



# Iowa Repeater Council

## Transfer of Coordination Procedure

ID: Transfer of Coordination

Revision: 01-27-2026

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This revision shall supersede all previous versions of this document.

### Purpose and Scope:

To establish standard method to transfer the coordination of a repeater to a different organization / person

### References:

The following documents, standards, and regulatory resources are cited or applicable to the procedures outlined in this document. They provide additional context, definitions, and requirements necessary for proper implementation and compliance.

- 47 CFR Part 97 – Amateur Radio Service. Federal Communications Commission. Code of Federal Regulations, Title 47 – Telecommunication
- Repeater Coordination – Iowa Repeater Council
- Repeater Data Update – Iowa Repeater Council
- Annual Operation Certification – Iowa Repeater Council

### Definitions:

This section lists the standard definitions used within this document.

Term	Definition
Repeater	A fixed, unattended station that receives radio frequency (RF) signals on a designated input frequency and simultaneously retransmits the signal on a different output frequency, typically with increased effective radiated power (ERP) and from an elevated location.
Coordination Holder	The individual or organization that has received frequency coordination from a recognized Frequency Coordination Body for the operation of a specific repeater system.

### Background:

All amateur radio repeaters located in Iowa, are to be coordinated. Various reasons may have the holder of the coordination change. This procedure is to update the holder of the amateur radio repeater coordination. There shall be no changes to the repeaters location or technical parameters when using this procedure. If there is a change in the repeater's location or technical parameters, the repeater coordination procedure shall be followed.

This procedure shall confirm that all parties to the change of coordination holder has been agreed to by the parties involved.

To preserve integrity in coordination and to maintain accurate records, the Iowa Repeater Council maintains certain rules that shall be followed by repeater owners. The process to transfer a coordination or change a

trustee is listed below. If these requirements are not followed, de-coordination of the frequency assignment can occur.

### **1. Transfer of Coordination**

A coordination for an existing repeater can be transferred to another individual or group provided:

1. Both parties agree. This is generally certified by completing the Transfer / Change of Trustee form. In the case of a Silent Key, a letter or an email to the Iowa Repeater Council confirm the transfer, from the family may be used.
2. The new proposed coordination holder agrees to abide by the Iowa Repeater Council Coordination Policies and Procedures that apply to all coordination's.
3. There are no reasonable objections to the transfer by other coordination holders or the Iowa Repeater Council.
4. There will be no changes in the operating parameters of the system, including system location. Location changes make systems NOT transferrable and will require a new coordination.
5. The new coordination holder agrees to follow all Iowa Repeater Council guidelines and the annual recertification process.
6. Complete and submit the Transfer of Trustee form.

## Revision History

Rev	Description
01-27-2026	Initial Release including related form