

CHESAPEAKE BAY RAILROADERS

**Operating the Chesapeake Bay and
Western HO Scale Model Railroad**

MEMBERS HANDBOOK

Amended, March 2020

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Introduction

This handbook is designed to serve as a compendium of information on the structure, organization, and operations of the Chesapeake Bay Railroaders. In the absence of specific decrees made by the elected officers, Board of Directors, or approved by the general membership, this handbook is to serve as a guideline for the activities of both officers and regular members in the development of the Chesapeake Bay & Western (CB&W) Railroad.

Situations that occur which are not specifically covered within the CB&W Member Handbook/By-Laws is left up to the discretion, interpretation, and implementation of the board. If deemed necessary by the membership, a permanent change to the Handbook can be proposed and approved in accordance with (IAW) Handbook guidance within this document. (added August 2020)

Mission Statement

The mission of the CB&W Model Railroad Club, as a non-profit organization (501c3), is to construct and operate a fictional miniature railroad representing portions of the eastern United States, particularly the mid-Atlantic and points west. This railroad will be used to promote and educate the public about the Model Train hobby, while providing a setting for the exchanges of ideas and techniques, fellowship, and fun amongst the club's members. As the "largest HO Scale Layout" in the state of Virginia, we support our mission through execution of the following:

1. **Public & Private Events** – CB&W schedules a minimum of four Open House events, annually, at no charge to the general-public. The club is also open to visitors year-round. CB&W is open to all groups who would like to schedule private events, such as the Boys Scouts, church & school groups, etc., by appointment.
2. **Public Awareness Activities** – CB&W participates in local model train shows and events by supporting a display and information booth. At such events, CB&W members are available to share their knowledge and discuss the CB&W Railroad Club. In most cases, a layout photo display, along with a HO Scale module are available for viewing. Information about the club and upcoming events are also distributed. CB&W will also leverage other public facing channels, newspaper, radio, social media, to inform the public about the organization and upcoming events.
3. **Operational Layout** – Our operational HO Scale layout is located at 110-F Dare Road in Grafton, VA. This layout is currently one of the largest HO Scale permanent layouts in Virginia, as well as one of the largest club layouts in the Mid-Atlantic region of the United States. Revenues to support operations are generated from membership dues, donations, and proceeds from white elephant table sales during Open House events.
4. **Membership** – CB&W will continue to maintain, recruit, and educate its current membership by promoting the values outlined in the current by-laws. These cover all aspects of managing, maintaining, and governing a not-for-profit organization and the HO scale operational layout.

Constitution

ARTICLE I --- Name

The name of the club shall be Chesapeake Bay Railroaders.

ARTICLE II --- Purpose

The purpose of this club shall be to promote and maintain interest in the hobby of model railroading, and the fellowship to be derived there from which makes the hobby an institution of enjoyment.

ARTICLE III --- Membership

Any person interested in the purpose of this club who meets the qualifications set forth in the bylaws may be elected to membership.

ARTICLE IV --- Officers

The club shall have four (4) officers: President, Vice President, Secretary, and Treasurer.

ARTICLE V --- Board of Directors

The Board of Directors shall consist of the four (4) officers and the past president.

ARTICLE VI --- Amendments

The constitution may be altered or amended by a majority vote of the voting membership present at any business meeting, provided the Secretary has notified all members of the proposed change(s) one month in advance of the business meeting. Members who are unable to attend may vote by proxy.

By-laws

SECTION I --- Membership Classes and Definitions

A. There shall be four (4) classes of membership: (1) Regular, (2) Junior, (3) Probationary, and (4) Honorary. The maximum number of all members, excluding Honorary members shall be eighty (80).

1. Regular Member shall be one whose dues are not more than two months in arrears, and who is eighteen (18) years of age or older.
2. Junior Member shall be fifteen (15) through (17) years of age. The maximum number of junior members shall be fifteen percent (15%) of the maximum number of all members as defined in Paragraph A (rounded to the next larger whole number). Current Junior Members will not lose their membership if the total drops, raising the percentage of Junior Members above twenty percent (20%).
3. Probationary Member shall be a member who does not have voting or clubhouse key privileges, such as new members not yet voted into the club or members who have been demoted to probationary status by vote of the membership due to some infraction of the club bylaws.
4. Honorary Membership shall be conferred upon such persons entitled to such consideration.
5. (Added March 2020) TDY or Medical Leave of Absence: shall be a member whose current occupation or medical status has become such where participation in club activities is not possible, shall be permitted the following:
 - a. Suspension of dues be allowed from the beginning of month when the request is granted.
 - b. Said dues are reinstated on the first day of the following month upon notification of the member's intent to return.
 - c. During this period of time, the member does not count against the total club membership.

B. Any Regular or Junior Member is eligible to cast a vote on any matter before the club.

SECTION II --- Membership Class Procedures

A. Any person who is interested in the purpose of the club may become a member, in the classification for which that person may qualify, through the following procedure:

1. Prospective member fills out membership application and submits a \$10 non-refundable application fee.
2. Membership applications received after last business meeting are announced at the next business meeting and a vote taken to accept/reject the membership application. If accepted:
 - a. Mentor is assigned.
 - b. Three-month probationary period begins.
3. Third month after membership application is accepted prospective member is eligible to be voted on by membership. If prospective member is voted in and present at the meeting, they will:
 - a. Pay an initiation fee equal to two months dues plus the current month's dues.
 - b. Issued a key upon payment of the current key fee.

If probationary member is not present at the meeting when he/she is voted in, the procedure is as follows:

- a. Vice President will send a letter stating that he/she was voted into the club and has two weeks to respond to accept or decline club membership.
- b. Letter will detail the all fees due and the process for submitting payment.
- c. Letter will detail the procedure to obtain a building key (if eligible) from either President or Treasurer after payment of the current key fees.
- d. Should no response to the letter be received within 20 days, it will be assumed that person has declined club membership and will be removed from active or probationary membership status.

Any person(s) who have declined membership may reapply for membership after 9 months or by paying a fee equivalent to initiation fee and amount of dues, which would have been charged if member had accepted membership after initial club vote on their membership. If prospective member has extenuating circumstances (military deployment, medical issues, etc.) that prevent active participation in the club for an extended period of time, a written request can be submitted to the Vice President requesting that his/her membership activation be delayed until he/she is able to become an active member in the club.

B. Honorary Members shall be approved by a simple majority vote of those members present and voting.

SECTION III --- Termination of Membership

A. Expulsion

1. Expulsion from any class of membership may be made by a simple majority vote at any regular or special business meeting, provided that the proposal has been announced at the previous meeting and the member has been notified of the proposal.
2. Reasons for expulsion may be:
 - a. Failure to cooperate.
 - b. More than two (2) months overdue balance of dues account.
 - c. For such other definite reasons as may be deemed sufficient by the membership.
3. Anyone expelled may not be reinstated for at least twelve (12) months from the date of expulsion. To be reinstated the individual must follow the procedures as outlined in Section IIA.

B. Resignation

1. Any member who desires to terminate his membership will notify any club officer of such and return their building key.
2. A member who resigned may petition the membership for reinstatement at any time. To be reinstated, the individual must be accepted by a majority of those members voting. No initiation fee is required but any dues that were owed at the time of resignation must be paid.
3. A member who was more than two (2) months in arrears in their dues at the time of resignation may petition the membership for reinstatement after twelve (12) months. To be reinstated, the individual must be accepted by a 2/3 vote of those members present and voting. An initiation fee of two (2) months dues will be paid upon being voted back into the club.

In the case of expulsion or resignation, any advance payment of dues or assessments will be refunded.

C. Former members access to club.

1. Former members expelled for cause, i.e. misconduct, are prohibited entry or use of any club facilities. Former expelled members who enter the club facility will be considered trespassing and may be prosecuted. Members that invite expelled member into the club facility are subject to disciplinary action as determined by the membership.

2. Former members who have resigned or have been expelled with their dues in arrears may only enter the club facility during scheduled club operating sessions or during a scheduled business meeting. Former members in this category may not operate on the layout unless and until they have applied for re-admittance in accordance with the provisions of Section III A.3. or Section III B. 3.

3. Former members who have resigned in good standing, i.e. with dues paid up and key returned, have unrestricted access to the club as an escorted guest.

SECTION IV --- Dues and Assessments

A. Regular Members shall pay dues of \$25.00 per month, due on the first of the month.

B. A Junior Member shall pay dues and initiation fee equal to one half (1/2) those of a Regular Member.

C. Honorary Members are required to pay no dues, fees, or assessments.

D. Assessments, not to exceed twelve (12) month's dues in any calendar year, may be levied upon the voting membership by a simple majority vote.

E. Members who are assigned to another locality for more than two months and who notify the club of their temporary absence will receive dues credit for time absent upon returning to active club membership.

F. Families with one adult member and more than one junior member will be charged dues as follows: Adult member - normal dues, first junior member -normal dues, additional junior members - one-half (1/2) the normal junior member dues.

G. Overdue balance of dues account. CB&W members who are greater than two (2) months in arrears in dues are entitled to one written notice per year (either e-mail or USPS mail). Following such notice, the notified member must pay all dues in full to a zero current balance including dues that are due by the next month's business meeting. Members will get only one notice in a calendar year and partial payments of past due amounts are not acceptable. If the dues balance is not current by the next business meeting, or for a subsequent infraction, Section III, Para. A.2.b. will apply.

SECTION V --- Meetings and Quorums

A. Regular meetings will be convened every Thursday except holidays, beginning with the first Thursday after New Year's and concluding with the Thursday before New Year's.

B. Business meetings will be convened on the first Thursday of each month. The Board of Directors may call a special business meeting if a situation warrants it.

C. Any meeting may be cancelled or moved to another night of the same calendar week by a simple majority vote at a previous meeting.

D. Quorum:

1. A quorum consisting of at least twenty-five percent (25%) of the voting membership will be necessary to transact business at any regular or special meeting. (Amended March 2020)
2. At least one officer must be present.
3. A simple majority is defined as the majority of those members present and voting.

SECTION VI --- Elections

A. The election of officers shall be held each year at the February business meeting.

B. The elected officers shall consist of a President, Vice President, Secretary, and Treasurer.

C. The first business meeting of the calendar year shall have election nominations as a mandatory agenda item. The Secretary shall distribute the printed ballots to all members within one week.

D. Nominations shall be made and closed by a simple majority vote.

E. Voting shall be by secret ballot. A simple majority shall be required for the election of any officer.

F. Officers shall be elected for a one (1) year term and may be reelected for only one succeeding term, except for the Secretary and Treasurer who may succeed them indefinitely.

G. No person may be nominated or elected to more than one (1) office.

SECTION VII --- Prerequisites for Elected Officers

A. Each officer shall be a regular member in good standing, twenty-one (21) years of age or older, and eligible for bonding. Each officer shall have been a regular member for six (6) months or more prior to the date of election.

B. The President shall have been a member of the Planning Committee for at least one (1) full term.

SECTION VIII --- Duties of Officers

- A. The President shall perform the usual duties of such office, preside over all business meetings and shall be a member ex officio of all committees.
- B. The Vice President shall perform all the duties of the President in his absence. Will serve as Chairman of the Membership Committee and maintain the list of property (excluding train equipment) on loan to the club supplied by individual members.
1. Be responsible for maintaining and distribution of current list of active and honorary members.
 2. Coordinate the new member orientation process, including assigning mentors to probationary members, as well as managing the new member mentorship program.
 3. Distribution and review of new probationary member checklist.
- C. The Secretary shall:
1. Record minutes at all club business related meetings.
 2. Be responsible for making all official mailings of club correspondence.
 3. Be responsible for maintaining the file of minutes and club records.
 4. Keep a file of all club correspondence.
 5. Be responsible for notifying all members of any special activities.
- D. The Treasurer shall:
1. Receive and record all monies.
 2. Be responsible for a report of receipts and expenditures at the business meetings each month.
 3. Authorize and make all disbursements up to and including \$75.00.
 4. Be responsible for maintaining a dues account for each member and clearly identifying members who are in arrears with their dues account.

SECTION IX --- Duties and Authority of the Board of Directors

- A. The Board of Directors shall conduct, manage, and control the affairs and business of the club in any matter not spelled out in the bylaws of the club.

- B. Any decision by the Board of Directors may be reversed by a simple majority vote of the membership.
- C. The Board of Directors shall prepare an annual budget and present it no later than the third business meeting of the calendar year.
- D. The Board of Directors shall present an outline of work to be done in the upcoming quarter to the membership.
- E. The Board of Directors shall authorize disbursements by the Treasurer for any transactions of more than \$75.00.
- F. The Board of Directors shall have the authority to decide whether a returning former member shall be granted membership, denied membership, or must reapply for membership.

SECTION X --- Removal of Elected Officers

- A. Any elected officer missing four (4) consecutive business meetings must automatically stand for reelection. The voting membership must be notified of the interim election and the officer may be reelected or replaced.
- B. Any elected officer may be removed from office for just cause, following a motion from the floor and approval by a majority vote at any subsequent meeting. Expulsion from the club is not mandatory.
- C. Special Elections
 - 1. In the event that there is a vacancy on the Board of Directors, a special election will be held. Nominations will be made at the first business meeting after the office becomes vacant. The special election will be held at the following business meeting.
 - 2. Nomination and voting will follow the same procedures listed in Section VI (ELECTIONS).
 - 3. The term of office shall be for the unexpired term of the officer being replaced.

SECTION XI --- Committees

- A. There shall be ten (10) standing committees. Committee chairman shall be appointed from the membership by the President (elected officers are not eligible to be standing committee chairmen). The duties of the committees are as follows:
 - 1. DCC/Electrical (combined Jan 2018) - Design, procure, install, and maintain all electrical circuits, wiring, DCC equipment, wiring and related devices.

2. House - Maintain club headquarters and property.
 3. Track - Design, procure, install, and maintain all track and bench work.
 4. Scenery - Design, procure, install, and maintain all facilities of the club not included in SECTION XI, Article A, Paragraphs 1, 3 and 8.
 5. Standards
 - a. Shall define standards for all rolling stock and motive power.
 - b. Shall supervise the inspection and approval of all rolling stock and motive power in accordance with said standards.
 6. Operations - Shall seek to create a prototypical environment for the Chesapeake Bay and Western RR through the conception and implementation of an operating timetable and car routing system.
 7. Webmaster – will update and maintain the official club website.
 8. Public Relations/Media – Shall develop, coordinate, and execute the communications plans for the organization, which may include press, radio, TV and social media.
 9. 501(c)(3) – Shall be responsible for all matters related to our non-profit charter(s). This may include, but is not limited to:
 - a. Coordination and distribution of donation letters to donors.
 - b. Communicate with CB&W Officers regarding any organizational requirements (Federal, State, Local), paperwork and associated fees.
 - c. Communication with CB&W treasurer regarding collection of monetary, physical, and in-kind donations.
 10. Open House – Shall develop processes, plans, and manage club sanctioned open house events.
- B. There shall be a Planning Committee whose duty it is to set long range plans of model railroad operations. The committee will be made up of the elected officers, the chairmen of the standing committees and will be chaired by the President. The Planning Committee is to meet every three months, during the months of February, May, August, and November. The Planning Committee may meet on other occasions as deemed necessary.
- C. There shall be a Membership Committee chaired by the Vice President.

SECTION XII --- Forced Move and Dissolution

- A. The bylaws shall not conflict with any landlord/tenant agreements entered by the Chesapeake Bay Railroaders.
- B. In the event of a forced move of the Chesapeake Bay Railroaders, the following rules shall be observed:
1. The Planning Committee shall set up a timetable and procedure for dismantling operations.
 2. All emphasis shall be placed on the orderly evacuation of location and conservation of the club's assets until a new location can be found.
 3. Available temporary storage facilities will be used as required.
 4. Only the club property and equipment, which cannot be advantageously reused, or easily stored, shall be converted into cash.
- C. In the event of a dissolution of the Chesapeake Bay Railroaders, which shall required a 2/3 majority vote by the voting membership, all assets will be distributed in accordance with the following rules:
1. The Planning Committee will set up a timetable and procedure for dismantling operations and sale of all assets.
 2. Members will have first preference in the purchase of the club's assets.
 3. Regular and Junior Members will participate in the distribution of cash more than obligations and accounts payable. Said cash shall be distributed in the amounts specified below, on a twelve (12) month prorated basis to allow for the payment of further bills. Each regular and Junior Member at the time of dissolution shall receive the same percentage of said cash as his percentage of total club time, in months, defined as follows: Club time for any member is the time that the member has been a Regular Member, plus one half (1/2) the time the member served as a Junior Member.

SECTION XIII --- Miscellaneous Provisions

- A. Contributions of rolling stock or other equipment will become the property of the club and will not be returned to the donor unless approved by a simple majority vote.
- B. Equipment specifically loaned to the club remains the property of the member making the loan, but the maintenance of the loaned equipment shall be the responsibility of the club.

- C. The club at the discretion of the Board of Directors shall bond the office of Treasurer.
- D. "Roberts Rules of Order" when not in conflict with the bylaws of the Chesapeake Bay Railroaders shall govern all procedures.
- E. Member supplied equipment are those items mandated by vote of the membership that are required to participate in CB&W operations. Currently mandated items are listed in the Operations Appendix

SECTION XIV --- Amendments and Suspensions

- A. Amendments of the bylaws may be made by a simple majority vote provided the Board of Directors has approved the amendments and announced at the previous business meeting.
- B. Suspension of all or part of these bylaws may be made by a two-thirds majority vote of those members in good standing voting. A suspension of the bylaws shall be limited to the current meeting only.

SECTION XV --- Modifications to the Layout

- A. This section addresses methods by which modifications (mods) to the layout may occur. The purpose of formalizing this procedure is to ensure that all mods are properly thought out so that minimum impact on the operation of the layout will occur. This will ensure mods will be done using any of the new "best practices" outlined by the Committees. Mods to existing tracks, turnouts, and structures should not happen unless there is a clear advantage to the change.
- B. The mod procedure is as follows:
 - 1. A member proposes a mod to the Planning Committee. Their proposal should provide a clear picture of what his mod will accomplish.
 - 2. The Planning Committee will:
 - a. Approve the mod by majority vote if it is minor in nature and deemed not controversial.
 - b. Approve the concept of the mod and request the proposing member to present a more specific proposal (elements listed below) to the Planning Committee. The Planning Committee will review the more specific proposal and approve it by majority vote or determine that the member should present his proposal to the membership.
 - c. Disapprove the proposed modification.
 - d. Elements of a specific proposal (when appropriate):

- 1). Scale or full-size drawings of all work required supporting the proposal. This should include track, scenery, bench work, house related, etc.
 - 2). List/cost of materials
 - 3). Project schedule, target completion date, resources needed from members to support and name of designated project manager.
 - 4). Advantages/disadvantages of the modification
 - e. If the mod is of a magnitude that the Planning Committee deems it necessary for the club to vote on it, the proposing member will present his proposal at a business meeting and the club will vote on it at the following business meeting. A majority vote of the club is required for approval of the mod (present or proxy).
 - f. If the Planning Committee does not agree to a modification and the member still believes the modification has merit, he may present an outline of his proposal at a business meeting. At a subsequent business meeting, following presentation of a more specific proposal, the club may, by majority vote (present or proxy), approve the mod.
3. No mod, which hampers the operation of the railroad, will commence until all the material is on hand or known to be available. Mods should be completed as quickly as possible. The member in charge of the mod should inform the Board of Directors of any delays in completion of the project.

ORGANIZATION

The Chesapeake Bay Railroaders organization is depicted on the accompanying chart. The President and Board of Directors, with input from the Planning Committee, formulate the overall goals of the club and subsequently plan for their implementation.

The Planning Committee, defined in the bylaws to consist of all standing committee chairmen plus the Board of Directors, is responsible for the planning and implementation of specific tasks across the entire spectrum of the club. In this position, the committee chairmen will have authority over a specific range of efforts of the entire membership of the club as defined in the bylaws.

Within the framework outlined above, every Regular, Junior, and Probationary Member is eligible to participate in the work of all standing committees.

APPENDICES

The maintenance of each of the attached appendixes is the responsibility of the appropriate committee chairman. The appendixes are intended to provide members information and guidance in the technical operation of the club and the Chesapeake Bay & Western Railroad. Periodic additions and updates will be made by the responsible committees and submitted to the membership for approval. Changes will be presented and voted on at the same business meeting unless the committee chairman feels the change is extensive and should be published for the membership in advance of voting.

Committee chairmen are responsible for providing a legible copy of approved changes to their appendixes to the secretary for inclusion in the club master copy of the Member Handbook.

APPENDIX A -- STANDARDS

A. Operations - Motive Power and Rolling Stock (applies for all club sanctioned events)

1. All equipment must meet NMRA standards.
 2. All rolling stock **must** have metal wheel sets beginning January 1, 2016.
 3. Trucks must be free rolling and free of wobble. Wheel sets must be in gauge as determined by the NMRA standards gauge.
 4. All rolling stock shall be weighted according to the following formula: Weight = 1 oz. + 1/2 oz. for every inch of car length. Tolerance on weight is +/- 1/4 oz. All weights must be fastened to the car. Loose weights are not permitted.
 5. Kadee or Kadee compatible magnetic type couplers will be used on all equipment.
 6. All freight and passenger equipment less than scale 55 ft. in length will have body-mounted couplers.
 7. All freight and passenger equipment greater than scale 55 ft. in length may have either body or truck-mounted couplers.
 8. All couplers will be securely attached to the equipment.
 9. Dummy knuckle couplers or drawbars may connect unit trains or unit car sets. "Hook and Horn" couplers will not be used. The couplers on both ends of the unit train or car set will be Kadee or Kadee-compatible and meet all club standards.
 10. All couplers must meet height standards as indicated by a Kadee gauge that checks both coupler height and trip pin clearance.
 - a. Coupler height tolerance is +/- one gray washer (+/- .010 in).
 - b. Couplers must have a properly working knuckle return spring.
 - c. Couplers must have a free acting centering spring.
 - d. Couplers must center after a push to either side.
 11. All equipment must be inspected by club member, qualified to perform inspections, before the equipment can be left on the layout or used during a club operating session.
- B. Equipment must pass both a static test and a dynamic test. Motive power is not inspected for weight, only wheel gauge and coupler height. The static test ensures

equipment meets the standards specified in paragraphs 1 through 5 above. The dynamic test ensures the equipment will operate on the layout.

C. The club makes no attempt to rate a locomotive's pulling power. Accordingly, this determination is left to the individual Member. However, when making this determination, due consideration should be given to the continued use of "Rail Zip" for track maintenance by the club.

D. The static test consists of checking the car for the proper weight; checking the wheel sets to insure they are in gauge; and verifying that the couplers are properly mounted. Additionally, couplers are checked to see that they are at the correct height and that the coupler trip pins will not foul the rail. Cars not meeting the weight standard may be acceptable if they pass the dynamic test.

E. The dynamic test involves running a train, consisting of at least 5 cars, forward from Langley Yard to Columbia Furnace. Upon arrival at Columbia Furnace the train returns to Langley Yard by backing up. Equipment must travel in both directions without derailing to pass the dynamic test.

F. Once inspected, equipment is marked as follows:

1. Successful completion of static test: Yellow dot with inspector's initial
2. Successful completion of static test: Red dot with inspector's initial for exception for weight
3. Successful completion of dynamic test: Blue dot with date, mo/yr

G. Numbering schemes.

1. All motive power and rolling stock to be identified with the Chesapeake Bay & Western RR will be identified with a numbering scheme as established by the Standards Committee, regardless of whether it be owned by the club or by an individual. All motive power will be identified by engine type and car type and owner will identify all rolling stock. Specific information on this subject is on file with the Standards Committee.

H. Painting Schemes.

1. All club-owned motive power, rolling stock, and railroad structures, as well as all individually owned equipment intended to represent the Chesapeake Bay & Western RR, will conform to established painting schemes.

a. Operating Equipment

- 1). Steam Motive Power - black with deluxe gold lettering.

- 2). Diesel Motive Power, 1st generation - Floquil RR 57
Enchantment Blue primary, RR 100 Old Silver secondary, red lettering.
- 3). Diesel Motive Power, 2nd generation - Floquil RR 51 Light Blue
primary, RR 100 Old Silver secondary, red lettering.

- b. Passenger equipment - Coach Green, Duluxe Gold lettering.
- c. Freight Equipment, 1st Generation:
- d. Reefer - Floquil RR 133 Armour Yellow, Box CAR Red, black lettering
- e. Box, Flat - Box Car Red, white lettering.
- f. Covered Hopper - Reefer Gray, white lettering; Reefer Gray, black lettering; black, white lettering.
- g. Special Service Hopper, ore, woodchip - Box Car Red, white lettering.
- h. Caboose - Floquil DH 10 Caboose Red, black roof, white lettering.
- i. Maintenance - gray, black lettering.
- j. All others - black, white lettering.
- k. Freight Equipment, 2nd Generation. The following schemes are supplemental to the 1st Generation schemes, which also form a basis for 2nd Generation equipment.
- l. Box, Caboose - Floquil RR 51 Light Blue, RR 100 Old Silver, red/white lettering.
- m. Covered Hopper - Box Car Red, white lettering.

2. Structures

- a. All railroad structures will be painted, stained, or dyed.
- b. All pre-painted structures will be weathered.
- c. Primary lettering on all stations, towers, and all major maintenance structures will be 1/8-inch block gothic (black) with white background and black border.
- d. Brick - Natural red, black slate or shingle roof.

- e. Wood - Gray with white trim, black slate, shingle, or paper roof.
- f. Specific information regarding color configurations and lettering schemes is on file with the Standards Committee.
- g. Track

3. Standards

- a. Minimum turn radius:
 - 1). Mainline and yards - 40" ii. Industrial area - 18"
- b. Minimum turnout:
 - 1). Mainline and yards - #8
- c. Rail size:
 - 1). Mainline code - 100 ii. Branch - code 83
- d. Maximum grade:
 - 1). Mainline - 2.0%
- e. Minimum clearance (Vertical and side):
 - 1). NMRA standard
- f. Track separation:
 - 1). Mainline, center to center - 2 5/8"

4. Procedures

- a. Risers and spline should turn smoothly and avoid sudden dips and rises. It should be level side to side.
- b. Roadbed: Hemasote cut at a true 45-degree angle. Avoid roadbed joints over spline joints or directly over risers. Roadbed joints should be smooth. Round off edge for better ballast adhesion.
- c. Track: Follow the centerline of the roadbed Keep curves smooth. Flex track is to be laid with a sliding rail on the inside of the curve (the longer rail). Track must conform to the NMRA gauge.
- d. Fasteners: Tacks may be used in ties, to be removed upon ballasting. Insert spikes where rails end, or other problems occur. Spikes in the flange way must be no higher than the molded spikes.
- e. Plastic rail joiners: Check with the Electrical Committee for placement. Avoid tunnels, bridges, tops of risers, roadbed joints and curves.
- f. Turnouts: Before installing, check gauge and fitness. Pre-drill the roadbed for a Tortoise switch machine. Provide clearance between the throw bar and the roadbed.

g. Wiring: Soldering drop leads will be the responsibility of the Track Committee. Check with the Electrical Committee if there are any questions.

5. Conclusions

- a. Finished track must be free of sudden dips, rises, kinks, rail alignment problems and substandard radius.
- b. Finished track work is subject to inspection by the Track Committee Chairman.

I. Electrical

1. All electrical systems have been conceived and implemented according to standard practices developed by the Electrical Committee. These practices, which will be adhered to in any subsequent effort, as well as in any modification to existing configurations, can be found in the electrical handbook.

APPENDIX B --- OPERATIONS

SECTION I. Layout Startup and Shutdown Procedures

A. Startup Procedures.

1. Safety Check.

- a. Conduct a quick visual inspection of the layout to be certain that no trains, cars, etc. have been left on the mainline tracks.
- b. Check and ensure all yard track power switches are OFF (toggle switches are centered, and rotary switches are in the 12 o'clock position), and all turnouts are set to straight through.
- c. Ensure all dispatch rotary switches are in the OFF (12 o'clock) position.
- d. Layout Power.
 - 1). Turn on the layout power switches (marked ---)
 - 2). Check the voltage of each cab to be sure all throttles have been zeroed. If a voltage indicates hit the kill button on the appropriate throttle.
 - 3). If using DCC power, turn on the DCC switch.

2. Shutdown Procedures.

a. Layout Power.

- 1). Ensure all dispatch rotary switches are in the OFF (12 o'clock) position.
- 2). Turn off DCC power, if used.
- 3). Hit the kill button on each throttle to ensure they are powered down.
- 4). Turn off the layout power switches (marked --).

b. Safety Check.

- 1). Remove all train equipment from the main lines.
- 2). Remove all personal equipment from the layout unless staged for the next club session.
- 3). Ensure all yard track power is OFF (toggle switches are centered, and rotary switches are in the 12 o'clock position), and all turnouts are set to straight through.

SECTION II. General

A. General rules, restrictions and definitions for member-owned equipment left on layout:

1. Langley Yard: no overnight storage is permitted on Tracks 1,2,3,12 and 13.
2. French Creek Yard: no overnight storage is permitted on tracks 1,2,3, 10 and 11.
3. Passenger Yard: no overnight storage is permitted on two of the four tracks. Specific tracks numbers are not specified.
4. Siding at Hage Junction: no storage is permitted on this siding at any time.
5. One pass-through track must be open in both the upper and lower staging yards.
6. No rolling stock or passenger car storage is permitted in the Steam Facility.
7. No restrictions on overnight storage in the auto-rack yard.
8. Club members can store one train in the building on the layout overnight.
 - a. Stored trains can only be as long as the shortest track for the yard where you are storing that train.
 - b. Club members are allowed overnight storage on the layout from the end of the monthly business meeting until the last day of the month.
 - c. No overnight storage is permitted from the 1st of the month until the end of the business meeting. This will be the monthly “purge”.
 - 1). Any member-owned locomotives, rolling stock or passenger cars left on the layout can be run by anyone, in accordance with the existing by-laws.

B. No member may operate the layout until they have been briefed on operating and Startup/Shutdown Procedures.

C. Rolling stock left on the layout, whether CB&W owned or member owned is available for all members to use when not actually in use by the owner and must meet CB&W Equipment Standards in Appendix A, Paragraph A.

D. Members who use any equipment left on the layout assume responsibility for prudent use and will repair, replace, or otherwise make restitution for damage or loss resulting from said member’s use of such equipment. This is essentially an honors system. Members are cautioned that leaving equipment on the layout is not without risk. The club assumes no liability for members’ equipment damaged by other members.

E. Unit Trains of all types are generally excluded from the coupler standard. Unit trains may be any (usually) single car type train customarily connected with drawbars including unit passenger trains. Unit trains left on the layout tracks must have couplers meeting CB&W standards at each end unless the prototype would have a coupler only on one end.

F. The volume level on sound equipped locomotives will be adjusted so as not to be annoying to other members and visitors. QSI sound systems will have their volume (CV51) set no higher than 50% of maximum. Soundtrax systems volume (CV 50) will have a maximum setting of 13.

SECTION III. Operating Rules and Restrictions

A. General rules, restrictions, and definitions for all run and operating sessions:

1. **Run Session:** Any scheduled club session (Thursday Evening, Open House, Visitor) that primarily runs trains of any length, without emphasis on switching, between French Creek and Langley, and is controlled by a dispatcher.

2. **Operating Session:** A more formal club session with an emphasis on 'operating' a railroad. Emphasis is on switching, ordered train movement through timetables or train sequencing, and simulation of commodity traffic and uses dispatcher control.

3. **Train.** A train is defined as any movement that includes one or more locomotives between any two or more named locations on the Mainline. Switching operations within a yard or named location off the mainline is not considered a train.

4. **Communications.** All members must provide their own communication radio for Run and Operating Sessions. The standard communications radio is a non voice activated 14 channel, 38 privacy code, FRS radio with switch activated headsets. VOX will be turned **OFF**. When a session requires use of radios, the frequency to be used will be determined by the assigned dispatcher or the Club Operations Chairman. When using two Dispatchers, separate radio frequencies will be used from French Creek Yard to Tunnel Switch and from Tunnel Switch to Langley Yard.

5. **Verbal Track Warrant (VTW).** Verbal instructions provided by the dispatcher to control movement of trains on the layout. For example: "French Creek Peddler is cleared for departure Langley Yard westbound with 5 cars through to Rapidan, Report OS".

6. **On Station (OS).** Report provided by engineers to inform Dispatcher of current location. Engineers will report each station to the dispatcher, unless voided by the current VTW. Engineers must report arrival at station when preparing to conduct switching operations, or to depart/return to the mainline. Reportable stations are currently: French Creek, Widen, Winchester, Keezletown, Columbia Furnace, Rapidan,

Croaker, Arsenal, Langley Yard, and Phoebus.

7. **DCC Operations.** Engineers desiring to use DCC must provide their own DCC throttle compatible with a Digitrax command station. Decoders must meet NMRA standards. Position 6 on the block selector switches on the dispatcher's panel is set for DCC.

8. **DC Operations.** Engineers desiring to use DC locomotives must use club supplied throttles. Positions 1 through 5 and 7 through 11 on the dispatcher's panel are for the appropriately numbered mainline throttle.

a. All rolling stock used during Run and Operating Sessions will meet club standards found in CB&W Handbook Appendix A, paragraph A.

b. All trains operating during a session will have the rear of the train marked in a prototypical manner. Freight trains will have a Caboose, End-of-Train (EOT) device or Flashing Rear End Device (FRED). Passenger trains will have either an observation car or car with identifiable markers (working or non-working) indicating the last car of the train.

c. Upon completion of the session, a short review will take place to identify areas for improvement and locations that need maintenance.

B. Weekly Run Sessions (Normal Thursday Club Sessions):

1. If more than three operators are running trains, a Dispatcher should be assigned to control train movement. If two or three operators are running trains and there is a mix of DC and DCC systems used, one operator should be designated to double as a dispatcher to work the board as needed.

2. Generally, weekly run sessions will consist of only through runs between Langley Yard and French Creek Yard but can include local switching operations by exception.

3. Departures from French Creek Yard can be westbound through the reverse loop onto the eastbound mainline, or after coordination with dispatcher/other operators, eastbound onto the westbound main with crossover at **NITRO** switch onto the eastbound main.

4. Departures from Langley Yard will be westbound on the Yard Lead to Arsenal. e. There is no train length restriction during Weekly Run Sessions unless the session has been declared an Operating Session.

5. Superiority Rules are in effect.

C. Open House Sessions:

1. Train length will be restricted to the length of the siding available for setup in either Langley or French Creek Yard, even if it is stored in the St. Louis or Phoebus Staging Areas.

2. Two Dispatchers will control the railroad during Open House Sessions. All engineers, yardmasters, trainmasters, and dispatchers will use radios with switch-activated headsets.
3. Eastbound departure from French Creek Yard will be west through the reversing loop onto the Eastbound Main.
4. Westbound departure from Langley Yard will be west through yard lead to Arsenal.
5. Continuous running on main through the Phoebus Reverse Loop and the French Creek Reverse Loop will be controlled and coordinated by Dispatch.
6. VTW will be used to control movement of trains.
7. Engineers will be cleared to proceed by the dispatcher and will report arrival On Station (OS) at locations as directed by the dispatcher.
8. Additional administrative instructions and restrictions will be published by the Open House Chairman at least 7 days prior to the Open House and be available on the Club Website.

D. Visitor Run Sessions:

1. Operating rules are suspended/modified during designated Visitor Run Sessions. For each Visiting Operator Session, administrative instructions will be made available to club members and visitors.
2. At least one Dispatcher will be assigned to control train movement during Visitor Run Sessions. VTW will be used.
3. Club members will be asked to assist Visitors as train conductors, using their radios with switch activated headsets to communicate with Dispatch and provide knowledge of the model railroad and its locations, blocks and idiosyncrasies to the visiting operators.
4. Yardmasters will be used to control movement in yards, operate yard panels and reversing loops.
5. Tower Operators will be assigned at MC Tower (including Shenandoah Switch and Tunnel Switch) and Helper Tower to assist the control of trains through the single-track territory.
6. Voice-to-Words (VTW) will be used to control movement of trains.

7. Engineers will be cleared to proceed by the dispatcher and will report arrival On Station (OS) at locations as directed by the dispatcher.

E. Operating Sessions:

1. Eastbound departure from French Creek Yard will be west through the reversing loop onto the Eastbound Main.

2. Westbound departure from Langley Yard will be east through the Phoebus reverse loop onto the Westbound Main.

3. The number of club members participating in the session will determine the exact numbers and types of operating positions used. At least one dispatcher will control the railroad during the session. All engineers, yardmasters, trainmasters, and dispatchers will use radios with switch-activated headsets.

4. Upon announcement of an Operating Session, a sign-up sheet will be provided for the following positions, Dispatcher(s), Langley Yardmaster, French Creek Yardmaster, Engineer of scheduled trains, Engineer of Local (extra) trains. The more participants we have, the better and more realistic the operations can be achieved.

5. Engineers are encouraged to bring and use their own locomotives during Operating Sessions; however, Club DC Locomotives may be used. Locomotives used on Extras are restricted to 4 axle diesels and smaller steam locomotives due to the short turn radius off the mainline.

6. To the extent practicable, based on number of participants the CB&W operating plan will be followed, using a combination of Timetable operations and Extra (non-scheduled) trains.

7. VTW will be used to control movement of trains.

8. Engineers will be cleared to proceed by the dispatcher and will report arrival On Station (OS) at locations as directed by the dispatcher.

9. An example of an Operating Session would be:

a.) Sign-up sheet for Session is posted and is assumed to provide enough members to fill all positions needed. Members may sign up for multiple positions, for example: Dispatcher for one hour, Langley Yardmaster for one hour and Extra Horseshoe Run Engineer for one hour.

b.) The evening prior to the session the railroad will be "staged", with trains set in Staging Areas or in Yards as needed. Train orders and switch lists prepared.

- c.) Yardmasters will control the building of trains on the designated departure track and make them available for the train crew to meet scheduled departure time, or will control movement within the yard and allow the train crew to build their train prior to departure.
- d.) Train engineers will follow the train orders provided for their train.
- e.) When switching at towns and locations along the mainline, Engineers will notify Dispatch when they have cleared the main and request permission to enter the main if required to conduct continue switching, or to request permission for departure. If necessary, to “foul” the main during switching, permission must be obtained from Dispatch so that trains can be rerouted or delayed.

SECTION IV. CB&W Operations Duties/Responsibilities

1. Superintendent.
 - a. Maintain a database of Club Owned Locomotives and Rolling Stock. With owner’s permission, include member’s locomotives/rolling stock that are kept on the layout for use during operating sessions.
 - b. Ensures that club owned rolling stock used during Operating Sessions is maintained to club standards.
2. Agent.
 - a. During Operating Sessions, is responsible for staging the layout and determining car movement requirements.
 - b. Develops train orders and switch lists to provide a realistic operating environment for club members participating in Operating Sessions.
3. Dispatcher(s).
 - a. Responsible for the efficient movement of trains on the layout during all Run/Operating Sessions.
 - b. Controls all turnouts off the mainline and crossovers on the mainline.
 - c. Authorizes train movement between named locations and stations.
 - d. Clears engineers to use mainline during switching moves.

4. Yard Master.
 - a. Responsible for determining when a train is ready to leave a Yard and notifies the dispatcher.
 - b. Builds trains for departure and breaks down arriving trains for classification.
 - c. In the absence of a dedicated Yard Hostler Engineer, can act a Yard Hostler switching local industries in the vicinity of the Yard.
5. Tower Operator. A tower operator is only provided as a courtesy during Visitor Run Sessions to coordinate between the visiting Engineer and Dispatch movement through the single-track mainline sections.
6. Engineer/Conductor.
 - a. Responsible for all movement and actions of their train while on the layout.
 - b. Will report OS to dispatcher as required or directed.
 - c. Will report number of cars in manifest when requesting permission to depart a Yard and when a change in manifest occurs during switching.

SECTION V. CB&W Railroad Radio Rules (lifted liberally from the General Code of Operating Rules 6th Edition, April 7th, 2010)

1. All members must provide their own communication radio for Club Operating Sessions. The standard communications radio is a non voice activated 14-channel, 38 privacy code, FRS radio. Headsets, and preferably microphones, must be used with the radio during all club operating sessions.
2. Transmitting – Any member operating a radio must do the following:
 - a. Before transmitting, listen long enough to make sure the channel is not being used.
 - b. After pressing the transmit button on the radio, wait one second before speaking to ensure the radio is engaged.
 - c. Give the required identification.
 - d. Not proceed with further transmission until acknowledgment is received.
3. Required Identification – Members transmitting or acknowledging a radio communication must begin with the required identification.

- a. The identification must include the following in this order:
 - 1). For base or wayside stations – Name or initials of the railroad / name and location or other unique designation.
 - 2). For mobile units – Name or initials of railroad / train name (number), engine number, or works that identify the precise mobile unit.
 - 3). Short Identification – After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.
4. Repetition – A club member who receives a transmission must repeat it to the person transmitting the message unless it concerns yard switching.
5. Ending transmissions – Members using a radio for transmissions must state to the member receiving the transmission the following as it applies to indicate the communication has ended or is completed:
 - a. “OVER” when a response is expected.
 - b. “OUT” preceded by required identification when no response is expected.
6. Emergency Calls – will begin with the words “Emergency, Emergency, Emergency”. These calls will be used to cover initial reports of hazardous conditions which could result in death or injury, damage to property or serious disruption to operations such as:
 - a. Derailments in not easily accessible areas of the layout.
 - b. Collisions.
 - c. Actual emergencies such as a Building Fire or Injury to personnel.
7. Prohibited Transmissions – Members must not transmit a false emergency, or an unnecessary or unidentified communication. Members must not use indecent language over the radio.
8. Phonetic Alphabet – If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial letter of railroads.
9. Assigned Frequencies – The club will authorize type of radio transmitters used during club operations. Radios must work on frequencies designated by Club Dispatcher for the operating session.

10. Radio Testing

- a. Test radios to be used as soon as possible before beginning operations.
 - 1). The radio test must include an exchange of voice transmissions with another radio (preferably with the Dispatcher). The test must confirm the quality of the radio's transmission.

APPENDIX C --- HOUSE

Purpose: The House Committee is responsible for the upkeep and maintenance of the CB&W Club facility and grounds.

All club members are part of the committee and are responsible for the upkeep of the facilities. A Committee Chairman is appointed by the President and is responsible for maintaining the cleanliness, daily chores, repair projects and all other items pertaining to the smooth operation of the club house facilities.

The House committee shall make sure that the club is clean - vacuumed and mopped on a regular basis. Garbage and recycling bins are emptied when needed. Proper cleaning supplies should be kept on hand and replaced as needed. Ground facilities should be in good working order and do not pose a hazard to club members and guest.

The club should be inspected on at regular intervals for items that need to be repaired. Small items can be undertaken by any committee member that feels qualified to make the repairs. Any expenditure should be approved by the Committee Chairman before such expenditure. Large items (over \$75) need to be approved by the Club at the next business meeting. The Club President and Executive Board can approve emergency repairs if needed.

The House Committee Chairman shall organize and supervise the cleaning of the club prior to open house. This should be coordinated with scenery cleaning by the Scenery Committee Chairman and the purging of the lay out by the Operations Committee Chairman.

As members of the House Committee, all members should be expected to clean up after themselves. In addition, if they see a chore or job that needs to be done, they should take the initiative and see that the job is completed. Failure to clean up after yourself can result in disciplinary action up to and including expulsion from the club.

Any large jobs or jobs that cannot be done by the member should be reported to the Committee Chairman via email. Anyone observed not respecting the Clubhouse or the equipment should be reported to the House Committee Chairman or any Executive Board Member.

APPENDIX D --- SCENERY (updated January 2019)

SECTION 1 GENERAL

Scenery includes all items on the layout that enhances the look and realism of the layout. Scenery includes, but is not limited to: terrain, structures, vegetation, water, scene lighting, vehicles, figures, and details.

A. General Description of the Layout's Scenery: The club is modeling the eastern division of the CB&W railroad, which runs from Langley Yard, Virginia to French Creek Yard, West Virginia. The terrain runs from the flat tidewater area to the Appalachian Mountains. The season is mid-summer, so the vegetation is a lush green. Rock formations are sedimentary. The only bare dirt surfaces are manmade like roads or parking areas. Structures are brick, wood or metal and architecturally match the area. The industries are representative of those found in Virginia and West Virginia. The town names have been selected to give a flavor of the geography where the CB&W is operating, and no attempt is being made to replicate the actual towns. The CB&W layout is not era specific, so scenery should be of a generic era unless specifically approved to be otherwise.

B. Layout Description: The CB&W railroad's eastern end is at the ocean port of Langley, Virginia and is off the layout in the staging yard. Scenery begins at Langley Yard, which is in Tidewater Virginia. West of Langley Yard is Arsenal, which is located on a deep tidal river. Next is Croaker which is still in the tidewater area. The adjacent town of West Point is on the river upstream from Arsenal. Continuing west, the mainline begins to climb and passes Rapidan, Virginia. There are lower level and upper level mainline tracks here (and many other areas on the layout) that are operationally many miles apart, but since they are in the same scene they are modeled together. The mainline crosses the shallow headwaters of the same river that passes through Arsenal and enters Columbia Furnace, Virginia, a manufacturing town dating back to the Revolutionary War. The tracks continue to climb to Keezletown, Virginia. The CB&W established a junction here to serve the local logging operations and coal mines. The timber has all been cut and the coal mines are no longer productive, so the branch line has been removed and the town is now supported by light industry. The mainline continues its climb in the Appalachian Mountains past Hage Junction, then past a river, too shallow for commercial use, but popular for boating, swimming, and fishing. The next town the railroad passes is Germantown, a town with unique German architecture, and then on to Winchester, Virginia, an industrial town. The tracks enter West Virginia passing through rural scenery and through the town of Widen, West Virginia. Last, the mainline tracks enter the large classification yard at French Creek, West Virginia. French Creek is the largest town on the layout with a large passenger station and a steam engine facility. This is the west end of the modeled area of the CB&W. Trains going west from here are headed to St. Louis represented by the staging yard.

C. Standards.

1. Non-railroad owned structures

- a. All layout structures will be painted, stained, or dyed.
 - b. All pre-painted structures will be weathered.
2. CB&W Railroad owned structures (stations, towers, sheds and all major maintenance structures).
- a. Wood - Gray with white trim, black slate, shingle, or paper roof.
 - b. Brick - Natural red, black slate or shingle roof.
 - c. Primary lettering on all stations, towers, and all major maintenance structures will be 1/8-inch block Gothic (black) with white background and black border.
3. All track will be painted rust color before ballasting.

D. General Procedures.

- 1. Ground cover, trees, glue, paint etc. is stored around the scenery supply cabinet.
- 2. To maintain consistency throughout the layout, only club scenery material will be used. If necessary, material is not available, advise the Scenery Chairman of the need.
- 3. Ask the Scenery Chairman for techniques if you have not done scenery work before. Section II Scenery Projects.

SECTION II SCENERY PROJECTS

A. Maintenance of scenery.

- 1. Maintenance is defined as repairing broken trees, freshening faded vegetation, small additions to vegetation and cleaning dust off structures.
- 2. No prior coordination is required; if you see a need, fix it, or clean it.

B. Modifications to existing projects and new Projects.

- 1. Check with the Scenery Chairman to determine if club approval is needed for the work and it conforms with the original concept for the scene.
- 2. Removing or moving structures or other scenery items on the layout require approval from the Scenery Chairman. This includes removal of Plexiglas protective panels.
- 3. Large modifications require club approval. The approval procedures are outlined in Section XV of the Bylaws.

C. Abandonment. An approved project is considered abandoned when no significant work is accomplished within a six (6) month period, the scenery chairman has discretion. Once abandoned, a new proposal or modification may be submitted, thus overriding the original proposal. (added August 2020)

APPENDIX E --- DCC/ELECTRICAL

NOTE: THIS APPENDIX AND ALL OTHERS WILL BE INCLUDED AND UPDATED AS INFORMATION IS PROVIDED BY THE STANDING COMMITTEE.

APPENDIX F --- TRACK (added February 2018)

STANDARDS:

Minimum Turn Radius:	Mainline & Yards	40"
	Industrial area	18"
Minimum Turnout:	Mainline & Yards	#8
	Branch lines	#6
	Industrial	#4
Rail size:	Mainline	Code 100
	Branch	Code 83
Minimum Grade:	Mainline	2%
Minimum Clearance:	Vertical & side	NMRA Standard
Track Separation:	Mainline, Center	2-5/8"

PROCEDURES:

Risers and spline should turn smoothly and avoid sudden dips and rises. It should be level side to side.

Roadbed: Hemasote cut at true 45-degree angle. Avoid roadbed joints over spline joints or directly over risers. Roadbed joints should be smooth. Round offside edges for better ballast adhesion.

Track: Follow centerline of roadbed. Keep curves smooth. Flex track laid with sliding rail on inside of curve (the longer rail). Track must conform to NMRA gauge.

Fasteners: Tacks may be used in ties, to be removed upon ballasting. Spikes where rail ends, or other problems occur. Spikes in flange way must be no higher than molded spikes.

Plastic Rail Joiners: Check with electrical committee for placement. Avoid tunnels, bridges, tops of risers, roadbed joints, curves.

Turnouts: Before installing, check gauge and fitness. Pre-drill roadbed for tortoise switch machine. Provide clearance between throw bar and roadbed.

Wiring: Soldering drop leads will be responsibility of track committee. Check with electrical if there are any questions.

CONCLUSION:

Finished track must be free of sudden dips, rises and turns, rail and alignment problems, kinks and substandard radius. Finished work is subject to inspection by the track committee chairman or their designated representative.

APPENDIX G --- WEBMASTER (added April 2015)

1. Development of the CB&W club website.
2. Manage the website.
 - a. Add and refresh content to keep the site current,
 - b. Update private member area with updated business-related content, when necessary.
 - c. Manage member login process and credentials to facilitate active member access.
 - d. Monitor hosting account to ensure site availability.
 - e. Provide quarterly reports regarding traffic to the site.
 - f. Repair and/or remove broken links.
 - g. Ensure website compatibility with the current browser being used by site visitors. This includes, but limited to, Internet Explorer, Firefox, Chrome, and Safari.
3. Manage and monitor CB&W social media assets, which may include Facebook, Twitter, LinkedIn, YouTube, Instagram, or any others that may be used in the future.
4. Manage and monitor the CB&W Google email account.

APPENDIX H --- OPEN HOUSE

STANDARD OPERATING PROCEDURES FOR TRAIN OPERATIONS DURING OPEN HOUSE EVENTS

GENERAL RULES:

1. **Upon entering the Club:** check the message board for current information then, **please report to the Dispatchers Office prior to running your train.** If you have not already set up a train, the Dispatchers will direct you as to which yard to set up in to try and spread out the traffic.
2. **Engineers may set up their trains before first day of the show.** Please use the inner tracks in the yards to store your train, leaving the outermost tracks close to the aisle for those setting up and dismantling. This also applies during Open House hours if you if you intend to leave your trains idle and are coming back to run again.
3. **French Creek setup** – Trains leaving French Creek will be directed through the reversing loop and then onto the main line.
4. **Langley Yard setup** – Trains leaving Langley will be sent directly out and connect to the main line through the yard lead turnout at Arsenal.
5. A maximum of two **trains per person (see rule #5)** on the layout at any one time. This not only includes the train you are currently running but also any trains you may have in the yards.
6. **Train Length Limit** – Please limit your train length to whatever will fit on one siding in either French Creek or Langley Yard. In addition to the allowable limit of two trains, engineers will be limited to **TWO sidings per person.** Longer trains will be allowed later in the day during the slower periods such as late in the afternoons. Please check with the Chairman and the Dispatchers prior to running longer trains.
7. **Radios** – Everyone will use a radio including the dispatchers. Please check your radio and headset prior to setting up to make sure it works. Please bring extra batteries for your DCC throttle.
8. No open microphones or voice activated mikes. All **engineers, Yardmasters, Trainmaster and Dispatchers** will use **switch-activated headsets.** Confusion is reduced when there is no background chatter being broadcast for all to hear. Open mikes and VOX lead to feedback and confused signals. This will also spare the public from hearing our errors and the occasional foul language. No foul language in general.
9. **Language Brevity** – the more engineers we have running at one time the more important this rule becomes. When talking to the dispatcher, **first listen** to hear if anyone is already talking, **then**

press, pause and talk. The beginning of messages may not be heard if you press and talk at the same time. All correspondences with the Dispatchers should **be clear and short**. In most cases, you need only identify yourself and your location and confirm given instructions. Remember the dispatchers are trying to talk to several people at the same time and the shorter the message the less confusion. Emergencies, derailments, malfunctioning switches, or other equipment problems should be reported immediately.

10. **Dispatchers** – The Open House Chairman will enlist **two dispatchers** at a time. Please see the Open House Chairman if you wish to dispatch. Dispatchers will be assigned on a first come/serve basis. The layout will be divided into two sections with **a separate radio frequency for each section**.

11. **Sound Volume** – We ask those of you running DCC trains with sound to be responsible for the sound level. An overpowering train sound is not cool. Loud is okay, too loud is annoying. Sound levels can be altered the programming station where our DCC computer can adjust the sound level. We are attempting to **limit the decibel level** to avoid overpowering train sounds.

12. **Trainmaster and Yardmasters** – The Open House Chairman will appoint himself the Trainmaster, and up to two Yardmasters if needed. This is more important early in the day when we tend to see the highest number of engineers and everyone is trying to set up. If a Yardmaster is assigned to a yard, the Yardmaster will approve and clear all trains prior to being allowed onto the main line.

13. **Dispatcher's Office** – Please do not go into the dispatcher's office unless necessary. If you need to program your loco, please be brief and as quiet as possible in the office.

14. **Standards**– prior to the Open House, please have your cars inspected in order that we may minimize derailments. If you prefer not to have your cars weighted, then at least have the wheels and couplers inspected.

15. **Porta-potty** – Please use it. No outdoors bathroom usage in broad daylight!

16. **Static layout trains** – Additional cars and trains may be set up on the layout prior to Saturday morning on sidings, etc. but not on the main lines or in the yards. Active trains in these areas only please.

17. **Parking:** – Please do not park in the lot between the Club and the strip center out front. Move your car to the Rite-Aid lot or elsewhere, keeping the immediate parking area open for guests.

APPENDIX I ---501(C)3 (added May 2015)

DEFINITION: A 501c3 status means your organization does not have to pay federal sales tax on any purchases, although proof of tax exemption status and your ID number are required at the time of purchase.

GENERAL RULES: shall provide in good faith with ordinary care and in the best interest of the CB&W, oversight on the following tasks: legal, management, financial and program.

1. Shall be responsible for all matters related to our non-profit charter(s). This may include, but is not limited to:

- a. Coordination and distribution of donation letters to donors.
- b. Communicate with CB&W officers regarding any organizational requirements (Federal, State, local), paperwork and associated fees.
- c. Communication with CB&W treasurer regarding collection of monetary, physical and in-kind donations.

APPENDIX J --- PUBLIC RELATIONS (PR) (added June 2020)

1. Serve as the spokesman for the CB&W.
2. Plan, develop and implement all club related PR strategies.
3. Respond to all request for information regarding club related activities.
4. Establish, manage, and maintain cooperative relationships with members of the community to include: local TV stations, local newspapers, Community newspapers and newsletters as well as Online venues (Face Book, Twitter, etc.).
 - a. collate and analyze local media coverage.
5. prepare and deliver all news releases regarding club activity.
6. Coordinate all PR activities as they relate to the Club website.

APPENDIX K --- GLOSSARY OF TERMS (added March 2020)

CB&W: Chesapeake Bay & Western
EOT: End of Train
FRED: Flashing Red End of Train Device
DC: Direct Current
DCC: Direct Command & Control
IAW: In Accordance With
OSI: QS Industries
OS: On Station
PR: Public Relations
RR: Railroad
USPS: United States Postal Service
VTW: Voice to Words
VTW: Verbal Track Warrant