

ARRL AMATEUR RADIO DIRECTION FINDING (ARDF) COMMITTEE POLICY AND TERMS OF REFERENCE

INTRODUCTION

ARDF is a radio-sport activity recognized by all three IARU Regional organizations. IARU Region 2 defines ARDF as *a technical, sport activity within the framework of the amateur radio service. It deals with the taking of radio bearings and finding hidden transmitters, constructing direction-finding equipment, and the training of amateurs involved in and with the organizing of relevant sport and social events.*

The IARU Regional organizations define and administer the sport internationally. The ARRL and other IARU member organizations are responsible for sanctioning national championship competitions, delegating national teams and individuals to participate in international competitions, supporting and promoting the sport domestically, and coordinating with other member societies within and outside their IARU region in order to further the sport.

Skills acquired through the practice of ARDF have application in tracking signal sources ranging from emergency-locator beacons to interference sources affecting Amateur Radio repeaters and network operations. The outdoor and athletic characteristics of the sport make it unique among radio activities and provide the Amateur Radio Service with an avenue for reaching and appealing to audiences that might not otherwise embrace Amateur Radio. The sport requires a wide spectrum of skills both from the competitors and those who organize the events, providing opportunities for those with athletic, geographic, navigational, radio technical, and organizational skills to contribute and benefit from their participation.

ARRL ARDF COMMITTEE STATEMENT OF PURPOSE

The ARRL ARDF Committee serves to fulfill, in the name of the ARRL, those responsibilities assigned to IARU member societies that participate in Amateur Radio Direction Finding as administered by the IARU regional organizations. Those responsibilities include assigning a society representative to represent the League in an IARU regional ARDF administrative committee or working group, and delegating single competitors or teams to participate in international competitions. When authorized by its corresponding IARU regional organization a member society may organize a World or Regional Championship.

DECISION-MAKING RESPONSIBILITY AND AUTHORITY

ARTICLE ONE: Committee Responsibilities

1. The ARDF Committee has these areas of responsibility:
 - a. Sanction of annual USA Championships competitions - the results of which are used to determine USA Team members.
 - b. Team USA Member Delegation - invitations are extended to qualified competitors in order to field a World Championships team, or to authorize individuals to participate in international competitions.
 - c. USA ARDF Rules Definition - rules are defined in the absence of official Region 2 ARDF rules, or to provide recommendations to an IARU ARDF rules-making body.

ARTICLE TWO: Subcommittees

1. The Committee's areas of responsibility shall be divided among the Committee members as directed by the ARDF Chairperson. All committee areas of responsibility shall be represented by at least one Committee member.
2. Subcommittees, each headed by a Committee member, shall be responsible for ensuring Committee responsibilities are fulfilled. The subcommittees and their responsibilities include:
 - 2.1. Sanctioning Subcommittee:

- 2.1.1. Establishes a process, and minimum acceptable requirements, for proposals submitted by those wishing to host the USA ARDF Championships. The process might be informal, but in order to encourage multiple proposals the process will be sufficiently documented and disseminated to encourage and assist all interested parties in submitting reasonable proposals. To become effective, the process must receive a majority of a full Committee vote.
- 2.1.2. Publishes details of the process and requirements where interested parties can readily access them. For example, to a public web site.
- 2.1.3. Evaluates submitted proposals against the requirements.
- 2.1.4. Presents proposals, their rankings, and recommendations to a full Committee vote.
- 2.2. Team Selection Subcommittee:
 - 2.2.1. Establishes a fair and equitable ranking system for determining selection priority. To become effective, the ranking system must receive a majority of a full Committee vote.
 - 2.2.2. Implements and maintains the ranking system, and publishes details of the system where interested parties can readily access it. For example, to a public website.
 - 2.2.3. Extends invitations to potential team members.
 - 2.2.4. Handles administrative duties related to assembling and organizing a team and facilitating its attendance at championship events.
- 2.3. Rules Subcommittee:
 - 2.3.1. Solicits comments from ARDF participants, organizers, and referees regarding the need for rules changes.
 - 2.3.2. Proposes appropriate rules for use in ARRL sanctioned championships and submits to full Committee vote, or to an IARU Region 2 ARDF Working Group.
 - 2.3.3. Coordinates with IARU Region 2 ARDF Coordinator or Working Group.

ARTICLE THREE: Committee Members

1. All committee members are uncompensated volunteers. They will not be reimbursed for their time, travel, or other expenditures related to their ARDF Committee participation.
2. The ARDF Committee shall consist of at least three members: the ARDF Chairperson and at least two regular ARDF Committee members. Each member has one vote in any Committee decision-making ballot.
3. The ARDF Committee will create a list of qualified nominee(s) for appointment to any open ARDF Committee positions. The nominee name(s) shall be drawn from the broad community of ARRL members (Full or Associate) who compete, organize, officiate, promote or support ARDF in the USA. In addition to individual qualifications, the goal of providing diversity of age, gender, race and geographic residency among the committee members will be considered in the nominee selection process. The list of nominee(s) will be submitted to the ARRL President for appointment.
4. The ARDF Committee members shall be appointed by and serve at the pleasure of the ARRL President, aligned and consistent with the manner by which other volunteer ARRL committees' members are authorized.

ARTICLE FOUR: ARDF Chairperson

1. The responsibilities of the ARDF Chairperson are as follows:
 - 1.1. Coordinates the activities of all subcommittees.
 - 1.2. Assigns subcommittee chairmanship positions to ARDF Committee members.
 - 1.3. Establishes or dissolves ad-hoc subcommittees as appropriate to accomplish ARDF Committee work.
 - 1.4. Determines the optimum size of the ARDF Committee, and establishes a fair process for the creation of a list of nominees for appointment to the ARRL ARDF Committee.
 - 1.5. Plans and conducts periodic Committee meetings. Such meetings shall be conducted remotely for any Committee members that are unable to attend in person.

- 1.6. Ensures that Meeting Minutes are recorded for all meetings at which votes are cast, and that those Meeting Minutes are submitted along with the Committee's report for the period during which the meeting was held.
- 1.7. Prepares and submits reports to the ARRL Board of Directors ahead of its January and July meetings, summarizing the activities of the Committee and describing progress toward the Committee's plan.
- 1.8. Establishes a plan looking forward at least five years. The plan describes specific and measurable goals for the ARDF Committee, is subject to approval by full ARDF Committee vote, and is updated annually and submitted for approval to the ARRL Board of Directors.
- 1.9. Establishes or dissolves a Coordinating Board.
2. **Coordinating Board:** The ARDF Chairperson may, at his/her sole discretion, delegate some or all of the ARDF Chairperson responsibilities to other ARDF Committee members willing to accept those responsibilities. All ARDF Committee Members assuming ARDF Chairperson responsibilities will comprise the ARDF Coordinating Board.
 - 2.1. The ARDF Chairperson may assign or revoke Coordinating Board appointments, or dissolve the Coordinating Board, by notifying all ARDF Committee members of the action and recording the action in the next regular ARDF Committee Report to the ARRL Board of Directors.
 - 2.2. Coordinating Board members will be assigned the title of ARDF Coordinator.
 - 2.3. ARDF Coordinators will carry out their assigned responsibilities as agreed with the ARDF Chairperson.
 - 2.4. A Coordinating Board may operate informally, without mandatory meetings or ballots. When a ballot is held each Coordinating Board member shall have one vote.

ARTICLE FIVE: ARRL Representative to the IARU Region 2 ARDF Working Group

1. The ARDF Chairperson will nominate an individual to serve as the ARRL Representative to the IARU Region 2 ARDF administrative committee or working group as appropriate.

2. Concurrence by a majority vote of ARDF Committee members is required for the individual's name to be forwarded to the ARRL Board of Directors for approval.

ARTICLE SIX: Amendments

1. Changes to this document require a majority vote of ARDF Committee members.
2. A revised Terms of Reference document must be approved by the ARRL Board of Directors before it can take effect.

This Policy was voted on and approved by the ARRL Board of Directors in its meeting held on the _____ day of _____ 20____.
