



Membership Application

4th Division HO Modular Group

www.4dho.com



Please complete and sign this Application and the Member Accord in order to become a member of the 4th Division HO Modular Group. You **MUST HAVE AND MAINTAIN CURRENT NMRA MEMBERSHIP** and live within the 4th Division area (Western Washington and Alaska) in order to be a member.

Name* _____

Address* _____

City* _____ St* _____ Zip* _____

Contact Phone(s) # * _____ E-mail * _____

NMRA # * _____ Exp. Date * _____

Please note that items with a * are required. Because almost all communications of the group are handled either through email or the website listed above, it is critical that you keep the chairman advised of any changes in your email address.

Railroads you model? _____

Any special interests? _____

(use back of form if necessary)

Your Goals - In order to ensure that all members enjoy their experience with the Group, we'd like to know what you hope to gain through your membership. Please check off any or all of the following items and write-in any additional goals that you feel we can help you meet or accomplish.

- | | |
|---|--|
| <input type="checkbox"/> Fellowship with other modelers | <input type="checkbox"/> Interact with the public about trains |
| <input type="checkbox"/> Like to run long trains | <input type="checkbox"/> Learn more about railroad history |
| <input type="checkbox"/> Learn new skills | <input type="checkbox"/> Learn more about railroad practices |
| <input type="checkbox"/> Improve my current modeling skills | <input type="checkbox"/> Have fun with trains |
| <input type="checkbox"/> Promote the hobby | <input type="checkbox"/> Other (please explain below) |
| <input type="checkbox"/> Train operations | _____ |

Skills - Because the Group is always striving to improve, we like to know what special skills members may have that could be helpful on specific projects. Please check off or write in any skills have that would be helpful.

- | | |
|---|---|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Structure construction |
| <input type="checkbox"/> Electrical and/or DCC | <input type="checkbox"/> Scenery construction |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Trackwork |
| <input type="checkbox"/> Painting (cars & motive power) | <input type="checkbox"/> Other (please explain below) |
| <input type="checkbox"/> Computer Skills | _____ |

Signature

Date

Our mission is to promote individual enjoyment and fellowship, to improve modeling skills and to increase participation through building, operating and displaying HO scale modular railroads.



4th Division HO Modular Group



MEMBER ACCORD

The 4th Division HO Modular Group (the Group) is a part of the 4th Division (4D) of the Pacific Northwest Region (PNR) of the National Model Railroad Association (NMRA). You may become a New Member of the Group if you are a member of the NMRA with dues currently paid, you live within the boundaries of 4th Division, you submit an application for Group membership and you ascribe to this Member Accord. Your membership in the Group automatically terminates on termination of NMRA membership or failure to pay NMRA dues. If your membership in the Group is terminated, you must apply for reinstatement to Group membership.

You may continue as a New Member as long as you participate in Group activities. The phrase “participate in Group activities” is defined in the Group Policy, and its meaning may be revised from time to time. As a New Member you are entitled to (a) receive notice of, attend and be involved in Group meetings and other Group events, (b) have the benefit of supplies provided by the Group, (c) expect to receive support, advice and help that is available to all members of the Group and (d) operate on any Group train layout but only if you have first obtained express permission to operate from either the Coordinator responsible for that train layout or his or her designee.

You may become an Active Member after you, alone or with another member of the Group, construct a module suitable for display at a show. Then you shall be entitled to the additional rights of an Active Member if, and only as long as, you participate in Group activities. Among other things, you, as an Active Member, are entitled to vote on any matter that comes before the membership and to operate on Group train layouts without obtaining permission from the Coordinator. With or without your request, the Executive Committee may temporarily or permanently excuse you for acceptable reasons from participation in one or more Group activities so that you may retain your rights as an Active Member without having to participate in those excused activities.

If the Executive Committee determines that you did not participate in Group activities for a period of twelve (12) months, you may be denied any or all membership rights or entitlements.

The modular train layout as assembled by the Group is called the Seattle, Pacific and Eastern Railroad (SP&E). The layout operates only in DCC and employs the NCE control system. The Group and individual members each own some of the modules and equipment assembled for each Group layout. Most of the locomotives and rolling stock and some control equipment used on a layout is owned by individual members. No one may use any locomotives, rolling stock or control equipment without the prior specific permission of its owner

No member of the Group shall have any liability for loss or damage to any property used by the Group or its members. No insurance for loss or damage to property is provided. The risk of loss or damage to any member's property shall be borne by the owner of the property.

In order that the layout modules connect and function properly and in order that the layout will present the best display, the Group has standards with which members must comply. These standards cover modules, locomotives, rolling stock, member appearance at shows, operational procedures and other related matters. These standards are set forth in the Group Policy and may be changed from time to time. Any member of the Group who fails to comply with these standards may be denied use of a Group layout and facilities by the Chairman or the layout Coordinator or their designee. Repeated failure to comply with standards can be treated as failure to participate in Group activities and result in loss of membership rights.

The 4D appoints a Chairman for the Group. The Chairman is the principal officer of the Group and with four Active Members, elected from the Active Members, are the Executive Committee for the Group. The Executive Committee conducts and decides on the business of the Group, establishes standards and procedures, defines activities and delegates responsibilities. The Chairman appoints Coordinators who are responsible for implementing the specific Group activities.

I acknowledge that I have read and understand this Member Accord and, as a member of the Group, I consent and agree to its terms.

Date: _____, 20__.

Signature: _____

Our mission is to promote individual enjoyment and fellowship, to improve modeling skills, and to increase participation through building, operating and displaying HO scale modular railroads.



4TH DIVISION HO MODULAR GROUP
PACIFIC SEATTLE & EASTERN RAILROAD



GROUP POLICY

PART ONE - DEFINITIONS

Section 1.1. "Attachments" - The following Attachments referred to in this Policy are a part of the provisions of this Policy:

- Construction Standards Attachment**, see Section 3.1. Group standards for modules.
- Mentor Attachment**, see Section 4.5. Duties of Mentors for New Members and Guests.
- Guest Registration and Rules of Conduct Attachment**, see Section 4.5. Guest Rules.
- Layout Operations Attachment**, see Section 4.8. Operation guide.
- Executive Committee Attachment**, see Section 5.2. Executive Committee authority.
- Coordinator Attachment**, see Section 5.3. Guide for Coordinator.
- Member Courtesy Attachment**, see Section 5.5. Guide for members.

Section 1.2. "• Participate in Group Activities" - To "participate in Group activities" a New or Active Member of the Group must:

1. Within two years of becoming a member, build a module that is ready for showing and suitable for display at a show and
2. Do at least all of the following during the 12 month period each year from September 1 to August 31 commencing September 1, 2012.
 - a. Attend more than one half of the Group regular meetings.
 - b. Schedule and attend a half day operating session in two different shows and operate the member's own trains, with or without supervision, during each session.
 - c. Schedule and attend set up or take down as helper for two different shows.
 - d. Attend and participate in one work party.

"Schedule" means that the member signs up in advance with the Coordinator for the show. Drop-ins will not qualify and in some shows drop-ins are not allowed.

The above list sets forth the minimum activities required to maintain membership in the Group. Both New and Active Members are encouraged to engage in more Group activities than are in this list.

In addition and in order to "participate in Group activities," Active Members are required to:

1. Complete the module that was constructed to become an Active Member within two years after that module was ready for showing, and
2. Provide a module for at least one show during the 12 month period each year from September 1 to August 31 commencing September 1, 2012 and
3. Do any one of the following during the 12 month period each year from September 1 to August 31 commencing September 1, 2012:
 - a. Act as coordinator for a show or another Group activity, or
 - b. Present alone or together with another member one program at a regular meeting, or
 - c. Spend substantial time on administrative matters, such as the web site maintenance or record keeping, or
 - d. Provide special services to the Group such as towing or storing the trailer, research information for the Group or repairing or building Group equipment, or
 - e. Construct an additional new module or substantially upgrade an existing module and have it in a show for the first time, or
 - f. Serve as member of the Executive Committee.

The Executive Committee shall review each Member's record of participation in Group Activities in a meeting in August of each year and take appropriate action as required under the Group Policy.

Section 1.3. "Suitable for Display at a Show" • - In order for a module to be "suitable for display at a show," • it must meet the following minimum level of completion, and the portions of that module that are completed must conform to applicable construction and appearance standards for modules and be 100% reliably operational:

Track.	Mainline tracks and all turnouts on the main lines installed. Method for throwing main line turnouts installed and operational.
Ballast.	No ballast applied until after the module is first shown
Electrical.	Track bus and main track feeders installed. 12 volt bus installed. Cab bus installed.
Painting.	Frame, except ends which shall not be painted, painted semi gloss black. Other bare wood and plywood painted black or earth color compatible with module theme.
Backboard.	Installed. Backboard front painted Group blue, back and edges painted black. Module track and industry diagram and operating instructions posted.
Plexiglas.	Installed and velcro attached for skirt.
Inspection.	Before more work listed above is done on the module an Active Member appointed by Chairman must inspect and certify that the module conforms to Group standards.

When the module is shown until it meets third show appearance standards, a sign should be on it reading:

" • New module under construction, undergoing testing." •

These are the minimal requirements for a module to qualify for active membership and before any module may be shown in a layout. Members are encouraged to complete and upgrade their modules to enhance appearance and operation. Please refer to Sections 2.3 and 2.4 on Module Appearance and Part 3 for Construction Standards for more details on standards for modules.

PART TWO - APPEARANCE STANDARDS

Section 2;1. Introduction - If a member fails to comply with any of the provisions of this Policy at any show until there is compliance, a Coordinator may deny the member the right to participate or to use the member's equipment on the layout as the Coordinator judges in the best interest of the Group. As stated in the Member Accord, repeated failure to comply can be treated as failure to "participate in Group activities" and result in loss of membership rights.

This part contains standards in order that the Group appearance at shows in person and in the layout itself will present the best display. Members are expected to comply with these standards.

Section 2.2 Member Personal Appearance - Member's dress at shows should present a positive public image. In particular, members should wear clean Group shirts, jeans or pants, and closed-toe shoes. No sweat pants, cut offs, sandals, flip-flops, bare feet or clothing with stains, holes, logos, patches or insignia are permitted.

Section 2.3 Initial Module Requirements - No module shall be shown unless it conforms to the description in Section 1.2 of this Policy that defines a first level of completion of a module as being "suitable for display at a show." • In addition, an approved diagram of the track and switches and the industries on the module and instructions on how the switches and electrical connections are operated shall be posted on the backboard before the module may be shown. These diagrams and instructions shall be sufficient so that a person not familiar with the module can operate switches and electrical connections and plan operations.

Section 2.4. Module Appearance - In order for a module to qualify for shows after its first showing, the appearance of the module must be improved for each appearance so that it will not look conspicuously incomplete. Improvements in appearance can be made at a rate acceptable to the member but shall meet at least the following minimum additional appearance:

For the third showing all the track should be laid and ballasted, the backboard should have the standard Group mountain scenery, or approved alternative, and much of the structures, roads, foam ground cover and trees should be in place so that a scenic theme is evident.

For the fifth and subsequent showing the scenic detail of the module should have the appearance of being substantially complete with near foreground scene completed on the backboard and small scenic details such as cars and people are located on the module.

Even though a module may appear to be substantially complete, members are encouraged to continually improve their modules by adding or exchanging features so that modules will give a new look for repeated exposure to the same spectators.

For shows paying the Group for participation or for judged shows where overall layout quality is essential, a Coordinator may exclude modules from participation.

Section 2.5. Member's Failure to Appear - If a member who is providing a module for a show fails to appear two hours before the Coordinator's announced planned time to complete show set up, the Coordinator may complete the set up for that show without the tardy member's module.

PART THREE - CONSTRUCTION STANDARDS

Section 3.1 Construction Standards - For proper and smooth operation over the Group layout which is made up of modules constructed by the various members, members shall comply with the uniform standards of construction. In large part, the Group follows the NMRA module standards and recommended practices. However, there are areas such as electrical connections where the Group deviates from the NMRA standards. These variations are described in the **Construction Standards Attachment**. The wealth of knowledge that is available from the members should also be consulted before starting work on a module.

PART FOUR - OPERATIONS

Section 4.1. Introduction - This part sets forth and is limited to the operational standards for basic operations on any Group layout, consisting of moving trains on and off main lines, within the yard and to and from the engine maintenance facility. "Operate" • means to engage in basic operations. Other operations of freight and passenger trains in a manner consistent with prototype are governed by special procedures to be agreed upon by those who will be conducting prototype operations during assigned times when the layout will be limited to prototype operations.

Section 4.2. Coordinator and Yardmaster - The Chairman appoints one or more Active Members as Coordinator for each Group activity such as show participation, special trips and work parties. The duties and authority of a show Coordinator are set forth in the **Coordinator Attachment**. A show Coordinator when present, or the member designated by the Coordinator to act in the absence of the Coordinator, shall be treated as the authority in charge of the conduct of those present at a show and their instructions shall be complied with. If a Yardmaster is appointed and present for a show, the Yardmaster shall be treated as the authority in charge of the yard so that there shall be no use of Kuranko Junction, the yard or the engine facility without the prior permission of the Yardmaster. The duties and authority of the Yardmaster are set forth in the **Coordinator Attachment**.

Section 4.3. Cab and Decoder Numbers and Use - Before a Member may use the Member's cab on a Group layout, a number for the cab must be assigned to the cab, registered with the Group, and posted on a label on the back of the cab. This registered cab number shall be used when the cab is operated on a Group layout. Loco address No. 3 may not be used. Guests shall not use their cabs but shall use Group cabs.

Section 4.4. Permitted Operators - Active Members may operate trains on a Group layout. Guest and New Members may operate on Group layouts only with prior permission of the Coordinator and only in compliance with Sections 4.5 and 4.6. Permission to operate may be revoked if the Coordinator finds its in best interest of the Group. Other Individuals may also operate on the layout for public relations purposes as provided in Section 4.7. See Member Accord Attachment for attendance by Active Member children.

Section 4.5. Guest Operator - An Active Member, who is referred to as a Host here, may invite a person to operate as a Guest on a Group layout. No one may be a Guest and operate at more than three shows, except that this limit shall not apply to individuals who are members of an organization the members of which have been invited by the Group to operate at a show. Guests may operate on a layout only in accordance with the policies governing Guests. The Host shall act as Mentor for the Guest. Duties of a Mentor are set forth in the **Mentor Attachment**. The Host may arrange for another Active Member to be a temporary Mentor for the Guest, if the Host needs to be temporarily absent. A Guest shall not operate or be permitted in the layout unless the Guest's Host or a temporary Mentor is present.

A Guests shall wear a badge identifying him or her as a Guest and, before a Guest is permitted to operate on a layout, the Guest shall have completed, and signed and delivered the Guest Registration and Conduct Rules in the form set forth in **Guest Registration and Rules of Conduct Attachment**. Guests shall comply with the instructions of the Guest's Mentor, the show Coordinator and the Yardmaster. The Mentor or the Coordinator may limit the amount of time that the Guest may operate on the layout.

Section 4.6. New Members - At all shows, a New Member shall wear a badge identifying him or her as a New Member. A New Member shall arrange for an Active Member to be the New Member's Mentor. In order to operate on Group layouts, New Members must comply with all of the rules applicable to Guests, except that:

No invitation or Host shall be required for New Member,

A Mentor shall not be required after the New Member's Mentor has determined that the New Member is qualified to operate on the layout, and

A New Member shall not be required to sign the form of Guest Registration and Rules of Conduct.

Section 4.7. Public Relations Operators - In order to promote public relations during shows, an Active Member may invite an individual to operate a train on the layout. That person may operate only as long as that Active Member is present and standing next to the person while the person is operating. The person is not permitted inside the layout and must operate from outside of the layout.

With permission of the Coordinator, individuals may be temporarily admitted into the layout at the invitation of an Active Member in order demonstrate the layout equipment and operation.

Section 4.8. Operations - Guidelines for operating on the main lines, in the yard and within the engine maintenance facility are set forth in the **Layout Operations Attachment**. Member and other persons permitted to operate on the layout are expected to comply with the standards in these Attachments. Repeated failure to comply with the guidelines may be considered as failing to "participate in Group activities" • resulting in loss of membership rights.

PART FIVE - ADMINISTRATIVE MATTERS

Section 5.1. Chairman. - The Chairman is the principal officer of the Group and the ultimate authority on all matters. The Chairman is appointed by the 4th Division to serve for a term of four years and shall not serve more than two consecutive terms.

Section 5.2. Executive Committee. - The Executive Committee shall consist of five (5) persons consisting of the Chairman and four (4) Active Members who are elected by and from the Active Members. The Committee conducts and decides on the Group's business, delegates projects and responsibility to sub-committees or individuals, defines Group activities including clinic presentations, reviews, revises, establishes and distributes standards and/or procedures including those for show coordinators, set up and take down, and varying module standards for different types of shows. Provisions governing the election, removal and operation of the Committee are in the **Executive Committee Attachment**.

Section 5.3. Members - The differences between New Members and Active Members, the procedures for each of them and the requirements for retaining membership are defined and set forth in the Member Accord which each member of the Group is required to sign in order to become a member. Further expectations from members and rights and duties of members are set forth in the **Members Courtesy Attachment**.

Construction Standards Attachment

To Group Policy

Introduction.

Since Group layout is made up of modules constructed by the various members, uniform standards of module construction are required for operational and appearance reasons for parts of each module constructed by Group members. There are different approaches to module construction as well as materials available. Members are encouraged to develop his or her approach to construction but nonetheless achieve the result of trouble free operation of the Group layout. It is therefore recommended that members avail themselves of the experience and knowledge of other members and consult with them during the planning and construction of any modules.

Particularly if a member does not have experience, it is suggested that before construction is started, the plan of each module be submitted to the Executive Committee for review and comment in order avoid common mistakes.

NMRA module standards and recommended practices are applicable to define construction of modules. NMRA standards can be found at www.NMRA.org. The Group has specific required standards for its modules which supersede and govern over any NMRA standards or practices. These Group Standards are as follows:

Uniform Required Standards.

Each modules shall meet the following standards before the module may be connected to a Group layout.

1. **Size** - Direction is determined viewing the module from the front to back. The module shall be 30" deep and 48" wide. (A module may be 36" deep if its front aligns with 30" deep modules and may be wider if the overall width is divisible by 48".)
2. **Height** - Legs shall be an adjustable length in order that the height of the top of roadbed can be 38 1/2" to 40 1/2" above the floor.
3. **Frame and top.** Make the frame for top from top quality straight 1"x 4" lumber or quality 3/4" plywood ripped to 3 3/4" strips. Support for track and scenery should be built of materials and bracing and attached to frame to provide adequate support without flexing, sagging, bending or warping. Design and construction should be able to withstand damage from module handling.
4. **Track and Switches.** Main line track shall be Code 100. Switches on main lines shall be Peco medium, Number 6 or larger. Track center on curves shall be 2 1/2". Provide a minimum of two main lines one at 5" track center from front of module and one at 7" track center from front of module, each with track end 4 1/2" from the side edge or edges of the module that are to be connected with another members module. Provide two standard 9" straight tracks for connection with track connector soldered at one end. (Optionally, add a siding on 2" center parallel to either or both main lines with at least one entrance or exit to siding from main at one end of module.) (Turnout crossovers between the main lines are optional. Number 8 turnouts are recommended. Both rails must be gapped with insulated connectors.)

5. **Wiring.** - Main track bus electrical installation shall conform to NMRA standards except connectors shall be Molex. (Wiring for main line bus may be purchased from the Group.) Both rails of all trackage from main lines shall be gapped with insulated connectors. All power from the main track bus to tracks on the module, except main lines, shall be controlled with a double pole throw switch. A cab bus, which must be purchased from the Group, and a 12 volt DC bus must be installed so that the connection can be made to the next module, usually near the rear of the module.

6. **Plexiglas.** Provide 12" x 48" x 3/16" or 1/4" Plexiglas and affix to the front frame of module. Apply velcro hook to front of Plexiglas for attaching the Group skirt that is available at each show. (If top of front of module is lower than the top of the side and back of module, provide a skirt.)

7. **Backboard.** Provide backboard either 11" or 16" above top of module frame.

8. **Painting.** Refer to Section 1.3 of the Group Policy for painting instructions.

9. **Module Operating Instructions.** Refer to Sec. 2.8 of Group Policy for required labels showing operation of electrical and mechanical parts of the module.

MENTOR ATTACHMENT TO GROUP POLICY

Introduction. – Guests and New Members are welcome at regular meetings and Group activities without a Mentor except for shows.

As provided in Section 4.5 of the Group Policy, an Active Member who invites a Guest to operate on a Group layout is a Host who becomes the Mentor for that Guest.

An Active Member will be appointed as a Mentor for each New Member by the Chairman.

The purpose of the Mentor is provide a person who is familiar with the policies and operations of the Group and who can assist and guide each Guest or New Member (referred here referred to as “a charge” for convenience) in operating on the Group layout and help protect the layout and its orderly operation. Some of the duties and responsibilities of a Mentor are the same in many aspects for both a New Member and Guests but are broader for a New Member.

Mentors shall have the following responsibilities with respect to the Mentor’s charge:

A. Mentors Responsibility to Guests Regarding Operations.

1. Obtain the Coordinator’s permission for the charge to operate in advance in order to avoid refusal by the Coordinator because of conditions on the layout, as for example overcrowding.
2. Register the charge on the Guest Registration form, including noting each visit on the form.
3. Have the charge sign the Guest Code of Conduct, if not previously done.
4. Assure that the charge understands the Guest Code of Conduct and assist his charge in meeting the Code.
5. Introduce the charge to the show Coordinator and other members present.
6. Obtain and complete a name badge for his charge.
7. Explain what equipment may be used by the charge, and the need to remove all equipment used by the charge.
8. Since a Mentor, or his designee, must be present while a Guest operates on or be in the layout, arrange for an alternate if the Mentor needs to leave while the Guest is operating.
- 9 If an alternate cannot be arranged, have the Guest discontinue operation and leave the layout or park his train and go outside the layout until the Mentor returns.
10. Encourage the Guest to use the his or her own locomotives and rolling stock, to help in setup and takedown of the layout, and to become a member of the Group.

B. Mentor's Responsibility to both Guests and New Members Regarding Operations.

1. Instruct his charge on operational protocol, use of controllers, the main line and sidings and the yard facilities.
2. Observe his charge, correct any action not conforming to protocol or abusing equipment and assure that his charged is giving proper attention to operation.
3. Limit his charges's operating time as conditions require.

C. Mentor's Responsibility to New Members Regarding Operations.

1. At or before the charge first operates on a group layout, be sure that the charge is familiar with the provisions of the Group Policy and in the Guest Rules relating to operations.
2. Evaluate the charge's operational skills and understanding to evaluate as soon as possible whether the charge needs supervision while operating on a Group layout.
3. As soon as the Mentor determines no such supervision is required, advise his charge and the Chairman that the charge does not require supervision. Thereafter the charge shall no longer be required to have a Mentor present in order to operate on the group layout. Until that time the rules for Guests shall apply to New Members, except a New Member shall not be required to register or sign the Guest Rules nor be required to have an invitation in order to operate.
4. A Mentor shall be available to provide the charge with help, assistance and support to assimilate into the Group and meet the requirements for membership.
5. Be sure that the charge is introduced to other members.



4th Division HO Modular Group
Seattle, Pacific & Eastern Railroad



Guest Registration

Guest Name: _____

NMRA # _____ Exp. Date ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Host Name: _____

Visit Dates:

#1 ____/____/____ #2 ____/____/____ #3 ____/____/____

Guest Code of Conduct

As a Guest of the 4d HO Modular Group (the Group), I have registered in order to operate on the Group's layout. I understand that the length of time that I may operate on the layout is limited and determined by the Coordinator or my Host-Mentor and that Guest operating visits are limited to **three (3)**. I agree to:

1. Wear a name badge identifying me as a guest while present at the layout.
2. Recognize all equipment as delicate and give it gentle treatment.
3. Use only available Group locomotives or rolling stock or my own equipment.
4. Use only a Group controller.
5. Not use any other locomotives, rolling stock, or equipment without the permission of the owner.
6. Pay attention to my train at all times, watch for trains stopped ahead, watch the rear of my train if stopped, and promptly restore all turn outs changed by me.
7. Not allow myself to become distracted while operating trains.
8. Comply with the instructions of my Host-Mentor.
9. Damage to or loss of my equipment used on the layout is at my risk and shall be borne by me.

Guest Signature: _____

Date: _____, 20____

**LAYOUT OPERATION ATTACHMENT
TO GROUP POLICY**

Main Line Operations.

1. Normal operation shall be east on the inner main line and west on the outer main line under the right hand running rule. Operation on either or both the main lines may be varied from normal with consent of all Active Members present.
2. Operators shall not allow himself or herself to become distracted while operating trains.
3. If more than one train is operating on a main line, the operator shall have his or her train in view at all times and be attentive at all times to avoid front and rear collisions and unintended uncoupling and to assure that mainline switches are restored after use.
4. Operators shall pay attention for trains entering or leaving the main lines.
5. Operators shall park trains on sidings or in the yard before temporarily leaving the layout or becoming involved in conversation or other distraction.
- 6 A train may be parked on a siding or in the yard for no more than 90 minutes. If a equipment is parked longer it may be removed by the Coordinator or the Yardmaster.
7. If an unintended uncoupling occurs more than two times at the same location, between the same cars and on the same train, the operator shall remove the cars involved from the train and layout since the cause will be presumed to be with couplers rather than the track, unless the problem can be promptly corrected, as for example by reversing the car.
8. If unintended uncoupling happens at the same place with more than one train, notify the Coordinator so that he can mark a specific location of the possible problem and notify the owner of the module.
9. No car shall be permitted on the layout unless:
 - It is equipped with properly gauged metal wheels.
 - Its wheels are regularly cleaned.
 - It meets NMRA weight standards, i.e. 1 oz. plus 1/2 oz. for each inch of car length.
 - It is equipped with knuckle couplers meeting height and swing standards, unless the cars are not intended for interchange use.
10. No locomotive shall be permitted on the layout unless wheels have been regularly cleaned and it can operate reliably.

Yard master.

If a Yardmaster is appointed for a show and is present, the Yardmaster shall have full authority to control all equipment on and use of the yard, the interchange from and to the yard, and the engine facility. Permission of the Yardmaster shall be obtained to enter or leave the yard and to set up trains. The Yardmaster shall instruct operators on what track can be used and may deny use of the Yard for any reason deemed in the best interest of the Group, including among other things overcrowding on the layout. The Yardmaster, or in his absence the Coordinator, may require that any equipment in the yard or on the work tables be removed and stored.

Yard Operations.

1. The Yard and work tables will be kept clean of all boxes and equipment that is not being set up or has been set up for running.
2. Yard tracks are assigned as follows:
 - Track 1– For trains backing into the yard. This track should be emptied ASAP.
 - Track 2 - For trains arriving forward into the yard. This track should be emptied ASAP.
 - Tracks 3 to 6 - Classification tracks for sorting cars.
 - Tracks 7 to 9 - Holding trains ready for departure.
 - Tracks 10 to 11 - Fiddle tracks for setting out and removing rolling stock.
3. When no formal prototype yard operation is being conducted, Tracks 3 to 9 may be used to set up trains by hand ready to run; however, Tracks 1, 2, 10, and 11 shall be used for assigned purposes at all times.
4. Trains must be removed from the yard before the operator leaves the show, except trains may be left overnight on a yard track if the operator will return for show opening the next day.

**EXECUTIVE COMMITTEE ATTACHMENT
TO GROUP POLICY**

Function and Manner of Acting. – The function of the Executive Committee (the “Committee” hereafter) shall be as follows:

- Conduct and decide on the business of the group,
- Delegate projects and responsibility to sub-committees or individuals,
- Define activities including clinic presentations and,
- Review, revise, establish and distribute standards and procedures including for show coordinators, set up and take down, and varying module standards for different types of shows.
- Perform such other functions as may be set forth in Member Accord and Group Policy.

The act of a majority of the members of the Committee who are present at a meeting of the Committee at which four members of the Committee are present shall constitute the act of the Committee.

The Committee shall schedule meetings of the Committee at any meeting of the Committee, and no further notice of such a scheduled meeting shall be required. The Chairman or any two members of the Committee may call a special meeting of the Committee by giving notice to all members of the Committee by mail or email of the time and place of the special meeting.

Committee Meetings shall be open to members of the Group who wish to attend.

Election of Committee Members. – Two of the first members of the Committee have been elected for a term of two years ending September 30, 2013, and two of the first members of the Committee have been elected for a term of three years ending on September 30, 2014. At expiration of each term of the first members of the Committee and at expiration of each term of a member of the Committee thereafter, an Active Member shall be elected as a member of the Committee to fill the vacancy for a term of two years. There is no limit on the number of terms an individual may serve as a member of the Committee. Elections for members of the Committee shall be held in September at the regular meeting following expiration of a term and conducted as follows:

a. Candidates for election for annual vacancy on the Executive Committee shall be Active Members who desire to serve on the Executive Committee and who shall give notice to the Committee of that fact not later than the June Regular Meeting before the date for the election.

b. If the candidate wishes to submit a written statement on behalf of his election, the candidate can do so before the June Regular Meeting before the date for the election.

c. Notice to Group members of the names of the candidates accompanied by the candidate’s statement, if any, and form ballot will be sent by Email to each Active member by the second Saturday of July preceding the date for the election.

d. Ballots will be made available at the time of the election and can be cast by Email that is sent to the Chairman of the Group in advance of the election date or at the Regular Meeting when the election is held. All candidates for all vacancies to be filled shall be listed on one ballot, each active member shall have the right to cast one vote for one candidate listed on the ballot for each vacancy to be filled, and the candidate or candidates receiving the highest number of votes shall be elected.

e. These procedures apply only to elections for members of the Executive Committee to fill vacancies occurring on expiration of the term of a member of the Executive Committee.

The Chairman shall be the fifth member of the Committee and shall be appointed by the Committee subject to approval of the 4th Division. In order to serve on the Committee, a person must be an Active Member of the Group.

At any regular meeting for which notice has been given that the purpose of the meeting is to remove an elected member of the Committee, that elected member of the Committee may be removed on motion which was made by at least three Active Members and which was carried by a majority of the Active Members present at the meeting.

An elected member of the Committee may resign. Any vacancy in the elected members of the Committee because of death, resignation, inability to act or removal shall be filled by election for the remaining term at the next regular meeting of members held after the vacancy occurs.

A Chairman who shall preside at Committee meetings and Secretary who shall record decisions of the Committee shall be elected from Committee members.

Action Authorized Without Ratification. – All actions taken by the Committee shall be final and binding on all Members of the Group. Committee decisions shall be final without the vote of the members and without the need for ratification by the members, specifically without limitation:

1. On application by a member or on the motion of the Committee, the Committee may excuse, for cause such as health, economic or other circumstances interfering with ability to act, any member from meeting any of the activities required to maintain membership and Active Membership in the Group.

2. After notice and reasonable opportunity to be heard given to a member and upon finding that the member did not “participate in Group activities” as provided for in the Group Policy, the Committee may terminate that member’s rights and entitlements in the Group. Upon such termination, that member’s rights as a member of the Group shall terminate and the member shall no longer be able to operate on any Group layout, shall not receive further notice of any Group activity, shall not be entitled to the supplies available to Group members, shall not be entitled to any support, advice or help otherwise available to Group members and shall not be entitled to receive any other benefit to which members of the Group otherwise may be entitled.

3. By its action, the Committee may adopt, amend, alter, cancel, modify, or otherwise change any of the provision of this Group Policy and Attachments and to any prior action taken by the Committee. However, no change in this Group Policy is effective until notice of the change has been given by email to all of the Group Members.

COORDINATOR ATTACHMENT TO GROUP POLICY

The Chairman appoints one or more Active Members as Coordinator for each Group activity such as show participation, special trips and work parties. A Coordinator is responsible for making all arrangements required to participate in the activity and, as required, to supervise and direct and coordinate the work required for the activity.

Most frequently, Coordinators will be involved with shows and, when acting as a show Coordinator, should follow the guidelines set forth below. Coordinators for other Group activities shall take responsibility to organize and complete the activity as may be required reasonably.

PART ONE – SHOW COORDINATOR’S GUIDELINES.

These guidelines have been prepared for members who are appointed as show Coordinators to outline the steps required to coordinate a show in a manner that, as experience has demonstrated, is most expeditious and efficient. These are recommended procedures which should be followed as circumstances permit.

PART TWO – SHOW COORDINATOR’S GENERAL PRINCIPLES.

A show Coordinator’s role thorough out the show from start of setup until takedown is completed is that of a supervisor who organizes, leads, makes decisions, directs and manages rather than assembles and operates. To this end, especially during setup and takedown, a Coordinator should manage the members who are present, plan and try to keep everyone following proper sequence of work, track progress of the work, and generally make sure that the process goes smoothly and correctly.

New members present at a show should be introduced. Inexperienced members should be assigned to work with experienced members.

It is recommended that at least two Active Members be appointed as Coordinators for a show to the extent possible. This will allow for them to divide the time required for proper observation of the progress of show work and provide the supervision, direction, and coordination needed to keep that work moving smoothly while giving each of them opportunity to be temporarily relieved of duties and to enjoy the show.

If only one Coordinator is appointed for the show, then at the show the appointed Coordinator should appoint another to act as a second alternate Coordinator.

PART THREE – SHOW COORDINATOR’S CHECKLIST AND GUIDE.

A. Before the Show Date. (A Coordinator’s step by step guide and check list before the show date.)

1. Contact the organization holding the show and obtain details about participation, limitations, scheduling and requirements for admission to the show.
2. Advise the membership about details of the show.
3. Prepare and send out initial notice of the show to members and solicit responses from the members wishing to participate with modules and as helpers.
4. It is recommended that the following be established and included in the notice:
 - a. A cut off dates for response to the notice and before which sign up for participation must be made.
 - b. The planned time to complete show set up for purpose of Group Policy Section 2.5 Failure to Appear.
 - c. Whether drop-ins will be permitted for the show.
 - d. Whether modules for the show may be excluded for quality under Group Policy Section 2.4.
 - e. Require that participants advise dates and hours the participant will be present during setup, show and takedown.
5. Decide whether there is sufficient membership interest in participating.
6. Keep members advised of progress about the show.
7. Prepare a layout plan and determine size of the layout.
8. Make the necessary application for the show and obtain confirmation if possible that the application has been accepted.
9. Arrange for necessary exhibitor passes for participating members.
10. Arrange and assign responsibility for Group equipment including arraignments for the trailer to be transported to and from the show.
11. When arrangements are complete, advise participating members about the details, including layout, times for set up, operations and takedown, parking facilities, access to show location, and available overnight accommodations, if required.

Coordinator Attachment
To Group Policy
Adopted June 2012

B. At the Show During Setup. (A guide during the setup.)

1. Be sure those present know who the Coordinators are.
2. Before the set up work is started, hold a meeting of those present and organize and assign work responsibilities to teams of two or more members. At least one of the team should be an experienced member. Before the team undertakes each part of the assigned work, the experienced member should act as team leader and be sure the other members understand how the work is to be done. Treat performance of the work as a learning experience so that more members can learn the procedures.
3. The Coordinator and experienced members of the teams should be observant so that helpers are not standing around idle because they do not know what to do or how to do it.
4. If the Coordinator has modules in the show, as soon as possible those modules should be set up on their legs and in the proper position with set jumper tracks and clamps on top and no more work should then be done on these modules. The Coordinator should go back to supervising set up and wait to finish setting up these modules last after the layout is put together.
5. Detailed instructions for procedures to set up a layout are contained a SETUP PLAN which is posted on the internet and a paper copy is in a white notebook which is kept with the Group equipment in the white drawer of the trailer. Coordinators should be familiar with and follow the SETUP PLAN to complete the set up for the show.

C. During the Show. (A guide during the show.)

1. Coordinators should be sure that one Coordinator, or the designated alternate, is present at all times during the show. In the case of long shows lasting more than a couple of days, no Coordinator need be present at all times while the show is on.
2. A Coordinator should avoid being distracted from observing operations of the layout. As much of the small repair work as possible should be delegated. A Coordinator should be available to provide instructions and assistance to members as necessary.
3. The Coordinator is responsible for seeing to the orderly operation of the layout and should feel free to take action consistent with the Group Policy and in the best interest of the Group to achieve that objective. See Part Four Group Policy.
4. The Coordinator should see that Guests are properly registered, that required Mentors are present with Guest and New Members, and that the rules governing admission to and operation on the layout are complied with. See Part Four Group Policy.
5. Be sure that all present are introduced to each other.

Coordinator Attachment
To Group Policy
Adopted June 2012

D. During Takedown. (A guide during takedown.)

1. As in the case of setup, work of takedown should be assigned to teams with an experienced Active Member as the head of the team. Be sure that all present are introduced.

2. If appropriate, schedule the order of loading of Group and individual member equipment.

3. Parts of the layout as packed should be segregated to await transportation loading.

4. No member should leave the show before the Group equipment is loaded in the trailer unless the Coordinator gives prior permission.

5. If a member's equipment is loaded on transportation ready for removal, it should be moved out of the show location temporarily and that member return to assist in completing take down and loading of the trailer.

6. Detailed instructions for procedures to take down a layout loading the trailer are contained a TAKEDOWN PLAN which is posted on the internet and a paper copy is in a white notebook which is kept with the Group equipment in the white drawer of the trailer. Coordinators should be familiar with and follow the TAKEDOWN PLAN to complete the take down for the show.

7. After the show arrangements should be made to advise the member who is recording member participation of the names of members who were present and active during the set up, show and take down, when they were present and what they did.

MEMBER COURTESY ATTACHMENT TO GROUP POLICY

Introduction – This Attachment outlines the obligations and duties of Members of the Group. In general, Members are expected to be familiar with the provisions of the Group Policy and its Attachments that apply to govern Group activities of not only Members but also Guests. These provisions apply to members of the Group and, as appropriate, should govern Members.

Member Rights and Obligations. The Group has two types of members, New Members and Active Members. Requirements for classification between New Members and Active Members and the rights of each type are defined in the Member Accord.

Members are expected to participate and accept appointment as Coordinators, Yardmasters, and Mentors for New Members and Guests,

Members shall affirmatively be available to New Members to make them welcome and assist them so that they are brought into the Group activities.

Members shall feel free to bring any concerns to the attention of the Executive Committee for its appropriate action.

Each Active Member shall have one vote on each matter that may properly come before any meeting of members. New Members shall have no vote.

Show Protocol. Members attending a show shall demonstrate civil behavior at all times.

1. Members attending a show are expected to actively participate in the show.
2. During any show, Members shall promptly clear and properly store all of that Member's rolling stock and locomotives and all containers, module parts and other equipment that the Member brought to the Group layout and that is not being currently used.
3. All floor area within the layout and work tables shall be kept clear of boxes and equipment that is not in use.
4. The area under the yard modules is reserved for storage of Group containers and equipment. Each Member who has modules at a show shall store that Member's equipment under the Member's module or modules. Remaining unused areas under the yard, modules and corners shall be available for other Member's storage. Areas under tables are reserved for supporting those engaged in present activities connected with the show operation.

5. An Active Member may bring his or her child 15 years old or younger to a show. In such cases the Active Member shall be his or her child's Mentor, accountable for the child's behavior and compliance with the Guest rules of behavior. No permission for the child's attendance shall be required. There shall be no limit on the number of visits by a child, however the Executive Committee may ask that a child be assigned age appropriate duties supporting the show.
6. Active Member's Children who are more than 15 years old shall be Guests and shall comply with provisions applicable to Guests.