

**United Radio Amateur Club's
Los Angeles Maritime Museum
Station**

K6AA

Operations Manual

Welcome to the United Radio Amateur Club's station, K6AA. As the club and the station are guests of the City of Los Angeles and the Los Angeles Maritime Museum, it is prudent to document some basic tenets to assure members, visitors and our host all derive maximum benefit. All should remember that access to and operation of the station is a privilege extended to qualifying club members and is not a right of membership. Compliance with the policies in these guidelines will allow operators to retain that privilege.

PURPOSE:

The primary purpose of the station in the museum is to interface with the public. This interface allows demonstrating and educating on the various aspects of the Amateur Radio Service and why the Federal Communications Commission and international law charter its existence. Additionally, operators are encouraged to become knowledgeable about and explain the role communications technologies play in the maritime service, both past and present.

Concurrent with operation of the station's equipment, operators should be constantly aware of the presence of visitors to the museum. Whenever possible, it is desirable that operators strike up a conversation with these guests. When more than one operator is in the station, it is suggested that at least one take on the initiative of public interaction while the other(s) engage in operations.

DRESS CODE:

To maintain an acceptable image for the club and the City of Los Angeles, operators are to maintain a well-groomed appearance, good personal hygiene and to ensure their attire is not offensive or controversial. Tank tops, shorts and flip-flops are examples of unacceptable attire. Operators are to wear their LAMM volunteer or club (URAC) badges as a means for both the museum staff and the public to identify them as authorized personnel.

HOUSEKEEPING:

As the station is under constant view of the public and museum staff, its appearance is to be maintained as uncluttered and professional. The operating console should contain the basic needs and little else. The use of post-its, taped notes to equipment and the like are discouraged. The bulletin board or equipment log is to be used to communicate information. Insure that the station is left in the manner you would deem appropriate if you were coming in to assume a shift.

The museum staff will place incoming mail in the K6AA box in the Volunteer Coordinator's office. The station manager or trustee will collect this mail periodically. He or she will distribute the mail to the individual or cognizant club officer. Others are to refrain from becoming involved in this process.

To maintain the preferred image, food not be eaten in public view. The consumption of drinks is considered appropriate. Insure waste is properly disposed of.

OPERATORS:

As our operators are volunteers within a Los Angeles Department of Recreation and Parks facility interacting with children, they must be registered and fingerprinted. Operators are to obtain an application form from the Station Manager or Station Trustee. Insure that this has been signed by the Museum Director and indicates that the volunteer assignment is indicated as "Radio Club" at the L.A. Maritime Museum. Upon completion of the application (see attached sample), contact the Live Scan site at (310) 548-7580 to make an appointment to be fingerprinted. Do not attempt to be fingerprinted without an appointment. At the time of your appointment, take your completed application and photo ID to:

Peck Park
560 N. Western Avenue
San Pedro, CA
(Park office hours: M – F 9:30 AM to 4:30 PM)

Upon completion of the scan, the Live Scan operator will retain the white original of the triplicate application form. The K6AA operator is to return the pink and yellow copies to the LAMM where they are to be turned in to the Volunteer Coordinator or Museum Director.

All control operators must be URAC members licensed in the Amateur Radio Service by the FCC, be familiar with applicable part 97 regulations and have been qualified on station equipment by the station manager or his or her delegate. Control operators, as defined in the FCC regulations, are reminded that they may only operate up to and including the privileges granted them under their current FCC license. All operators must have a current copy of their license in their possession while operating.

Visitors licensed in the Amateur Radio Service may operate the station under the auspices of a properly licensed URAC control operator.

All operators are requested to log in and out of the station in the duty logbook. This allows adequate tracking should legal or security questions arise and meets the requirements of the City's volunteer program.

In the unlikely event that any person suspects that operation of the station was in violation with applicable FCC or international regulations, it is that person's obligation to provide a *written report* to the station trustee.

Operators opening the station should power up all radio systems at the switches at the right end of the console position. The closing operator should minimize all volume controls and power down the radio station equipment in reverse of the above. *Do not power down either of the two computers.*

LAMM STAFF INTERACTION:

As guests of the City and the museum, all URAC members and guests are to conduct themselves accordingly. Club issues, disputes, suggestions, complaints, ideas or commitments should not be interfaced with LAMM staff. All are to route related issues to the appropriate URAC officer, station manager or station trustee.

The City maintains and is responsible for the security of the museum and the legal operations therein. To support this all operators are to:

- Wear their LAMM volunteer or URAC badge
- Maintain their FCC license in their possession
- Operate under the terms of their license when operating as a control operator
- Not interfere with designated security personnel
- Follow the instructions of museum staff

TECHNICAL ISSUES:

In the event of any technical difficulties with any and all station equipment, provide detailed information in the station's Equipment Log. If the problem represents a safety or total inoperability issue, contact the station manager as soon as possible. If he or she is inaccessible, contact the station trustee.

STATION MANAGER:

The station manager will attempt to coordinate with URAC members to schedule operators for all hours that the museum is open to the public. All members desiring to operate K6AA from the museum are to contact the station manager to sign up and receive initial familiarization.

The station manager will insure that a station logbook(s), equipment logbook and duty logbook are available and that all operators are briefed on their usage.

The station manager will coordinate with the station trustee to arrange all special event or portable operations utilizing K6AA.

The station manager will solicit a QSL manager from the club membership to insure requests for K6AA QSLs are answered. QSLs related to a special event or portable operation will be coordinated with the event chairperson and the station trustee.

STATION TRUSTEE:

The club officers shall nominate and approve a URAC member to be the trustee of K6AA. The official mailing address of K6AA shall be the same as the Los Angeles Maritime Museum. The member assigned as the station trustee must accept the responsibilities as published in Part 97 of the FCC's regulations. He or she must ensure that all mail or correspondence of a legal or regulatory nature is expeditiously addressed. All requests for the utilization of K6AA at locations and events outside of the LAMM must be routed to, documented by and approved by the station trustee.

K6AA Control Operator Certification

The undersigned has read and agrees to abide by the tenants contained in the K6AA Operations Guidelines in exchange for the privilege to operate the club station of the United Radio Amateur Club located in the Los Angeles Maritime Museum. When familiarized with the indicated and signed off requirements, the member is considered qualified and granted the related privileges.

Name: _____

Signature: _____

Call sign: _____ **License Class:** _____ **Expires:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone #: _____

E-mail address: _____

Familiarized with K6AA...

- | | | |
|---------------------------------------------|------------------|--------------------|
| 1. HF equipment - | By: _____ | Date: _____ |
| 2. VHF equipment - | By: _____ | Date: _____ |
| 3. Antennas - | By: _____ | Date: _____ |
| 4. Accessories - | By: _____ | Date: _____ |
| 5. Computer and digital modes - | By: _____ | Date: _____ |
| 6. Packet - | By: _____ | Date: _____ |
| 7. Administrative requirements - | By: _____ | Date: _____ |
| 8. Watch Bill / Operating Schedule - | By: _____ | Date: _____ |
| 9. Introductions to museum staff - | By: _____ | Date: _____ |
| 10. QSL procedures - | By: _____ | Date: _____ |

