

Minocqua Forest Riders Snowmobile Club, Ltd.

By-Laws

Revised and adopted on 01/18/2020

ARTICLE I - NAME AND MISSION STATEMENT

- Section 1 The name of this corporation shall be “Minocqua Forest Riders Snowmobile Club, Ltd.” (Hereafter referred to as MFR or Club), subject to the provisions of Chapter 181 of the Wisconsin Statutes known as “The Wisconsin Non-stock Corporation Law”.
- Section 2 The mission of this club shall be:
- 1) To stimulate and advance the general welfare and safety of snowmobiling.
 - 2) To establish and maintain a network of trails for the purpose of providing snowmobile riding enjoyment, to provide snowmobile routes between towns and cities, and to provide snowmobile access to area businesses and attractions.
 - 3) To organize club activities.
 - 4) To provide or assist organized courses in conjunction with the DNR and Law Enforcement to promote education and snowmobiling safety.

ARTICLE II - MEMBERSHIP

- Section 1 All paid-up members of the club shall be deemed “Active Members”.
- Section 2 Charter membership of the club shall close as of August 31, 1987, and shall be comprised of members in good standing as of that date.
- Section 3 Yearly membership dues shall be set by the Board of Directors (hereafter referred to as BOD).
- Section 4 Membership may be terminated by action of the BOD for non-payment of dues or for any other reason the BOD feels should warrant such terminations. There shall be no refund of dues.
- Section 5 Active single memberships shall have one vote and active family memberships shall have two votes. A family membership shall consist of a couple and their children under 18 years of age. At any meeting other than the March annual meeting, members must be present to vote; two members of a family membership must be present to cast two votes. At the annual meeting, members may vote by being present at the meeting or may vote by absentee ballot for club officers.
- Section 6 The BOD may grant an honorary membership to a person who donates services to the club.
- Section 7 Upon reaching the age of 70, any member with 10 or more years of consecutive active service shall be granted an honorary lifetime membership.

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ARTICLE III - OFFICERS, DUTIES, AND ELECTIONS

- Section 1 The Board of Directors (BOD) shall consist of the Executive Committee and four elected directors who will each serve two year terms. The Executive Committee shall consist of all elected officers and the Past President, provided this person is a member of the BOD. If this person is not, the president may appoint a board member, not currently up for reelection, to fill this seat. All officers and directors shall be elected at the March annual meeting.
- Section 2 The officers of the club shall be President, Vice-President, Secretary, and Treasurer and their terms shall be for two years. The President, Treasurer and two director positions shall be up for election in odd numbered years. The Vice President, Secretary and the other two director positions shall be up for election in even numbered years.
- Section 3 The President shall conduct daily business activities incumbent on such position, including but not limited to; responding to public issues relating to the Club, dealing with town/county/state representatives, easements, leases, subcontractor and other contracts, insurance issues, and committee/worker issues, etc. The President also presides at all general and board meetings and appoints such committees/positions as necessary.
- Section 4 The Vice-President, in the absence of the President, shall perform the duties of and have the same authority as the President.
- Section 5 The Secretary shall conduct correspondence, keep all records of the club, keep minutes of membership and BOD meetings, send all notices to members via regular mail or email as requested by the member; including a newsletter four times/year, and perform such other duties as are usually incumbent on this office. The Secretary shall take charge of any meeting where the President and Vice-President are both absent.
- Section 6 The Treasurer shall pay the club's bills and keep accounts and records of the club's financial affairs, according to the policy set by the BOD, and shall file all required tax forms. All checks must be signed by the Treasurer or another officer as approved by the BOD. The Treasurer will maintain a master membership list with relevant information on a commonly used computer database. This information shall only be used for Club activities, dues tracking, and mailings etc. This membership information shall be secured from the application forms, compiled and provided to the Secretary and Communications Coordinator for their use.
- Section 7 For the purpose of continuity in leadership after the election of a new president, the Immediate Past President may be appointed, by the Executive Committee, to serve on the BOD as an additional board member and Past President for two years.

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- Section 8 At the January general meeting, the Nominations Committee Chair shall place a slate of candidates in nomination for the election of officers identified in Article III, Section 2 of the By-Laws. Nominations may also be made from the floor at either the January or February Membership meetings. Nominations for the election shall be closed after the February meeting. If there are no nominations by the February meeting, the nomination process will remain open for the uncontested races at the March meeting. The election shall be held at the March annual meeting and newly elected officers and directors shall take office on April 1st.
- Section 9 Absentee ballots for election of club officers will be made available to any club member requesting them. Absentee ballot procedure: Absentee ballots shall be available after nominations are closed at the end of February general meeting. Absentee ballots will not be made available unless there is/are contested race(s). The Secretary shall mail an absentee ballot to any club member requesting one by phone or mail. Absentee ballot requests shall be sent to the Secretary at the club's mailing address; P.O. Box 1161, Minocqua, WI 54548. Completed absentee ballots shall be mailed to the Secretary at the same address and shall be valid only if received on or before the day of the March annual meeting. Absentee ballots shall remain sealed until after the regular ballots have been cast at the March annual meeting and shall be opened and counted at that time. The Secretary will keep a record of all absentee ballots sent out and only received signed ballots will be counted. Persons attending the annual meeting cannot cast absentee ballots and also then vote the day of election.
- Section 10 An officer or board member may be removed from office when such member no longer represents the mission or by-laws of the Minocqua Forest Riders, or the board determines that the best interest of the Club would be better served through their removal. Removal requires a majority vote by the current Executive Committee and Directors.
- Section 11 In the event of a vacancy in any office or BOD, the Executive Committee shall appoint an active member to complete the unexpired term.
- Section 12 The BOD shall designate the financial institution of their choice for the club's financial accounts. The BOD may request periodic audits.

ARTICLE IV - FISCAL YEAR

The club's fiscal year shall be May 1st through April 30th.

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ARTICLE V - MEETINGS

- Section 1 The annual meeting of the members shall be the March meeting.
- Section 2 General meetings shall normally be held monthly, October through March, during the third week of the month, at the time and place designated by the BOD. A general meeting quorum is a minimum of two officers, two directors, and any general members present. There will not be a meeting in April. A season ending social meeting may be held in May.
- Section 3 Additional general meetings may be held as deemed necessary.
- Section 4 BOD meetings, via email, phone or in person, shall be held as deemed necessary. A quorum of four with a minimum of two officers and two directors is required to conduct a BOD meeting.

ARTICLE VI - PROCEDURAL RULES

- Section 1 Robert's Rules of Order shall govern the procedures of all meetings of the corporation.

ARTICLE VII - AMENDMENTS

- Section 1 By-laws can be amended by notification of the membership by the club newsletter or special mailing, or email, followed by a reading of the amendment at the next general meeting, followed by a two-thirds vote for the amendment by the members present at that second meeting.
- Section 2 Bylaws and policy procedure revisions, changes or deletions shall be maintained in an electronic document and incorporated within the text of this document, rather than attached.

ARTICLE VIII - INSURANCE

- Section 1 Property damage and liability insurance shall be carried to a coverage limit as specified by the BOD.

ARTICLE IX - DISSOLUTION OF THE CLUB

- Section 1 In the event of the dissolution of the MFR Snowmobile Club, all net assets of the club shall be donated to other non-profit club(s), the Oneida County Snowmobile Council, or the Town of Minocqua. This will be done with the intent to best serve snowmobiling in the future.
- Section 2 In the event of the dissolution of the MFR Snowmobile Club, no member or officer of the club shall benefit financially from the disbursement of the club's assets.

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POLICIES AND PROCEDURES

Section 1

Policies and Procedures are separated into Chapter A and Chapter B. Chapter A affects the general Membership operations. These policy and procedures may be created, changed, or deleted following the same procedure as amending the by-laws (Article VII, Section 1).

All Chapter A policies shall be identified as Chapter A.

Chapter B policy and procedures are specific to the grooming, maintenance, signage and all related functions. Due to the changing nature of the trail system, equipment, personnel, these policies and procedures may need to be implemented, changed or deleted on a short notice by a majority vote of the BOD at a regular or special BOD meeting. These policies and procedures shall keep the best interest of the Club in mind, and the general membership does not need to be notified of changes. All Chapter B policies shall be identified as such.

Section 2

A list of current Club policies and procedures shall be maintained by the Secretary and made available to membership if requested. Decisions made at the BOD and General Membership meetings that create, change, or delete existing policy/procedures will be entered into the appropriate location in this Article of Minocqua Forest Riders Policy & Procedures utilizing an electronic document.

Chapter A - General Membership Operations

Policy 1 - Nominations Committee

The MFR President shall appoint a Nominations Coordinator to Chair the Nominations Committee, responsible for identifying prospective members who will run for an office in the yearly election. This appointment will be made no later than September 1st. In addition to the Chair, the committee will have at least 2 members selected by the Chairperson.

Policy 2 - Communications Coordinator

The MFR President shall appoint a person(s) as required to email membership, other organizations, Chamber of Commerce(s), news media etc. of Club activities, fund raisers, trail rides, special events and post a calendar of such events on Minocqua Forest Riders.org website and Facebook. Chairs of specific events/functions are responsible to notify the Communications Coordinator of these events well in advance of each event.

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Policy 3 - Club Events and Activities

A. Events Coordinator

The MFR President shall appoint an Events Coordinator to Chair an Activities Committee that is responsible for organizing Events, Fundraisers, and other Club Activities. The BOD will provide general guidelines and budget allowances for each event or activity. The Events Coordinator is responsible for making all the arrangements and securing necessary help for these events and activities. The details of each event will be given to the Communications Coordinator and the progress of the event will be reported to the BOD on a regular basis. All monies generated by these events and activities shall be counted by two or more committee members with totals noted for a final report. The money shall be transferred to the Club Treasurer as soon as practical. The final report will be given at the next Membership Meeting after an event or activity is held. The Events Coordinator will keep a record of each event, detailing the results and identifying suggestions for future events. Events will include, but not be limited to the Kickoff to Snowmobiling Party and the Member Appreciation Dinner.

B. General Membership Meetings

The Secretary shall be responsible for securing meeting places for Club meetings. In order for a business to host a general meeting it must:

1. Have a current map advertisement
2. Be able to accommodate at least 30 people

General membership meetings shall be rotated to as many willing map ad businesses as possible each season.

C. Special Events - These events should be held at a location in the greater Minocqua area if possible, that affords the best chance of success of these events.

D. Guests - At any Club party a member may bring guests at the same cost per guest as a member.

E. Charities - Funds from the Club shall not be donated to other charities. However, some events might offer the opportunity for members to donate to charities i.e. Food Pantry.

F. Raffles/Gambling - The Club shall not use Club funds for raffles or other forms of gambling.

Policy 4 - Sunshine Coordinator

The MFR Secretary, may appoint if needed, a person to coordinate issues dealing with death or serious illness of members and their immediate families. Notifications shall be provided to the MFR Communications Coordinator for email when appropriate. Cards shall be the appropriate form of condolences on behalf of the Club. Flowers may be appropriate under special circumstances. This person will also update members at the general membership meetings of these situations.

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Policy 5 - Mileage Stipend/Reimbursement

- A. The MFR Club may pay officers/directors each spring to defray the cost of mileage while doing Club business, banking and money management, post office, taxes, printing and other job duties. The BOD may authorize specific mileage reimbursement for things such as securing map ads, special trips for equipment parts or meetings/conferences that benefit the MFR Club.
- B. The BOD may also hire employee(s) to conduct Club business; bookkeeping, banking, tax preparations etc. The BOD will establish a position description of duties, establish compensation and provide supervision and guidance. The position description may be modified as required.

Policy 6 - Insurance

The MFR shall provide property damage and liability insurance to cover members and officers from liability claims during any/all Club activities, fund raising, special events, and all grooming and trail maintenance operations. The MFR may enter into agreements with other clubs/organizations to enhance coverage and or save expenses. The Club shall maintain hospitalization insurance to cover compensated Club volunteers and shall maintain any other insurance mandated by the state/and or county (such as workman's compensation insurance). Any member expecting compensation for any work on MFR Trails or equipment must be a member in good standing and also be an employee of the carrier of the Workman's Compensation Insurance. This may be the Forest Riders Snowmobile Club, Oneida County, or carrier named each year.

Policy 7 - Trail Map/Website Advertisement Coordinator

The MFR President shall appoint, as required, a person to coordinate our annual map/web advertisement fundraiser. This map features all local businesses that want to be featured on our map, and provides a space for business information. The Coordinator shall contact all previously listed businesses, and any new or prospective businesses during the summer, secure businesses' commitment, secure bids, proofread and get maps published and distributed prior to December 1st each year. This Coordinator will secure assistance as necessary to maintain maps, map boxes, retrieve funds, and deal with related issues.

Additions of advertisements to our website will also be considered and coordinated with the this person.

The Coordinator will also send MFR signage policy and forms for businesses to request signs. This person will update the BOD as needed.

Policy 8 - Oneida County Snowmobile Council Representative (OCSC)

The MFR President shall appoint, as required, the OCSC Representative. This position shall attend all Oneida County Snowmobile Council meetings, work with the county forestry department on all relevant issues, and report monthly to the BOD and general membership on any and all issues as required. This position also works on coordinating funding issues and trail opening duties. This position must meet OCSC attendance policies and secure a sub if necessary.

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Policy 9 - Financials

In order to protect the security of all MFR funds, the Treasurer, and the BOD, the following policy is established.

- A. All purchases beyond regularly re-occurring monthly bills over \$500 (excluding items budgeted for) must be approved by a majority vote of the BOD. This can be done at a regular or special BOD meeting, by phone or email. The Treasurer shall maintain a MFR checking account for the payment of monthly bills. This account will have a working balance of up to \$30,000. The Treasurer does not require an additional signature on checks written from this account.
- B. Separate accounts shall be maintained for all monies exceeding the working checkbook maximum.
- C. The Treasurer will advise the BOD at regular monthly meetings of all accounts and recommend placement of funds in the best interest of the MFR Club. Monthly bank statements (paper) will be available at all BOD meetings or as requested. The BOD may appoint a BOD member to monitor electronic statements of all MFR accounts.
- D. The President has the authority to sign loan agreements that are approved by the BOD.

Chapter B - Trails/Equipment/Grooming/Signing

Policy 1 - Equipment & Maintenance Manager (EMM)

Appointment - The MFR President, with BOD approval, shall annually appoint an Equipment & Maintenance Manager (EMM). This position reports directly to the President and will inform him of any situation requiring immediate action or attention on a timely basis.

Duties - The EMM is responsible for oversight of all MFR equipment. This includes use of the equipment, scheduling and record keeping of equipment maintenance. This person is the co-chair of the Equipment Committee along with the President and is also responsible for completing major equipment repairs when needed and training other club members to complete maintenance work. The EMM may have work completed by outside companies when it is unable to be done in house. The EMM and any designated mechanics or welders will be compensated at a rate set by the BOD.

Policy 2 - Equipment Committee

The President will appoint at least 3 board members and at least 1 member not on the board to serve on the committee. The committee's purpose is to evaluate the equipment needs of the club and make recommendations to the BOD on the sales of existing equipment and the purchase of replacement or new equipment (when the cost exceeds \$500). The committee will create a new or review an existing equipment purchase plan on an annual basis.

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Policy 3 - Equipment Loans

- A. Personal Use - The EMM or President may approve use of Club equipment for personal use. Sign-out/return sheets shall be kept at the groomer shed. Any problems shall be reported to the EMM. Equipment damaged, destroyed or lost by the borrower shall require the borrower to repair or replace such equipment to the satisfaction of the EMM. Such borrowed equipment shall be returned in the same condition or better as when borrowed. The borrower agrees the MFR has no liability in such equipment loans and will sign a hold harmless agreement upon checking out the equipment.
- B. Other Clubs/Organizations/Governmental entities - The EMM and President shall confer on loans/use/rental of any large MFR equipment for use by other clubs, organizations or governmental entities. Details of insurance coverage, fees, fuel and operator costs shall be worked out prior to use and approved by the BOD via phone, email or in person.

Policy 4 - Trail Supervisor

Appointment - The MFR President, with BOD approval, shall annually appoint a Trail Supervisor. This position reports directly to the President and will inform him of any situation requiring immediate action or attention on a timely basis.

Duties - The Trail Supervisor directs all regular trail maintenance, grooming activities, preparation of the trails for the opening of the snowmobile season and inspection by the Oneida County Forestry Department. The Trail Supervisor advises the President as to when the trail system should be open to the public. This person is the OCSC representative for the club and will be familiar with all county and state requirements on funding, signage and safety issues. This person is responsible for scheduling and training groomer operators and tracking hours of grooming equipment use and trail expenses to conform with the annual budget. The Trail Supervisor is the chair of the Trail Committee and is also responsible for the opening and closing of gates. Regular trail inspections will be done by this person prior to the opening of the season and on a regular basis during the season. The Trail Supervisor shall secure proof of insurance from all subcontractors and co-sign all equipment leases with the President.

Policy 5 - Trail Committee

The Trail Committee shall be appointed by the Trail Supervisor and consist of the Area Leaders. Before any work is performed on any trail or reroute, easements and permission must be obtained from all landowners where the work is to be performed. Necessary permits or approvals from government authorities, as well as the County Forester, shall also be secured by the Trail Supervisor when needed. Each committee member is responsible for completing yellow daily work cards whenever work is done in their section and turned in to the Trail Supervisor at the completion of the job. A job that requires anything other than "normal trail maintenance" must be approved by the President and Trail Supervisor before the work begins.

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Policy 6 - Opening the Trail System for Public Use

1. All the swampy areas in the system will be sufficiently frozen (no visible water) and packed so that a novice snowmobiler can navigate the trails.
2. Corridor Trails 10 & 12 will open as a unit.
3. Individual Club Trails or portions thereof can remain closed, separate from the corridor trails, until the conditions in item number one are met.

Policy 7 - Groomer/Operator Required Training

The operation of our groomers is vital to our trail maintenance and requires training of operators.

- A. Equipment Operators - Experienced operators shall receive annual pre-season updates on all current equipment. Operators will receive additional training on new equipment. Experienced operators will also receive training on any modifications to trail system reroutes.
- B. New operators require more extensive training on equipment they will be operating, utilization of pre and post operations checklists, as well as hands-on equipment training under the immediate supervision of the Trail Supervisor and/or an experienced operator. New operators will not be able to operate equipment without an experienced operator until they are thoroughly familiar with equipment they're operating and with the trail system. The Trail Supervisor will give final approval to new groomers and direction to all operators as to grooming schedules and routes. Normal grooming start time is 6pm or as directed by the Trail Supervisor. Groomer operators who fail to turn in their blue time sheets as required will not be paid.
- C. Groomer Equipment - Groomer operators are encouraged to bring a cell phone with them while grooming. Lists of emergency numbers and contacts will be updated as required and provided in each groomer. Phones may not work everywhere on the trail system. Be aware of your location. You may have to walk or move a short distance. Dialing 911 may work in emergency situations where a normal cell phone call will not work.
- D. Groomer Responsibility - Groomer operators reporting for duty shall not be under the influence of alcohol or illegal drugs. Any smoking in the groomer has to be agreed upon by all parties. Groomers normally run with 2 operators, however 1 operator is satisfactory if approved by the Trail Supervisor. Passenger ride a longs must be Club members or have approval of the President or Trail Supervisor. Passenger ride a longs can provide additional safety in case of an emergency. Operators will be vigilant of all trail signs and repair/replace if possible. Groomer machines are equipped with chain saws to remove downed trees/limbs etc. when necessary. Groomer operators will replace signs utilized and refuel all equipment etc. upon returning to the shed. Operators will notify the Trail Supervisor the morning following their shift of any safety or equipment issues encountered.
- E. The BOD will establish a rate of compensation for new and experienced operators. Groomer operators may donate their time in lieu of compensation.

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Policy 8 - Business Trails, Establishment

- A. The trail must be built and maintained by the business, including obtaining easements from land owners and copies need to be provided to the MFR.
- B. The business trail must link directly to the MFR trail system and be reasonable in length.
- C. The trail must be wide and have adequate overhead clearance for the Club's current grooming equipment to easily maneuver.
- D. The trail must have no more than a 15 degree side slope and no more than a 35 degree grade relative to the direction of the trail.
- E. The trail will be groomed at the discretion of the Trail Supervisor.
- F. The final OK for the business trail shall be approved by both the Trail Supervisor and the BOD.

Policy 9 - Signage

In order to promote uniformity and fairness regarding business signs on MFR trails, the MFR adopted the following policy regulating placement of business signs on MFR trails.

- A. A business must have an ad on the current MFR map or web ad in order to place signs on MFR trails.
- B. All business signs placed on MFR trails shall conform to DNR and county signing standards: For example, sign backgrounds shall be brown and lettering shall be white and a minimum of 2 inches high.
- C. Placement of any business sign on MFR trails shall first be approved by the Trail Committee regarding both the sign itself and the sign's location. All signs will be placed by MFR.
- D. Unauthorized business signs will be removed by the MFR.
- E. To promote uniformity of business signs on MFR trails, the Club shall erect signboards at designated locations, and allow individual signs at other appropriate locations.
- F. Costs for all signs are responsibility of the individual business. The business will prepay for actual cost of the signs upon ordering. Along with your map/web ad application you will receive a map showing the location of sign boards on which you can purchase a sign. Each sign location will be charged a fee. Replacement costs for damaged or missing signs are the responsibility of the business.

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Minocqua Forest Riders Snowmobile Club - Employee Application Form

Personal Information:

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Telephone Number: _____

Cell Telephone Number: _____

IRS Information:

Social Security Number: _____ - _____ - _____

Date of Hire: ____ / ____ / ____ Date of Birth: ____ / ____ / ____

Filing Status (Married/Single): _____ Withholdings (0, 1, 2, etc.): _____

Type of Work (check all that apply):

_____ Trail Maintenance _____ Equipment Shed

_____ Groomer/Operator _____ Mechanic

Conditions of Employment:

Employees of the Minocqua Forest Rider Snowmobile Club may be compensated as follows:

1. Trail maintenance workers can request to get paid by the hour **or** for the mileage they put on their vehicles doing trail maintenance work **or** both.
2. Groomer operators can request to either get paid by the hour **or** for the mileage they put on their vehicle driving to and from the equipment shed, but not both.
- 3. The Club encourages Trail Maintenance Workers and Groomer Operators to consider volunteering their time and/or mileage in lieu of being paid for these services.**
4. Equipment Shed workers are volunteering their time and there is no compensation available.
- 5. If you become injured on the job and a Worker's Compensation Claim needs to be filed, you will be asked to turn in your blue time card for our accountants to process and you will be paid by the hour for your services.**

Signature: _____ Date: _____

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Minocqua Forest Riders Snowmobile Club - Groomer Operator Application Request Form

Personal Information:

Last Name: _____ First Name: _____

Email Address: _____

Cell Telephone Number: _____

Other Telephone Number: _____

Grooming Experience & Route Preferences:

Total years of Groomer Operator experience: _____

Number of years grooming for the Forest Riders: _____

Have you been approved to operate on your own? _____ (yes/no)

How many evenings/days are you willing to groom? _____ (1, 2, 3 or 4)

Identify the routes/days that you are willing to work (*choose at least three regardless of the number you wrote above*). Order your choices by priority. **Please remember that this is only a request and that the Trail Supervisor determines the weekly grooming schedule.**

Route #	Day	Time (evening or morning)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conditions of Employment:

Signing this document indicates that you have read, understand and will abide by the contents of **Chapter B, Policy 6 - Groomer/Operator Required Training** of the Minocqua Forest Riders Snowmobile Club By-Laws. Failure to comply with these guidelines may result in the termination of working in this capacity.

Operator's Signature: _____

Date: _____