

Minocqua Forest Riders Snowmobile Club, Inc.
 General Membership Operating Policies and Procedures
 (as of December, 2024)

Table of Contents

Chapter 1: General Membership Operating Overview 2

Chapter 2: MFR Operations Appointments (Roles and Responsibilities)..... 2

 I. Business Trail Signage Coordinator 3

 II. Communications Coordinator..... 3

 III. Equipment Committee/Manager..... 4

 IV. Events Committee Coordinator 4

 V. Fundraising Committee Coordinator..... 4

 VI. Grooming Team Coordinator 4

 VII. Marketing Coordinator 4

 VIII. Membership Coordinator..... 5

 IX. OCSC Representative..... 5

 X. Raffle Committee Chairperson 5

 XI. Trail Maintenance Coordinator..... 5

 XII. Trail Map Advertising Chairperson..... 6

Chapter 3: General Meetings 7

Chapter 4: Liability..... 7

Chapter 5: Security of MFR Funds 7

Chapter 6: Use of Club Equipment 8

 I. Personal Use. 8

 II. Other Clubs/Organizations/Governmental Agencies Use. 8

Chapter 7: Opening and Closing Trails 8

Chapter 8: Operation of Club Groomers 8

Chapter 9: Business Trail Establishment 9

Appendix A – Responsibilities of the Equipment Manager..... 10

 Equipment..... 10

 Shop..... 10

 Communication 10

 General (applies to both Equipment Sheds) 10

Appendix B – Responsibilities of the Trail Maintenance Coordinator 11

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

Oneida County Snowmobile Council (OCSC) Representative.....	11
Trail Committee	11
General Responsibilities.....	11
Appendix C – Responsibilities of an Area Leader	12
General Maintenance Responsibilities:	12
Trail Signing Audit.....	12
Committee Meetings	12
Communications.....	13
Appendix D- Responsibilities of the Grooming Team Coordinator.....	14
Pre-Season Responsibilities:.....	14
Training and Scheduling	14
General Responsibilities.....	14

Chapter 1: General Membership Operating Overview

These General Membership Operating Policies and Procedures (“Policies and Procedures”) outline the established guidelines and operational framework for the Minocqua Forest Riders Snowmobile Club, Inc. (“Club” or “MFR”) and are designed to ensure the efficient and ethical management of the Club’s resources, activities and decision-making processes, always aligning with the Club’s Mission Statement as outlined in the Club’s By-Laws, while upholding the highest standards of accountability and transparency to our members.

The current Policies and Procedures shall be maintained by the Secretary and made available to membership via the Club’s website and upon request. Decisions made at the Board of Directors’ and General Membership meetings that create, change or delete existing Policies and Procedures will be entered into the appropriate location in this document utilizing an electronic format.

Chapter 2: MFR Operations Appointments (Roles and Responsibilities)

The MFR President shall determine the required committees and chairpersons/coordinators (from the Club membership) on an annual basis. These appointments will be made no later than September 1st each year. Suggested committees and/or chairpersons may include the following:

- I. Business Trail Signage Coordinator
- II. Communications Coordinator
- III. Equipment Committee/Manager
- IV. Events Committee Chairperson

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

- V. Fundraising Committee Coordinator
- VI. Grooming Team Coordinator
- VII. Marketing Coordinator
- VIII. Membership Coordinator
- IX. Oneida County Snowmobile Council Representative (OCSC)
- X. Raffle Committee Chairperson
- XI. Safety Coordinator
- XII. Sunshine Coordinator
- XIII. Trail Maintenance Coordinator
 - o Area Leaders
- XIV. Trail Map Advertising Chairperson
- XV. Other

I. Business Trail Signage Coordinator

The Business Trail Signage Coordinator may be the same individual who administers the Trail Map Advertising role or it could be a separate individual. This role reports directly to the MFR President. Additionally, the Trail Map Committee may coordinate (every 4 years) the Trail Business Signage agreements to minimize business owner contacts from the MFR. Every 4 years, this decision should be re-addressed.

To promote uniformity and fairness regarding business signs on the 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 to place signs on MFR trails.
- B. All business signs placed on MFR trails shall conform to Department of Natural Resources (DNR) and county signing standards (e.g. sign backgrounds shall be brown and lettering shall be white and a minimum of 2" high)
- C. Placement of any business sign on any MFR trail shall first be approved by the Trail Committee regarding both the sign itself and the sign's location. All signs will be placed by Business Trail Signage Coordinator.
- D. Unauthorized business signs will be removed by the Business Trail Signage Coordinator.
- 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. Four-year agreements will be developed with current businesses. Each sign location will be charged a fee. Should a business change ownership, the previous business owners' agreement shall transfer to the new owner. If a cover-up or new sign is needed, this cost should not be charged back to the new business owner. After the agreement expires, the billing will catch up.

II. Communications Coordinator

The Communications Coordinator reports to the MFR President.

The Communications Coordinator is responsible for emailing membership, other organizations, Chamber(s) of Commerce, news media, etc. of Club activities, fundraisers, trail rides, special events and posting a calendar of such events on the Club's website and on social media. Chairs of specific

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

events/functions are responsible for notifying the Communication Coordinator of these events well in advance of each event.

III. Equipment Committee/Manager

The Equipment Committee/Manager reports to the MFR President. This individual is responsible for leading the Equipment Committee, overseeing and ensuring the smooth execution of equipment-related activities. This individual will ensure timely and clear communications relating to the Club's grooming or trail maintenance equipment. See [Appendix A](#).

The President will appoint at least 3 Board of Director members and at least 1 non-Board member to serve on the Equipment Committee. The Committee's purpose is to evaluate the equipment needs of the Club and provide recommendations to the Board of Directors with regards to sales and/or purchases of new and/or used equipment (when the costs of said purchases exceed \$500). The Committee creates a new equipment purchase/sales/lease plan annually and provides same to the Board of Directors.

IV. Events Committee Coordinator

The Events Committee Coordinator reports to the MFR President. The Board of Directors shall provide general guidelines and budget allowances for each event and activity. The Events Committee Coordinator will be responsible for leading the Events Committee, overseeing activities and ensuring the smooth execution of Club activities.

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 practicable. The final report will be provided to the President and the Board of Directors and communicated to the Membership in a timely manner following the conclusion of the activity. The Events Coordinator will keep a record of each event, detailing the results and identifying suggestions for future events. Events may include, but are not limited to, Snowmobiling Party and the Members Appreciation Dinner.

V. Fundraising Committee Coordinator

The MFR President shall annually appoint, with Board of Director approval, a Fundraising Committee Coordinator, whom will report to the MFR President. This individual will be responsible for leading the Fundraising Committee, overseeing activities and ensuring the success of fundraising activities.

VI. Grooming Team Coordinator

The MFR President shall annually appoint, with Board of Director approval, a Grooming Team Coordinator whom shall report to the MFR President. This individual will be responsible for overseeing a number of groomer related activities and ensuring timely and clear communications are presented to the MFR President. See [Appendix D](#).

VII. Marketing Coordinator

The MFR President shall annually appoint, with Board of Director approval, a Marketing Coordinator whom shall report to the MFR President. This individual focuses on developing and executing strategies to raise awareness about the MFR Snowmobile Club's mission to help attract potential donors and volunteers

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

while encouraging engagement through various channels such as social media, website content, email campaigns and public relations. Ultimately aiming to increase support for the Club and impact within the community.

Key responsibilities may include:

- Public relations;
- Brand management;
- Campaign development;
- Merchandise program;
- Content creation;
- Social media engagement;
- Volunteer recruitment; and
- Donor acquisition.

VIII. Membership Coordinator

The MFR President shall annually appoint, with Board of Director approval, a Membership Coordinator whom shall report to the MFR President. This individual is responsible for managing the Club's membership database by recruiting new members, retaining existing ones, processing applications and payments, handling member communications, coordinating member events and ensuring overall member satisfaction. All while working towards achieving the Club's goals and mission.

IX. OCSC Representative

The MFR President shall annually appoint an OCSC Representative. This individual shall attend all OCSC meetings, work with the County Forestry Department on all relevant issues and report monthly to the Board of Directors and general membership on any and all issues as required. This individual also works on coordinating funding issues and trail opening duties. Further, this individual must meet OCSC attendance policies or secure a substitute, if necessary.

X. Raffle Committee Chairperson

The MFR President shall annually appoint, with Board of Director approval, a Raffle Committee Chairperson whom shall report to the MFR President. This individual is responsible for leading the Raffle Committee, overseeing its activities and ensuring the smooth execution of an annual fundraising event.

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 provided to the President and the Board of Directors and communicated to the Membership in a timely manner following the conclusion of the activity. The Raffle Committee Coordinator will keep a record of each event, detailing the results and identifying suggestions for future events.

XI. Trail Maintenance Coordinator

The MFR President shall annually appoint, with Board of Director approval, the Trail Maintenance Coordinator whom shall report to the MFR President. This individual will oversee the Trail Committee and

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

its activities by ensuring a smooth transition for opening and closing snowmobile trails. This person will inform the MFR President of any trail related situation requiring immediate action or attention on a timely basis. See [Appendix B](#) for specific responsibilities.

The Trail Maintenance Coordinator annually appoints trail system Area Leaders whom also make up the core members of the Trail Committee. See [Appendix C](#).

XII. Trail Map Advertising Chairperson

The MFR President shall annually appoint, with Board of Director approval, the Trail Map Advertising Chairperson whom shall report to the MFR President. This individual is responsible for leading the Trail Map Committee, overseeing its activities and ensuring the smooth execution of annual trail map advertising sales.

The Trail Map Program includes:

- A print trail map;
- Laminated trail maps for kiosks and sponsors;
- Digital advertising on the Club's website;
- Map boxes and dissemination of those boxes; and
- Map box money collection.

Ensuring the accuracy of specific trail map related routes/trails, content, Trail Identification Numbers (TINs), etc. shall be reviewed annually with the President and Board of Directors prior to final submission to the printer.

Every Spring, the Trail Map Committee shall contact all current business advertisers and any new businesses who have expressed an interest in placing advertising space (on the map or digitally) and secure their commitment for the upcoming year. The Chairperson is responsible for administering advertising space on the map, identification of premium spaces and communications to the Trail Map Committee. In addition, the Chairperson is responsible for generating invoices and maintaining map advertiser contact information in QuickBooks.

All Trail Map Committee members are responsible for maintaining business partner relationships on behalf of the Club. The Trail Map Committee is responsible for all follow up and collection of payments, as well as coordination of advertising changes from the business sponsor.

The Trail Map Committee is responsible for coordination of ALL trail map related changes/content/artwork and submission to the map printer no later than October 15th of each year. The Trail Map Committee is responsible for securing assistance in the maintenance of map boxes, dissemination of map boxes, laminated maps (1 per business) and maps as well as retrieval of map box money. Map box money is to be tracked by business name and turned into the Treasurer on a regular basis throughout the season. The top businesses collecting the most map donations in a season will be offered first option for premium map ad locations on the map.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

No cost discounts are offered for advertising unless an error is made on the map. In that instance, the discount is applied to the next season's advertising cost.

Chapter 3: General Meetings

The Secretary shall be responsible for securing meeting places for Club meetings. To host a General Membership meeting, it is preferred the business have a current map advertisement or be a Board-approved facility which can accommodate the Membership. General Membership meetings shall be rotated to as many willing map ad businesses as possible each season. The Treasurer will provide bank statements to Active Members upon request.

Club events should be held at a location in the greater Minocqua area, if possible, that affords the best chance of success of these events. All locations should provide for a safe and successful experience. Priority should be given to any map advertising sponsor, when applicable.

At any Club event, a Member may bring guests at the same cost per guest as a Member as space permits.

Chapter 4: Liability

The MFR shall provide property damage and liability insurance to cover Members and Officers from liability claims during any/all Club activities, fundraising, special events, grooming and trail maintenance operations. The MFR may enter into agreements with other clubs/organizations to enhance coverage and/or save expenses.

Chapter 5: Security of MFR Funds

To protect the security of all MFR funds, the Treasurer and the Board of Directors shall adhere to the following policy:

- A. All purchases beyond regularly re-occurring monthly bills over \$500 (excluding budgeted items) must be approved by a majority vote of the Board of Directors. The Treasurer shall maintain a MFR checking account for the payment of monthly bills. Approvals can be done at regular or special Board of Director meetings or by any electronic means available.
- B. Separate reserve(s) shall be maintained for all monies earmarked for a special project or purpose.
- C. The Treasurer will advise the Board of Director at regular meetings of all accounts and recommend placement of funds in the best interest of the Club. The Board of Directors may appoint another Board member to monitor electronic statements of all MFR accounts.
- D. The President has the authority to sign loan agreements approved by the Board of Directors.
- E. Any member requesting reimbursement for expenses, such as mileage, must complete and submit the Reimbursement form to the Board for review/consideration.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures (as of December, 2024)

Chapter 6: Use of Club Equipment

I. Personal Use.

The Equipment Manager or the President may approve use of Club equipment for personal use. Sign out/return sheets shall be maintained at the groomer shop(s). Any problems shall be reported to the Equipment Manager. Equipment damaged, destroyed or lost by the borrower shall require the borrower to repair or replace such equipment to the satisfaction of the Equipment Manager. 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.

II. Other Clubs/Organizations/Governmental Agencies Use.

The Equipment Manager 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 Board of Directors.

Chapter 7: Opening and Closing Trails

- A. All the swampy areas in the system will be sufficiently frozen (no visible water) and packed so a novice snowmobiler can navigate the trails.
- B. Corridor Trails 10 and 12 will open as a unit.
- C. Individual Club trails or portions thereof will remain closed, separate from the corridor trails, until the conditions of item A above are met.

Chapter 8: Operation of Club Groomers

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 re-routes.
- B. New Operators - New operators require more extensive training on equipment they will be operating, utilization of pre and post operators' 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 operation until they are thoroughly familiar with equipment they are 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.
- 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

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

- of your location. You may have to move or walk 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 two operators; however, one 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 the case of an emergency. Operators will be vigilant of all trail signs and repair/replace if possible. Groomer machines are equipped with chainsaws 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.

Chapter 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.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures (as of December, 2024)

Appendix A – Responsibilities of the Equipment Manager

Equipment

1. Prepare the equipment for off-season storage.
2. Consult with both 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.
3. Weekly evaluation of the equipment.
4. Ongoing maintenance and scheduling the repair of damaged parts or equipment breakdowns.
5. Recordkeeping, preferably computerized, for each major piece of equipment in regard to parts replaced and service done.
6. On call support for equipment rescue during the fall maintenance season and assist the Grooming Coordinator for equipment rescue during the grooming season.
7. Identify and address any abuse of the equipment and work with both coordinators and the President to resolve the issue.

Shop

1. Be responsible for the general appearance and cleanliness of the interior of the equipment shed.
2. Maintain an inventory of commonly used parts and fluids for the equipment.
3. Organize shop supplies and tools.
4. 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

1. Work with both Trail Coordinators for training operators in the use of the equipment.
2. Set up a line of communication with operators for reporting equipment problems which includes implementing a Pre/Post equipment checklist.
3. Encourage and coordinate membership to work in the shop and create a volunteer friendly and welcoming environment.
4. Use the Club's procedure for reporting accidents.
5. Be involved in the annual budget preparation for the Club.
6. Seek Board of Director approval for single item expenditures of \$500.00 or more that are not included in the annual budget.
7. Prepare an Equipment Manager report for both the monthly Board of Director and Membership meetings.

General (applies to both Equipment Sheds)

1. Monitor propane use.
2. Order diesel fuel if/when needed.
3. Monitor the dumpster and schedule trash removal.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

Appendix B – Responsibilities of the Trail Maintenance Coordinator

Oneida County Snowmobile Council (OCSC) Representative

1. Represent the Club on the OCSC and be familiar with all county and state requirements for funding, signage and safety issues.
2. Attend OCSC meetings with the President (when possible).
3. Be the liaison between the OCSC and the Area Leaders, communicating decisions that affect their work.

Trail Committee

1. Subdivide the trail system into area sections and appoint a member to an Area Leader for each section.
2. Work with each Area Leader to find a member to be their Area Assistant.
3. Schedule a Spring and Fall Committee meeting with the assistance of the President.
4. The meeting should include, but is not limited to:
 - a. Reviewing the Area Leader responsibilities;
 - b. Identifying major trail work projects that go beyond typical trail maintenance activities;
 - c. Reviewing the trail maintenance timeline; and
 - d. Planning and scheduling a Fall Member Work Day in each area.

General Responsibilities

1. Help Area Leaders, when requested, to assist in carrying out their responsibilities.
2. 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.
3. Order trail signs, posts and purchase trail hardware.
4. Work with the Equipment Manager to store an inventory of posts, trail signs and hardware.
5. Work with the Equipment Manager to develop a Fall Equipment Training Plan and assist the Equipment Manager in training members to use the equipment.
6. Enter non-groomer maintenance data into the SNARS program.
7. Coordinate the opening of gates with the Grooming Coordinator.
8. Supervise the closing of gates at the end of the season.
9. Use the Club's procedures for reporting accidents.
10. Be involved in the annual budget preparation for the Club.
11. Seek Board of Directors approval for single item expenditures of \$500.00 or more that are not included in the Annual Budget.
12. Prepare a Trail Maintenance report for both the monthly Board of Director and Membership meetings during the fall months.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

Appendix C – 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 and Business Information Signs and Road and Swamp signs.
3. Inspect and maintain the Informational Sign Boards. Repair and 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 the fall and returned in the 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

1. Meet as a group at the beginning of the season to review leader responsibilities.
2. Meet at the end of the season to discuss concerns for the next season.

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

3. The Trail Supervisor is the chairperson of the Trail Committee and may call additional meetings during the season as needed.

Communications

1. Keep the Trail Supervisor informed (either by email, text message or 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.
2. 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.
3. Make recommendations to the Trail Supervisor when you think major changes need to be made to a trail in your area.
4. Have new trail workers (those members not in attendance at the trail committee meeting) complete an Employee Application and submit that information to the Trail Supervisor.
5. 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.
6. **Develop a positive working relationship with land owners in your region.**

Minocqua Forest Riders Snowmobile Club, Inc.

General Membership Operating Policies and Procedures

(as of December, 2024)

Appendix D- Responsibilities of the Grooming Team Coordinator

Pre-Season Responsibilities:

1. Supervise swamp packing activities.
2. Supervise marking lake trails.
3. Schedule trail packing and panning activities.
4. Coordinate the opening of gates with the Maintenance Coordinator.
5. Advise the President as to when the trail system can be open to the public.
6. Create grooming routes used to groom the entire trail system that will be implemented in the scheduling process.
7. Create a Groomer Operator Contact Information document.

Training and Scheduling

1. Develop a Groomer Operator Training Program with the assistance of the Equipment Manager.
2. Implement the training program with the assistance of the Equipment Manager and veteran Groomer Operator Team Members.
3. 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.
4. Create a Grooming Schedule that addresses the needs of both the Club and members of the grooming team.
5. Modify the grooming schedule during the season to address adverse weather conditions, changing trail conditions and grooming team member requests.

General Responsibilities

1. Work with the Equipment Manager to prepare the equipment for all trail grooming.
2. Coordinate machine rescue activities with the Maintenance Manager when needed.
3. Distribute Grooming Schedules to Grooming Team Members on a regular basis.
4. Monitor and approve SNARs grooming machine data.
5. Suspend all grooming activity during a Wind Chill Warning published by the National Weather Service.
6. Prepare a Grooming Operators Report for both the monthly Board of Director and Membership meetings when the trails are open to the public.