

# **Poor Folks Snowmobile Club Grooming Policy and Program Plan**

Name of Club: Poor Folks Snowmobile Club

County: Cayuga

Date Reviewed: October, 24 2009

Grooming Manager: Carl Crawford

## **Purpose**

It is the purpose of this Grooming Policy and Program document to state the goals and objectives of the club's grooming program, list the topics and policies that all club members involved with grooming need to understand, and provide details that explains what each grooming person needs to do. It is the listing of topics, policies, and details that forms the basis of grooming program equipment operators training that is the responsibility of the Poor Folks Snowmobile Club.

## **Goals and Objectives**

Meet the legal mandate of the club in providing annual training to those club members participating in grooming of club trails.

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.

Determine the procedures and tasks experienced grooming members must complete to maintain their current status.

Determine procedures and tasks for other club members that are not currently part of the club's grooming program.

Given the equipment available, a schedule of grooming responsibilities and machine team assignments will be made each fall prior to operator training.

## **Review**

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

## **Program Management**

The club's grooming program is to be managed by the Trail Coordinator..

### **Program Management will complete the following:**

Schedule equipment pre-season maintenance in the fall.

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.

Schedule training of all equipment operators following the training guidelines as issued in the Grooming Program Plan.

Determine equipment operator teams

Design a grooming territory responsibility for each grooming team

Seek club approval for those things deemed necessary for the smooth operation of the Grooming Program in accordance with the policies specified in the club By-Laws.

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.

Make recommendations to the club of grooming equipment revisions.

Submit to the club budget plans for club approval in accordance with the policies specified in the club By-Laws.

## **Drug/Alcohol Policy**

The Poor Folks Snowmobile club has a zero tolerance policy regarding use of drugs AND/OR alcohol in conjunction with operation of grooming equipment. Any groomer operator under the influence of drugs AND/OR alcohol will lose authorization to operate the groomer and may be discharged from the club.

## **Passenger In The Groomer Policy**

Any passenger on the groomer should be involved in grooming activity at the discretion of the trained groomer operator. The preferred method is to have an additional person accompany the groomer on a separate sled while operating the Skandic or in the cab while operating the Pisten Bully during grooming operations.

## **Becoming a Groomer Operator**

Groomer Operators must be a member of the club, and 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 and scheduled maintenance.

## **Groomer Operator Requirements**

### **New Operators:**

Attend the state-sponsored groomer operator safety course before the second year as a groomer operator.

Become a grooming partner to work with an experienced groomer operator to learn how to groom snowmobile trails and take care of the equipment.

Accompany an experienced groomer operator while grooming club trails until being deemed able to operate the machine alone as judged by the experienced groomer operator.

Attend preseason equipment maintenance work details.

Attend the club sponsored annual groomer operator training held before the season begins.

Read and periodically review, "*GUIDELINES FOR SNOWMOBILE TRAIL GROOMER OPERATOR TRAINING, A RESOURCE GUIDE FOR TRAIL GROOMING MANAGERS AND EQUIPMENT OPERATORS*," produced by IASA 2005.

### **Experienced operators:**

Attend preseason equipment maintenance work details.

Attend the club sponsored annual groomer operator training held before the season begins.

Attend the state-sponsored groomer operator safety course at least once every three calendar years.

Read and periodically review, "*GUIDELINES FOR SNOWMOBILE TRAIL GROOMER OPERATOR TRAINING, A RESOURCE GUIDE FOR TRAIL GROOMING MANAGERS AND EQUIPMENT OPERATORS*," produced by IASA 2005.

## **Grooming Schedule**

Each fall and prior to the beginning of the grooming season, the grooming team will meet to determine appropriate groomer territory assignments and schedule.

It will be up to each team leader to determine a specific grooming time schedule for their specific machine.

Groomer operators should avoid grooming in the territory assigned to another machine unless requested by the team leaders to do so.

The groomers should typically be out at night and when traffic is low. This is especially true larger machines. Night time operation helps to allow adequate time for trail setup and enhances safety since the groomer is more visible to approaching traffic at night. In addition, temperatures are typically colder at night allowing better snow flow.

### **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

Depth of blades

Amount of snow in drag

Road crossings

Bridge crossings

Post-Grooming Checklist

### **Meeting Oncoming Traffic**

When meeting oncoming traffic on a narrow trail the groomer comes to a stop when safe and allow traffic to pass. 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.

### **Equipment**

The Following Equipment should be on the groomer during operation:

Caution Cones

Camera

Fire Extinguisher

Cell Phone (preferred)

Contact Numbers

## Repairs

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 and require immediate attention.

Repairs are the responsibility of the entire grooming team. Each groomer operator is expected to assist whenever possible to complete repairs.

If a breakdown occurs that does not disable the groomer, report the breakdown as soon as possible to the Grooming Manager so that repairs can be done quickly.

## Disabling Breakdowns

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:

Secure the area around the machine so that snowmobile traffic does not hit the disabled machine. Use cones and caution tape 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.

Use the camera to document the condition of the disabling breakdown scene.

Contact the Grooming Manager 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.

## Stops

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.

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 under disabling breakdowns.

### **Groomer involved in an accident**

First responsibility is to the condition of the other parties. Use the cell phone to contact emergency response personnel (including law enforcement) and the Grooming Manager. Give accurate information of the location and an assessment of the condition of the other parties.

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. Document any pertinent facts in writing.

### **Groomer comes upon an accident scene**

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. Document any pertinent facts in writing.

### **Observations of trail conditions**

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. If the condition is one that cannot be taken care of by the groomer operator, then contact the Grooming Manager AND/OR designated club member as soon as possible.

### **Groomer Operator Dismissal Policy**

A Groomer Operator may be dismissed due to failure to abide by the provisions set forth in this policy. Dismissal of a Groomer Operator will be at the discretion of the club President, Vice President, Grooming Manager, and Trail Coordinator.