



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 next to the playground behind the Groton Library, 99 Main St.
- A Police Briefing for Marshalls and Radio Operators will be held behind the Library at 9am. We would like all radio operators with course assignments to be at this meeting. There should be sufficient parking behind the library.
- There will be a single NET run during the event:
 - Primary frequency **147.345 MHz, + offset, PL 100 (N1NC[N1MNX], Pepperell)**
 - Backup frequency **147.345 MHz simplex, PL 100**

Headsets are recommended but in any case **be sure VOX is NOT enabled**. It is also a good idea to lock your keypad, though also be sure you know how to unlock it quickly should you need to change frequencies. **Stubby duck antennas are also not recommended.**

- 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 08:00 AM at the Groton Hill Music Center, 122 Old Ayer Road.
- Those working the course should be at their assigned **course checkpoint no later than 09:45**.
 - Race Start Times are 10:20 AM for both the 5k and 10K
- Per the [Road Race Site](#), "limited parking" is available at the Music Center. Also note from that site:

"No vehicles will be permitted to EXIT the Groton Hill Music Center lot while the 2k race is in progress (from 9:25 to 9:55). Also, the lot will be closed to ALL incoming/outgoing traffic from 10:10 to 10:30. If you plan to exit the lot between the 2k and 5k/10k races, please be aware of this timetable."

- Remember to bring:
 - Weather-appropriate clothes. The forecast for Sunday is cloudy with a small chance of raining but be prepared for something else. Foul weather gear is recommended according to the forecast; the race does run in the rain. If it is a bright and sunny day sunblock is recommended.
 - Radio and extra batteries for your radio.
 - Food and drink while on station; you'll want to stay hydrated.
 - Orange safety vest and hat if you have them. We will have safety vests at NCS 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.* Police Command and 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 by Police Command.
- Review any specific tasks you will be expected to do at your checkpoint.

If you have any questions, please ask Net Control; John KK1X or Skip K1NKR

Organizational Communications:

The communications assistants (CAs) for the race organizers provide communications between the race organization team captains, enabling them to coordinate their activities. Organizer CAs may call the requested party directly if the frequency is clear. 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 generally not be taking a controlling role for these communications. Control is distributed among the stations and normal operational practices should be observed.

Course Health and Safety:

Start

- Provide communications for the Start Team Captain.

The actual start coordination will be done by the Race Director, assuring 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. There will be three Course Clocks; the radio operators stationed nearest those clocks will need to make sure the clock operator hears the starting mark over the air.

Start Check List

Time

T-10	Check Finish line status EMT Status
T-05	Final course check off with radio hams assigned to checkpoints
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 nets and the Police Command.
- Provide communications between the Police Command and the Police personnel assigned to the checkpoints for the race. There are officers from other departments and towns and their radios cannot all communicate with each other. Tasks include start coordination, closing and re-opening roads, and keeping Police in touch with events and with each other.

Checkpoint Tasks and notes

- Introduce yourself to the nearest course Marshals and Police officers. Road intersections will have a uniformed officer. These officers come from a variety of agencies. Many of their radios may not interoperate; you are their communication with the Police Command. If you have not located your uniformed officer by T-10, inform NCS.
- 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.
- Stations closest to the mile markers may be asked to report the three lead male and female runners. We don't have enough time for every checkpoint to report, so please don't try unless you are asked by NCS.

Traffic from Police Command

The Police Command will be announcing road closures and re-openings. Relay these to the officers detailed to your checkpoint. Frequently Police Command will be giving these instructions in person to the officer; if you receive those instructions from Police Command in person you may inform NCS.

What to do in an emergency

We have been very lucky so far in the Groton races, with no call for significant 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.

Frequently Asked Questions

- Parking:
 - Radio operators along the course may park near your assignments. There should adequate space out of traffic at your position. Do not allow your vehicle to intrude onto the course (road).
- Lost Children / Clothing:
 - See main PA announcer at Finish.
- Road Opening (commonly asked by impatient drivers stuck at an intersection):
 - **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.** Information signs are posted around town a week in advance; there's no good reason a local will not have known about the Race.
 - Please do not call NCS for road reopening 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." Feel free to turn up the volume for that impatient driver to hear the reply.
 - Emergency vehicles needing to proceed on or across 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 next to the parking lot at the playground behind the Groton Public Library at 99 Main Street.
- Lunch for volunteers? Probably not. The race start times were moved earlier in the morning in 2018 as participants asked to be able to finish in time for other afternoon activities. Volunteers are urged to bring sufficient hydration for the duration of the event.

Other Race details may be found on the Groton Road Race Web site: <http://www.grotonroadrace.com/>



Runners pass NCS in the 2015 Groton Road Race

First and Finally ...

Thank you for
volunteering your time,
skills, and equipment.

The Groton Police
Department and the Race
organizers deeply
appreciate the assistance of
the Amateur Radio
community for this event.