



**27 April 2008**

## **Amateur Radio Operator Briefing Sheets**

This package contains information for the radio operators supporting the Groton Road Race. The package consists of the following:

- General briefing notes for all Amateur radio operators.
- Specific task and check point briefs.
- Frequently Asked Questions
- Maps of the courses, showing checkpoint locations.

### **General Notes**

- **NCS is setup in the parking lot at 308 Main St, next to Worker's Credit Union.** T-shirt, course maps, and this handout are available there. You may pick up your T-shirt after the race if you prefer.
- **A Police Briefing is scheduled in the Worker's Credit Union parking lot at 10:30.** We would like as many radio operators with course assignments to be at this meeting as possible, but if you cannot make it at that time it's not a problem. Please park in the lot where NCS is rather than the Credit Union parking lot, which will be full of cruisers.
- **There will be four NETs run during the event:**
  - **Organizational net** on F1 - **146.490 Mhz simplex**
  - **Course health and safety net** on F2 - **147.345 MHz, + offset, PL 100**
  - **Parking net** on F3 - **145.550 MHz simplex**
  - **Finish line** on F4 - **147.500 MHz simplex**
- Keep in mind that many of you will be on the course itself.  
**Observe road safety rules.** We don't want to be calling for assistance for one of our own.
- For those working with Team captains, Sunday's activities start at 09:00 AM at the Florence Roche School.
  - **Parking team meet your team captain at 09:15 in front of the Florence Roche school.**
- Those working the course should be at their assigned checkpoint no later than **20 minutes before the event.**
  - Race Start Times are 11:50 AM 5K and 1:00 PM 10K; your **in-position times are 11:30 and 12:30** respectively.
- Parking is at Deluxe (formerly NEBS) unless you arrive as part of the early morning crew. Very limited parking for early starting volunteers is available at the school, but if you need to leave before the end of the 10k you should *not* use the school lot.
- Remember to bring:
  - Warm clothes. It could get cold! Foul weather gear according to the forecast; the race does run in the rain. If it is a bright and sunny day (yes, that does also occur) sunblock is recommended.
  - Radio and extra batteries for your radio.
  - Food and drink while on course.
  - Orange safety vest and hat if you have them. We will have orange vests if you do not have your own.
- **Tactical call signs** will be used during the event. If you are active you should identify with your callsign at 10 minute intervals and at the end of the communication. If the frequency is quiet Net Control will conduct roll calls at appropriate intervals. If you don't hear any activity for an extended period check your radio.
- Road closing and re-opening is decided by the Police Command based on overall race conditions. *This is **not** a local decision at each intersection.* NCS will relay instructions regarding road closing and re-opening as that information becomes available.  
**Do not ask the Net if you may open a road; the answer is 'no' until we are told otherwise.**
- Review any specific tasks you will be expected to do at your checkpoint.

**If you have any questions, please ask Net Control; Stan KD1LE or Ralph KDISM**

## **Organizational Net – F1:**

The organizational net provides communications between the race organization team captains, enabling them to coordinate their activities. This net runs as an uncontrolled net with stations calling the requested party directly. Stations pass traffic or allow the team captains to talk directly with each other while under the control of the radio amateur. Net control is available to assist but will not be taking a controlling role in the net. Control is distributed among the stations and normal operational practices should be observed.

## **Parking Net – F3:**

- Provide communications among the various members of the parking team split between Deluxe and the school.
- Provide communication between Deluxe parking and the Race organizers. Net Control will be monitoring.
- Report status of people waiting for transport to the school.

*The Parking Team will stand down just before the start of the 10K race. You should then move to your assigned 10K checkpoints.*

## **Finish Line – F4:**

One operator will be stationed on Champney Street at the back entrance to the school ground and will relay numbers to the finish line announcer so they can lookup names before runners cross the finish line.

## **Course Health and Safety Net – F2:**

### **Start**

- Provide communications for the Start Team Captain.

The actual start coordination will be done by the Race Director, insuring the following:

- During the Start of the 5K and 10K races, drive the "Start check list". Most important is the handshake with Police Command to ensure that the course is clear of traffic before the race starts. The starter must not start the race until the road is closed and Police Command gives the go-ahead!
- Provide the Start time mark to all personnel on the course. The actual start will be announced over the air.

### **Start Check List**

#### **Time**

**T-10** Check Finish line status  
EMT Status

**T-05** Final course check off with radio hams

**T-03** Inform Police of readiness to start

DO NOT CONTINUE until confirmation is received from Police Command that the road is closed!

Road is closed

**T-01** Bring runners to start line

**T-00** Start race.

### **Police**

- Provide communications between the race net and the Police Command.
- Provide communications between the Police Command and the Police personnel assigned to the checkpoints for the race. There are a lot of officers from other departments and towns and they all cannot communicate with each other. Tasks include start coordination, closing and re-opening roads, and keeping Police in touch with events and with each other.

## **5K and 10K checkpoint notes**

The Tot's Trot and 2Km are run on the school grounds. We do not provide communications for these events.

The **5 Km** race is run on the road and starts shortly after the 2K.

The **10 Km** race begins shortly after the 5K runners return. All checkpoints on the 5K remain at the same positions for the 10K except checkpoints 7a and 4a, which we may secure early depending on the needs of the uniformed officers at those locations. Our primary tasks for all races is to provide communications for the **HEALTH and SAFETY** of the participants in the event.

## Checkpoint Tasks and notes

- All checkpoints and Police Command operate on F2 “Course health and safety net”.
- Introduce yourself to the nearest course Marshals and Police officers. All road intersections will have a uniformed officer. These officers come from a variety of agencies. Many of their radios do not interoperate; you are their communication with the Police Command. If you have not located your uniformed officer by T-10, inform NCS. **Some checkpoints might not have a uniformed officer on site at the start of the race; some officers will rotate onto the checkpoints as the race progresses.**
- Be aware of your own safety; don't play in the traffic. Stay out of the way of the runners.
- Be aware of activities on the course and be prepared to call in any emergencies to Net Control.

## Traffic from Police Command

The Police Command will be announcing road closures and re-openings. Relay these to the officers detailed to your checkpoint.

## What to do in an emergency

We have been very lucky so far in the Groton races, with no call for emergency medical assistance on the course to date. This is only good luck....

- **Runner Down**
  - Keep calm, assess the situation, get your details together in your mind.
  - Take a deep breath.
  - Call... “Net control, Emergency at checkpoint XX”.
  - Wait for acknowledgment. If none comes, repeat call.
  - Report Status, and respond to requests for additional information.
  - Stay with the runner until assistance arrives.
  - Stay alert to other events.
  - Keep calm.

## Special Instructions for 5K

**Checkpoint 27 and Checkpoint 28:** You will see the 5K runners twice; once on their way out and again as they approach the finish. You may wish to adjust your position slightly between these two events. This year we expect Hollis Street to be closed to traffic in both directions during both races.

## Special Instructions for 10K

**Checkpoints 1 through 10:** After the end of the race passes checkpoint 10 Police Command will give instructions to re-open Main Street. We do not know at this time which if any of those positions will be permitted to secure before the finish of the 10K race. Although traffic will be permitted on Main Street, Hollis Road will be closed and thus traffic on the cross streets will need to be controlled. All our instructions will be relayed from Police Command.

**Checkpoints 15 and 16:** Traffic will be allowed to move between Gay Road and Route 40 during the race. The Police will be instructing drivers to use one side of the road. These two locations may have difficulty reaching the 147.345 repeater. We are making arrangements that we believe will allow handhelds to work over the entire course but please bring mobile antennas and radios capable of 50watts output for these two locations. Also, be prepared to monitor the repeater input frequency in the event that you need to communicate with each other. NCS will be monitoring both the repeater input and the repeater output and will relay between you if needed.

## **Frequently Asked Questions**

- Parking / Bus information / Special Parking:
  - All parking will be at Deluxe except for handicap parking and race volunteers who arrive very early. After the races all runners are directed to Florence Roche where shuttle buses will run to Deluxe until 3:30 PM.
- Lost Children / Clothing:
  - See main PA announcer on the track behind the School
- Result Postings:
  - Next to main PA announcer and later on the Internet at [www.coolrunning.com](http://www.coolrunning.com) and [www.grotonroadrace.com](http://www.grotonroadrace.com)
- Trouble / Information Desk location
  - Located in a Squannacook River Runners tent in the middle of the track behind the school.
- Road Opening (commonly asked by impatient drivers stuck on a crossroad):
  - Road closing and re-opening is decided by the Police Command based on overall race conditions. *This is not a local decision at each intersection.* NCS will relay instructions regarding road closing and re-opening as that information becomes available.
  - Please do not call NCS for information unless you need to do so to appease an angry driver. NCS will respond to your queries with a pro-forma "Police are still keeping the course closed."
  - Emergency vehicles needing to cross the course require special handling. Inform NCS of the presence of any vehicle claiming to have an emergency and ask for instructions if the uniformed officer at your location requests instructions. Emergency personnel such as doctors and nurses operating non-emergency vehicles may be asked to present identification to your uniformed officer if there is any doubt.
- Net Control is setup in the parking lot at 308 Main Street, just east of Worker's Credit Union. T-shirts may be picked-up there before the 5k race or after the 10k race.