

Field Day Preparation Manual

June 25-26, 2011

Old Dry Creek Ranch House
6852 Dry Creek Rd
Rio Linda, Ca 95673



River City ARCS /N6NA

Field Day Preparation Manual

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Team Members

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- Co-Coordiators (3)
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- Planning Meetings
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 - 2nd Meeting (60 days prior)
 - 3rd Meeting (30 days prior)
 - Last Meeting (7 days prior)
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 - Antennas
 - Misc.
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RCARCS Team Members Field Day 2011:

Captain/Coordinator: Andy Stephens W6AWS

Co-Coordiators

Bill Mungaven N6EF
Vince Crachiollo KI6NHP
Chuck Freas W6FT

Field Day Captain and Coordinators will be operating on 2m simplex on or near 146.530. This frequency will be reserved for the Coordinators to communicate as necessary. The N6NA/R at 145.250 will be the talk in and regular traffic frequency.

Field Day Location and Date:

Old Dry Creek Ranch House
6852 Dry Creek Rd
Rio Linda, Ca 95673

Saturday June 25th to Sunday June 26th 2011

Pre Field Day Planning Meetings:

Initial Meeting: **Late February**

Topics of discussion:

Location confirmation
Layout of Station and Antennas
Team Members responsibilities.
Scheduling of 2nd Team Meeting

2nd Team Meeting: **Mid April**

Topics of discussion:

Layout modifications or concerns
Reports from Team members on 1st meeting tasking

3rd Team Meeting (Final Meeting): Mid June

Topics of Discussion

Finalizing assignments for event
Set Up Team member assignments
Equipment Confirmation, Inventory

Equipment:

Radios:

HF (3 total) 2 active 1 backup.
VHF/UHF (2) Talk In and GOTA Station.

Antennas:

3 HF antennas (Yagi, Wire, and Vertical)
2 VHF/UHF Vertical or Yagi

Coax:

600' of RG8 or better.

Towers/Masts:

AB-577 Military Tower (60')
40' Military Mast Kits (8 needed).

Batteries:

Deep Cycle Marine Type (8-10) 33ah minimum

Solar Charging Station:

If available!

Misc. Equipment:

TBD

Station Description:

CERT Trailer with 3 Operating Positions. Field Day Captain will contact Frank Reshke N6SNO for CERT Trailer coordination.

2 Active HF Stations. (1 SSB and 1 CW)
1 Active VHF/UHF Station (front of trailer).
Power supplied by Generators and Batteries.
Laptop for Logging Network at each station.
VHF/UHF Station may be moved to outside trailer if 3rd station is warranted.

Set Up Procedures:

Set Up team members will meet at site no later than **7am** Saturday Morning.

Set Up teams will be as follows:

Station Team **Bill Mungaven N6EF Team Leader**

Responsible for Radio and Network Setup and checks.

Antenna Team **Andy Stephens W6AWS Team Leader**

Responsible for setting up HF and VHF/UHF Antennas and proper safety flagging of guy wires and coax cables.

Infrastructure Team **Vince Cracchiolo KI6NHP Team Leader**

Responsible for food, pop up tent set up, parking coordination, and potluck dinner coordination.

Technical Team **Chuck Freas W6FT Team Leader**

Responsible for ensuring antennas are working. Making repairs to equipment as necessary. Checking SWR on all antennas.

Coordination between the Teams will be important. Many Teams will be working simultaneously and in each others way! Systematic set up procedures will be adhered to so as to ensure smooth installation of equipment. All decisions will be made by the Individual Team Coordinator. No Freelancing! Team Coordinators will meet just before the event set up to discuss procedures and will be in contact with each other during set up to address any issues or conflicts. 2010 was an interesting year. We had extreme heat, and little coordination with the set up. This year we will be organized into Teams with a designated leader on each team. I anticipate enough help, so I will be pretty firm on the “no freelancing” policy. SAFETY FIRST!!!!!!

Operations:

Field Day is a 2 day operation. Official operations start at 1100 local time Saturday and commence until 11am local time Sunday. The decision to operate the full time allowed will be determined by Propagation, Local Weather, and Participation.

Scheduling Operators

Field Day is generally a “operate as you like” event. Fortunately, we have not had any conflicts or problems with “radio hogs”. We will play this one by “ear”. If the issue should arise, please advise Andy Stephens W6AWS or Bill Mungaven N6EF and we will address the situation.

Guest Operators

Field Day is by its nature a public event. We regularly have guests visit the site, and many are licensed Amateur Operators. I believe that we should provide and opportunity for these Ham’s to operate if they so desire. While I am not suggesting we have a “Guest’s First” policy, all possible accommodation should be afforded to guest operators. The Station Coordinator will be responsible for ensuring that everyone has a chance to operate who wants to.

GOTA Station

This year I hope to have the GOTA station operating in its designed capacity. This may be the best opportunity to alleviate the concerns of the “Guest Operator” paragraph above. Depending on weather, we will either have the GOTA station in the front portion of the trailer or outside under a pop up. Preference is for the GOTA station to be outside. This way we can demonstrate a complete portable station on battery power for true emergency communications. Weather will dictate GOTA location!

Operating Conflicts

Station Coordinator will mediate any conflicts should they arise. If needed, Field Day Captain will step in and make decision.

Event Refreshments and Potluck Dinner:

Club provided Refreshments

Bottled Water
Sodas (Variety)
Chips

Potluck Dinner

One week prior to Field Day email out a request for Potluck RSVP's.

BBQ Meat (Chicken, Hot Dogs, or Burgers) by Club
Rolls or Buns by Club

Members with suffixes **A-M**

Green Salad
Potato Salad
Pasta Salad

Members with Suffixes **N-Z**

Dessert (Pie, Brownies, Cookies, etc.)

Field Day is an **Alcohol Free** event. Remember to remind those attending.

Night Operations:

Night operations comprise a lot of our "points". Only real concern is site security. Having enough people onsite is the key criteria. It is also important to have "roving" security people checking on the antennas and guying. The Rio Linda site is quite secure, but there is a contingent of "homeless" people that frequent the area. Each Team Coordinator should have a cellular phone, and programmed numbers for emergency services such as police and fire. Immediately alert Field Day Captain of any potential issues.

Take Down Procedures:

The take down process is the reverse of the set up.

Prior to any outside equipment (Antennas or Coax) being taken out of service:

1. Confirm Radio is no longer in use, unplugged, and disconnected from antenna and power source before beginning antenna take down.
2. Ensure enough personnel are available to safely take down tower or mast assemblies. One person per guy wire. SAFETY FIRST!

Once Radios are secured:

1. Take down antennas and stack neatly for pickup.
2. Roll up all coax and stack in designated equipment staging area.
3. Alert your Team Leader when antennas are down.
 - a. Help other Teams complete their tasks.

Site Walk Through:

Prior to departure, all Team Coordinators and Field Day Captain will walk the site to ensure no trash or equipment has been left. Field Day Captain will make the announcement that the site is secure and Field Day is officially ended.