

# Yavapai Amateur Radio Club (YARC) Club Station - W7YRC

## Access Rules and Usage Rules and Guidelines

Revision Effective August 28, 2020

### 1. Club Station Access Rules

- a. The YARC club station W7YRC, residing at the Jeep Posse building, will be secured when not in use.
  - b. Direct access to the club station shall be permitted to authorized YARC members.
  - c. Access to the club station shall be granted by the Station Manager, with the approval of the W7YRC License Trustee.
  - d. In order to be granted access to the club station, YARC members must also have permission to access the Jeep Posse building. If access to the building is denied, access to the club station will likewise be denied.
  - e. YARC members who have access to the building for some other YARC purpose will be permitted access to the club station, with the approval of the station License Trustee.
  - f. YCJP members, who are also YARC members and who already have access to the Jeep Posse building, will be granted access to the club station with the approval of the station License Trustee.
  - g. YARC members who have permission to access the club station and the Jeep Posse building will be maintained on a list maintained by the Station Manager.
  - h. The combination to the key lock box to the communications room, where the club station is located, should be the same as the building access code. The combination must be changed with the knowledge of and coordination with the Jeep Posse Captain or Jeep Posse Board President.
2. **Jeep Posse Building Access** – The YARC Board will authorize access to the Posse building for the purpose of operating the club station. The current list of people who can access the Jeep Posse building must also be provided to and approved by the YCJP Administrator.
- a. Permission to access the Jeep Posse building is a privilege given to us by our hosts, the YCJP. Not following the building access rules puts the continued use of the Jeep Posse building by YARC in jeopardy. Any violation of building and station access rules may result in the revocation by the Board of building and station access privileges held by that individual. Access violation incidents will be promptly reported to the YARC President and the YCJP Administrator.
  - b. Planned station activities must be scheduled with the YCJP Administrator.

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- c. Scheduling of the Jeep Posse building for operating activities will only be accomplished through the Station Manager. The YARC President will function as back-up.
- d. Unscheduled use of the club station is permitted as long as it does not conflict with any YCJP or third-party contracted activity.
- e. Late night and overnight operations are permitted with advanced notice to the YCJP Administrator.
- f. YARC and its members understand that YCJP schedules and priorities may change at the last minute. YARC members must immediately secure the station and leave the premises without incident when requested by a YCJP member or third party contract representative.
- g. Access to the Jeep Posse building for YARC sanctioned events, such as license classes, license examinations, and training sessions, is permitted as long as these events are scheduled with the YCJP Administrator.
- h. Access to the Jeep Posse building by YARC members who are not Jeep Posse members shall be limited to station operation, station maintenance by the YARC Elmer Group, and other scheduled YARC activities. Other access by YARC members may result in the revocation of building and station access privileges. Any unauthorized access by YARC members must be promptly reported to the YARC President and the YCJP Administrator.
- i. YARC members who have been granted access to the Jeep Posse building and the club station, must agree to be available to provide access to other YARC members as much as is reasonable and also for scheduled operating functions.
- j. YARC members who have been granted access to the Jeep Posse building and the club station shall be responsible for securing the building and club station when they leave the building. This responsibility cannot be transferred to a YARC member or other person who might be operating the station, but who does not have full access privileges.

### **3. Club Station Usage Rules and Guidelines**

- a. To gain access to the Jeep Posse building and club station, a YARC member must either have full building and station access or contact a member who does have full access privileges and who agrees to open up the station for that member. Regular operating sessions will also be

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- offered by the club for its members. A list of YARC members who have full access to the YARC building and club station will be maintained on a separate list and will be posted on the YARC website.
- b. Aside from exceptions noted below, the club station call sign W7YRC will be used during station operations.
  - c. All W7YRC QSOs (contacts) will be logged on the club station computer or in one of the paper log books that are provided. QSOs logged on paper will eventually be logged into the station's computer logging program.
  - d. Anyone operating the club station must sign in and sign out with their name, call, date/time in and date/time out, and appropriate comments (such as a personal call sign being used) on provided sign in/out log sheets.
  - e. The W7YRC License Trustee authorizes use of this call sign at 1200 Commerce Drive, Prescott, AZ at any time the building is available by licensed amateur radio operators as outlined in this document. The W7YRC License Trustee does not need to be available during these authorized operations.
  - f. Any licensed amateur can operate the club station as long as they are provided access to the building and station by a YARC member who has full building and station access privileges. A non-club member must use call sign W7YRC.
  - g. Operations under call sign N7GMH are permitted on June 30<sup>th</sup> of each year in memory of the Granite Mountain Hotshots or as authorized by the N7GMH License Trustee.
  - h. While the use of the W7YRC call sign is encouraged by the YARC Board, operations under other call signs are legally permitted with the permission of the club station License Trustee. The W7YRC License Trustee and the YARC Board have agreed that any current club member can use their personal call sign within their authorized frequency privileges. Use of your personal call sign must be noted on the sign in/out log. QSOs where personal call signs are used do not need to be saved by the club and will not be logged in the W7YRC computer logging program.
  - i. Station operators must follow the station operating instructions developed by the Station Manager and the YARC Elmer Group and placed in the Operating Manual that is stored in the file cabinet. Careful attention must be made to the station shut down instructions, which will also address securing the club station. Ultimate responsibility for making sure the

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station shut down instructions are followed is that of the YARC member who provided access to the building and club station.

- j. The station equipment configuration can only be changed with the permission of the YARC Elmer Group and the Station Manager.
- k. Temporary use of a member's transmitting equipment will be allowed with advanced notice to and agreement by a member of the Elmer Group or by the Station Manager.
- l. Any problems encountered with the station equipment will be documented and brought to the attention of the Station Manager or Elmer Group.
- m. Persons accessing the club station or using the Jeep Posse building for authorized purposes must wear a YARC call sign badge while on the premises.
- n. If encountering Jeep Posse personnel upon entering the Jeep Posse building or while on the premises, the YARC member who has accessed the building must immediately identify themselves to the person with their name and as a member of the "radio club" (meaning the Yavapai Amateur Radio Club (YARC)).
- o. Issues related to safety or possible equipment damage must be brought to the immediate attention of the Elmer Group or the Station Manager and a prominent note posted at the club station.**