

THE OHIO AREA REPEATER COUNCIL, INC.

THE OHIO COORDINATION PROCESS

1. An OARC application for coordination is filled out completely and submitted to the OARC Secretary. An application can be obtained from the OARC website along with supporting documentation. Any other method of applying will only result in delaying your request, as an application will be mailed to you for completion.
2. The completed application is then sent to the Coordination Committee for processing. The Coordination Chairman and your Area Coordinator will work together to identify an acceptable frequency pair based on the input provided by the applicant and a study of possible available pairs. If no acceptable frequency can be identified, the application will be rejected. The OARC MAY require the use of full PL encode/decode during your On Air Test period. In such cases, the OARC will assign a PL tone frequency based on the coordination area in which your repeater is located. The OARC currently separates new co-channel repeaters by approximately 100 miles from existing Ohio and out-of-state repeater systems. Recommended adjacent channel separation is 35 miles below 20 KHz, or as close as 0-5 miles at 25 KHz or greater.
3. A 'Proposed Frequency Assignment' letter is issued to the applicant and the frequency pair is put on hold for a period of **6 months** to allow for construction. Neighboring state coordinators, as well as co-channel (and sometimes adjacent channel) system Trustees, if within the separation guidelines, will be notified of the pending assignment. After a **30 day** objection period, you can put your system on the air. If the repeater system is not on the air within the **6 month** 'hold' period, the assignment is withdrawn. A short extension period may be granted, if requested in writing to the OARC Secretary stating the reason for the extension.

..... YOU ARE NOT COORDINATED YET.

4. When your system goes on the air, you must notify the OARC Secretary. The OARC Coordination Chairman will then issue an 'On the Air' notice. All parties informed in paragraph (3) above will also be notified of your on-the-air status. Your testing period now begins and lasts **90 days**. During this time, adjustments may be required to your profile to minimize problems with other systems. Letters of concern will be accepted by the OARC Secretary during this period if interference exists. If interference cannot be resolved, a profile modification or frequency change may be required. NO COST shall be incurred by the OARC for any required changes.

..... YOUR COORDINATION IS PENDING.

5. Your repeater system is required to be on the air and in open carrier mode of operation for at least 2 of the 3 months to have a valid test period, unless noted in 'conditions of coordination'. If no letters of concern are received by the OARC, or if all concerns are resolved within the test period, a 'Letter of Coordination' will be issued to the system Trustee. You will receive two copies. Your coordination does not become valid until the OARC copy is returned to the Secretary. Note: During your test period, your Area Coordinator may conduct an 'on air verification check' to evaluate your system.

..... YOU ARE NOW COORDINATED.

Notes:

Any change to the profile or location of a repeater must be approved by the OARC (and possibly affected surrounding states) **prior to any changes being made**. Changes in system profile and/or location may require a new test period before coordination is regained. A repeater operating outside of its coordinated profile will void your Letter of Coordination. Any resulting interference will be handled as if the repeater is not coordinated.

Once coordinated, a repeater pair must remain in use. Repeater pairs that are not in use for a period of 6 months for whatever reason, will be recalled and reassigned unless a letter is on file with the OARC Secretary requesting the frequency be held. Amateurs knowing of such documented inactive systems are encouraged to notify the OARC Secretary in writing.

The Ohio Area Repeater Council requires a Statement of Record to be filed by the **repeater trustee** on an annual basis to confirm the repeater is operating at the coordinated profile. If the council does not receive an SOR from **the trustee** at least every two years, the repeater risks losing its coordination. A reminder card is sent to all system trustees. If correspondence mailed to the trustee is returned undeliverable, the repeater coordination could become in jeopardy. The trustee is responsible for keeping their contact information up to date. Any change of trustee should be reported as soon as possible.

All OARC correspondence should be addressed to the current OARC Secretary listed on the website.