

# ARCC-Inc. Repeater and Link Coordination Policy Changes To become effective January 1, 2016

## Definitions and Policies for Current and New Types of Coordinations and Holders

### Repeater

- ARCC defines a repeater as any device or devices that receive, optionally process and retransmit a signal originating from an amateur band to an amateur band. Repeaters, as defined, utilize at least two frequencies: One or more receive frequencies and one transmit frequency. Repeaters that transmit on more than a single frequency require coordination for each transmitter or frequency used.
- NOTE: RF Links are not considered to be a repeater unless user access is provided via a link receiver but, if such RF links occupy two frequencies in the same band, one receive and one transmit, said links will require coordination as a repeater.

### Repeater or Link Coordination

- Repeater or Link Coordinations issued by ARCC-Inc. are Limited Grants of Repeater or Link Coordination as described in 47CFR Part 97.3 (a) (22).
- All coordinations granted by ARCC-Inc. remain the property of ARCC-Inc.
- ARCC ARCC-Inc. issues coordinations to applicants solely based on our calculations of the likelihood of harmful interference (47CFR Part 97.3 (a) (23) & CFR47 Part 97.205 (c)) to other coordinated repeaters and links.
- By accepting our Limited Grant, Coordination Holders (Grantees) agree to fully abide by all ARCC-Inc. Policies in all respects and at all times.
- ARCC ARCC-Inc. reserves all rights under its Policies revoke Coordination Grants based solely on our determination of conformance or lack of conformance to the terms of the Grant.
- Coordinations are issued to a named Coordination Holder (Grantee) and may not be sold, bartered, willed, assigned or assumed by power or proxy. This is a condition of Grant and is neither revocable nor negotiable.

### Dismissed

- A coordination application is Dismissed when it is:
  - Incomplete
  - Signed or Submitted by other than the approved means
  - Signed by other than the approved person (coordination holder)
  - Submitted in other than good faith

### Rejected

- A coordination application is Rejected when it:
  - Contains misleading or incorrect data
  - Is technically flawed
  - Proposes operation(s) outside coordination policy limitations

### Frozen

- A coordination is Frozen when it is deemed ineligible for (further) transfer under any conditions including appeal to the ARCC Board.

### Locked

- A coordination is Locked to prevent modification to its currently coordinated Address, Facility, Location Name and Coordinates

### Individual

- An individual is a licensed radio amateur representing his / her self
  - No other person or entity will be recognized as representing an individual.

**Group**

- A Group is defined as two licensed radio amateurs who agree to share a Group coordination as described in current ARCC Policies
  - The coordination holder of record of a Group Coordination shall be the Primary Contact

**Club**

- Defined as a formally organized group of 3 or more radio amateurs banded together in support of the hobby of amateur radio. A club is recognized as such by:
  - Having a formally and periodically elected president recognized as being periodically elected to legally represent that club in its business activities.  
AND
  - Having obtained an FCC Issued Club License,  
OR
  - Being recognized by the ARRL as a ARRL affiliated club
- ARCC may choose to verify the legitimacy of claims of club status.

**Club President**

- A club president is recognized by being periodically elected to legally represent that club in its business activities.
  - ARCC may choose to verify that the club president is current elected.

**Organization**

- An organization is defined as a non-governmental body that has an interest and relationship with Amateur Radio represented by a formally and officially appointed licensed Radio Amateur serving as that organization's amateur radio facing representative.

**Organizational Representative**

- A licensed radio amateur formally appointed by a non-governmental organization to serve as that organizations sole amateur radio representative.
  - Has a signed letter of appointment from the organization, signed by a recognized official of that organization

**Agency**

- A governmental entity or sub-entity having an interest in Amateur Radio

**Agency Representative**

- A licensed radio amateur formally appointed by a governmental agency or sub-agency to serve as that organizations sole amateur radio representative.
  - Has a signed letter of appointment from the agency, signed by a recognized official of that agency

**Coordination Holder of Record - Embodiment of the**

- The embodiment of the Coordination Holder is described as follows:
  - In the case of a Grant issued to an Individual, the personification of the Grantee is the Individual named as Coordination Holder and no one else.
  - In the case of a Grant issued to a Group the personification of the Grantee is the individual named as Primary Contact and no one else. The individual named as Primary Contact may retire from that position by nominating another member of the group to become the new Primary Contact.
  - In the case of a Grant issued to a Club the personification of the Grantee is the periodically elected President of the club and no one else.
  - In the case of a Grant issued to an Agency or Organization the personification of the Grantee is the duly appointed representative of that Agency or Organization.
- Any person acting as the embodiment of the Coordination Holder must be an appropriately licensed Amateur Radio License holder, who has all authority to be the embodiment of that entity holding the Coordination. The designated person therefore becomes the SOLE embodied representative of the Coordination Holder.

**Grant of Coordination - Longevity**

- Once granted, a Limited Grant of Coordination is issued to the Coordination Holder and remains, unchanged, for the life of the Coordination unless altered by means of approved ARCC ARCC-Inc. Coordination Policies. In all cases, the decisions of the Executive Board of ARCC-Inc. shall prevail.

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**ARCC Coordinates Repeaters and RF Links**

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- All coordinations granted by ARCC-Inc. remain the property of ARCC-Inc.
- ARCC ARCC-Inc. issues coordinations to applicants solely based on our calculations of the likelihood of harmful interference (47CFR Part 97.3 (a) (23) & CFR47 Part 97.205 (c)) to other coordinated repeaters and links.
- By accepting our Limited Grant, Coordination Holders (Grantees) agree to fully abide by all ARCC-Inc. Policies in all respects and at all times.
- ARCC ARCC-Inc. reserves all rights under its Policies revoke Coordination Grants based solely on our determination of conformance or lack of conformance to the terms of the Grant.
- Coordinations are issued to a named Coordination Holder (Grantee) and may not be sold, bartered, willed, assigned or assumed by power or proxy. This is a condition of Grant and is neither revocable nor negotiable.

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**ARCC-Inc. issues Repeater and Link Coordinations to four classes of applicants:**

- Individuals:
  - A Grant of Coordination may be made to a named Individual who is an Amateur Radio license holder of the appropriate class.
  - The Coordination Holder is embodied by the Coordination Holder as an individual.
  - Once issued, the Name of the Coordination Holder MAY NOT be changed.
  - A Grant of Coordination issued to an Individual may not be willed, sold, encumbered or otherwise conveyed to another.
  - A Coordination issued to an Individual is revoked when the Individual named, as Coordination Holder is no longer holds a valid Amateur Radio license or is deceased.
- Groups:
  - A Grant of Coordination may be issued to a Group of 2 or more persons who are Amateur Radio license holders of the appropriate class and is a variation on an Individual coordination.
  - The Coordination Holder of record is also the Primary contact.
  - A Group Coordination must have a Secondary contact, designated at application, who becomes the Successor.
  - On passing or resignation of the Coordination Holder (Primary contact) the coordination passes to the Successor (Secondary contact) who:
    1. Becomes the new Coordination Holder and primary contact and,
    2. Must immediately designate a new Successor (Secondary contact). Failure to do so causes the coordination to be Frozen as an Individual coordination.
  - The Successor (Secondary contact) must provide a sworn statement that he has not provided or promised any form of remuneration in association with rights to the coordination.
  - The Holder (Primary contact) must provide a sworn statement that he has not requested or received any form of remuneration in association with rights to the coordination.
  - All Group Coordinations are LOCKED: Coordination modifications that alter the location (coordinates) of the repeater will NOT be accepted under ANY circumstances.
  - Should the Primary fail to designate a Secondary (Successor) the coordination reverts to one held by an Individual. Once reverted the coordination may never again become a Group coordination.
  - Group Coordinations are ineligible for ANY type of transfer.
  - Group Coordinations are Locked at issue: No change in coordinated location or HAAT will be permitted.

- Clubs
  - A Club Coordination is made to a Club (further defined below) where the embodiment of the coordination holder is the PERIODICALLY ELECTED PRESIDENT
  - Once issued the Name of the Coordination Holder MAY NOT be changed.
  - A Club Coordination requires PROOF of club status:
    - A Club license
    - OR
    - ARRL Club status
    - AND
    - proof of a PERIODICALLY ELECTED PRESIDENT
  - Club Coordinations survive with the club as defined as a club in these Policies.
  - A Club coordination may be transferred to another club or to an Organization / Agency under certain conditions:
    - The receiving club/organization/agency meets the requirements for an appropriate coordination,
    - Both the releasing club and the receiving club club/organization/agency provide signed statements that no money or other form of remuneration has, will be or promised to be tendered as a direct or indirect result of this transfer,
    - The receiving club provides a motion, passed by a 75% majority of club members or, in the case of an organization/agency a signed statement on organization/agency letterhead that the coordinated repeater will not be altered in any manner that might adversely affect the current and future users of that repeater,
    - The receiving club/organization/agency provides a signed acknowledgement that the coordinated repeater will NOT be eligible for modification of location (coordinates), HAAT or existing emission(s).
    - The ARCC Executive board will require review of all of the above as well as a possible survey of current users prior to granting or dismissing a club coordination transfer request.
- Agencies and Organizations
  - An Agency/Organization Coordination is issued to a body where the embodiment of the coordination holder is APPOINTED by a higher authority. Examples might include: a government Emergency Management Agency, the Red Cross, a church or other NGO.
  - Once issued, the Name of the Coordination Holder MAY NOT be changed for ANY reason.
  - Prior to being granted, a Agency/Organization holder must present confirmation of the appointment of the embodied representative by the higher (named as coordination holder) authority
  - An Agency/Organization Coordination may NOT be transferred.

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**ARCC-Inc. Coordination Transfer Policies**

Existing Coordinations: (issued prior to 2016)

ONLY Individual to club transfers are permitted and then only with written consent and statement of the coordination holder and receiving club president and as approved by the ARCC Exec Board. Once approved the new coordination will be **FROZEN**, never again eligible for transfer.

New Coordinations: (issued or modified after 2015)

Coordination transfers will only be permitted within a Group or for Club to Club or Club to Agency/Organization transfers and then only with written statements from both parties and as approved by the ARCC Executive Board. Details to be finalized then announced.

**Under NO conditions will a transferred coordination be permitted future modifications in coordinated location or HAAT; the coordination will become LOCKED on approved transfer**

- A Transfer of Coordination is a ONE-TIME event; once a coordination has been transferred it may never again be transferred.
  - A transferred coordination automatically becomes PERMANANTLY LOCKED regardless of ANY and ALL future activity.
  - A Permanent Lock status locks the coordinated Address, Facility, Location Name and Coordinates at the values coordinated PRIOR to the transfer.
  - Permanent Lock status does NOT permanently lock coordination modifications to Emission, HAAT or EIRP.

- Any Transfer Request MUST be made in writing, accompanied by sworn statements from both parties stating that that the coordination has not been bought or sold with this transfer.
  - Sample verbiage will be provided at a later date and included here.
- Individual to Club Transfers
  - Permitted as a one-time event under limited conditions
  - Historic proof must be shown that establishes a prior long term association between the repeater and the club.
  - The transfer must not alter the availability, scope and utility of the repeater to the local Amateur Radio community.
  - The Applicant should be the Club receiving the coordination.
  - The applicant shall be prepared to defend their application before the ARCC Board.
  - In all cases, the decisions of the Executive Board of ARCC-Inc. shall prevail.
- Club to Club or Club to Agency/Organization Transfers
  - Are SEVERELY discouraged and are normally prohibited and may be entertained only when the club holding the coordination is absorbed into the receiving club.
  - ARCC will entertain Club to Club or Club to Agency/Organization transfers ONLY on a case-by-case basis.
  - Both parties must provide sworn statements that they have neither provided nor promised any form of remuneration in association with rights to the coordination.
  - In addition to the requirements for ARCC Executive Board presentation both entities must also be prepared to offer and defend a valid reason for the transfer and severe impact that will result from denial of the transfer. Required are signed, approved motions from both club boards authorizing the merger.
  - The case shall also present plans and written policy to maintain the repeater at its current operational parameters and with the same usage policies to avoid adverse impact to the local Amateur Radio user community.
  - In all cases, the decisions of the Executive Board of ARCC-Inc. shall prevail.

Process:

1. All Transfer of Coordination requests must be prepared, in writing, to be defended before the ARCC Executive Board of Directors. Initial review of presentation documents will be performed electronically between ARCC Board members with the Executive Board having the sole determining votes. Outcomes might be “Approved”, “Approved with Conditions”, “Disapproved”, “Require Additional Information (specified)” or to recommend an in-corporis presentation before the board.
- 2a Applicants for Transfer of Coordination may request to present in-corporis review at a regularly scheduled ARCC Board meeting provided arrangements are made for inclusion in the agenda and all required documentation is submitted for internal review at least 90 days in advance of the meeting. No guarantee is made that a decision will be reached at that meeting.
- 2b Applicants for Transfer of Coordination may request a special ARCC Board meeting specific to their request but must be prepared to cover ALL costs of that meeting. All documentation to be presented at that meeting must be submitted for internal review at least 90 days in advance of the meeting. No guarantee is made that a decision will be reached at that meeting.

Expected considered criteria might be, but not limited to:

- Why is this transfer necessary?
- How will the approval of this transfer benefit the local Amateur Radio community?
- What changes to the operation are anticipated?
- What technical changes are planned?
- Will operational or technical changes adversely affect any of the current users?

**Embodiment of the Coordination Holder of Record**

- The embodiment of the Coordination Holder is described as follows:
  - In the case of a Grant issued to an Individual, the personification of the Grantee is the Individual named as Coordination Holder and no one else. Only the individual named as the holder of an individual coordination is authorized to act upon that coordination.

- In the case of a Grant issued to a Group the personification of the Grantee is the individual named as Primary Contact and no one else. The individual named as Primary Contact may retire from that position by nominating another member of the group to become the new Primary Contact. Only the individual designated as Primary Contact on a Group coordination is authorized to act upon that coordination.
- In the case of a Grant issued to a Club the personification of the Grantee is the periodically elected President of that club. Only the periodically elected President of that club is authorized to act upon that coordination.
- In the case of a Grant issued to an Agency or Organization the personification of the Grantee is the duly appointed representative of that Agency or Organization. Only the proven, officially designated individual of that Agency or Organization is authorized to act upon that coordination.
- Any Individual acting as the embodiment of the Coordination Holder must be an appropriately licensed Amateur Radio License holder, who has all authority to be the embodiment of that entity holding the Coordination. The designated person therefore becomes the SOLE embodied representative of the Coordination Holder.
  - Once a Limited Grant of Coordination is issued to the Coordination Holder it remains, unchanged, for the life of the Coordination unless altered by means of approved ARCC ARCC-Inc. Coordination Policies. In all cases, the decisions of the Executive Board of ARCC-Inc. shall prevail.

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**Dispute Resolution**

- Disputes with ARCC-Inc. Policies, decisions of the Executive Board or actions will be resolved ONLY within the terms and limitations of ARCC-Inc. Policies, its Constitution and Bylaws.
- This policy becomes part of the terms and conditions of coordination and failure to comply with our stated dispute resolution policy, or attempts to bypass it or take disputes to an unaffiliated third-party is cause for de-coordination or denial of future coordination.
- Any disputes or disagreements MUST be first brought before the ARCC Executive board and then as stated in ARCC Policies and constitution.

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**Stale Applications**

- Any application that have remained unprocessed; not approved for construction coordination for a period of 6 months or more are considered to be stale and eligible for dismissal without prejudice.

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**Changes in Emission**

- As an inducement to coordination holders to maintain currency in technology and to keep ARCC-Inc. informed of changes in coordinated operational parameters (as required as a condition of coordination) changes in mode and emission becomes A LIMITED Administrative Change rather than a formal Coordination Modification.
- Effective with this publication, existing repeaters that ADD an emission or CHANGE emission may do so as an administrative change subject to the following conditions:
  1. The emission mask (occupied bandwidth) does not increase beyond that already coordinated,
  2. The applicant must be the coordination holder (refer to signatures above) and the request must be in the form of a signed letter specifying the following:
    - a. The coordinated call sign of the repeater,
    - b. The coordinated repeater transmit frequency,
    - c. The coordinated emission and mode
    - d. The proposed changes – both emissions and modes,
    - e. A statement of complete compliance with all coordination terms and conditions, both currently and in the future.
- ARCC retains the right within our Policies to terminate this change at any time and for any reason or to require that the full Coordination Modification process be used based on ARCC technical requirements and Policies.