



Radio Protocol

To Start: Turn Radio on.

CHANNEL 1 - Race Control.

CHANNEL 2 – Incidental Matters (eg to report an incident or share results – then go back to Ch 1)

CHANNEL 3 - MON / MNS School

(If required channel 2 or mobile phones will be used to communicate incidental / ancillary matters)

Keep Channel 1 dedicated to RACE CONTROL MATTERS.

Have you got a spare battery? Does your radio work? Check it when you pick it up and CALL IN WHEN ON STATION (RADIO CHECK).

Think–Listen–Press–Pause–Speak–Release

When using the radio, remember to Think about what you want to say,

Listen to ensure you are not going to cut across another transmission,

Press the push-to-talk button (PTT),

Pause for 2 seconds for the repeater to kick in, say the location you wish to speak to twice, your location,

Speak your message, pause, then Release the PTT button.

ABCN

Ensure your message is Accurate, Brief, Clear and Necessary.

Over and Out(!) At the end of each transmission, say 'over' if you want a response or 'out' if you have finished and do not want a response: never say 'over and out'.

Please be brief in all radio transmissions. Radios are to be used for essential communication only, not catering orders or transport arrangements.

During the Event

Making a call –

- Think what you need to say before you start your transmission
- Listen for a couple of seconds
- Press the transmit button for 2 seconds and then speak
- Start with who you are calling (said twice)
- Who you are (ideally your official position eg. "Start Umpire" not your name)
- State your message.
- Once finished, pause (to ensure that you do not cut off the last words of your message) and then release the transmit button.

If you have not heard anything for a while check your radio. It may be that your radio has packed up, the battery is flat or you have accidentally changed channel or switched it off.

If you are not sure try and call Race Control for a radio check.

Incident Report – keep it factual and succinct.

It should include:

- What has happened and where
- Number of people in the water
- Number of casualties and severity of any injuries
- Any support required

If you are not involved, it is vital to keep quiet and listen out for instructions from the event organisers.

After the Event

Please return all your radio equipment (To Registration Desk) as they are expensive bits of kit.

Example Messages:



Monmouth Rowing Club

www.monmouthrc.org.uk

Press PTT, Wait 2 seconds, "START, START, this is FINISH, Result of race 57 was..., over", pause, Release PTT

"Race Control, Race Control this is Start Umpire, Last Boat in this Division has crossed the start line and is racing. Out"

"All Stations, All Stations, this is Church Safety Launch. Two boats have collided, One Pair has capsized. Stop racing, Stop Racing. I am in attendance and need two additional Launches. Out"

(In this case, leave Church Safety Launch to attend to the boats, Race Control will coordinate subsequent actions, but all stations do the obvious (Adjacent Launches go and assist, Megaphones to warn the crews to stop racing, Start Launch to hold crews etc)

"All Stations, All Stations this is Race Control. Capsize incident is fully in hand and course is clear, so we can commence racing. Start Umpire, commence racing at your instruction. Race Control Out."

Safety Incident Report Keep it factual and succinct: What has happened and where / Number of people in the water / Number of casualties and severity of any injuries / Any support required Ref RowSafe 2.3

A few phases:

"Acknowledge" - Please acknowledge that you have received and understood the message.

"All Stations" - Listen out for this as the following message needs to be heard by all !!

"Confirm" - Please verify that what I said is correct.

"Correction" - An error has been made the correct version is...

"Go ahead" - Proceed with your message.

"How do you read"? - How well do you receive my transmission?

"I say again" - Never say "I repeat".

"Negative" - No, not correct, I do not agree.

"Over" - Transmission ended, I expect a response.

"Out" - Conversation ended, no response expected.

"Radio Silence" - The official term used by a controlling body to ask all parties to silence communications (as more important traffic is expected)

"Roger" - Message received and understood.

"Stand by" - Please wait.

"Say Again" - Please repeat the message. Never say "repeat".

"Station Calling" - To return a call to a station whose name was not fully understood. For example "Station Calling, message unreadable, say again". "That is correct". Confirmation that the information stated is correct.

A = Alpha	B = Bravo	C = Charlie	D = Delta	E = Echo	F = Foxtrot	G = Golf
H = Hotel	I = India	J = Juliet	K = Kilo	L = Lima	M = Mike	N = November
O = Oscar	P = Papa	Q = Quebec	R = Romeo	S = Sierra	T = Tango	U = Uniform
V = Victor	W = Whisky	X = X-Ray	Y = Yankee	Z = Zulu		

0 = Zero	1 = Wun	2 = Too	3 = Tree	4 = Fower	5 = Fife	6 = Six
7 = Seven	8 = Alt	9 = Niner				