

RADIO PROCEDURES FOR THE FULL MOON ADVENTURE CO.

Using the Radio

There are two dials on the top of the radio, one for “on/volume” and one for the channel. Turn your radio on and adjust the volume to desired level. Your radio must be on channel 1 to receive communications. We may opt to switch to another frequency if channel 1 is in use by outside parties. Realize that anyone in the broadcast area who is tuned to the same channel as you can hear your conversation.

Your radio should be securely attached and located above the waist. Permanent attachment to chest or shoulder is optimal for easy access. Don't speak straight into the radio microphone; speak sideways and a few inches from your face to prevent any distortion of your voice.

Signal strength may vary from time to time. The radios we use typically have a 5km line of site service area. Dead zones may result from valleys or hills. If you are in an area and cannot reach the intended person, you can try and relay a message through someone else. To help our communications, a mobile repeater is in use during this event. Very simply, a repeater is a device that is placed in a high area that will extend the range of radios programmed to a particular frequency. You may notice a very slight lag time when speaking as the distance is increased.

If you are in a location with no contact, it is a good idea to try a radio check every 15 minutes or so until contact is made. Chances are that another race crew or director will walk or drive into your service area at some point. Your batteries should last for up to eight hours but that will vary based on frequency of use.

Call Signs

Each position will have a call sign. Your call sign will change as you move from position to position so please stay aware of your location. If you are not at a particular location, your call sign will be your name. (eg: The call sign for Transition Area 1 is Transition 1, the call sign for Checkpoint 1 is Checkpoint 1).

Please do not abbreviate these names to CP or TA when speaking. Remember that these radios have their limits and clarity is important. With a drop in signal strength, “CP” or “TA” can sound like a lot of things.

Standard Radio Protocol for FMAC Races

A transmission is the entire audio signal sent between the instant you press the talk button and the instant you release it, even if the content of the signal is incomplete. A series of transmissions is a complete dialog of alternating transmissions between two or more parties.

Before initiating a series of transmissions, listen for a moment to make sure the channel is clear. **Never** press your talk button in the middle of another transmission as this interrupts the signal. When transmitting, fully press the talk button, pause for one second before speaking, and ensure it remains pressed for the duration of your intended message or messages. Please keep messages short and succinct.

Use call signs at the start of your transmission, always giving the call sign of the recipient first, followed by your own. The exception to this is terminating a series of transmissions, when only your own call sign is necessary.

Please try and use the following radio codes as much as possible. It is important to maintain clear communications, especially in the event of an emergency.

Over - at the end of each transmission you make to signal that you are ending the transmission to await a response. This lets the recipient of your message or other parties know that you are finished sending.

Copy - confirm or request acknowledgment of a transmission. This is useful prior to a transmission when you want to make sure the other party is receiving before you begin a message.

Out or Clear - to terminate a series of transmissions.

Your last - to refer to the other party's previous transmission.

Examples:

- *"Transition 1, this is Checkpoint 1, do you copy? Over."*
- *"Checkpoint 1, this is Transition 1, I copy. Go ahead. Over."*
- *"Transition 1, teams 15 and 16 just passed my location at 4am. Over."*
- *"Checkpoint 1, this is Transition 1, copy your last. Over."*
- *"Checkpoint 1, out."*
- *"Transition 1, clear."*

Spell - when you are asked to spell a word. (See table below for phonetic alphabet).

Please spell - if you want a word to be spelled for you. If two areas sound the same, it may be good to spell them out. This is not commonly used but please be aware. As signal strength drops, it is harder to make out words so spelling is an option. For instance:

- *"Race Administration, this is Medic 1. Do you copy? Over"*
- *"Medic 1, this is race administration, I copy. Over"*
- *"Race Administration, this is Medic 1. We have just reached Pine Road, I spell 'Papa-India-November-Echo'. Over."*
- *"Medic 1, this is Race Administration. Copy your last. Out"*

Please repeat or Say again - to request the sender to restate last message. The sender should restate message in full.

Repeat - to preface a repeated message/transmission.

Be advised - when communicating emergency or other very important information, precede the message with 'be advised' and always repeat a version during the same transmission. Always repeat and request confirmation of emergency transmissions addressed to you. For instance:

- *"Transition 2, this is Checkpoint 5. Be advised, we have a racer at our location complaining of chest pains. Please send medical team. I repeat, a racer at our location complaining of chest pains. Please send medical team. Over."*
- *"Checkpoint 5, this is Transition 2. Please confirm your last:' a racer at our location complaining of chest pains. Requesting medical team' Over."*
- *"Transition 2, this Checkpoint 5. Affirmative, your last. Checkpoint 5, out."*

Stand by - to indicate you are too busy to transmit a full message, too busy to comply with a request, or that you are determining an answer. This initiates a temporary termination of a series of transmissions, and thus can be used like 'out' or 'clear'.

- *"Checkpoint 6, this is Race Administration. We are inbound to your location. Our echo-tango-alpha is thirty minutes. Over."*
- *"Race Administration, this is Checkpoint 6. Negative, your last. We are signing in racers at present. Please stand by."*
- *"Race administration inbound and standing by."*

Phonetic Alphabet

These words are used to represent individual letters. They are in international standard and have been chosen because very few of them sound alike, hence it is hard to mistake one for the other. If you want to practice, try spelling your name using these words (ie: Samantha = Sierra–Alpha–Mike–Alpha–November–Tango–Hotel–Alpha).

- Alpha
- Bravo
- Charlie
- Delta
- Echo
- Foxtrot
- Golf
- Hotel
- India
- Juliet
- Kilo
- Lima
- Mike
- November
- Oscar
- Papa
- Quebec
- Romeo
- Sierra
- Tango
- Uniform
- Victor
- Whisky
- X-ray
- Yankee
- Zulu