

	T	
Club Name		
Please provide officers with club sign	gning authority. Indicates agreem	ent to the conditions and terms of this
•	, ,	
entire document and agree to prov	ride all documents necessary to co	omply.
	Type or Print Name	Signature or Type Name
	Type of Fillit Name	Signature of Type Name
President Name and Signature		
Officer Name and Signature		
omeen manie and orginatore		
Dated		
Datea	I .	

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 - Must be dated and signed by January 30.
Groomer Registration Proof	Provide as attachment or mail.
Groomer Insurance Proof	Provide as attachment or mail.
Groomer Activity Report	Report provided. Logbook white copies must be mailed.
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/

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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		

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/

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

Club Membership List (Add rows as necessary or print, fill in and attach)			
Last Name	First Name	Address	Email Address
			-
			_

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❖ Appendix B: Expense Report

1. TRAIL MAINTENANCE & DEVELOPMENT EXPENSES (include g	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	

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❖ Appendix C: Trail Opening Notification

The Club acknowledges that it will complete an audit of its groomed snowmobile trails, listed by number, below, annually. The Club agrees to address all deficiencies (as identified) to ensure the trails are safe and usable. All related documentation will be kept, and actions/measures identified to correct the deficiencies, accordingly.

Due January 30, Annually

TH	THE FOLLOWING TRAILS HAVE BEEN INSPECTED/AUDITED AS FOLLOWS:		
Trail Number	Name of Inspector	Inspection Date	Description of Deficiencies Reported -Action/Measure Proposed/Taken

We, the undersigned, verify that all snowmobile trails maintained by our club have been audited and reported, as indicated above. We hereby declare our trails can be officially open for the current season, unless duly indicated. Please signify agreement by completing, below.

	Type/Print Name	Signature
Club Name		
Club President		
Safety Coordinator		
Date		

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/

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