

Annual Member Club Agreement 2023

Club Name		
Please provide officers with club signing authority. Indicates agreement to the conditions and terms of this entire document and agree to provide all documents necessary to comply.		
	Type or Print Name	Signature or Type Name
President Name and Signature		
Officer Name and Signature		
Dated		

Our club understands and agrees to all terms and conditions of all applicable SANS Policies and Bylaws, specifically those listed below.

Our club may be issued a penalty if we fail to meet an administrative requirement by the established deadlines in the SANS Policy Manual. Penalties may result in deductions or holdback of our allocation of the Grooming Equalization Fund, withhold Trail Permits or ineligibility to apply for any SANS OHV grant programs until all infractions have been addressed to the satisfaction of the SANS. All names must be provided annually for all contacts in the following directory and all documents named and attached as Appendices must be completed in full.

All documents must be received by email or postmarked on or before April 30, or as indicated.

Policy Name	Policy #
Provincial Zones	ADM-011
Club Membership Requirements and Obligations	CLB-002
Club Financial Reporting	CLB-003
Code of Conduct – Employees, Officers, Members and Clubs	G-ADM-002
Trail Operation	TRL-001
Trail Permit Program	TRL-002
Grooming Equalization Fund	G-EQU-001
Grooming Satellite Tracking System	G-EQU-002

Requirement	Details
Member Club Agreement with Contacts	Must be completed in full, attach all required documents
Membership List (Typed in Word or Excel Format)	See Appendix A.
Expense Report	See Appendix B.
Trail Opening Agreement	See Appendix C - <u>Must be dated and signed by January 30.</u>
Groomer Registration Proof	Provide as attachment or mail.
Groomer Insurance Proof	Provide as attachment or mail.
Groomer Activity Report	Report provided. <u>Logbook white copies must be mailed.</u>
Groomer Hours Meter Begin Pics	Provide as attachment or mail.
Groomer Hours Meter End Pics	Provide as attachment or mail.
Registry of Joint Stocks Proof	Must show active on RJS website.
Permits	As per the permits and Policy.

Email: info@snowmobilersns.com

Mail: Snowmobilers Association of Nova Scotia, 4th Floor, 5516 Spring Garden Dr., Halifax, NS B3J 1G6

Website: <https://www.snowmobilersns.com/>

Club Contact Directory	
Complete Club Name	
Mailing Address (All SANS mail will go to this address)	
President	
Home or Cell Phone	
Email	
Secretary	
Home or Cell Phone	
Email	
Treasurer	
Home or Cell Phone	
Email	
SANS Zone Rep/Director	
Mailing Address (Required)	
Home or Cell Phone	
Email	
Club Permit Coordinator	
Mailing Address (Required)	
Home or Cell Phone	
Email	
Trail Warden/Coordinator	
Home or Cell Phone	
Email	
Safety Coordinator	
Home or Cell Phone	
Email	
Groomer/Sat Track Coordinator	
Home or Cell Phone	
Email	

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❖ **Appendix A: Membership List (Typed - Either here or separately in this specific Word or Excel Format)**

[illegible]

Email: info@snowmobilersns.com

Mail: Snowmobilers Association of Nova Scotia, 4th Floor, 5516 Spring Garden Dr., Halifax, NS B3J 1G6

Website: <https://www.snowmobilersns.com/>

❖ Appendix B: Expense Report

1. TRAIL MAINTENANCE & DEVELOPMENT EXPENSES (include grant work)	
a) Signs (including posts)	
b) Equipment (i.e. dozer, excavator, brush cutter)	
c) Bridges	
d) Culverts	
e) Materials	
f) Labour (Est. In-Kind Hours Unskilled x \$15/hr; skilled x \$25/hr)	
g) Trail/Bridge Inspections/Sign Audits (Est. In-Kind Hours x \$25/hr)	
h) Other (explain):	
TOTAL TRAIL MAINTENANCE & DEVELOPMENT EXPENSES	
2. TRAIL GROOMING EXPENSES	
a) Repairs	
b) Parts/Supplies	
c) Fuel	
d) Labour (Est. In-Kind Hours Unskilled x \$15/hr; skilled x \$25/hr)	
e) Groomer Operator Costs (payments)	
f) Capital Costs/Payments (Loan/Lease)	
g) Insurance	
h) Other (explain):	
TOTAL TRAIL GROOMING EXPENSES	
TOTAL EXPENSES	

