



Field Day June 26 – 27, 2004

Always the fourth full weekend in June

For Information contact:

Field Day Information
ARRL
225 Main St.
Newington, CT 06111
Contests@arrl.org

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(860) 594-0232
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Field Day 2004

Dear Field Day Participants:

It's as easy as ABC... What would summer be if we didn't have **ARRL Field Day**?

From its modest beginnings in 1933 to the 21st century, when tens of thousands of participants accept the challenge, Field Day has grown into the premier operating event for the majority of us who are proud to embrace this hobby of Amateur Radio. And in 2004, **the ABCs of Emergency Preparedness always include FIELD DAY!**

In 2003, Field Day was truly an event from North to South, as stations participated **from the Arctic Circle to the Antarctic continent**. Add in the excitement of participation once again by residents on **the International Space Station**, and it truly is hard to find a corner of our globe – and beyond - that Amateur Radio can't reach!

The addition of the **Class F station** in 2003 proved to be an outstanding new chapter in the storied saga known as Field Day. A total of 179 Class F operations were reported to us in 2003 – **a strong showing for the new category!** The important thing to remember is that this demonstrates an **ACTIVE** amateur presence in the emergency planning of many of our towns and communities. I suspect this number will grow in the coming years. And **the GOTA station** continued to grow, as numerous stations earned the extra bonus points available for completing only 100-QSOs from the GOTA station.

Total participation in Field Day 2003 once again established a new record as 2,115 clubs and individuals submitted entries. Almost one hundred fifty submissions were made to the **Online Soapbox** at www.arrl.org/contests/soapbox. If you haven't visited the site, go check out what some of your fellow hams did to make 2003 memorable... and feel free to steal a few ideas if they will help your group. After all, imitation is one of the greatest forms of flattery.

While the rules haven't change much since 2003, there are several exciting new additions for Field Day 2004. Arrangements have been made to have **the W1AW Field Day bulletin transmitted from a West Coast station**. This will allow many stations an extra opportunity to claim that bonus. Look for the complete schedule on the W1AW page within these rules.

To help avoid problems with submissions, the ARRL has been pleased to work with Bruce Horn, WA7BNM to develop **a way for submitting Field Day entries directly from the Web**. Individuals and groups can go to www.b4h.net/cabforms/ to complete and submit their required Summary Sheet information directly to the ARRL. Submitting this way will allow you to see your submission has been initially processed by the ARRL and show on a list of Entries Received on-line. Look for additional information on this process in this information package.

Though the snow and cold of winter currently blanket much of the US and Canada, the warmth and excitement of June and Field Day 2004 are less than five months away. Field Day 2004 is June 26-27. Good luck in your planning and preparation and we'll see you on the air!

Field Day 2004 Rules

1. Eligibility: Field Day is open to all amateurs in the areas covered by the ARRL/RAC Field Organizations and countries within IARU Region 2. DX stations residing in other regions may be contacted for credit, but are not eligible to submit entries.

2. Object: To work as many stations as possible on any and all amateur bands (excluding the 60, 30, 17, and 12-meter bands) and in doing so to learn to operate in abnormal situations in less than optimal conditions. A premium is placed on developing skills to meet the challenges of emergency preparedness as well as to acquaint the general public with the capabilities of Amateur Radio.

3. Date and Time Period: Field Day is always the fourth full weekend of June, beginning at 1800 UTC Saturday and ending at 2100 UTC Sunday. **Field Day 2004 will be held June 26-27, 2004.**

3.1. Class A and B (see below) stations that do not begin setting up until 1800 UTC on Saturday may operate the entire Field Day period.

3.2. Stations who begin setting up before 1800 UTC Saturday may work only 24 consecutive hours, commencing when on-the-air operations begin.

3.3. No Class A or B station may begin their set-up earlier than 1800 UTC on the Friday preceding the contest period.

4. Entry Categories: Field Day entries are classified according to the maximum number of simultaneously transmitted signals, followed by a designator of the nature of their individual or group participation. Below 30 MHz, once a transmitter is used for a contact on a band, it must remain on that band for at least 15 minutes. During the period, the transmitter is considered to be transmitting, whether it is or not, for the purpose of determining transmitter classification. Switching devices are prohibited.

4.1. (Class A) Club / non-club portable: Club or a non-club group with three or more persons set up specifically for Field Day. Such stations must be located in places that are not regular station locations and must not use facilities installed for permanent station use, or use any structure installed permanently for Field Day use. Stations must operate under one callsign (except if a dedicated GOTA station is allowed which must be operated under a callsign as provided later in these rules), and under the control of a single licensee or trustee for the entry. All equipment (including antennas) must lie within a circle whose diameter does not exceed 300 meters (1000 feet). All contacts must be made with transmitter(s) and receiver(s) operating independent of commercial power mains. Entrants whom for any reason operate a transmitter or receiver from a commercial main for one or more contacts will be listed separately.

4.1.1. Any Class A group whose entry classification is two or more transmitters may also operate one additional HF station without changing its base entry category, known as the GET ON THE AIR (GOTA) station.

4.1.1.1. This station must operate using a different callsign from the primary Field Day station.

4.1.1.2. The GOTA station may be operated by Novice, Technicians or generally inactive hams under their existing operating privileges, or under the direction of a Control Operator with appropriate privileges, as necessary. Non-licensed persons may participate under the direct supervision of an appropriate control operator. A list of operators and participants must be included on the required summary sheet to ARRL HQ.

4.1.1.3. This station may operate on any valid Field Day band and mode. As per FCC rules, this station must have a valid control operator present if operating beyond the license privileges of the participant using the station.

4.1.1.4. The maximum transmitter output power for the GOTA station shall be 150 watts. If the primary Field Day group is claiming the QRP multiplier level of 5, the maximum transmitter output power of the GOTA station may not exceed 5 watts.

4.1.1.5. A maximum of 400 QSOs made by this station may be claimed for credit by its primary Field Day operation. A 100-point bonus may be claimed by the primary Field Day operation if the GOTA station reaches the 100 QSO level.

4.1.1.6. The GOTA station may only operate on the Field Day HF Bands. Only one transmitted signal is allowed from the GOTA station at any time (see Field Day rule 4).

4.1.1.7. The GOTA station does not affect the additional VHF/UHF station provided for under Field Day rule 4.1.2.

4.1.1.8. Participants are reminded that non-licensed participants working under the direction of a valid control operator may only communicate with other W/VE stations or with stations in countries with which the US has entered a third-party agreement.

4.1.1.9. GOTA stations operate under a single callsign separate from the callsign of the main group.

4.1.1.10. The GOTA stations does not qualify as an additional transmitter when determining the number of transmitters eligible for the 100-point emergency power bonus under rule 7.3.1.

4.1.2. Any Class A group whose entry category is two or more transmitters may also operate one additional transmitter if it operates exclusively on any bands or combination of bands above 50 MHz (VHF/UHF) without changing its basic entry classification. This station does not qualify for a 100-point bonus as an additional transmitter. This station may be operated for the entire Field Day period for the club and all contacts count for QSO credit. It is operated using the primary callsign of the Field Day group.

4.2. (Class A - Battery) Club / non-club portable: Club or non-club group with three or more persons set up specifically for Field Day. All contacts must be made using an output power of 5 Watts or less and the power source must be something other than commercial power mains or motor-driven generator (e.g.: batteries, solar cells, water-driven generator). Other provisions are the same for regular Class A.

4.3. (Class B) One or two person portable: Club or non-club stations set up and operated for Field Day purposes by no more than two persons. Other provisions are the same for Class A. One and two person Class B entries will be listed separately.

4.4. (Class B - Battery) One or two person portable: Club or non-club stations set up and operated by no more than two persons. All contacts must be made using an output power of 5 Watts or less and the power source must be something other than commercial mains or motor-driven generator. Other provisions are the same as Class A. One and two person Class B - Battery entries will be listed separately.

4.5 (Class C) Mobile: Stations in vehicles capable of operating while in motion and normally operated in this manner. This includes maritime and aeronautical mobile.

4.6. (Class D) Home stations: Stations operating from permanent or licensed station locations using commercial power. Class D stations may only count contacts made with Class A, B, C, E and F Field Day stations.

4.7. (Class E) Home stations - Emergency power: Same as Class D, but using emergency power for transmitters and receivers. May work stations in Class A, B, C, D, E and F.

4.8. (Class F) Emergency Operations Centers (EOC): An amateur radio station at an established EOC activated by a club or non-club group. Class F operation must take place at an established EOC site. Stations may utilize equipment and antennas temporarily or permanently installed at the EOC for the event. Entries will be reported according to number of transmitters in simultaneous operation.

4.8.1. For Field Day purposes, an Emergency Operations Center (EOC) is defined as a facility established by:

- a) a Federal, State, County, City or other Civil Government, agency or administrative entity; or
- b) a Chapter of a national or international served agency (such as Red Cross or Salvation Army) with which your local group has an established operating arrangement.

4.8.2. Planning of a Class F operation must take place in cooperation with the staff of the EOC being activated.

4.8.3. Class F stations are eligible for all bonus points under Field Day rule 7.3.

4.8.4. Other provisions not covered are the same as Class A.

4.8.5. A Class F station may claim the emergency power bonus if emergency power is available at the EOC site.

5. Exchange: Stations in ARRL / RAC sections will exchange their Field Day operating Class and ARRL / RAC section. Example: a three transmitter class A station in Connecticut which also has a GOTA station and one VHF station would send "3A CT" on CW or "3 Alpha Connecticut" on phone. DX stations send operating class and the term DX (i.e. 2A DX).

6. Miscellaneous Rules

6.1. A person who participates by making a QSO from one Field Day operation may not subsequently work that same operation from which he participated to provide them point credit.

6.2. A station used to contact one or more Field Day stations may not subsequently be used under any other callsign to participate in Field Day. Family stations are exempt provided the subsequent callsign used is issued to and used by a different family member.

6.3. Each Phone, CW and Digital (non-CW) segment is considered a separate band. A station may only be worked once per band.

6.4. All voice contacts are equivalent.

6.5. All non-CW digital contacts are equivalent.

6.6. Cross-band contacts are not permitted.

6.7. The use of more than one transmitter at the same time on a single band-mode is prohibited. Exception: a dedicated GOTA station may operate as prescribed in rule 4.1.

6.8. No repeater contacts are allowed.

6.9. Batteries may be charged while in use. Except for class D stations, the batteries must be charged from a power source other than commercial power mains. To claim the power multiplier of five, the batteries must be charged from something other than a motor driven generator or commercial mains.

7. Scoring: Scores are based on the total number of QSO points times the power multiplier corresponding to the highest power level under which any contact was made during the Field Day period plus the bonus points.

7.1. QSO Points

7.1.1. Phone contacts count one point each.

7.1.2. CW contacts count two points each.

7.1.3. Digital contacts count two points each.

7.2. Power multipliers: The power multiplier that applies is determined by the highest power output of any of the transmitters used during the Field Day operation.

7.2.1. If all contacts are made using a power of 5 Watts or less and if a power source other than commercial mains or motor-driven generator is used (batteries, solar cells, water-driven generator), the power multiplier is 5.

7.2.2. If all contacts are made using a power of 5 Watts or less, but the power source is from a commercial main or from a motor-driven generator, the power multiplier is 2.

7.2.3. If any or all contacts are made using an output power up to 150 Watts or less, the power multiplier is 2.

7.2.4. If any or all contacts are made using an output power greater than 150 Watts, the power multiplier is one.

7.2.5. The power multiplier for an entry is determined by the maximum output power used by any transmitter used to complete any contact during the event. (Example: a group has one QRP station running 3 Watts and a second station running 100 Watts, the power multiplier of 2 applies to all contacts made by the entire operation).

7.3. Bonus Points: The following bonus points will be added to the score, after the multiplier is applied, to determine the final Field Day score. Only Class A, B and F stations are eligible for bonus points. Bonus points will only be applied if the claim is made on the summary sheet and any proof required is enclosed with the entry.

7.3.1. 100% Emergency Power: 100 points per transmitter classification if all contacts are made only using an emergency power source. Free transmitters that do not count towards the group's total (GOTA station and free VHF Station for Class A entries) and do not qualify for bonus point credit. All transmitting equipment at the site must operate from a power source completely independent of the commercial power mains to qualify. (Example: a club operating 3 transmitters plus a GOTA station and using 100% emergency power receives 300 bonus points.)

7.3.2. Media Publicity: 100 bonus points may be earned for attempting to obtain publicity from the local media. A copy of the press release, or a copy of the actual media publicity received (newspaper article, etc) must be submitted to claim the points.

7.3.3. Public Location: 100 bonus points for physically locating the Field Day operation in a public place (shopping center, community park, school campus, etc). The intent is for amateur radio to be on display to the public.

7.3.4. Public Information Table: 100 bonus points for a Public Information Table at the Field Day site. The purpose is to make appropriate handouts and information available to the visiting public at the site. A copy of a visitor's log, copies of club handouts or photos is sufficient evidence for claiming this bonus.

7.3.5. Message Origination to Section Manager: 100 bonus points for origination of a National Traffic System (NTS) style formal message to the ARRL Section Manager or Section Emergency Coordinator by your group from its site. You should include the club name, number of participants, Field Day location, and number of ARES operators involved with your station. The message must be transmitted during the Field Day period and a fully serviced copy of it must be included in your submission, in standard ARRL NTS format, or no credit will be given. The Section Manager message is separate from the messages handled in section 7.3.6 and may not also be claimed for bonus points under that rule.

7.3.6. Message Handling: 10 points for each formal NTS style originated, relayed or received and delivered during the Field Day period, up to a maximum of 100 points (ten messages). Properly serviced copies of each message must be included with the Field Day report.

7.3.7. Satellite QSO: 100 bonus points for successfully completing at least one QSO via an amateur radio satellite during the Field Day period. Under the "General Rules for All ARRL Contests" (rule 3.7.2.), the no-repeater QSO stipulation is waived for satellite QSOs. Groups are allowed one dedicated satellite transmitter station without increasing their entry category. Satellite QSOs also count for regular QSO credit. Show them listed separately on the summary sheet as a separate "band." You do not receive an additional bonus for contacting different satellites, though the additional QSOs may be counted for QSO credit.

7.3.8. Alternate Power: 100 bonus points for Field Day groups making a minimum of five QSOs without using power from commercial mains or a petroleum driven generator. This means an "alternate" energy source of power, such as solar, wind, methane or water. This includes batteries charged by natural means (not dry cells). The natural power transmitter counts as an additional transmitter. If you do not wish to it to increase your operating category, you should take one of your other transmitters off the air while the natural power transmitter is in operation. A separate list of natural power QSOs should be submitted with your entry.

7.3.9. W1AW Bulletin: 100 bonus points for copying the special Field Day bulletin transmitted by W1AW during its operating schedule during the Field Day weekend (listed in this rules announcement). An accurate copy of the message is required to be included in your Field Day submission. (Note: The Field Day bulletin must be copied via amateur radio. It will not be included in Internet bulletins sent out from Headquarters and will not be posted to Internet BBS sites.)

7.3.10. Non-Traditional Mode Demonstrations: A maximum of 300 bonus points (100 points for each demonstration up to three) for setting up a demonstration of a non-traditional mode of amateur radio communications. This includes modes such as APRS, ATV, and SSTV. **This bonus is not available for demonstration of a mode for which regular QSO credit is available, such as PSK31.**

7.3.10.1. A portable packet system may be included as one of the demonstration modes. This system must include a temporary, portable node and must be completely separate from the existing packet infrastructure of your area.

7.3.10.2. Demonstration modes may not include communications carried outside of the amateur radio spectrum (such as Internet relay).

7.3.10.3. Frequency bands, such as 10 GHz are bands, not modes of communications and do not qualify for the demonstration mode bonus.

- 7.3.11. Site Visitation by an elected governmental official:** A 100-point bonus may be claimed if your Field Day site is visited by an elected government official as the result of an invitation issued by your group.
- 7.3.12. Site Visitation by a representative of an agency:** A 100-point bonus may be claimed if your Field Day site is visited by a representative of an agency served by ARES in your local community (Red Cross, Salvation Army, local Emergency Management, law enforcement, etc) as the result of an invitation issued by your group.
- 7.3.13. GOTA maximum achieved.** A 100-point bonus may be claimed by a group whose GOTA station completes a minimum of 100 QSOs.

8. Reporting:

8.1. Entries may be submitted to the ARRL in one of three ways:

8.1.1. Via Field Day Web Submission site at www.b4h.net/cabforms/

8.1.2. Via email to fieldday@arrl.org

8.1.3. Via land postal or delivery service to Field Day Entries, 225 Main St, Newington, CT 06111.

8.2. Entries must be postmarked, emailed or submitted by July 27, 2004. Late entries can not be accepted.

8.3. A complete Field Day Web Submission site entry consists of:

8.3.1. An official ARRL summary sheet which is completed on the site;

8.3.2 Supporting information must be emailed to fieldday@arrl.org or mailed by postal service. Supporting information must include:

8.3.2.1. An attached list of stations worked by band/mode during the Field Day period (dupe sheet or an alpha/numeric list sorted by band and mode);

8.3.2.2. Proofs of bonus points claimed (copies of visitor logs, press releases, NTS messages handled, photographs, etc);

8.4. A complete email submission consists of:

8.4.1. An electronic copy of as ARRL summary sheet completely and accurately filled out;

8.4.2. An attached list of stations worked by band/mode during the Field Day period (dupe sheet or an alpha/numeric list sorted by band and mode);

8.4.3. Proofs of bonus points claimed (copies of visitor logs, press releases, NTS messages handled, photographs, etc);

8.5. A complete land postal or delivery submission consists of:

8.5.1. A complete and accurate ARRL summary sheet;

8.5.2. An accompanying list of stations worked by band/mode during the Field Day period (dupe sheet or an alpha/numeric list sorted by band and mode);

8.5.3. Proofs of bonus points claimed (copies of visitor logs, press releases, NTS messages handled, photographs, etc);

8.6. Complete station logs are not required for submission. The club should maintain log files for one year in case they are requested by ARRL HQ.

8.7. Cabrillo format log files are not required for Field Day entries.

8.8. Digital images of proof of bonus points are acceptable.

9. Miscellaneous

9.1. The schedule of bulletin times for W1AW is included in this announcement. While W1AW does not have regular bulletins on weekends, the Field Day message will be sent according to the schedule included with this announcement. The W1AW bulletins will be transmitted on the regular W1AW frequencies listed in *QST*. The PSK31 bulletin will be transmitted on the W1AW teleprinter frequencies

9.1.2. The special Field Day bulletin will be transmitted from station XXXXX on the West Coast as included in the bulletin schedule.

9.2. See "General Rules for All ARRL Contests," "General Rules for All ARRL Contests on Bands Below 30 MHz," and "General Rules for All ARRL Contests on Bands Above 50 MHz" (November 2001 issue of *QST*) for additional rules.

9.3. Remember that the national simplex FM calling frequency of 146.52 MHz should not be used for making Field Day contacts.

9.4. The complete Field Day information package may be obtained by:

9.4.1. Sending a SASE with 4 units of postage to: Field Day Information Package, ARRL, 225 Main St., Newington, CT 06111;

9.4.2. By downloading from the Contest Branch home page at: <http://www.arrl.org/contests/forms>

9.5. For additional Field Day information or questions contact: contests@arrl.org or phone (860) 594-0232.

W1AW FIELD DAY BULLETIN SCHEDULE

Day	Mode	Pacific	Mountain	Central	Eastern
FRIDAY	CW	5:00 PM	6:00 PM	7:00 PM	8:00 PM
	Teleprinter	6:00 PM	7:00 PM	8:00 PM	9:00 PM
	Phone	6:45 PM	7:45 PM	8:45 PM	9:45 PM
	CW	8:00 PM	9:00 PM	10:00 PM	11:00 PM
SATURDAY	CW	7:00 AM	8:00 AM	9:00 AM	10:00 AM
	Phone	8:00 AM	9:00 AM	10:00 AM	11:00 AM
	CW	5:00 PM	6:00 PM	7:00 PM	8:00 PM
	Teleprinter	6:00 PM	7:00 PM	8:00 PM	9:00 PM
	Phone	6:45 PM	7:45 PM	8:45 PM	9:45 PM
SUNDAY	CW	7:00 AM	8:00 AM	9:00 AM	10:00 AM
	Phone	8:00 AM	9:00 AM	10:00 AM	11:00 AM
	PSK31	9:00 AM	10:00 AM	11:00 AM	12:00 PM

W1AW will operate on the regularly published frequencies. The special PSK31 bulletin will be transmitted on the regular W1AW frequencies.

CW frequencies are 1.818, 3.5815, 7.0475, 14.0475, 18.0975, 21.0675, 28.0675 and 147.555 MHz.

Teleprinter frequencies are 3.625, 7.095, 14.095, 18.1025, 21.095, 28.095 and 147.555 MHz. (includes PSK31).

Phone frequencies are 1.855, 3.99, 7.29, 14.29, 18.16, 21.39, 28.59 and 147.555 MHz.

The times, frequencies and call for the West Coast run of the special W1AW Field Day bulletin will be posted at www.arrl.org/contests/



Field Day

Entries must be postmarked within 30 days of the end of the event and mailed to:

Field Day Entries
ARRL
225 Main St.
Newington, CT 06111 USA

Please write legibly. Make certain you have filled out this form completely and have enclosed any required dupe sheets, photographs and bonus claims.

1. Field Day Call Used _____ GOTA Station Call _____

2. Club or Group name (Class A or F only) _____

3. Number of Participants _____ 4. Number of Transmitters in simultaneous operation _____

5. Entry Class: Check only one.	
<input type="checkbox"/> A. Club or non-club group portable	<input type="checkbox"/> D. Home station commercial power
<input type="checkbox"/> B. 1 or 2 person non-club Group portable	<input type="checkbox"/> E. Home station emergency power
List call of operators: _____	<input type="checkbox"/> F. EOC Station
<input type="checkbox"/> C. Mobile	
6. Power Source: Check all that apply	
<input type="checkbox"/> Generator	<input type="checkbox"/> Commercial mains
<input type="checkbox"/> Battery	<input type="checkbox"/> Solar
<input type="checkbox"/> Other (list)	

7. ARRL / RAC Section _____

8. Total CW QSOs _____ x 2 = Total CW QSO points _____

9. Total Digital QSOs _____ x 2 = Total Digital QSO points _____

10. Total Phone QSOs _____ x 1 = Total Phone QSO points _____

11. Total QSO points _____

13. Power Multiplier _____

14. Claimed Score _____
(line 11 x line 13)
(excluding bonus points)

12. Power Multiplier (select only one)
<input type="checkbox"/> 5 Watts or less and Battery powered = 5
<input type="checkbox"/> 150 Watts or less = 2
<input type="checkbox"/> Over 150 Watts = 1
(transfer to line 13)

15. Bonus points claimed: Check each block as appropriate and include required proof of points with your submission. All bonus points will be verified at ARRL HQ and added to your score.
<input type="checkbox"/> 100% Emergency power (100 pts x # of xmtrs)
<input type="checkbox"/> Media Publicity
<input type="checkbox"/> Set-up in Public Place
<input type="checkbox"/> Information Booth
<input type="checkbox"/> NTS message to ARRL SM/SEC
<input type="checkbox"/> WIAW Field Day Message
<input type="checkbox"/> Formal NTS messages handled (# _____)
<input type="checkbox"/> Satellite QSO completed
<input type="checkbox"/> Natural power QSOs completed
<input type="checkbox"/> Site Visit by invited elected official
<input type="checkbox"/> Site Visit by invited served agency official
<input type="checkbox"/> GOTA station 100 QSOs achieved
Non-Traditional Demonstration modes (list each):
<input type="checkbox"/> A.
<input type="checkbox"/> B.
<input type="checkbox"/> C.
Total Bonus Points Claimed: _____

16. <input type="checkbox"/> Check here if Summary was submitted via the web

17. I/We have observed all competition rules as well as all regulations for amateur radio in my/our country. My/our report is correct and true to the best of my/our knowledge. I/We agree to be bound by the decisions of the ARRL Awards Committee.
Date: _____
Call: _____
Signature: _____ (signature/call of club president or authorized club representative)
Address: _____
Address: _____
E-mail Address: _____

You must complete the Band/Mode QSO breakdown box on the second page or reverse side of this form.

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Field Day Call Used: _____

18.	CW		Digital		Phone	
	QSO	Power	QSO	Power	QSO	Power
160 M						
80 M						
40 M						
20 M						
15 M						
10 M						
6 M						
2 M						
1.25						
Other						
Other						
Satellite						
GOTA						
Totals		CW		Digital		Phone
	Enter on Line 8 of Summary		Enter on Line 9 of Summary		Enter on Line 10 of Summary	

19. List all callsigns of all operators and number of QSOs completed of the GOTA Station:

GOTA QSOs must include an operator list in order for the QSOs to be included.

Field Day Entry Submission Instructions:

Please make certain that your required summary sheet is complete with the following fields filled in:

1. **Field Day Call Used:** The callsign used by your club/group/entry. If your group used a GOTA station please list that callsign in the space provided.
 2. **Club or Group Name:** If your group entered as a Class A or F entry, please give us the name of the Club or Group.
 3. **Number of Participants:** Give the number of persons who participated in your Field Day operation. Include operators, loggers, set-up crew, and visitors.
 4. **Number of Transmitters in Simultaneous Operation:** List how many transmitters were active during any 15-minute period of the Field Day event.
 5. **Entry Class:** Refer to the Field Day rules for definitions.
 6. **Check all power sources used:** If you used more than one source, check all that apply.
 7. **Your ARRL / RAC section:** This is usually your State or Province, but if you live in one of the 8 US states that have multiple ARRL sections (California, Florida, Massachusetts, New Jersey, New York, Pennsylvania, Texas and Washington) refer to the ARRL section list. DX stations use the term "DX".
 8. **Total number of CW QSOs:** In the first blank list the number of raw non-dupe CW QSOs. Multiply the CW QSO total by 2 and enter the CW QSO point total in the second blank. Do not add the power multiplier in this field.
 9. **Total number of Digital QSOs:** On the first blank list the number of raw non-dupe Digital QSOs. Multiply the Digital QSO total by 2 and enter the QSO point total in the second blank. Do not add the power multiplier in this field.
 10. **Total number of Phone QSOs:** In the first blank list the number of raw non-dupe Phone QSOs. Multiply the Phone QSO total by 1 and enter the Phone QSO point total in the second blank. Do not add the power multiplier in this field.
 11. **Total QSO Points:** Add the CW, Digital and Phone QSO points and enter here.
 12. **Power Multiplier:** Select the category that corresponds with your power multiplier. **(Remember that to use the multiplier of 5, you must be using 5 watts or less AND running battery or solar power.)**
 13. **Enter the power multiplier** from Item 12 onto this line.
 14. **Multiply line 11 times line 13 to calculate your claimed score**, exclusive of bonus points.
 15. **Bonus Points Claimed:** Check each box for which you are claiming the earned Field Day bonus points. You must submit proof of each bonus points claimed or they will be disallowed. Proof for each may be in the form of photographs, copies of visitor logs, copies of press releases issued or newspaper articles printed, marked log excerpts showing Satellite and Natural power QSOs. A written statement signed by a club or group official will suffice for the Emergency Power, Public Place, Information Booth, and Site Visit bonuses. You must provide serviced copies of any messages claimed for bonus credit. A copy of the W1AW bulletin must be included with the entry submission.
- Special notations:**
- A. **If the Field Day operation was 100% emergency powered, you receive 100 points for each transmitter listed in #4.**
 - B. **The Field Day message to the SM or SEC does not also qualify as a 10-point NTS message.**
 - C. **Non-traditional modes must only utilize amateur radio. Internet relays, etc do not qualify. Frequency bands (such as 10 GHz) are bands, not modes, and do not qualify for the bonus.**
 - D. **If you submitted your entry via the web application at, you may claim an additional 50 bonus points.**
16. **Check this space if you have also submitted the entry via the Web Applet.**
 17. **A club officer, authorized club representative or individual must date, and sign the Summary Sheet.** Please provide a mailing address and e-mail address (if available) in case questions arise with the entry.
 18. **You must include a band and mode breakdown of QSOs on the reverse side of the summary sheet form. GOTA station contacts should be indicated on a single line.**
 19. **The list of GOTA station operators and participants must be shown to claim the GOTA QSOs for credit or bonus.**

After completing the Summary Sheet, please enclose it, copies of Dupe Sheets (by band and mode), all proofs of bonus points claimed and mail to:

**Field Day Entry
ARRL
225 Main Street
Newington, CT 06111**

All Field Day entries must be postmarked or E-mailed within 30 days after the contest or they will be ineligible for inclusion in the Field Day report.

An ABC Guide to Field Day

- A** – Agencies... assisting those who serve when needed.
- B** – Bonus Points... plenty of them to broaden your Field Day experience.
- C** – Community Service... the core concept of Field Day.
- D** – Digital modes... a chance to experience new modes of communication.
- E** – Emergency Preparedness... what we practice.
- F** – FUN... need we say more?
- G** – GOTA... bring the hobby to the next generation.
- H** – Hungry Hams... what's Field Day without camaraderie?
- I** – Ingenuity... How you keep Murphy at bay.
- J** – Junk Box... there's an answer to just about any Field Day problem.
- K** – Kids... watch the face of a youngster making their first contact.
- L** – Lightning... safety is always a priority during the weekend.
- M** – Mosquitoes... citronella anyone?
- N** – Nets... traffic to make sure we get the message through.
- O** – Operators... the more the merrier.
- P** – Publicity... putting the face on what we do
- Q** – QSOs... making contacts and finding new friends.
- R** – Radios... the chance to try different models.
- S** – Solar power... alternate power “just in case”
- T** – Thunderstorms... Mother Nature has a tendency to play too.
- U** – Uplink frequencies... satellite communications.
- V** – Volunteers... How we are able to do what we do.
- W** – W1AW... don't forget the annual Field Day message.
- X** – “X”-bands... VHF / UHF / Microwave communications
- Y** – Yagis... we all need antennas
- Z** – Zzzzzzzz... the sleep that you get after a successful Field Day!

Question: What is the most popular amateur radio event in the US and Canada?

Answer: The ARRL Field Day

During the fourth full weekend in June, the eyes of the amateur radio community turn towards the annual Field Day operating event. From its beginning back in the 1930's as an event to test the field preparedness and emergency communications abilities of the burgeoning amateur radio community, Field Day has evolved into the largest on-the-air operation during the year. In 2003, contest logs were submitted by over 2,100 clubs, groups and individuals across the US and Canada to the ARRL Contest Branch. These logs showed participation by 33,000 individuals. Over 1.3 million QSOs were reported during the brief 24-hours of the event.

Field Day is officially an operating event rather than a contest. The purpose remains today as it did in the beginning: **to demonstrate the communications ability of the amateur radio community in simulated emergency situations.** Groups across the continent use Field Day as a literal "show and tell" exhibition. At sites from the tundra of Alaska to the sandy beaches of Puerto Rico, amateur radio brings together its resources to show officials in government and various agencies what "amateur radio can do."

Many clubs use Field Day as the focus of their annual calendar. Many hams that are not otherwise interested in contesting or DXing find themselves meeting various challenges to help their club run a successful Field Day operation. Officially, Field Day is not a contest. But it is the thrill of the "non-contest contest" that brings out the best in thousands of amateurs who under most circumstances choose not to participate in the various sponsored contests.

What makes a good Field Day? Ask that question at any hamfest and you will probably receive a different answer from each person you interview. I would offer a few basic ideas to keep in mind as you contemplate a Field Day operation.

First, and foremost, is **Field Day should be a fun activity.** Field Day serves as one of the biggest introductory "drawing cards" we offer in trying to expand interest in the hobby. A Field Day that is technical in set-up may well produce a good score. But remember that a Field Day that practices **the "KISS" principle (Keep It Simple, Silly)** is more likely to attract interest and participation than one which is run like a hard-core contest.

This doesn't mean you don't do the technical planning and preparation to ensure the operation is a good demonstration of what hams can do. It does mean that you should consider having a wide-range of activities and "jobs" which will encourage participation. Yes, 15 meter CW will probably be a great way to rack up points. **But make certain that there are things for the non-CW inclined members of your group to do.** Standing around watching one or two operators make all the contacts is a sure-fire way to kill enthusiasm among your group.

For example, several years ago our local club put up its highest Field Day score ever. We had first-class stations and used outstanding operators on the "prime bands." They put in 18-20 hours of hard core contest-style activity. The next year our club score fell approximately in half. But the number of people who actually made a contact using the club call went from eight to thirty-six. This brings us to the second major point: **a successful Field Day is well planned.**

Planning entails a wide range of things when it comes to Field Day. But they all start at a common sense point: **set realistic goals for your group.** Plan your operation to bring out the best in your club members. If your club is primarily comprised of no-code operators, then set goals which allow their interests to be highlighted. If your club has lots of experience in various modes and operating conditions, plan a more challenging test for yourself. **After all, the success in Field Day is not found in placing first in your category or finishing with "bragging rights" over your cross-town rival. Success in Field Day is measured in attaining the goals you set for your group (or yourself if you operate as an individual).**

While many people will be important to your Field Day operation, the key person during the entire experience – from selection of the site to the submission of the score – will be **the Field Day Chairman or Coordinator**. This person needs to be a good organizer with the ability to delegate responsibility. The responsibilities are many: site selection, securing “band captains” for each transmitters, how to best utilize the operating site, helping solicit operators, equipment, computers, generators, assisting in public relations, safety issues, and much more. The Field Day Chairman needs a good working relationship with the club membership and officers. It’s also helpful if they have some previous Field Day experience. Many clubs use an experienced Field Day Chairman along with an assistant Chairman who is in “training” to assume the job the following year.

As you plan Field Day, don’t overlook the wide range of bonus points that are available. If the operating category is 3 A – meaning you have three regular stations operating completely under emergency power, you receive 300 bonus points (**100 per transmitter class.**) Are you operating in a **public place** (mall parking lot, a local park, in front of the fire department)? Don’t forget the 100-point bonus. Add in a table, some general ham radio informational handouts, and some volunteers answering questions for visitors and you have another 100 points for an **Information Booth**.

Sometimes there is confusion as to the bonus for media publicity. Prepare a press release about your event and send it to the various local media outlets (television, radio, and newspapers). At that point you qualify for the **100-point media bonus**. While we hope the press will attend your event, their resources may not allow them to cover it. The bonus is for the **attempt to secure media publicity**.

Educating the state and local government officials and representatives of agencies that ARES may work with is part of the Field Day goal. **You may claim a 100-point bonus if an elected or appointed local or state governmental official visits your site as a direct result of your invitation. A second 100-point bonus may be earned if a representative of one of the agencies which we serve (such as Red Cross or Salvation Army) visits your site as a result of a direct invitation** from your group. Two things are required to earn this bonus: you must formally invite officials to visit the operation and one (or more) of them must visit. Maximum bonus is 100 points per category (100 for an elected official and 100 for an agency official – not 100 point per official). ARRL \ ARES officials do not qualify.

Part of any real emergency will be handling formal traffic for the agencies we serve. Field Day incorporates this into the exercise in two ways. First, 100 points are earned by **originating a message from the club to your ARRL Section Manager or Section Emergency Coordinator**. The message must be originated during the Field Day period. Why not have one of your club’s experienced traffic-handlers work with someone just learning how to handle traffic involved in this part of Field Day?

You should also be ready to garner points **for originating, relaying, or receiving and delivering formal NTS style messages** during the Field Day operation. You can gain **up to 100 points (10 points each for 10 messages)** as well as incorporating another segment of your club into the operation. **You can’t double dip – so you may not include the ARRL SM/SEC message as one of these messages, since it already receives a separate bonus.**

During any actual wide-scale emergency, W1AW will broadcast situation bulletins during the duration of the event. To allow groups to practice using this source of information, a 100-point bonus is available **for copying the special W1AW Field Day bulletin during the course of the event. You must copy this special bulletin on the air during the Field Day operation.** It won’t be sent out as an email or posted to an ARRL web page. It takes some planning on how to accomplish this at your Field Day site, but it is another available bonus category. The W1AW schedule is found in this packet with the rules. In 2004 **look for the West Coast transmission of the W1AW bulletin.**

Groups for many years have used alternative power sources rather than commercial or petroleum-derivative powered generators to run part of their Field Day operation. To encourage this, an easy **100-point bonus** may be earned **by making at least five QSOs using a “natural power” source**. Solar, wind, water-power, methane or grain alcohol all qualify here. (Sorry, dry cell batteries are a no-no.)

Field Day is a time of experimentation and demonstration for many hams. Two rules encourage groups and individuals to broaden their scope during the weekend. If you **complete at least one QSO via one of the amateur satellites**, you earn a 100-point bonus. The contact must be directly through the satellite between the

two amateur stations, not relayed through a system that uses a satellite uplink system. A dedicated satellite station does not count as an additional transmitter towards your group's total. **The total bonus is 100 points – not 100 points for each satellite that you contact.**

Many new modes of communication are being introduced into the amateur's "bag of tricks." To encourage this experimentation, you may earn up to **300-bonus points by setting up demonstrations of a "non-traditional" mode of amateur communication. You may earn 100 points each for up to three demonstration stations.** This would include such things as APRS, ATV or one of the modes that is not covered by the three categories of QSOs – CW, digital and Phone. Be careful when you choose this mode. **The digital category already includes such things as RTTY, and PSK31, so they don't qualify for the bonus.**

If you wish to claim packet for this special bonus credit, you must set-up a completely portable packet system, including a portable node. You may not use existing packet networks to qualify for packet credit under this bonus, and any contacts made do not count for QSO credit. Also remember that frequency bands do not count as modes. Simply demonstrating a CW QSO on 47 GHz does not qualify, since CW is not a demonstration mode and 47 GHz is a frequency, not a mode.

If your Field Day group is operating in the Class A category, and are at least a two-transmitter entry, you have two more ways of adding operating excitement to your event. Groups at **2A** or higher may add a dedicated **GET ON THE AIR station (GOTA)**. This station may be operated by those holding Novice and Technician-Plus licenses or by generally inactive licensees. Non-licensed individuals may participate in this station under the direct supervision of a properly licensed control operator. It may be operated on any Field Day HF band or mode, provided it is under the direct supervision of a control operator that has license privileges that includes that band and mode. The complete guidelines are found in Field Day Rule 4.1.1. A maximum of 400 QSOs from this station may be counted towards the group's total. The station does not qualify as an additional transmitter for the per transmitter bonus. If the station completes **at least 100 QSOs from the GOTA station**, you will have earned an additional **100-point bonus**. The GOTA station is limited to being an HF station.

For those in your club which are more VHF/UHF oriented, any group operating as a **Class 2A or higher may also include one dedicated VHF/UHF station**. This will allow those licensees to participate fully on their favorite amateur bands above 50 MHz. This dedicated VHF/UHF station does not count as an additional transmitter towards your group's total and does not qualify for the 100 points per transmitter bonus. Your group may operate more than one VHF/UHF station during the event. If you do, the additional transmitters do count towards your club's transmitter total.

After your successful Field Day operation, what happens next? Submitting the required paperwork on time is an absolute must. **Submit your entry** to the ARRL Contest Branch within **30 days of the end of the event**. Your entry begins with a **completely and accurately filled out Summary Sheet** which shows all of the information. Be careful: many of the commercial logging programs provide some basic information on your summary sheet, but leave some important things out. Your best bet is to use an official Summary Sheet. **Make certain you use the most current Summary Sheet from the ARRL, since there are changes that affect scoring. Make certain you complete all parts of the Summary Sheet.** Without your supplying us complete, accurate information, we can't print the results accurately.

Consider making your submission with the new **ARRL Field Day Web Applet** that is found at www.b4h.net/cabforms/ At this site you can submit your summary sheet information directly to the ARRL. Remember that if you use this option you still need to submit your supporting documentation. Also keep in mind that the Cabrillo format does not accommodate Field Day.

The logging requirements for Field Day are different from ARRL contests. Instead of standard log files, you are only required to submit a **Dupe Sheet, separated by band and mode**. For Field Day, paper copies of the dupe sheets are acceptable. Keep your logs available, however, in case we need to request you to submit them at a later time for clarification. **You do not have to use the Cabrillo format for Field Day, since it is a log format and only Dupe sheets are required for submission.**

The final part of your submission includes the **various "proofs" of your bonus points claimed**. Some of these are easy. Log sheets noted with the specific QSOs made using natural power or your satellite contacts are sufficient for that bonus. A written statement verifying your location in a public place and a copy of your

visitor's log will be fine for claiming those points. Send in a copy of your Press Release, or a copy of any newspaper or media coverage you actually receive. And send in your photographs. **Be creative with your photography.** Sending in a picture of someone in a baseball cap pouring gas into a generator may be proof of use of emergency power, but probably won't be used in the QST write-up. Creative photos of operators, interesting station set-ups, participation by young people and such are more likely to catch the eyes of **QST** editors.

The best way to share your group's Field Day story is via the **Online Soapbox** on the **ARRL Web**. Log on to www.arrl.org/contests/soapbox and select Field Day. From that site, you may upload a narrative of your group's Field Day operation as well as photographs. Once these are proofed at ARRL Headquarters, they are posted to the web for thousands to share.

The rules require a couple of specific proofs for some of the bonus points. You need to submit a copy of the fully serviced National Traffic System message sent to your Section Manager or Section Emergency Coordinator as well as any messages relayed from your site. You also need to submit a complete copy of the special Field Day message in your submission. If you submit electronically you should send these proofs as attachments to your email submission.

A couple of hints that might help you make your event even more successful might come in handy. Remember: that while one of the purposes of the event is to have fun, you need to practice **safety** as well. **Having a safety officer for the site is a good idea.** Make certain antennas are safely away from power lines. Generators should be grounded properly and operated carefully. Guy wires for temporary structures or towers need to be well marked. The safety officer needs to work closely with the Field Day Chairman to ensure everyone has a safe, as well as fun time.

Make certain everyone is familiar with the Field Day rules. Some people show up and mean well, but their activities on behalf of the club may not be within the spirit of the rules. The complete Field Day rules appear at the Contest Department's Web Page on line at: www.arrl.org/contests From that page you can **download the complete Field Day packet.** This packet includes copies of the official summary sheet, several other useful forms, as well as some simple information material on several aspects of Field Day. You can also receive this packet by sending an SASE with at least 4 units of postage to: Field Day Packet, ARRL, 225 Main St, Newington CT 06111.

How you organize your group for Field Day will depend on the numbers of participants and size of the operation you plan. **One helpful hint is appoint an individual to head up each station /mode/ band.** These "band captains" should be responsible for planning their individual station, working in conjunction with the Field Day Chairman and the other stations planned. Band captains shouldn't be expected to do it all so make certain each has plenty of help for set-up, operating and taking down the site.

If you have questions about Field Day after reviewing the rules and packet, drop an email to contests@arrl.org or phone (860) 594-0295 and someone in the Contest Branch will be happy to help you. Field Day is the most popular amateur radio operating event in the US and Canada. Please contact the ARRL Contest Branch if we can assist you in some way to help ensure your Field Day operation this year is the best ever!

Field Day Frequently Asked Questions:

Q. I am going to operate my transmitter at the club's Field Day using solar panels and 2 watts. The rest of the club will be using 100 watts and power from the generator. May we score my QSOs with the bonus multiplier of 5 and combine it with the rest of the group's multiplier of 2?

A. The Power multiplier is determined by the highest power output of **any** transmitter in use at the station. **To claim the multiplier of 5, ALL stations must be running QRP and must be running off of a power source other than the commercial mains or a generator.** The power multiplier for all QSOs from the setup described is 2.

Q. Can I help with the group Field Day effort during the day and still operate from home overnight?

A. Yes, but you may not make a contact for QSO credit with any Field Day group or station from which you actually operated. For example, if you operate one of the W1AW station transmitters during Field Day, you may not subsequently work W1AW from home for QSO credit.

Q. We have some great Field Day photos we would like published in QST. How do we submit them?

A. You may submit photos several ways. Digital photos may be sent via email to contests@arrl.org (be sure to include captions that identify the activity and all identifiable persons in the picture). Regular photos may be sent to Field Day, ARRL, 225 Main St., Newington CT 06111 along with your Field Day entry. Again, please make sure to include captions.

We receive thousands of pictures every year for Field Day, and space in QST is very limited. So we cannot guarantee the publication of any specific photo submission. However you are encouraged to post them to the ARRL Online Soapbox at www.arrl.org/contests/soapbox where they can be viewed and shared by the thousands of visitors to the site.

Q. We sent a press release to the local TV station, but they didn't send a crew out to cover our operation. May we still claim the Media bonus?

A. Yes. In order to claim the media bonus, you must only attempt to obtain publicity.

Q. PSK31 is a new mode. May we do a demonstration of it and claim a 100-point bonus for demonstrating a non-traditional mode? What about if I demonstrate my transverter for 10 GHz?

A. No. You may not claim a demonstration bonus for a mode for which you can earn regular QSO credit. Since PSK31 counts for Digital QSOs credit, it may not be a demonstration bonus. 10 GHz is a frequency band, not a mode so it does not qualify for a non-traditional mode bonus.

Q. I like to use packet radio. Can we demonstrate packet and claim a bonus?

A. Packet may be claimed as a demonstration mode **only** if you set up a complete, portable packet network. This must include a temporary, portable node that is independent of the existing packet infrastructure in your area. Simply setting up a packet terminal and operating back to the established packet network in your area does not meet the requirement.

Q. How do we indicate our bonus points in the Cabrillo log file?

A. **Cabrillo log files are not required for Field Day.** In fact, the Cabrillo file structure is not set up to accommodate Field Day. You are not required to send complete log files for Field Day QSOs to ARRL Headquarters. You are only required to send a list of stations you worked during the event, in alphanumeric order sorted by band and mode. All Field Day entries need to include a current official Summary Sheet (or reasonable facsimile) that is completely and correctly filled out. Cabrillo files may be used in lieu of the dupe sheets.

Q. My club mailed its Field Day entry last week. Our president phoned this morning to see if it had arrived but you couldn't tell him. What's going on?

A. Since the Cabrillo format cannot accommodate Field Day, it is not possible to have the entries read by the robot and an automated Logs Received list posted. However, if your entry was submitted via the Field Day Web Submission Applet at www.b4h.net/cabforms/ it will appear on the Logs Received list shortly after it is cleared by the web applet.

If you submitted as a regular e-log or paper submission, it takes a considerable amount of time to open and process these entries into the master database (they are all done manually.) All incoming mail is opened in the mailroom before being sent to the Contest Branch. Because of the large volume of mail at that time of year, and because of other duties in the department, it may take several weeks for mail to be entered into the database after it is received. We cannot locate a specific entry without searching through hundreds of entries waiting to be processed by hand.

Once all e-log and paper entries are processed, they will be added to the list of Logs Received posted on the ARRL Contest Web pages at www.arrl.org/contests Many groups include an self-addressed stamped postcard with their entry, asking us to please return it when their entry arrives. Others will send their entry using one of the US Postal Service's options for a receipt upon delivery.

If you do submit via email, please remember that you must still include a reasonable facsimile of the required Summary Sheet completely filled out. You may also attach the various required dupe sheets and proofs of bonus point as attachments (jpgs, ASCII text files, Word documents, etc) to the email. **Send all of the entry attached to a single message, if you are sending via e-mail.**

Q. How do I determine my ARRL section?

A. For most states, there is only one ARRL section that encompasses the entire state. Eight states – California, Washington, Texas, Florida, New Jersey, Pennsylvania, New York and Massachusetts – have multiple ARRL sections. A list of the sections is found monthly in QST. It is also found on-line at <http://www.arrl.org/contests/>

Q. I will be driving on vacation during Field Day and going through several sections. What section do I give in my exchange?

A. Give the section in which you are currently located.

Q. I will be using battery power but running my station at 100 watts. What is my power multiplier?

Q. I will be running QRP using my emergency generator at home. What is my power multiplier?

A. To claim the power multiplier of 5, you must be operating QRP of 5 watts or less **AND** running on a power source other than commercial mains or a motor-driven generator. If both of these cases, the power multiplier is 2.

Q. What equipment at our Field Day site must be operated off of the emergency power in order to claim the 100-point per transmitter bonus?

A. You must operate all transmitting and receiving equipment from emergency power. If you use a computer to control or operate the transmitter, it also must use emergency power. If the computer is used only for logging and is not keying the transmitter, it does not need to be emergency powered.

Q. I am going to be a home station using emergency power. What bonus points may I claim?

A. Only Class A, B and F stations may claim the bonus points.

Q. We will be running a generator to power our stations, but will be using commercial power for the lights, coffee pot, etc. What power source should we check?

A. Only check the power source which is used to operate the transmitting/receiving equipment.

Q. My buddy and I will be going to the campground with our families for Field Day. Only he and I will be operating. Are we Class A or B?

A. Since only two persons are directly involved with the Field Day operation, you would be Class B.

Q. How do we sign forms that we send in via email?

A. Electronic submissions are considered signed when sent.

Q. What kind of "proofs of bonus points" do we need to send?

A. It depends on which bonuses you claim. For emergency power, public location, public information table, satellite QSO, alternate power, and non-traditional modes, a signed statement from a club official attesting to the fact is sufficient. Copies of the NTS message to the Section Manager, any NTS messages sent or received, the W1AW message, and any press releases (or copies of the story if your local media actually runs a story) must be included. If an official from a served agency and government official visits the site, a copy of your invitation as well as a statement that they did visit the site (signed by a club official) is sufficient.

Q. What about the 60-meter band? May we use it in Field Day?

A. Because of the limited scope of the 60-meter band, it is not included in bands eligible for Field Day use.

GOTA Station FAQs

Q. What is the GOTA station?

A. It is an opportunity for Novice, Technician, Technician Plus licensees, other generally inactive licensees, and non-licensed persons to experience first-hand the fun of amateur radio by allowing them to **GET ON THE AIR**.

Q. How many GOTA stations may a club have on the air?

A. Only one GOTA station may be on the air at any given time. Remember that a transmitter must remain on a band for a minimum of fifteen minutes once its initial transmission on a band.

Q. What are the bands for the GOTA station?

A. The GOTA station may operate on **any amateur HF band on which Field Day is permitted**.

Q. What modes and frequencies may the GOTA station use?

A. The modes and frequencies are determined by the person in control of the GOTA station when it is in operation. If the person has a valid amateur radio license and is the control operator, they may operate on any band and mode permitted by their license. If the person does not have license privileges for the specific band and/or mode where the station is to be operated, there must be a control operator permitted to use the frequencies and modes desired in direct control of the GOTA station at that time.

Q. What callsign does the GOTA station use?

A. The GOTA station uses a callsign different from the call being used by the main group Field Day operation. Remember that you must have permission of the holder of the callsign in order to use it for the GOTA station. Also remember the rules of station ID. A two-by-three call issued to a Technician licensee may be used, but if the call is being used outside of the privileges of the licensee, it must also include the callsign of the control operator (WA4QQN/N1ND for example).

Q. Who may the GOTA station contact?

A. The GOTA station may contact any other amateur radio station, with a couple of exceptions. The GOTA station may not work its own parent Field Day station. It may not contact any station operated by a person who was involved with their group's Field Day operation. Remember that if a DX station is involved, the FCC rules involving Third Party participation apply.

Q. What is considered a generally inactive licensee?

A. The GOTA station is not for everyone. The generally inactive licensee provisions pertain to someone who holds a General or higher class license but has been inactive. The intent and the spirit of this station is to provide an opportunity for persons to gain valuable on-the-air experience. This is not a station that a club "ringer" should operate in order to rack up points. **The list of operators of this station must be submitted with the Field Day entry**. A couple of guidelines to keep in mind when allowing persons to operate the GOTA station:

- 1) Any licensee who has never made HF contacts would be considered inactive.
- 2) Someone who has made no QSOs in the last two years would be considered inactive.
- 3) A person who operated the GOTA station as a generally inactive licensee last year would not be eligible to operate the GOTA station in the following Field Day.

The club/group must provide a list of operators and the number of QSOs each operator makes at the GOTA station. **Clubs should use their judgement in determining the operators of the GOTA station.**

Q. May someone operate both the GOTA and the main Field Day stations?

A. It is permissible for someone to operate both GOTA and the main stations. However, remember that to use the GOTA station, you must meet the requirements of license class, be generally inactive, or a non-licensed person. It is not permissible for a seasoned operator to operate the GOTA station.

Q. May a non-licensed person operate the GOTA station?

A. A non-licensed person may **participate** in the GOTA station by speaking into the microphone, sending CW, but may do so only under the direct supervision of a properly licensed control operator.

Q. I am an active Novice licensee. May I operate the GOTA station?

A. Yes. The GOTA station may be operated by any Novice or Technician licensee, under the terms of their license privileges, or under the supervision of a control operator.

Class F Station FAQs

1) Why an EOC category for Field Day?

Class F encourages ARES, RACES or local radio club groups to develop working relationships with their EOC or to practice an existing emergency plan.

2) What qualifies as an EOC?

To qualify it must be either a) a Federal, State, County, City or other Civil Government agency or administrative entity; or, b) a chapter of a national or international served agency (such as Red Cross or Salvation Army) with which your local group has an established operating arrangement.

3) Who may Class F stations contact?

Class F stations may contact any station participating in ARRL Field Day.

4) Our county EOC is wired for emergency power but it will not be used during Field Day. May we still claim the emergency power bonus for each transmitter?

We understand that it is costly for an EOC to run their emergency power generators for an extended period of time to accommodate a Field Day operation. In order to claim the bonus a Class F station must provide a statement from an EOC official showing that a test of the emergency generating equipment was done during the Field Day period. If such documentation is provided, the Class F station may claim the emergency power bonus.

5) Is there a limit on the number of transmitters for a Class F operation?

Stations may use as many transmitters as they desire, within the other rules of the event. Keep in mind that you must coordinate your operation with the EOC staff so as not to interfere with their daily functions.

6) Our group doesn't have a working relationship with the local EOC. May we simply set up in the parking lot of their building and enter the category?

In order to entry as Class F, you must have actively planned and coordinated the operation with the representatives of the EOC being activated.

7) Our EOC is not accessible by the general public. How may we earn the bonus points for setting up in a public place and the information booth?

Consider setting up your non-traditional demonstration modes in an area of the EOC with public access. You could incorporate your information table into this set-up and claim the bonus points. You may also set up your information booth in an area away from a secured EOC provided it is in an area with public visibility.

8) May Class F stations have a GOTA station and the additional VHF station?

Unless otherwise stated, all provisions of Class A stations apply to the Class F operation. If they are operating at least as 2F, Class F stations could use both additional stations.

9) Because of space considerations, our established Emergency Operating plan with the County officials is structured such that we utilize manned VHF/UHF links between the EOC with an off-site HF operating location. Do we qualify as an EOC station?

If the operating site at the EOC being served has an established HF presence, the Class F station must be operational from the EOC. If your Emergency Operating plan relies on linking the EOC to a principle off-site HF operation, the off-site location may operate as a Class F station, provided the VHF/UHF link with the EOC is established and maintained during the entire Field Day operation.

Field Day Tips

Here are some helpful hints that ought to help you plan and set up for your Field Day operation. Although every Field Day setup is different, and everyone has a different way of doing things, these tips should at least point you in the right direction.

Safety Tips

Safety First! Follow the ARRL safety code as you set up. Appoint one person "**safety officer**" and charge them with making sure no accidents happen.

More people are killed by contact with regular 120-V line service than by any other voltage. The voltages in many power supplies can be lethal! **Don't take any chances! Ground anything and everything.** Never use "three-prong" adapters to connect your equipment to your power source.

Have someone always on hand that is qualified in First Aid and CPR. This is a good idea for a club project to train all your members in these valuable skills before they are needed. Contact your local Red Cross chapter for more information in your area.

Always kill all power circuits completely before opening up a piece of equipment and trying to troubleshoot it. Never allow anyone else to switch the power on and off for you while you're working on something. Never try to fix something while you're tired or sleepy. If you're working on older tube-type gear, or an amplifier, always unplug the unit from the AC mains and wait at least 5 minutes before you begin. When troubleshooting this kind of equipment, always keep one hand in your pocket, as a precaution against accidental shock. Never wear watches or jewelry when you're working on gear.

Do not climb any tower without the proper equipment: a hard hat and a climbing belt and a must. **NEVER** climb an un-guyed tower. **NEVER** work on a tower alone. **Always** have someone on the ground to watch you. **Always** make certain that all mechanical connections are tight and secure before erecting a tower or an antenna. What may be easy to fix on the ground could be dangerous in the air. When erecting a tower, take your time and be safe! It's far too easy for someone to get caught on something, or have fingers or toes in the wrong place at the wrong time. Make certain any "spectators" are a safe distance away should anything untoward happen.

Alcohol and towers do not mix! If you drink, don't climb! If you climb, don't drink!

Always make sure your guys are securely anchored, and that the guys themselves are sufficiently taut. Tying flags to guy wires in strategic spots will help prevent people from walking into them (especially visitors!). Make certain that the tower bases are secure and unlikely to shift in high winds.

Watch out for overhead power lines! Make certain they are at least twice the height of any antenna's height in distance away: an antenna 50' high should be at least 100' from any overhead line, for example.

Make certain that your group has enough fire extinguishers, and that everyone knows where they are. **Always keep a multipurpose fire extinguisher by the generator.** Never fuel a running generator. Never smoke around a generator. Keep the fuel in a separate place. Charge one or two people with the responsibility of monitoring the generators.

As a rule, **generators should always be kept outdoors in an area with good air circulation.** This will prevent the possibility of exhaust and gas fumes building up.

Check all your extension cords prior to setup for signs of wear or fraying. Discard any that show even the slightest wear. Guard all outlets from any water. Make sure the wire sizes are adequate enough to handle the load.

Watch out for lightning! Storms can arise and move quickly. At the first sign of a storm, disconnect all antennas from the rigs, shut down the generators, and head for shelter. You don't have to take a direct hit in order to sustain damage, or electrical shock. Summer thunderstorms are accompanied by high winds and rain. **Play it safe!**

During an overnight operation, **make sure that there is adequate security for those involved.** More than one Field Day operation has discovered too late that equipment has been permanently "borrowed" from an operating position left unattended during the wee-hours of the morning.

Setup

Check out your operating site ahead of time. **Avoid confusion on Field Day by preparing a work plan.** You'll want to determine where antenna, power sources, and operating positions should be placed. Coordinate in advance the order for each task. Make sure that all essential items will be on hand when they are needed. Don't forget the essential creature comforts, such as trash cans, toilet paper, flashlights, bug spray, first aid kit, etc.

Nothing can kill the Field Day enthusiasm faster than not having sufficient help to set-up and tear-down the site. **Sign up your volunteers early.**

Always have a designated "tour guide"; that is someone to guide around any visitors who might happen by and show an interest in ham radio. This is also a good way to drum up interest in a class. Besides, not only is this a chance to show off your hobby in a favorable light, but it is also worth some bonus points! Set up a table with some handouts about ham radio, your club, Field Day, whatever. Type up a sheet that describes your club, the operation, and include a person to contact for more information. When giving a tour, make sure not to lapse into "ham speak": try to explain what people are looking at in as easy-to-understand language as you can.

If media comes by, **make certain that something is going on.** TV, radio and print journalists will be much more impressed to see antennas going up and people making contacts than they will by a group of guys sitting around drinking beer.

Many clubs "turn out the operators" by combining Field Day with family activities, such as a picnic. Others send a mailing to all their area hams with a map to the FD site along with some information. **Be creative!** There are likely a number of hams in your community who'd love the chance to come and help out.

Give everyone something to do. Newer hams can do 2-meter talk-ins, help setup a GOTA station, or help assemble antennas. The more people are involved, the better time you'll have. This is also a great chance to give some of your newer hams some practical experience.

Keep a handy list of ARRL section abbreviations at every operating position. This will eliminate possible confusion later on. If everyone uses the same abbreviations, you'll save yourself some headaches when it comes time to check the logs over.

Make sure everyone keeps up the dupe sheets. More than one club has lost contacts by not keeping the dupe sheet up-to-date with the log at all times. If you have operators who have never used one, sit them down with someone beforehand to show them how it's done. **Consider a club program before Field Day to familiarize your members with the necessary forms for logging, duping and operating.**

Before the actual start of operating, have a final "participant briefing" so that all involved know the necessary safety and operational information.

Operating

Keep an ever-constant eye on 10 meters. If 10 opens up, you should have lots of stations to work. If the band is quiet, don't assume that it's dead-give a call or two. Everyone else could be listening, too!

Try to listen around on the bands the week before the contest. This could give you a good idea of what to expect in the way of propagation during Field Day. Check your logs from previous years and see if you can spot any trends, i.e. hours when certain bands were open, or had a high level of activity. Certain bands in certain areas can be extremely important in working up a good score. For example, 40 meters on the East Coast is a bread and butter band for Field Day. Decide which bands are going to be the most important to your score and try to maximize your effort on them by using the best antennas possible combined with your best gear and best operators.

Don't ignore one mode for another. Many groups have concentrated on CW only to miss out on some easy Phone contacts, and vice versa. Always keep in mind that every contact counts, no matter what the mode.

Read the rules very carefully. Look over the bonus points available. A number of these could be relatively easy to earn. If your club has any traffic handlers, they could easily help you earn the NTS message bonus. Copy the W1AW bulletin! This is an easy 100 points. W1AW comes on the air several times each day to give you an extra chance to copy the message. Remember! Every 100 bonus points you earn are that many QSOs you wouldn't need to make to have the same score.

On Using Computers

Computer logging has become the reality of Field Day. Computer logging, when it works, can make operating much more enjoyable and shrink your after-event paperwork to virtually nothing. When it doesn't work, you can have a lynch mob out for blood. Here are some handy suggestions for making everything run smoother.

Check out your software ahead of time. Make certain that it works on all the computers you'll be using. If you're using a software package that allows linking stations (i.e. more than one computer tied together) make sure that they can communicate with each other before Field Day starts. Have a handy sheet available with the most commonly used commands. Consider a meeting where everyone can sit down and become familiar with the computer and software before Field Day.

Whatever software you use should have an "auto-save" feature. This allows the computer to save every QSO to disk as it happens, so that nothing is lost should the power fail. Others allow you to keep a printer on-line to provide you with a running paper tally of your contacts.

Finally, make sure your computer has the proper date and time set before operating. This will save you many problems in the long run.

Field Day Tips for 30 MHz and Above

By Steve Ford, WB8IMY, Editor, QST

When most hams think of Field Day, they automatically envision a stampede of activity on the HF bands. While this may be true, there is a potential gold mine of contact points on the bands above 30 MHz.

CW/SSB

You will find the greatest amount of CW and SSB activity on the 6 and 2 meter bands. On 6 meters, CW/SSB stations tend to gather around 50.125 MHz and above. The popular hangout on 2 meters is centered around 144.200 MHz.

If propagation is especially good, 6 meters can burst wide open and yield contacts spanning several thousand miles. During Field Day weekend, you can usually count on average conditions with a range of up to 200 miles on 2 meters and 400 to 500 miles on the 6-meter band. However, be on the lookout for propagation enhancements such as sporadic E. During a good sporadic E opening, you'll work stations 1500 miles away, if not farther. You'll also find some CW and SSB activity on the higher bands such as 222 and 420 MHz. If you are strapped for equipment, however, concentrate your resources on 6 and 2 meters. For CW/SSB operating, beam antennas are your best bet—the more elements the better. Make sure your antennas are horizontally polarized (the antenna elements must be parallel to the ground.) Horizontal polarization is the CW/SSB custom. The penalty for using the wrong polarization is a tremendous loss of received signal strength.

FM

For Field Day operating, FM is probably the easiest VHF mode to implement. You'll have little trouble finding FM rigs to use; even a hand-held transceiver can make a fine Field Day rig. FM doesn't have the range of CW or SSB, but it is the most popular communications mode on the VHF and UHF bands. You'll find the greatest amount of FM simplex activity on the 2-meter band, although 6 meter FM may be worth a try as well. Remember that Field Day rules prohibit the use of repeaters. This means you'll have to hunt for contacts on the recognized simplex frequencies.

Unlike CW and SSB, most FM operators use vertically polarized antennas. To maximize your signal coverage, you'll want to use vertical polarization, too. A small beam antenna mounted in the vertical-polarity position (elements perpendicular to the ground) is one suggestion. An alternative is a simple omni-directional antenna such as a ground plane. Since most of your contacts will be local, an omni-directional antenna may be nearly as effective as a beam.

SATELLITES

Do you have a dual band VHF/UHF FM rig that can receive below 437 MHz? Try AO-27—the FM repeater satellite. Just use the frequency table below to program the radio's memories so that you can compensate for Doppler shifting by simply changing memory channels. **Note: At the time of this writing, AO-27 was only operational in the late afternoon and evening. Try to pick passes accordingly.**

Satellite	AO-27	
<i>Time</i>	<i>Transmit</i>	<i>Receive</i>
AOS (start)	145.850	436.805
AOS+3 Minutes	145.850	436.800
Zenith (maximum)	145.850	436.795
Zenith+1 Minute	145.855	436.790
LOS (end)	145.855	436.785

If you can transmit SSB on 2 meters and receive on 70 cm, try OSCAR 29. This satellite isn't particularly active, even on Field Day, but it has excellent range and solid signals.

Fuji-OSCAR 29 145.900 -- 146.000 435.800 -- 435.900

Some Final Considerations

When it comes to VHF/UHF operating, antenna height is everything (the only exception is satellite operation). To make the most of your VHF/UHF capability, you'll need to mount your antennas on portable supports or select a hill or mountain for your Field Day site. Feed line loss is substantial at VHF and UHF, so use the best coaxial cable you can find. If you exploit the VHF/UHF bands to their full potential, you'll be surprised at how many points you'll add to your score. And if the HF bands are dead, VHF and UHF may save the day!

Who's in Control of Your Field Day Station?

By John Hennessee, N1KB, ARRL Regulatory Information Specialist

About a month or so before Field Day, ARRL is inundated with questions about FCC rules as they apply to Field Day. Of course, every station must have a control operator (97.103). You normally operate your own station, but on Field Day, you often operate using someone else's station. You, the licensee, are responsible for all transmissions from your station. During Field Day, many amateurs often use a single call sign, so the station licensee must designate a control operator(s). Both the station licensee and the control operator are equally responsible for all transmissions (97.103(a) and (b)). When you, the station licensee, designate others as control operators, you should make a note in the log. You are no longer required to carry a photocopy of your license whenever you are the control operator of a station, but it's still a good idea. For a detailed look at this topic, see The FCC Rule Book (available from HQ).

Q. My call is being used for Field Day, but I can't be at the station for the duration of the contest. (I like sleeping in my air-conditioned house, even during Field Day.) Do we have to take the transmitter off the air when I am not present?

A. No, because your appointed control operator should fulfill your duties as the station licensee. In fact, you don't have to be there at all, but you must make sure that your appointed control operator is capable of carrying out your wishes (97.103(b) and 97.105).

Q. Can KA1UFZ, a Novice, operate the station of NUØX, an Extra Class operator, during Field Day and can she operate in the Extra Class segment even though she holds a Novice class license?

A. The answer is "yes" to both of these questions, but a control operator must be on duty whenever she operates outside of her Novice class privileges using the call of NUØX. FCC rules state that "A control operator must ensure the immediate proper operation of the station..." (97.105(a)). The rules go on to say, "A station may only be operated in the manner and to the extent permitted by the privileges authorized for the class of operator license held by the control operator" (97.105(b)).

Q. I am an Extra Class licensee, but I am going to use a Novice class operator's station and call sign during Field Day. Can I legally operate her station and use her call outside the Novice subbands?

A. You, the Extra, can be designated as the control operator. If you are authorized by the licensee, you may use the call sign of the Novice class licensee and operate only within the Novice class privileges. However, if an Extra Class control operator wants to operate outside the Novice class operator privileges, he may do so, but he must identify by appending his call to that of the Novice, such as signing "KA1UFZ/NUØX" on CW or separating the calls by the word "stroke" on Phone (97.105(a) and (b), 97.119(d)). True, this is a long identification procedure, but it is the only way to identify in this case. Why would an Extra want to use a Novice call, you ask. Well, that may not always be the case, but it clearly illustrates the point.

Q. What about a club station call sign that has a General class trustee? There are lots of Extra Class amateurs in our club. Can we go outside the General class subbands using the club call?

A. Yes, but only if you append your Extra Class call to that of the club call as stated in the previous question, and provide a duly licensed control operator who is willing to provide the control operator functions. Remember that the club station trustee and the control operator share responsibility. If the club station trustee doesn't have Extra Class privileges, he can't assume responsibility outside his General class operator privileges.

Q. Are there any exceptions to the FCC rules for Field Day?

A. No, all FCC rules apply 365 days a year. Of course, Field Day participants must also observe additional Field Day rules as set forth by the ARRL.

Q. During Field Day, members of the public wander through as we operate. Many times, these unlicensed individuals want to operate. Can they legally operate our Field Day station?

A. Only a licensed amateur is eligible to be the control operator, and obviously an unlicensed person can't be the control operator of an amateur station. **However they may participate under the direction of a control operator.** In cases when a third party is participating, the control operator must be present at the control point and must be continuously monitoring and supervising the third party's participation. Third parties may only communicate directly with countries with which the US has signed third-party agreements (97.115(a) and (b)). The FCC doesn't expect us to carry The FCC Rule Book along on Field Day, but they do expect us all to abide by the rules at all times. It is the hope of the ARRL that everyone will do lots of operating during Field Day, demonstrate Amateur Radio to the public, practice our emergency communications capabilities, eat lots of good Field Day cooking and most of all, have a good time doing it.

Q. During Field Day, there may be DX station on the air. May they be worked?

A. In most cases, yes. However, if you are only participating as a Third Party under the supervision of a licensed control operator, there must be a signed Third-Party agreement between the DX country's government and the US. The complete list of countries with which the US has Third Party agreements may be found at: <http://www.arrl.org/FandES/field/regulations/io/3rdparty.html>

Field Day Traffic Handling – 300 Points There for the Taking **By Dan Henderson, N1ND, ARRL Contest Branch Manager**

Each year, hundreds of Field Day operations try and find every advantage to earn as many points as possible. But many overlook bonus point categories that can add a reliable 300 points to your group score: the group participation NTS message to the ARRL Section Manager, the W1AW Field Day bulletin, and the NTS formal traffic handling bonus.

Each Field Day group should generate a formal NTS-style piece to their ARRL Section Manager or Section Emergency Coordinator. This message should include the group's name, their location for Field Day, and the number of ARES members participating in the event. Most Section Managers make special provisions to have these messages handled during the regularly scheduled section traffic nets. Since it may mean that your group may have to take one of your stations away from operating normal Field Day contacts, your group is awarded the 100-point bonus for taking the time to pass this piece of traffic. To claim this bonus, you must submit a copy of the formal message with your Field Day entry. **Note: the Section Manager message is not eligible for inclusion as one of the 10-NTS messages for bonus points.**

During a real emergency, there are often special bulletins transmitted by W1AW that will provide updates important information. During Field Day, an official Field Day message is transmitted from W1AW twelve times on various bands and modes (Phone, CW, RTTY, and PSK31). The schedule of times for these bulletins is found in this packet with the list of rules. The W1AW frequencies are found each month in **QST**. The special Field Day bulletin is only available on-the-air during the Field Day period (it is not sent via the internet). **Your group will earn a 100-point bonus for including a copy of the W1AW bulletin with its Field Day submission.**

The NTS formal traffic-handling bonus is an excellent method of demonstrating Amateur Radio's formal communication ability. **All you have to do is have your Field Day team handle 10 formal National Traffic System (NTS) messages during the Field Day period. This involves 10 messages other than the Section Manager message noted above.**

NTS messages are among the most important means of communication that Amateur Radio handles during emergencies. Every ham operator, especially ARES members should know how to properly format and pass formal traffic. Whether they are formal requests for supplies from a served agency to emergency management officials, or situation updates between branches of the same agency, in an emergency these formal messages are at the heart of performing our role of support communications to local, state and national officials and agencies. They are emphasized during Field Day, so that we will all know the standard format and style in which they are exchanged.

Your group will earn its 100-bonus points by Originating, Relaying or Delivering ten different messages during the Field Day period (ten points per message, up to ten messages handled). These messages must be handled during the Field Day period. You may pass them on local, state or regional HF or VHF traffic nets, via the packet network, or when in contact with other amateurs willing to assist you in handling the traffic. Many local groups assign one of their HF stations to check-in to the state or local traffic or emergency net at the appropriate time during the Field Day period, as that provides a central clearing house for routing messages, just as would occur during an actual emergency.

The messages generated during the Field Day for bonus credit do not have to be addressed to a state or local official (though in doing so you may help them become more aware of our message-handling network). Some groups will address formal traffic to other clubs or have visitors prepare messages to their friends and families. The key to remember is that all of the Field Day messages must be in standard ARRL NTS format. A sample NTS message is found in this packet. Also you can download a wide variety of NTS forms and information material from <http://www.arrl.org/FandES/field/forms/>

You say you have never handled formal traffic before? Ask around your club. We bet it won't take too long to locate a member with traffic handling experience. Or contact Steve Ewald, Emergency Communications Specialist at the ARRL at wv1x@arrl.org if you need specific questions answered.

Formal NTS style traffic plays a big role during an actual emergency. Use this bonus to help your club achieve additional points for the Field Day efforts as well as to hone your skills for this key part of emergency communications.

Sample Field Day National Traffic System Message

<u>Number</u>	<u>Precedence</u>	<u>HX</u>	<u>Stn of Origin</u>	<u>Check</u>	<u>Place of Origin</u>	<u>Time Filed</u>	<u>Date</u>
1	R	E	W1AW	24	Newington CT	2300 UTC	June 26

TO: Jane Q Public W1INF
ARRL CT Section Manager
225 Main Street
Newington, CT 06111
Telephone: (860) 594-0200

ARRL Headquarters amateur operators are
participating in 2004 Field Day
from W1AW x 25 amateurs
and 34 others have visited
the site x 73

Signature: John Q. Ham W1AW Field Day Chairman

-
- A. Sequential Message Number
 - B. Handling Precedence
 - C. Handling Instructions (HX)
 - D. Call Sign of Originating Station
 - E. Check
 - F. Place of Origin
 - G. Time Originated
 - H. Date
 - I. Full Name and Address or Recipient with phone number
 - J. Text of message (total number of words and breaks (X-rays) are included in Check)
 - K. Signature

The Four Steps Toward Successful Field Day Press Releases

By Jim Mulvey, KS1A, EMA Public Information Officer

When last year's local club's Field Day publicity didn't make it into the newspaper, the Publicity Chairman couldn't understand why! After all, he wrote a press release and mailed it with plenty of time to spare. Still, it was passed by. Why? Because there are very specific steps you must follow to ensure that:

1. The right person actually reads your release. (Most are thrown out after a quick look.)
2. They print it.

Step 1. Know what you're up against.

First, the old days of the spartan "just the facts" press release are over. At one time, all you needed to do was a straightforward "who, what, where, when and why" in the first paragraph with no editorializing. It's still being taught that way in journalism school, but it's not the way it's done in the real world!

Step 2. Understand that the biggest problem is having your release tossed in the trash.

At every media outlet (newspapers, television, and radio stations) there is one person who opens the press release mail. They can get a ton of releases every week; they are gathered up and opened by hand one by one, and unfortunately, they are almost all fluff from companies announcing the upgrade of a new improved food container, (yawn). The person must make a quick decision as to the importance of each one. He only reads the first paragraph, and he's usually standing over a wastebasket. Get the picture?

You must make sure the release is of interest to the readers. If you're town paper is the Billerica News, then make sure that "Billerica Radio Amateurs" are mentioned prominently! **You must catch the person's attention with the first couple of lines in your release or out it goes!** Worse, the person who opens the release may make a decision based upon what your envelope looks like. If it's very amateurish-looking, you may not even get a serious first glance. When writing the release, walk the fine line between making it exciting and keeping it factual. See the examples provided.

Step 3. Delivering your release to its target.

We've included a sample news release for you to "customize" for local consumption. We've also included a "media advisory." We recommend sending both. A good way to get them thrown away is to just drop them in an envelope and mail to your media outlet. That's not enough! Call the station or newspaper and ask for the city editor or assignment editor (for radio and TV). Get a name. Then, ask for the fax number.

Fax it to them! The fax is the fastest way to cut through the protective layers a company uses against their telephone and mail. A fax will get right through. Send your release a week in advance.

BINGO! The right person now has your release. It's separated from the usual pack; now you have a very good chance of getting the publicity you want and need. Re-send everything the day before the event.

Step 4. The Closer.

Include a contact telephone number. We've actually had newspapers call us back and ask to do a full story on the club! Getting publicity is more of an art than a science. It's important to remember that just writing and sending it isn't enough. Follow the steps, sound friendly but confident, don't try to come off as if you're promoting something as important as a medical breakthrough. Be sure to mention that the site looks great for cameras and photographers. Follow through and you just may score with every release you send.

- 1) **Modify this media advisory to suit your local event**
- 2) **Submit to local newspapers, radio and television newsrooms one week in advance of Field Day.**

FOR MORE INFORMATION CONTACT:

*Joe Dokes
Anytown Amateur Radio Society
123 Common Place
Anytown, State
Phone: 555-555-5555*

FOR IMMEDIATE RELEASE

NEWS SUMMARY: (Community name) Hams Gear Up to Set Long Distance Contact Records and Practice Emergency Communication Skills

(ANYTOWN, June xx, 2004) — Hundreds of (Anytown) Amateur Radio operators will work 'round the clock this weekend to set up field radio communication stations, get on the air, and contact thousands of other operators in the US and Canada as part of participation in the American Radio Relay League's Field Day.

According to (name), President of the (Anytown) Amateur Radio Society, Field Day is the annual "shakedown run" for the ARRL's National Field Organization.

"Field Day is a way for hams to get outdoors and have fun under some difficult conditions," (name) says. "But it's also a chance to fine-tune emergency communication skills. We use generators and battery power, and we set up antennas in the field. The idea is to put together a self-sufficient, working station quickly and begin making contacts."

The ARRL Field Organization has been effective in establishing emergency communications nets during floods, hurricanes, fires, earthquakes and other major disasters. Members of formal emergency organizations such as the Amateur Radio Emergency Service (ARES) and the Radio Amateur Communication Emergency Services (RACES) regularly participate. The League estimates that more than 35,000 hams participate in Field Day every year.

(Anytown's) Field Day operations will be at (site). Set up begins at (time and date). The public is invited. For more information, contact (name and telephone number).

SUMMARY: (Town) Amateur Radio operators to contact thousands of other hams throughout North America in the nation's largest ham radio on-air event.

WHO: Licensed Amateur Radio Operators in (town).

WHAT: Hams will set up and operate field radio stations to contact other hams throughout the US and Canada over 24 hours. Objective is to see who can make the highest number of contacts during the contest period.

WHERE: (Site)

WHEN: (Date)

WHY: Participation in the American Radio Relay League's Field Day. Field Day is a competition as well as a "trial run" for emergency communication skills used during disaster situations. Amateur Radio operators practice communication skills under primitive conditions, with generator and battery-powered equipment and portable antennas. Special awards are given for "alternative" power sources such as solar, wind and methane. Photo opportunities, interviews, activities of local participants in an important national Amateur Radio event. See all Amateur Radio communication modes in action, including voice, code, packet radio, teletype, and satellite.

CONTACT: (Name and phone number of local contact)

ARRL / RAC Contest Section Abbreviation List

1			
Connecticut	CT	Rhode Island	RI
Eastern Massachusetts	EMA	Vermont	VT
Maine	ME	Western Massachusetts	WMA
New Hampshire	NH		
2			
Eastern New York	ENY	Northern New York	NNY
NYC / Long Island	NLI	Southern New Jersey	SNJ
Northern New Jersey	NNJ	Western New York	WNY
3			
Delaware	DE	Maryland – DC	MDC
Eastern Pennsylvania	EPA	Western Pennsylvania	WPA
4			
Alabama	AL	Southern Florida	SFL
Georgia	GA	Tennessee	TN
Kentucky	KY	Virginia	VA
North Carolina	NC	West Central Florida	WCF
Northern Florida	NFL	Puerto Rico	PR
South Carolina	SC	Virgin Islands	VI
5			
Arkansas	AR	North Texas	NTX
Louisiana	LA	Oklahoma	OK
Mississippi	MS	South Texas	STX
New Mexico	NM	West Texas	WTX
6			
East Bay	EB	San Diego	SDG
Los Angeles	LAX	San Francisco	SF
Orange	ORG	San Joaquin Valley	SJV
Santa Barbara	SB	Sacramento Valley	SV
Santa Clara Valley	SCV	Pacific	PAC
7			
Alaska	AK	Nevada	NV
Arizona	AZ	Oregon	OR
Eastern Washington	EWA	Utah	UT
Idaho	ID	Western Washington	WWA
Montana	MT	Wyoming	WY
8			
Michigan	MI	West Virginia	WV
Ohio	OH		
9			
Illinois	IL	Wisconsin	WI
Indiana	IN		
Ø			
Colorado	CO	Missouri	MO
Iowa	IA	Nebraska	NE
Kansas	KS	North Dakota	ND
Minnesota	MN	South Dakota	SD
Canada			
Maritime	MAR	Saskatchewan	SK
Newfoundland/Labrador	NL	Alberta	AB
Quebec	QC	British Columbia	BC
Ontario	ON	Northern Territories	NT
Manitoba	MB		

Non US and Canadian stations should be logged as DX



ARRL Field Day 2004 T-Shirts and Pins Ordering Instructions

Official ARRL Field Day T-shirts and Pins are now available for ordering. The commemorative 2004 logo, "An ABC Guide to Field Day," depicts an A through Z list of facets reminiscent of the event.

Since its modest beginnings in 1933, ARRL Field Day has grown into a premier operating event for thousands of radio amateurs. The activity places a premium on developing skills to meet the challenges of emergency preparedness as well as acquainting the general public with the capabilities of Amateur Radio. For many radio clubs, Field Day stations are operated in less than optimal conditions--setup in camp-like fashion. Others operate free of commercial power, using only generators, solar energy or other alternate power sources. Entry categories also encourage participation from individual hams operating from their home stations. It's fun for everyone!

The T-shirts and pins are a great way to recognize your involvement in this popular, annual operating event. Distinctive pins are also available to help identify GOTA (GET ON THE AIR) operators. Make sure you have these attractive keepsakes in time for Field Day!

Clubs, order early! Collect orders from members, and place a single order (SAVE SHIPPING and pay only \$12 shipping for orders over \$75). **Items begin shipping in March/April.**

2004 Field Day is June 26-27.

QUICK ORDER on the ARRLWeb: www.arrl.org/FieldDay

(See reverse side for **Mail-In Order Form**)



2004 Field Day Pins
Size 3/4" x 1-1/4"



2004 Field Day T-Shirts
Soft, pre-shrunk, heavy weight cotton (Hanes Beefy Tee)

ARRL Publication Sales, 225 Main Street, Newington, CT 06111-1494 USA
phone 1-888-277-5289 (toll free in US) fax (860) 594-0303 email pubsales@arrl.org

ARRL Field Day 2004 T-Shirts and Pins — Mail-In Order Form
QUICK ORDER on the ARRLWeb: www.arrl.org/FieldDay



<u>QTY</u>	<u>ITEM #</u>	<u>TITLE</u>	<u>RETAIL</u>	<u>PRICE</u>
_____	#9232	2004 Field Day Pin	\$5.00 each	_____
_____	#8911	GOTA (GET ON THE AIR) Pin	\$5.00 each	_____
_____	#9246-S	2004 Field Day T-Shirt – Size Small	\$12.95 each	_____
_____	#9246-M	2004 Field Day T-Shirt – Size Medium	\$12.95 each	_____
_____	#9246-L	2004 Field Day T-Shirt – Size Large	\$12.95 each	_____
_____	#9246-XL	2004 Field Day T-Shirt – Size X-Large	\$12.95 each	_____
_____	#9246-2XL	2004 Field Day T-Shirt – Size 2X-Large	\$12.95 each	_____
_____	#9246-3XL	2004 Field Day T-Shirt – Size 3X-Large	\$12.95 each	_____

***Shipping and Handling:** Pins are shipped post paid. US customers, include \$7 shipping and handling for the first T-shirt ordered, and \$1 for each additional T-shirt (\$12 maximum shipping fee). International customers, add \$5.00 to the US shipping rate (\$17.00 maximum shipping fee).

Shipping Fee: _____

Total Order: _____

Payment enclosed (Checks payable to “ARRL” in US funds only).

Charge order to MC, VISA, AMEX, Discover No. _____ Exp mm/year _____

Cardholder Name _____ Cardholder Signature _____

Shipping Address (print or write neatly):

Shipping Name _____ Call Sign _____

Shipping Address _____

City _____ State/Province _____ ZIP/Postal Code _____

Country _____

Club Name (optional) _____

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