



# POLICY

REVISED November 05, 2016

<http://www.wi-repeaters.org>

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## I. Preamble: WISCONSIN ASSOCIATION OF REPEATERS, INC.

**Wisconsin Association of Repeaters, Inc.** is a Wisconsin Non-Stock Corporation (WAR, Inc. or WAR) It is comprised of members as defined in the bylaws of the Corporation. The purpose is to provide frequency recommendations and technical assistance as it relates to the coordination of non-commercial amateur radio systems.

- The function and purpose of a Frequency Coordinator is defined in the US Code of Federal Regulations Title 47, Part 97.3(a)(22). "An entity, recognized in a local or regional area by amateur operators whose stations are eligible to be auxiliary or repeater stations, that recommends transmit/receive channels and associated operating and technical parameters for such stations in order to avoid or minimize potential interference."
- WAR, Inc. is governed by a Board of Directors as DEFINED in its bylaws. The organizations goal is to provide; frequency coordination recommendations based on a first-come, first-served basis, without bias; maintains a database of all coordinated systems; requires periodic updates from coordinated system owners.
- Changes to this Policy must be approved by the organization as specified in the bylaws.
- If any party does not agree with this policy or the interpretation of the Frequency Coordinator, they must submit, in writing, a request that the WAR, Inc. Chairman convene a Board of Appeals, appointed by the Chairman, to review the decision.

## REVISION HISTORY

<u>Date</u>	<u>Revisions</u>
2009	Base document upon which all subsequent changes have been proposed and/or adopted.
July 2016	Rewritten to better conform with currently adopted standards and practices.
Sept 2016	Update definitions, include coordination parameters, include de-coordination parameters, include frequency interference and arbitration.
Oct 2016	Update frequency coordination definitions, de-coordination parameters
Nov 2016	Released to membership for comment

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## II. Definitions

### **Active Repeater and/or Auxiliary Station**

An active repeater and/or auxiliary station must have all of the following characteristics:

1. Available for use by the general amateur public or, in the case of a closed system by club members only, on its coordinated frequencies for at least 305 consecutive days per year, excepting the first year of operation.
2. The repeater and/or auxiliary station's Primary Contact or Holder of Coordination must respond to periodic updates.
3. The repeater and/or auxiliary station must operate consistent with the coordination recommendation.

### **Closed Repeater**

A system that does not allow public access.

### **Frequency Coordinator**

The Frequency Coordinator, appointed by the Wisconsin Association of Repeaters, Inc., Executive Committee, is the recognized Frequency Coordinator in the State of Wisconsin. The Frequency Coordinator will be responsible for the final approval on all matters of frequency coordination in the state of Wisconsin.

### **Holder of Coordination**

The individual or entity responsible for ensuring the station operation is consistent with the coordination recommendation.

### **In-Active Repeater and/or Auxiliary Station**

Any repeater and/or auxiliary station that does not meet the definition of an active repeater and/or auxiliary station will be considered in-active.

### **Interference**

Interference is defined as an undesired signal which causes distortion or blocking of a desired signal. Hearing other on-channel users as a nuisance is not interference. Abnormal short term propagation is also not considered interference.

### **Open Repeater**

A system whose use by transient operators is welcomed and encouraged.

### **Periodic Update**

A periodic update is a requirement for maintaining a coordination. The period is defined as one calendar year. The frequency coordination document and periodic updates from WAR will be sent to the Primary Contact.

### **Primary Contact**

The name and contact information for the person whom WAR will correspond with.

**Selective Access**

A tone, code, or other method used to control access to a systems receiver.

**Significant Change**

A significant change is defined as any change of:

- station location
- selective access
- mode of operation
- emission designator
- antenna height
- effective radiated power (ERP)
- any other parameter affecting system service area

**Sponsor**

The name and contact information for the individual or entity sponsoring the station.

## III. Frequency Coordination and Recommendations

**A. Frequency Coordination Requirements**

1. Application for frequency assignments is made through the use of the Coordination Form. This form and instructions, can be downloaded from the WAR web site. All applications must contain the requested information necessary to complete the Coordination Form.
2. Once a frequency recommendation is issued, the system must be constructed as recommended.
3. Once the system is in service, the Frequency Coordinator must be notified.

**B. Time Limit for Construction of NEW Systems**

1. The system must be placed into operation within 6 months of the recommendation being issued.
2. Alternatively, the Holder of Coordination and/or Primary Contact may request of the Frequency Coordinator, extended implementation up to 6 additional consecutive months, substantive justification for the delay should be included with the request.
3. A system not operational at the end of the six (6) months, or extension period, is considered to be abandoned, and the recommendation is withdrawn.

**C. Coordination Assignment Time Limit for Existing Stations and Continuation for Frequency Recommendation**

1. Frequency coordination recommendations for all repeater and/or auxiliary stations are subject to periodic update.
2. Once a periodic update request is issued, the Holder of Coordination must reply within 90 days.

**D. Frequency Coordination Recommendation Guidelines**

1. Coordination requests are handled/processed in the order they are received as first-come first-served.
2. Coordinated recommendations must comply with FCC Part 97 rules and regulations and with WAR policies at all times.
3. Coordination recommendations are based on established software modeling techniques.
4. Coordination recommendations are based on a published band plan.
5. All Part 97 licensees have an equal right to make use of spectrum under this service and a coordination recommendation does not convey the exclusive, nor indefinite, use of the frequencies described in the recommendation.
6. A coordination recommendation may be revised at any time as may be required to resolve an interference problem, to improve spectrum utilization, or to implement a policy change.

**E. Notification of Extended Maintenance of a System**

1. If the repeater or auxiliary station is removed from service for maintenance, and is expected to be off air beyond 60 consecutive days, the Holder of Coordination must notify the Frequency Coordinator.

## **F. Transfer of Coordination**

1. In order to make an administrative transfer of a coordination, the current Holder of Coordination must first relinquish the coordination and then specify the new Holder of Coordination. This can be accomplished by using the "Relinquish Coordination" form found on the WAR web site.
2. The new Holder of Coordination must then provide all required administrative information. This can be accomplished by using the "New Holder of Coordination" form found on the WAR web site.

## **IV. Frequency De-Coordination**

### **A. De-Coordination Will Occur Under Any of the Following Conditions:**

1. If the coordination recommendation is invalidated due to a significant change.
2. If the repeater or auxiliary station is removed from service permanently.
3. WAR has the right to revoke a coordination recommendation given any of the following:
  - If a system is ordered permanently shut down by the FCC for any reason.
  - If a system has been found to be in-active.
  - If the Holder of Coordination fails to reply to a periodic update within 90 days.
  - If the system is found to bear primary responsibility in a case of interference.
  - If the Holder of Coordination exhibits lack of candor regarding the periodic update, such as reporting a system is active when in fact upon submitted observations it is not.

## **V. Frequency Interference & Arbitration**

### **A. Input Frequency Interference Consequences**

1. Frequency recommendations shall be made with as much, if not more, weight given to the consequences of the transmissions of fixed and mobile stations on the input frequency, as compared to the consequences of the output signal of the coordinated station itself.
2. The majority of coordination and interference problems arise from individual stations activating other repeaters in addition to the one intended.

### **B. Interference to a Coordinated Repeater or Auxiliary Station**

1. If an uncoordinated repeater or auxiliary station causes harmful interference to a coordinated station, the primary responsibility for correcting this interference rests with the owner of the uncoordinated system.
2. If both systems are coordinated, the Holder of Coordination with the most recent coordination recommendation bears the primary responsibility for correcting the interference.
3. In cases where a system in Wisconsin is involved in interference with a system operated outside Wisconsin, the Frequency Coordinator, when called upon, will work with the Frequency Coordinator from the other state and will adhere to the guidelines listed above when dealing with the out state repeater, and their Frequency Coordinator.

### **C. Interference Resolution Procedures**

1. Repeater and/or auxiliary system owners receiving harmful interference from another system or its users should document times, conditions, call signs and describe the type of interference.
2. Band conditions should be observed in all cases, abnormal band conditions shall not be considered the basis for complaining about interference.
3. The Holder of Coordination of the system receiving the interference should contact the Holder of Coordination of the interfering system, outlining the problems and include documentation and should attempt to solve the interference issue.
4. If the interference problem cannot be solved with the owner of the interfering system, the Holder of Coordination of the station being interfered with should contact the Frequency Coordinator outlining

the problem and providing whatever documentation is available. Attempts to contact the interfering system owner and/or user should also be explained in detail.

#### **D. Arbitration Procedures**

1. If the Frequency Coordinator is called upon, documented history of both systems, the coordination status, dates, times and other pertinent information is required from both Holders of Coordination.
2. If the Frequency Coordinator cannot resolve the complaint, and the operator bearing responsibility for the interference will not cooperate, will not take reasonable steps to solve the problem, or refuses to cooperate with the Frequency Coordinator in any reasonable way, the Frequency Coordinator may then turn over the documentation to a review board which will be created and named by the Chairman.
3. A review board, convened by the Chairman, shall make prompt decisions in regards to actions necessary to resolve interference issues and make reasoned recommendations. If the review board upholds the decision of the Frequency Coordinator, the Frequency Coordinator shall within 10 days, by certified mail, inform the responsible repeater Holder of Coordination that the coordination has been revoked. Upon receipt of confirmation of delivery of the de-coordination letter, the Frequency Coordinator will then refer the matter to the FCC.