



**4<sup>th</sup> Division HO Modular Group**  
*Seattle, Pacific & Eastern Railroad*

# ***GROUP POLICY***





# 4<sup>th</sup> Division HO Modular Group

## Seattle, Pacific & Eastern Railroad



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### GROUP POLICY

#### PART 1. DEFINITIONS

##### **Section 1.1 ATTACHMENTS**

The following Attachments referred to in this Policy are a part of the provisions of this Policy, and are referred to in the following sections:

- Attachment A. **Construction Standards**, see Section 3.1 *Group Standards for Modules*
- Attachment B. **Group Mentorship**, see Section 4.5 *Guest Operators* and Section 4.6 *New Member Operators*
- Attachment C. **Guest Registration and Rules of Conduct**, see Section 4.5 *Guest Operators*
- Attachment D. **Layout Operations**, see Section 4.8 *Operation Guidelines*
- Attachment E. **Executive Committee Role and Responsibilities**, see Section 5.2 *Executive Committee*
- Attachment F. **Coordinator Role and Responsibilities**, see Section 4.2 *Coordinator and Yardmaster*
- Attachment G. **Member Courtesy Guidelines**, see Section 5.3 *Members*

##### **Section 1.2 PARTICIPATION IN GROUP ACTIVITIES**

To participate in Group activities all Members of the Group must do, at the minimum, all of the following during any 12-month period:

- 1.2.1. Be a member of the NMRA in good standing, and
- 1.2.2. On becoming a new Member:
  - (a) Initiate construction of module(s) that are ready for showing and suitable for display at a show,
  - (b) continue to pursue construction of that module unless unable to do so with reasonable excuse, and
  - (c) complete and show that module within four years, and
- 1.2.3. Attend more than one-half of the Group regular meetings, and
- 1.2.4. Schedule and attend a half-day operating session in two different shows and operate the Member's own trains, with or without supervision, during the session, and
- 1.2.5. Schedule and attend set up or take down as helper for two different shows, and,
- 1.2.6. 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 those listed above.



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### **Section 1.3 MEMBER CLASSES AND RIGHTS DEFINED**

There shall be two classes of members, namely New Members and Active Members, each of which shall be determined as follows:

#### **1.3.1. New Member**

A person who becomes a member of the Group shall be initially classified as a New Member. A New Member may not operate on the Group layout without first obtaining permission of the Show Coordinator.

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:

- (a) No invitation or Host shall be required for New Member,
- (b) 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
- (c) A New Member shall not be required to sign the form of *Attachment C – Guest Registration and Rules of Conduct*.

A New Member shall be able to fully participate in Group activities after six months, or such shorter time determined by the Executive Committee.

Thereafter, the New Member shall not be required to obtain consent of the Show Coordinator in order to operate on the Group layout.

New Members shall not have any right to vote or serve on the Executive Committee.

#### **1.3.2. Active Member**

A member of the Group shall be considered an Active Member when:

- (a) they have completed construction of module(s) suitable for showing and has shown said module(s) and/or
- (b) they are formally recognized by the Executive Committee to be an Active Member based on their contributions to the Group.

Active Members shall have the right to vote on all matters coming before the membership for a vote and shall have the right to serve on the Executive Committee.



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### **Section 1.4 SUITABLE FOR DISPLAY AT A SHOW**

In order for a module to be “suitable for display at a show,” the module 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 the module must be 100% reliably operational:

Track	<ul style="list-style-type: none"><li>• Mainline tracks and all turnouts on the main lines installed.</li><li>• Method for throwing main line turnouts installed and operational.</li></ul>
Ballast	<ul style="list-style-type: none"><li>• No ballast applied until after the module is first shown.</li></ul>
Electrical	<ul style="list-style-type: none"><li>• Track bus and main track feeders installed.</li><li>• 12-volt bus installed.</li><li>• Cab bus installed.</li></ul>
Painting	<ul style="list-style-type: none"><li>• Frame, except ends which shall not be painted, painted semi-gloss black.</li><li>• Other bare wood and plywood painted an earth color compatible with module theme.</li></ul>
Backboard	<ul style="list-style-type: none"><li>• Installed.</li></ul>
Plexiglass	<ul style="list-style-type: none"><li>• Installed and Velcro in place for attachment of Group skirt.</li></ul>
Inspection	<ul style="list-style-type: none"><li>• 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.</li></ul>

Until it meets the complete module appearance standards, as outlined in [Section 2.4 Module Appearance](#), a sign should be mounted on the module stating: “New module under construction and 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 [Section 2.3 Initial Module Requirements](#), [Section 2.4 Module Appearance](#), and **PART 3. CONSTRUCTION STANDARDS** for more details on standards for modules.

## **PART 2. APPEARANCE STANDARDS**

### **Section 2.1 INTRODUCTION**

If a member fails to comply with any of the appearance provisions of this Policy at any show, a Coordinator may deny the member the right to participate or to use the member’s equipment on the layout.

As stated in the **MEMBER ACCORD**, see Appendix, repeated failure to comply can be treated as failure to participate in Group activities and result in loss of membership rights.



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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 sweatpants, 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 1.2.2 and Section 1.4 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 are controlled 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 upon 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:

- 2.4.1. At the end of Member's first full show season
  - (a) Member's module should adhere to standards set out in Section 1.4.
  - (b) Member's module should have been in at least one show.
  
- 2.4.2. At the end of Member's second show season
  - (a) Beginnings of structures, roads, foam ground cover, and trees should be in place so that a scenic theme is evident.
  - (b) All track should be ballasted.
  - (c) All track on module must be operational.
  - (d) The backboard should be installed with track design diagram on it.
  
- 2.4.3. At the end of Member's third show season
  - (a) The Member's module should be substantially complete.



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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 at the scheduled set up start time, the Show Coordinator may exclude the tardy member's module from the show layout.

## **PART 3. CONSTRUCTION STANDARDS**

### **Section 3.1 GROUP STANDARDS FOR MODULES**

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 *Attachment A – Construction Standards*. The wealth of knowledge that is available from the members should also be consulted before starting work on a module.

## **PART 4. 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 *Attachment F – Coordinator Role and Responsibilities*.

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.



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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 Beise Engine Facility without the prior permission of the Yardmaster. The duties and authority of the Yardmaster are set forth in *Attachment F – Coordinator Role and Responsibilities*.

### **Section 4.3 CAB & 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 Secretary, and posted on a label on the back of the cab.

This cab number shall be used when the cab is operated on a Group layout. Locomotive address No. 3 may not be used.

Guests shall not use their personal 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 Section 4.3, Section 4.5, Section 4.6, and Section 4.8.

Permission to operate may be revoked if the Coordinator finds it is in the best interest of the Group. Other Individuals may also operate on the layout for public relations purposes as provided in Section 4.7. See *Attachment G – Member Courtesy Guidelines* for attendance by Active Member children.

### **Section 4.5 GUEST OPERATORS**

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 NMRA 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 *Attachment B – Group Mentorship*. 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 within the layout perimeter unless the Guest's Host or a temporary Mentor is present. A Guest 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 *Attachment C – Guest Registration and Rules of Conduct*.





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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 MEMBER OPERATORS**

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 the rules applicable to Guests, except that:

- 4.6.1. No invitation or Host shall be required for New Member,
- 4.6.2. 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
- 4.6.3. A New Member shall not be required to sign Guest Registration form.

### **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 OPERATION GUIDELINES**

Guidelines for operating on the main lines, in the yard and within the engine maintenance facility are set forth in the *Attachment D – Layout Operations*. Members 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 5. 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.



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### **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 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 *Attachment E – Executive Committee Role and Responsibilities*.

### **Section 5.3 MEMBERS**

The difference between New Members and Active Members, the procedures for each of them and the requirements for retaining membership are defined and set forth in both this **GROUP POLICY** and the **MEMBER ACCORD**.

Each member of the Group is required to read both documents and sign the **MEMBER ACCORD** in order to become a member. Further expectations from members and rights and duties of members are set forth in *Attachment G – Member Courtesy Guidelines*.

### **Section 5.4 NMRA MEMBERSHIP**

A member of the Executive Committee shall be responsible for maintaining membership records is referred to as the Secretary herein. In order that Group records may be kept current, each Group member shall promptly advise the Secretary as and when the Group member's NMRA membership is renewed and of the new NMRA membership expiration date. When, according to the Group records, a member's NMRA membership has not been renewed, the Secretary shall send substantially the following notice to that member's Email address as shown in the Group's records:

*"The Group's records show your NMRA membership has expired. Your Group membership will terminate automatically as provided in the Accord without further notice unless, within 30 days from the date of this notice, you advise the undersigned of (a) renewal of your NMRA, (b) your new NMRA membership expiration date and (c) your NMRA membership number."*

## **PART 6. GROUP ACCORD**

The **GROUP ACCORD** must be signed and delivered to the Secretary by all members. A sample of the **MEMBER ACCORD** can be found in the Appendix of this **GROUP POLICY** document (*see Table of Contents*). A copy of the **MEMBER ACCORD** to sign can be obtained from the Secretary.



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### GROUP ACCORD

The **4<sup>th</sup> Division HO Modular Group** (the Group) is a part of the **4<sup>th</sup> 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 4<sup>th</sup> Division, you apply 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 once you’ve been approved to do so from the Coordinator responsible for that train layout.

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**. 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.



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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 other elected 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 received, read, and understand this **MEMBER ACCORD** and the attached **GROUP POLICY**. As a member of the **4<sup>th</sup> Division HO Modular Group**, I consent and agree to all terms.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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### CONSTRUCTION STANDARDS

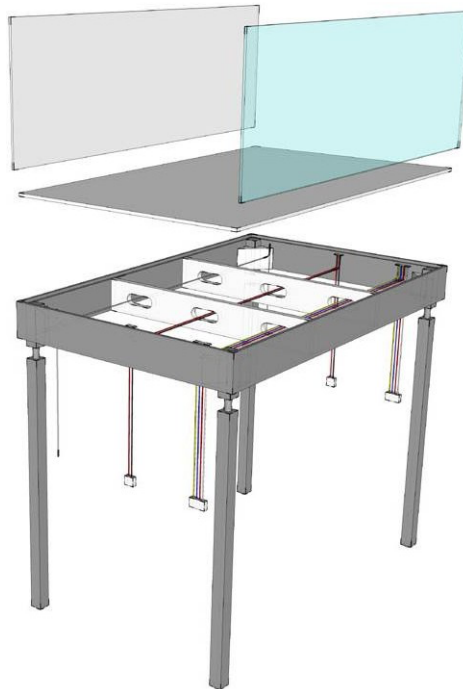
#### PART 1. INTRODUCTION

THE PRIMARY OBJECTIVE OF THESE STANDARDS IS TO MINIMIZE OPERATIONAL PROBLEMS AND ENHANCE APPEARANCE WHEN MODULES ARE ASSEMBLED INTO A LAYOUT.

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 to achieve the result of trouble-free operation in the 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. 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 to avoid common mistakes. All of the standards described here must be met in order for a module to be used in a Group layout, except that a standard that is designated “recommended practice” is not required but members are urged to incorporate it into the module.

In this document the front, back and sides of a module are determined standing at the public viewing side.

The configuration of a module is illustrated in the following diagram (not to scale) that was done by Al Rathbun.





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## **PART 2. NMRA STANDARDS.**

NMRA module standards and recommended are incorporated here after being edited to eliminate inconsistencies with the Group standards and practices that supersede and govern any inconsistent NMRA standards or practices. NMRA standards and practices are found at <http://www.NMRA.org/index-nmra-standards-and-recommended-practices>

- 2.1. Standards in Other Group Publications.  
Any and all standards and procedures which may appear in other Group publications, such as the Policy and Attachments are also incorporated into, superseded and governed by this document.

## **PART 3. MODULE DESIGN AND CONSTRUCTION.**

- 3.1. Bench work
  - 3.1.1. A module shall be rectangular and 30 inches deep and 48 inches wide.
  - 3.1.2. A module may be 36 inches deep if its front aligns with 30 inches deep modules.
  - 3.1.3. If building a set of more than one module, the width of each module in the set should not be less than 48 inches and the total width of the set should be divisible by 48 inches.
  - 3.1.4. Module dimensions may vary from this standard if the variation is approved in advance of construction by the Executive Committee.
  - 3.1.5. The corners of the module shall be square.
  - 3.1.6. Legs from 2 inch by 2 inch lumber or 1 3/4 inch round legs shall be provided at all four corners.
  - 3.1.7. Legs shall each be an adjustable length in order that the height of the top of roadbed at the side of the module can be between 38½ inches to 40½ inches above the floor. Recommended practice: An adjustment in leg length that involves dividing the leg into two parts and installing a screw device between the two parts of the leg
  - 3.1.8. Each leg shall have a flat bottom floor glide.
  - 3.1.9. The frame for top of the module shall be made from (a) top quality straight 1 inch by 4 inch lumber or (b) quality 3/4 inch plywood ripped to 3 3/4 or 4 inch strips. Recommended practice: If using tortoise switch machines, 4 inch frame material will protect them.
  - 3.1.10. Track and scenery support shall be attached to the frame using materials and bracing in a manner so that the frame and top do not flex, sag, bend or warp.
  - 3.1.11. Design and construction should be able to withstand damage from module handling.



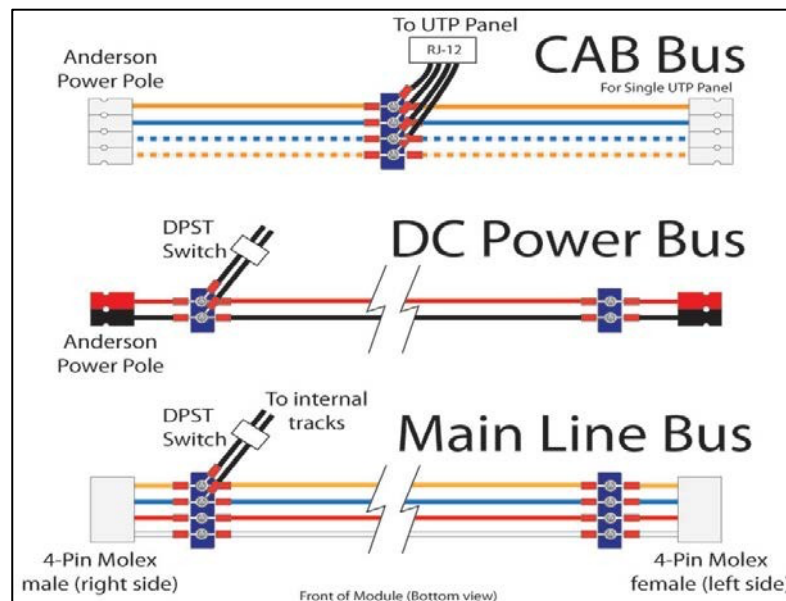
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- 3.2. Track and Turnouts
  - 3.2.1. Main line track shall be Code 100.
  - 3.2.2. Turnouts on main lines shall be Peco medium or larger or Number 6 or larger. Recommended practice: Number 8 turnouts.
  - 3.2.3. Track center on curves shall be 2½ inches
  - 3.2.4. Provide two main line tracks which are to connect to other member modules, one of which is on 5 inch track center from front of module at end of the line, and one of which is on 7 inch track center from front of module at end of the line
  - 3.2.5. Recommended practice: Add a siding on 2 inch center parallel to either or both main lines with at least one entrance to each siding from a main line.
  - 3.2.6. Each main line track and siding parallel to main lines that is intended to connect with adjacent modules shall each end 4½ inches from the side edges of the module.
  - 3.2.7. Main line track shall be straight without grade change or turnout for two inches from the end of the track.
  - 3.2.8. Recommended practice: Provide turnout crossovers between the main lines.
  - 3.2.9. Provide one standard 9 inch straight tracks for each main line and optional siding that can be connect to another module at each side of the module. Track connectors shall be soldered at one end of each 9 inch straight track.
  - 3.2.10. No curve of a main line shall be less than 30 inches in radius.

### 3.3. Electrical

The following is a schematic diagram of module basic wiring with a single UTC panel done by Al R. This is a view from underneath the module:



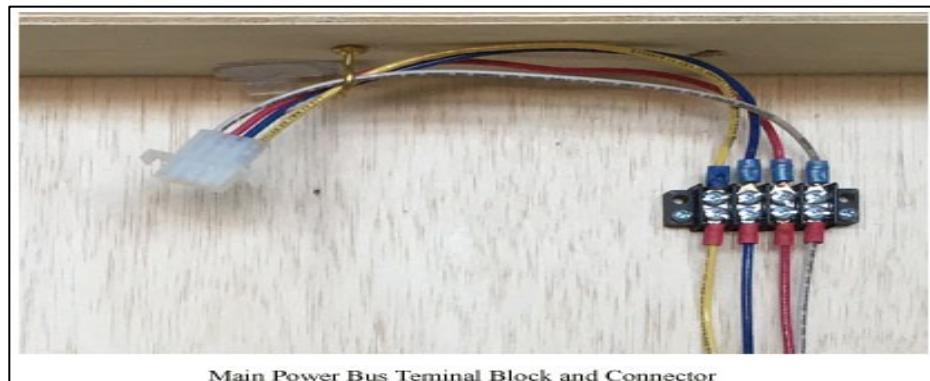




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- 3.3.1. Main line track power (main line bus) shall be 14 gage or larger wire. (NMRA MS-1.3)
- 3.3.2. Recommended practice: Purchase wiring and Molex connectors for main line bus from the Group.
- 3.3.3. The main line bus shall be firmly attached to toward the front of each module and terminate at each end in a terminal block. (NMRA MS-1)
- 3.3.4. Connection from the line bus to rail and other module requirements shall be through terminal blocks. (NMRA MS-1.3)
- 3.3.5. Terminal blocks shall be within 6 inches of side of the module.
- 3.3.6. The wires for the main line bus shall be four wires and coded WHITE connected to first main rail from the public viewing side, RED connected to the second main rail, BLUE connected to the third main rail and YELLOW connected to the fourth main rail. (Modified NMRA) One end of the main bus connector wiring is illustrated in following photograph:



*(Red/White wires are to be connected to a separate power district from the power district to which the Blue/Yellow wires are to be connected. No wiring shall connect the districts.)*

- 3.3.7. Track in front of the main lines shall be connected at a terminal block to the Red/White wires with the White wire connected to the rail closest to the front and with the Red wire connected to the next rail.
- 3.3.8. Track in behind the main lines shall be connected at the terminal block to the Blue/Yellow wires with the Blue wire connected to the rail closest to the main lines and the Yellow wire connected to the rail away from the main lines.
- 3.3.9. Connectors of the main line bus to other modules shall be by a 12 inch length of 14 gage stranded wire with a four pin female Molex connector on the left and a male Molex four pin connector on the right when viewed from the public viewing side. The order of pin connections are in order from flat side of Molex connector yellow wire, blue wire, red wire, white wire to pointed side of Molex connector. (Modified NMRA)
- 3.3.10. All wires shall have screw or spade lugs at terminal blocks
- 3.3.11. Recommended practice: Use strain relief clamps for connector wiring.
- 3.3.12. All electrical connections shall be soldered and taped or otherwise insulated.

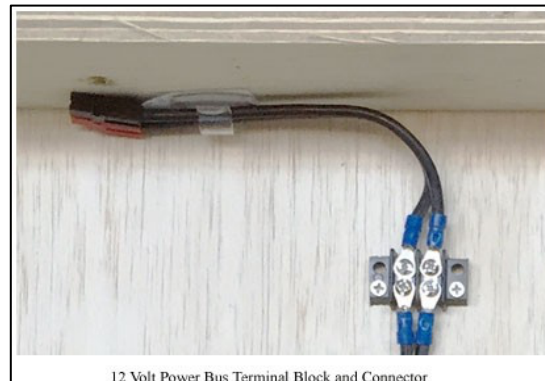


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- 3.3.13. No section of mainlines or parallel passing tracks shall depend on power being fed through a bridge track. (NMRA MS-1.3)
- 3.3.14. Insulating material shall be used to fill rail gaps. Air gaps are not allowed.
- 3.3.15. Crossovers between main lines and tracks leading switches from main lines to other tracks on the module shall have both rails gapped (insulated).
- 3.3.16. All tracks gapped for block control shall have both rails gapped (insulated). (NMRA MS-1.3)
- 3.3.17. All power from the main line bus to other tracks than the two main line tracks on the module shall be controlled through a toggle switch (DPST or DPDT)
- 3.3.18. If an optional siding is laid parallel to the main lines without a through track connection to tracks on other adjacent modules at both sides, that siding is a part of the other tracks on the module and its power must be connected through the toggle switch. If such a siding has a through track connection, that siding is a part of the main line tracks, and power for each rail of the siding should be connected directly to each rail of the adjacent main line track.
- 3.3.19. A cab bus with connectors, other wiring connected to the cab bus and terminal strip for recommended UTP panels must be purchased from the Group. The cab bus is installed near the rear of the module. Recommended practice: For each single module and for each set of modules, install one UTP panel to the cab bus in the front or back of the module or two UTP panels one at each location.
- 3.3.20. UTP panels shall be installed with the indicator light down.
- 3.3.21. A two wire 14 gage 12-volt DC bus must be installed so that the connections can be made to the next modules with Anderson power pole connectors, stranded wire, and terminal strips.
- 3.3.22. Wires and Anderson power pole connectors shall be RED positive and BLACK negative or common.
- 3.3.23. 12-volt power for use on the module must be made through the terminal strips and a toggle switch (DPST or DPDT).

The following photograph illustrates an end of a 12 volt bus connection.



- 3.3.24. Adequate space shall be provided between bus wiring and module corners to allow for clamps.



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- 3.3.25. Use 22 or 24 gage wire soldered to the outside of rails for power feed connections to track wire leads below the sub-roadbed. Use as many power feeds as needed.
- 3.3.26. Any rails with joiners and rails with turnouts must have a separate power feed.
- 3.3.27. Rail joiners and wire connectors shall be soldered.
  
- 3.4. Backboard
  - 3.4.1. Provide a backboard that is either 10 inches or 16 inches high from the top of the module and that is affixed along the back of the module.
  - 3.4.2. A diagram that is in form approved by the Executive Committee and that contains a diagram of the track, switches and the location of industries on the module, and contains instructions on how the switches and electrical connections are operated shall be posted on the backboard. The diagram shall be centered top to bottom on the backboard.
  - 3.4.3. This diagram and instruction shall be sufficient so that a person not familiar with the module can operate switches and electrical connections and can plan operations on the module.
  
- 3.5. Plexiglas
  - 3.5.1. Provide and affix a Plexiglas shield (3/16ths or ¼ inch) at least 12 inches wide along the entire front frame of each module. When mounted, the top of the shield shall be 8 1/4 inches above the top of the module. Recommended practice: Secure Plexiglas to module with Velcro.
  - 3.5.2. Apply Velcro hook to front of Plexiglas so that the bottom of the Velcro is 3 ¾ inches below the top of the module. (The purpose is to attach the Group skirt that is available at each show.)
  - 3.5.3. Provide a skirt if the top of the front of module goes below the top of the side of module,
  - 3.5.4. Recommended practice: Purchase commercial grade Velcro from Group.
  - 3.5.5. If UTP panel is provided on front of module, the Plexiglas must have a cut-out to accommodate the panel.
  
- 3.6. Painting
  - 3.6.1. Paint shall be next gloss finish that is closest to flat finish and that depending on supplier is variously referred to as matte, eggshell or satin finish.
  - 3.6.2. Module frame and legs shall be painted black.
  - 3.6.3. Front of backboard shall have a primary coat of Group blue. The back and edges of the backboard shall be painted black.
  - 3.6.4. Other visible module bare wood and plywood shall be painted black or earth color compatible with module theme.
  - 3.6.5. Recommended practice: Paint the inside of the bottom of the module a light color to aid seeing wiring.



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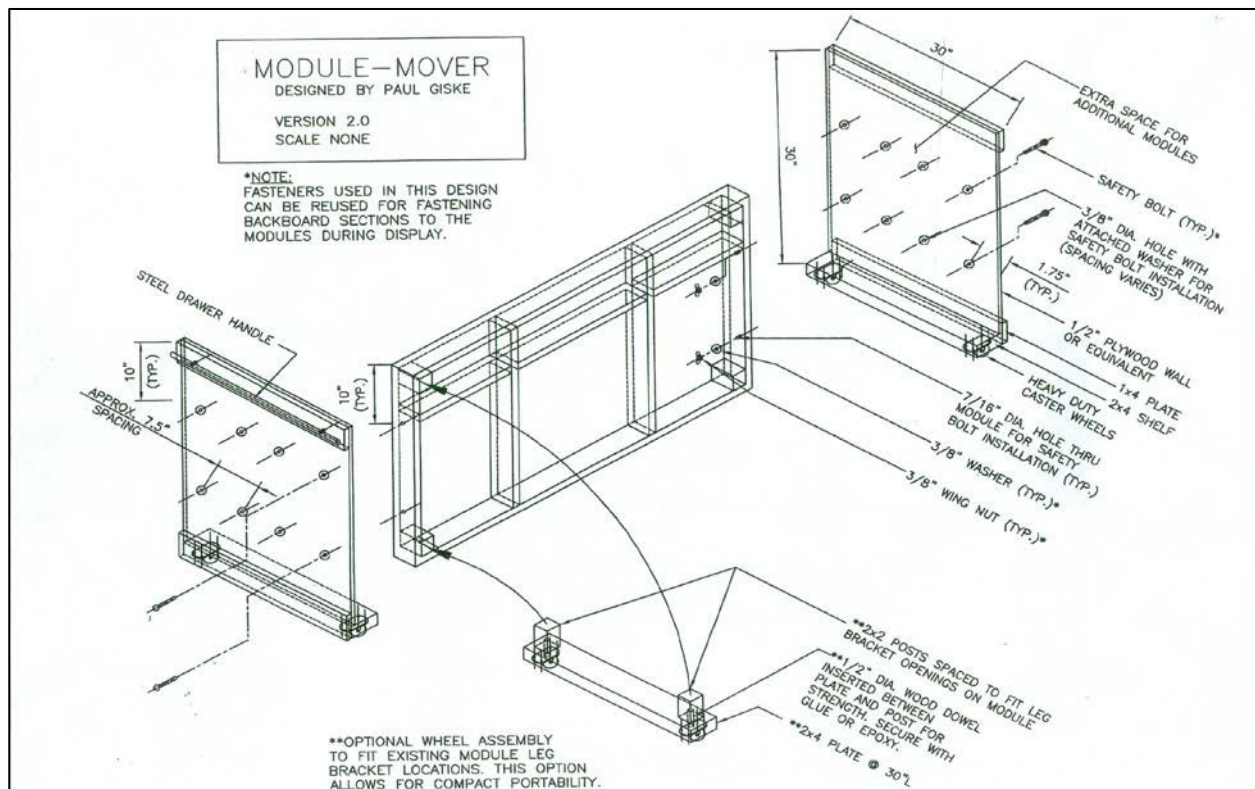
### 3.7. Track Ballast

The following eight steps are recommended practice for applying ballast to tracks. Follow steps in order.

- 3.7.1. Provide cork roadbed. Remove and smooth broken edge of cork before applying. Glue roadbed to sub grade and check level of applied roadbed with straight edge and correct as required.
- 3.7.2. Paint roadbed with latex that is same color of ballast. The mainline ballast must be Woodland Scenics fine gray ballast (SKU# 785-1393). The side and back tracks on the module can have a color of ballast of the owner's discretion.
- 3.7.3. Glue and nail track to road bed. Super elevate curves.
- 3.7.4. Test track at show before proceeding further. Watch for horizontal and vertical straightness.
- 3.7.5. Weather track.
- 3.7.6. Apply ballast to both side slopes first using latex paint on road bed up to end of ties as glue in short (12 to 18 inches) sections at a time. Dump off excess ballast for reuse.
- 3.7.7. Apply ballast to between tracks.
- 3.7.8. Fine spray undiluted alcohol to whole project, a section at a time, and then apply a mixture of 30% mate medium or high quality glue and 70% water.

## PART 4. SUGGESTIONS FOR HANDLING MODULES

*NOTE: This is not a part of module construction requirements.*





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### GROUP MENTORSHIP

#### PART 1. INTRODUCTION

- 1.1. Guests and New Members are welcome at regular meetings and Group activities without a Mentor. However, Mentors are required for attendance at train shows or during events at which the Group layout is on display.
- 1.2. 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.
- 1.3. An Active Member will be appointed by the Chairman as a Mentor for each New Member.
- 1.4. The purpose of the Mentor is to 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 as “a charge” for convenience) in operating on the Group layout and help protect the layout and its orderly operation.
- 1.5. 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 are the point of contact for all club related questions for New Members, such as building a module, attendance policies, etc.
- 1.6. Mentors shall have the following responsibilities with respect to the Mentor’s charge:

#### PART 2. MENTORS RESPONSIBILITY TO GUESTS REGARDING OPERATIONS

- 2.1. 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.
- 2.2. Register the charge on the **Guest Registration** form, noting the date of each visit on the form.
- 2.3. Have the charge sign the **Guest Code of Conduct**, if not previously done.
- 2.4. Assure that the charge understands the **Guest Code of Conduct** and assist his charge in meeting the Code.
- 2.5. Introduce the charge to the show Coordinator and other members present.
- 2.6. Obtain and complete a name badge for his charge.



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- 2.7. Explain what equipment may be used by the charge, and the need to remove all equipment used by the charge.
- 2.8. Since a Mentor, or their designee, must be present while a Guest operates on or be within the layout, arrange for an alternate if the Mentor needs to leave while the Guest is operating.
- 2.9. 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.
- 2.10. Encourage the Guest to use their own locomotives and rolling stock, to help in setup and takedown of the layout, and to become a Member of the Group.

### **PART 3. MENTOR'S RESPONSIBILITY TO BOTH GUESTS AND NEW MEMBERS REGARDING OPERATIONS**

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

### **PART 4. MENTOR'S RESPONSIBILITY TO NEW MEMBERS**

- 4.1. 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.
- 4.2. Evaluate the charge's operational skills and understanding to determine as soon as possible whether the charge needs supervision while operating on a Group layout.
- 4.3. As soon as the Mentor determines no such supervision is required, advise their charge and the Chairman that the charge does not require supervision.
  - 4.3.1. Thereafter the charge shall no longer be required to have a Mentor present in order to operate on the group layout.
  - 4.3.2. 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.
- 4.4. 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.
- 4.5. Be sure that the charge is introduced to other members.



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**GUEST REGISTRATION AND CODE OF CONDUCT**  
**REGISTRATION**

Date: \_\_\_\_\_ Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Host Name: \_\_\_\_\_ NMRA #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Visit Dates:

#1: \_\_\_\_\_ #2: \_\_\_\_\_ #3: \_\_\_\_\_

**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:

- (a) Wear a name badge identifying me as a guest while present at the layout.
- (b) Recognize all equipment as delicate and give it gentle treatment.
- (c) Use only available Group locomotives or rolling stock or my own equipment.
- (d) Use only a Group controller.
- (e) Use no other locomotives, rolling stock, or equipment without the permission of the owner.
- (f) 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.
- (g) Not allow myself to become distracted while operating trains.
- (h) Comply with the instructions of my Host/Mentor.

I further understand that any damage to or loss of my equipment used on the layout is at my risk and shall be borne by me.

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### LAYOUT OPERATIONS

#### **PART 1. MAIN LINE OPERATIONS**

- 1.1. 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.
- 1.2. Operators shall not allow himself or herself to become distracted while operating trains.
- 1.3. If more than one train is operating on a main line, the operator shall have their 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.
- 1.4. Operators shall pay attention for trains entering or leaving the main lines.
- 1.5. Operators shall park trains on sidings or in the yard before temporarily leaving the layout or becoming involved in conversation or other distraction.
- 1.6. A train may be parked on a siding or in the yard for no more than 60 minutes. If equipment is parked longer, it may be removed by the Coordinator or the Yardmaster.
- 1.7. 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.
- 1.8. If unintended uncoupling or derailling happens at the same place with more than one train, notify the Coordinator so that they can mark the specific location of the problem and notify the owner of the module.
- 1.9. No car shall be permitted on the layout unless:
  - 1.9.1. It is equipped with properly gauged metal wheels. Its wheels are regularly maintained.
  - 1.9.2. It meets NMRA weight standards, i.e. 1 oz. plus 1/2 oz. for each inch of car length.
  - 1.9.3. It is equipped with functional couplers meeting height and swing standards unless the cars are not intended for interchange use.
- 1.10. No locomotive shall be permitted on the layout unless wheels have been regularly cleaned and it can operate reliably.





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- 1.11. An **Operating Schedule** will be maintained throughout the show to keep track of which locomotives are running on the layout at any given time. Members will sign up for, or be assigned to, a shift or shifts during which they will operate their locomotives. Maintenance of this schedule will be the responsibility of the Coordinator and/or Yardmaster. An example of the **Operating Schedule** appears at the end of this Attachment.

## **PART 2. YARD MASTER**

- 2.1. If a Yardmaster is appointed for a show and is present, the Yardmaster shall have full authority to control all movement in the yard, the yard entrance, and the engine facility.
- 2.2. Permission of the Yardmaster shall be obtained to enter or leave the yard and to set up trains.
- 2.3. 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.
- 2.4. The Yardmaster, or in their absence the Coordinator, may require that any equipment in the yard or on the work tables be removed and stored.
- 2.5. When a Yardmaster is appointed, they and/or the Coordinator will be responsible for maintaining the **Operating Schedule**.

## **PART 3. YARD OPERATIONS**

- 3.1. The Yard and work tables will be kept clear of all boxes and equipment that is not being set up or has been set up for running.
- 3.2. Yard tracks are assigned as follows:
  - 3.2.1. Tracks 1 & 11 – These tracks are fiddle tracks; they will remain clear of trains at all times.
  - 3.2.2. All other other tracks will be used for set up and take down of trains.
  - 3.2.3. The yardmaster may assign trains/operators to specific tracks.
- 3.3. Trains must be removed from the yard before the operator leaves the show, except at the end of the show day, trains may be left overnight on a yard track or a siding if the operator will return for first operating session of the next day.
- 3.4. Trains may only be parked in the yard at the Yardmaster's discretion.



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#### **PART 4. 4DHO AMBASSADOR**

- 4.1. During each show, Members will sign up for, or be assigned to, a shift during which they will act as a **4dho Ambassador**. Shifts will be tracked and maintained on the **Operation Schedule**.
- 4.2. The Ambassador will wear a lanyard identifying them as an Ambassador. They will spend their shift outside of the group layout interacting with the general public.
- 4.3. The job of the Ambassador is to answer any questions they are asked about the layout, the hobby, and about NRMA and modular layout group membership. If an Ambassador cannot answer a question, they should ask the Coordinator or Yardmaster for guidance.
- 4.4. An Ambassador will NOT be allowed to operate any locomotives on the layout during their shift.

#### **PART 5. OPERATING SCHEDULE**

An example of the Operating Schedule appears on the following page. Copies of this document can be obtained from the Secretary or from the document repository on the Group's website.



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**OPERATING SCHEDULE**

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Time	Yardmaster	East 1	East 2	West 1	West 2	Ambassador
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						



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### EXECUTIVE COMMITTEE ROLE AND RESPONSIBILITIES

#### PART 1. FUNCTION AND MANNER OF ACTING

- 1.1. The function of the Executive Committee (the “Committee” hereafter) shall be as follows:
  - 1.1.1. Conduct and decide on the business of the group,
  - 1.1.2. Delegate projects and responsibility to sub-committees or individuals,
  - 1.1.3. Define activities including clinic presentations and,
  - 1.1.4. 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.
  - 1.1.5. Perform such other functions as may be set forth in **MEMBER ACCORD** and **GROUP POLICY**.
- 1.2. Three (3) members of the Committee in attendance at meetings will constitute a quorum and all business accomplished will be considered an act of the Committee.
- 1.3. 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 (2) 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.
- 1.4. Committee Meetings shall be open to members of the Group who wish to attend.

#### PART 2. ELECTION OF COMMITTEE MEMBERS

- 2.1. Four (4) Active Members will be elected to serve two (2) year terms on the Executive Committee. Two (2) Executive Committee members will be elected in even-numbered years, with the other two (2) being elected in odd-numbered years.
- 2.2. At the expiration of the two-year term of a member of the Committee, an Active Member shall be elected as a member of the Committee to fill the regular vacancy for a term of two (2) years. Terms begin on October 1 and end on September 30.
- 2.3. 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 October at the regular meeting following expiration of a term.
- 2.4. The Chairman shall be an NMRA member and an Active Member of the Group and shall be appointed to their position in adherence to the **GROUP POLICY Section 5.1**.



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- 2.5. 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 (3) Active Members and which was carried by a majority of the Active Members present at the meeting.
- 2.6. 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.
- 2.7. A Chairman who shall preside at Executive Committee meetings, a Secretary who shall record decisions of the Committee, and a Treasurer who shall keep record of all Group finances shall be elected from Committee members.
- 2.8. 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:
- 2.9. 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.
- 2.10. 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:
  - 2.10.1. shall no longer be able to operate on any Group layout,
  - 2.10.2. shall not receive further notice of any Group activity,
  - 2.10.3. shall not be entitled to the supplies available to Group members,
  - 2.10.4. shall not be entitled to any support, advice or help otherwise available to Group members, and
  - 2.10.5. shall not be entitled to receive any other benefit to which members of the Group otherwise may be entitled.
- 2.11. 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 the Group Members.



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### **COORDINATOR ROLE AND RESPONSIBILITIES**

#### **PART 1. INTRODUCTION**

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

- 2.1. 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.
- 2.2. These are recommended procedures which should be followed as circumstances permit.

#### **PART 3. SHOW COORDINATOR'S GENERAL PRINCIPLES**

- 3.1. A show Coordinator's role throughout 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.
- 3.2. New members present at a show should be introduced. Inexperienced members should be assigned to work with experienced members.
- 3.3. It is recommended that at least two (2) 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.
- 3.4. 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.



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### **PART 4. SHOW COORDINATOR'S CHECKLIST AND GUIDE**

#### 4.1. Before the Show Date:

- 4.1.1. Contact the organization holding the show and obtain details about participation, limitations, scheduling, and requirements for admission to the show.
- 4.1.2. Advise the membership about details of the show.
- 4.1.3. 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. It is recommended that the following be established and included in the notice:
  - a. A cut-off date 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 Member's 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.
- 4.1.4. Decide whether there is sufficient membership interest in participating.
- 4.1.5. Keep members advised of progress about the show.
- 4.1.6. Prepare a layout plan and determine size of the layout.
- 4.1.7. Make the necessary application for the show and obtain confirmation if possible that the application has been accepted.
- 4.1.8. Arrange for necessary exhibitor passes for participating members.
- 4.1.9. Arrange and assign responsibility for Group equipment including arraignments for the trailer to be transported to and from the show.
- 4.1.10. 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.



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- 4.2. At the Show, during Set-up:
- 4.2.1. Be sure those present know who the Coordinator is and, if applicable, who the Assistant Coordinator is.
  - 4.2.2. 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.
    - a. At least one of the team should be an experienced member.
    - b. 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.
    - c. Treat performance of the work as a learning experience so that more members can learn the procedures.
  - 4.2.3. 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.
  - 4.2.4. 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.
    - a. No more work should then be done on these modules.
    - b. The Coordinator should go back to supervising set up and wait to finish setting up these modules last after the layout is put together.
- 4.3. During the Show:
- 4.3.1. The Coordinator is responsible that an **Operating Schedule** is created and available for each day of the show. The Coordinator and/or Yardmaster will be responsible for maintaining the schedule throughout the show.
  - 4.3.2. Coordinators should be sure that one Coordinator, or the designated alternate, is present at all time during the show.
    - a. In the case of long shows lasting more than a couple of days (e.g. the Model Train Festival), no Coordinator will need to be present at all times. The responsibility for the **Operating Schedule** will be delegated to an Active Member in attendance for that day.
  - 4.3.3. A Coordinator should avoid being distracted from observing operations of the layout. As much of the small repair work as possible should be delegated.
  - 4.3.4. A Coordinator should be available to provide instructions and assistance to members as necessary.





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- 4.3.5. 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 4** of the **GROUP POLICY**.
- 4.3.6. 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 4** of the **GROUP POLICY**.
- 4.3.7. The Coordinator should be sure that all present are introduced to each other.
- 4.4. During Takedown:
  - 4.4.1. 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.
    - a. Be sure that all present are introduced.
  - 4.4.2. If appropriate, schedule the order of loading of Group and individual member equipment.
  - 4.4.3. Parts of the layout as packed should be segregated to await transportation loading.
  - 4.4.4. No member should leave the show before the Group equipment is loaded in the trailer unless the Coordinator gives prior permission.
  - 4.4.5. 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.
  - 4.4.6. 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.



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### MEMBER COURTESY GUIDELINES

#### **PART 1. INTRODUCTION**

- 1.1. This Attachment outlines the obligations and duties of Members of the Group.
- 1.2. 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.
- 1.3. These provisions apply to members of the Group and, as appropriate, should govern Members.

#### **PART 2. MEMBER RIGHTS AND OBLIGATIONS**

- 2.1. 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 **GROUP POLICY** and **MEMBER ACCORD**.
- 2.2. Members are expected to participate and accept appointment as Coordinators, Yardmasters, and Mentors for New Members and Guests,
- 2.3. Members shall affirmatively be available to New Members to make them welcome and assist them so that they are brought into the Group activities.
- 2.4. Members shall feel free to bring any concerns to the attention of the **Executive Committee** for its appropriate action.
- 2.5. 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.

#### **PART 3. SHOW PROTOCOL**

- 3.1. Members attending a show shall demonstrate civil behavior at all times.
- 3.2. Members attending a show are expected to actively participate in the show.
- 3.3. 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.
- 3.4. All floor area within the layout and worktables shall be kept clear of boxes and equipment that is not in use.



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- 3.5. The area under the yard modules is reserved for storage of Group containers and equipment.
  - 3.5.1. Each Member who has modules at a show shall store that Members' equipment under the Member's module or modules.
  - 3.5.2. Remaining unused areas under the yard, modules and corners shall be available for other Member's storage.
  - 3.5.3. Areas under tables are reserved for supporting those engaged in present activities connected with the show operation.
  
- 3.6. An Active Member may bring his or her child 15 years old or younger to a show.
  - 3.6.1. 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.
  - 3.6.2. No permission for the child's attendance shall be required.
  - 3.6.3. 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.
  
- 3.7. Active Member's Children who are more than 15 years old shall be Guests and shall comply with provisions applicable to Guests.