8 Nov 2016

SLCSA Grooming and Equipment Policy

1. Attachments
   a. SLCSA Groomer Operator Policy
   b. Operators Roster with contact and training information sample
   c. Weekly Grooming Schedule sample
   d. Oil Analysis Program

2. Role of Local G&E Coordinator, appointed at Local Level (Each area has an appointed Grooming & Equipment Coordinator)
   a. Addresses urgent issues immediately to Local Team Support, SLCSA, and G&E Committee
   b. Submits and maintains an Operator Roster for equipment to include verification of training and contact information
   c. Verify all maintenance procedures are being strictly followed
   d. Submits and maintains a current map of area of responsibility
   e. Submits and maintains a local equipment roster by description and serial number suitable for Grant Submission
   f. Is familiar with Local Area VSA regarding equipment restrictions
   g. Reports on all Local Area Equipment limiting factors: Weight (Bridge / culvert), widths, passenger needs, etc.
   h. Can and will work with Trail crews to keep trails safe.
      i. Has a Group Working plan for lost signage
      ii. Stays in contact with and utilizes Area Support Team
      iii. Ensures operators groom to the signage or get the signage moved

   iv. Watches for and eliminates grooming bottlenecks

  i. Works with Grant Admin to ensure accurate information is getting inputted, utilizes provide Work Sheets from Grant Team

  j. Ensures Trail Reports are posted to SLCSA Website

  k. Maintains a Grooming Schedule with Operators

3. Role of SLCSA G&E Committee, appointed from SLCSA President (3 members, Plus Chair)

  a. Verify all maintenance procedures are being performed

  b. Ensure appropriate Equipment training is being performed

  c. Verify each Local Area understands and is in compliance with SLCSA G&E Policies

  d. Compile Names and contacts of local area Grooming &Equipment Coordinators

  e. Compile SLCSA Area mapped area of responsibility. Review for best efficiency

  f. Compile and Maintain SLCSA equipment roster by description and serial number and location

  g. Is familiar with SLCSA VSA regarding equipment restrictions

  h. Compiles local reports on all equipment limiting factors: Weight (Bridge / culvert), widths, passenger needs, etc.

  i. Can and will work with Trail crews to keep trails safe.

  j. Ensures Trail Reports are posted to SLCSA Website

  k. Present Purchase Cost Options for comparison. 4 options minimum

   i. By type and size. NTE widths as determined by VSA

   ii. Cost to operate by type and size for each

   iii. Grant Reimbursement by type and size for each

   iv. Report on additional off season benefits, if any, for each

4. Role of SLCSA G&E Committee Chair

  a. Compile electronic report on monthly activities to the Board and speaks to concerns

b. Arrange for continuous training and documentation
c. Report on compliance spot checks in a positive, making a difference, fashion
d. Provide VSA Input
e. Ensures Trail Reports are posted to SLCSA Website
f. Delegates reports, visits, training, studies, and presentations evenly throughout committee members. Instills a whole team effort.

With over two million dollars worth of equipment, it is crucial that we treat it well and it will treat all of us well. Everyone' s role is critical to the system.

Approved,

SLCSA Board

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