

Basic Radio Etiquette Guidelines for Triathlon Officials and Race Organizers

- When using a two-way radio **you cannot speak and listen at the same time**, as you can with a phone.
- **Don't interrupt** if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an urgent emergency message (see "Emergency Calls" below).
- **Do not respond if you aren't sure the call is for you.** Wait until you hear your call sign to respond.
- **Never transmit sensitive, or confidential information.** Always assume your conversations can be heard by others.
- **Perform radio checks to ensure your radio is in good working condition.**
 - Ensure the battery is charged and the power is on.
 - Make sure you are on the correct channel.
 - Keep the volume high enough to be able to hear calls.
- **In radio communication, use the person's position title, not their name. For instance, Head Referee or Chief Swim.**
- **Think before you speak.**
 - Decide what you are going say and to whom.
 - Make your conversations as concise, precise, and clear as possible.
 - Avoid long and complicated sentences.

4 Golden Rules of Radio Communication

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio. Remember, frequencies are shared and others around you can hear.

Speaking the Language

General Terms	Meaning
Radio Check	What is my signal strength? Can you hear me?
Go Ahead	You are ready to receive transmission.
Stand-by	You acknowledge the other party, but you are unable to respond immediately.
Negative	Same as "No".
Affirmative	Same as "Yes". Avoid "yup" or "nope" as they are difficult to hear.

Say Again	Re-transmit your message
Over	Your message is finished.
Out	All conversation is finished, the channel is clear for others to use.
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency.
Read you loud & clear	Response to "Radio Check". Means your transmission signal is good.
Come in	You are asking the other party to acknowledge they hear you.
Copy	You understand what was said.
Repeat	Used before you repeat something. ex: " <i>Athlete number 26, repeat athlete 2-6 has DNF'ed. I have their chip. No transport required.</i> "

Making a Call

Follow these easy steps to make a call.

1. First listen to **ensure the channel is clear** for you.
2. **Press the PTT** (Push-To-Talk) button.
3. Wait 2 seconds:
 - **Say "*recipient's call sign*" twice. Head Referee, Head Referee, this is Chief Swim, come in.**"
4. Once the person replies, **convey your message**.

Here's a typical radio conversation:

You: "Chief Run, Chief Run, this is Chief Finish, come in." (*Chief Run is their call sign, Chief Finish is your call sign*)

Recipient: " Chief Finish, this is Chief Run, Go Ahead, Over"

You: *Say your message and then say:* "Over"

Recipient: "Copy, Over"

You: "This is Chief Finish, Over and Out"

Did you notice how at the beginning and end of the transmission you pronounce your **call sign**? Because there can sometimes be many people listening on the frequency, pronouncing your call sign, and the call sign of the party you are calling, lets everyone know who the transmission is for. Communicating this way might feel a little odd at first, but you'll soon get used to it. With practice, it will start to feel natural.

Emergency Calls

If you have an emergency message and need to interrupt others' conversations:

- Wait and listen until you hear "Over" or a small break in the conversation.
- Press PTT, wait 2 seconds, speak calmly and say "**BREAK, BREAK, BREAK, *your call sign*, I have an emergency situation at location or message for (*recipient's call sign*), Do you copy, Over**".