Snowmobile Association of Massachusetts

GROOMING CONTRACT

Please read **CAREFULLY** before completing forms

Dear Grooming Club,

Enclosed is the grooming contract for the season. There have been changes to this contract so please be sure to read through the document thoroughly before completing.

Do not “cut & paste” from previous years without verifying your information is accurate. It is your responsibility to ensure that your trails, mileage, power units & drags are current. Please follow directions below closely. It is important that your trails be labeled as identical to the map as possible, remember; we don’t know your equipment and trails as well as you do. The forms are online under the Delegate tab. If you need a hard copy, please contact the SAM office for a form to be emailed to you.

**Should you have any questions or problems, please don’t hesitate to call the SAM office at 413-369-8092.**

**Protocol**

The SAM Grooming Committee has been appointed to oversee the execution of the grooming program. If you have any questions, problems or issues; **it is the responsibility of your club Board of Director to address these issues with the grooming committee**. The governing body (the Board of Directors) of the Snowmobile Association of Massachusetts will vote on recommendations by the grooming committee.

**Very Important Points to Remember**

1. **Return contract by the monthly meeting in November**
2. Contracts must be “**complete**” when submitted; unless otherwise approved by Grooming Committee and/or Grooming Chairman.
3. **SAM grooming program covers 10 weeks of grooming**; however clubs are encouraged to send in grooming logs for ALL weeks groomed for the season.
4. **Map**: You do not need to submit a map provided your trails are as noted on the SAM Map (2011/2012). **Should you have any changes or additions to your trails you must submit a detailed map with this grooming contract application.**
5. **Grooming equipment trail pass**: This is for club groomers and grooming ONLY sleds; not sleds that are used for recreational riding. Complete the power unit form and forward **with** the CONTRACT. An official grooming unit trail pass will be issued to each club at the **DECEMBER** meeting. **Have a NEW unit coming soon? Note the new item on the contract.**
6. **Logs** may be mailed or e-mailed to the Association office – either way; they **MUST** be received within deadline. Note the miles groomed and describe each trail **identical** to the grooming contract by name or route number (see grooming contract details).
7. **Blank grooming logs:** You do not have to send in grooming logs that are blank. It is the clubs responsibility to check with the SAM office to ensure that their information has been received by the office.
8. **Hours**: Please be sure to note **hours** groomed. This information is helpful for state reporting.

***Clarification of trails for the Grooming Contract***

**Grooming Contract details & definitions**

**From MAP to Grooming Contract**

1.  **Corridor Trail:** Is defined as **THE** primary main route that connects a club/town to a club/town and may also, ideally, connect east to west and north to south, etc.  There should be only ONE main corridor trail between towns/clubs.

2.   **Qualifying Trail:** A qualified trail *aka*/Secondary Trail must meet one or more of the following criteria:

1. Any trail 8’ or wider
2. Any trail that is contiguously 10 miles long
3. Any trail on state, town, or federal land
4. Any trail that has a permanent (deeded) right of way or permanent access for snowmobiles
5. Any trail to or through gas, parking, food, clubhouse, or meeting location (even if a dead-end)
6. Any trail that provides access to a location selling trail passes
7. Any trail providing access to emergency services
8. Any **corridor** trail connecting clubs/towns
9. The final decision of a “qualified trail” will be up to the Grooming Committee.
10. Newly developed trails may qualify for contract provided the GPS data has been provided to SAM for inclusion on the next scheduled map.

3.  **Qualifying for Payment:** To get paid for grooming, a trail must be on the map, have a route number, and intersections to define it.  ***Note***: Just because a trail is on the map, doesn’t mean it will be paid for grooming if it does not fall under a “qualified trail”. \*\*Newly developed trails may qualify for contract provided the GPS data has been provided to SAM for inclusion on the next scheduled map. This data MUST be included with the contract.

4.  **Signage**: Trails on the grooming contract must be signed according to the Trail Improvement Guidelines. Trails on the grooming contract must have clear intersection and corridor trail signage.

5.  **Grooming contracts & logs:** Grooming contracts and the reporting logs **MUST** be identical in description using the map intersection system.

6. **Reporting:** If logs are not completely and accurately completed within the time frame noted on the grooming contract; they will be subject to non-payment. ***Reporting deadline is two weeks.***

7. **Power Units:** The power unit form must be included with the original contract. A Grooming Pass will be issued to each club power unit. The first pass, labeled #1 will be awarded to that years’ winner of the Groomer of the Year award from the Annual Meeting.

8. **Grooming Committee:** All disputes, challenges and changes to a grooming contract must be presented to the grooming committee for review. The committee will make recommendations to the Board of Directors/Delegates for final approval.

9. **Grooming Zero Tolerance:** See SOP & Policy Manual for details.

Snowmobile Association of Massachusetts

GROOMING CONTRACT

## **Date:**

## **Club Name**:

**BEFORE YOU SUBMIT THIS FORM AT THE “NOVEMBER MEETING”...MAKE A COPY FOR YOUR RECORDS!**

### Grooming Equipment Description

#### *Power Units* *Drag Units*

#### Year/Make/Model (Send Power Unit forms with your CONTRACT) Type Width

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**Groomer Classes** *(Minutes 10/1/15)*

|  |  |  |
| --- | --- | --- |
| Check here | Class | Rate per groomed mile |
|  | Class A = Large Power Unit w/8' min drag | $9.40 |
|  | Class B = Medium Power Unit w/6' min drag | $7.25 |
|  | Class C = Small Power Unit w/5' min drag | $5.45 |
|  | Class D = Snowmobile w/4' min drag | $3.05 |

\*\* If unit is not paired with the minimum required drag width, it will be moved down to a class with the minimum drag width, regardless of the type of machine.

***Note on Classes:***

**A – Large Power Unit** = Weighs more than 5,000 lbs. Large machine designed and sold by a grooming equipment manufacturer (Prinoth, Pisten Bulley, Tucker) specifically for grooming or a large tractor (none in Mass at this time) converted for grooming. Must use a minimum 8' drag.

**B – Medium Power Unit** = Weighs more than 2,500 lbs or more than 2,000 lbs if specifically manufactured for grooming. Medium machine designed and sold by a grooming equipment manufacturer (IMP, Bombi, ASV, AllTracks) specifically for grooming or a unit converted for grooming with modifications and tracks added. Examples include IMP, Bombi BR100, Sidewalk Plows, Chevy Blazer, and Medium Sized Tractors. Must use a minimum 6' drag.

**C – Small Power Unit** = Weighs less than 2,500 lbs. Includes converted UTVs, ATVs, side x sides, compact tractors, and mini-trucks. Must use a minimum 5' drag. Small units using less than a 5' drag will be, for contract purposes, classified as a snowmobile.

**D – Snowmobile** = Purpose built utility snowmobile (such as Bearcat, Skandic, VK, etc.) with a sole purpose of grooming and trail maintenance only.

**IMPORTANT NOTES...**

Rates are based on value of service only. Actual payments will be prorated based on amount of funds in the grooming budget. Payments will be made at season’s end. **Only corridor trails and SAM approved secondary trails are eligible for funding. A qualifying secondary trail must meet at least 1 of 8 criteria. Please note this # under qualifier on the next page.**

**Contract dates**: For a maximum of 10 weeks for the season. This does not have to be consecutive weeks; however logs must be sent within two weeks following the grooming week. **IMPORTANT**: The grooming committee voted (4/23/2015) and established a no exceptions policy to this requirement.

**Meeting attendance**: It his highly recommended that clubs who groom plan to have their groomer chair/boss attend the SAM December meeting and any grooming meetings.

**Minimum Contract/Brown Grooming**: The board voted 5/4/17 to pay a **minimum** of two full weeks grooming to each approved contracted club regardless of snowfall (brown grooming). **The board voted on 10/1/2020 to NOT pay brown grooming for the 2020/2021 season.** \*10/7/21 vote needed.

**Timeliness**: Grooming logs not received within the guidelines of the contract **will not** be paid.

**Club Responsibilities:**

1. Log all grooming on proper weekly forms – **NOTE: Log must match descriptions below.**
2. You must forward log forms **within two weeks of the reporting week.** (Grooming mtg. 4/2015).
3. Trails below **MUST** be on the SAM state map to qualify for funding (SAM minutes 10/2009).

***Snowmobile Association of Massachusetts’ Responsibilities:***

1. Furnish grooming log forms & instructions.
2. Inspect trail conditions.
3. Audit log sheets and approve payment on verified miles groomed.
4. Make payments to the clubs at the end of the season following approval by the Board of Directors..

# Trail Descriptions “Please note state land” Mileage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name or Route number with starting and stopping intersection points.  | Qualifier**See GC details** | Class | Private | Public |
| Trail 1…etc |  |  |  |  |
| Trail 2…etc |  |  |  |  |
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Club Authorized Signature: Date:

Club contact in case of questions on your contract or log sheets: ***Please print clearly!***

Name:

Address:

*Be sure to include: Street, City, State & Zip Code*

Cell Phone: **Email**:

RETURN COMPLETED CONTRACT & RELATED DOCUMENTS TO:

Snowmobile Association of Massachusetts \* P.O. Box 386 \* Conway, MA 01341Snowmobile Association of Massachusetts

*Class Adjustment Appeal*

## ***Groomer Class PER contract***: A B C D

## ***Groomer Class Appeal to:*** A B C D

**Power Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Drag: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOU MUST INCLUDE THIS APPEAL FORM WITH YOUR CONTRACT FOR REVIEW!**

### **Please provide the facts & figures to support your appeal below.**

Snowmobile Association of Massachusetts

GROOMING CONTRACT

## Club/Private Operator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BEFORE YOU SUBMIT THIS FORM WITH YOUR CONTRACT**

**MAKE A COPY FOR YOUR RECORDS!**

### Grooming Trail Pass Information

#### *ATTACH PHOTO HERE:*

####

#### Complete all that is applicable for the power unit.

|  |
| --- |
| **Year** |
| **Make** |
| **Model** |
| **Serial #** |
| **MA Registration** |
| ***Sled Owned by:***  |
| **Please note the grooming sled needs to be club owned or purpose built in order to receive a SAM issued trail permit. December SAM minutes 2009** |

To be completed by the SAM office:

TRAIL PASS # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_