



**SNOWMOBILE NETWORK
OPPORTUNITIES FUND
(SNOFUND)**

**OPERATIONS &
POLICY
MANUAL**



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SNOFUND OPERATIONS & POLICY MANUAL

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THE SNOFUND PROGRAM

CHAPTER 1



THE SNOFUND PROGRAM OVERVIEW

101. In 1994, and in conjunction with Manitoba Conservation, Snoman was successful in implementing the Snowmobile Network Opportunities Fund (SNOFUND).

The SNOFUND is a user-pay snowmobile trail pass system whereby, a snowmobiler who chooses to ride on a designated SNOFUND Trail, helps to fund the costs of providing that trail through the purchase of a trail pass (SNOPASS).

The goal of this Program is to provide funding assistance to the Snoman Member Clubs so they may continue to provide a trail system for all to enjoy.

102. The SNOPASS is legally required if you choose to ride on a "designated" SNOFUND snowmobile trail. Designated snowmobile trails are all trails that the Clubs groom and maintain. All Provincial Park snowmobile trails are designated trails. Designated trails may include bush trails, certain forestry and logging roads, fields, and waterways.

103. The legal requirement for a SNOPASS is governed by a regulation that was passed in the provincial legislature in November 1994 under The Crown Lands Act. This Act sets out the requirement for a SNOPASS as being one annual SNOPASS per snowmobile per season for those who choose to ride on a designated trail anywhere in Manitoba.

104. All designated SNOFUND Trails in the province are mapped by Snoman Inc. The maps are registered with MANITOBA CONSERVATION, thereby in turn registering which trails are designated. The designated trail is signed as such so that they are readily identifiable "out-on-the-trail". Designated trails are subject to change each year and may potentially be re-routed throughout the season due to unforeseen circumstances. The trails as registered on the maps with MANITOBA CONSERVATION are the final, only, and binding designated trails, regardless of whether or not those trails are signed as designated trails.

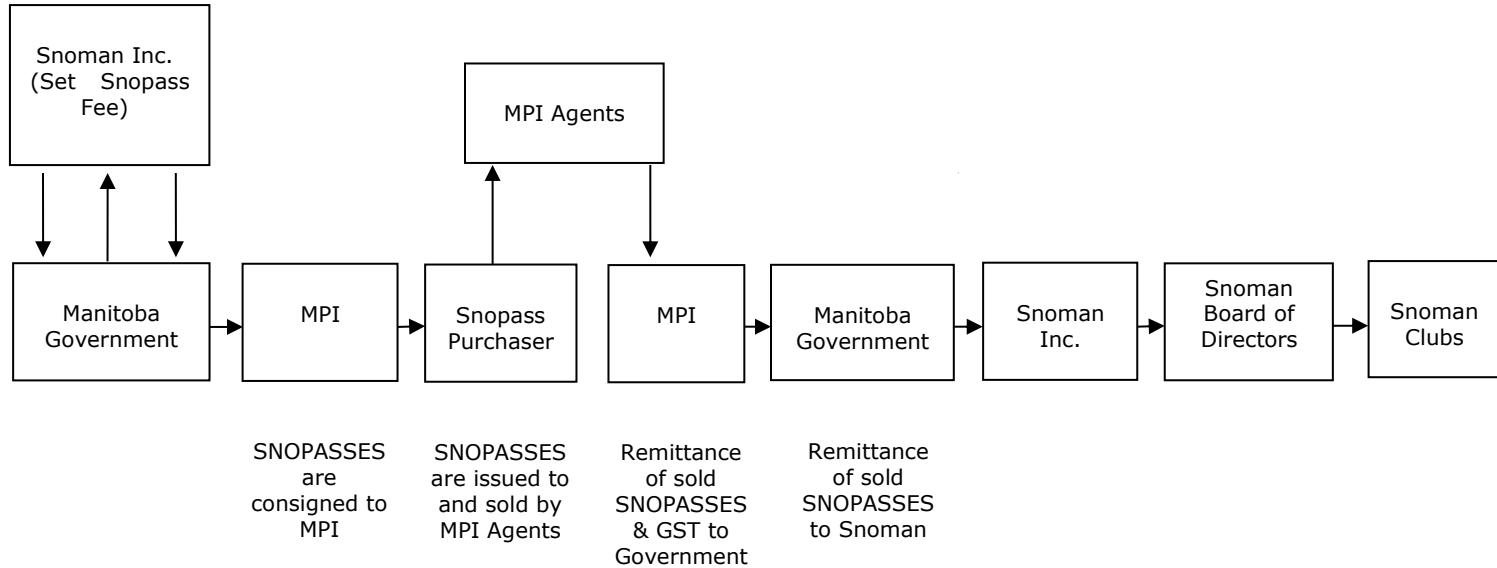
105. The money collected from the sale of each SNOPASS is held in trust by Snoman Inc. As a dedicated fund, this means 100% of the SNOFUND goes back into snowmobiling by helping to cover costs related to such things as maintaining existing trails, developing new trails, purchasing and maintaining trail equipment, purchasing and installing trail signs, producing regional trail maps of the designated trail system, as well as the administrative and insurance costs of the SNOFUND Program.

106. The **Snoman** Board of Directors has the overall responsibility of administering and setting policies, guidelines and standards for the SNOFUND program. Some of these responsibilities include such activities as reviewing and processing necessary program forms, providing technical assistance when requested, monitoring trails for actual condition, conducting

informational meetings with local clubs or regional associations and acting as mediator when and as may be required.

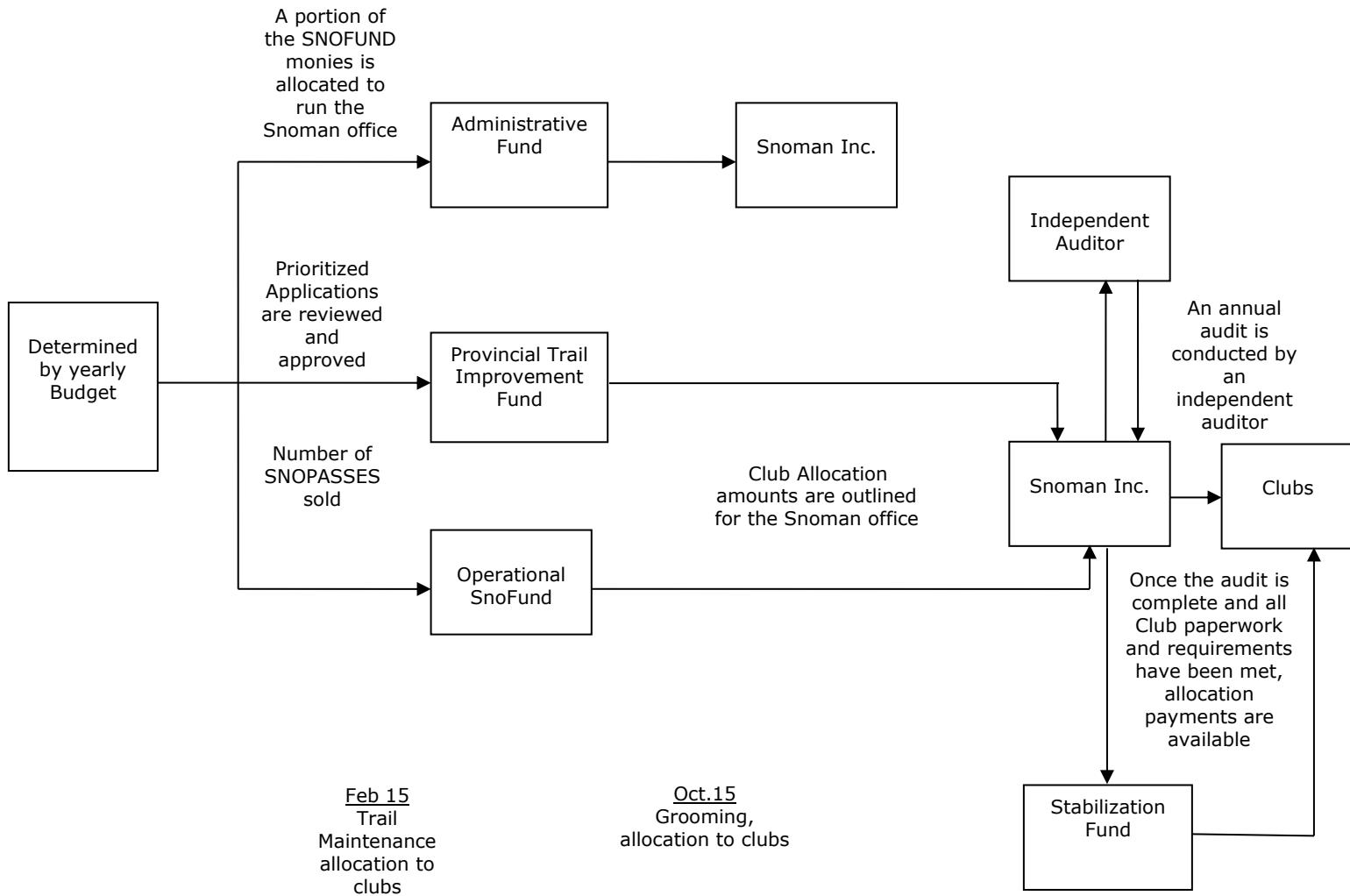
107. Correspondingly, the Snoman Member Regional Snowmobile Associations (RSA) and Snoman Member Clubs jointly have the responsibility of implementing the SNOFUND Program. This includes, adhering to the Program's policies, guidelines and standards, processing necessary Program forms, and monitoring approved Program projects and tracking their income and/or expenses.

SNOFUND Program Overview



| | | | | | | | |
|--|--------------------------------------|--|---|---|--|---|--|
| <u>October 30</u> Maps and brochures ready for distribution | <u>Oct 31</u> Club Asset Form due | <u>Nov 1</u> Online Club Info Forms and MOU due | <u>Dec 1</u> Club fees Due at Snoman Inc. Office | <u>January 31</u> Kiosks Photos/Coordinates due Shelter Registration Form due | <u>May 15</u> Map revisions are due | <u>June 30</u> Final Grooming Log and Club Financial Statement are due | <u>June</u> Snoman Board of Directors meet to determine next year's budget Allocation |
|--|--------------------------------------|--|---|---|--|---|--|

SNOFUND Program Overview (continued)



SNOFUND PROGRAM MEMBER RESPONSIBILITIES
& ELIGIBILITY REQUIREMENTS

In order to receive funds from the SnoFund Trust, the following responsibilities and eligibility requirements must be met.

108. **Snoman Member Club:**
 - a. deleted, 2023.
 - b. Have a currently paid membership to Snoman Inc. and the Regional Snowmobile Association (RSA).
 - c. Provide the RSA and Snoman Inc. with a map of the Club's designated SNOFUND Trails.
 - d. Maintain SNOFUND designated trail.
 - e. Determine location of trails in your area and mark ALL trails as designated SNOFUND Trails.
 - f. Erect "SNOFUND Designated Trail" signs.
 - g. **Submit Online Club Information Form:** Due by Nov 1 of each year. Names, addresses, phone numbers and email addresses of where correspondence should be directed. This information is NOT shared with other member clubs, unless there is written (waiver) permission by those listed that information can be shared with other clubs. Nor is the contact information shared with the general public in compliance with PIPEDA (Personal Information Protection and Electronic Documents Act) without written (waiver) consent.
 - h. deleted, 2018
 - i. **Submit Club Financial Statement** (Form SFO 185) Due by June 30 of each year. Please refer to the reference sheet for details of income, expense, volunteer, charity and donations details required on page 70.
 - j. deleted, 2023
 - k. Maintain any kiosks on designated trails in accordance with the Kiosk Operations Policy dated May 24, 2022.
 - l. deleted, 2018
 - m. Must be an incorporated snowmobile organization with designated President/Chair, Executive & Board of Directors and maintain non-profit incorporation status with the Province of Manitoba's Companies Office. Incorporation papers can be filed with:

Business & Corporate Inquiries & Feedback, 1010-405 Broadway, Winnipeg, MB, R3C 3L6. Phone: 204-945-2500. Toll free 1-888-246-8353.

Fax: 204-945-1459. Email: companies@gov.mb.ca

Website: <http://companiesoffice.gov.mb.ca/index.html>

- n. Appoint/elect one or two voting member(s) to sit on your Regional Snowmobile Association (RSA) (Central, East, Interlake, North and Western).
- o. Clubs to confirm designated trail length and groomed distance (if changes made from previous year). Trail Length: The total actual distance in kilometres between all points in the club trail system. Groomed Distance: the required kilometres to groom the club trail system once which cannot be more than twice the trail length. With the exception of Lee River Snow Riders with a total kms of 6,480 per year. (Resolution 21-61. February 16, 2021) With the exception of Springhill Trailblazers who will receive a grooming distance of 240 kms. (Resolution 19-20. October 15, 2018)
- p. Clubs who have made changes to their grooming equipment must provide notice to the Snoman Office including pictures and description to be eligible for funding.
- q. A **Snoman approved tracking system** must be installed in all grooming equipment. It is acceptable to share tracking systems between groomers; however, during winter reporting clubs must identify equipment used (e.g. A or B drag)
- r. deleted, 2018
- s. Should the tracking system fail, clubs must immediately notify Snoman (204-940-7533) and *ask for instructions*.
- t. deleted, 2011
- u. deleted, 2011
- v. Clubs who do not use an approved tracking system will not be paid for grooming unless prior authorization is given by the Snoman Board of Directors Snoman Inc.
- w. All clubs must complete and sign the "Verification and Confirmation of Funding Kilometres" no later than June 30 of each year.
- x. Clubs will send in a completed Open/Close Trail Form to trailconditions@snoman.mb.ca or fax (204) 940-7531 to open/close trails. In addition, all clubs must submit a Hazard Reporting form (found in the members login on the website) if there is a hazard on their trails. Subsequently, all clubs must let the office know when the hazard has been cleared.
- y. All clubs must complete a Shelter Registration Form, no later than January 31 of each year, to qualify for the Shelter Maintenance funding which is included in the grooming payout every October.

109. **Snoman Member Regional Organization (Regional Snowmobile Association-RSA):**

Be an incorporated snowmobile organization with designated President/Chair, Executive & Board of Directors and maintain non-profit incorporation status with the Province of Manitoba's Companies Office.

Must ensure Member Clubs have currently paid membership to Snoman Inc. and RSA.

Hold at least two meetings a year.

Appoint/Elect two members to sit on the Snoman Inc. Board of Directors, as well as an alternate, to represent the RSA interests.

Review and accept/reject Club applications for new trails and or trail changes within the Region.

Adhere to and enforce all rules, regulations, requirements and guidelines of the SNOFUND Program.

Must maintain non-profit incorporation status with the province of Manitoba's Companies Office.

110. **Snoman (Snowmobilers of Manitoba) Inc.:**

- a. Must be an incorporated snowmobile organization and maintain non-profit incorporation status with the Province of Manitoba Companies Office.
- b. Appoint/Elect a Board Chair/President, Vice Chairs/Vice Presidents, & Treasurer to serve as Executive on an annual basis (Past President is also part of the executive committee for a two-year term).
- c. Complete an annual SNOFUND operational budget, annual report and hold at least eight meetings per calendar year and one annual meeting.
- d. Have required annual audits completed.
- e. Ratify and document all policies, guidelines, procedures and forms associated with the SNOFUND Program.
- f. Review all new trail/club applications forwarded by Regional Snowmobile Associations (RSA). Only those trails/clubs approved first by their RSA and then by Snoman Board of Directors will be approved as designated trails or Snoman Inc "Member Clubs".
- g. Review and approve the Snofund dollar distribution/application process, including the Provincial Trail Improvement Fund.
- h. Establish policy, procedure and/or documentation changes associated with the Snofund Program for member clubs.

111.**SNOFUND PROGRAM FORMS**

112. Club Financial Statement
(SFO 185)

Must be submitted by
June 30th

The Club Financial Statement is used to maintain full accountability of the funds allocated from the SNOFUND and to ensure that SNOFUND monies are expended in accordance with the SNOFUND Program principles. This form is required under the terms of SNOFUND Eligibility Requirements.

113. Online Club Information Form
Must be submitted by Nov 1

The Online Club Information Form is the means by which Snoman can communicate and/or direct correspondence to each Club i.e.: emergency trail situations, trail conditions, and Snoman programs.

114. Trail Change Request Form

Only current season forms must be utilized

Form is utilized by all member clubs to request any change to a Snoman designated trail system. Request must be first approved by the Regional Association prior to being forwarded to the Snoman Inc. office for review and approval.

SNOFUND PROGRAM IMPORTANT DATES

The following is a list of critical dates for the SNOFUND Program. The identified task must be completed on or before the date indicated. Failure to meet these deadlines may result in an Applicant becoming ineligible for funding.

| | |
|-------------|---|
| October 15 | Grooming payout to clubs. |
| October 30 | SNOPASS Maps and/or brochures available for distribution. |
| October 31 | Club Asset Forms (online) are due. |
| November 1 | Online Club Information Forms (for the upcoming season) are due. |
| November 1 | Memorandum of Understanding (for the upcoming season) is due at the Snoman office. |
| January 31 | Clubs to submit picture and GPS locations of each Kiosk. |
| January 31 | Shelter Registration form Due |
| February 15 | Trail Maintenance payout to clubs. |
| May 15 | Clubs must submit to Snoman Inc. map changes for their current map of their designated trails. |
| June 30 | Club Financial Statements (SFO 185) (for the past season) are due at the Snoman office. |
| June 30 | Clubs must complete, sign and submit the "Verification and Confirmation" of funding kilometres to Snoman. |

SNOPASS SALES & REMITTANCE PROCESS

CHAPTER 2



SNOPASS SALES & REMITTANCE PROCESS

201. Remittance Process

Snopasses are consigned to Manitoba Public Insurance (MPI) and are sold through MPI agents. MPI receives a consignment fee on all Snopasses sold. The remaining Snopass funding is remitted to the Government of Manitoba, and it remits the GST. The Snopass funds are remitted electronically to Snoman and held in trust.

THE SNOFUND PARTNER PROGRAM

CHAPTER 3



SNOMAN MEMBER BENEFIT PROGRAM

301. Description

When an individual purchases a Snoman club membership they will receive a Snoman membership card. A Snoman membership card entitles the holder to discounts at participating retailers known as SNOFUND Partners. These SNOFUND Partners are listed on the Snoman website.

The SNOFUND Member Benefit Program is administered by the SNOFUND Administrator.

302. Purpose

The Snoman Member Benefit Program is aimed at creating a win-win situation. The SNOFUND Partner will benefit from added consumer traffic to their business and the Snoman member can effectively recover the cost or part thereof of their Snopass by utilizing their Snoman membership card.

303. Policies

- Any retailer, regardless of geographic location (including outside of Manitoba), can become SNOFUND Partner.
- There is no fee to register as a SNOFUND Partner.
- Discount offers on alcoholic beverages will not be accepted.
- In order to obtain a discount, the Snoman member must present their membership card at the time of purchase

304. Procedure

1. The Snoman Member Benefit Program Form is given to a potential SNOFUND Partner.
2. A business registers as a SNOFUND Partner by completing the Snoman Member Benefit Program Form and forwarding a copy to the administrative coordinator.
3. deleted, 2023
4. deleted, 2023
5. The administrative coordinator will update the Snoman Member Benefit program information on the website.

THE SNOMAN MEMBER BENEFIT PROGRAM REGISTRATION

Form Number: SF0 140

Used when: To be given to businesses that wish to become Snofund Partners by offering discounts to Snoman members.

Purpose: The Snoman Member Benefit Program Registration Form describes the benefits of being a Snofund Partner and has a registration form that enables a company to become a Snofund Partner.

Procedure:

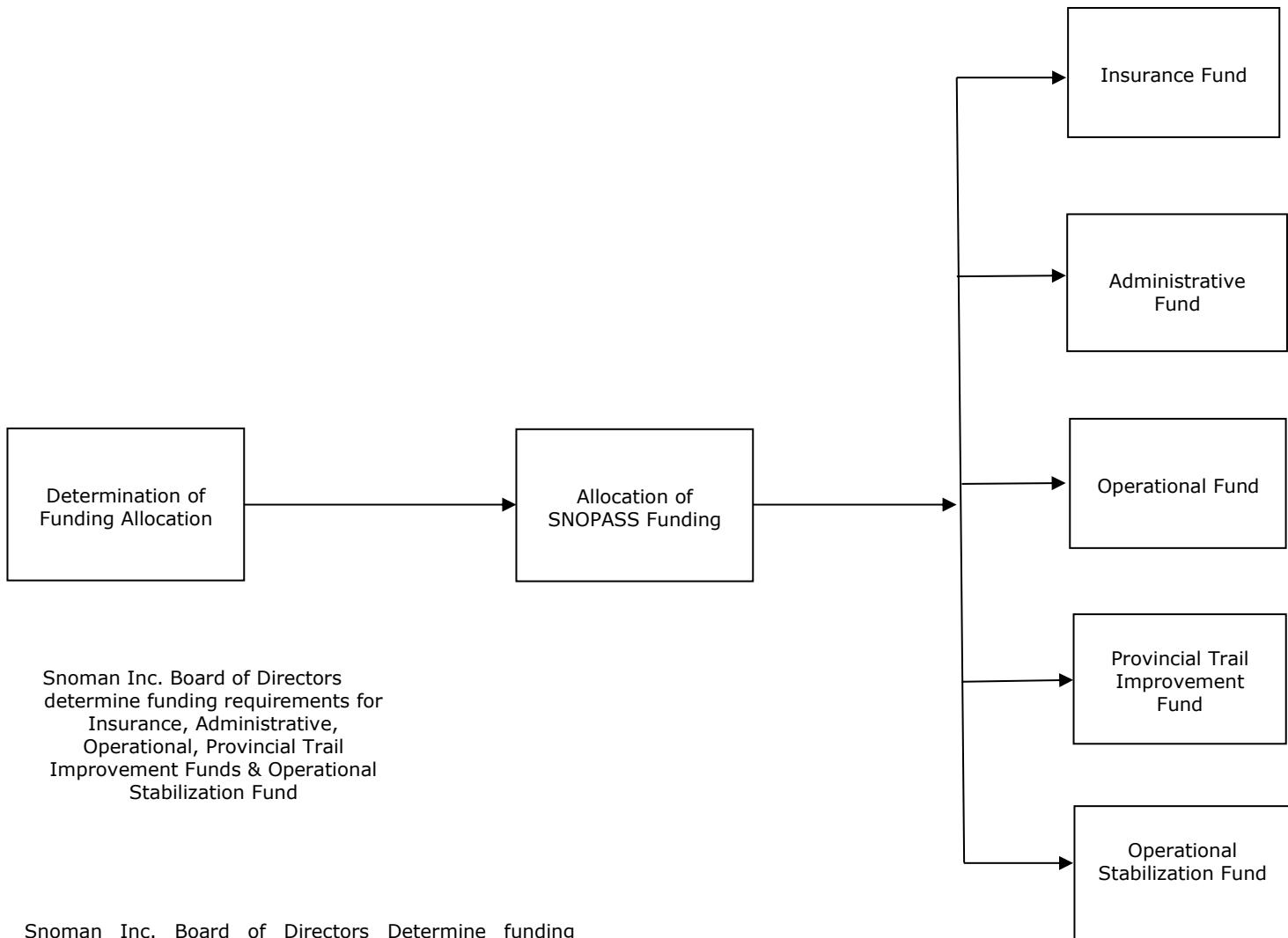
1. Print the company name in the "company name" area.
2. Print the address in the "mailing address" area.
3. Print the city/town, province and postal code in the "city/town, province and postal code" areas respectively.
4. Print a contact name, telephone number and fax number in the "contact name", "phone number" and "fax number" areas respectively
5. Print an alternate contact name, telephone number and fax number in the "alternate contact name", "phone number" and "fax number" areas respectively.
6. Deleted, 2023
7. Describe your discount in as much detail as possible, including any restrictions or limitations in the space provided.
8. In the appropriate area, print a description of the discount being offered (i.e. food, accessories, gas, etc.)
9. Indicate if the discount applies at all of your locations. If answer is no, print the locations at which the discount will be offered.
10. Have an authorized company representative print their name, sign, and print the date in the "name", "signature" and "date" areas respectively.
11. Deleted, 2023
12. Deleted, 2023

FUNDING ASSESSMENT AND ALLOCATION PROCESS

CHAPTER 4



FUNDING Assessment and Allocation Process Overview



402. **Allocations** **The Insurance Fund, Administrative Fund, Operational Fund, Provincial Trail Improvement Fund, and Operational Stabilization Fund will be determined by the Snoman Inc. Board of Directors by the June Board meeting of each year. Funding levels to each Fund may vary from year to year as a result of changes in Insurance markets and changing requirements of Snoman, Regions and Clubs.**

403. **Funds** The SNOFUND Program is comprised of five funds:

a. Insurance Fund This fund is required to meet the financial commitments to providing...

1. Proper liability coverage for Designated Snowmobile Trails (DST).
2. Adequate coverage for volunteers.
3. Directors and officers' policy to cover decisions made by Snoman Inc. and its clubs.
4. Bond policy required for staff.

b. Administrative Fund This fund is to help cover the costs associated with but not limited to...

1. Maintaining staff and resources in a centralized office in Winnipeg.
2. Having a Board of Directors that is able to function by holding regular and committee meetings to establish policies and procedures for trail maintenance operations.
3. Training: Risk Management, Trail Audits and Marketing.

c. Provincial Trail Improvement Fund This fund is for improvements to designated trails...

1. The amount allocated to this fund is determined by the Snoman Inc. Board of Directors by the June Board meeting of each year.

d. Operational Stabilization Fund

The Operational Stabilization Fund will be to maintain funding in years when the Operational Fund payout falls below \$16.00 per km for an 'A' Drag. The fund will only be maintained if there are dollars in the fund. The maximum funding paid out per kilometre under the Operational Fund will be \$17.00 per kilometre (*Effective December 1, 2016*). The excess dollars will be placed into the Stabilization Fund. The fund shall not have more than \$700,000.00 plus accrued interest. The funds will be held in trust. The amount allocated to this fund will be determined by the Snoman Inc Board of Directors by the June Board meeting of each year.

e. Operational Fund

This fund is contributed to by all the Snopasses sold in the Province. The Operational Fund helps offset the costs associated with maintaining and developing designated Snofund trails.

1. The amount allocated to this fund is determined by the Snoman Inc. Board of Directors by the June Board meeting of each year.

DESCRIPTION OF FUNDING

CHAPTER 5



501.**THE INSURANCE FUND**

| | |
|---------------------|---|
| Purpose | To fund insurance liability coverage on the Designated Trail System in Manitoba, fund a volunteer accident policy coverage, fund Club and Snoman Board directors and officers' policy and fund bonding for Snoman Inc. staff. |
| Eligible Applicants | Volunteers, directors and officers through their association with Snoman Inc. |
| Eligible Projects | Actions where insurance is required. |
| Funding Procedures | Budget in consultation with Insurance Broker selected by Snoman Inc. |

502.**THE ADMINISTRATIVE FUND**

| | |
|---------------------|---|
| Purpose | The Administrative Fund is created to offset the operating costs relative to the SNOFUND Program. The amount will vary according to the SNOFUND administrative budget. |
| Eligible Applicants | Snoman Inc. |
| Eligible Projects | SNOFUND Program Operations – These projects include but are not limited to: a. Maintaining staff and resources for the SNOFUND operations in a centralized office in Winnipeg. b. Having Board of Directors and Committee Meetings to establish policies and procedures for SNOFUND operations. c. The production of SNOFUND programs and promotional material. d. Operating costs relative to any item, issue and/or requirement of the SNOFUND program, including legal expenses. e. The costs relative to SNOFUND public relations and/or co-operative opportunities. |
| Funding Procedures | The Snoman Board of Directors will determine the Administrative Budget by the June Snoman Board meeting of each year. |

503.**THE PROVINCIAL TRAIL IMPROVEMENT FUND**

| | |
|---------|---|
| Purpose | <p>The Provincial Trail Improvement Fund is to provide funding for trail safety and trail standardization. Annually, the Board of Directors, Snoman Inc. may elect to use the funds or a portion of the funds to support Provincial and or Federal initiatives.</p> <ul style="list-style-type: none">a. On an annual basis, Snoman will budget \$100,000.00 for this fundb. The fund will be divided appropriately between the regional associations based on total regional KMS of trail length from Snoman Inc.c. The focus of the funding will be on trail safety and standardizationd. Trail safety and standardization may include the following:<ul style="list-style-type: none">• Trail widening and new trail development. |
|---------|---|

504.**THE OPERATIONAL FUND (TRAIL FUNDING PROGRAM)**

| | |
|---------------------------------------|--|
| Purpose | <p>The Operational Fund/Trail Funding Program is a two-part program that provides funding for <u>operational costs</u> and <u>trail maintenance costs</u>. The program provides equitable funding for all regions and clubs based on the kilometres of trail (Trail Maintenance Funding) and km of trail groomed annually (Operational Fund).</p> |
| Eligible Applicants | <p>Snoman Member Clubs.</p> |
| 505. Trail Maintenance Funding | <p>a. Trail Maintenance Fund is a three-part program designed to compensate clubs for trail maintenance, trail signage and shelter maintenance.</p> <ul style="list-style-type: none">i) Trail Maintenance: Clubs will be paid \$17.00 per kilometre of designated trail annually (trail length) to offset costs associated with trail maintenance and safety including brushing, clearing trails, grading, removal of hazards, etc.ii) Trail Signage: Clubs will be paid \$4.00 per kilometre of designated trail annually (trail length) to help offset costs associated with trail signs, stakes, reflective tape, etc.iii) Shelter Maintenance: Clubs will be paid \$300.00 a year per shelter that is located on the clubs designated trail system. Clubs are required to register each shelter annually by completing and submitting one Shelter Registration Form per shelter, to Snoman. <p>b. Clubs will be paid \$17.00 per kilometre of designated trail annually (trail length) to offset costs associated with trail maintenance and brushing.</p> <p>c. Clubs who do not open a section of trail for more than two years will not be eligible for Maintenance and</p> |

Operational Funding for that section of trail. Trails closed for greater than two years will only be eligible for funding with reasonable justification i.e. trail closed for logging, infrastructure improvements or mining operation.

d. Trails unable to be open for more than two consecutive years will be removed from all trail maps.

506.

507. **Operational Funding**

While the trail funding program provides equity and fairness, it is recognized that there is not enough dollars to fully fund club operations. Funding is always based on available dollars.

- a. The Operational Fund is designed to compensate clubs for operational costs associated with grooming i.e.: Fuel, Oil, Maintenance, partially offsetting capital costs.
- b. The maximum funding paid out per kilometre under the Operational Fund will be \$25.00 per kilometre (*Effective September 16, 2024*).
- c. Operational Funding is paid based on grooming equipment size and kilometres groomed during a season.
- d. Clubs will be paid for a minimum of two (2) groomings of the club's entire *groomed trail length provided the trail is not declared open due to no snow conditions*. If snow conditions are suitable for grooming and clubs do not groom at least two (2) times, funding will be paid on actual grooming i.e.: less than two (2).
- e. Maximum funding under this formula will be 12 times the grooming distance of the club's trail annually. If a club grooms more than 12x their grooming distance the overages will come off the last drag they used to groom.
- f. *Deleted 2022*
- g. Clubs will only be eligible for operational funding for 150% of their grooming distance prior to opening a trail or a portion thereof. The office will notify clubs when they are at 100%.
- h. Clubs will be eligible to receive a trail signage payment (based on trail length) of \$4.00/km. Each club will be assessed on whether their trails were open and properly signed before the season ending payout in October. Clubs will also be eligible to receive a shelter maintenance payout of \$300.00 per shelter. To qualify for shelter maintenance payout, clubs must have submitted photos and coordinates to the office and signed the Shelter Registration form stating they are compliant. These payouts will be included in the October grooming payout. Any new shelters need to receive regional and Snoman board approval to be eligible.

i. Drag, Roller, and Compactor Bar Funding Rates:

1. Rate A: drags 9ft or greater (2.7432 meters). Drags must be over 2000 pounds (907.1847 Kilograms). Starting in the 2023-2024 season, any newly added drag to the system must be 10 ft (3.048 meters) or greater to qualify for a rate A drag.
2. Rate B: drags greater than 6ft (1.82 meters) and less than 10ft (3.048 meters). Drags must weigh more than 1000 lbs (453.592 kilograms).
3. Rate C: drags 4ft (1.2192 meters) or greater, up to and including 6ft (1.82 meters) and a minimum of 250 lbs (113.398 kilograms).
4. Rollers and compactor bars over 10ft at an A rate and up to 6ft to 10ft B rate can only be used for the first pass of grooming.

Definitions:

Compactor Bar: or “packer bar” is a simple lightweight implement, short in length and attached to the rear of a tractor or Sno-Cat, which can be hydraulically lifted completely off the snow to allow tracked vehicles to easily back up or turn quickly in tight spaces. Some models may have hydraulic down-pressure to increase compaction.

Trail Roller: is an implement with a cylinder (roller) between 34 inches and 46 inches in diameter, the unit is towed behind a tractor or Sno-Cat and used in early light snow conditions to pack snow and prepare the trail for quicker frost penetration and give the trail a solid foundation.

Note Compactor bars and rollers do not replace drags but supplement them by building a better base early in the season.

j. *Deleted 2011.*

k. A trail or a portion thereof must meet the following criteria prior to being opened for the first time in the season

1. The trail or portion thereof must be a designated SnoFund trail.
2. The trail or portion thereof must be signed.

3. The trail or portion thereof must be packed, rolled, or groomed and considered safe.
4. Trails over waterways (ice) must be verified for adequate thickness to reflect requirements on Open/Close trail form.

Once the above criteria has been met, clubs must immediately advise the Snoman office by email (trailconditions@snoman.mb.ca) listing trails or portion thereof to be declared open on the Open/Close trail form. (Trail opening won't be based on Snoman approved GPS but the onus is back on the club to declare the trail open).

- I. Grooming distance covered for the period of time that a Club's approved GPS unit is turned on to when it is turned off while grooming. Maximum grooming speed is not to exceed 15 km/h for Class A & B Groomers. Maximum grooming speed is not to exceed 20 km/h for Class C Groomers (Snowmobile). Grooming speed will be monitored by Snoman using the approved GPS system. If 10% or more of the moving data points in any grooming session exceed 15 km/h, the funding for that grooming distance over the speed limit will be reduced by 50%. Upon first non-compliance a Club will be issued a written notice by Snoman and will be subject to a funding reduction in accordance with this policy.

m. Non-Funding for Dead-End Grooming:

- a. Club trails must connect to a neighbouring designated trail, a community, town, shelter, lodge, camp, or other destination. Clubs will not be eligible to receive funding for grooming a trail to a dead-end GPS location.
- b. For the first grooming of the season clubs are permitted to groom and open their entire trail system. If neighbouring clubs don't open, dead-end trails must be closed.
- c. For second and subsequent grooming, clubs must coordinate with each other and must ensure that the neighbouring trail they connect to is open as they are not eligible for funding for dead-end grooming.

508. Eligible Expenses

- a. **Upgrade an existing trail** – These projects are specifically restricted to upgrading an existing trail, which, upon completion will meet the criteria to be a designated SNOFUND Trail. (Refer to the "SNOFUND Trail Design Guidelines".) Eligible activities are: brushing and bulldozing.

- b. **Maintain an existing designated SNOFUND trail** – These projects are specifically restricted to an existing designated SNOFUND Trail. (Refer to the "SNOFUND Trail Design Guidelines".) Eligible activities are: grooming, brushing and bulldozing.
- c. **Develop a new trail** – These projects are restricted to trail maintenance equipment, that, upon completion will meet the criteria to be a designated SNOFUND Trail and that meet and are approved by the RSA (Regional Snowmobile Association) and Snoman Inc.'s Provincial Trail Development Strategy. (Refer to the "SNOFUND Trail Design Guidelines".) Eligible activities are: brushing and bulldozing.
- d. **Purchase trail signs** – These projects are specifically restricted to trail signs that have been approved by the RSA and by Snoman Inc. (Refer to the SNOFUND Trail Signing Guidelines").
- e. **Maintaining trail maintenance equipment** – These projects are specifically restricted to regular repair and maintenance work, as and when required, on groomers and drags. Cosmetic work (i.e. sponsor signage, decals, etc.) is excluded.
- f. **Purchase trail maintenance equipment** – These projects are specifically restricted to groomers and drags.
- g. **Build, maintain and upgrade trail shelters, washrooms and storage buildings** – These projects are specifically restricted to buildings on the designated SNOFUND Trail system. Applicable Provincial work permits must be obtained.
- h. **Build, maintain and upgrade bridges** – These projects are specifically restricted to bridges on the designated SNOFUND Trail system. Applicable Manitoba Conservation work permits and drawings must be obtained.
- i. **Production of an annual club trail map** – These projects are specifically restricted to the production of a club map of the designated SNOFUND Trail system in the region. This map must meet the SNOFUND Trail Mapping Guidelines.
- j. **SNOFUND Program Operations** – These projects include, but are not limited to, the production of SNOFUND material, operating costs relating to the requirements of the SNOFUND Program, costs relative to SNOFUND public relations and/or co-operative opportunities and partners.

509. **NOT
ELIGIBLE
FOR
FUNDING**

- a. Non-designated trails and service trails (trails to groomer shed) will not be eligible for funding.
- b. Grooming for special events is not eligible for funding (e.g. Poker Derby on last Saturday in March).

510.**THE OPERATIONAL STABILIZATION FUND**

| | |
|---------|--|
| Purpose | An Operational Stabilization Fund will be established to supplement Operational Fund payout in high use years when the Operational payout falls below \$16.00 per km for an "A" Drag. The fund will only be maintained as long as there are dollars in the fund. |
| | <ol style="list-style-type: none">a. The maximum funding paid out per km under the Operational Fund will be \$25.00 per kilometre (<i>Effective September 16, 2024</i>). The excess dollars will be placed into the Operational Stabilization Fund and will be paid out when the "A" Drag funding levels falls below \$16.00 per km in any given year.b. The Operational Stabilization Fund shall be capped at \$700,000.00 plus accrued interest.c. The Operational Stabilization Fund will be paid out based on kilometres groomed.d. The Operational Stabilization Fund will be held in trust until used and will only be available for Operational Funding. |

511.**SNOFUND ALLOCATION ACCOUNTABILITY**

| | |
|---------|--|
| Purpose | To maintain accountability of the funds allocated from the SNOFUND and to ensure that SNOFUND funds are expended in accordance with the SNOFUND program principles. Each club or grooming association that receives funding from the SNOFUND must account for those funds with a Club Financial Statement. |
| Notes | Any club or grooming association must submit a Club Financial Statement (CFS). |
| Process | <ol style="list-style-type: none">a. At the end of the season, each club/grooming association that received SNOFUND funds (from the Operational, Provincial Trail Improvement or Operational Stabilization Fund) in the previous fall, must complete a CFS.b. DELETED, 2021c. Completed CFS is due to Snoman Inc. by June 30th.d. Information is compiled by Snoman office staff for use in budgeting and lobbying purposes. |

SNOFUND TRAIL GUIDELINES



CHAPTER 6

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601. OVERVIEW OF SNOFUND TRAIL GUIDELINES

602. Purpose The purpose of the SNOFUND Program is to ensure trails are higher in quality and safer for snowmobilers. In order to achieve this objective a series of recommended guidelines have been developed which focus on safety and consistency of designated SNOFUND trails.

603. Policy In order for an existing trail to continue to qualify as a designated SNOFUND Trail, the trail guidelines must be consistently and substantially met or exceeded. Clubs must focus their efforts on meeting these guidelines by making any necessary improvements to existing trails and all new trails should be developed based on these guidelines.

604. Trail Signing Snowmobilers travel beyond their local trail systems much more frequently now than ever before. When travelling on unfamiliar trails, a rider's enjoyment and safety are greatly enhanced by uniform trail markings, detailed information signage and identification of potential hazards.

Snowmobile trail signs will:

1. regulate the flow of traffic along the trails,
2. inform riders of trail characteristics, and
3. provide information necessary to the enjoyment of the trail riding experience.

Uniform snowmobile trail signing will:

1. enhance the safety and security of persons, vehicles and property,
2. improve travel within and between districts, and
3. professionalize and promote recreational snowmobiling.

605. Trail Design The SNOMAN Trail System is designed to meet multiple criteria:

1. Safety: It is designed, signed and maintained to specifications which will eliminate or identify hazards.
2. Environment: It is designed to avoid environmentally sensitive areas and built to environmental standards.
3. Destination: It is designed to connect to point of scenic interest, recreational areas and nearby communities.
4. Integrated Network: It is designed to be a part of a formal, long distance, un-fragmented network which links towns, cities and provinces.

606. Trail Maintenance & Grooming Maintenance and grooming procedures are often the standard used by the snowmobilers as an unofficial rating system in judging how well a particular club maintains its trails. Maintenance and grooming guidelines are intended to focus primarily on the safety of, and (secondarily) on the pleasure of the sport of snowmobiling.

607. Trail Mapping The SNOFUND Program requires that all designated SNOFUND trails be identified on a map. This mapping program is intended to assist the snowmobiler by providing information that focuses on routing, safety and essential services.

608. Trail Safety All of the SNOFUND trail guidelines focus on safety issues. There are some additional safety guidelines that need to be followed to ensure the safest trail system possible.

609. Ice Thickness Ice is generally unpredictable and thickness or consistency should never be taken for granted. Air temperature, water currents, snow cover and uneven flooding may cause variables in thickness. Specific rules and safety procedures are vital on frozen bodies of water when workers are engaged in operations over ice.

610.

SNOFUND TRAIL SIGNING GUIDELINES

611. Purpose It is the objective of the SNOFUND Program to achieve uniform and effective signing of all designated SNOFUND Trails. Uniform and effective signage will enhance the safety of persons, vehicles, and property; improve travel between regions; and enhance and promote recreational snowmobiling. Approved signs are designed to provide a uniform signing system that allows for instantaneous recognition of signs on sight and quick, instinctive reaction, rather than a process of conscious thought.

612. Policy The signing of trails is to focus on safety, direction and information for trail users. The major signing areas of trails are at trailheads, at trail intersections and in areas that encompass potential hazards to trail users. All signs, both permanent and temporary, must be posted in such a manner and in such a location that will reasonably and prudently assist all snowmobilers with their safe passage along any designated SNOFUND Trail. Trails are to be signed so that a snowmobiler who is unfamiliar with the trail will be able to follow the trail easily and safely. On designated SNOFUND Trails, clubs should only use signs outlined in the Operations and Policy Manual.

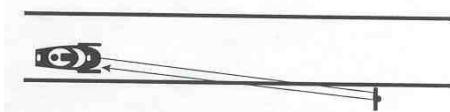
613. TRAIL SIGN PLACEMENT

The following provides basic information on how snowmobile trail signs are to be orientated and installed.

614. SIGN ORIENTATION

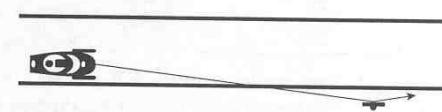
The most critical part of sign mounting is to understand how reflective signs work. One good analogy is to think of reflective signs as mirrors. To maximize the night-time view of the sign it must be placed *at eye level*, perpendicular to the direction of travel of the trail. This orientation also ensures that the sign is visible over the longest possible period so that the rider has a chance to understand the message and to react accordingly. This important concept is illustrated by *Figures 1 to 4*.

Figure 1



RIGHT

Figure 2



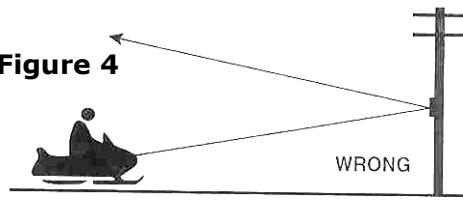
WRONG

Figure 3



RIGHT

Figure 4

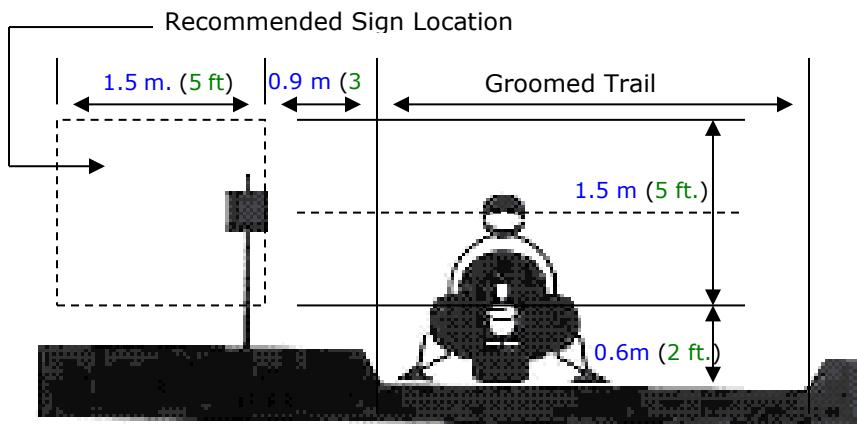


WRONG

615. *Figure 5* defines an imaginary window for sign locations. Signs should be oriented perpendicular to trail within a **1.5 metre x 1.5 metre (5 feet x 5 feet)** area that starts **0.9 metre (3 feet)** from the trail's edge and **0.6 metre (2 feet)** above the trail. Signs mounted outside the window will not perform as well.

Signs are to be posted on the right hand side of the direction of travel.

Figure 5



616. STAKING AND CORRIDOR SETTING IN OPEN AREAS

When crossing open areas; trail routes and directions may not be obvious. In most situations the groomed track can be used as a reference point, but another system is required since trails may quickly disappear during a heavy snowfall.

The use of stakes gives snowmobilers and groomer operator's continuous reference points to navigate the trail.

i) STAKING IN DITCHES

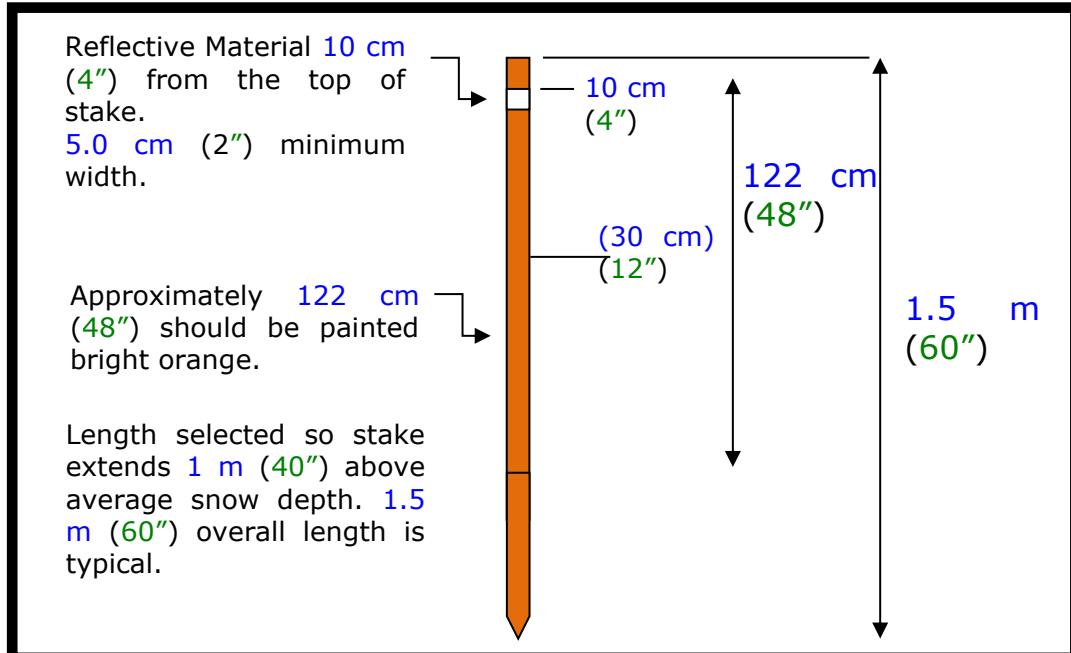
If there is no point of reference (trees, roadway, tall grass, bullrushes, hydro poles, telephone poles, etc.) staking must be used as required. The use of stakes gives snowmobilers and groomer operator's continuous reference points to navigate the trail.

Stakes/Poles

The following guidelines are for stake construction:

- a. Stakes should be constructed on inexpensive lumber or orange PVC with one end sharpened for placement in the ground. **Figure 6** is a typical stake example.
- b. Top 122 cm (48") should be painted orange.
- c. A minimum of a 5.0 cm (2") wide band of the stake should be reflective on all sides of the stake facing traffic.
- d. 100 cm (40") of stake should remain visible throughout the winter.
- e. The top reflective portion of the stake should be placed in the sign location window (Figure 5). A plastic pipe cap may be used to secure the reflective top.
- f. Stakes may have to readjusted throughout the winter if heavy snowfall occurs
- g. Minimum of 10 stakes per kilometre or 1 stake per 100 metres.

FIGURE 6



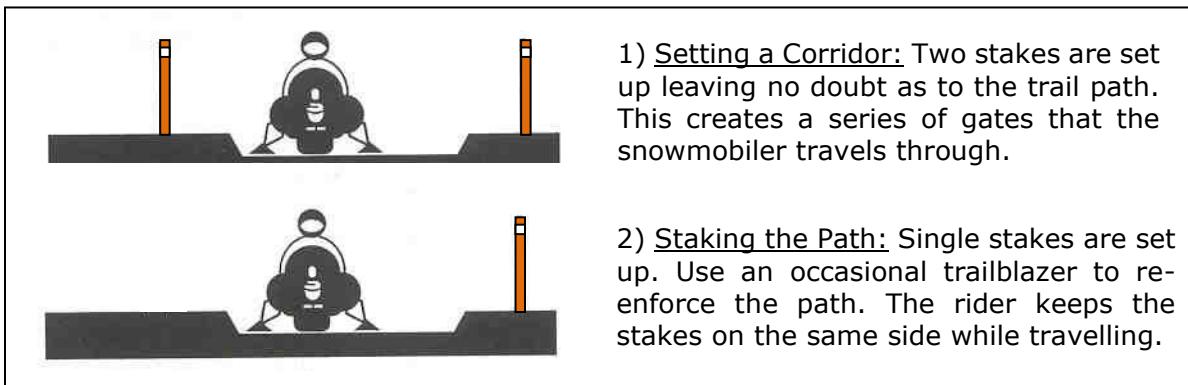
617. Establishing the Path of Travel

There are two recommended ways to establish the path of travel in open areas.

1. Setting a Corridor: Place two stakes at right angles to the trail to establish a gate. This is used to designate entrances and exits of open areas, designate intersections, potential hazards and other areas where you want to lead the snowmobiler through a gate so that they receive important information.
2. Staking a Path: Place a single line of stakes on one side of the trail. The rider keeps the line to their same side while they are travelling. Periodically a second stake should be used to re-enforce the flow of traffic.

In both cases, the next stake or pole should be easily visible from the first. The spacing will vary on the terrain and the nature of the trail. Figure 7 illustrates this concept.

FIGURE 7



618. **POSTING DISTANCES**

619. One of the most frequently asked questions in posting a sign is how far in advance of the trail condition should the sign be placed. Table 1 below offers some guidance on what the appropriate sign posting distances should be. The International Association of Snowmobile Administrators (IASA) has developed these recommendations through a variety of snowmobile and traffic publications. The minimum sign posting distances recommended below pertain only to cautionary type signs.

620. The sign posting table looks at two situations. The first is a situation where a caution type sign is posted so that a snowmobile can come to a complete stop before the trail condition. The most common example of this situation would be a STOP AHEAD. The second signing situation is one where a caution sign is posted so that a snowmobiler might have to reduce speed, but not necessarily come to a complete stop. An example of this situation would be a SHARP TURN LEFT.

621. A key factor in using Table 1 is the judgement of the signing crew on what the speed of the majority of snowmobilers in that situation would be and what reduction in speed, if any, would be necessary for the snowmobiler to comfortably and safely negotiate the trail condition.

Table 1

| Judged Speed mph km/h | Condition Requiring Stop "X"= feet "X"= meters | Deceleration Distance to Desired Speed mph "Y" = feet km/h "Y" = meters | | | |
|-----------------------------|--|---|------------------------|------------------------|------------------------|
| | | 10 mph 16 km/h | 20 mph 32 km/h | 30 mph 48 km/h | 40 mph 64 km/h |
| 20 mph 32 km/h | * | ** | | | |
| 25 mph 40 km/h | * | 100 feet 31 meters | | ** | |
| 30 mph 48 km/h | 175 feet 54 meters | 150 feet 31 meters | 100 feet 31 meters | | |
| 35 mph 56 km/h | 225 feet 69 meters | 200 feet 61 meters | 175 feet 54 meters | ** | |
| 40 mph 64 km/h | 300 feet 92 meters | 275 feet 84 meters | 250 feet 76 meters | 175 feet 54 meters | |
| 45 mph 72 km/h | 350 feet 107 meters | 350 feet 107 meters | 300 feet 92 meters | 250 feet 76 meters | ** |
| 50 mph 80 km/h | 425 feet 130 meters | 400 feet 122 meters | 400 feet 122 meters | 325 feet 100 meters | 225 feet 69 meters |
| 55 mph 88 km/h | 500 feet 153 meters | 500 feet 153 meters | 475 feet 145 meters | 400 feet 122 meters | 400 feet 122 meters |

**No suggested minimum distance recommended. At these speeds, sign location depends on physical conditions at the site.

**No suggested minimum distance. At this 8 km per hour (5 mile per hour) reductions in speed, location depends on the physical conditions at the site.

622. MOUNTING CONSIDERATIONS

The methods used to mount trail signs vary greatly, depending on the intended permanence of the installation. The following points provide guidance in selecting an appropriate mounting method to suit your circumstance.

1. All trail signs must consist of engineering grade reflective material, at minimum.
2. Generally, signs should be placed to the right of the trail to conform to the rider's familiarity with highway signs.
3. The sight line from the driver to the sign must be clear for the entire distance.
4. On common public summer areas, signs should be placed as late in the fall as possible and removed promptly at the end of the season. This reduces vandalism, reduces potential trespass and conserves sign life (by reducing exposure to the sun and elements).
5. Mounting signs on living trees is not recommended. If it is the only alternative, use aluminum nails or screws. Ensure that all nails and screws are removed when the signs are removed.

6. On posts, use a minimum of 2 bolts or screws instead of nails to reduce vandalism and theft. A cordless drill with spare battery packs is an ideal tool to drive screws, providing the sign holes are predrilled.
7. Use an existing mounting object, such as a fence post, only if it is within the recommended sign location window and the permission of the landowner has been obtained.
8. Use durable materials for permanent installations, i.e. a flexible plastic, fibreglass, wooden post or metal post.
9. If more than one sign is used at the same location, they should be placed vertically with the most important sign on top.
10. It must be remembered that the trail will be used in both directions. Separate and often different signing is required for each direction of travel.
11. Signing should be done by persons who are familiar with the trail and who know where they are and where they are going. When putting up signs, imagine that you have never been in this area or on this trail before. Try to picture what signs would be necessary to get you safely to your destination.
12. Have your signage reviewed by someone less familiar with the area to identify locations that need improvement.
13. Overuse of signs should be avoided. Only authorized trail signs should be allowed to avoid clutter and confusion. Signage posted by businesses should be carefully monitored by clubs.
14. Extra regulatory type and caution type signs should be carried on grooming equipment and by trail patrollers to replace those that have been vandalized.
15. Maintaining visibility of signs in areas of heavy snowfall accumulations poses additional challenges in terms of sign mounting techniques and materials. These signing situations will require periodic inspections and adjustment of sign poles or stakes throughout the winter to keep signs from being obliterated by snowfall.

623. **SIGNING AROUND AND THROUGH COMMUNITIES**

When signing around or through a community the following guidelines are recommended. When entering a community there should be a destination sign stating where the snowmobiler is and what services are available in the community. When guiding the rider through or around the community ensure there is adequate signage so the rider who is unfamiliar with the area can navigate easily through/around town. When exiting the community there are specific signs that are suggested to ensure that there is uniformity. First, you should have a trail numbering sign so that the rider knows what trail they are now on. Second, there should be a Snopass required sign followed by a destination sign that states the next couple communities the snowmobiler will encounter and the mileage to those communities. Last should be a suggested speed limit sign.

623.a) CRITERIA TO PERMIT SNOWMOBILES AND NON-SNOWMOBILE VEHICLES TO OPERATE (SHARE) THE SAME TRAIL

When considering routing a snowmobile trail near non-snowmobile vehicles, safety is paramount. The safety of the snowmobiling public cannot be compromised. Snowmobile trails must always be safe.

At times, non-snowmobile vehicles are required to cross and/or share snowmobile trails. The following actions can be undertaken by clubs to ensure the safety of snowmobilers and the snowmobile trails.

1. Where a non-snowmobile vehicle crosses a snowmobile trail, stop and stop ahead signs are to be placed on the snowmobile trail at all points.
2. When a non-snowmobile is required to overlap or share a snowmobile trail the following is required:
 - a) The first consideration should be to close or reroute the snowmobile trail around the affected area;
 - b) If closure or rerouting the trail is not a workable option and the only alternate is for non-snowmobile traffic and snowmobiles to share the same area/trail the club must:
 - i) Firstly, have a documented meeting with the contractor and Crown Lands Manager responsible for the area. The purpose of the meeting is to ensure all parties are aware of the issues, potential dangers and each party's responsibilities in order to ensure the safety of everyone;
 - ii) If as a result of the joint meeting with all parties, the decision is to allow non-snowmobile traffic and snowmobiles to use the same general area or pathway the club shall take the following minimum action to ensure the safety of snowmobilers:
 - a) Snowmobiles must have their own trail with a minimum width of 2.7 metres (9 ft two-way trail),
 - b) There shall be reassurance markers placed on both sides of the trail at spacing of no more than 100 metres (328 ft), and
 - c) From each end of the affected area on the R/H side of the trail the following trail signs are required and are to be spaced using standard posting distances. (see Fig 8)



First sign is "Beware of Vehicles"-



Second sign is "Two Way Trail"



Third sign is "Caution"



Following the Caution Sign, reassurance markers are to be placed at least every 50 metres to the end of the affected area.



Beware of Vehicles signs shall be placed every 200 metres (650 ft) from the Caution Sign to within 100 metres (328 ft) of the end of the affected area.

See attached Fig. 8 for reference for sign placement.

Prior to opening or reopening the trail, the club must provide the Regional Directors and the Snoman office with the following information:

1. Date of the meeting between the Club, Contractor and Crown Lands Manager (or designate),
2. Start date and estimated end date of change,
3. Trail number and location on trail and the approx. length of trail involved, and
4. Request that the Snoman office place a CAUTION on the Snoman interactive map.

SNOWMOBILE TRAIL SIGNING REQUIREMENTS

WHEN SNOWMOBILE TRAIL & NON-SNOWMOBILE TRAFFIC IN SAME AREA
(JUNE 19, 2023)

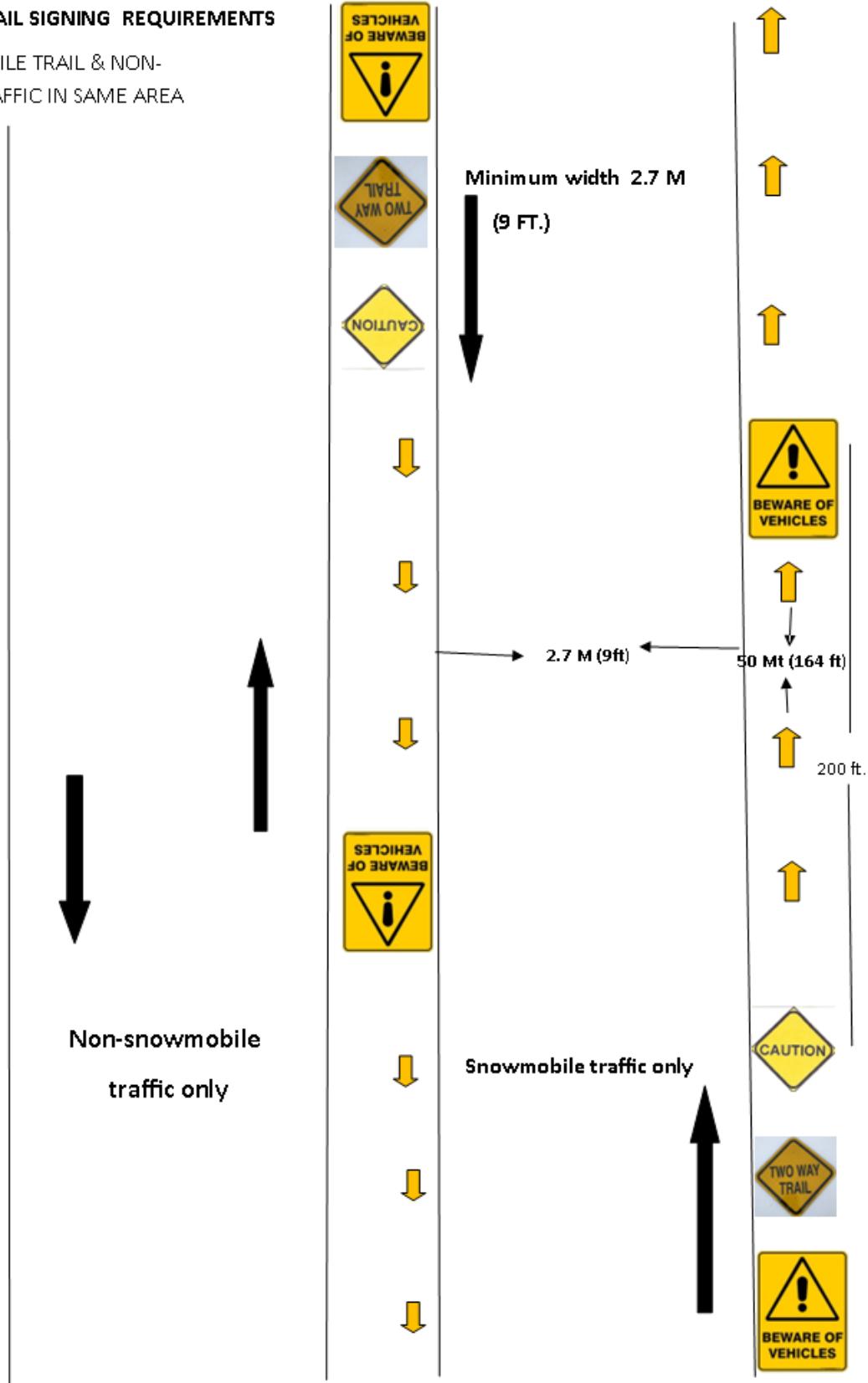
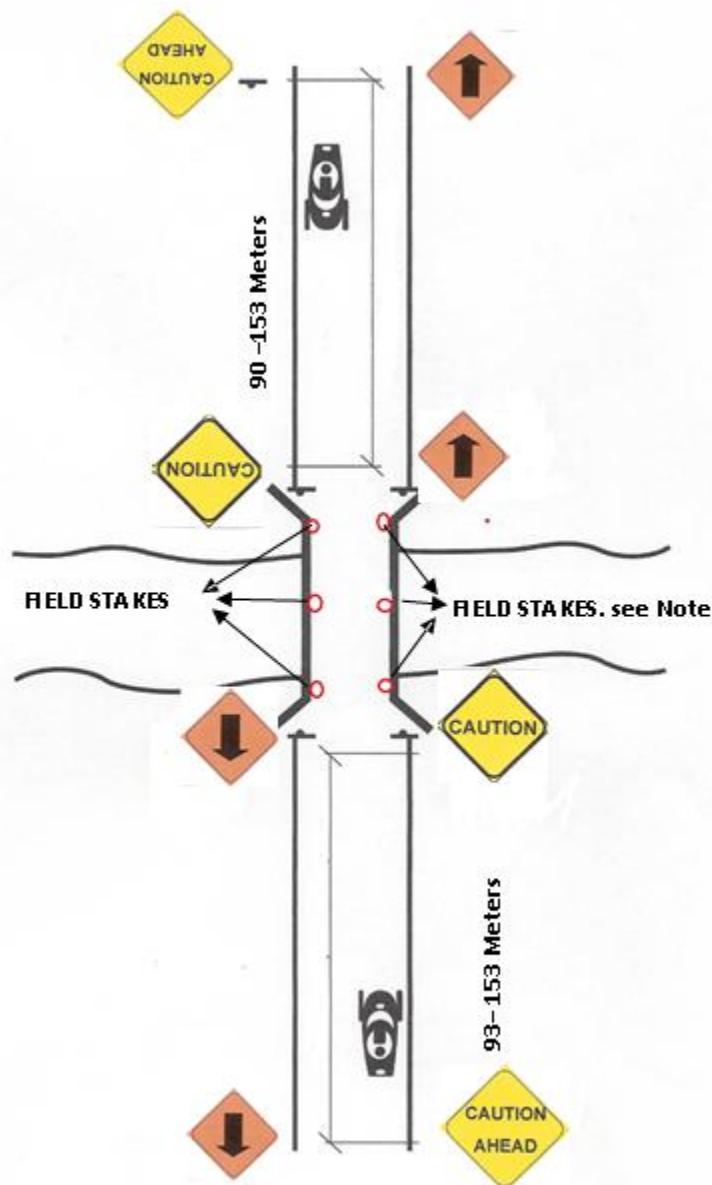


FIG 8

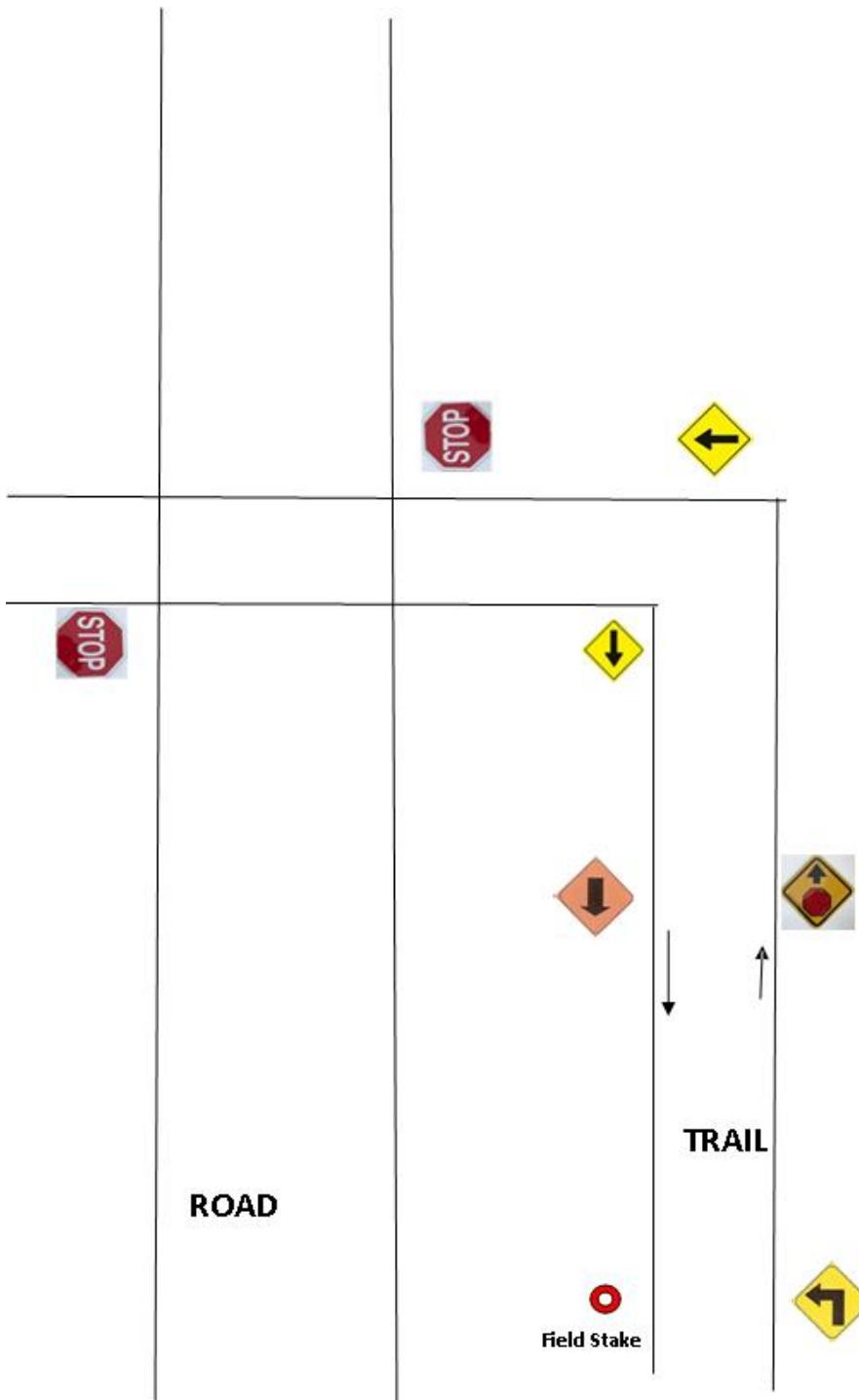
623.b) TRAIL BRIDGE CROSSING – SIGNING REQUIRED

A caution ahead sign is to be placed at a reasonable distance ahead of the bridge to alert riders of the impending crossing. A caution and a reassurance marker are to be placed at each end of the bridge marking the ends of the bridge.

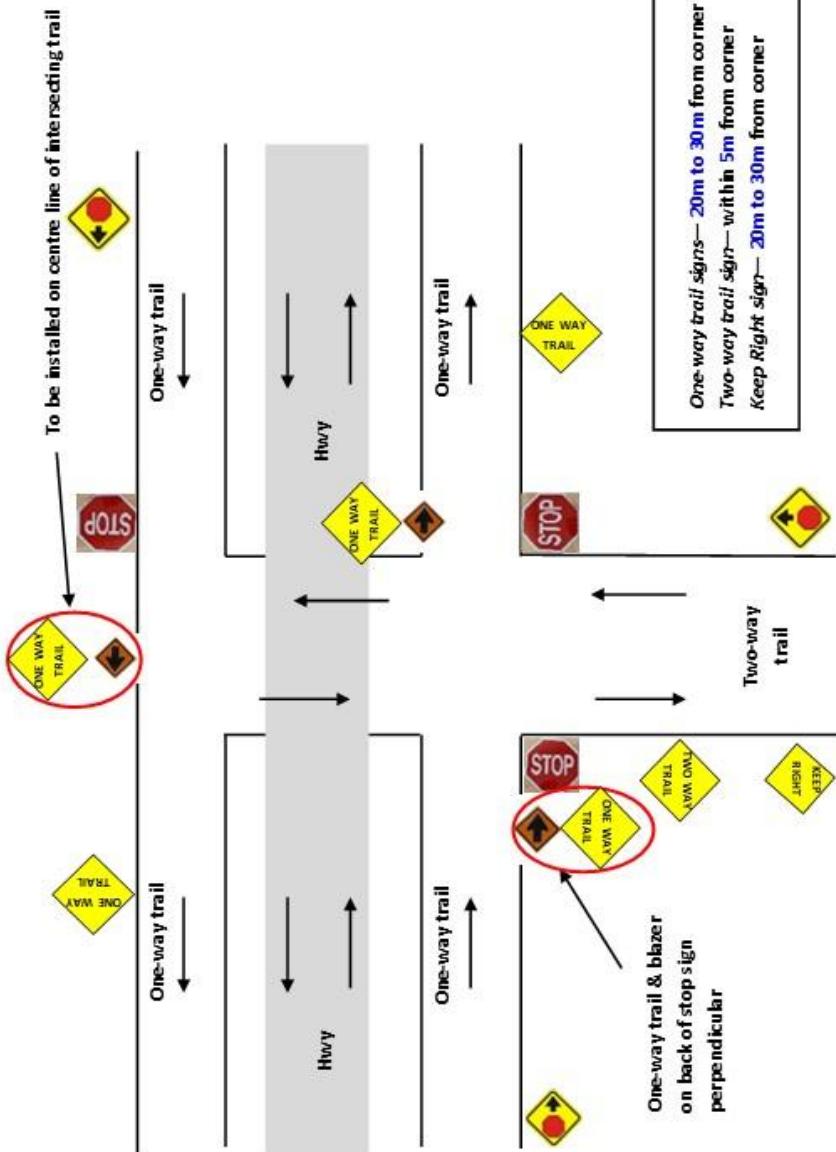


Note: Field stakes on bridges are to be evenly spaced and should be no more than 15m apart. If there are no side rails on the bridge deck, flexible reflective tubing or fiberglass rods may be used instead of field stakes.

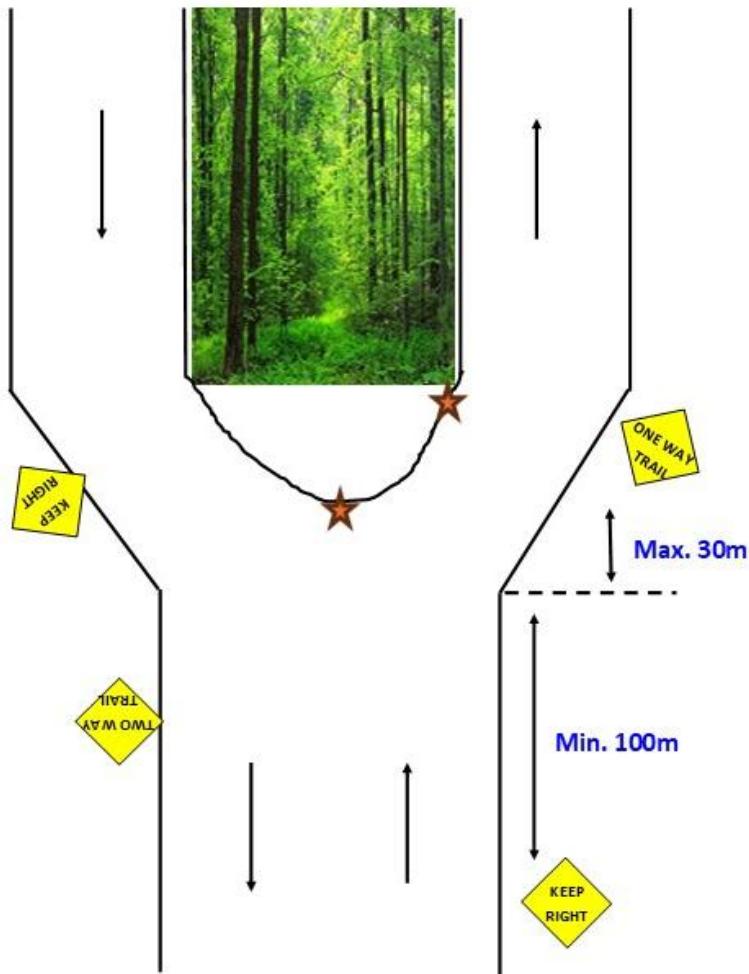
623.c) SIGNING REQUIRED FOR WHEN TRAIL IS IN DITCH AND CROSSES ROAD/HWY PERPENDICULAR TO TRAIL



623. d) **SIGNING FOR A TWO WAY TRAIL INTERSECTING A ONE WAY TRAIL AT A HIGHWAY CROSSING**



623. e) **SIGNING A TWO WAY TRAIL INTO A ONE WAY TRAIL**



624. **SNOMAN SIGN GUIDELINE LIST**

The following is a list of trail signs that are used throughout the Snoman Trail System. This includes typical designs, placement considerations and usual description. Signs are typically divided into four categories (types).

625. **Regulatory Signs:**

1. are placed at the point of a required action,
2. are used alone for emphasis (Ex: Stop sign); and
3. are red and white.

626. Caution Signs:

1. are to be used in advance of a required action,
2. may require a significant reduction of speed for safety,
3. may require particular attention to the trail,
4. are to be a yellow diamond with black lettering, and
5. are placed on the trail in accordance with *Table 1* (Sign Placement Chart). There are caution type signs that; due to their message, should be placed at the point of the required action. Examples of these signs are CAUTION, KEEP RIGHT and TRAIL CLOSED.
6. Stop Ahead sign should be stand alone.

627. Trail Markers:

1. provide direction; and
2. reassure trail users that they are on a designated trail.

628. Destination and Information Signs:

1. provide both novice and expert trail users with the correct information to comfortably navigate the trail system.

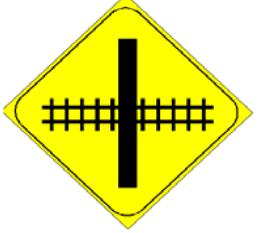
EXAMPLES OF REGULATORY SIGNS:

| TYPICAL DESIGN | NAME AND USE | USUAL CHARACTERISTICS |
|--|--|---|
|  | <p>STOP</p> <p>Instructs riders to bring their snowmobile to a complete stop before proceeding with caution.</p> <p>To be used in conjunction with a STOP AHEAD and to STAND ALONE.</p> <p>A minimum 12" x 12" (300 mm x 300 mm) sign is to be placed on snowmobile trail where it crosses roads, multiple use areas (i.e. logging roads etc.) and other major crossings.</p> | <p>12" x 12" (300 mm x 300 mm) Octagon</p> <p>Red background and white lettering</p> |
|  | <p>RECOMMENDED SPEED LIMIT</p> <p>Identifies the maximum recommended speed limit (km/hr) on designated trails.</p> <p>To be placed on shelters, intersections and staging areas.</p> | <p>15" x 24" (380 MM x 600 MM) RECTANGLE</p> <p>White background with red lettering</p> |

EXAMPLES OF CAUTION SIGNS:

| TYPICAL DESIGN | NAME AND USE | USUAL CHARACTERISTICS |
|---|--|--|
|  | <p>STOP AHEAD</p> <p>Informs riders that they are approaching a STOP sign.</p> <p>To be used in advance of a STOP sign and to be a stand alone sign.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering and red octagon</p> |
|  | <p>CAUTION</p> <p>Informs the rider that they are approaching an area where a potential hazard may exist, should be placed at the location of the potential hazard.</p> <p>To be used in any circumstance in which a snowmobiler must be more alert to ensure his/her safety.</p> <p>To be placed at the point of the required action.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering</p> |
|  | <p>CAUTION AHEAD</p> <p>Informs riders that they are approaching a section of the trail where potential hazards may exist.</p> <p>To be used in any circumstance in which a snowmobiler must be more alert to ensure their safety and where the driver will be required to make a significant adjustment in speed.</p> <p>To be used if a CAUTION sign is not visible at a reasonable distance along the trail, i.e. 325' (100 metres).</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering</p> |

| | | |
|---|---|--|
|  | <p>KEEP RIGHT</p> <p>Reminds riders to stay on the right side of the trail.</p> <p>To be used as a common reminder on two-way trails and in every instance where a two-way becomes a one-way trail (one-way of travel).</p> <p>To be placed at the point of the required action.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering</p> |
|  | <p>TRAIL CLOSED</p> <p>Informs riders that the trail ahead has been closed.</p> <p>To be used on closed trails once connecting/intersecting trails are open.</p> <p>To be used when ice conditions are unsafe or for a dangerous situation, i.e. when trail is closed due to construction or forestry operations.</p> <p>To be placed at the point of the required action.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering</p> |
|  | <p>TWO-WAY TRAIL</p> <p>Informs riders that snowmobile traffic may approach from the opposite direction.</p> <p>To indicate two-way traffic, placed at a strategic location, e.g. trail exiting a lake, etc. To be used alone.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering or arrows</p> |
|  | <p>ONE WAY TRAIL</p> <p>Informs riders that snowmobile traffic may travel in one direction only.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond</p> <p>Yellow background with black lettering</p> |

| | | |
|---|--|--|
|  | <p>RAILWAY CROSSING Informs the riders that the trail is about to cross a railway. To be used in conjunction with STOP and STOP AHEAD signs.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond Yellow background with black lettering</p> |
|  | <p>SHELTER AHEAD Informs riders that a shelter is located 2 km ahead on the trail.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond Yellow background with black lettering</p> |
|  | <p>SHELTER Informs riders as to the location of a shelter. <u>To be placed on trail with a directional arrow.</u></p> | <p>12" x 12" (300 mm x 300 mm) Diamond Yellow background with black lettering</p> |
|  | <p>SHARP TURN LEFT To be used for approximately 90° turns. To be used in conjunction with a yellow directional arrow, which would be placed at the turn location, preceded by sharp left turn sign using posting distance.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond Yellow background with black lettering</p> |
|  | <p>SHARP TURN RIGHT To be used for approximately 90° turns. To be used in conjunction with a yellow directional arrow, which would be placed at the turn location, preceded by a sharp right turn sign using posting distance.</p> | <p>12" x 12" (300 mm x 300 mm) Diamond Yellow background with black lettering</p> |

| | | |
|--|--|---|
|  | <p>YELLOW DIRECTIONAL To be used in conjunction with advanced Sharp Left & Right 90 Degree Turn Signs.</p> <p>Arrow indicates that there is a substantial change in the direction of the trail. Rider should reduce speed until they clear the turn and can see a safe distance ahead.</p> | <p>12" x 12" (300 mm x 300 mm)</p> <p>Diamond</p> <p>Yellow background with reflective black arrow</p> |
|  | <p>WINDING TRAIL</p> <p>May be used and placed preceding an area where there are more than two consecutive curves on the designated trail.</p> | <p>12" x 12" (300 mm x 300 mm)</p> <p>Diamond</p> <p>Yellow background with black lettering</p> |
|  | <p>STAY ON TRAIL</p> <p>May be used to ensure snowmobilers stay on trails at all times.</p> | <p>12" x 12" (300 mm X 300 mm)</p> <p>Diamond</p> <p>Yellow background with black lettering</p> |

EXAMPLES OF TRAIL NUMBERING SIGNS:

| TYPICAL DESIGN | NAME AND USE | USUAL CHARACTERISTICS |
|---|--|--|
|  | <p>CLUB TRAIL NUMBER SIGN</p> <p>Trail Number Confirmation informs the rider what designated Club snowmobile trail they are on and direction.</p> <p>It is recommended that this sign be placed 20 to 30 meters beyond (past) the junction or intersection, at trail entrance points and one sign approx. every 15 km.</p> | <p>8" x 12" (20 cm x 30 cm)</p> <p>Club trails have a three digit trail number.</p> <p>Blue with white background with black numbers and arrow.</p> |
|  | <p>PROVINCIAL TRAIL NUMBER SIGN</p> <p>Trail Number Confirmation informs the rider what designated Provincial snowmobile trail they are on and direction.</p> <p>It is recommended that this sign be placed 20 to 30 meters beyond (past) the junction or intersection, at trail entrance point and one sign approx. every 15 km.</p> | <p>8" x 12" (20 cm x 30 cm)</p> <p>Provincial trails have a one or two digit trail number.</p> <p>East/West trails are odd numbers. North/South trails are even numbers.</p> <p>Blue with white back ground with black numbers, letter and arrow.</p> |
|  | <p>TRAIL JUNCTION/INTERSECTION</p> <p>Trail Junction/Intersection informs the rider of trail junction/intersection ahead and what trail number will be intersected.</p> <p>It is recommended that Junction signs be placed as follows:</p> <ol style="list-style-type: none"> 1) Minimum of 100 meters prior to any regulatory or caution sign 2) A minimum of 100 meters prior to intersection if there are no regulatory or caution signs <p>Note: No sign shall interfere with the line of sight of Regulatory or Caution signs</p> | <p>4" x 8" (10 cm x 20 cm)</p> <p>White with black letters.</p> <p>Blue with white background with black numbers and arrows.</p> <p>Mounted on top of either a Provincial or Club Trail number sign.</p> |

Examples of Trail Numbering Sign Placement:

3 Way Intersection - 1 Stop

Junction & Trail number sign to be installed a minimum of **100 meters** prior to Stop Ahead sign.



NOTE: NO sign shall interfere with the line of sight of Caution or Regulatory signs.



NOTE: Clubs at their discretion may stop all traffic at the intersection.



Min. 100 meters

Trail Numbering confirmation sign to be installed **20-30 meters** after intersection.



Trail



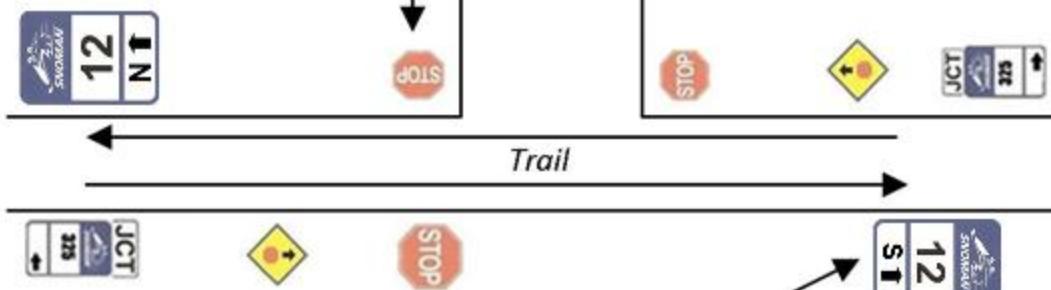
Junction & Trail number sign to be installed a minimum of **100 meters** prior to intersection.



3 Way Intersection - 3 Stop

Junction & Trail number sign to be installed a minimum of **100 meters** prior to Stop Ahead sign.

NOTE: NO sign shall interfere with the line of sight of Caution or Regulatory signs.



Junction & Trail number sign to be installed a minimum of **100 meters** prior to Stop Ahead sign.

NOTE: Clubs at their discretion may stop all traffic at the intersection.

Trail Numbering confirmation sign to be installed **20-30 meters** after intersection.

4 Way Intersection

Junction & Trail

number sign to be installed a minimum of **100 meters** prior to Stop Ahead sign.

NOTE: NO sign shall interfere with the line of sight of Caution or Regulatory signs.



Min. 100 meters



Trail Numbering confirmation sign to be installed **20-30 meters** after intersection.



Trail



Junction & Trail number sign to be installed a minimum of **100 meters** prior to Stop Ahead sign.



Signing a Sharp Corner



Trail



Yellow Directional Arrow (12" x 12")
sign to be installed at corner.

Trail

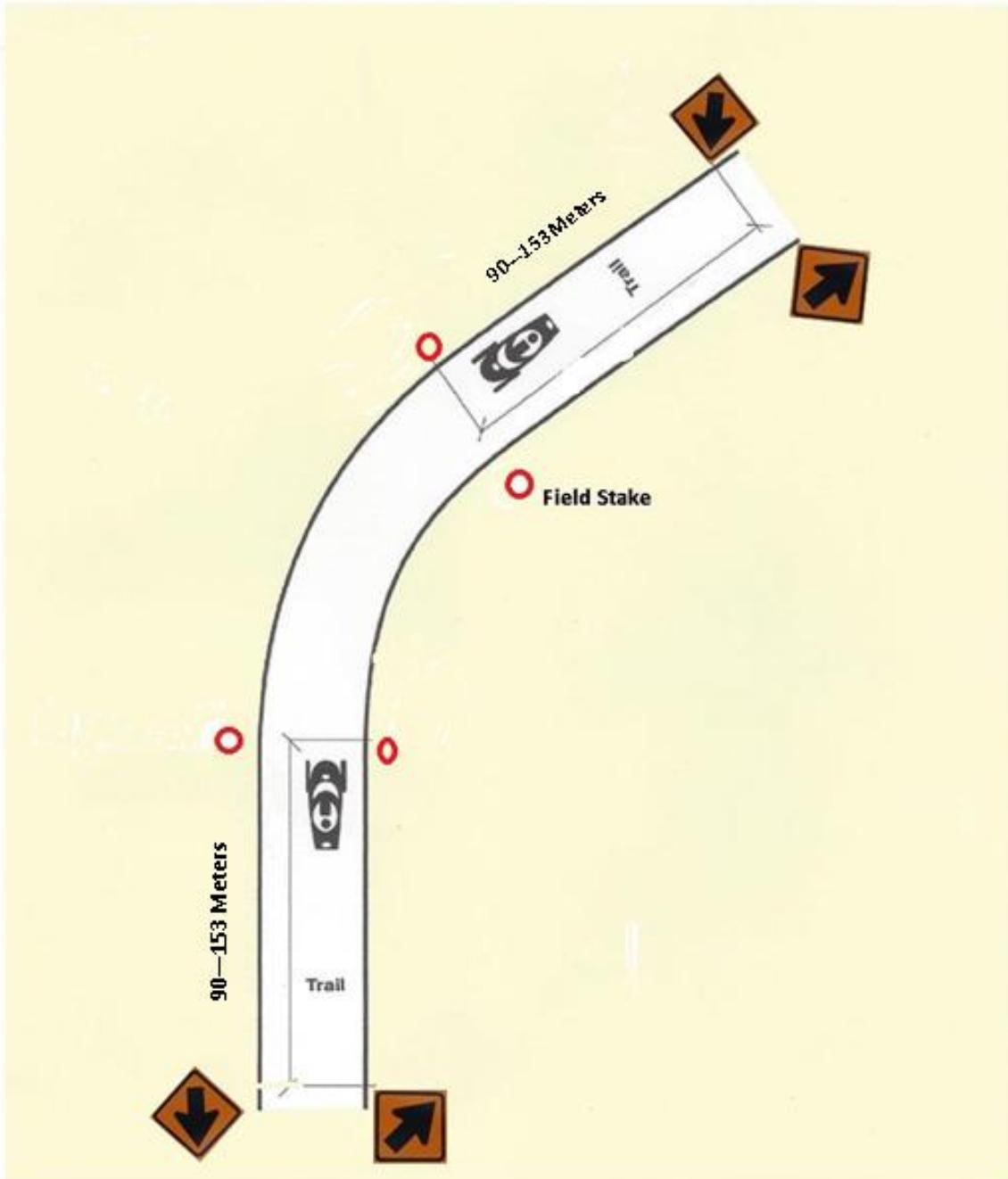
Sharp R/H TURN sign to be
installed a **min. 100 meters**
prior to Yellow Directional
Arrow at corner.



NOTE: Caution Ahead to
precede Sharp R/H turn
sign if not visible at a
reasonable distance
along trail.

Signing a Change in Direction

Reassurance markers at 45° informs the rider that the trail makes a gradual change in direction.



NOTE: This identifies signing requirements for a gradual curve in an open area and is not applicable to winding bush trails.

Examples of Trail Markers:

| TYPICAL DESIGN | NAME AND USE | USUAL CHARACTERISTICS |
|---|---|---|
|  | <p>REASSURING BLAZER Inform the rider that they are on a designated snowmobile trail. To be used to inform the rider that the trail ahead makes a change in direction. Reassurance blazers placed at a 45° angle signify the trail is changing direction.</p> | <p>6" x 6" (150 mm x 150 mm) Diamond Orange background with reflective black arrow</p> |

EXAMPLES OF DESTINATION AND INFORMATION SIGNS:

| TYPICAL DESIGN | NAME AND USE | USUAL CHARACTERISTICS |
|---|--|--|
|  OR  | <p>DESTINATION/ INFORMATION SIGNS Informs riders of the direction, distance and services available in nearby communities. To be placed at entrances and exits to communities, staging areas and junctions. To be placed in a location where it does not become an obstruction to the line of sight of other signs. Direction arrows on left; distance in kms, service icons (fuel, restaurants, accommodations) are underneath destination. Clubs may add icons at their discretion. Icons MUST be updated seasonally (stickers).</p> | <p>All Destination and Information Signs should have a blue background with white reflective lettering and border.</p> <p>1 line - 6" x 18" (150 mm x 460 mm) 2 lines - 12" x 24" (300 mm x 600 mm) 3 lines - 18" x 24" (460 mm x 600 mm)</p> <p>Keep Destinations separate with thin white line.</p> |
|  | <p>Trail Ends To be used to advise riders they have come to the end of a trail.</p> | <p>12" x 12" (300 mm x 300 mm) SQUARE WHITE BACKGROUND WITH BLACK LETTERING</p> |

| | | |
|---|---|--|
|  | <p>SNOPASS REQUIRED</p> <p>Inform the riders that this is a Snoman Trail and that a Snopass is required.</p> <p>To be placed at staging areas, shelters and trail intersections.</p> | <p>12" x 12" (300 MM X 300 MM) RECTANGLE</p> <p>Grey reflective background with blue writing</p> |
|---|---|--|

628A.

SPECIALTY SIGNS

There are certain situations that may require a specialty sign. For example, a chevron or a sharp dip sign. As long as the club adheres to the signing manual, they can add a specialty sign for safety sake. The specialty sign may be placed beside the caution at the hazard.

630. Purpose

Despite the fact that it may be impossible to design a trail system to be completely safe, the SNOFUND Trail Design Guidelines purpose is to provide the safest trail system that can possibly be made using the funds and equipment that are readily available.

631. Policy

SNOFUND Trail Design Guidelines are intended to focus on a safety first perspective rather than a trail development or maintenance cost perspective. These guidelines should be implemented wherever possible. However, prudence and common sense must be applied.

632. Guidelines

1. Any groomed surface less than **2.7 metres (9 feet)** wide will be recommended as a one-way trail.
2. The groomed surface for a two-way trail is to be a recommended minimum of **2.7 metres (9 feet)**.
3. There is to be **0.5 metres (2 feet)** or more wide cleared border along each edge of the groomed surface. More area may be required to ensure no branches or brush overhangs the groomed surface.
4. Branches and obstacles are to be cleared of any groomed trail **3.0 metres (10 feet)** above the groomed surface. Allowance for snow depth and snow build-up on limbs needs to be taken into consideration.
5. Unless there is no other viable option, the trail is to be located in such a manner as to avoid potentially hazardous areas. This includes areas such as high vehicle and pedestrian areas, ravines, steep hill and sharp curves.
6. Snow banks at any crossing are to be cut back to provide adequate visibility for both the snowmobiler and vehicle traffic.
7. Line-of-sight on curves and at intersections is encouraged, to give snowmobilers a clear view of each other before they enter the curve or intersection.
8. The ground surface of the trail is to be clear of any trees and brush, stumps and roots, as well as major rocks or other obstacles that may be both a safety concern and/or make trail maintenance more difficult.

633. SNOFUND TRAIL MAINTENANCE & GROOMING GUIDELINES

634. Purpose

Trail maintenance is obviously very important to both the safety and pleasure of the snowmobiler. The grooming procedures are often the standard used by the snowmobiler as an unofficial rating system for judging how well a particular Club maintains its trails. Good maintenance and good grooming result in smoother and more enjoyable trails as well as reduced wear and tear on the machine and better fuel efficiency, which contributes positively to the environment.

Usually, the average person thinks of snowmobile trail maintenance as simply grooming and little thought is given to all the other aspects of maintenance, especially those that have to be done in the milder months. Because the snow surface will reflect the ground surface conditions, providing a good, smooth trail will depend on ground surfaces that are free of stumps, rocks, roots and other debris.

635. Guidelines

1. Trail signing must occur prior to any grooming.
2. Maintain a recommended groomed surface of **2.7 metres (9 feet)** or less on one-way trails.
3. Maintain a recommended minimum groomed surface of **2.7 metres (9 feet)** on two-way trails.
4. Once regular grooming commences a consistent schedule should be in place.
5. Maintain a **0.5 metres (2 feet)** or more wide cleared border along each edge of the groomed surface, or more as required to ensure that no branches or brush overhang the groomed surface.
6. Maintain a cleared height of **3 metres (10 feet)** above the groomed surface. Allowance for snow depth and snow build-up on limbs needs to be taken into consideration.
7. Cut back snow banks at all crossings to provide adequate visibility for both the snowmobiler and vehicle traffic.
8. Keep the ground surface of the trail clear of any stumps or roots, as well as any new tree or brush growth.
9. Frequently monitor for damaged or missing trail signs and replace them immediately.

636.

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637. Deleted, 2018

638. Deleted, 2018

640. Purpose It is recommended under the SNOFUND program to have all designated SNOFUND Trail GPSed and marked on the paper and interactive maps.

641. The mapping program is an enhancement to the trail signing program, not a replacement or alternate to it. Additionally, there is a requirement to assist the snowmobiler by providing information that focuses on safety and essential services, as well as routing.

642. Notes Although optional, it is recommended that each Regional map be prepared with the same "look and feel" in order to provide the snowmobiler with a premium product in a cohesive package with a consistent message. The objective is not only to provide continuity between Regions, but also to provide a tourism tool to help the local communities and businesses that make these maps possible.

643. Guidelines Trail maps may include the following data:

1. The location of the following services:
 - a. Gas (for map sponsors)
 - b. Food (for map sponsors)
 - c. Accommodations (for map sponsors)
 - d. All hospitals and medical facilities
 - e. All shelters
2. A telephone listing of the following services:
 - a. Hospitals and medical facilities
 - b. Manitoba Conservation offices
 - c. RCMP Detachment offices
 - d. A general information contact
3. All designated SNOFUND Trails. These trails are to be readily identifiable from all other trails on the map by using a unique colour or line type.
4. Information on the legal requirement to purchase a SNOPASS if travelling on designated SNOFUND Trails.
5. Unique trail identifiers such as trail names or numbers.
6. Statements expressing safety cautions. This is to include cautions on such things as weather, ice conditions, frostbite, hypothermia, alcohol, cannabis, speed, border crossings, etc.
7. A grid system to provide a point of reference for locating such things as services, an injured snowmobiler or downed sled, problem areas or points of interest on the trail.
8. Trail lengths between each trail intersection and major access points. All distances must be listed in kilometres (distances may also be listed in miles, if desired).
9. All significant and/or relevant cities, towns, roads, highways, rail lines, power lines and waterways.
10. Identification of the season/year in which the map is intended to be used, along with the Regional Organization issuing the map.

11. Statements encouraging and supporting the SNOFUND Program. All SNOFUND logos are approved for use on all maps that meet these guidelines.

644.

SNOFUND TRAIL SAFETY GUIDELINES

645. Purpose

Modern day trail systems in many areas are **3 to 6 metres (10 to 20 feet)** wide and are groomed on a regular basis. This results in the average snowmobiler, who is not trying to drive particularly fast, to feel more comfortable at a higher speed and to allow those interested in moving quickly to reach and maintain higher speeds on the trail system.

Although even the most comprehensive, well thought out and implemented safety plans will not eliminate snowmobile accidents altogether, the main way to limit the magnitude of injuries in snowmobile accidents is to prevent them from happening in the first place.

646. Guidelines

1. Consistently implement and adhere to the SNOFUND Program guidelines on trail design, maintenance and grooming, signing and mapping.
2. Conduct a trail audit and risk assessment to identify problem areas and issues a minimum of once per season, early in the snowmobile season (i.e. January). This is to be done with a focus and emphasis on safety. Immediately correct any situations identified as having an unreasonable amount of risk.
3. Establish and maintain a rescue plan. This includes maintaining adequate and appropriate rescue equipment in readily available, marked locations. At those locations, post contact names, telephone numbers and a map indicating routes to those contacts as well as the nearest medical facility.
4. Groomers should have a camera to record hazards and accidents.

647. CHECKING ICE THICKNESS GUIDELINES

648. Purpose Ice is generally unpredictable and thickness or consistency should never be taken for granted. Air temperature, water currents, snow cover and uneven flooding may cause variables in thickness. Specific rules and safety procedures are vital on frozen bodies of water when workers are engaged in operations over ice.

649. There are major factors that must be considered and determined prior to and during any work engaged over ice. The load bearing capacity of ice cover depends on the quality of ice, the ice thickness, ice and air temperatures, temperature changes and solar radiation.

650. This document outlines the safety procedures for checking ice and determining the safe load bearing capacity. It is important that all employees who are checking ice are familiar with this document.

651. To determine the safe bearing capacity of ice, a good method is to test it manually, using hand, electric or gas augers. The vertical bore holes allow you to check for texture and depth; this method also allows you to check ice types (i.e. white or blue).

652. Responsibility It is the responsibility of the Snoman Clubs receiving this information to develop your own specific inspection procedures and documents related to your own needs when involved in the construction and maintenance of designated trails.

653. Procedure A minimum **10 cm (4")** gas or electric ice auger to drill the vertical bore hole partially into the ice. Remove the auger and loose snow. Visually inspect the hole so you can locate the depth where the white ice changes to blue ice. Measure and document the depth of any flood, slush or white ice. Continue drilling in this method until you reach water. As soon as your auger reaches water continue auguring until all the loose ice has been removed from the hole. Take care to make sure the auger does not jam on the sides of the hole. The hole is now full of water so the only depth you can measure and document is the total depth of the ice. The measuring stick should start at zero from a bolt extended out of the stick at the bottom. The extended bolt allows you to place the measuring stick on the side of the hole and find the bottom of the ice.

654. When you have completed your drilling, measuring and documentation, **plug** the hole with snow to prevent any significant flooding.

655. Random ice testing can take place prior to ice testing for specific weights. Random testing would involve a minimum of one bore hole at each location varying from left, centre and right. Random ice testing would allow for projections on anticipated opening dates and should not be used to determine the maximum load bearing capacity of ice.

656. Prior to opening trails, working on the ice or testing for a specific weight; a full set of ice readings with two bore holes at each location (preferably one on the designated trail and one off the trail) should be taken until the ice tests pass for a specific load bearing capacity. The type of water body crossing dictates the frequency of bore holes. The thickness of ice for an area should be determined by drilling test holes that are spaced:

1. a maximum of **30 meters (98 feet)** apart on rivers and streams and
2. a maximum of **200 meters (640 feet)** apart on lakes.

657. In all cases: testing at fixed distances will enable subsequent re-testing to be taken at the same locations in the event of low ice readings. If an area of low ice reading is encountered, test intervals should be shortened depending on the total length of the area involved.

658. Blue Ice – is the natural thickening of ice through a normal freezing process. Blue ice thickness can be induced by keeping the trail surface clear of snow, and allowing light traffic (snowmobile - ice thickness permitting) to pass over the surface (i.e. trail). Solid blue ice is clear in texture.

659. Flood Ice, Opaque Ice or White Ice – can occur naturally or is produced by flooding with **30 cm (12 inch)** augers or **10 cm (4 inch)** pumps. Solid flood ice is white in texture, has a relatively high air content and its strength depends on the density.

660. Slush Ice or White Ice – forms when the snow on the ice surface melts and freezes. This occurs on the traveled portion and under the banks formed where cleared snow is deposited. Solid slush ice is white in texture.

661. Opaque ice or Grey Ice - opaque ice forms from wet snow and has a higher air content. It is less dense than solid blue ice or solid white ice. Grey, crystallized or honeycomb ice forms from thawing and indicates the presence of water running through the ice. **Opaque or Grey ice shall not be considered a load bearing surface.**

662. **Calculating Load Bearing Surface:**
The Department of Transportation and Government Services uses the Metric Gold Formula to determine the bearing capacity of ice.
If any doubt exists as to whether ice should be considered blue or white, assume white for increased safety.

663. Calculations should be made in metric. **Do not use imperial measurements for calculations.**

Imperial and Metric Conversions:

inches x 2.54 = cm

pounds x 0.4535 = kg

cm x 0.3937 = inches

kg x 2.205 = pounds

Clubs are responsible for determining the weights of their equipment. It is important to know the weight of the equipment that you use and that you double-check your required ice prior to the start of each season. When calculating weight, you must take into account: operator, ice, snow and slush build-up, liquids (including fuel - many machine weights from the factory do not include this) and equipment carried (tool boxes). Groomers and drags should be calculated together. The total aforementioned weight should be documented and inscribed into the equipment and dated.

664. **There are two considerations applied, for determining safe ice usage.**

Refer to the attached calculations on Page 73 and 74.

i. **Metric "A" Value of 4**

Solid White Ice must **be lower than 50%** of the Total Ice Thickness. The chart is provided using **metric values**.

ii. **Metric "A" Value of 7**

Solid White Ice must **be higher than 50%** of the Total thickness. You must calculate this data using **metric values** for your determination of safe use.

Disclaimer

Information presented here has been compiled from sources believed to be current and reliable; however, it cannot be assumed that all acceptable safety measures are contained in this document or that other additional measures may not be required under particular or exceptional circumstances. Contractors, employers, and workers are responsible to familiarize themselves and comply with all legislation and safe work practices applicable to the work being performed.

Metric "A" Value of 4

Note: Solid White Ice must be lower than 50% of the Total Solid Ice thickness. Charts are to be used with moving loads only.

| cm of Total Solid Ice Thickness | Kg's |
|---------------------------------------|-------|
| 2 | 16 |
| 4 | 64 |
| 6 | 144 |
| 8 | 256 |
| 10 | 400 |
| 12 | 576 |
| 14 | 784 |
| 16 | 1024 |
| 18 | 1296 |
| 20 | 1600 |
| 22 | 1936 |
| 24 | 2304 |
| 26 | 2704 |
| 28 | 3136 |
| 30 | 3600 |
| 32 | 4096 |
| 34 | 4624 |
| 36 | 5184 |
| 38 | 5776 |
| 40 | 6400 |
| 42 | 7056 |
| 44 | 7744 |
| 46 | 8464 |
| 48 | 9216 |
| 50 | 10000 |
| 52 | 10816 |
| 54 | 11664 |
| 56 | 12544 |
| 58 | 13456 |
| 60 | 14400 |
| 62 | 15376 |
| 64 | 16384 |
| 66 | 17424 |
| 68 | 18496 |
| 70 | 19600 |
| 72 | 20736 |
| 74 | 21904 |
| 76 | 23104 |
| 78 | 24336 |
| 80 | 25600 |
| 82 | 26896 |
| 84 | 28224 |
| 86 | 29584 |
| 88 | 30976 |
| 90 | 32400 |

CONTRACTORS' ALLOWABLE LOAD CAPACITY OF ICE CHART FOR CONSTRUCTION

Solid Blue Ice and Solid White Ice with Equal Load Capacity

Use These Charts:

- when the white ice thickness is lower than 50% of the total solid ice thickness,
- for construction and
- for contractors.

Metric Gold Formula

$$P = A \times h^2$$

$$P = 4 \times h^2$$

Definition of Terms

P=Allowable Load Capacity of Ice (kg)
A= Gold Formula **Metric A Value**
h = Total Solid Ice Thickness (cm)

In this case, white ice is said to have the same load bearing capacity as blue ice.

Total Solid Ice Thickness = White Ice + Blue ice.

The Metric Gold Formula used for computing the bearing capacity of an ice sheet is not meant to give the true measure of the bearing capacity of an ice sheet. Rather, it provides the load limit below which failure of any ice sheet is unlikely, and it takes into account many of the variables which may exist in ice. Use of this formula allows for a number of safety factors for an ice sheet under less than ideal conditions. As such, practical use of this formula may be made with reasonable safety.

666.

Metric "A" Value of 7

Note: Solid White Ice must be higher than 50% of the total solid ice thickness.

To calculate load capacity – **use metric values only** for the Metric Gold Formula

Metric Gold Formula

$$P=A(E+1/2W)^2$$
$$P=7(E+1/2W)^2$$

Definition of Terms

P = Allowable Load Capacity of the Ice (kg)
A = Metric Gold Formula "A" Value
H = Total Solid Ice Thickness (cm)
W = Total Solid **White** Ice Thickness (cm)
E = Total Solid **Blue** Ice Thickness (cm)

It is very important to be aware that the load capacity of white ice is considered to have only half of the load capacity of solid blue ice when using the Metric Gold Formula.

667.

OPENING/CLOSING TRAILS FORM

668. Purpose To ensure that clubs are being accountable for opening/closing trails and ice crossings are measured and are safe.

669. Procedure A club representative (club president normally) will mark each trail from one point to a secondary point that he/she has deemed safe to open. At the end of the season a club representative will use the same form to mark which sections of trails they would like closed. The ice crossing section is ensuring that the club representative has knowledge that the ice has been measured and is deemed safe for snowmobiles to cross. A signature is required on this form for accountability purposes. By signing this form, the club representative has stated that the trails have been assessed and signed and are safe to ride.

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675.

INCIDENT REPORTING

676. Purpose The gathering of information and data in a timely fashion will document the circumstances and conditions that were present at the time of the incident.

677. Procedure Snowmobile incidents may become evident by way of advisement from the Snoman Inc. office, a visual while travelling along the trail system by either snowmobile or groomer, or through other snowmobilers. When a club is made aware of a snowmobile incident, it is recommended that a club member attend the sight as soon as possible to gather pertinent information that is useful in the event the involved parties seek retribution.

678. The following is a list of information required when investigating a snowmobile incident.

1. Date
2. Time of day (or night)
3. Owner and address of sleds involved
4. Passengers – if any – names and addresses
5. Witnesses names and addresses
6. Report of what allegedly occurred
7. Nature of damage, make, type of snowmobile (pictures are helpful)
8. Nature of injury if information is available
9. Location–actual–trail location (pictures of location are helpful)
10. Weather conditions at the time of incident–clear or cloudy, snowing, drizzle, warming spell with freezing overnight temperatures, etc.
11. Date trail was last groomed
12. Date of last snowfall
13. Visibility at the time of the incident
14. Was snow dust a factor
15. Speed (may have been provided by driver or witness in a general conversation)
16. Direction alleged snowmobile was travelling
17. Map of location
18. Trail width (pictures are helpful)
19. Signage near or at incident location (pictures would be helpful)
20. Kiosk information – safety information – where located from incident
21. Shelters – posting of safety information, where located
22. General information if available – was that individual on this trail previously, and possible record a start and destination location
23. Was adequate time a factor in completing the trip from start to destination
24. Were appropriate authorities notified (RCMP)
25. Was the snowmobile registered and snopassed (recording of details would be recommended)

679. Should an incident occur on the trail system, a completed Incident Report along with an Incident Checklist is required to be submitted to the Snoman

Inc. office. These forms can be found on the website. Pictures of the incident scene and signage leading up to the incident scene are highly recommended.

680. When completing an Incident Report, only report the facts as they appear. Assumptions, speculation and opinions are not to appear on the Incident Report as this information is not admissible should legal action ensue.

We want to thank the IASA (International Association of Snowmobile Administrators) for their information and resources, which have provided the basis for this manual.

LOCATION

Shelters are best located in a scenic & sheltered location close to the trail, with sufficient parking for snowmobiles so as not to obstruct the trail. It is recommended that shelters be in areas where they are not accessible by other vehicles during the winter months.

TRAIL SIGNING

- Shelter signs indicating that it is 2km to the location are to be installed.
- If a shelter is not easily visible from the trail, shelter signs with direction arrow, are to be installed on trail at shelter location.

Shelters - Outside

- On the outside front, name of the shelter and GPS location of the shelter to be displayed.
- A lavatory should be provided close to the shelter if not located in shelter.
- A supply of wood should be located close to the shelter.

Shelter - Inside

- Snoman laminated provincial trail map to be posted (showing both sides).
- Regional and/or club maps should be available to snowmobilers.
- Snoman safety posters posted as per Snoman directives.
- Local emergency contact list to be posted.
- Club contact list.
- Club membership applications.

Shelter Equipment

- Shelter to be equipped with a functioning lighting system.
- Shelter to be equipped with a heating device, a supply of wood or other fuel. Wood stoves to have a chimney with a spark arrestor.
- Shelter to have wood benches and/or chairs.
- Axe to split wood, matches or lighters and material to start fire.
- Broom, so people can clean up after themselves.
- A pot for boiling water and some basic cooking utensils.
- A couple of large candles mounted in metal or foil plates.

Shelter General

- Shelter is to be always kept clean and in good repair.
- It is recommended that a club member or club committee be assigned to do shelter checks and maintenance.

SNOMAN FORMS

CHAPTER 7



701.**INTRODUCTION – FORMS**

702. Purpose Forms are provided to allow clubs to make copies of a particular form.
DO NOT WRITE ON YOUR MASTER FORM

703. The following is a list of Master Forms.

| | |
|---------|---|
| SFO 185 | Online Club Information Form |
| SMO 520 | Club Financial Statement |
| SMO 530 | Landowner Right-Of-Way Agreement- by request only |
| SMO 531 | Back Up Grooming Log |
| | Trail Revision Request Form |
| | Opening/Closing Trails Form |
| | Snowmobile Incident Form |
| | Incident Check List form |

704.**ONLINE CLUB INFORMATION FORM**

| | |
|------------------|--|
| 705. Form number | Deleted, 2023 |
| 706. Due | November 1 of each year |
| 707. Used when | To be completed by every Snoman Member Club. |
| 708. Purpose | The Online Club Information Form is the means by which Snoman can gather general information about each Club. This information will assist in communicating with both the Clubs and the general public. |
| 709. Procedure | <ol style="list-style-type: none">1. Update Club Info: Ensure the website, membership cost, meeting times, monthly elections and social media links are correct. On the second tab – Club Address – ensure that the mailing address is correct.2. Update Member List: On December 1st of every year the system will automatically mail out member cards for the upcoming season to members with a valid email and is set to active. Please ensure this list is up to date before December 1st.3. Update Club Contacts: Ensure the club contacts are changed when changes are made as Snoman uses this information to contact the correct club member for each situation. |

| | |
|------------------|--|
| 711. Form number | SF0 185 |
| 712. Due | June 30 th |
| 713. Used when | To be completed by every Snoman member club or grooming association who has received funding from the SNOFUND. <u>This form is required under the terms of the SNOFUND Eligibility Requirements.</u> |
| 714. Purpose | The Club Financial Statement is used to maintain full accountability of the funds allocated from the SNOFUND and to ensure that SNOFUND monies are expended in accordance with the SNOFUND Program principles. |
| 715. Income | <p>1. deleted, 2023</p> <p>2. Regional Trail Improvement refers to only the dollars received through the regional association for improvements to trail safety and trail standardization.</p> <p>3. Fundraisers refers to only the events conducted by the club or for events sponsored by the club in which the club receives dollars for their involvement.</p> <p>Advertising – funds received from advertising ie. Trail maps, kiosks, in shelters</p> <p>4. Membership dues are the dollars received from annual membership collection.</p> <p>5. Deleted, 2023</p> <p>6. Donations refers to actual dollars outside sources have donated to the operation of the club. Do not include in-kind donations.</p> <p>Capital Asset Sales – Money received from the sale of assets, ie. Groomer, sled, drag, shelter etc.</p> <p>Other Fundraising Profits – ie. Working community events, club raffles, yard sales etc.</p> <p>Interest Earned</p> <p>7. Other is any income that is not included in the categories above. All other sources of income must be identified.</p> <p>Grants Received – MB Bridge, MB Sustainable Communities, Trails MB</p> <p>Other Grants Received</p> <p>Wages/Honorariums – Groomer Operators, Trail signing/Maintenance, custom grooming</p> <p>Equipment – Repairs & Maintenance, Fuel – litres used and costs, small equipment purchased, equipment loan payments</p> <p>Trail Related Expenses – Trail signage, trail improvements, new trail construction, shelter maintenance, other expenses</p> <p>Club administration Costs – Club Administration, Office Supplies, Club Fees, Insurance Costs, Donations</p> <p>Groomer Shed Annual Costs – Maintenance costs, Hydro, Property Tax, Improvements</p> |
| 716. Expenses | |

717. Capital Assets **1. Equipment Purchases** includes all equipment and tools with a value over \$500.
Groomer shed built/new shelters

718. Outstanding Loans **1. Bank Loans** is the outstanding balance at the end of the fiscal year on any loan secured from a financial institution, lending agency or individual.

719. Charity **1. Funds raised** is all dollars raised by the club on behalf of a recognized charity.
2. Funds donated by club is all dollars the club donated from the clubs own reserves to a recognized charity.

720. Volunteer Hours **1. Trail maintenance and signing** is the accumulative hours of all members to perform all maintenance & signing of the designated trail system. This also includes hours to maintain shelters.
2. Grooming is the total grooming hours taken from the grooming logs of all groomer operators. This also includes all volunteers present on the trail system for safety throughout the grooming process.
3. Major Construction is the total accumulative hours of all volunteers aiding in the construction.
4. Meetings is the accumulative hours of all executive and members attending club meetings.
5. Administration is the accumulative hours of all volunteers performing administrative tasks on behalf of the club.
6. Shelter and Equipment Maintenance

721.

THE BACK UP GROOMING LOG

722. Form number SMO 530 09/10

723. Due *Deleted Sept 17, 2019*

724. Used when To be completed by every Club that is conducting grooming operations. While their approved GPS unit is not working properly. Due the following Monday after grooming.

725. Purpose The Back Up Grooming Log provides a back up for the club should the approved GPS unit fail to record properly.

726. Note *Deleted Sept 17, 2019*

727. Procedure

1. Print the name and number of the Club in the "club name" and "club number" areas.
2. Fill in date of the report.
3. Print the year, make and model of the groomer used by your Club along with the make, width and weight of the grooming drag.
4. *Deleted Sept 17, 2019*
5. *Deleted Sept 17, 2019*
6. *Deleted Sept 17, 2019*
7. *Deleted Sept 17, 2019*
8. *Deleted Sept 17, 2019*
9. *Deleted March 31, 2014*
10. Print the name of the groomer operator in the "operator name" column.
11. *Deleted March 31, 2014*
12. Fill in the Grooming Hrs for every date the club is grooming with a broken Solara along with the description of trail numbers. Ensure the Kms Groomed box is filled in as this will be used at the end of the season if there is a discrepancy in funding kms due to Solara failure.
13. Keep logs daily and submit Back Up Grooming Logs on the following Monday should your club's Solara fail to work properly.
14. Sign Back Up Grooming Log to certify that kms are correct.

| | |
|----------------|---|
| 729. Form | SMO 520 03/03 |
| 730. Used when | To be completed by the Club for each owner of land on which a snowmobile trail will cross. |
| 731. Purpose | <ol style="list-style-type: none">1. The intent of the Landowner's Right-Of-Way Agreement is to formally acknowledge a landowner's approval for your Club and Snoman to maintain and operate a snowmobile trail across a specific portion of the landowner's property. In return, the agreement provides the landowner with liability coverage for allowing your Club and Snoman to maintain and operate the snowmobile trail.2. As a reminder to yourself, a landowner only has liability coverage through Snoman when there is a signed, written Right-Of-Way Agreement. Should a landowner allow your Club to maintain and operate a snowmobile trail across a portion of their property, but chooses not to sign the Landowner Right-Of-Way Agreement for any reason, that landowner will not have the benefit of Snoman's liability coverage. In light of this, please encourage landowners to sign the Agreement. |
| 732. Notes | <ol style="list-style-type: none">1. There are three parties to the Landowner Right-Of-Way Agreement, so there are three copies to the form. The Pink copy is for the Landowner, the yellow is for your Club and the white one is for Snoman. 'Schedule A' of the Agreement is simply a map showing the Landowner's affected property and the route the snowmobile trail traverses the land. Copies of said map must accompany each copy of the agreement.2. All signatures on each copy of the Landowner Right-Of-Way Agreement and of 'Schedule A' must legally be an original, not a photocopy or carbon copy.3. It is important to have signatures done in an appropriate witness' presence to be sure that the individual who actually signs a document is indeed the individual who is a party to that document.4. Note that each agreement is numbered in sequential order. Only original numbered agreements are to be used, which are only obtained from the Snoman office, photocopies will not be accepted.5. PLEASE PRINT LEGIBLY |
| 733. Procedure | <ol style="list-style-type: none">1. Check the appropriate Land Titles Office for the name(s) of the legal Landowner(s) as well as the legal description of the land(s) on which the snowmobile trail will cross. This step is <u>vital</u> to the legality of the Landowner Right-Of-Way Agreement; particularly should there ever be any kind of claim. It is <u>not sufficient</u> to use whoever is occupying the land. Note that the legal Landowner may indeed be a corporation or partnership.2. Obtain a topographical map of the applicable land and draw your snowmobile trail on it. Label this document as "Landowner Right-Of-Way Agreement – Schedule A" and date it the same as the date in step 7 below.3. Print the name of each legal Landowner on the "landowner" name line.4. Print the legal land description of the land(s) on which the snowmobile trail will cross on the "lands" line. The description(s) must be the same as those registered with Land Titles.5. Print mailing address and phone number of landowner on appropriate lines.6. Print the full legal name of your snowmobile Club on the "club name" line and fill in all other information as required. |

7. Explain each clause to each Landowner. For your reference, the following is the intent of each clause:

Clause 1 This simply states that the Landowner agrees that Snoman and your Club are indeed permitted to use the portion of the Landowner's land on which the snowmobile trail will cross for the sole purpose of operating and maintaining that snowmobile trail.

Clause 2 This is for the Landowner's benefit to assure them that they have liability coverage for any liability that may arise out of Snoman's and/or your Club's use of the portion of their land on which the snowmobile trail crosses. The clause also indicates that Snoman will provide the Landowner with evidence of this insurance. This liability coverage is only with respect to Snoman's or your Club's negligence in the operation and maintenance of that snowmobile trail. The liability coverage does not extend to any other portion of the Landowner's land or operations, including the land immediately adjacent to the snowmobile trail.

Clause 3 Although this allows Snoman or your Club to terminate the Landowner Right-Of-Way Agreement at any time and for any reason, it is really intended to allow the Landowner to do the same. It should also be noted that upon any termination, the landowner's liability coverage, under the terms of Snoman's policy, will also immediately terminate.

Clause 4 This tells the Landowner that your Club, as opposed to Snoman, is ultimately the party responsible for the ongoing maintenance and trail signing of the snowmobile trail.

Clause 5 This indicates your commitment to the Landowner that before your Club does anything on their land, at any time; your Club will get the Landowner's prior approval to do so. Should you get their approval, your Club will follow any standards that Snoman may have in place for that activity.

Clause 6 This simply states that the Landowner agrees to allow Snoman and your Club to peaceably occupy their land on which the snowmobile trail crosses, so long as Snoman and your Club comply with their obligations in using the land.

Clause 7 This states that should something like title to the land change, or your Club or the Snoman organization change, the Landowner Right-of-Way Agreement will correspondingly transfer to the landowner or organization.

Notwithstanding that the Landowner Right-of-Way Agreement can be terminated at any time, this ability to transfer the agreement is for administrative simplicity thereby eliminating the need to execute new agreements whenever such changes occur. It may however, at any party's option, be in everyone's best interest to execute a new agreement should any such change occur.

8. In the appropriate lines, print the day, month and year on which all parties are executing the Landowner Right-Of-Way Agreement.

9. Print the name of the legal Landowner on the "landowner" line and have them sign their name on the "landowner signature" line. If there is more than one legal Landowner, add their name(s) to the reverse of the form and have them sign accordingly. If the legal landowner is a corporation or partnership, be sure to have their duly authorized representative sign on behalf of the corporation or partnership. Complete the mailing address and phone number for the landowner in the appropriate boxes.
10. Print the name of your Club on the "club name" line and print the club representative's name on the contact name line, have the representative of your Club sign their name on the "signature" line on behalf of your Club.
11. Fill in the mailing address of the club along with the reps phone number on the appropriate lines under Club heading.
12. Have each signatory to the Landowner Right-Of-Way Agreement sign somewhere on the Landowner Right-Of-Way Agreement - 'Schedule A'.
13. Provide the Landowner with the applicable evidence of insurance (available from Snoman).
14. Leave the pink copy of the Landowner Right-Of-Way Agreement with the Landowner, keep the yellow copy for your Club and forward the white copy to Snoman.

734.**TRAIL CHANGE POLICY/TRAIL REVISION
REQUEST FORM**

| | |
|------------------|--|
| 735. Form number | SMO 531 |
| 736. Due | Request must be first approved by the Regional Association prior to April 1 of the current year and then forwarded by the Region to the Snoman Inc. office for review and approval by the Board of Directors. Any new trail must be justified (for example a connector trail, destination point). Trail changes for the next season have to be submitted to Snoman by May 15 of each year. |
| 737. Used when | Form (SMO531) is utilized by all member clubs to request any change to a Snoman designated trail system. |
| 738. Purpose | |
| 739. Note | Trail changes must be shown on google maps or on municipal maps. The existing trail and the proposed trail are to be clearly labelled. Trail change form (SMO531) shall be filled out correctly and completely along with applicable landowner agreements. Current club trail lengths and grooming distances are available by contacting the Snoman office. <div style="border: 1px solid yellow; padding: 5px;"><p>For re-routes on the same land description (same quarter section): Clubs are not required to send in a trail change form to the office. If the change is on crown land it needs approval by the appropriate authority.</p></div> |
| 740. Procedure | <ol style="list-style-type: none">1. Select whether the revision is permanent or temporary.2. Fill in the contact information at the top of the form.3. Fill in the current Club Trail Length and Current Club Grooming Distance. These numbers are available by contacting the Snoman office.4. Check applicable box regarding type of change.5. Accurately fill in new club trail length and club grooming distance portions if applicable.6. Attach a map showing the existing trail and the proposed trail. Trail changes must be shown on google maps or on municipal maps. The existing trail and the proposed trail are to be clearly labelled.7. List reasons for trail revision. Be as thorough as possible.8. Check all applicable boxes for documents supporting trail revision and include selected documents with this form.9. Only complete if approval has been provided by your region. Attach approval documentation. |

SNOFUND OPERATIONAL POLICIES



CHAPTER 8

801.**INTRODUCTION TO SNOFUND OPERATIONAL POLICIES**

802. Statement of Purpose

803. The Board of Directors of Snoman is responsible for establishing policy to guide the operation functions of Snoman, Regional Associations and member clubs. Board policies are established as a result of a motion approved by the Snoman Board of Directors.

804. Why Have Policy

1. So people working in an organization can have a frame work for action that helps them get on with the job they need to do.
2. So people in the organization don't have to keep on discussing and re-discussing the same issues very time they arise.
3. So legal and other requirements can be met
4. To provide continuity in the organizations as Board members change.

805. The Policy

806. Each policy statement shall be prepared in a standard format as set forth in Policy No 1.001. A person that drafts a Policy is responsible for establishing internal reviews and controls to ensure the information contained in a policy is accurate. All policies must be reviewed and approved by the Snoman Board of Directors.

807. Policy Amendments

A Policy may be deleted or amended at any time by approved motion of the Board of Directors of Snoman.

808.**ADVERTISING**

Snoman promotes zero-tolerance for the consumption of alcohol and/or drugs in club shelters and on the trail system since it is illegal in public spaces and promotion of such is contradictory to the organization's efforts. Snoman (Snowmobilers of Manitoba) Inc.'s Board of Directors' position is that advertising in shelters and/or on trails must be non-alcohol and non-drug related.

REVISIONS

November 28, 2013 revisions:

Chapter 5

- Section 507, Paragraph d:
 - Addition – ‘Clubs will be paid for a minimum of two (2) groomings of the club’s entire **groomed trail length provided the trail is not declared open due to no snow conditions**. If snow conditions are suitable for grooming and clubs do not groom at least two (2) times, funding will be paid on actual grooming i.e.: less than two (2)’.
 - Delete – ‘~~Clubs that exceed the maximum grooming speed (as verified by trackstick data) will have their operational payout REDUCED BY 50%~~’.
- Section 507, Paragraph e:
 - Addition – ‘Maximum funding under this formula will be 12 groomings of the clubs trails (groomed distance) annually, **and any additional groomings over 12 will be paid at a rate of 50% with Snoman Board approval**’.

Chapter 6

- Addition – ‘**Examples of Trail Numbering Signs**’ diagram & 3 Trail Numbering diagrams.

March 17, 2014 revisions:

Chapter 1

- Section 108, Paragraph l:
 - Change – ‘Appoint a Club member to report weekly ~~trackstick data/trail~~ conditions to the Snoman office every Thursday by 3pm by fax 204-940-7531 or email to: trailconditions@snoman.mb.ca. Please include the contact information of this person on the Club Information Sheet so this person can be contacted by the office when required. ~~FAILURE TO COMPLY TO THE SNOMAN INC. OFFICE during the SNOWMOBILING SEASON WILL RESULT IN A \$50.00 FINE FOR EACH MISSED REPORT. THIS MONEY WILL BE HELD BACK FROM THE FOLLOWING YEAR’S ISSUANCE OF CHEQUES FOR PREVIOUS YEAR SNOPASS SALES~~’.
- Section 108, Paragraph q:
 - Change – ‘Track sticks must be installed in all grooming equipment. It is acceptable to share Track sticks between groomers however reporting during winter clubs must identify equipment used e.g. A or B drag’ = ‘**A Snoman approved tracking system must be installed in all grooming equipment. It is acceptable to share tracking systems between groomers; however, during winter reporting clubs must identify equipment used (e.g. A or B drag)**’.
- Section 108, Paragraph r:
 - Change – ‘Clubs are required to submit electronic Track stick files and trail conditions reports on weekly basis. Split logs to be kept and submitted for clubs who have drags with varied widths’ = ‘**Clubs are required to submit trail conditions reports on weekly basis**’.

- Section 108, Paragraph s:
 - Change – ‘Should the trackstick fail, clubs must immediately notify Snoman (940-7533) and submit a paper log. Clubs that do not replace defective tracksticks with a reasonable time (one week) will not have future grooming paid’ = **‘Should the tracking system fail, clubs must immediately notify Snoman (940-7533) and ask for instructions’.**
- Section 108, Paragraph t:
 - Delete – ‘Paper logs shall only be submitted in place of electronic Trackstick files should there be a problem with the trackstick.’.
- Section 108, Paragraph u:
 - Delete – ‘Trackstick data and or paper grooming logs not submitted within one week of trail closure will not be eligible for funding’.
- Section 108, Paragraph v:
 - Change – ‘Clubs who do not submit Trackstick files or electronic grooming records (trackstick) will only be paid the minimum two (2) groomings unless authorization is given by the Snoman Board of’ = **‘Clubs who do not use an approved tracking system will not be paid for grooming unless prior authorization is given by the Snoman Board of Directors Snoman Inc’.**
- Section 110, Paragraph b:
 - Change - Appoint/Elect a Board Chair/President, Vice Chair/Vice President, ~~Secretary~~ & Treasurer to serve as Executive on an annual basis (**Past President is also part of the executive committee**).
- Section 110, Paragraph c:
 - Change - Complete an annual SNOFUND operational budget, annual report and hold at least ~~nine~~ **eight** open meetings per calendar year and one annual meeting.

Chapter 3

- Section 301:
 - Addition – **‘When an individual purchases a Snoman club membership they will receive a Snoman membership card. A Snoman membership card entitles the holder to discounts at participating retailers known as SNOFUND Partners. These SNOFUND Partners are listed in Snoman publications, and on the Snoman website. SNOFUND Partner decals are supplied for display at the SNOFUND Partner’s establishment. The SNOFUND Member Benefit Program is administered by the SNOFUND Administrator, however, members of Snoman Clubs can provide assistance by distributing copies of the SNOFUND Partner Registration form to potential partners in their communities’.**

- Delete - 'The Snofund Partner Program is currently under review to introduce a new program which will be more advantageous to all snopass purchasers and Snoman Inc. partners. The intent is to have a new and improved program in place for the 2011-2012 season'.
- Additions - Section 302, 303 & 304 & Snoman Member Benefit Program Registration

Chapter 5

- Section 507, Paragraph h, Subparagraph 3:
 - Change Drag C - 'Grooming speeds should not exceed ~~13~~ ~~15~~ kilometres per hour'.

Chapter 6

- Change - example of Trail Numbering Signs diagram 'Junction & Trail Number sign to be installed a minimum of ~~100~~ 30-meters prior to Stop Ahead sign. Note: no sign shall interfere with sight lines of cautionary or regulatory signs'.

Chapter 7

- Section 724:
 - Change - To be completed by every Club that is conducting grooming operations and to be submitted to Snoman office Weekly by Thursdays at 3pm starting ~~the 2nd week of December~~ ~~once the trail is opened~~ and continuing until season close.
- Section 725:
 - Change - 'The Trail Conditions Report/Grooming Log provides a detailed listing of the grooming operations of a Club and trail conditions during the reporting week' = '~~The Trail Conditions Report provides the trail conditions during the reporting week~~'.
- Section 726:
 - Delete - '~~Grooming log portion of form needs only to be completed if trackstick data has not been submitted for the reporting period. One Trail Conditions Report/Grooming Log is to be completed per groomer~~'.
- Section 727, Subparagraph 9:
 - Delete - '~~Print the date of the grooming operation, in two digit day/month format, in the "date" column (December 10th would be written 10/12)~~'.
- Section 727, Subparagraph 11:
 - Delete - '~~Print the number of hours spent grooming and the total kilometres groomed in the "grooming hours" and "kilometres groomed" columns. Print a detailed description of the trails groomed~~'.

April 28, 2014 revisions:

Chapter 5

- Section 510, Paragraph a:
 - An Operational Stabilization Fund will be established to supplement Operational Fund payout in high use years when the Operational payout falls below \$10.00

~~\$12.00~~ per km for an "A" Drag. The fund will only be maintained as long as there is dollars in the fund.

- a. The maximum funding paid out per km under the Operational Fund will be \$15.00 per km. The excess dollars will be placed into the Operational Stabilization Fund and will be paid out when the "A" Drag funding levels falls below ~~\$10.00~~ ~~\$12.00~~ per km in any given year.

May 26, 2014 revisions:

Chapter 5

- Section 507, Paragraph e:
 - Delete - 'Maximum funding under this formula will be 12 groomings of the clubs trails (groomed distance) annually, ~~and any additional groomings over 12 will be paid at a rate of 50% with Snoman Board approval~~'.
- Section 507, Paragraph g:
 - Change - 'Clubs will be eligible for Operational Funding for one (1) grooming prior to opening a trail. Additional groomings prior to the opening of the trail will not be funded' = '**Clubs will only be eligible for operational funding for one (1) grooming distance pass prior to opening a trail or a portion thereof**'.
- Section 507, Paragraphs j:
 - Addition - '**A trail or a portion thereof must meet the following criteria to be considered open: it must be a designated SnoFund trail and it must be signed, groomed and considered safe. Once this criteria has been met, clubs must submit a trail condition report of trails opened or a portion thereof to the office**'.
- Section 507, Paragraph k:
 - Addition - Effective 2014/2015 Season: Grooming speed is not to exceed an average of 15 kilometres per hour for one grooming pass of a Club's trails (trail grooming distance). Average grooming speed of 15 kilometres will apply to all groomer types and sizes (snowmobile included). Trail quality is directly related to grooming speed. Groomer manufacturers do not recommend exceeding 15 KPH. Average speeds will be monitored and reported on a weekly basis by Snoman's office. Snoman's office will notify the Club that they have exceeded the average grooming speed for that pass. Clubs exceeding the average grooming speed will have their grooming pass (trail grooming distance) for that week reduced by 25% at the end of the season

June 2, 2014 revisions:

Chapter 1

- Section 108, Paragraph h:
 - Addition - '**Clubs shall receive \$50.00 for each weekly report submitted on time up to a maximum of \$600.00 per season**'.
- Section 114:

- Addition - 'The Trail Conditions Form provides a detailed listing of trail conditions that will be utilized weekly to update the Snoman Inc. website. Clubs shall receive \$50.00 for each weekly report submitted on time up to a maximum of \$600.00 per season'.
- Remove - 'The Trail Conditions/Grooming Log Form provides a detailed listing of the grooming operations of a Club. One Trail Condition/Grooming Log Form is to be completed per groomer. The equipment noted on the form will be utilized for funding. Trail Conditions noted on the Form will be utilized weekly to update the Snoman Inc. Website Trail Conditions page. Note: Grooming Log portion of form only needs to be completed if no track stick data was submitted for that week'.

July 14, 2014 revisions:

Chapter 1

- Section 108, Paragraph w:
 - Changed - 'All clubs must complete and sign the "Verification and Confirmation of Funding Kilometres" no later than ~~May 31~~ ~~June 30~~ of each year' and Snofund Program Important Dates to reflect new date.

September 25, 2014 revisions:

Chapter 6

- Addition - 'Signing For A Sharp Corner' diagram

June 2, 2015 revisions:

Chapter 6

- Sharp Turn Right/Left Signage:
 - To read - 'May ~~To~~ be used in conjunction with a reassurance marker / direction arrow, which would be placed at the turn location, preceded by sharp left turn sign using posting distance ~~and preceded by a Caution Ahead sign using the posting distance~~'.
- Signing For A Sharp Corner Diagram:
 - To read - 'Sharp Right/Left Sign to be installed ~~a minimum~~ of 100 meters prior to Right/Left Orange Assurance Sign at corner.'

Chapter 5

- Section 507, Paragraph h, Subparagraph 1-3:
 - Remove - '~~Note Starting in the 2011-2012 season grooming speeds will be monitored. Grooming speeds should not exceed 13 kilometres per hour~~'.
- Section 507, Paragraph k:
 - Add - 'Grooming Session: Grooming distance covered for the period of time that a Club Solara Unit is turn on to when it is turn off while grooming. Maximum grooming speed is not to exceed 15 km/h for Class A & B'

Groomers. Maximum grooming speed is not to exceed 20 km/h for Class C Groomers (Snowmobile). Grooming speed will be monitored by Snoman using the Solara System. If 10% or more of the moving data points in any grooming session exceed 15 km/h, the funding for that grooming distance over the speed limit will be reduced by 50%. Upon first non-compliance a Club will be given written notice by Snoman. Further non-compliance a Club will be subject to funding reduction in accordance with this policy'.

- Remove - 'Effective 2014/2015 Season: Grooming speed is not to exceed an average of 15 kilometers per hour for one grooming pass of a Club's trails (trail grooming distance). Average grooming speed of 15 kilometers will apply to all groomer types and sizes (snowmobile included). Trail quality is directly related to grooming speed. Groomer manufacturers do not recommend exceeding 15 KPH. Average speeds will be monitored and reported on a weekly basis by Snoman's office. Snoman's office will notify the Club that they have exceeded the average grooming speed for that pass. Clubs exceeding the average grooming speed will have their grooming pass (trail grooming distance) for that week reduced by 25% at the end of the season'.

June 23, 2015 revisions:

Chapter 5

- Drag Funding Rates to Drag, Roller, and Compactor Bar Funding Rates:
 - To read - 'Rate A: drags, rollers, and compactor bars greater than 9 ft (2.7432 meters) and Drags must be over 2000 lbs pounds (907.1847 kilograms).
Rate B: drags, rollers, and compactor bars greater than 6ft (1.82 meter) and less than 9 ft (2.7432 meters). Drags must weighing more than 500 lbs (226.7962 kilograms) and less than 2000 lbs (907.1847 kilograms). Any drags, roller, or compactor bar less than 9 ft falls into this rate.
Rate C: drags, rollers, and compactor bars greater than 4 ft (1.2192 meter) and less than 6 ft, and less than 500 lbs (226.7962 kilograms).

Add: Definitions:

Compactor Bar: or "packer bar" is a simple lightweight implement, short in length and attached to the rear of a tractor or Sno-Cat, which can be hydraulically lifted completely off the snow to allow tracked vehicles to easily back up or turn quickly in tight spaces. Some models may have hydraulic down-pressure to increase compaction.

Trail Roller: is an implement with a cylinder (roller) between 34 inches and 46 inches in diameter, the unit is towed behind a tractor or Sno-Cat and used in early light snow conditions to pack snow and prepare the trail for quicker frost penetration and give the trail a solid foundation.

Note Compactor bars and rollers do not replace drags but supplement them by building a better base early in the season.

j. A trail or portion thereof must meet the following criteria to be considered open: it must be a designated SnoFund trail and it must be signed, groomed, and considered safe. Once this criteria has been met, clubs must submit a

~~trail condition report of trails opened or a portion thereof to the office.~~ being opened for the first time in the season.

1. The trail or portion thereof must be a designated SnoFund trail.
2. The trail or portion thereof must be signed.
3. The trail or portion thereof must be packed, rolled, or groomed and considered safe.

Once the above criteria has been met, clubs must immediately submit a trail condition report to the Snoman Office listing trails or portion thereof to be declared open.

September 14, 2015 revisions:

Chapter 5

- Section 510, Paragraph b:
 - The Operational Stabilization Fund shall be capped at ~~\$250,000.00~~ **\$400,000.00**.
- Section 505, Paragraph b:
 - Clubs will be paid ~~\$10.00~~ **\$12.00** per kilometre of designated trail annually (trail length) to offset costs associated with signage, maintaining emergency shelters and brushing.

Chapter 4

- Section 410, Paragraph d:
 - "when the Operational Fund payout falls below ~~\$10.00~~ **\$12.00** per km for an 'A' Drag.
 - The Operational Stabilization Fund shall not have more than ~~\$250,000.00~~ **\$400,000.00**

January 4, 2016 revisions:

Chapter 6

- Section 663:
 - Point 666. ~~Once the trail system has been completely signed for the season, a self audit can be conducted. Within a maximum of 10 business days of opening any trail or portion thereof, the club must submit a completed self audit to the Snoman office.~~ It is recommended that a club member audit portions of the trail that they are not responsible for signing.
 - Point 667. ~~It is recommended to audit the entire trail system in 50 km sections.~~

January 19, 2016 revisions:

Page 18

- Snofund Program Important Dates

- January 15 Clubs to submit picture and location on club trail system (GPS if possible) of each Kiosk.

April 1, 2016 revisions: *EFFECTIVE DECEMBER 1, 2016*

Chapter 5

- Section 403, paragraph d:
 - The maximum funding paid out per kilometre under the Operational Fund will be ~~\$15.00~~ *\$17.00* per kilometre (*Effective December 1, 2016*).
- Section 507, paragraph b:
 - The maximum funding paid out per kilometre under the Operational Fund will be ~~\$15.00~~ *\$17.00* per kilometre (*Effective December 1, 2016*).
- Section 510, paragraph a:
 - The maximum funding paid out per km under the Operational Fund will be ~~\$15.00~~ *\$17.00* per km (*Effective December 1, 2016*).

March 23, 2017 revisions:

Chapter 5

Addition - 'section 507, j, 4'

May 16, 2017 revisions:

Chapter 6

622 6. On posts, ~~use a minimum of 2~~ bolts or screws instead of nails to reduce vandalism and theft. A cordless drill with spare battery packs is an ideal tool to drive screws, providing the sign holes are predrilled.

624 2. ~~should be~~ *are* used alone for emphasis (Ex: Stop sign); and

625 4. ~~are usually~~ *a* ~~to be~~ a yellow diamond with black lettering, and

STOP

Instructs riders to bring their snowmobile to a complete stop before proceeding with caution.

~~To be~~ used in conjunction with a STOP AHEAD ~~and to stand alone.~~

STOP AHEAD

Informs riders that they are approaching a STOP sign.

~~To be used with every~~ in advance of a STOP sign ~~and to stand alone.~~

90 DEGREE REASSURING BLAZER

~~To be used in conjunction with a sharp turn signs and advanced left and right 90 degree turn signs.~~

October 17, 2017 revisions:

Added Trail Change Policy form.

January 19, 2018 revisions:

Added information on Trail Condition Reports.

May 23, 2018 revisions:

Snofund program member responsibilities and eligibility requirements

108. o) Clubs to confirm designated trail length and groomed distance (if changes made from previous year). Trail Length: The total actual distance in kilometres between all points in the club trail system. Groomed Distance: the required kilometres to groom the club trail system once which cannot be more than twice the trail length.

Sept 18, 2018 revisions:

Snofund program member responsibilities and eligibility requirements

108. o) Clubs to confirm designated trail length and groomed distance (if changes made from previous year). Trail Length: The total actual distance in kilometres between all points in the club trail system. Groomed Distance: the required kilometres to groom the club trail system once which cannot be more than twice the trail length. **With the exception of Lee River with a total kms of 6,000 per year. (Resolution 19-08. Sept 17, 2018).**

108. l) Appoint a Club member to report weekly trail conditions to the Snoman office every Thursday by 3pm by fax 204-940-7531 or email to [trailconditions@snoman.mb.ca](mailto:trailconditions@sномan.mb.ca). Please include the contact information of this person on the Club Information Sheet so this person can be contacted by the office when required. Clubs shall receive \$50.00 for each weekly report submitted on time.

Added:

108. x) With Map Gears, the onus is on the club to email trailconditions@snoman.mb.ca or fax (204) 940-7531 if their trails are not to be declared open after grooming. In addition, all clubs must submit a Hazard Reporting form (found in the members login on the website) if there is a hazard on their trails. Subsequently, all clubs must let the office know when the hazard has been cleared.

Oct 18, 2018 revisions:

108. o) Clubs to confirm designated trail length and groomed distance (if changes made from previous year). Trail Length: The total actual distance in kilometres between all points in the club trail system. Groomed Distance: the required kilometres to groom the club trail system once which cannot be more than twice the trail length. **With the exception of Lee River Snow Riders with a total kms of 6,000 per year. (Resolution 19-08. Sept 17, 2018) With the exception of Springhill Trailblazers who will receive a grooming distance of 240 kms. (Resolution 19-20. October 15, 2018)**

March 12, 2019 revisions:

507. j) Once the above criteria has been met, clubs must immediately ~~submit a trail condition report to the Snoman Office listing trails or portion thereof to be declared open~~ advise the Snoman office by email (trailconditions@snoman.mb.ca) listing trails or portion thereof to be declared open. (Trail opening won't be based on Solara but the onus is back on the club to declare the trail open). (Resolution 19-68. March 8, 2019)

June 25, 2019 revisions:

Added:

623. SIGNING AROUND AND THROUGH COMMUNITIES

When signing around or through a community the following guidelines are recommended. When entering a community there should be a destination sign stating where the snowmobiler is and what services are available in the community. When guiding the rider through or around the community ensure there is adequate signage so the rider who is unfamiliar with the area can navigate easily through/around town. When exiting the community there are specific signs that are suggested to ensure that there is uniformity. First, you should have a trail numbering sign so that the rider knows what trail they are now on. Second, there should be a Snopass required sign followed by a destination sign that states the next couple communities the snowmobiler will encounter and the mileage to those communities. Last should be a suggested speed limit sign. (Resolution 19-124. June 24, 2019)

September 17, 2019 revisions:

Changed 721. The Trail Changes Report to The Back Up Grooming Log

723. *Deleted*

726. *Deleted*

727. 4), 5), 6), 7), 8) *deleted*. (Resolution 20-7. September 16, 2019)

April 21, 2020 revisions:

503. b) The fund will be divided appropriately between the regional associations based on total regional KMS of trail length from Snoman Inc. ~~Regional Assoc. must provide Snoman an account of how the funds were utilized by their region by April 30th~~

~~Eligible Applicants — Snoman Member Clubs and Region Snowmobile Associations.~~

~~Eligible Projects — To be determined by the RSA and approved by Snoman Inc.~~

~~Funding Procedures To be determined by the RSA and approved by Snoman Inc.~~

612. Added:

NOTE: Clubs may apply to the Snoman Board of Directors if they wish to add a specialty sign to their trail system where circumstances deem necessary. (Clubs to fill out form SFO 190.) April 20, 2020 Resolution: 20-71

June 1, 2020 Revisions:

Added 623.a) Criteria to Permit Snowmobiles and Logging Trucks to Operate (Share) the Same Trail. May 25, 2020 Resolution: 20-83

August 19, 2020 Revisions:

Added 628.a) Club's Specialty Sign Application. April 20, 2020 Resolution: 20-71

October 22, 2020 Revisions:

628A. CLUB'S SPECIALTY SIGNS APPLICATION FORM

There are certain situations that may require a specialty sign. For example, a chevron or a steep hill sharp dip sign. These signs will be considered on an individual basis by the board for their importance and necessity. These signs will only be allowed in extenuating circumstances where safety dictates. In order to apply to have a specialty sign please fill out Form SFO 190 Club's Specialty Sign Application and submit it to admincoor@snoman.mb.ca prior to a board meeting. The board will decide on the necessity of each sign on the trail. As long as a club adheres to the signing manual, they can add a specialty sign for safety sake. The specialty sign may be placed beside the caution at the hazard. October 19, 2020 Resolution: 21-19

January 20, 2021 Revisions:

507(h) Drag, Roller, and Compactor Bar Funding Rates:

1. Rate A: drags, rollers, and compactor bars ~~greater than 9ft or greater~~ (2.7432 meters). Drags must be over 2000 pounds(907.1847 Kilograms).
2. Rate B: drags, rollers, and compactor bars greater than 6ft (1.82 meters) and less than 9ft (2.7432 meters). Drags must weigh more than 500 lbs (226.7962 kilograms) and less than 2000 lbs (907/1847 kilograms). ~~Any drag, roller, or compactor bar less than 9ft falls into this rate.~~
3. Rate C: drags, rollers, and compactor bars ~~greater than 4ft (1.2192 meters) or greater, up to and including and less than 6ft, and drags less than 500 lbs (226.7962 kilograms).~~

April 21, 2021 Revisions:

112. Club Financial Statement (SFO 185) **Must be submitted by April 30th-June 30th**

511. b) ~~CFS must show SNOFUND funds as income~~

511. c) Completed CFS is due to Snoman Inc. by ~~April 30th~~ June 30th.

712. Due ~~April 30th~~ June 30th

Added: 623. b) Trail Bridge Crossing – Signing Required. April 19, 2021 Resolution 21-93

Added: 623, c) Signing Required for When Trail is in Ditch and Crosses Road/Hwy Perpendicular to Trail. April 19, 2021 Resolution 21-94

May 19, 2021 Revisions:

Added Signing a Change in Direction. May 17, 2021 Resolution 21-110.

January 21, 2022 Revisions:

623a)2.b)ii)b) b) There shall be reassurance markers placed on both sides of the trail at spacing of no more than ~~50 metres (164 ft)~~ 100 metres (328 ft), and

Pg 41: Caution Logging Trucks signs shall be placed every ~~60 metres (196 ft)~~ 150 metres (492 ft) from the Caution Sign to within ~~60 metres (196 ft)~~ 100 metres (328 ft) of the end of the affected area.

May 2, 2022 Revisions:

507. h) 1. Rate A: ~~drags, rollers and compactor bars~~ 9ft or greater (2.7432 meters). Drags must be over 2000 lbs (907.1847 kilograms). ~~Starting in the 2023-2024 season, any newly added drag to the system must be 10ft (3.048 meters) or greater to qualify for an A drag rate.~~

2. Rate B: ~~drags, rollers, and compactor bars~~ greater than 6ft (1.82 meters) and less than ~~9~~ 10ft (~~2.7432~~ 3.048 meters). Drags must weigh more than ~~500 lbs (226.7962 kilograms)~~ and less than ~~2000~~ 1000 lbs (907.1847 ~~453.592~~ kilograms).

3. Rate C: ~~drags, rollers, and compactor bars~~ 4ft (1.2192 meters) or greater, up to and including 6ft, and ~~drags less than 500 lbs (226.7962 kilograms)~~ a minimum of 250 lbs (113.398 kilograms).

4. Rollers and compactor bars over 10ft at an A rate and 6ft up to 10ft B rate can only be used for the first pass of grooming.

May 24, 2022 Revisions:

507. e) Maximum funding under this formula will be 12 times the grooming distance of the club's trail annually. ~~If a club grooms more than 12x their grooming distance the overages will come off the last drag they used to groom.~~

July 4, 2022 Revisions:

507. f) ~~To be eligible for additional Operational Funding (that is greater than 12 gromings), the club must provide justification including risks of not grooming and regional supports and obtain approval from Snoman Inc.~~

February 1, 2023 Revisions:

Chapter 8:

808.

ADVERTISING

Snoman promotes zero-tolerance for the consumption of alcohol and/or drugs in club shelters and on the trail system since it is illegal in public spaces and promotion of such is contradictory to the organization's efforts. Snoman (Snowmobilers of Manitoba) Inc.'s Board of Directors' position is that advertising in shelters and/or on trails must be non-alcohol and non-drug related.

March 14, 2023 Revisions:

Chapter 5:

507 g) Clubs will only be eligible for operational funding for **150% of their grooming distance prior to opening a trail or a portion thereof. The office will notify clubs when they are at 100%. ~~one (1) grooming distance pass prior to opening a trail or a portion thereof.~~**

October 20, 2023 Revisions:

104: All designated SNOFUND Trails in the province are mapped by Snoman Inc. ~~and/or the Regional Member Organization.~~

~~In order for an organization to be eligible to submit project applications for funding assistance, where applicable, In order to receive funds from the SnoFund Trust, the following responsibilities and eligibility requirements must be met.~~

108 a. ~~Appoint a Club member as your SNOFUND representative to administer the SNOFUND Program for your Club.~~

- e.** ~~Determine location of trails in your area and mark ALL trails as designated SNOFUND Trails, unless previously authorized by the Snoman Board of Directors and your RSA to maintain a non-designated trail within your system.~~
- j.** ~~Have ALL trails designated unless granted a written exemption, approved by both your RSA and the Snoman Inc. Board of Directors.~~
- o.** ~~With the exception of Lee River Snow Riders with a total kms of **6,480** ~~6,000~~ per year. (Resolution 21-61. February 16, 2021 ~~19-08. Sept 17, 2018~~)~~
- x.** ~~With MapGears, the onus is on the club to email Clubs will send in a completed Open/Close Trail form to trailconditions@soman.mb.ca or fax (204) 940-7531 to open or close trails. if their trails are not to be declared open after grooming. In addition, all clubs must submit a Hazard Reporting form (found in the members login on the website) if there is a hazard on their trails. Subsequently, all clubs must let the office know when the hazard has been cleared.~~

NOTE: CLUBS FAILING TO SUBMIT REQUIRED FORMS BY REQUIRED DATES ARE SUBJECT TO LOSING POINTS FROM THE CLUB RECOGNITION PROGRAM

109. Review applications and make recommendations to the Snoman Board for **Provincial Trail Improvements Funds** (if applicable).

113. The **Online Club Information Form Sheet**—is the means by which Snoman can communicate and/or direct correspondence to each Club i.e.: emergency trail situations, trail conditions, and Snoman programs. ~~By providing the Club Events information, Snoman can assist the Club in the marketing of their events by making this information available to the public.~~

Pg 13 December 1st Club fee due at Snoman office

| | |
|-------------------------|--|
| 201. Remittance Process | Snopasses are consigned to Manitoba Public Insurance (MPI) and are sold through MPI agents. MPI receives a consignment fee on all Snopasses sold. is consigned \$10.00 per Snopass sold. The remaining Snopass funding is remitted to Snoman Inc. electronically and held in trust. The Goods and Services Tax collected through Snopass sales is remitted by Snoman Inc. |
| 301. Description | When an individual purchases a Snoman club membership they will receive a Snoman membership card. A Snoman membership card entitles the holder to discounts at participating retailers known as SNOFUND Partners. These SNOFUND Partners are listed in Snoman publications, and on the Snoman website. SNOFUND Partner decals are supplied for display at the SNOFUND Partner's establishment. The SNOFUND Member Benefit Program is administered by the SNOFUND Administrator, however, members of Snoman Clubs can provide assistance by distributing copies of the SNOFUND Partner Registration form to potential partners in their communities. |
| 304. Procedure | <ol style="list-style-type: none">1. SNOFUND information Brochure and the Snoman Member Benefit Program Form is given to a potential SNOFUND Partner.2. A business registers as a SNOFUND Partner by completing the Snoman Member Benefit Program Form, and forwarding a copy to the administrative coordinator assistant.3. The administrative assistant will enter the SNOFUND Partner information in the Snofund Partner binder.4. The administrative assistant will provide the Snofund Partner with a promotional package containing the following information.<ul style="list-style-type: none">• A SNOFUND Partner window decal• A Thank You letter5. The administrative coordinator assistant will update the Snoman Member Benefit program information on the website. |

Pg 18. 6. Indicate if you are a new Snofund Partner by circling "yes" or "No". It is expected that Snofund partners will keep their window decals and promotional materials from year to year.

11. After receiving your SNOFUND Partner materials from the administrative assistant, notify all staff members of the program and of your offered discount.

12. Place a SNOFUND Partner sign in a visible area, explaining the discount offered.

501.

Purpose To fund insurance liability coverage on the Designated Trail System in Manitoba, fund a volunteer accident policy coverage, fund Club and Snoman Board directors and officers policy and fund bonding for Snoman Inc. staff.

507. j. 4. Trails over waterways (ice) must be verified for adequate thickness to reflect requirements on open/close trail form. may be opened when ice thickness is adequate and the trail has been packed by snowmobiles.

Once the above criteria has been met, clubs must immediately advise the Snoman office by email (trailconditions@snoman.mb.ca) listing trails or portion thereof to be declared open on the open/close trail form. (Trail opening won't be based on Snoman approved GPS Solara but the onus is back on the club to declare the trail open).

508. g. Build, maintain and upgrade trail shelters, washrooms and storage buildings

– These projects are specifically restricted to buildings on the designated SNOFUND Trail system. Applicable Provincial Manitoba Conservation work permits and drawings must be obtained if applicable. Clubhouses are excluded.

708. Purpose The Online Club Information Form Sheet is the means by which Snoman can gather general information about each Club. This information will assist in communicating with both the Clubs and the general public. By providing the Club Events information, Snoman can assist the Club in the marketing of their events by making this information available to the public.

709. replace contents with

4. Update Club Info: Ensure the website, membership cost, meeting times, monthly elections and social media links are correct. On the second tab – Club Address – ensure that the mailing address is correct.
5. Update Member List: On December 1st of every year the system will automatically mail out member cards for the upcoming season to members with a valid email and is set to active. Please ensure this list is up to date before December 1st.
6. Update Club Contacts: Ensure the club contacts are changed when changes are made as Snoman uses this information to contact the correct club member for each situation.

715.1. Operational Funding refers to only the dollars received from the previous seasons grooming activity.

3. add - Advertising – Funds received from advertising ie. Trail maps, kiosks, in shelters

5. Grants refer to dollars received from a contributing source. Please identify the contributing source (i.e. NTC, Community Futures, etc.)

6. add - Capital Asset Sales – Money received from the sale of assets, ie. Groomer, sled, drag, shelter etc.

Other Fundraising Profits – ie. Working community events, club raffles, yard sales etc.

Interest Earned

7. add - Grants Received – MB Bridge, MB Sustainable Communities, Trails MB

Other Grants Received

716. replace all with –

Wages/Honorariums – Groomer Operators, Trail signing/Maintenance, custom grooming
Equipment – Repairs & Maintenance, Fuel – litres used and costs, small equipment purchased, equipment loan payments

Trail Related Expenses – Trail signage, trail improvements, new trail construction, shelter maintenance, other expenses

Club administration Costs – Club Administration, Office Supplies, Club Fees, Insurance Costs, Donations

Groomer Shed Annual Costs – Maintenance costs, Hydro, Property Tax, Improvements,

717. Capital Assets Purchased 1. **Equipment Purchases** includes all equipment and tools with a value over \$500 \$250. Please indicate if a loan was secured to purchase.

Groomer shed Built/ New Shelters

720. 6. Snoman administration is the accumulative hours of all volunteers who carry out the Snoman initiated administrative tasks such as raffle distribution and club paperwork.

Shelter and Equipment Maintenance

739. For re-routes on the same land description (same quarter section): Clubs are not required to send in a trail change form to the office. list the temporary trail change on their trail conditions report (along with a map showing the trail changes) which will be posted on their club's trail condition page. If the change is on crown land it needs approval by the appropriate authority.

February 1, 2024 Revisions

667. ~~SELF TRAIL AUDIT PROGRAM~~ OPENING/CLOSING TRAILS FORM

668. Purpose

1. To enhance safety by creating province wide uniformity throughout the designated trail system
2. To audit the entire trail system annually

To ensure that clubs are being accountable for opening/closing trails and ice crossings are measured and are safe.

669. Procedure

A trail audit focuses on the quality and placement of trail signage, trail design, the accessibility and condition of shelters along with the safety features found along the trail and at shelters. These safety features include trail maps, emergency phone numbers, listings of the closest

amenities and dry wood available at shelters. Safety and ease of navigation through the trail system is the prime focus of any audit. A club representative (club president normally) will mark each trail from one point to a secondary point that he/she has deemed safe to open. At the end of the season a club representative will use the same form to mark which sections of trails they would like closed. The ice crossing section is ensuring that the club representative has knowledge that the ice has been measured and is deemed safe for snowmobiles to cross. A signature is required on this form for accountability purposes. By signing this form, the club representative has stated that the trails have been assessed and signed and are safe to ride.

670. ~~Within a maximum of 10 business days of opening any trail or portion thereof, the club must submit a completed self audit to the Snoman office. It is recommended that a club member audit portions of the trail that they are not responsible for signing.~~

671. ~~A club member who is familiar with the trail and preferably a member who does the trail signing should accompany the auditor. This allows for discussion on areas of concern and the recommended fix for that area be implemented.~~

672. ~~When riding at night the quality and placement of trail signage becomes more prevalent as the rider relies more on the signage than the terrain to safely navigate the trail system. Night audits would reveal areas of concern that a daytime ride would not.~~

673. ~~The trail audit is to be completed on the Trail Evaluation Form with comments entered on the second page to indicate the areas of concern and the type of concern. This shows as a record for the club, the areas that need more attention when marking in the future. This information is also a useful tool when training new sign placement volunteers.~~

674. **Note:**

1. Trail Evaluation Form found in forms section under the website login.
2. Trail Evaluation Form must be submitted to the Snoman Office upon completion.
3. Trail Evaluation Form copies are distributed as follows:
 - a. Yellow copy to Club Auditor
 - b. White copy to Club designate
 - c. Pink copy to Snoman office

703. ~~Trail Evaluation Form (Self Trail Audit) Opening/Closing Trails Form~~

June 11, 2024 Revisions:

503. d) Trail safety and standardization may include the following:

- Trail signage and Trail widening and new trail development.

October 18, 2024 Revisions:

Pg 13:
~~November 15 (Nov 1)~~ Memorandum of Understanding (for the upcoming season) is due at the Snoman office.

October 31 Club Asset Form (online) due.

Pg 25 - 505. A) ~~The Trail Maintenance Fund is designed to compensate clubs for trail maintenance, signs, and the cost of maintaining shelters (repairs, wood, upgrades etc.)~~

- A) Trail Maintenance Fund is a three-part program designed to compensate clubs for trail maintenance, trail signage and shelter maintenance.
 - i) **Trail Maintenance:** Clubs will be paid \$17.00 per kilometre of designated trail annually (trail length) to offset costs associated with trail maintenance and safety including brushing, clearing trails, grading, removal of hazards, etc.
 - ii) **Trail Signage:** Clubs will be paid \$4.00 per kilometre of designated trail annually (trail length) to help offset costs associated with trail signs, stakes, reflective tape, etc.
 - iii) **Shelter Maintenance:** Clubs will be paid \$300.00 a year per shelter that is located on the clubs designated trail system. Clubs are required to register each shelter annually by completing and submitting a Shelter Guidelines and Registration Form to Snoman.

Pg 28

507. L. **Non-Funding for Dead-End Grooming:**

- a. Club trails must connect to a neighbouring designated trail, a community, town, shelter, lodge, camp, or other destination. Clubs will not be eligible to receive funding for grooming a trail to a dead-end GPS location.
- b. For the first grooming of the season clubs are permitted to groom and open their entire trail system. If neighbouring clubs don't open, dead-end trails must be closed.
- c. For second and subsequent grooming, clubs must coordinate with each other and must ensure that the neighbouring trail they connect to is open as they are not eligible for funding for dead-end grooming

Pg 26. 505. b) Clubs will be paid \$17.00 per kilometre of designated trail annually (trail length) to offset costs associated with ~~signage, maintaining shelters~~ trail maintenance and brushing.

Pg 29. 510 Purpose: An Operational Stabilization Fund will be established to supplement Operational Fund payout in high use years when the Operational payout falls below ~~\$12.00 \$16.00~~ per km for an "A" Drag. The fund will only be maintained if there are dollars in the fund.

- a. The maximum funding paid out per km under the Operational Fund will be \$17.00 per km (Effective December 1, 2016). The excess dollars will be placed into the Operational Stabilization Fund and will be paid out when the "A" Drag funding levels falls below ~~\$12.00 \$16.00~~ per km in any given year.
- b. The Operational Stabilization Fund shall be capped at ~~\$400,000.00~~ \$700,000.00 plus accrued interest.

Pg. 26. 507 h. Clubs will be eligible to receive a trail signage payment (based on trail length) of \$4.00/km. Each club will be assessed on whether their trails were open and properly signed before the season ending payout in October. Clubs will also be eligible to receive a shelter maintenance payout of \$300.00 per

shelter. To qualify for shelter maintenance payout, clubs must have submitted photos and coordinates to the office and signed the Shelter Registration form stating they are compliant. These payouts will be included in the October grooming payout. Any new shelters need to receive regional and Snoman board approval to be eligible.

Pg 37. 616 i) **STAKING IN DITCHES**

If there is no point of reference (trees, roadway, tall grass, bullrushes, hydro poles, telephone poles, etc.) staking must be used as required. The use of stakes gives snowmobilers and groomer operator's continuous reference points to navigate the trail.

Pg 22. 403. d. Operational Stabilization Fund

The Operational Stabilization Fund will be to maintain funding in years when the Operational Fund payout falls below ~~\$12.00~~ ~~\$16.00~~ per km for an 'A' Drag. The fund will only be maintained if there are dollars in the fund. The maximum funding paid out per kilometre under the Operational Fund will be \$17.00 per kilometre (Effective December 1, 2016). The excess dollars will be placed into the Stabilization Fund. The fund shall not have more than ~~\$400,000.00~~ ~~\$700,000.00 plus accrued interest~~. The funds will be held in trust. The amount allocated to this fund will be determined by the Snoman Inc Board of Directors by the June Board meeting of each year.

Pg 26. 507. b. The maximum funding paid out per kilometre under the Operational Fund will be ~~\$17.00 per kilometre (Effective December 1, 2016)~~. ~~\$25.00 per kilometre (Effective September 16, 2024)~~.

Pg 30. 510. a. The maximum funding paid out per km under the Operational Fund will be ~~\$17.00 per km (Effective December 1, 2016)~~. ~~\$25.00 per kilometre (Effective September 16, 2024)~~. The excess dollars will be placed into the Operational Stabilization Fund and will be paid out when the "A" Drag funding levels falls below \$16.00 per km in any given year.

December 9, 2024 Revisions:

Pg 7 & 8: Charts were updated to reflect new pathway of Snopass dollars.

Pg 11: 110. b. Appoint/Elect a Board Chair/President, Vice Chairs/Vice Presidents, & Treasurer to serve as Executive on an annual basis (Past President is also part of the executive committee ~~for a two-year term~~).

Pg 13: October 15 ~~SNOFUND~~ Financial allotments are sent to clubs ~~Grooming payment to clubs~~
February 15 Trail Maintenance payment to clubs.

Pg 15: 201. Remittance Process Snopasses are consigned to Manitoba Public Insurance (MPI) and are sold through MPI agents. MPI receives a consignment fee on all Snopasses sold. The remaining Snopass funding is remitted to ~~the~~

Government of Manitoba, and it remits the GST. The Snopass funds are remitted electronically to Snoman and held in trust. ~~Snoman Inc.~~ electronically and held in trust. The Goods and Services Tax collected through Snopass sales is remitted by Snoman Inc.

January 14, 2025 Revisions:

Aug 12, 2025 Revisions:

Pg 28. 507 I) Grooming distance covered for the period of time that a Club's approved GPS unit is turned on to when it is turned off while grooming. Maximum grooming speed is not to exceed 15 km/h for Class A & B Groomers. Maximum grooming speed is not to exceed 20 km/h for Class C Groomers (Snowmobile). Grooming speed will be monitored by Snoman using the approved GPS system. If 10% or more of the moving data points in any grooming session exceed 15 km/h, the funding for that grooming distance over the speed limit will be reduced by 50%. Upon first non-compliance a Club will be **issued a given** written notice by Snoman **and** ~~Further non-compliance a Club will be subject to a~~ funding reduction in accordance with this policy.

Added 623.d) Signing For A Two Way Trail Intersecting A One Way Trail At A Highway Crossing May 20, 2025 Resolution 25-109

**Added 623.e) Signing A Two Way Trail Into A One Way Trail May 20, 2025
Resolution 25-109**

September 19, 2025 Revisions

| | |
|--------|---|
| Pg. 60 | Table: EXAMPLES OF DESTINATION AND INFORMATION SIGNS: |
| | DESTINATION/ INFORMATION SIGNS Informs riders of the direction, distance and services available in nearby communities, and distance to |

~~important destinations such as lakes and town sites.~~

To be placed ~~at entrances and exits to communities, staging areas, and junctions.~~ ~~on junctions, must be placed off groomed trails and must not be in conflict with snowmobile traffic. Must be marked with reflective signs from all sides of intersection.~~

To be placed in a location where it does not become an obstruction ~~to the line of sight of others.~~ ~~/ liability, e.g. location not placed on lane of any traffic; height does not hamper visibility~~

Direction arrows on left; distance in kms, service icons (fuel, restaurants, accommodations) are underneath destination. Clubs may add icons at their discretion. Icons **MUST** be updated seasonally (stickers).

USUAL CHARACTERISTICS

All Destination and Information Signs should have a blue background with white reflective lettering ~~and border.~~

1 line – 6" x 18"
(150 mm x 460 mm)
2 lines – 12" x 24"
(300 mm x 600 mm)
3 lines – 18" x 24"
(460 mm x 600 mm)

Keep destinations separate with thin white lines.

~~This includes lake name and destination distance signing~~

Pgs 7, 10, & 13 Change due date of Shelter Registration Form from ~~August 1~~ to **January 31.**