



WICEN (Vic.) Inc.
Communications Manual
East Gippsland Stages
2012

Version 2.0 1/5/2012

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1. GENERAL

1.1 Introduction

Welcome to the East Gippsland Stages event and thank you for volunteering to assist WICEN. This document should contain all the information you need as a checkpoint operator on the event. Please read it thoroughly.

1.2 Overview

The East Gippsland Stages event entails approximately 50 cars traversing roads and tracks in the Forests North of Lindenow and Bairnsdale.

The event is the 3rd round of the Victorian Rally. The event is divided into a day and a night division, stages 1 to 4 are daylight and 5 and 6 are night.

The role of WICEN is to supply safety and logistic communications from Net Control and all checkpoints

WICEN will operate a controlled Net.

1.3 WICEN Role & Responsibilities

WICEN will have radio communication stations at each Checkpoint and SOS Point for the Checkpoint Coordinators and Control Centre to communicate with each other.

There will be 2 means of communication across the Event:

- The Rally network on 70 Mhz (Commonly called Pienet) will be primarily for logistics communications relating to the setting up and running of the event.
- The WICEN network will be primarily for safety monitoring of each competitor as they travel through the event and to organise response in the case of a problem.

Both networks can back each other up as required, but the prime use of each is the priority of that net.

Rally Radio Network (Pienet)

The Pienet network operates on the following frequencies:

Mobile RX	Mobile TX
72.175	74.675
72.200	74.675
72.225	74.675
72.250	74.675
74.675	74.675

The system uses voting, so if you want to listen, then scan the four (4) mobile RX Frequencies. They will have a repeater running on one or more of the first 3 channels. The fourth channel is simplex.

NOTE: This is offered as information only and is not required by WICEN Operators.

1.4 Public Profile

WICEN banners, if you have them, should be prominently displayed at each checkpoint.

Remember that your behaviour will reflect on the whole Amateur radio Community.

2. CHECKPOINTS

There are 6 stages planned for the event, with a start and finish control for each.

Two of the stages will also have an “SOS ”Point approximately mid-way along the route and two of the stages will have two (2)“ SOS points.

The “SOS” Points are there to enable competitors to stop if they have an urgent message such as an accident to report, especially on long or difficult stages.

The location of each SOS point is precisely marked on their instructions, so make sure you set up exactly where you are put by the setup official.

The competitors won't stop unless there is a problem to report, so stand well clear of the track as they will probably be travelling very quickly and won't expect people on the road. There may or may not be a rally official in the form of a road closure at the SOS Point with you.

Each stage is controlled at all times by the Stage Coordinator, who is usually located at the Start Control.

The Assistant Stage Coordinator is usually located at the Finish control.

The WICEN operator should setup next to the Checkpoint position to enable easy information flow to and from the relevant official.

2.1 Equipment:

Each checkpoint will require

- 2m and/or 70 cm radio, coaxial cable & antenna capable of tuning the relevant frequencies.
- Batteries & power supplies/chargers to power the radio system
- Message pads, pens, log sheets, and assorted spares.
- Warm clothing and shelter.
- Food
- Night controls will also need Lighting (SOS Points see next section re lights)

2.2 WICEN Checkpoint Setup

As WICEN operating positions are to be located adjacent to checkpoint coordinators, do not set up until the Control Coordinator has discussed with you a safe and convenient position. This is very important, especially if you are self setting or are left at your location while the Coordinator is away setting up other people etc. WAIT until a suitable safe position has been decided between yourself and the Control Coordinator.

Masts and a gain antenna are preferred.

The use of headphones may be necessary as checkpoints are expected to be noisy. Ensure that you can hear your radio at all times.

Special Information for SOS Points

If you are on an SOS point the cars won't stop unless there is a problem.

You will need to get the number as they go by at speed

If you're doing this at night you will need a light.

Do not shine it at the driver's eyes, be very careful, and point the light across the road a little from behind the car as it goes past.

Turn it on before the car gets there, so it's not a sudden flash.

Torches are **NOT** satisfactory, a flood light is best.

2.3 Occupational Health and Safety

When setting your station up consider both the ACMA EMR regulations now in force and basic Occupational Health and Safety guidelines (i.e. no antenna leads across walkways).

Operators should be aware that bugs abound in the bush and the use of insect repellent and full clothing cover may be advisable.

Each WICEN operator **MUST** ensure that the setup at the checkpoint is not hindering the event organisers, or competitors.

WICEN operators must also take care to ensure they have adequate clothing and food, so as not to endanger their well being during the event. Warm waterproof clothing is essential.

Toilets will not be provided. (Take a small shovel and toilet paper.)

WICEN Operators at checkpoints must be self-sufficient, food and hot drinks will most likely not be available.

NB it is very important WICEN operators do **NOT** drive while suffering fatigue, especially if a checkpoint finishes late in the evening.

Take a Power Nap if tired. There is space to camp behind at the Bairnsdale Racecourse (horse racing) which is the central Control (AWI). You may also camp in the forest if you desire.

2.4 Signing On and Off

Please 'sign on' to the exercise by calling VK3AWI on one of the 4 Repeaters on your way to each of your pickups. At the closure of each Control point, please inform VK3AWI when you are safely out of the forest, or have arrived at your overnight campsite.

You should **also** sign onto the Event Sign on Sheet held by the Rally Set up Official; this will give you coverage via the Event Insurance as well.

If you do not have a Confederation of Australian Motor Sport (CAMS) Log book, you should sign onto the EVENT sheet as **“Trainee”**. This refers to your status with CAMS. (Note some paperwork may require this, if it doesn't don't worry about it).

When the sweep car has been through and gets to the finish control for the stage, they check that all the numbers tally and then they will give the all clear to close. WICEN operators should then call VK3AWI for permission to close to ensure we do not have a need to relay any traffic or have some further messages to pass. Note the rally organisers may also have what is called fast sweep and sweep. The fast sweep is to ensure that the last competitors have someone following close behind in case they have an incident. As a control official you need to wait for the normal sweep to complete the headcount of competitors before asking for permission to close.

2.5 Issues of Interest

. You may be in a remote location, ensure that you are self-sufficient for food, drink shelter, clothing and lighting.

2.5.1 Equipment

Each checkpoint will require

- 2m radio, coaxial cable & antenna capable of tuning the 2m frequencies

- Some controls will also need a UHF Radio, coaxial cable & antenna capable of tuning the Mt Taylor UHF repeater.
- Batteries & power supplies/chargers to power the radio system, you will be on control for a long time, most controls in the vicinity of 2 Hrs operating. Batteries may not last the distance.
- Message pads, pens, log sheets, and assorted spares (Tracking sheet master will be emailed)
- Warm clothing and shelter against wind and rain and sun
- Food & drink (a means of heating food or drink is recommended)
- Insect repellent, sunscreen, toilet paper, water to drink and wash
- Table, chair etc
- It could be hot dry and dusty **OR** wet, rain and mud.
- Night time controls will need lighting. **(SOS Points see special notes about lighting at night)**
- Masts and a gain antenna are preferred. Due to the terrain, some locations can expect reasonably poor signal paths.
- The use of headphones may be necessary as checkpoints are expected to be noisy.
- Ensure that you can hear your radio at all times.

2.6 Insurance

This event is a formal WICEN training event and hence members are covered by WICEN's insurance. Non-members participating as operators for WICEN need to sign a Casual Emergency Service Worker Registration Form. Contact VK3AWI to arrange this.

2.7 Self-Setting

Do not "Self Set" unless it has been organised by VK3AWI net Control. If you are at your control point early, do not set up until you have discussed a suitable safe location for you to operate from. If you set up early you may have to move or operate from a point some distance from the control officials which makes life difficult.

2.8 Camping and Accommodation

Accommodation facilities can be booked through the tourist information centre <http://www.discovereastgippsland.com.au/>

Camping is possible in the forests that are being used for the event and you may choose to stay the night at your control location. Remember to obey the DSE/CFA rules about camp fires and unattended fires. Please ensure that all fires are extinguished before departing.

2.9 Check-In

Please check in to VK3AWI before you travel to your checkpoint. For operators travelling with other officials, this should be done via the nearest repeater (See list under network) when you arrive at the meeting point for the stage officials. For anyone nominated to self-set, you should check in at a convenient point en route so that AWI knows you are 'on your way'. (Please do not self-set without prior arrangements).

When you arrive at your checkpoint, please advise AWI of your arrival.

When you have set up your station, advise AWI and you will be allocated an event call sign and repeater to use.

2.10 Logs

Comprehensive station logs should be kept and submitted to the Event Commander, Colin Pomroy VK3BLE after the event. This can be scanned and emailed if required. I will email a master log sheet for you to Photocopy/print if you don't have some already. If you have to leave or can't get to AWI please scan your log and email them to me.

2.11 Frequencies

Portable Gippsland 2 Metre Repeater

146.975 MHz negative offset No CTCSS

Located near the intersection of Howitt Ridge Rd and Mt Baldhead Rd (Approx 37° 34' 38.7" South and 147° 34' 2.3" East)

VK3RWP Gippsland Portable 2 Metre Repeater

146.925 Mhz negative offset No CTCSS

Located on Mt Alfred Rd near Cox Track. (Approx 37° 40' 33.5" South and 147° 31' 26.3" East)

Mt Nowa Nowa 2 Metre Repeater

146.9 Mhz negative offset No CTCSS

Mt Taylor 70 Cm Repeater

439.525 Mhz negative offset No CTCSS

146.975 MHz Simplex

The repeaters can easily be heard over a large area of Gippsland, so please conduct yourself professionally as many fellow Amateurs will be judging your performance.

Note: Stations that have HF capability are encouraged to set up on 3.6 Mhz if they wish. They can chat amongst themselves on this frequency.

Vk3AWI will be capable of operating on all repeater Frequencies.

There will be a UHF link operating to 146.925 MH and 146.9 Mhz (Mt Nowa Nowa) Because of the delay in the link picking up it is important to allow a pause after pressing the PTT and starting to speak.

In addition to this the Link will be simplex; therefore VK3AWI will have to wait for the tail to drop off before answering.

Initial contact with AWI should be on repeater 146.975 Mhz, this repeater will have the best overall coverage of the event due to its location. Even in poor locations moving location slightly should enable communications.

The plan is to allocate a different repeater to stages that are running at the same time to allow them to operate without causing delays in the transfer of information. The final allocation will be done by VK3AWI when your stage is starting to have traffic and will depend on the progress of the Rally.

The draft plan is as follows:

This is subject to change on the day due to unforeseen difficulties.

Stage	Repeater	Back Up Repeater
1	Howitt Spur 146.975 Mhz	Mt Nowa Nowa 146.900 Mhz
2	Mt Nowa Nowa 146.900 Mhz	Howitt Spur 146.975 Mhz
3	Howitt Spur 146.975 Mhz	Mt Taylor 439.525 Mhz
4	Mt Alfred 146.925 Mhz	Howitt Spur 146.975 Mhz
Spectator 4 & 5	Mt Alfred 146.925 Mhz	Howitt Spur 146.975 Mhz
5	Mt Alfred 146.925 Mhz	Mt Taylor 439.525 Mhz
6	Howitt Spur 146.975 Mhz	Mt Taylor 439.525 Mhz

In the event of a repeater failure transfer to the alternative repeater and attempt to establish communications.

If all repeaters fail we will establish communications on 146.975 Simplex and relay traffic as required.

VK3AWI will establish a 3.6 Mhz station so that any field stations with that capability can try that medium if both repeaters fail. This will not be monitored unless we have a repeater failure.

2.12 Callsigns

Special callsigns will be used as follows:

Net Control Centre VK3BLE (but will be called AWI)

Checkpoints by their function and number e.g. start 1, or Finish 3 or SOS5 or SOS 6B

Joining the Net

As soon as practical after arriving at a checkpoint to set up a station, the Net Control Station should be contacted.

2.13 Privacy and Radio Traffic

Please observe competitor confidentiality by not transmitting competitor names unless specifically authorised to do so by the Net Control Station.

It is permissible to identify a competitor by car number.

Our transmissions may be monitored (by press and radio enthusiasts) and news of ill or injured competitors may be prematurely disclosed, which may in turn cause alarm to family and friends.

If you have to leave your radio (to deliver messages/calls of nature/equipment maintenance etc.), Inform net control of an estimate of your time away and advise net control on your return.

Please "read the mail", it will be useful if you are well informed.

The NCS will be operating a "Controlled Net" so please observe established protocols.

2.13.1 Radio Traffic and Reporting of Competitors Progress

Your control should be up and running before the first checking car arrives. This is usually a "000" car followed by a "00" and a "0" car.

000 is spoken as Triple Zero Car.

00 is spoken as Double Zero Car

0 is spoken as Zero Car

These cars are used to ensure everything is set up, roads are clear etc.

The "000" car usually travels first at a slow speed checking detail and the other 2 follow on faster to ensure that everything is ok at speed.

The first competitor will follow quickly after the "0" car.

We will use the three Zero cars to test the system and get everyone ready, so you need to log them and SEND their numbers ONLY (***NOT Times***) as if they are competitors.

You will be sent Competitor tracking sheets to record the car numbers and **approximate** time as they come through your control point.

As you transmit these tick them off so that you can keep a check on which ones have been sent.

To make it more efficient, when traffic is light send the car number as you get them, if it gets busy you may be asked to send them in batches.

The procedure will be for each control to call AWI and send the car numbers only, ***not the times***, as they pass through their control. Start should report the cars leaving; finish controls should report the arrival.

2.13.2 Tracking of Competitors

The prime purpose for WICEN is the safety and tracking of competitors. Rally headquarters will be keeping up to date with the progress of each competitor through each stage, via the messages coming in over our network.

We need the controls in the field to track the competitors through their stages as well as Rally Control.

Listen on the network and write down the car numbers as they pass through YOUR stage. If you notice a missing car contact AWI and the YOUR Finish control so they can take action. NOTE you only need to do this for the stage you are on.

For example: when stage Start 2 transmits a car number to AWI, stage 2 Finish and any stage 2 SOS points also write down the number. When the car moves through the stage, then SOS 2 will transmit the car number as it passes if there is one, Stage 2 start and Finish will write down the number. When the car reaches the stage 2

finish and the number is transmitted, both SOS2 and the start control note the number and cross that one off as completed. If you notice a car finishing or getting to the SOS point and a previous car is missing notify your control official, AWI and the finish control.

2.13.3 Formal Messages

WICEN message forms should be used for passing formal messages.

If the message originator requires a copy of the message, they should be given the white copy, and the pink copy should be submitted to the Event Coordinator after the event.

If the message originator does not require a copy of the message, then the white copy should be submitted to the Event Coordinator after the event, and the pink copy retained by the operator.

If you don't have a message pad use a plain paper pad to write the message.

2.13.4 Informal Messages.

Most traffic will be of an informal nature, i.e. not sent as a formal message, but they should be logged with as much detail as possible, especially car numbers and times if there is an incident.

If an urgent message needs to be sent then send it as informal to avoid delays. A formal document can be created as a follow up at a later time.

If there is a discussion required between the stage personal and another rally official via our network, it is sometimes better to hand them the microphone and let them carry out the discussion, rather than try and interpret what is required.

2.14 Closing of WICEN Stations

The Control will usually be given permission to close once the "sweep car" is satisfied that everything is in order. There may be 2 sweep cars, one called the fast sweep; this is to closely follow the last car. You will need to wait for the slower sweep to ensure that all is accounted for.

The Control Coordinator will be the person that will tell you that you can close. When that happens, call AWI and ask for permission to close from the net in case AWI have traffic for you or need you to relay information.

2.15 Contact Information

Emergency Services

All emergency agencies Police/Fire and Ambulance 000

East Gippsland Stages Control Centre (VK3AWI)

WICEN Coordinator 0417 305 702