

Minocqua Forest Riders Snowmobile Club, Ltd.

By-Laws

Revised and Adopted on 03/28/2023

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, one director, and any general members present. There will not be a meeting in April. A season ending social meeting may be held during the summer months.
- 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 shall adhere to the following policy:

- 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 another Board 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 Manager

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

Duties - See Appendix A; Responsibilities of the Equipment Manager

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 Maintenance Coordinator

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

Duties - See Appendix B; Responsibilities of the Trail Maintenance Coordinator

Policy 5 - Area Leaders and the Trail Committee

The Trail Maintenance Coordinator appoints trail system Area Leaders who are the core members of the Trail Committee. See Appendix C; Responsibilities of Area Leaders.

Policy 6 - Grooming Team Coordinator

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

Duties - See Appendix D; Responsibilities of the Grooming Team Coordinator

Policy 7 - 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.

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Policy 8 - Groomer/Operator Required Training

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

- A. Equipment Operators - To be an equipment operator you must be 18 years of age. 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 determined by the Trail Supervisor. Groomer operators who fail to turn in their blue time cards 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 9 - Business Trail Establishment

The trail will be approved by the Trail Maintenance Coordinator, developed as a partnership between the business and the club and will link directly to the MFR trail system.

Policy 10 - 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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Responsibilities of the Equipment Manager:

Equipment:

- 4) Prepare the equipment for off season storage
- 5) Consult with both the Trail Coordinators to determine how the equipment should be set up for seasonal work. Perform seasonal modifications to the equipment for fall and winter use
- 6) Weekly evaluation of the equipment
- 7) Ongoing maintenance and scheduling the repair of damaged parts or equipment breakdowns
- 8) Record keeping, preferably computerized, for each major piece of equipment in regard to parts replaced and service done
- 9) On call support for equipment rescue during the fall maintenance season and assist the Grooming Coordinator for equipment rescue during the grooming season
- 10) Identify and address any abuse of the equipment and work with both coordinators and the President to resolve the issue

Shop:

- 11) Be responsible for the general appearance and cleanliness of the interior of the equipment shed
- 12) Maintain an inventory of commonly used parts and fluids for the equipment
- 13) Organizing shop supplies and tools
- 14) Work with the Trail Maintenance Coordinator to store an inventory of posts, trail signs and hardware (The Trail Supervisor is responsible for ordering the inventory)

Communication:

- 15) Work with both Trail Coordinators for training operators in the use of the equipment
- 16) Setup a line of communication with operators for reporting equipment problems which includes implementing a Pre/Post equipment checklist
- 17) Encourage and coordinate membership to work in the shop and create a volunteer friendly and welcoming environment
- 18) Use the club's procedure for reporting accidents
- 19) Be involved in the annual budget preparation for the club
- 20) Seek board approval for single item expenditures of \$500.⁰⁰ or more that are not included in the Annual Budget
- 21) Prepare an Equipment Manager report for both the monthly Board of Director and Membership meetings

General (*applies to both Equipment Sheds*):

- 19) Monitor propane use
- 20) Order diesel fuel if/when needed
- 21) Monitor the dumpster and schedule trash removal

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Responsibilities of the Trail Maintenance Coordinator:

Oneida County Snowmobile Council Representative:

- 7) Represent the club on the OCSC and be familiar with all county and state requirements on funding, signage and safety issues
- 8) Attend OCSC meetings with the President (when possible)
- 9) Be the liaison between the Council and the Area Leaders, communicating decisions that affect their work

Trail Committee:

- 4) Subdivide the Trail System into Area Sections and appoint a member to be an Area Leader for each section.
- 5) Work with each Area Leader to find a member to be their Area Assistant
- 6) Schedule a Spring and Fall Committee meeting with the assistance of the President
- 7) The meeting should include, but is not limited to reviewing the Area Leader Responsibilities, identifying major trail work projects that go beyond typical trail maintenance activities, review the Trail Maintenance Timeline and plan & schedule a Fall Member Work Day in each area

General Responsibilities:

- 8) Help Area Leaders, when requested, to assist in carrying out their responsibilities
- 9) Work with the LUA Coordinator to secure permission from property owners to do major trail work projects on their property and complete the necessary paperwork before beginning the project (see appendix H)
- 10) Order trail signs, posts and purchase trail hardware
- 11) Work with the Equipment Manager to store an inventory of posts, trail signs and hardware
- 12) Work with the Equipment Manager to develop a Fall Equipment Training Plan and assist the Equipment Manager in training members to use the equipment
- 13) Enter Non-Grooming Maintenance Data into the SNARS program
- 14) Coordinate the opening of gates with the Grooming Coordinator
- 15) Supervise the closing of gates at the end of the season
- 16) Use the club's procedure for reporting accidents
- 17) Be involved in the annual budget preparation for the club
- 18) Seek board approval for single item expenditures of \$500.⁰⁰ or more that are not included in the Annual Budget
- 19) Prepare a Trail Maintenance Report for both the monthly Board of Director and Membership meetings during the fall months

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Responsibilities of an Area Leader:

General Maintenance Responsibilities:

1. Inspect trails on a regular basis before and during the snowmobiling season, especially ASAP after major storms (*to assess the damage and organize clean-up efforts*). Correct the problems as needed. Arrange for your assistant to inspect your area if you are not able to do so on a regular basis (*or someone else, if the need arises, and communicate this need to the Maintenance Coordinator*).
2. Maintain the current traffic control signage by replacing damaged and missing signs. Install, monitor and replace missing Trail Intersection Signs, Area & Business Information Signs and Road & Swamp Signs.
3. Inspect and maintain the Informational Sign Boards. Repair or replace existing posters and add additional posters as instructed by the Trail Coordinator. All posters for the boards will be located, for pick-up, in the Minocqua equipment shed.
4. Supervise the brushing and mowing of trails on a regular basis. Area leaders can mow their trails once they are trained by the Maintenance Coordinator. All boom brushing will be done by a trained boom tractor operator.
5. It is encouraged that you put together work teams, when needed, so you are not overwhelmed doing this work by yourself.
6. Be responsible for the gate keys in your area (a key ring will be checked out in fall and returned in spring). Open the gates at the beginning of the season and lock them at the end of the season.
7. Submit yellow and green **Daily Non-Grooming Trail Maintenance Cards** to the Maintenance Coordinator on a monthly basis (*use the box in the grooming shed*). You are responsible to create cards for all the work done on both **funded and club trails** in your region (*use separate cards: Funded Trail - Yellow Card; Club Trail - Green Card*). **Cards are due by the Second Friday of the month for the previous month's work**, no exceptions! Get assistance from the Trail Supervisor if you are not sure how to complete the yellow and green cards correctly.
8. Help the Grooming Coordinator determine when the swamps in your area can be sufficiently packed so that a novice snowmobiler can navigate the trail.
9. When possible, help the Grooming Coordinator determine when the trails in your area are in a safe condition for our grooming equipment to operate on.

Trail Signing Audit:

Each Area Leader will be responsible for creating a Signing Audit Team to conduct an audit of their area during the riding season. The team will be made up of the Maintenance Coordinator (when possible) and other Area Leaders or Assistants. The goal of the audits is to create uniformity in regard to how the State and County Trail Signing Guidelines are interpreted and applied throughout the trail system.

Committee Meetings:

- Meet as a group at the beginning of the season to review leader responsibilities.
- Meet at the end of the season to discuss concerns for the next season.
- The Trail Supervisor is the chairperson of the Trail Committee and may call additional meetings during the season as needed.

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Communications:

- Keep the Trail Supervisor informed (either by email, text message or by phone) of all work done in your area. Get **prior approval** from the Trail Supervisor and LUA Coordinator when a job will require anything other than normal maintenance.
- Communicate with one another and help each other out. Notify the Trail Supervisor ASAP when work in your area is being done by another team or when work needs to be done and you are not able to do it or organize others to do it.
- Make recommendations to the Trail Supervisor when you think major changes need to be made to a trail in your area.
- Have new trail workers (*those members not in attendance at the trail committee meeting*) complete an Employee Application Form and submit that information to the Trail Supervisor.
- Check your email daily and **Respond** to the Trail Supervisor's emails. This is very important because he needs to know that you are getting all information that is being passed on to you.
- ***Develop a positive working relationship with land owners in your region.***

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Responsibilities of the Trail Grooming Coordinator:

Pre-Season Responsibilities:

- 16) Supervise swamp packing activities
- 17) Supervise marking lake trails
- 18) Schedule trail packing and panning activities
- 19) Coordinate the opening of gates with the Maintenance Coordinator
- 20) Advise the President as to when the trail system can be open to the public
- 21) Create grooming routes used to groom the entire trail system that will be implemented in the scheduling process
- 22) Create a Groomer Operator Contact Information document

Training & Scheduling:

- 8) Develop a Groomer Operator Training Program with the assistance of the Equipment Manager
- 9) Implement the training program with the assistance of the Equipment Manager and veteran Groomer Operator Team Members
- 10) Schedule a pre-season Groomer Operator Meeting, no later than October 31st, for the purpose of going over general information (*not included in the training program*) and for completing necessary paperwork
- 11) Create a Grooming Schedule that addresses the needs of both the club and members of the grooming team
- 12) Modify the grooming schedule during the season to address adverse weather conditions, changing trail conditions and grooming team member requests

General Responsibilities:

- 13) Work with the Equipment Manager to prepare the equipment for trail grooming
- 14) Coordinate machine rescue activities with the Maintenance Manager when needed
- 15) Distribute Grooming Schedules to Grooming Team Members on a regular basis
- 16) Monitor and approve SNARS grooming machine data
- 17) Suspend all grooming activity during a Wind Chill Warning published by the National Weather Service
- 18) Prepare a Grooming Operations Report for both the monthly Board of Director and Membership meetings when the trails are open to the public