

# Guidelines for Use of Radios

- Radios to be available in the following locations:
  - Start
  - Start Marshalling Area
  - Finish
  - Finish Marshalling Area
  - Race Control
  - Safety boats (x5)
  - Race monitors (x7)
- **SAFETY TRAFFIC RELATING TO AN ONGOING INCIDENT IS TO TAKE PRECEDENCE OVER ALL OTHER RADIO TRAFFIC - ONCE A SAFETY CALL IS UNDERWAY, OTHER TRAFFIC SHOULD BE KEPT TO A MINIMUM ON THAT CHANNEL UNTIL THE INCIDENT IS CLEARED.**
- Use of radio equipment should be practised at the start of the day to ensure familiarity.
- When you first get a radio, and when you get on station, carry out a radio check with Race Control to ensure that you have two-way communications, e.g. *“Race Control, this is Safety 1, radio check, Over.” / “Safety 1, this is Race Control, I here you loud and clear, how me? Over.” / “You also loud and clear, Out.”*
- When using the radio, do the following:
  - Think what you want to say before you speak.
  - Keep radio traffic to a minimum.
  - Do not interrupt others’ communications - unless it is really important.
  - Be explicit about who you are trying to talk to - use post title (e.g. Race Control), not individual’s name (they may have been relieved, without you knowing it).
  - If you are initiating a radio call, start with a short call, e.g. *“Race Control, this is Safety 1, come in, Over”*. Far better than giving a whole message only to find that the intended recipient hasn’t been in a position to hear it.
  - When you’ve finished your say and you expect a response, end with OVER.
  - When you’ve finished your say and you believe the communication is complete, end with OUT (not Over and Out). Then everyone knows the channel is clear.
  - If you need to gather your thoughts before responding to a call, or do something else momentarily, say WAIT ONE, and then respond when able (but don’t leave people hanging!).
  - If you need to, use the phonetic alphabet, or something similar.
- Remember, if we all maintain a good measure of radio discipline, it will help all our communications and help the event to run smoothly.
- Return radio equipment to Race Control at the end of the day - it is expensive equipment and if lost, the Club has to pay.