

# CITY OF MANITOWOC

WISCONSIN, USA

*www.manitowoc.org*



October 31, 2019

Re: Volunteer Snow Grooming Policy

Purpose and background: By partnering with volunteers, the City hopes to create and maintain a network of well-maintained, user-friendly, snow-based trails. The City further intends to establish policies and guidelines under which volunteers may develop and maintain these snow-based trails throughout the City of Manitowoc.

## Policies

- Volunteers must sign a liability waiver prior to grooming any trails or operating any motorized equipment within any park.
- Prior to using any City equipment for trail maintenance activities, volunteers must be trained in safe equipment useage by the Parks and Recreation Division Manager or his designee.
- Volunteers may not utilize their own equipment for trail maintenance activities unless such equipment has first been inspected and approved by the Parks and Recreation Division Manager or his designee.
- Volunteers must follow City-approved trails/routes and not establish any trails beyond the designated routes.
- Approval must be sought from the Parks and Recreation Division Manager before grooming.
- Volunteers must notify the Parks and Recreation Division Manager, or his designee, prior to any grooming activity and provide a written conditions update when completed.
- Volunteers must notify the Parks and Recreation Division Manager, or his designee, of any safety concerns related to park, trail, or equipment conditions as soon as possible.
- Volunteers shall be held liable for any damage caused by any negligent act.
- All volunteer groomers must follow all City safety and equipment operating procedures when operating equipment on City property. Volunteers must notify City staff immediately following any incident/accidents or property damage and shall comply with any related investigations.
- Volunteer groomers will make an attempt to groom designated trails following any snow storm over 2".
- Volunteers agree to install and maintain a consistent system of temporary trail markings and maps to effectively guide trail users.

## Operating Privately Owned Equipment

- City is not to be held liable for loss such as equipment damage or user injury while performing city sanctioned grooming operations.
- City is not to be held liable for any loss due to vandalism or theft if personal equipment is stored in park structures.
- Volunteers must be properly trained to operated equipment according to manufacturers recommendations.
- Volunteer groups must carry the appropriate levels of insurance as identified by the City and have the City of Manitowoc listed as additional insured.
- All operators must be covered under said insurance.

## Operating City-Owned Equipment

- All volunteer snowmobile operators must have a valid DNR Snowmobile Safety certification and a valid Wisconsin Driver's License.
- All volunteer operators must attend a site specific safety and grooming operations training.
- All volunteers must follow all City equipment operations and safety policies including but not limited to:
  - Wear proper PPE at all times.
  - Follow all equipment inspection, maintenance and storage policies.
  - Follow all speed limits and follow all speed limits and safe equipment operating procedures.
- Volunteers must submit to a background check of their driver's record.

By signing I agree to the above policy.

Volunteer Name(Print): \_\_\_\_\_

Volunteer Sign: \_\_\_\_\_

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