



SEATTLE PACIFIC & EASTERN RAILROAD



MENTOR ATTACHMENT (To 4d HO Modular Group Policy)

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

As provided in Section 4.5 of the 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 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 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 Member and Guests but are broader for a 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 which is available from the navigation bar. Note 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 the 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 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 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 charge's operating time as conditions require.

C. Mentor's Responsibility to 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. Introduce the charge to other members.