

# Arizona Repeater Owners' Frequency Coordination Committee Policies / Procedure

Rev 08/14/2025

## INTRODUCTION

The Arizona Repeater Ownerd Coordination Committee (hereafter referred to as CC) is responsible for managing the coordination and de-coordination of repeater systems within the State of Arizona. This document outlines the policies and procedures governing coordination eligibility, responsibilities of repeater owners, and the administration of the Repeater Owners Committee.

The Coordination Team is composed of the Chairperson, band specific coordinators and tools and support personnel for the Coordination effort. The Committee Chair is elected by the Repeater Owners' Committee for a 2-year term. The balance of the Coordination Team is appointed by the Committee Chair as the need arises with no specific term limit.

The Repeater Owners' Committee Policies, this document, is the primary governing the actions of the committee. If a conflict exists with Bylaws or other document, this document will prevail.

Communication with the Repeater Owners Committee will be done through the website at <http://www.azfreqcoord.org>.

## DEFINITION OF COORDINATION CONTACTS AND REPRESENTATION

For the purposes of Coordination and the Repeater Owners Committee, the term "Coordination Contacts" refers to the individuals listed on an active or provisional coordination application, and coordination, submitted to CC will have voting privileges in an Owners' Committee:

- Contact Person – the primary representative for all matters related to the coordination and the designated delegate to the Repeater Owners Committee.
- Owner – Individual, group, funding the repeater system. This could be a person, Club, corporation, etc..
- FCC Licensee/Trustee – the individual holding the amateur radio license associated with the repeater.

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Also listed on the application for reference:

- The Site Manager is the one who is responsible for the physical site where the repeater is located and may, or may not, have any responsibility for the repeater. As such, the Site Manager does not have any voting privileges in the Owners' Committee unless also listed as the Contact, Owner, or Licensee.

While any, or all, of the people listed on the application can attend the owners' Committee, only one vote is allowed per active or provisional coordination. Normally the Contact Person is considered the default voting delegate. If the Contact Person is unavailable, the Owner Representative or FCC Licensee/Trustee, as listed in the Coordination Database, may cast the vote.

All coordination contacts are responsible for maintaining accurate and complete information in the Coordination Database, including full name, call sign, mailing address, email, and phone number. Updates are made by submitting an updated application.

## REPEATER COORDINATION

### 1. The purpose of Coordination

It is the role of the Coordinator to recommend repeater frequencies that minimize interference between systems and make the best use of the spectrum. This is particularly important when frequencies are in limited supply.

Note: Just because a frequency appears unused does not guarantee its availability for a particular use at a specific location.

### 2. Coordination Requirements

A request for coordination assumes that the equipment will be placed in operation within 90 days. If this cannot be achieved, the applicant must notify the Coordination Team. If no notification is received, the coordination may be withdrawn.

It is the responsibility of the repeater owner to inform the Coordination Team when the system becomes operational at the coordinated location.

### 3. Coverage and Propagation Guidelines

Coordination is based on propagation plots created from transmitter power,

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gain, and site data supplied in the application, along with known existing coordinated systems. These plots are modeled using a repeater-to-mobile computer simulation to the 0.5  $\mu$ V signal level contour. Real world experience of the coordinators is taken into account. Some overlap between systems is unavoidable but is minimized through careful analysis. Coordination focuses on primary mobile coverage, not long-distance or "DX" coverage. Coordination does not protect against interference from well-sited base stations or high-elevation mobiles.

If interference or conflict arises due to unexpected propagation, intermodulation, or environmental changes, re-coordination to a new frequency or antenna configuration may be required.

#### 4. Use of Remote Receivers and Auxiliary Links

Remote receivers must be listed on the coordination application so their impact can be assessed. Any auxiliary links used in amateur bands for remote access must also be coordinated.

Important: Coordination is only provided for transmitters. Only transmitters require protection and can cause interference.

Remote receivers do not extend the transmitter's coordinated footprint, and their coverage outside that area is not protected. Operators are encouraged to use directional antennas, PL tones, or similar techniques to reduce the likelihood of receive-side interference. Interference issues that may be resolved by use of PL will not be considered.

Placing remote receivers near the edge of the coverage area is discouraged, as it encourages out-of-area users to "DX" the repeater, potentially interfering with nearby systems.

#### 5. Maintenance of Coordination Records

The repeater Contact is responsible for keeping coordination records (contacts, phone numbers, etc.) accurate and up to date.

- Coordination records should be updated at least every two(2) years, in accordance with the coordination committee policy and FCC recommendations.
- The committee will attempt to send a reminder in advance of the required update period.
- If the contact information for the Coordination is outdated or no update is received within a 5-year period, the Coordinator may, at their discretion,

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remove the repeater from public listings and deem the system de-coordinated.

## 6. Scope and Limitations of Coordination

Amateur Radio coordination is governed by gentleman's agreement, not FCC regulation. Frequency Coordinators are record keepers, not enforcers.

Disputes between repeater owners must be resolved directly between the parties. If a resolution is not achieved, the Coordinator may revoke the coordination of any system determined to be at fault - typically the most recent coordination.

## REPEATER DE-COORDINATION

To preserve coordination integrity and maintain accurate records, the Repeater Owners Coordination Committee establishes the following conditions under which repeater systems may be de-coordinated.

Each Frequency Coordinator has the authority to revoke a coordination under the circumstances outlined below. All revocations may be appealed to the Chairperson. If unresolved, the matter may be brought to the next Repeater Owners Committee meeting for a vote.

Reason for De-Coordination can include, but not limited to:

### 1. FCC Revocation:

If the FCC orders the system to permanently cease operation.

### 2. License Expiry or Suspension:

If the amateur radio license associated with the repeater—specifically held by the individual listed as Licensee or Trustee on the coordination record—is suspended, revoked, or expired.

### 3. Contact Compliance:

If valid contact information is not maintained for the Contact Person, Owner Contact, and Licensee/Trustee listed on the coordination record. This includes full name, call sign, mailing address, and phone number. If any of these required elements are missing, outdated, or invalid, the system may be subject to de-coordination.

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4. System Inactivity:

If the existence of a working repeater system cannot be confirmed, or if the owner fails to comply with a request from the Frequency Coordinator to demonstrate operation within 30 days.

5. Extended Non-Use and Contact Attempts:

If a frequency pair appears unused for 90 days, the Frequency Coordinator will initiate contact attempts with the Contact Person, Owner Contact, and FCC Licensee/Trustee using the email addresses on file.

If no response is received within 30 days, the Coordinator may, at their discretion, send a certified letter with return receipt to the trustee's FCC address and last address on file with the coordination committee. If that letter is returned undelivered, refused, or if no reply is received within 30 days of receipt, coordination may be rescinded.

If the trustee responds and requests to maintain coordination, and an sends an updated application, at the Coordinator's discretion, further de-coordination actions may be halted or reversed.

6. Unreachable Contact:

If none of the listed contacts (Contact Person, Owner, Licensee) can be reached by email, telephone, or postal mail, and no communication is received within a reasonable timeframe (typically 30 days), the system may be considered unverifiable and subject to de-coordination.

7. Persistent Interference:

If the trustee operates with excessive deviation, spurious emissions, or is off-frequency, and fails to resolve interference issues through cooperation with affected parties and the Coordinator.

8. Unauthorized Relocation:

If a repeater is physically moved without prior approval for re-coordination.

9. Failure to Respond to Update Requests:

- Step 1: An email is sent to the Contact Person on file. If no response is received within 30 days, the repeater will be removed from public listings.

- Step 2: A second email is sent to the Licensee, Owner, and Contact Person. If no response is received within 30 days, the system remains unlisted.

- Step 3: A final notice is sent either by email or certified mail, designating the

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repeater as de-coordinated, with 30 days to request reinstatement before permanent removal from the database.

## GENERAL ADMINISTRATION – OWNERS COMMITTEE

### NOMINATIONS AND ELECTIONS

#### Meeting Participation and Voting Rights:

- Owners' Committee Meetings are open to the public.
- The individuals listed (Contact, Owner, Licensee) on an active or provisional coordination may vote in Repeater Owners Committee meetings or elections.
- Only one vote per repeater coordination is permitted.
- Guests (including non-owners, observers, or individuals not listed on a current coordination) may not vote, nominate candidates, or introduce motions.

#### Nomination of Candidates at annual meeting:

- Only eligible coordination contacts (Contact, Owner, or Licensee) may nominate individuals for Coordination committee chairman.
- Nominees must be licensed amateur radio operators residing in the State of Arizona.
- Nominations must be submitted at least 60 days prior to the Repeater Owners' Committee Meeting designated for the election.
- The Coordination Team will post the slate of verified candidates on the Frequency committee website ( <http://www.azfreqcoord.org> ) no later than 30 days prior to the election meeting.
- Nominations or votes made by guests or unverified attendees will not be recognized.
- Candidate must accept the nomination by email no later than 45 days prior to the designated election meeting.
- The Coordination Team may verify eligibility against the Coordination Database and FCC license records.

#### Elections and Certification:

- Elections must be announced on the Frequency Coordinators Website (<http://www.azfreqcoord.org> ) in advance and must be held during a scheduled Owners Committee meeting.

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- The designated Secretary, made by Chairperson or presiding person, from the Coordination Team is responsible for recording votes and certifying results.
- Minutes of the meeting shall only be considered official if produced or certified by the designated Secretary of the Owners Committee .
- The newly elected Chairperson will assume their role on the \*\*1st day of the month following a 45-day transition period, during which meeting minutes are published and leadership responsibilities are transitioned.