

SYSTEM COORDINATORS AND CONTROLS

A. General

1. Supplemental documents such as Netlogger guides, preamble and closing statements are found on our website, ylsystem.org.
2. All Scheduled System Coordinators and controls must be paid-up members of the YLISSB; their amateur license must be current and with HF privileges; they must have access to e-mail; must have a current QRZ XML subscription at minimum and they must use Netlogger each Period to log check-ins. Band conditions occasionally affect our System functionality, so it is imperative to use the AIM function of Netlogger for handoffs, etc.
3. Remember, System Controls are the voice of the System when on the air. They must control the System professionally; with dignity and warmth, with friendliness, charm and with courtesy and fairness. All System controls must monitor AIM when they are in control. Members are asked to contact the Control by saying "Recheck" or "Relay" or by typing either via AIM when they want to recheck to make a contact, or they hear a station trying to check in that the Control does not hear. If you, as a control, see a member trying to get control's attention and you are not acting control at the moment, you may break in to call the current control's attention to the member's request.
4. System Coordinators are urged to submit periodic reports on the activities of their sessions to the Editor of the Communicator for publication.
5. It shall be the duty of the System Coordinators to ensure that the controls operating on their sessions are following the guidelines set forth in the Policy and Procedure Manual.
6. In the event that there is not another Period following the current, the Period Coordinator or their designee should post in AIM and read the Closing Statement provided in the supplemental documents on our website. When the Period has ended, the Period Coordinator or their designee must ensure that the Netlogger instance has been closed.
7. In the event that a scheduled Period is not going to operate, the Period Coordinator or their designee should have a Netlogger instance open for ten (10) to fifteen (15) minutes with a notification statement.
8. New Member Numbers and any other information is read at the start of the First Period and Moonbeam Period each Monday.

B. Sunrise Coordinator

1. It shall be the responsibility of the Sunrise Coordinator to schedule control operators for the Sunrise Portion of the YLISSB as defined on the Website. This includes weekends and holidays.
2. The Coordinator should make sure that the Scheduled Controls for the Sunrise Portion are proficient in the use of Netlogger, and that before assuming control they have download the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the Sunrise Portion, and that any scheduled control leaving before the end of the session clicks on “stop logging” before they leave the frequency.
4. The Sunrise Coordinator may, at any time, select an assistant to help with these duties.

C. First Period Coordinator

1. It shall be the responsibility of the First Period Coordinator to schedule control operators for the First Period as defined on the Website. The First Period operates Monday through Friday. It is not mandatory to operate on holidays, but the First Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls for the First Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the First Period, and that any scheduled control leaving before the end of the session clicks on “stop logging” before they leave the frequency.
4. The First Period Coordinator may, at any time, select an assistant to help with these duties.

D. Second Period Coordinator

1. It shall be the responsibility of the Second Period Coordinator to schedule control operators for the Second Period as defined on the Website. It is not mandatory to operate on holidays, but the Second Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls for the Second Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the Second Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.

4. The Second Period Coordinator may, at any time, select an assistant to help with these duties.

E. Third Period Coordinator

1. It shall be the responsibility of the Third Period Coordinator to schedule control operators for the Third Period as defined on the Website. It is not mandatory to operate on holidays, but the Third Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls for the Third Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the Third Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The Third Period Coordinator may, at any time, select an assistant to help with these duties.

F. Moonbeam Coordinator

1. It shall be the responsibility of the Moonbeam Coordinator to schedule control operators for the Moonbeam Period, Monday through Friday and the Weekend Warriors, Saturday and Sunday, as defined on the Website. It is not mandatory to operate on holidays, but the Moonbeam and Weekend Warriors may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls of the Moonbeam are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the Moonbeam/Weekend Warriors Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The Moonbeam/Weekend Warriors Period Coordinator may, at any time, select an assistant to help with these duties.

G. 40 Meter East Coast Coordinator

1. It shall be the responsibility of the 40 Meter East Coast Coordinator to schedule control operators for the 40 Meter East Coast Period as defined on the Website. It is not mandatory to operate on holidays, but the 40 Meter East Coast Period may operate at their discretion.

2. The Coordinator should make sure that the Scheduled Controls of the 40 Meter East Coast Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the 40 Meter East Coast Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The 40 Meter East Coast Period Coordinator may, at any time, select an assistant to help with these duties.

H. 40 Meter West Coast Coordinator

1. It shall be the responsibility of the 40 Meter West Coast Coordinator to schedule control operators for the 40 Meter West Coast Period as defined on the Website. It is not mandatory to operate on holidays, but the 40 Meter West Coast Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls of the 40 Meter West Coast Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the 40 Meter West Coast Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The 40 Meter West Coast Period Coordinator may, at any time, select an assistant to help with these duties.

I. 17 Meter Coordinator

1. It shall be the responsibility of the 17 Meter Coordinator to schedule control operators for the 17 Meter Period as defined on the Website. It is not mandatory to operate on holidays, but the 17 Meter Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls of the 17 Meter Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the 17 Meter Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The 17 Meter Period Coordinator may, at any time, select an assistant to help with these duties.

J. Young hams Coordinator

1. It shall be the responsibility of the Young hams Coordinator to schedule control operators for the Young hams Period as defined on the Website. It is not mandatory to operate on holidays, but the Young hams Period may operate at their discretion.
2. The Coordinator should make sure that the Scheduled Controls of the Young hams Period are proficient in the use of Netlogger, and that before assuming control they have downloaded the latest Club Profile.
3. The Coordinator must ensure that Netlogger is closed at the end of the Young hams Period, and that any scheduled control leaving before the end of the session clicks on “Stop Logging” before they exit Netlogger.
4. The Young hams Coordinator may, at any time, select an Assistant to help with these duties.

K. Primary Control Guidelines

1. Before your period begins, each primary control is responsible for ensuring that Netlogger is up and ready to go. See Netlogger Guide on website.
2. When opening your period, introduce yourself; your name, call sign, your sideband number, TFO number (if applicable), and QTH.
3. Each Period should begin with the Preamble as found on the Website, and should at a minimum include:
 - a. A statement that all licensed amateurs, General Class and above, members and guests, are welcome to check in and make calls.
 - b. A statement of how to find information about the System on the Website.
4. Introduce your assistant controls: their call sign, sideband number, TFO if applicable, and then make one (1) call for any DX, Mobile or QRP Stations wishing to check in. After logging any DX, Mobile or QRP Stations open the log to general check-ins. It is each Period Coordinator’s decision about how many DX, Mobile or QRP are made before opening the log to general check-ins.
5. The Primary System Control must maintain control of the session, limiting crosstalk or other disruptive behavior and be aware of any emergency traffic to be passed and the procedure to do so.

L. Guidelines for Controls

1. The Coordinators may designate alternate Primary Controls at their discretion.
2. Scheduled Controls must be proficient with Netlogger. They may establish an alternate means of communication when propagation fails. This can be Netlogger, Echo Link, Skype, MSN Messenger, AOL Instant Messaging, telephone, or identifying another member station that can relay between them.
3. Announcements may be made during any session after receiving the “go ahead” from the current System Control.
4. If a Control wishes to resign from their designated time, they should notify their Period Coordinator. Please allow the Period Coordinator at least a week in which to find a replacement.
5. A Control or Period Coordinator may be replaced by the appropriate System Control Coordinator for any infringement of FCC rules, failure to follow the YLISSB Guidelines for controls (after suitable notice), consistent absences without notification to the Coordinator, or other inappropriate conduct on the System.
6. When being a Period Control on the System, frequently identify using one of the following IDs: the YL International Single Side-band System, YL System, or YLISSB.
7. When you check in a station, and that station tells you that he/she has limited time, check to see if anyone on frequency is in need of a contact with that station. If so, let the contact be made.
8. First time check-ins should be welcomed on the frequency. Refer them to the Website for more information about the System. Mention the Netlogger download, enter their preferred name and place a double (*) in remarks besides “Guest”.
9. Since QSL cards are not required for System Awards, Controls should do all within their power to assure that a valid contact has been made.
10. It should be the goal of all controls to keep the System flowing in an orderly fashion. It should not be the goal of any control to make a personal contact with every station checking in.
11. When a station indicates a “Recheck”, ask the station what the nature is of their recheck. If that station would like to make a call, allow the call as long as their number of calls hasn’t been exceeded.
12. When calling for check-ins, you should not immediately pick up the first station

you hear, but acknowledge the station or stations you heard, ask them to standby, pause to listen for mobile or weaker stations and/or ask for any relays. Often mobile stations simply want to check in and get a signal report. Pick up mobiles and weaker stations first, then go back to the stronger stations.

13. Do not keep control for more than five minutes. When calling for check ins, after three (3) total no contacts, the control should turn it to the next control.
14. Once you turn control over to another control, do not QRM the frequency by continuing to transmit. If you hear a station that the control does not, use the AIM feature of your Netlogger to relay in the station or announce you have a relay after giving the control station the opportunity to pick up the check in. Do not talk over the control station. If you are controlling, check the AIM feature often in case someone is trying to relay a check in. If you're not able to copy that station, ask the station that sent the message to try to pick them up.
15. Control should not tell any station that they are about to be called by another station, the person's name, QTH, or anything else. Giving the station to be called all this information takes the integrity out of the contact. Let stations make their own contacts, unassisted. Certainly, there are times when some assistance is needed and justified, but the example below SHOULD NEVER BE DONE!

Control calls DK1ABC and says, "DK1ABC, you are going to be getting a call from WA2ABC, his name is John and he is from New York City. John, give DK1ABC a call."
16. Sometimes it is necessary for Control to alert the station that they are about to get a call. A simple "Listen for a call," or "you are getting a call" will do the job or ask the station to turn his or her beam in the direction of the station calling.
17. On a similar note, when stations are having difficulty with signal reports, Control should remain quiet and not make comments such as "no, the report was higher" or "no, the report was much better." Simply tell the stations to repeat the reports two or three times until they get it right, or to give numbers only. If stations cannot exchange reports unassisted, then it is not a valid contact. **NEVER REPEAT REPORTS.**
18. At the end of the period, if there is not another Control to assume control, such as at the end of the day, the frequency should be relinquished for normal amateur use. However, in case an emergency is being handled on the frequency, Control should remain on frequency until the emergency is settled, before leaving, or be sure that another Control is on frequency and aware of the nature of the emergency. When the emergency is completed, the frequency should be returned for normal amateur use.