

OK1KUR Radioklub Operating Rules

§1

Radioklub Operator

The Radioklub with the call sign OK1KUR is operated by the Faculty of Electrical Engineering, CTU in Prague (FEL), located at Technická 2, 166 27, Prague 6 - Dejvice. For its activities is located room B3-903 managed by the Department of Telecommunication Engineering.

§2

Organizational structure

The Radioklub consists of two organizational units, the Satellite Section and the Amateur Radio Section.

§3

Radioklub administration

The head of the Radioklub is responsible for the administration of the Radioklub and is the person responsible for the use of the room equipment and its facilities in accordance with the operating regulations of the Department and FEL, on the basis of a mandate from the head of the Department of Telecommunications Engineering.

§4

Activities management

- a) The activities of the Satellite Section shall be managed by the Head of the Satellite Section.
- b) The amateur radio section shall be managed by a lead operator who is registered with the Czech Telecommunications Office.
- c) In the case of present use of the Radioklub's radio equipment in the mode of broadcasting in the satellite and amateur radio section by persons who do not have a valid amateur radio licence (call sign), this activity is subject to the supervision of the lead operator.
- d) The use of broadcasting equipment via Internet connection is restricted to persons holding a valid amateur radio license.

§5

Membership

- a) Members of the Radioklub may be members of the Radioklub upon approval of the application by head of Radioklub,
 - (i) FEL employees,

- ii) FEL students,
- iii) pupils and students of cooperating primary and secondary schools,
- b) The list of members is included in the Attendance Book and published on the Radioklub website.

§6

Access to the Radioklub

- a) Access to the Radioklub room, except for authorized employees of FEL and the Department of Telecommunication Engineering, is granted to:
 - (i) persons listed in §3 and §4,
 - (ii) members of the Radioklub,
 - (iii) invited persons in the presence of the persons listed in §3 and §4.
- b) Remote access via the Internet network to facilities that allow this method shall be granted to persons from among the members of the Radioklub and possibly others after registration and granting of access rights.

§7

Operating conditions for the use of the Radioklub room and its equipments

Persons using the Radioklub room and its technical equipments must comply with:

- (a) the occupational safety requirements established for the operator's laboratories,
- (b) the requirements laid down by the Radioklub's managers as listed in Section 4,
- (c) use the Radioklub's technical equipments in accordance with the operating manuals,
- (d) inform the Radioklub's managers immediately upon discovery of defects or damage to any Radioklub equipment,
- (e) the use of radio transmitting equipment shall be subject to the instructions of the Lead Operator or, where applicable, the Head of Satellite Section and shall always be carried out in accordance with and within the scope of their respective user manuals,
- (f) not to carry out any interference with or tampering with the Radioklub room equipment or installed technical equipment without the knowledge of the Radioklub leaders,
- (g) always disconnect used antennas from their antenna inputs and switch off power supplies after the radio equipment has ceased operation (except in the case of remote use),
- (h) access to the roof and antenna systems is restricted to trained persons who meet the occupational safety requirements for working at heights based on instructions issued by Radioklub managers,
- (i) make entries of attendance and activities in the Attendance Book and, in the case of transmitting, in the Operating Log,
- (j) pay due attention to the economical use of lighting, electric heating and air conditioning,
- (k) maintain the orderliness and cleanliness of the Radioklub room and equipments.

§8

Operating hours

Operating hours (on-site and remote via the Internet) are set as required and are published on the website of Radioklub.

§9

Information and contacts

a) All information about the activities and use of the Radioklub and contacts are published on the Radioklub website: <https://radioklub.fel.cvut.cz/>.

b) For written contact the following e-mail address is reserved: radioklub@fel.cvut.cz.

§10

Entry into force

These Operating Rules shall enter into force on the date specified in the signature section.

Prague, 1 June 2023

Jiri Vodrazka

Head of the Department of Telecommunication Engineering

Petr Ondracek

Head of Radioklub