- e. Repeater control codes should not be given out over the air. The repeater may be controlled by someone on the air.

- 3. Violations.

Any violation of the above rules is grounds for action as provided for in Article V, Section 2 of the Texas A&M University Amateur Radio Club Constitution.