

# JAMBOREE PROCEDURE MANUAL



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**2010 Revision**



## **Jamboree Procedure Manual**

### **PURPOSE/OBJECTIVE:**

1. To showcase the community, the host club and the ASA.
2. To provide a weekend of riding, socializing, and club communication for ASA members.
3. To provide an avenue for club fundraising.
4. To increase membership.
5. To encourage people to view the Jamboree location as a snowmobiling destination point.
6. To have our members experience a variety of snowmobile areas resulting in economic impact for that community.

### **BID PRESENTATION:**

1. Clubs should submit Jamboree bid presentations, registration fees and full detailed bid package, to the ASA Board for approval at least one month prior to bid presentation. Send information to the ASA office.
2. Bid presentations are to be presented by the club's Jamboree Chairperson or representative at the fall Semi-Annual Meeting, 1-1/2 years prior to the event.
3. A bid package is to be presented to each club and the Board of Directors at that meeting.
4. The clubs in good standing and present at the Semi-Annual Meeting will receive one vote per club and will determine which club will host the ASA Jamboree.
5. The representative should be prepared to answer questions related to the proposal.

### **JAMBOREE DATE:**

1. The ASA Jamboree is traditionally held on the last weekend in January or the first weekend in February unless the host club requesting that the date be changed notifies the ASA before September 1 (prior to the bid presentation). Direct this request to the ASA Executive Director.

## **ROLE OF THE ALBERTA SNOWMOBILE ASSOCIATION:**

### **1. Publicity:**

- Promotes the event in “The Alberta Snowmobiler” section of SnoRiders West Magazine.
- Provides full support with the ASA Website/ on line registration forms, information and promotion of the Jamboree.
- Assists the host club with information regarding promotion via newspapers, radio stations, pamphlets, posters, etc.
- Permits the host club to use the name of “Alberta Snowmobile Association Jamboree” on all materials.
- Provides space, free of charge, within the ASA Snowmobile Show for the host club to promote the ASA Jamboree and their area.
- Provides a spokesperson, in addition to the Club’s Jamboree Director, to be available to promote the ASA and the Jamboree at Jamboree events (media/newspaper, TV contact, and etc. while at the Jamboree).

### **2. Sponsorship:**

- ASA Executive Director/ Club’s Jamboree Director to determine contact and requests to the four major manufacturers for sponsorship Local dealers are to be part of this negotiations’.
- Must have response no later than 30 days prior to event.

### **3. Assistance:**

- The Regional Director and Executive Director will assist with any inquiries regarding the ASA Jamboree.
- Questions from the host club may be directed to the Executive Director.
- General questions from members may be directed to the host club or the ASA office. Information will also be posted on the website.

### **4. Membership:**

- Current membership list, alphabetized by last name and including the Trail Pass Number and club name , will be supplied to the host club one week prior to the event to ensure participants are members(on paper and/or on disk).

### **5. Procedure Manual:**

- Manual will be distributed to all clubs in good standing upon the manual receiving any new revisions, upon request from the clubs, or as new clubs become members in good standing.

### **6. Club’s Jamboree Representative:**

- All complaints/concerns post Jamboree is to be directed to the Club’s Jamboree Representative and forwarded to Executive Director and Board.
- Is responsible to report to the Board on the progress of the Jamboree during the planning stages.
- Is responsible to submit final numbers, results, award recipients and financial statement within 60 days of Jamboree to the Executive Director.

### **Job Description: Authority and Responsibility**

- The Board of Directors is the Legal Authority for the Alberta Snowmobile Association.
- The Club's Jamboree Representative acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Term of Office:**

- Club's Jamboree Representative is appointed or elected by the membership of the host club.

## ***ROLE OF THE ASA MEMBER JAMBOREE HOST CLUB***

### **1. Preparing and Presenting the Jamboree Bid:**

Considerations to be addressed prior to bidding for the ASA Jamboree.

- Banquet facility and hotels or motels that can accommodate at least 200– 500 people.
- A total commitment from your club for two years with a permanent working committee of 8 - 15 members.
- Realistic location with snow cover and a marked trail system
- Letters of support from the Mayor/Town Council shall accompany bid.
- The club must be in good standing with the association.
- Research local bylaws regarding snowmobiling in and around the area and obtain special permission if required.
- Accommodations should be as close together as possible.
- Prearranged bus/taxi/shuttle service is to be supplied to and from the banquet and dance.
- Adequate parking facilities close to events.
- Security resources available 24 hours/day for sled compound.
- First aid resources available.
- RCMP participation
- Yearly ASA Trail Passes and Day Passes must be available for participants to purchase if required.

To bid on the Jamboree, the club must have the following:

- Banquet facility tentatively booked for the proposed dates (no deposit required).
- A list of available facilities and approximate costs.
- Promotional information about the town.
- Trail information and expectations.
- Tentative budget – cost to participate.

## 2. Preparing for the Jamboree:

Congratulations on winning the bid presentation! We look forward to working with your club in hosting the ASA Jamboree.

- Ensure a committed working committee is in place with effective lines of communications. Set regular meeting dates to monitor progress.
- Notify your community that your bid was accepted, reaffirm support and clarify riding restrictions if any.

## 3. Publicity/Promotions

- Arrange for posters/signs/banners to be displayed locally.
- Prepare information for the Executive Director to advertise in Alberta Snowmobiler magazine and other available resources.
- Prepare information for the ASA website to promote the Jamboree. This would include promotional trail pictures, town attractions, registration form etc.

This information is required by January 1, one year prior to the Jamboree, so that your event will receive maximum exposure.

- Prepare a detailed information sheet or brochure, which includes all pertinent information for the ASA office so inquiries may be handled efficiently.
- Ensure hotels have Jamboree information, which their hotel jamboree guests can access (event locations, shuttle info etc.).
- Prepare information package consisting of motel lists, events/agenda, maps of town and trail systems, registration forms and fees.
- Mail information package to all clubs 5-6 months prior to the Jamboree date to inform them of the details. A club list and labels can be requested through the ASA office.
- Advertise:
  - The Alberta Snowmobile Association Jamboree hosted by “The XYZ\_\_\_\_\_Snowmobile Club”.
  - Radio stations.
  - Local and surrounding area papers.
  - All snowmobiles must be registered and insured.
  - ASA Waiver must be signed at time of registration.
  - ASA Rally cards can be used for the rally and may be obtained through the ASA office.
  - All snowmobiles must have a valid ASA Seasonal or ASA Day Trail Pass.
- Jamboree Promotional items:
  - Pins: Your club may develop a Jamboree pin. It is suggested that the cost of these be included with the registration fee and then offered complimentary.
  - Items: There are thousands of items for your club to consider for Jamboree commemorative sales. Hats, t-shirts, sweatshirts, mugs, etc. have all been successful sale items.  
Keep in mind that whatever you choose to sell, ensure it is of good quality and not expensive. Give serious consideration to the number you order. Consider getting approval from the Executive Director prior to ordering.

#### 4. Registration

- Registration for the Jamboree must be sold as a full weekend package, or with ASA prior approval for individual events, if the host club feels it will increase the number of participants.
- Registration fees and full package details will be submitted to the ASA office for approval one month prior to bid presentation.
- 50% of banquet tickets shall be reserved for out of town members/guests, however, if preregistrations have not been received within one-month prior of the Jamboree, those tickets will be made available to the local community for purchase.
- Set a minimum number and base your costs on same (i.e. 250).
- Registration price should include:
  - Friday night hospitality (snacks), cash bar.
  - Saturday breakfast.
  - Saturday lunch
  - Saturday banquet and dance.
  - Sunday breakfast (if you are having breakfast) – some find it convenient to have the participants enjoy the restaurants around town on Sunday morning, as long as you have the facilities to handle the people.
  - Jamboree pin
- Prearranged bus/taxi/shuttle service is to be supplied to and from the banquet and dance facility.
- Registrations should be based on one fee for adults, children 12 years of age and under, at a reduced fee.
- Charge extra for rally (i.e. \$5.00 per hand, silent hands etc.)
- Must be a Trail Pass holder if riding.
- Day Passes may be sold for the rally if the riders do not hold a seasonal Trail Pass.
- The Jamboree is designed as an association member event, however, we want to encourage local participation through the Day Pass or seasonal Trail Pass program. Should the family of the Trail Pass holder wish to attend but are not riding, they do not need a Trail Pass. Only the registration fee is required.
- Local participation for the banquet is encouraged (see “Registrations”).
- It is recommended that the registration lists be kept on a database for ease of reference.
- Set up a separate data base (for the awards) which would include:
  - Club name.
  - ASA Region (NW, Mighty Peace, NE, Central, South.)
  - Member name (last name alphabetical).
  - Trail Pass number.
  - Miles travelled to Jamboree.
  - Miles snowmobiled to the Jamboree.

#### 5. Accounting System:

- Set up a separate financial system for the Jamboree.
- Acceptance of Visa/MasterCard is mandatory.
- Cash boxes are required for cash and receipts.
- Cash handling control: Procedures are to be developed and responsible people are to be assigned to be responsible for the large amount of cash you will have at the registration desk and the cash bar. Night deposits, safety deposit box, or the use of a safe is suggested.

## **6. Refunds:**

- Must be requested in writing 2 weeks prior to the event. Will receive no less than 75% of registration fee.

## **7. Welcome Bags:**

- To be handed out at registration
- May include:
  - Map of town, schedule of events.
  - Trail maps
  - Welcoming letter from ASA President and host club.
  - Any donations or coupons from local businesses.
  - Nametags and meal tickets.
  - Promotional information from the local tourist bureau and businesses.
  - ASA related information.
  - List of Jamboree or Club sponsors so participants may support those companies, hotels, restaurants, gas stations, etc., which support snowmobiling.
  - Jamboree pins
  - ASA developed participant feedback survey form (mailed or website)
  - Welcome letters – ASA, Town, County, Chamber etc.

## **8. Sponsors:**

- Approach local businessmen, etc.
- All correspondence to sponsors shall be sent to Executive Director to ensure no overlap of requests.
- Correspondence is to be approved by the Club's Jamboree Representative and the Executive Director.
- Suggestions for donations: Awards trophies, door prizes, and early bird draw(s).
- Letter should thank all sponsors; include any picture or newspaper articles reflecting their name or products.
- Pursue ASA corporate members in hosting town (i.e. hotels, motels, gas stations, restaurants) to increase ASA corporate membership. Corporate decals for their doors are available upon request.

## **9. Guest Speakers/Guests:**

- This is up to the discretion of the host club (i.e. Mayor, Council, MLA, RCMP, government officials etc.)
- ASA President will be required to speak for a few minutes at the banquet on the Jamboree or snowmobiling issues.
- Pre-designated ASA Representatives should be available to Media and present for dignitary rides.
- Last years Club's Jamboree Representative to present the Jamboree Trophy

## 10. Children's Program:

Children are our most valuable assets and they promote family snowmobile activity at the Jamboree.

- All children under 12 who participate may be recognized by presenting to each child, a Jamboree commemorative token (trophy, ribbon, decal, medal, shirt etc.).

## 11. ASA Awards:

- ASA logo to appear on all awards
- ASA logo will be supplied for use on all awards
- The cost of the awards are the responsibility of the club

Traditional ASA Jamboree awards are presented annually to:

- Best Represented Club.
- Best Represented Region
- Wisest and Most Experienced Riders (male and female)
- Club or Person Traveling the Furthest by Snowmobile
- Club or Person traveling the Furthest to the Jamboree (2003 addition)
- Final award winners will be tabulated from the registration forms prior to the banquet presentations.

Other suggestions, which the club may consider, could include:

- Hard Luck Award
- Contests/competitions which children may participate in
- Oldest Sled on the trail

This is an excellent opportunity to express your appreciation to officials and agencies, which have assisted your club with club projects or initiatives.

Suggestions for additional ASA recognition awards:

- Town
- County
- Municipal District
- Provincial government agencies (i.e. Forestry, Tourism Depts., etc.)
- Chamber of Commerce



## 12. Rally

- ASA rally cards may be used for the rally and are to be purchased through the office.
- ASA Waiver forms must be signed by all those who participate in the ride and kept on file for three years at the ASA office.
- Landowner consent forms and approvals must be negotiated and received prior to the event.
- Rally rules must be posted regarding winnings so there is no confusion.
- Rally chips may be used. e.g. highest and lowest total, magic number.
- Playing cards may be used, e.g. high hand, etc.
- To speed up the line-ups, registration for the rally should begin Friday evening and then open again early Saturday morning.
- All participants must check in at each checkpoint and return by 4:30 p.m. in order to qualify for winnings. Ensure all participants are off the trail.
- All checkpoints should be a safe distance from roadways, and should be equipped with first aid, phones or radios.
- Road crossing guards are required at each road crossing.
- Rally routes are to be selected to accommodate participants who wish to ride short distances, as well as those who are more experienced, and who wish to ride longer distances.
- The rally route is to accommodate one-way traffic.
- The host club shall perform a final sweep of the trail to ensure safety of the participants.

### Organizations to contact:

- Local RCMP
- Local EMS
- M.D.
- Department of Transportation for highway crossings and permits.
- Local Chamber of Commerce, Economic Development & Tourism Board

13. **Trail Marking:** If your trail has permanent ASA approved trail signage there is little more you need to do. If your trail has no permanent markings, the following shall be adhered to:

### Signage

- Hills identified both up and down
- Corners
- Caution
- Stop ahead
- Stop signs
- Two-way traffic
- Road crossings (signs on trail and on road)
- Stay on the trail
- Fences, well marked with ribbon and blind spots marked by signs
- Use of directional arrows (suggest 4" x 8" minimum)
- Hazards within 200 yards of trail marked

## **Ribbon Marked Trails**

Use a variety of colours

- Trail marked (e.g. Orange)
- Obstacles (e.g. Green)
- Hazards (e.g. Yellow)
- Corners (e.g. Orange/blue)

### **Directional Arrows Indicating:**

- Direction of trail
- Uphill/downhill indication
- Stop signs at road crossings
- Signs on roadway to indicate snowmobile crossings

It is essential that the trail be marked and hazards flagged. In case of an accident, negligence on behalf of the club would be a very serious matter and both the club and the ASA could be held responsible. The club must show due diligence in the matter of safety and signing the trail. For trail signage, contact the ASA.

## **14. SNOWMOBILE EMERGENCY PROCEDURE**

- Partner with your RCMP and emergency response authorities in your community to develop an emergency plan in case of an accident.



**SAMPLE**

**FULL WEEKEND REGISTRATION FORM**

\_\_\_\_\_ Snowmobile Club

***ASA JAMBOREE 2001***

Date of Jamboree

NAME: \_\_\_\_\_

(Please print)

SPOUSE: \_\_\_\_\_

# of Children Attending: \_\_\_\_\_ Ages: \_\_\_\_\_

# in Party Attending the Banquet: \_\_\_\_\_

(Note: Banquet is limited to first registrants due to limited space.)

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Club Name: \_\_\_\_\_

ASA Member: Trail Pass #s \_\_\_\_\_

Fees: AMOUNT ENCLOSED: \_\_\_\_\_

(Please circle choices below)

**\$60.00** Early Bird Registration – On or Before Dec. 31 per person

(Includes: Friday's Social, Sat. Breakfast, Lunch on the Trail, Banquet)

**\$70.00** After Dec. 31

(Includes: Friday's Social, Sat. Breakfast, Lunches on the Trail, Banquet)

**\$20.00** for Youth (6 –12 Years)

**FREE** – Children 5 and Under

**\$5.00** Rally cards will be available at the event.

Make cheques payable to: \_\_\_\_\_ Snowmobile Club Jamboree

**NOTE:** All participants must have their snowmobiles registered and insured and be an

Alberta Snowmobile Association Member. Note: The \_\_\_\_\_ Snowmobile Club

supports the ASA's Trail Pass Program. Seasonal or Day Passes available on Friday & Saturday.

**REFUNDS:** Must be requested in writing 2 weeks prior to the event. Will receive no less than 75% of registration fee.

Mail To:

\_\_\_\_\_ Snowmobile Club

Address

For more Information: Contact Name & Phone Number

**For online forms and information: [www.altasnowmobile.ab.ca](http://www.altasnowmobile.ab.ca)**



**SAMPLE**

**RALLY REGISTRATION FORM**

\_\_\_\_\_ Snowmobile Club

***ASA JAMBOREE 2001***

Date of Jamboree

NAME: \_\_\_\_\_

(Please print)

SPOUSE: \_\_\_\_\_

# of Children Attending: \_\_\_\_\_ Ages: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Club Name: \_\_\_\_\_

ASA Member: Trail Pass #s \_\_\_\_\_

Fees: AMOUNT ENCLOSED: \_\_\_\_\_

(Please circle choices below)

**\$20.00** Early Bird Registration – On or Before Dec. 31 per person

(Includes: Sat. Breakfast and Lunch on the Trail)

**\$25.00** After Dec. 31

(Includes: Sat. Breakfast, Lunch on the Trail)

**\$10.00** for Youth (6 –12 Years)

**FREE** – Children 5 and Under

**\$5.00** Rally cards will be available at the event.

Make cheques payable to: \_\_\_\_\_ Snowmobile Club Jamboree

All participants must have their snowmobile registered and insured and be an

Alberta Snowmobile Association Member. Note: The \_\_\_\_\_ Snowmobile Club

supports the ASA Trail Pass Program. Seasonal or Day Passes available on Friday & Saturday.

Mail To:

\_\_\_\_\_ Snowmobile Club

Address

For more Information: Contact Name & Phone Number

**For online forms and information: [www.altasnowmobile.ab.ca](http://www.altasnowmobile.ab.ca)**



**SAMPLE**

**BANQUET REGISTRATION FORM**

\_\_\_\_\_ Snowmobile Club

***ASA JAMBOREE year***

Date of Jamboree

NAME: \_\_\_\_\_

(Please print)

SPOUSE: \_\_\_\_\_

# of Children Attending: \_\_\_\_\_ Ages: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Club Name: \_\_\_\_\_

ASA Member: Trail Pass #s \_\_\_\_\_

Fees: AMOUNT ENCLOSED: \_\_\_\_\_

(Please circle choices below)

\$40.00 per person

(Includes: Sat. Banquet)

\$20.00 for Youth (6 –12 Years)

FREE – Children 5 and Under

Make cheques payable to: \_\_\_\_\_ Snowmobile Club Jamboree

Mail To:

\_\_\_\_\_ Snowmobile Club

Address

For more Information: Contact Name & Phone Number