



WICEN (Vic.) Inc.

Communications Manual

For

Oxfam Trailwalker 2007

Version 1.0 19/03/2007

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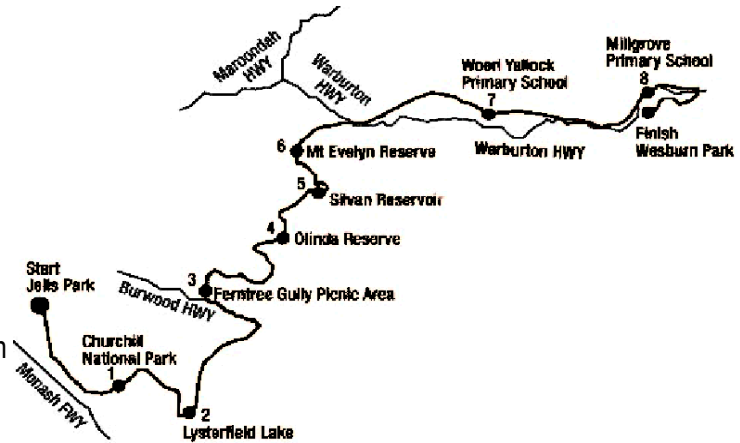
General Information

Introduction

Welcome to the Oxfam Trailwalker 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.**

Overview

The Oxfam Trailwalker event entails 630 teams of four members, traversing roads and walking trails on foot for 100 Kms from Jells Park to Wesburn Park, in the shortest possible time. The event will run continuously from 7 am Friday March 23rd until 10 am Sunday March 25th.



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

WICEN will operate controlled Nets.

WICEN Role & Responsibilities

From the Oxfam Trailwalker Operations Manual:

“WICEN have radio communication stations at each Checkpoint for the Checkpoint Coordinators and Control Centre to communicate with each other. Along with St John staff and the CP Coordinator, they will be the last to leave a closing Checkpoint under the instruction of the Control Centre.”

“The prime means of communication across the Event is the WICEN radio network, as there are many areas where mobile communications can not be maintained. Mobile telephone and landlines are a back up only.”

“All messages to be transferred between the Checkpoint and the Control Centre are to be made through the WICEN radio network. Any site specific communications issues are discussed in each Site/Checkpoint Plan.”

Public Profile

Where possible a WICEN uniform and WICEN ID should be worn, and WICEN banners prominently displayed at each checkpoint. Operators at the finish at Wesburn Park should be aware that this is the main public relations area for Oxfam and therefore WICEN.

Checkpoints

There are eight checkpoints, the Start at Jells Park, the Finish at Wesburn Park and the Wesburn Control Centre. However, WICEN will not be operating from the Start.

Each site is controlled at all times by the Oxfam Checkpoint Coordinator (or their assistant). As per the site plans (see later in this manual), the WICEN operator will setup next to the Oxfam Checkpoint coordinator. **Please introduce yourself to your Checkpoint coordinator.**

Rostering

A WICEN operator duty roster for each checkpoint is included in this manual.

The times refer to when the station is to be operational, and to the **minimum** time an operator is expected to be on duty. When coming on duty please allow time for station set up or change over, an update briefing, and introductions to Oxfam personnel.

Please liaise with other operators at your checkpoint so that a smooth transition from one operator to the next will occur. The sharing of equipment may be possible, but will have to be arranged between you. Having to install station equipment in the dark may be a nuisance and should be avoided if possible.

Operators on the **last** shift at each checkpoint are required to observe customary WICEN practice, in that the Checkpoint does not close before the safety of all competitors and volunteers has been assured. From the Oxfam Operations Manual: *“Once the Sweep Team exit the checkpoint, the Checkpoint Coordinator may dismiss all staff except St John Ambulance and WICEN staff. These staff must remain on standby mode until advised by the Event Controller that the Sweep Team has passed the ‘Point of No Return’ At this point, the checkpoint may be closed and decommissioned according to site-specific instructions.”*

Equipment:

Each checkpoint will require

- 2m radio, feedline & antenna capable of tuning the three 2m frequencies
- HF radio, feedline & antenna capable of tuning 3.6 MHz & 7.075 MHz
- Batteries & power supplieschargers to power the 2m & HF systems

Each operator will require

- Message pads, pens, log sheets, and assorted spares
- Warm clothing
- Bedding (those operators remaining at checkpoints at night while not on duty)
- Food

WICEN Checkpoint Setup

As WICEN operating positions are located adjacent to checkpoint coordinators within buildings or marquees, operating from vehicle mounted stations will not be possible.

Operators should plan to use battery power, though power will available at all checkpoints (whether via existing supply or Oxfam generator) for battery charging. In the cases where generators are being used please liaise with the Oxfam Checkpoint coordinator before connecting to the power.

Avoid congesting the administration area, when not on duty. **NB You will not be able to sleep in the marquees or checkpoint buildings.** Space at some checkpoints operating overnight is limited. Those wishing to do so may camp in the park adjacent to Wesburn CFA/SES complex. It is advisable that operators at Woori Yallock, Wesburn and Millwarra Primary school should camp at Wesburn NCS to avoid travelling when fatigued.

Masts will be required for 2m and HF antennas. When setting up freestanding masts, fencing star pickets and a method of driving them into the ground would be useful. The use of headphones may be necessary as checkpoints are expected to be noisy. **Ensure that you can hear your radio at all times.**

When setting up your station, discuss with the checkpoint administrator the layout of the checkpoint administration area so that your operating point is conveniently located with regard to safety, particularly routing your feed lines via windows or doors.

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 (IE no antenna leads across walkways).

Operators camping should be aware that leeches abound in the bush and the use of insect repellent and closure of trouser legs is advisable.

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

Given the 24 hour nature of this event, 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 are provided and food and hot drinks **may** be available at some checkpoints, however WICEN Operators at checkpoints must be self-sufficient.

Net Control will be performing welfare checks of each active checkpoint every 30 minutes (traffic allowing) to ensure all active checkpoints are operational in case of an urgent situation. If you do not receive a welfare check at the expected time and AWI is not busy, call in for a "comms check".

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.

Logs

Comprehensive station logs should be kept and submitted to the Event Commander, Simon Griffith, VK3ZNT after the event. Please refer to the WICEN Newsletter article reprinted in Appendix 3.

Frequencies

Primary	Secondary	Tertiary	Quaternary
VK3REC 147.175 MHz +ve offset	VK3RCR 147.075 MHz +ve offset	147.300 MHz Simplex	7.075 MHz (Day) 3.6 MHz (Night)

The primary and secondary frequencies are repeaters that can easily be heard all over Melbourne, so please conduct yourself professionally as many fellow Amateurs will be judging your performance.

Callsigns

Special callsigns will be used as follows:

Location	Callsign
Net Control Centre	VK3AWI (can be abbreviated to AWI)
Finish	FINISH
Checkpoints	CHECKPOINT #

Joining The Net

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

Privacy

Please observe competitor confidentiality by **not transmitting** competitor names unless specifically authorised to do so by the Net Control Station. A competitor can be identified by team name (or number) and team member colour (Red, Yellow, Green or Blue). 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.

Traffic

The expected traffic varies according to what other communications systems are available to the officials at a particular checkpoint. IF YOU HAVE TO LEAVE YOUR RADIO (to deliver messages/calls of nature/equipment maintenance), INFORM NET CONTROL (NCS) OF THE ESTIMATED PERIOD OF ABSENCE AND INFORM NCS 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.

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. All other messages (informal) should be delivered in writing. **AVOID VERBAL MESSAGES.**

Contact Information

Emergency Emergency Services

Location / Position	Numbers
All emergency agencies	000

Oxfam Trailwalker Control Centre

Location / Position	Numbers
Event Safety Coordinator (Wesburn)	(03) 5967 2154

Hospitals

Location / Position	Numbers
Maroondah Hospital and Emergency Service	(03) 9871 3333
Healsville Hospital	(03) 5962 4300
Angliss Hospital, Ferntree Gully	(03) 9764 6111

Local Council/ Parks Victoria/ NRE

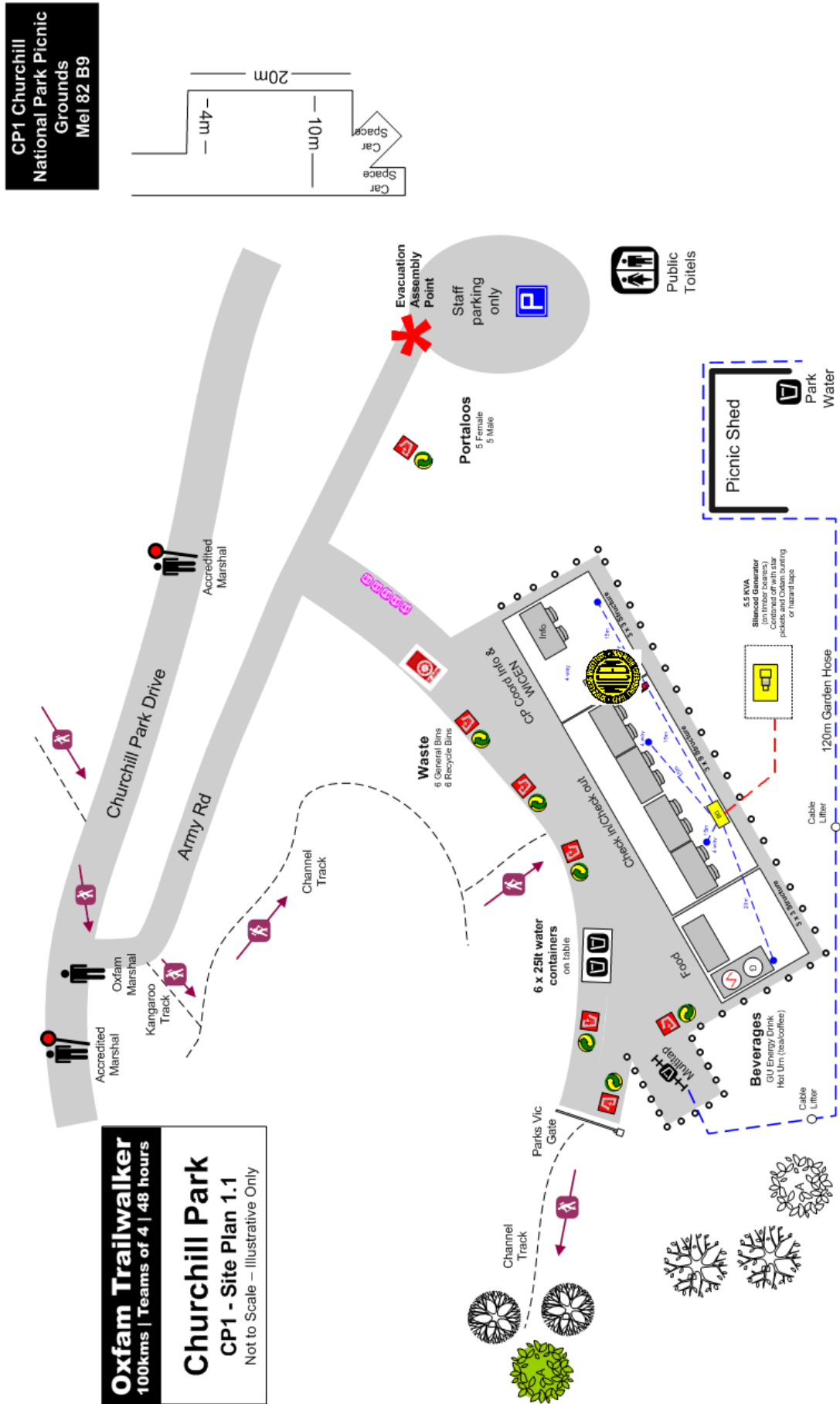
Location / Position	Numbers
Shire of Yarra Ranges – Emergency Management Duty Officer	1300 368 333
Parks Victoria – Dandenong Ranges Michelle Doherty	0417 157 940
Parks Victoria– Jells Park (Dand. Valley) RIC Dave Allen	0408 309 206
Parks Victoria – Lysterfield, Churchill NP RIC John Goodman	0417 350 316
Parks Victoria – Back up Duty Ranger for all Parks (24 hrs)	131 963

Event Coordination Control Centre Wesburn

Location / Position	Numbers
Event Controller	5967 1761
Event Safety Coordinator – Control Centre	5967 2154
Event Logistics	5967 2389
Volunteer Coordinator	5967 1429
Event Results Coordinator	5967 2501
WICEN VK3ZNT SIMON	0418 190 637

Contact Information for Checkpoint Officials in Checkpoint descriptions.

Checkpoint 1 Site Diagram



Checkpoint 1 Information

Personnel

6.5	FRIDAY	0700 – 1330	Claus VK3AZE
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Location

Churchill National Park Picnic Area, Lysterfield South (Melways Ref 82,B 9)

Setup Notes

The checkpoint is an inlet in an asphalt car park. Tents are being used on the asphalt to house officials and WICEN. Unloading equipment from a vehicle is possible during checkpoint setup. Parking at the site is limited though should be controlled. The area is moderately treed though clear spaces exist above the checkpoint. There are bollards at the rear of the checkpoint which could be used to support an antenna mast or there is a grass covered clearing (not vehicle accessible) at the rear of the checkpoint tents. Take care with any cables leading from the rear of the tent as they may cause a trip hazard.

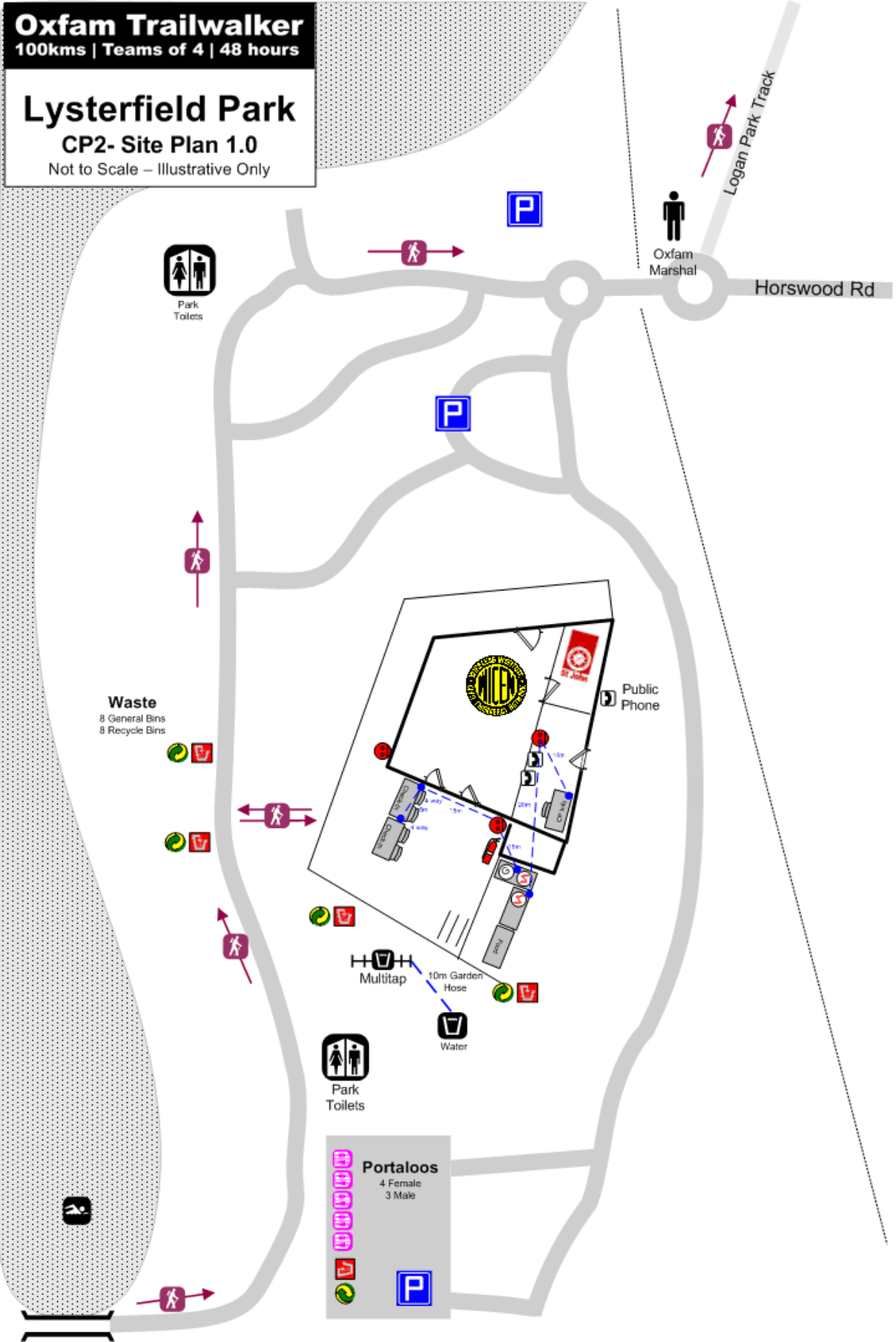
Key Times

Event / Activity	Day / Time
Checkpoint 1 opens	Friday 0700
Checkpoint 1 closes	Friday 1330

Checkpoint Coordinator

Fri 23-Mar 2007 6:00 AM	Fri 23-Mar 2007 2:30 PM	Henry Vuu	M: 0422 356 950
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Checkpoint 2 Site Diagram



Checkpoint 2 Information

Personnel

5	FRIDAY	0800 – 1300	Bruce VK3BMK	9754 5431
5	FRIDAY	1300 – 1800	Craig VK3XTB	9708 6936

Location

Lysterfield Lake Picnic Area, Lysterfield (Melways Ref 108 D2)

Setup Notes

The checkpoint is an education building down from the main parking area. Unloading equipment from a vehicle is possible during checkpoint setup. Parking at the site is limited though should be controlled. The area is moderately treed though clear air exists at some points. The area WICEN are setting up in is close to a window and doorway. Keys for the wind out window have been sought. Mains power is available though should only be used as a backup. There is an upright 1.5m pole 3m from the doorway where WICEN are located. This upright pole could be used for a lightweight antenna mast. Take care with any cables leading from the building to the outside for masts etc. as there is a public telephone box at the rear of the building that will most likely be used by competitors.

Key Times

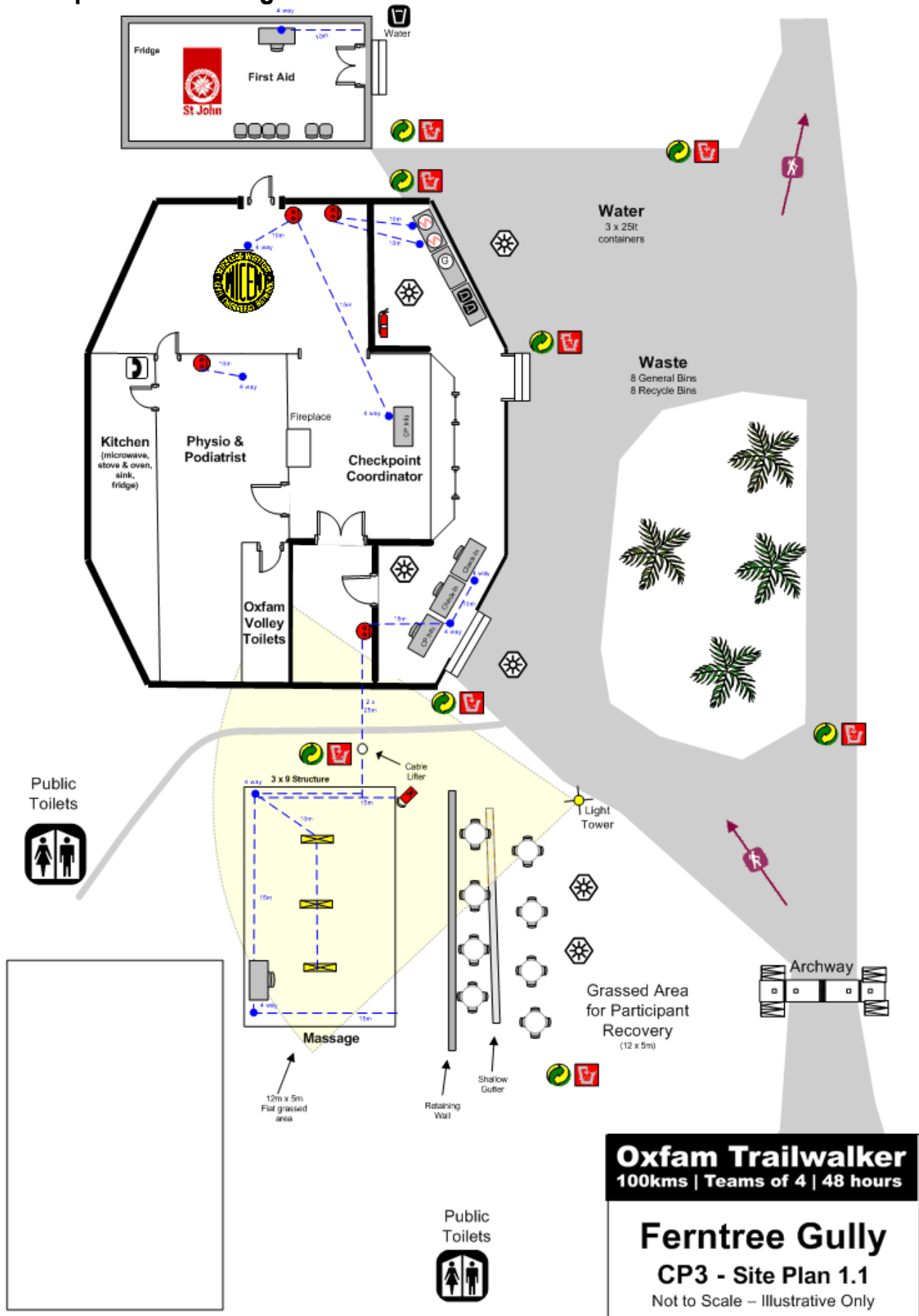
Event / Activity	Day / Time
Checkpoint 2 opens	Friday 0800
Checkpoint 2 closes	Friday 1800

Checkpoint Coordinators

Fri 23-Mar 2007 7:00 AM	Fri 23-Mar 2007 2:30 PM	Steven Cinquegrana	M: 0424 298 232
Fri 23-Mar 2007 2:00 PM	Fri 23-Mar 2007 8:00 PM	Rachel Hann	M: 0410 585 220

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 3 Site Diagram



Checkpoint 3 Information

Personnel

8	FRIDAY	0900 – 1700	Harold VK3EKG & Bob VK3BWZ	9712 0510
6	FRI/SAT	1700 - 0130	John VK3BAF	8502 8627

Location

Parks Victoria Education Centre Tremont (Melways Ref 74 H4)

Setup Notes

The checkpoint is an education building up from the main parking area (through the Arch). Unloading equipment from a vehicle is possible during checkpoint setup. The area WICEN are setting up in is close to a window and doorway. Keys for the wind out window have been sought. Mains power is available though should only be used as a backup. There is a clear area outside (on the back corner of the building) the door/window for a mast to be erected away from the suspended walkways surrounding the building. Take care with any cables leading from the building to the outside for masts etc. as they may cause a trip hazard, where possible run cables under walkways.

Key Times

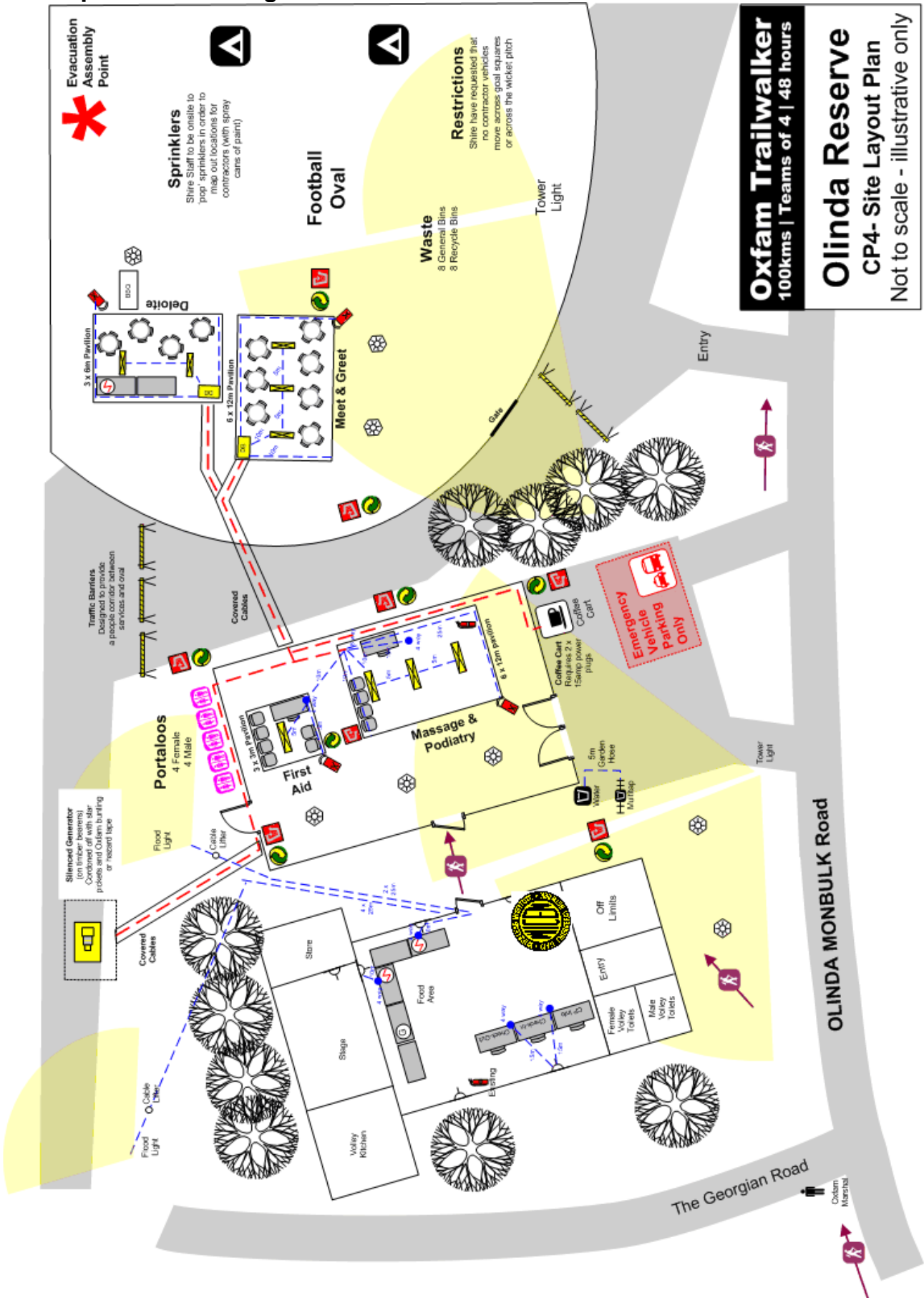
Event / Activity	Day / Time
Checkpoint 3 opens	Friday 0900
Checkpoint 3 closes	Saturday 1330

Checkpoint Coordinators

Fri 23-Mar 2007 8:00 AM	Fri 23-Mar 2007 5:00 PM	Danuato Krupko	H: 03 9363 1918
Fri 23-Mar 2007 4:30 PM	Sat 24-Mar 2007 1:30 AM	Kelly Newell	M: 0419 644 642

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 4 Site Diagram



Checkpoint 4 Information

Personnel

5.5	FRIDAY	0930 – 1500	Ian VK3DVO	9763 0565
9	FRIDAY	1500 – 2359	Ray VK3CRK	9459 5001
7	SATURDAY	0000 – 0700	Ian VK3DVO	9763 0565

Location

Olinda Reserve, Olinda (Melways Ref 66 J7)

Setup Notes

A new checkpoint located next to Olinda Reserve. The checkpoint is located within the Community Hall rather than the football/cricket club. WICEN are located near an open door with ability to setup a mast outside the door. I recommend a quick review of options to secure the mast and ensure no trip hazard occurs with cabling.

Key Times

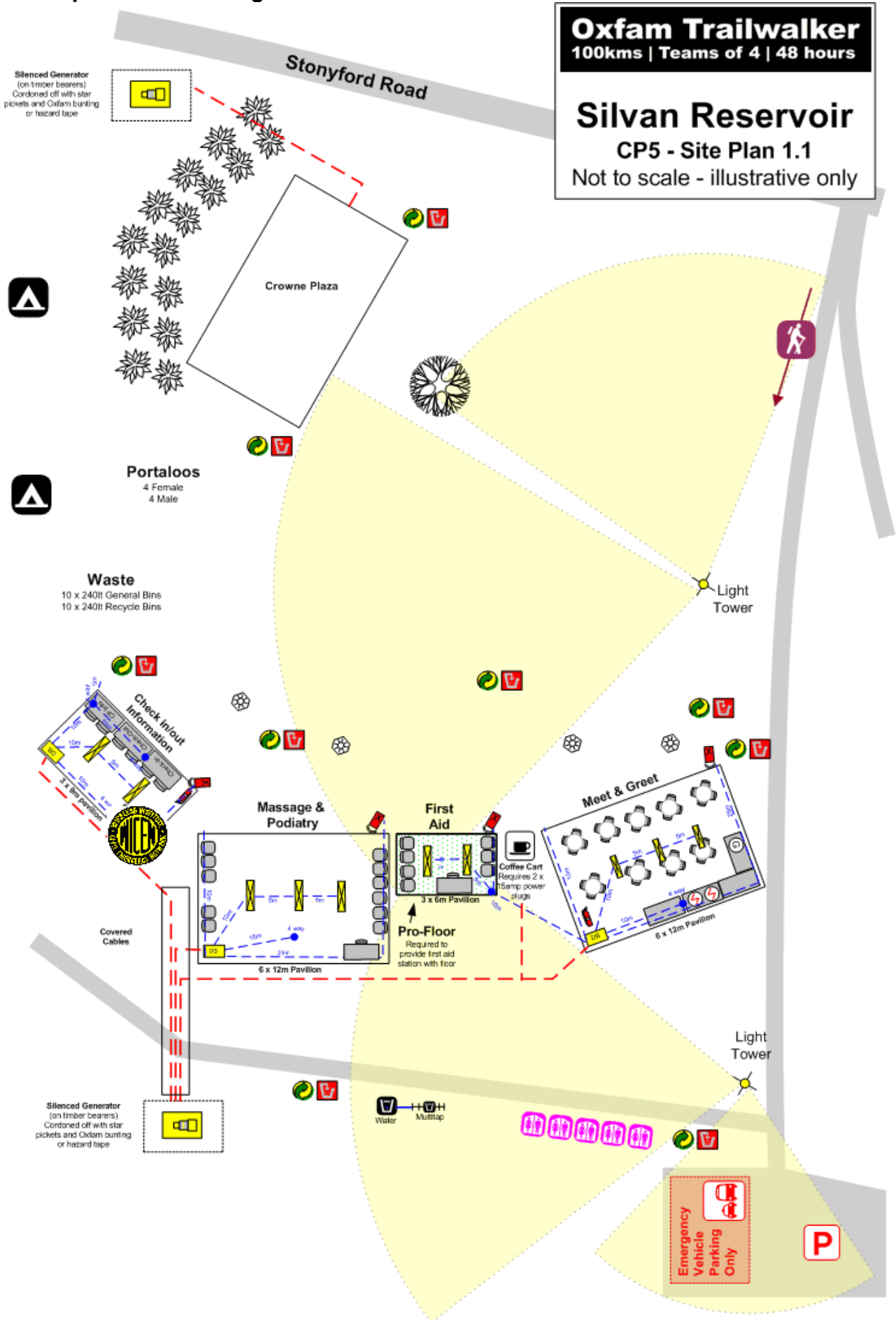
Event / Activity	Day / Time
Checkpoint 4 opens	Friday 1000
Checkpoint 4 closes	Saturday 0700

Checkpoint Coordinators

Fri 23-Mar 2007 9:00 AM	Fri 23-Mar 2007 6:00 PM	Nicole Rodger	M:0432 941 446
Fri 23-Mar 2007 5:30 PM	Sat 24-Mar 2007 2:30 AM	Emily McDonald	M:0421 014 757
Sat 24-Mar 2007 2:00 AM	Sat 24-Mar 2007 8:00 AM	Marcus Hoyne	M:0423 020 606

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 5 Site Diagram



Checkpoint 5 Information

Personnel

8	FRIDAY	1000 – 1800	Mark VK3ZR	5986 5779
6	FRI/SAT	1800 – 2359	Mark VK3XMU	9849 0501
7	SAT	0000 – 0700	Mark VK3ZR	5986 5779
6	SAT	0700 – 1300	Mark VK3XMU	9849 0501

Location

Sylvan Reservoir, Melways 120 G11

Setup Notes

A new checkpoint located at the lower car park (the next one down from the Dam wall section). Plenty of wide open space for Oxfam to locate themselves. Unfortunately the supplied site plan does not include any landmarks hence their exact position is unknown.

Key Times

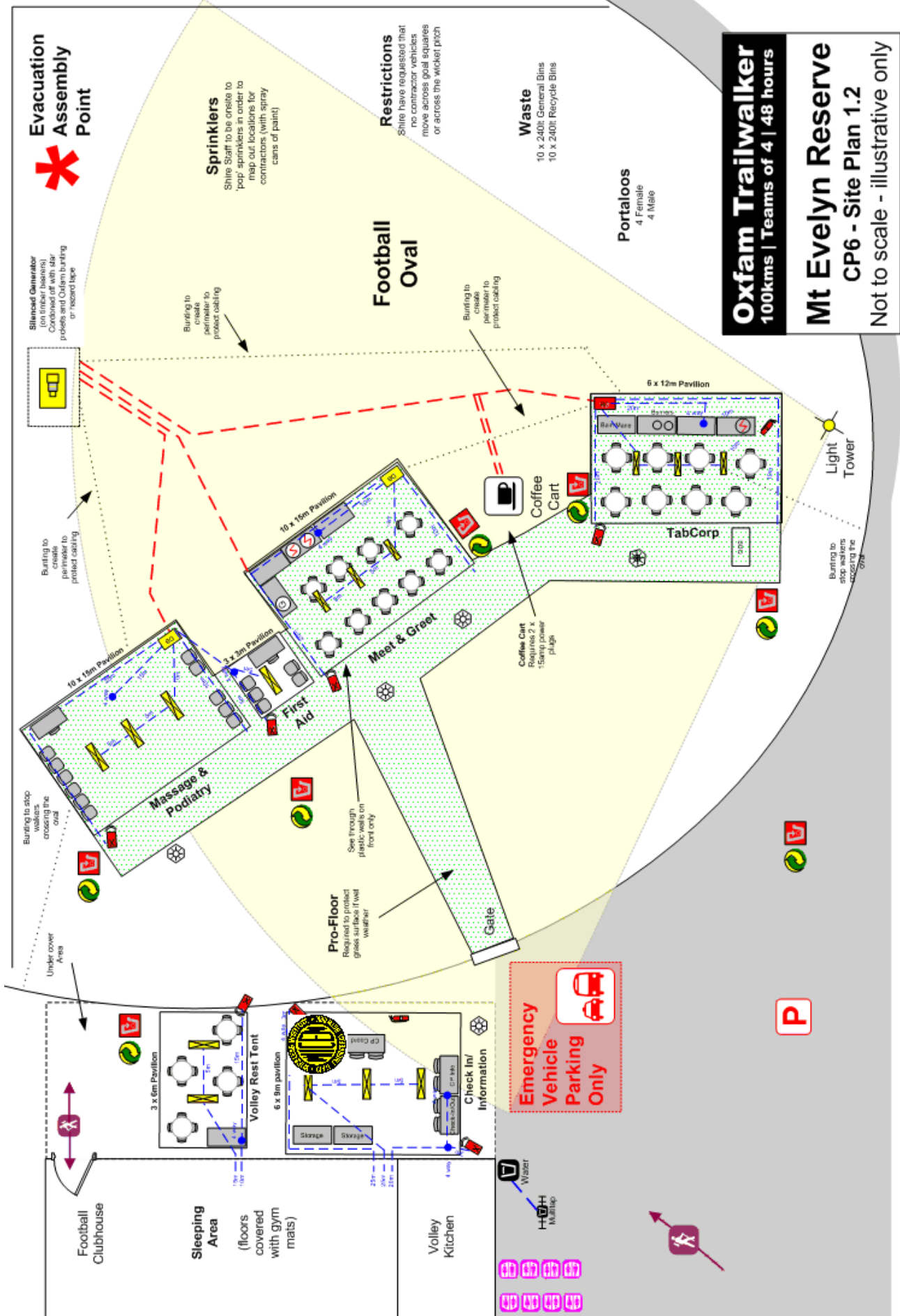
Event / Activity	Day / Time
Checkpoint 5 opens	Friday 1030
Checkpoint 5 closes	Saturday 1100

Checkpoint Coordinators

Fri 23-Mar 2007 9:00 PM	Sat 24-Mar 2007 11:00 AM	Aynslie Watson	M: 0405 633 456
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Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 6 Site Diagram



Checkpoint 6 Information

Personnel

8	FRIDAY	1100 – 1900	Gerard VK3GER	9773 6313
5	FRIDAY	1900 – 2359	Ian VK3YEA	5797 3118
8	SATURDAY	0000 – 0800	Gerard VK3GER	9773 6313
6	SATURDAY	0800 – 1400	Ian VK3YEA	5797 3118

Location

Mt Evelyn Reserve, Mt Evelyn (Melways Ref 120 B3)

Setup Notes

WICEN are located within a tent close the existing Mt Evelyn football/cricket club building. The building awning should provide opportunity to secure masting though care will need to be exercised in setting up HF.

Key Times

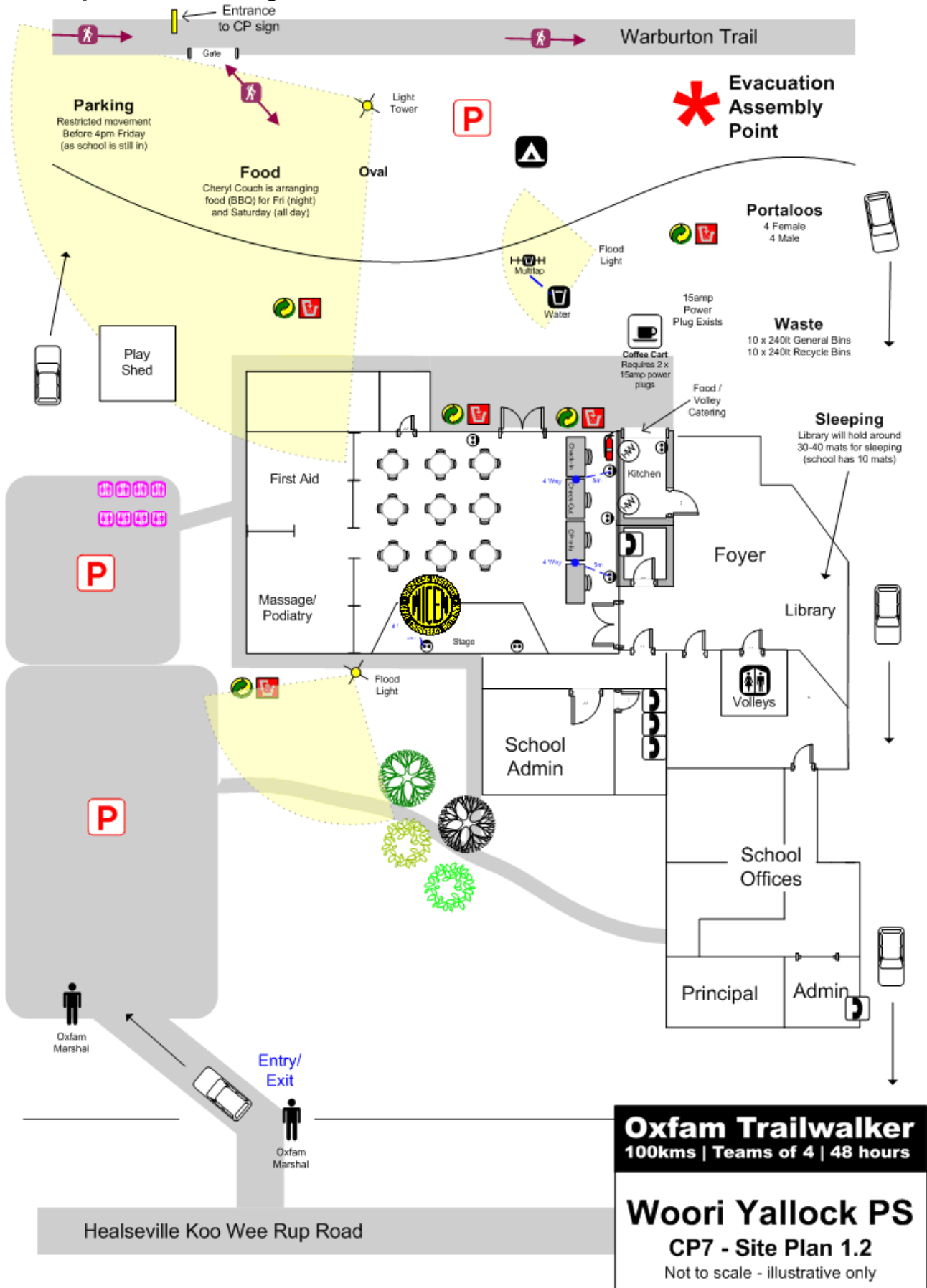
Event / Activity	Day / Time
Checkpoint 6 opens	Friday 1100
Checkpoint 6 closes	Saturday 1400

Checkpoint Coordinators

Fri 23-Mar 2007 10:00 AM	Fri 23-Mar 2007 5:30 PM	Patrick Witton	H: 03 5962 3836
Fri 23-Mar 2007 5:00 PM	Sat 24-Mar 2007 12:00 AM	Alan Colling	M: 0417 391 632
Fri 23-Mar 2007 11:30 PM	Sat 24-Mar 2007 7:00 AM	Marko Soltys	M: 0448 448 768
Sat 24-Mar 2007 6:30 AM	Sat 24-Mar 2007 3:00 PM	Michael Tabbacchiera	M: 0408 871 467

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 7 Site Diagram



Checkpoint 7 Information

Personnel

4	FRIDAY	1200 – 1800	Fred VK3JM	9801 4972
8	FRI/SAT	1800 – 0200	Ed VK3KUC	5831 2032
8	SATURDAY	0200 – 1000	Bruce VK3BMK	9754 5431
8	SATURDAY	1000 – 1800	Clause VK3AZE	9309 4462
4.5	SATURDAY	1800 – 2230	Fred VK3JM	9801 4972

Location

Worri Yallock Primary School, Worri Yallock (Melways Ref 286 F10)

Setup Notes

WICEN have been located in the a small room off to the side of the main area inside the hall. As with previous years care will need to be taken running antenna cables to the outside of the building.

Key Times

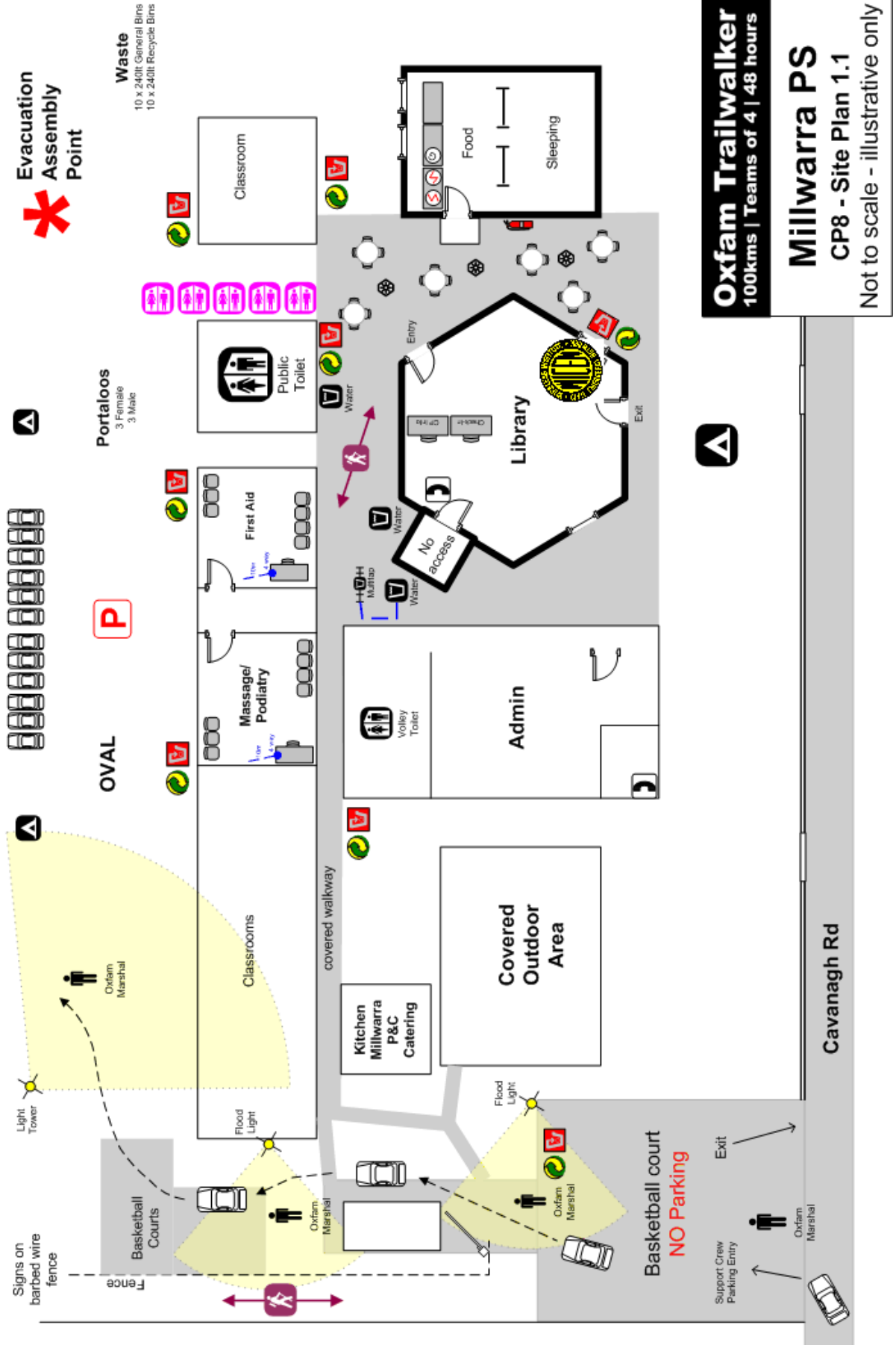
Event / Activity	Day / Time
Checkpoint 7 opens	Friday 1230
Checkpoint 7 closes	Saturday 2230

Checkpoint Coordinators

Fri 23-Mar 2007 12:30 PM	Fri 23-Mar 2007 8:30 PM	Wayne Peterken	M: 0408 299 986
Fri 23-Mar 2007 8:00 PM	Sat 24-Mar 2007 3:00 AM	Clifford Heri	M: 0425 853 251
Sat 24-Mar 2007 2:30 AM	Sat 24-Mar 2007 9:30 AM	Khanh Ha	M: 0423 034 865
Sat 24-Mar 2007 9:00 AM	Sat 24-Mar 2007 4:30 PM	Wendy Pawsey	M: 0418 866 869
Sat 24-Mar 2007 4:00 PM	Sat 24-Mar 2007 11:00 PM	Danuato Krupko	H: 03 9363 1918

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Checkpoint 8 Site Diagram



Oxfam Trailwalker
100kms | Teams of 4 | 48 hours

Millwarra PS
CP8 - Site Plan 1.1
Not to scale - illustrative only

Checkpoint 8 Information

Personnel

7.5	FRIDAY	1330 – 2100	Graeme VK3BXG	5149 7228
7	FRI/SAT	2100 – 0600	Trevor VK3HTL	5966 6212
8	SATURDAY	0600 – 1400	Graeme VK3BXG	5149 7228
8	SAT/SUN	1400 – 2200	Ed VK3KUC	5831 2032
9	SUNDAY	2200 – 0600	John VK3JJB	9802 1810

Location

Millwarra Primary School, Milgrove (Melways Ref 289 C4)

Setup Notes

This checkpoint is located in the library at the primary school. Attach mast to Basketball ring bracket (stepladder required) on west wall of library. The feed line can be brought through sliding window just around the corner towards the roadside of the library. Ask CP coordinators to move WICEN to west wall and obtain key to window lock. Mains power is available though should only be used as a backup. Take care with any cables leading from the building as they may cause a trip hazard.

Key Times

Event / Activity	Day / Time
Checkpoint 7 opens	Friday 1400
Checkpoint 7 closes	Sunday 0600

Checkpoint Coordinators

F

Fri 23-Mar 2007 1:00 PM	Fri 23-Mar 2007 9:00 PM	Chris Roberts	M: 0410 214 454
Fri 23-Mar 2007 8:30 PM	Sat 24-Mar 2007 4:30 AM	Steven Vivian	M: 0407 311 580
Sat 24-Mar 2007 4:00 AM	Sat 24-Mar 2007 12:00 PM	Cameron Tampion	M: 0418 310 464
Sat 24-Mar 2007 11:30 AM	Sat 24-Mar 2007 7:30 PM	Queenie Ang	M: 0434 131 483
Sat 24-Mar 2007 7:00 PM	Sun 25-Mar 2007 3:00 AM	Jane Thomson	M: 0406 382 756
Sun 25-Mar 2007 2:30 AM	Sun 25-Mar 2007 7:00 AM	Cassie Burke	M: 0403 919 908

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Finish Site Diagram



Finish Information

Personnel

12	FRI/SAT	1700 – 0500	Col VK3BLE	5149 7228
7	SATURDAY	0500 – 1200	Dirk VK3FPAJ	9879 8384
8	SATURDAY	1200 – 1800	Ray VK3CRK	9459 5001
8	SAT/SUN	1800 – 0100	Mark VK3ZR	5986 5779
9	SUNDAY	0100 – 1000	Col VK3BLE	5149 7228

Location

Mt Donna Buang Summit, via Warburton (Melways Ref 612 S2)

Setup Notes

WICEN are located in a tent on the Wesburn oval. As with other tent installations a free standing mast can be site behind the tent allowing cabling to exit under the tent.

Key Times

Event / Activity	Day / Time
Finish opens	Friday 1700
Finish closes	Sunday 1000

Checkpoint Coordinators

Fri 23-Mar 2007 3:00 PM	Fri 23-Mar 2007 11:00 PM	Danielle Maxfield	M: 0409 193 464
Fri 23-Mar 2007 10:30 PM	Sat 24-Mar 2007 6:30 AM	Troy Williamson	M: 0409 791 996
Sat 24-Mar 2007 6:00 AM	Sat 24-Mar 2007 2:00 PM	Joanne Osborne	M: 0407 807 338
Sat 24-Mar 2007 1:30 PM	Sat 24-Mar 2007 9:30 PM	Alan Colling	M: 0417 391 632
Sat 24-Mar 2007 9:00 PM	Sun 25-Mar 2007 5:00 AM	Jim Gronbach	M: 0408 997 186
Sun 25-Mar 2007 4:30 AM	Sun 25-Mar 2007 11:00 AM	David Poirier	M: 0425 725 441

Operators on second and subsequent shifts should ask the previous operator to introduce them to the current checkpoint coordinators.

Net Control Information

Personnel

9.5	FRIDAY	0630 – 1600	Simon VK3ZNT	John VK3ZRV
1	FRIDAY	1600 – 1700	Simon VK3ZNT	Don VK3DON
7	FRIDAY	1700 – 2359	Peter VK3KTS	Don VK3DON
2	SATURDAY	0000 – 0200	Peter VK3KTS	John VK3ZRV
6	SATURDAY	0200 – 0800	Bruce VK3UV	John VK3ZRV
2	SATURDAY	0800 - 1000	Bruce VK3UV	Simon VK3ZNT
7	SATURDAY	1000 – 1700	Simon VK3ZNT	Peter VK3KTS
8	SAT/SUN	1700 - 0100	Bruce VK3UV	John VK3ZRV
9	SUNDAY	0100 - 1000	John VK3BAF	Mark VK3XMU
3	SUNDAY	0700 - 1000	Simon VK3ZNT	

Location

Wesburn Combined Emergency Services Centre, Warburton Hwy, Wesburn

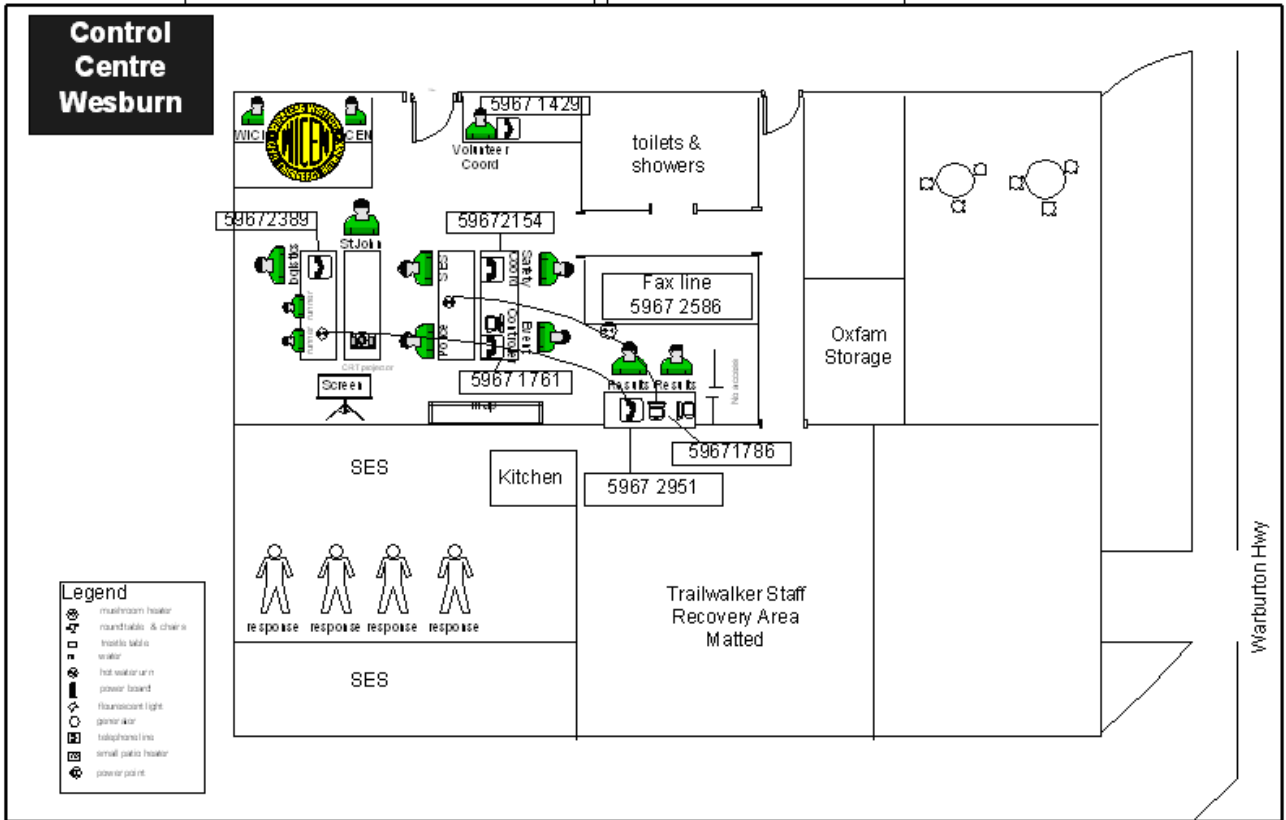
Key Times

Event / Activity	Day / Time
Control Centre opens	Friday 0600
Control Centre closes	Sunday 1100

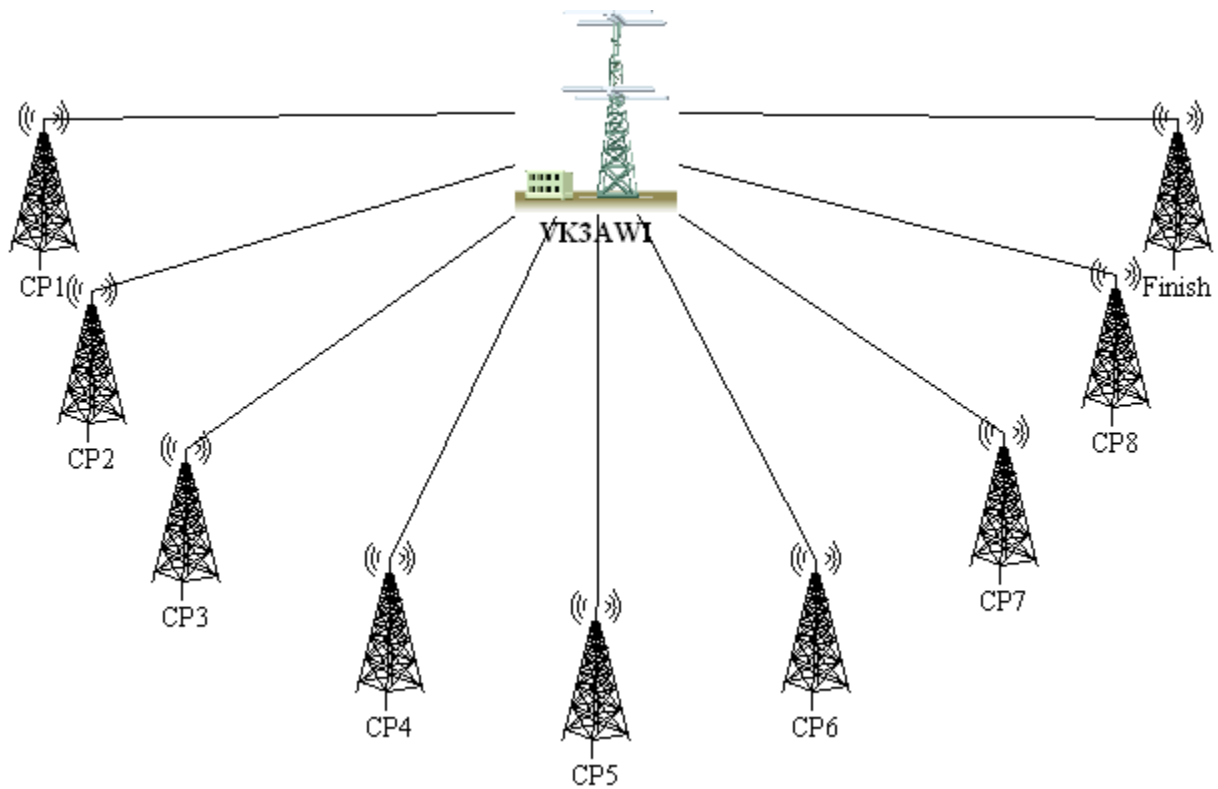
WICEN operators may briefly visit the Net Control Station (particularly to submit log sheets & message forms), but congregation, loud conversations and laughter is undesirable and will hinder efficient NCS operation.

Phone Lines Note: both results lines require additional cable to reach socket.

Phone Lines Note: Spare line for St John is 5967 2501



Appendix 1 Network Diagram



All stations should be capable of operating on the following frequencies:

- 147.300 Mhz Simplex
- 147.175 Mhz Duplex +ve offset
- 147.075 MHz Duplex +ve offset
- 7.075 Mhz
- 3.6 Mhz

Appendix 2 WICEN Newsletter Log Keeping Article

WICEN Log Keeping Requirements

Adapted from an article by David Harris VK3SV published in the August 1996 WICEN (Vic.) Inc. Newsletter

A good log should show your activities from the moment you commence operating your field station until you are given permission to close. That means it should contain virtually everything. The log should contain things like the following:-

1. The time of your first transmission to AWI and the allocation of your call sign. At this stage, the control station should give you a time check.
2. Details of all formal messages received and transmitted. It is not necessary to write the entire message in your log, simply the serial number of it. It could be helpful however to write a brief precis of the message for future reference.
3. In many training exercises, particularly car rallies, there are very few formal messages passed so your log should show a record of the informal messages passed. If we are required to transmit car numbers as they pass, it would be sufficient to log the first car - and then the last.
4. Should any event occur, even if you do not transmit the fact, you should consider logging it. Might seem insignificant but you could log, " Started to rain". Later, that might be very important.
5. As a general rule, I think it is safe to say, "If in doubt - log it!".
6. The time when you are given permission to close.
7. And, MOST IMPORTANTLY, when you are finished for the day, the log must be given to the Event Commander. If this is not practical, put it in an envelope and post it. Why? Because all the paperwork for an activation or a training exercise is filed away in case we are ever required to justify our actions.

There are many kinds of log sheet available - I am still using those which were prepared for the Great Bike Ride in 1993 - but that does not matter, any will do. And, if you do not have a proper log sheet, improvise!

We have not yet been required to front up in a court of law to explain our actions but, if we ever should, our log sheets will be of considerable assistance.

Appendix 3 Change List

V0.1 – V1.0

Corrected NCS roster p26

Corrected CP7 roster p21

Inserted quotes from Oxfam Operations Manual

Inserted Checkpoint Coordinators

Removed unused headings

Corrected Contents