



**Canadarago Snowtoppers Association, Inc. Snowmobile Club
Grooming Guidelines and Program Plan
Otsego and Herkimer Counties**

Article I. Purpose

- A) It is the purpose of the Grooming Guidelines and Program document to state the goals and objectives of the club's grooming program, list the topics and guidelines that all club members involved with grooming need to understand, and provide details that explain what each grooming person needs to do. It is the listing of topics, policies, and details that forms the basis of grooming equipment operators training that is the responsibility of the Canadarago Snowtoppers Association, Inc. Snowmobile Club.

Article II. Goals and Objectives

- A) Meet the legal mandate of the club in providing annual training to those club members participating in grooming of club trails.
- B) Provide leadership and guidance of club members in the club's grooming program by stating Program procedures, guidelines, rules, policies, and other expectations that currently are part of the grooming program.
- C) Determine the procedures and tasks experienced grooming members must complete to maintain their current status.
- D) Determine procedures and tasks for other club members that are not currently part of the club's grooming program.
- E) Given the equipment available, a schedule of grooming responsibilities and machine team assignments will be made each fall prior to operator training.

Article III. Review

- A) The club's Grooming Program is subject to review each year before annual training or experienced and inexperienced groomer operators receive training.

Article IV. Program Management

- A) The club's grooming program is to be managed by the Board of Directors.

Article V. Program Management will complete the following:

- A) Schedule equipment pre-season maintenance in the fall.
- B) Solicit from the club membership those members that want to continue serving as an equipment operator and secure new operators that want to enter the Grooming Program.
- C) Schedule training of all equipment operators following the training guidelines as issued in the Grooming Program Plan.
- D) Seek Board of Directors and/or club approval for those things deemed necessary for the smooth operation of the Grooming Program.
- E) Collect all paperwork from each grooming machine including maintenance records and activity logs. Enter activity log data into appropriate worklogs as necessary to meet funding program mandates. Review maintenance logs to determine if operators completed tasks as expected and determine if major equipment repair is necessary.
- F) Make recommendations to the club of grooming equipment revisions.
- G) Submit to the Board of Directors when requested budget plans that would need club approval at its annual meeting.

Article VI. Drug/Alcohol Guidelines

- A) Under no circumstances will any grooming equipment be operated under the influence of drugs and/or alcohol.

Article VII. Passenger In The Groomer Guidelines

- A) Passengers will be allowed in grooming equipment only as available seating allows.

Article VIII. Becoming a Groomer Operator

- A) Any club member may become a groomer operator. A groomer operator has to make a commitment to be available as part of a regular grooming schedule and to assist in repairs when that becomes necessary.
- B) Any member wishing to become a groomer operator must notify an experienced operator or Board member of his/her intentions.

Article IX. Groomer Operator Requirements

New Operators:

- A) Attend the state-sponsored groomer operator safety course before the second year as a groomer operator.
- B) Become a grooming partner to work with an experienced groomer operator to learn how to groom snowmobile trails and take care of the equipment.
- C) Accompany an experienced groomer operator in the machine while it is grooming club trails until being deemed able to operate the machine alone as judged by the experienced groomer operator.
- D) Attend preseason equipment maintenance work details.
- E) Attend the club sponsored annual groomer operator training held before the season begins.
- F) The Board of Directors must approve solo use of any grooming equipment.

Experienced Operators:

- A) Attend preseason equipment maintenance work details.
- B) Attend the club sponsored annual groomer operator training held before the season begins.

Article X. Groomer Operator Responsibilities

Each groomer operator is responsible for following the procedures listed in each category below each and every time a machine is taken onto the trails.

Pre-Grooming Checklist

Groomer trail operation procedures

Road crossings

- A) Groomer must come to a complete stop.
- B) Operator must raise drags (lower wheels) to prevent road damage.
- C) Check road traffic in each direction for an opportunity to safely begin crossing the highway.
- D) Begin crossing roadway while constantly checking for oncoming traffic.
- E) Keep excessive snow out of roadway.

Article XI. Meeting Oncoming Traffic

- A) Meeting oncoming traffic on a narrow trail: the groomer comes to a stop. Allow traffic to go around you. If needed, maneuver the groomer to make room for traffic. Grooming equipment should not be moving when a snowmobile passes you on a narrow trail.

Article XII. Equipment

Equipment List:

- A) Cellular phone
- B) Flashlight
- C) Disposable Camera, Cell Phone Camera, Digital Camera
- D) Flares
- E) Notebook with Pen/Pencil
- F) Safety Triangles
- G) First-Aid Kit
- H) List of Names and Phone Numbers of Experienced Operators

Article XIII. Repairs

- A) Invariably when using equipment that is under the stress and strain of trail grooming, repairs will be required. Repairs are not the normal routine maintenance activities that every groomer operator needs to know and follow. Repairs result from breakdowns; repairs need immediate attention.
- B) Each groomer operator is expected to assist whenever possible to complete repairs.
- C) If a breakdown occurs that does not disable the groomer, report the breakdown as soon as possible to the President so that repairs can be done quickly.

Article XIV. Disabling Breakdowns

- A) If a breakdown disables the groomer so that it cannot be moved back to its place of storage, the groomer operator needs to follow these guidelines:

- B) Secure the area around the machine so that snowmobile traffic does not hit the disabled machine. Use safety triangles provided in the groomer to mark the presence of the disabled machine. Be sure these markings carry far enough in each direction approaching the groomer so that snowmobile operators will be able to react to safely get around the machine.
- C) Use the camera to document the condition of the disabling breakdown scene.
- D) Contact the President and/or designated club members. Provide them with information on location, your condition, obstructions to snowmobile traffic flow on the trail around the groomer, and advice on whether repairs can be made at the current location or if the machine needs to be moved to a location to either be repaired or transported.

Article XV. Stops

- A) A **planned stop** is one to make checks on the exterior of the groomer or to inspect the trail to determine if drag settings are being effective. Planned stops need to be made in locations where snowmobile traffic can easily see the machine and its drag, and can easily pass the groomer while it is stopped.
- B) An **unplanned stop** is one that is unexpected, and results from either a disabling breakdown or an accident. The operator needs to do all it can to maneuver the groomer as far off the trail as possible and follow the procedures listed above.

Article XVI. Groomer involved in an accident

- A) First responsibility is to the condition of the other parties. Use the cell phone to contact emergency response personnel (including law enforcement) and the President. Give accurate information of the location and an assessment of the condition of the other parties.
- B) Once the accident has been resolved, use the camera to document the accident scene. Get information such as name and address of the other party in the accident.

Article XVII. Groomer comes upon an accident scene

- A) First responsibility is to the condition of those involved in the accident. Be ready to provide whatever assistance as necessary. When the accident scene has been secured or your services are no longer needed, use the camera to document the accident scene.

Article XVIII. Observations of trail conditions

- A) As the groomer operator, you could be the first person to identify areas in the trail that need the club's attention. Examples are missing signs and blown down trees. It is up to the groomer operator to take the first mitigating action. Each groomer carries extra signs and a chain saw to be used when necessary. If the condition is one that cannot be taken care of by the groomer operator, then contact the team leader as soon as possible.

Article XIX. Groomer Operator Dismissal Guidelines

- A) Any Experienced Operator may present their reasons for dismissal of another operator to the Board of Directors. The Board of Directors must vote for dismissal with 5/7 of the members agreeing to the dismissal. The Experienced Operator and member being dismissed must be at the meeting of the Board during the decision to defend or offer reasons for or against dismissal.