

# Monongalia Wireless Association

## W8MWA

Annual ARRL Field Day Event  
*MWA Field Day Committee Guidelines*  
June 26, 2017 V.1

### Section 1 A First Look at Field Day What's Going On?

The Monongalia Wireless Association (MWA) has a rich, decades long heritage of support and participation in the annual Amateur Radio Relay League (ARRL) Field Day contest and activities in an effort to support our communities with the ability to provide and support radio frequency communications for public service, community and emergency events. Participation with the ARRL Field Day event permits amateur radio operators to practice their radio art in non-normal situations so that they are ready to respond in the event of situations requiring their skills outside of their own usual radio rooms. If you ask anyone who has ever been involved with a MWA Field Day weekend, they will tell you they had a BLAST with their fellow ham radio friends! This is not only about the opportunity to enjoy a fun, low pressure competition; it is an opportunity to LEARN many new aspects of the art of amateur radio from seasoned, veteran amateur radio operators who are also your friend.

This document will hopefully serve as a valuable resource to not only our annual MWA Field Day Committee Coordinator and Committee Captains but also to ALL of our Field Day participants. Below are some snippets and information about the ARRL Field Day event from the ARRL website and also from the MWA Field Day Committee:

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***Field Day is ham radio's open house. Every June, more than 40,000 hams throughout North America set up temporary transmitting stations in public places to demonstrate ham radio's science, skill and service to our communities and our nation. It combines public service, emergency preparedness, community outreach, and technical skills all in a single event. Field Day has been an annual event since 1933, and remains the most popular event in ham radio.***

***Objective:*** To work as many stations as possible on any and all amateur bands (excluding the 60, 30, 17, and 12-meter bands) and to learn to operate in abnormal situations in less than optimal conditions. Field Day is open to all amateurs in the areas covered by the ARRL/RAC Field Organizations and countries within IARU Region 2. DX stations residing in other regions may be contacted for credit, but are not eligible to submit entries.

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**Dates & Time:** *Field Day is always the fourth full weekend of June, beginning at 1800 UTC Saturday and running through 2059 UTC Sunday. (That's 2:00 PM EDT. It's math.)*

**Official Contact, Rules and Information:** *For Field Day information contact ARRL: [fdinfo@arrl.org](mailto:fdinfo@arrl.org) or (860) 594-0232. ARRL Field Day Website <http://www.arrl.org/field-day> Field Day Rules <http://www.arrl.org/files/file/Field-Day/2017/2-2017%20Rules-1a.pdf>*

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The MWA Field Day Committee Coordinator is **NOT** expected to “do it all” when it comes to pulling off a successful Field Day weekend event. Rather, that Field Day Committee Coordinator will be supported by the MWA Officers, other MWA Committees, the ARRL and the many volunteer MWA members (and non-members) willing to participate and have fun with their MWA friends on “Field Day”. The MWA Field Day Committee Coordinator will be provided with a “Field Day Team” of committed volunteers who will function in various capacities, within the Field Day Team structure, to maximize the Field Day event efficiency and fun for all involved! The MWA Field Day Coordinator will be identified, volunteered or coerced into service at the monthly meeting of the MWA in January of each year so that they have five (5) months to organize and support the rest of their Field Day Team subsets with one person on each appointed as a “Field Day Captain” for their specific duties; those Captains may add other ham operators as needed to accomplish their part of the mission. Some people may serve within several various subsets to aid in accomplishing all our goals. The MWA Field Day Team of the Coordinator and Captains should report their progress, needs or concerns at each monthly MWA meeting (January through June) so that the MWA members and others can provide any needed support for a smooth Field Day event. The MWA Field Day Committee Coordinator will appoint a “Team Captain” for each subset Team; that named Team Captain will enlist support of other hams to be part of that particular Team to fulfill the mission duties assigned to their Team on MWA Field Day. The MWA website should include those people on various Teams on the list so they, and others, know where they will serve. The WVU Amateur Radio Club (WVUARC) members should be included in all activities and should participate in all aspects when they can be available.

## **Section 2 The MWA Field Day Team... It Takes A Village**

The MWA Field Day Team will consist of the MWA Field Day Team Coordinator, MWA Field Day Team Captains and volunteers who will commit to supporting the various details necessary to support the mission and goals of a successful MWA Field Day event and contest during the annual weekend event. There will be opportunity to liaise with other subsets involved, as needed, to ensure a smooth Field Day operation. Ultimately by approaching with a Team concept all amateur radio operators will have

the opportunity to learn new skills in a variety of aspects needed to install non-standard deployments of their ham radio technologies. The following subsets and duties of the MWA Field Day Team members consist of the following:

➤ **MWA Individual Station Assignments (by Amateur Radio Band Plan)**

A Team of amateur radio operators will be assigned, and take ownership, to logistically plan out, set-up and support one operational amateur radio station based upon needed equipment, antenna(s) frequency capability and any needed station logistics (including radios, tuners, power supplies, laptop computer (with N3FJP logging software installed), contest operating table, chairs, lights, canopy or tent, power strips, cabling and power extension chords, grounding system, keyers, data modes modules, basic tools, paper and writing instruments. This can be accomplished by either a single ham radio band (i.e. 160, 80, 40, 20, 15, 10, VHF/UHF bands) or by multiple bands with radios and antenna systems with the capability of multi-band operation. If possible, including the ability to use CW, PSK-31 and/or RTTY modes of operation. (All data contact receives double scoring points! Identify CW, RTTY and PSK-31 operators to add to the mix on each band.) They are also responsible for installing their antenna system(s) and can coordinate that work with other Teams for added efficiency. Coordinate for using any antenna launchers (sling-shot or air cannon). All operating stations will be fully operational by 1:30 PM EDT on Saturday afternoon. The ARRL Field Day contest starts promptly at 2:00 PM EDT on Saturday. Once that station is operational, the Team members can operate at that particular station or any other station for Field Day events, as they want. Do NOT neglect the 10 meter and 6 meter bands; check them periodically for an opening! (You might check those bands a week before Field Day to get an idea if there is any good propagation reports for those bands. At the end of the Field Day event, that Team is responsible for securing the station, providing all their logs to the MWA Field Day contest logging manager for final submission to the ARRL. It is suggested that each individual Station Team avail themselves of a quick and easy review of the N3FJP Field Day Logging software; this could be done as a program item during the May MWA Monthly Meeting.

It should go without saying that everyone bringing an HF transceiver, VHF/UHF transceiver, stand-alone transmitters or receivers, antennas, antenna tuners, laptop computers, and networking devices should be familiar and comfortable with proper operating procedures for their individual radios, power supplies, auxiliary equipment, data interfaces and all their various inter-connections. It is helpful to also bring the Operating Manuals for each piece of equipment in case there are unforeseen problems during station set-up.

Given that Sunday morning MWA Field Day contest station operations tend to be a little more relaxed and often fewer people are in attendance, we can feel free to swap-out other radios as the operational radio at any station position, if coordinated with that particular station Team Captain. We are expected to

continue to attempt and make MWA contacts for the ARRL Field Day contest with the swapped-in radio. This “radio swap” should be tested out on Friday night, so that full focus is placed on the installation and shake-out of the primary MWA ARRL Field Day Contest Station on Saturday morning in preparation for the 1:30 PM EDT station set-up deadline. This is a fun opportunity to maybe try out another newer radio someone might have, or it might be an opportunity to enjoy using a more “vintage” radio just for the fun and nostalgic experience! Even a QRP rig! While we want to always “score well” and compete well, MWA Field Day operations are meant to be fun... and an excellent learning experience!

➤ **MWA Field Day Site Preparation**

This group of individuals is to oversee, organize individuals to help, and prepare the chosen physical MWA Field Day site prior to Friday before the annual Field Day event. This includes site visit in May or early June to identify any new changes to the site (if any), mowing/weed-eating for a clean space for each of the station operating positions, the identified spot(s) for any power distribution generators and cabling, liaison with the Field Day Event Rest Room On-Site Facilities subset folks for the specific placement of the Porta-Potty when delivery is scheduled and any other important site details. There should be ample lighting at night around the various areas of the Field Day site. Plan for and suggest ideal antenna placements and any logistical needs for installation of those antenna systems when ARRL Field Day preparations commence on-site. They should also provide for a container(s) to place any garbage and its eventual removal at the end of the event weekend. They should be present during the Tear-Down activities at the end of the event to assure the on-site areas are secured, empty of clutter, thereby leaving a good impression of our visit to the site during our event. It is suggested they include the on-site Safety manager on any site visit and planning meeting. A document that includes an “MWA Site Layout Map” that includes where each operating station is to be located, where antennas are to be deployed (by ham band), where the First-Aid Station and Safety Captain area is located, where fire extinguishers are located, where vehicle parking is to take place, where food areas are to be set-up, where garbage bins/bags are located, where the Porta-Potty is to be located, and where all power distribution systems (generators and cabling) are to be located.

Google Maps of Sand Springs MWA Field Day Site:

<https://www.google.com/maps/place/WVPM-FM+Morgantown/@39.6942218,-79.762863,985a,35y,270h/data=!3m1!1e3!4m12!1m6!3m5!1s0x88356863449f7d67:0xcd5b769e13aa557d!2sSand+Springs+Camping+Area!8m2!3d39.6852203!4d-79.7731398!3m4!1s0x0:0x5b5628ca387dbe51!8m2!3d39.6959119!4d-79.7622751>

➤ **MWA Field Day Site Safety**

A Field Day Site Safety manager(s) will be appointed to oversee and check for all on-site safety issues including, but not limited to lightening, inclement weather,

power distribution systems, storage of fuel, proper electrical grounding of generators and radio equipment, final operational station placements, antenna systems (placement and installations), food preparation areas, First-Aid Kit, First-Aid area, on-site tents, campers and canopies, site vehicle parking and trailer parking. This appointed person should attend the meeting of the Site Preparation subset so as to understand the overall plan for the site. They should be on-site for the duration of the event. It is suggested to prepare a medical evacuation plan and to let local EMS Squads know where we will be located for the event weekend, in the event of an emergency situation. Someone with First-Aid and CPR certifications should be on-site. (Scout Groups?) There should be ample lighting at night around the various areas of the Field Day site. They should periodically check the local and area weather to be on the lookout for significant changes in the weather during the time on-site. There should be at least one fire extinguisher on-site and at the generator(s); better yet, also at each operating station. Here is an ARRL Safety Officer Checklist:

<http://www.arrl.org/files/file/Field-Day/2017/16-2017%20Safety%20Officer-2.pdf>

➤ **Field Day Power Distribution Systems**

With an eye to safety, this contingent of the Team is responsible for providing safe electrical power to each operating station from any main power generation point. Proper electrical grounding should be considered at the generation point and at each operating position. Extension cords (MWA inventory) should be inspected well-prior to the MWA Field Day event. This subset of the Team should be prepared to fix any concerns and have the tools, tape and testing systems to assure proper distribution of power to each point in the power distribution system to the connection of the station radio equipment. The power generators should be serviced prior to the Field Day event and in good working condition. Fuel requirements should be considered so as to last from Friday evening through at least 3:00 PM EDT on Sunday. There should also be appropriate VOM meters, oil for the generator engine and spare spark plugs on-site in the event of difficulties. It is suggested to obtain volunteers to provide fuel containers with fuel to be used and to liaise with the Site Safety and Site Preparation subsets for proper storage of fuel for the duration of the event.

➤ **Field Day Public Relation Promotions**

Input the MWA Field Day site information to share with others, via the ARRL website, to encourage more participation for other local or area ham radio operators, prospective ham radio operators and visitors! This should be done in January once the MWA Field Day Coordinator has been appointed, so that we begin the public information process.

Note: If you are entering a new Field Day site, you must be logged into the ARRL website for your Field Day entry to be automatically posted on the Field Day

Locator pages of the website. If you are not logged in, our site will not be listed on the Field Day locator until it is reviewed by ARRL staff.

<http://www.arrl.org/field-day-locator>

All MWA Field Day information should be placed in a prominent place on the MWA website for easy access and with a “Call-To-Action” for anyone and everyone to get involved with our fun MWA Field Day activities. This information should include the Contact Information for the MWA Field Day Coordinator (and Team Captains), the specific MWA Field Day Teams and those Team Captains. The ARRL has approved website graphics and logos that can be used.

When speaking to the media, especially during any “on-camera” interviews, it would be nice to be wearing an MWA branded shirt. These are available for purchase at a club meeting. We encourage all MWA members to wear their club apparel during the ARRL Field Day events to show unity.

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### ***Public Realtion Strategies***

<http://www.arrl.org/files/file/Field-Day/2017/14-2017%20Field%20Day%20PR%20Kit1.pdf>

#### ***AUDIO PSAs***

***National:*** 29-second audio PSA. no room for local contact info. Directs listeners to ARRL Field Day web page.

***Local:*** 29-second audio PSA with :11 tag at end for local contact information.

#### ***VIDEO PSAs***

***Generic:*** 29-second video PSA (MP4) with no area for local contact info. Directs viewers to ARRL Field Day web page.

***Local:*** 29-second video PSA (MP4) with a text box at the bottom for local club contact info.

Official ARRL Field Day shirts, hats, mugs, participation pins and patches are a great way to recognize your involvement in this popular, annual operating event! Advance orders for 2017 Field Day merchandise will begin early March. Products begin shipping in April. *For Field Day Supplies [Go Here](#) (while supplies last).*

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➤ **Field Day Contest Logging**

The MWA will use N3FJP ARRL Field Day Contest Logging Software (<http://n3fjp.com/fieldday.html>) and owns a copy of it to be used for our Field Day events. The MWA Field Day Contest Logging manager will provide and installation file for each used station laptop computer, oversee its use and submit final log submission to the ARRL. It is very simple to install and use; it is a small file, adds great efficiency and capability to our ARRL Field Day logging efforts. It should be loaded on any laptop used at each operating station a month before Field Day to make sure there are no laptop operating system problems and/or any needed OS updates downloaded. (It would be very difficult to update a computer from the Field Day site since there is no internet service that would be reliable for an extensive update process.) We suggest each station operator have their own notebook and pencil or pen to use at the operating position. Take a look at the ARRL Section Abbreviation List prior to Field Day commencing so that you will understand the contact exchanges you will encounter. We will endeavor to wirelessly network all laptops via an access point during the MWA Field Day event for real-time scores, log updating, reporting and uploading final logs to ARRL at the end of the event. (Make sure all laptops have updated their computer system clocks with the correct date and time!) Here is a YouTube video provided by the author N3FJP to provide an overview of its ease of use. <https://youtu.be/DJEIXuoKWqc>

Complete station logs are no longer required for submission, just totals, however contact logs should be kept for one year, in case the ARRL has need of them.

[When we ultimately were ready to submit the logs to the ARRL, entries from 2017 had to be postmarked, emailed or submitted by Tuesday, July 25, 2017. Late entries cannot be accepted. To view logs received see <http://www.arrl.org/files/file/Field-Day/2017/Final%20Logs%20Received.pdf>]

Past ARRL Field Day Results can be found here: <http://www.arrl.org/contest-results-articles>

It is suggested that the MWA create an ARRL Logbook of the World (LoTW) TQSL of their own to aid in QSL'ing Field Day QSO's; and the should be uploaded after the event. They should also update their QRZ website information every year.

➤ **Field Day Bonus Points and Point Scoring Team**

So that we can maximize our contest scores during the MWA Field Day weekend, we will have a Team member to oversee a few specific opportunities to capture BONUS POINTS for such items as having an amateur radio information table, a Get-On-The-Air station (GOTA) for visitors, capturing the official ARRL W1AW Field Day Message, liaison with the Scouting programs, message traffic handling, getting elected officials and ARRL dignitaries on-site for a public relations visit during our MWA Field Day event, and using social media outlets. This can amount to several hundred MORE POINTS added to our score! This would be a fun service that could be attended to by the North Central West Virginia YL Network group! They can liaison with other Captains to secure those points in specific categories. Details can be found here:

[http://www.arrl.org/files/file/Field-Day/2017/2017\\_Field\\_Day\\_Packet\\_-\\_with\\_Logo-3%20-%20Rev%2019%20June%202017.pdf](http://www.arrl.org/files/file/Field-Day/2017/2017_Field_Day_Packet_-_with_Logo-3%20-%20Rev%2019%20June%202017.pdf)

For instance, GOTA operators earn 20 points per each 20 contacts up to a total of 100 points for that GOTA operator. For each GOTA station you can have up to 500 points for five (5) operators. If those GOTA operators are attended to with a full-time GOTA Coach, points are doubled up to 1,000 BONUS points!

If we submit our logs via ARRL website, we get 50 bonus points.  
Youth participation is worth up to 100 bonus points.  
If an ARES representative visits the site, we get 100 bonus points.  
Elected government official gets us 100 bonus points.  
Educational presentation gets us 100 bonus points.  
Copying the W1AW Bulletin gives us 100 bonus points.  
Alternate power at one station earns us 100 bonus points.  
One satellite QSO earns us 100 bonus points.  
Ten bonus points for each message handled up to 100 bonus points.  
Message to Section Manager gives us 100 bonus points.  
Public information table provides us with 100 bonus points.  
Public location is worth 100 bonus points.  
Media publicity is good for 100 bonus points.  
100% Emergency Power earns 100 bonus points per station. (except GOTA)  
Having a Safety Officer earns us 100 bonus points.

➤ **Field Day Event Rest Room On-Site Facilities**

For the comfort of all our MWA Field Day participants and visitors, we will provide a Porta-Potty (with toilet paper) on-site. This is to be assigned to a volunteer Team member to become... wait for it... *(insert sadistic giggle here)*...The MWA Field Day Potty Manager. It should be arranged for delivery no later than Friday afternoon prior to the commencement of the ARRL Field Day weekend. It should be picked up by the vendor any time after 5:00 PM EDT on the Sunday of that weekend. The vendor should be also contacted no later than the Wednesday



BEFORE the ARRL Field Day weekend events to confirm delivery time. Here is a vendor we have used for delivery, in the past:

Wagners Septic Service (Reedsville, WV) 304-864-3789

➤ **Field Day Event Food and Refreshments**

This is an important MWA Team! The MWA will provide hamburgers, hotdogs, small snacks and water on-site for the enjoyment of our MWA Field Day Teams and visitors. We are confident others will bring Pot-Luck items to stave off starvation for the hardworking Teams. We will need grub, grill, grilling utensils/weapons, charcoal or propane, lighter fluid, a table or two (or a couple truck tailgates), napkins, paper plates, cups, utensils, hand sanitizer, condiments and garbage bags.

➤ **VHF/UHF “Talk-In” and Support Communications**

We will use the Monongalia Wireless Association (W8MWA) Repeater Systems for “Talk-In” for ham station operators and visitors to the Field Day site, as well as any Field Day support tasks necessary. A VHF/UHF Team will be assigned and responsible for a separate station to perform these duties. They should periodically (at least hourly initially) “announce” the event details over both repeater systems to raise awareness within the repeater footprints and to also serve as some Public Relations and “Get-On-The-Air” (GOTA) value. Since the 1970’s the W8MWA repeater has been known as one of the widest coverage repeaters in the area. With its antennas located 250 ft. up on the WNPB tower on Chestnut Ridge, it has provided reliable coverage for most of North Central West Virginia, Southwestern Pennsylvania and parts of Eastern Ohio. Our repeater systems are Yaesu DR-1X System Fusion units on the following frequencies:

145.430 (-) PL=103.5	W8MWA (Morgantown), WV	W8MWA
444.700 (+) PL=103.5	W8MWA (Morgantown), WV	W8MWA

In the event of questions pertaining to the W8MWA Repeaters, please contact REPEATER TECHNICIAN: Bill Shultz WR8S (304) 288-9508 or REPEATER TRUSTEE: Randy Crowe N8OZY.

## **Field Day Check-Lists and Resources**

### **ARRL Field Day Website**

<http://www.arrl.org/field-day>

### **ARRL Field Day Rules**

<http://www.arrl.org/files/file/Field-Day/2017/2-2017%20Rules-1a.pdf>

### **Porta-Potty Vendor**

Wagners Septic Service (Reedsville, WV) 304-864-3789

### **MWA Field Day Coordinator**

Sam Ham

111-222-3333

### **MWA Field Day Team Captains**

160 Meter Station – Nicola “Porky” Hamm

80 Meter Station – Reddy Kilo Wattson

40 Meter Station – Joules Vern Tessler

20 Meter Station – Hiram “Noogie” Hertz

15 Meter Station – Benito Marconi

10 Meter Station – Ola Lotta Watts

VHF/UHF Station – Sparky Percy Maxim

Satellite Station – Glenn John Sputniksy

Field Day Site Preparation Captain – Bob “Poncho” Villa

Field Day Site Safety Captain – Stumpy Scissorhands

Field Day Power Distribution Captain – Ray “Fire Fly” Charles

Field Day Public Relations Captain – Sissy Mae Stutter

Field Day Contest Logging Captain – Paul Hans Bunyon

Field Day Bonus Points Captain – Ramone “Bookie” Giancomo

Field Day Porta-Potty Attainment Captain – Herma Royds

Field Day Food and Refreshments Captain – Iva Toemayne

**Monongalia Wireless Association**  
**ARRL Field Day**  
**Check List**

**Personal Items**

Amateur Radio License  
Cellphone and chargers  
Tent\*  
Pillow\*  
Blanket\* (can get cold)  
Clothing  
MWA Shirts\*  
Sweater/Jacket  
Shoes/Boots  
Rain Gear  
Sun Glasses\*  
Personal Sundry Kit  
Sunscreen and Bug Spray\*  
Notebook  
Flashlight  
Cooler with ice\*  
Personal food/snacks/drinks\*  
Coffee/Tea/Mug\*  
Mess Kit or paper products  
Personal 2 Meter HT\*

\*indicates optional but nice to have

**Station Operation Items**

Radio and Microphone  
Power Supplies  
Pencil / Pens  
Note Pad(s)  
Power Cords to power distribution  
Optional Speaker / Headsets\*  
Data Equipment for digital modes\*  
Antenna Tuner\* (outboard)  
Jumpers for auxiliary equipment  
Power cables for equipment pieces  
Extension cords  
Power strips  
Table for operating positions  
Chair(s) suitable for table  
Blanket for late night operating\*  
Table light or LED String\* (for nighttime)  
Stick Drive w/ driver/logging programs\*  
Laptop with N3FJP Logging Software  
Ground rod  
Keyer (memory keyer preferably\*)  
Canopy  
Deep Cycle Battery and power inverter\*  
Laptop (fully updated)  
Extra HF transceiver\* (in case of need)  
Extra HF dipole antenna\*

## Suggested On-Site Tool Kit To Be Available

Spare jumpers	Spare coax connectors	Various audio connectors
GFI Box	Digital VOM	Analog VOM
Power Supply	Power strips	Rope
Coax	PL-259 connectors	Balun
Electrical tape	Epoxy	RTV
Ground rod	Auto jumper cables	12-Volt Deep Cycle Battery
Anderson crimper	Anderson Power Poles	Antenna Launchers
Fishing pole	¾ ounce egg sinkers	12-pound test line fishing line
Bike tire pump	First-Aid Kits	Assorted Wire Nuts
Coax Seal	Power Inverter	Sling shot
Fishing reel	Power Conditioner	Alligator clip jumpers
Power Cables	Antenna Analyzer	Zip Ties
Bungie Cords	Socket Set	Screw drivers
Needle nose pliers	Box set wrenches	Hammer
Regular pliers	Wire brush	Soldering iron
Solder flux	Solder	Wire nippers
Vice grip pliers	Antenna insulators	Fuses
Contact cleaner	Cotton swabs	