

# ARRL DXCC Card Checker Program Nomination and Eligibility Rules

## **DXCC CARD CHECKER NOMINATIONS:**

- (a) DXCC Card Checkers must be ARRL members who have a DXCC award endorsed for at least 150 entities;
- (b) To become a DXCC Card Checker an applicant must be nominated by:
- i) ARRL Section Manager, or;
  - ii) ARRL affiliated DX Club (A DX club is an ARRL affiliated club with at least 25 members who are DXCC members and which has, as its primary interest, DX. If there are any questions regarding the validity of a DX club, the issue shall be determined by the Division Director where the DX club is located.) A person does not have to be a member of the DX club to be nominated, or;
  - iii) ARRL Division Director
- (c) All nominations, once submitted, must first be approved by the ARRL Division Director for USA nominations, or the Vice President for International Affairs for non-USA nominations;
- (d) Must be personally known to the DX club or Section Manager nominating them;
- (e) DXCC Card Checkers are appointed by the Membership & Volunteer Programs Manager;
- (f) DXCC Card Checker appointments are automatically renewed every 2 years and renewal is determined by performance as determined by the DXCC Manager.

## NOTE:

- A Section Manager is allowed to nominate only one Card Checker. If that checker resigns the Section Manager may nominate a replacement. However, a new Section Manager may not make a nomination if the ARRL Section already has an appointment;
- Each Affiliated DX Club may nominate only one Card Checker. If that checker resigns the club may nominate a replacement. The DX club must have, at least, 25 members who are DXCC program participants;
- A Division Director may make one nomination within their division.

A card checker appointment may be removed if it is determined that a card checker conducts themselves contrary to the terms of their appointment or if they create a situation contrary to the goals of ARRL and/or the DXCC program.

## **THE NOMINATION PROCESS:**

Upon receiving a nomination to the ARRL DXCC Manager, an internal review is conducted. Upon completion, the DXCC Manager will contact the nominee and:

- Issue the Card Checker guidelines booklet

- Issue the open-book 50 question test

The applicant completes the test and e-mails the results back to the DXCC Manager

Upon review of the test results the DXCC Manager reviews the results with the nominee

Lastly, the DXCC Manager forwards the nomination to the Membership & Volunteer Programs Manager for final approval.

Upon completion the DXCC Manager advises the nominee of their appointment and completes the process and the new card checker is ready to check applications.

### **ADDITIONAL INFORMATION:**

- Must be willing to serve at reasonable times and places;
- Should Whenever possible should make one visit per year to a scheduled convention;
- Should contact a convention organizer if they plan to attend a convention so that this information can be published in both *QST* and in local hamfest/convention newsletters;
- Must have full e-mail and internet capability;
- Must allow the publication of their contact information, to include name, address, telephone number and e-mail contact information both on the web and in the DXCC publication;
- Must maintain their current contact information status with the DXCC Desk;
- Must notify the DXCC Desk of any changes in their personal address and telephone information;
- Must submit DXCC applications, themselves, to DXCC within 2 work days after completion;
- ARRL will not honor claims for cards handled by DXCC Card Checkers;
- The applicant is responsible for ALL fees and postage at the time they present their application. DXCC will not bill applicants.
- DXCC does not provide reimbursement for out of pocket expenses incurred by Card Checkers;
- DXCC Card Checkers receive a package of training and reference material to assist them;
- The ARRL DXCC List publication is no longer issued to card checkers, the most current list is available for download on the DXCC web site. Update information will be made available to them by e-mail.
- The DXCC Desk will notify Card Checkers of any problems that occur, after processing, that need attention;
- Card checkers no longer interested in serving should contact the ARRL DXCC Manager as soon as possible;
- Card checkers must remain available on the card checker reflector and not to block messages. This is the main way DXCC keeps checkers updated with the latest happenings with the program. This is a closed reflector so it is spam free.