

**SOUTH DAKOTA SNOWMOBILE ASSOCIATION
STANDARD OPERATING PROCEDURES**

As adopted by the Board of Directors at their February 9, 2024 Meeting
Via zoom

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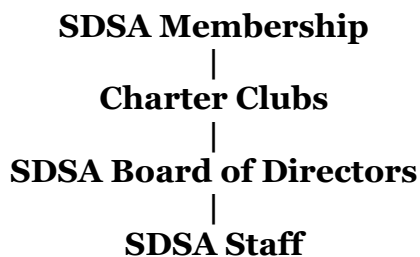
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Section I. ORGANIZATIONAL CHART

The Organizational Chart for the South Dakota Snowmobile Association is shown below.



Section II. ROLES AND RESPONSIBILITIES

A. Board of Directors

The responsibilities of the SDSA Board of Directors are listed below. These responsibilities also apply to any Director at Large appointee.

1. Attend all SDSA meetings. If Board members do not attend regularly, another director may be chosen to replace them in accordance with Article V, Section 2 C of the Bylaws. If a Board member is unable to attend a meeting, they should contact the President, the SDSA office or another director. The presence and involvement of all Board members is important.
2. Shall visit each club in their area and attend at least one of each club's meetings per year. Contacts should inform clubs of current SDSA and ACSA issues and events.
3. Assist with the organization and implementation of new clubs within their district.
4. Report on event and activities within their district at the SDSA meetings.
5. Visit snowmobile dealers in their area and ask how SDSA can help them. Encourage the dealers to become associate members of SDSA and to become personally involved in local clubs and events.
6. Solicit advertising to be placed in the Sno Plainsman. Let the Editor know of potential advertising contacts so that ads may be finalized. Encourage patronization of these businesses that advertise.
7. Keep informed about current legislation that concerns snowmobiling by attending any hearing where the resulting changes may affect snowmobilers. Notify people in their district of upcoming legislation to gain support through their presence at these hearings.

8. Solicit associate members for SDSA among those businesses that supply and service the snowmobile industry in any way. Promote the benefits of becoming associate members of SDSA to prospective members.
9. Promote youth snowmobile safety courses in their area. See that an adequate number of courses are given in their area to fulfill demand.
10. Serve on SDSA committee(s) as assigned by the President. Directors are encouraged to volunteer for the committee which interest them most.
11. Write an article for each of the seven issues of the Sno Plainsman and submit to Editor by published deadline.

B. Director at Large

A Director at Large position may be appointed by the President, with approval by the Board of Directors. The appointment should designate the area and clubs to be covered by the position and indicate the purpose of the appointment, such as providing additional coverage to an area where there is a high population of clubs or to assist a current director due to unforeseen circumstances, health, family crisis, etc. The appointee shall live in the designated area and be a member of one of the designated clubs. The Director at Large will have all the duties and voting privileges as a regular Board of Director member (see Section A above).

C. Officers

The officers of SDSA, as outlined in the bylaws, are President and President-Elect. The duties and responsibilities of each office are listed below:

1. President - The President shall preside at the annual business meeting and at meetings of the Board of Directors. With approval of the Board of Directors, the President shall appoint standing and special committees unless otherwise herein specified and shall appoint the registrar and tellers. The President shall prepare an annual report for presentation at the annual meeting and shall perform all other duties usually required of a President or as delegated by the Board or Directors.
2. President-Elect - The President-Elect shall perform the duties of the President when the President is unable to serve.

The President and President-Elect shall represent the Association at all meetings held by the American Council of Snowmobile Association (ACSA), including the DC Fly-in, the International Snowmobile Congress (ISC) and scheduled electronic and/or teleconference type meetings and Member State Area meetings as well as meetings held by the International Snowmobile Council (ISC).

1. The Past President will be the first alternate to represent the Association if either the President or President-Elect is unable to fulfill this responsibility. Other Board of Directors, as available will be considered thereafter.

Officers are elected at the annual meeting held during the convention and take office following the completion of the annual meeting.

The President is elected by the membership and serves a one (1) year term with an optional second one (1) year term, if so elected by the general membership. The President automatically becomes Past President at the end of the so elected term(s).

The President-Elect is elected by the membership and serves a one (1) year term with an optional second one (1) year term, if so elected by the general membership. The President-Elect does not automatically move to the office of President upon completion of the elected President-Elect term(s).

The Past President must serve their entire term before serving in any other position on the Board of Directors.

No person shall be eligible to hold an office in this Association without having served on the Board of Directors for a minimum of two (2) years.

D. Staff

Executive Secretary
Editor
Treasurer

See Attachment I for staff position job descriptions.

E. Executive Director

An Executive Director may be appointed by the President to serve as an advisor to the President and to the Board of Directors. This position will have not voting rights and will not be included in determining a quorum. This position will be eligible for reimbursement of travel expense in the same manner as the Board of Directors.

The appointment will be made at the Post-Convention Board of Director's meeting; however, an appointment could be made at any time during the President's term. This appointment will expire at the end of the annual meeting. An Executive Director may be re-appointed for subsequent one-year terms.

F. Committees

Following is a current list of committees and a brief description of duties. Unless otherwise noted, committee assignments are made by the President at the Post-Convention meeting. Committee members consist of Board of Directors members and officers and may include SDSA members or other parties as appropriate. As outlined in the SDSA Bylaws, standing committees consist of the following: Bylaws and Policies, Governments Relations, Nominating, and Safety. All other committees are special committees appointed by the President and approved by the

Board of Directors. Committee Controls are set out in Article X, Section 3 of the Bylaws.

1. **Bylaws and Policies Committee**
Considers proposed amendments to the Articles of the Bylaws of the Association and drafts them in proper form for submission to the Board of Directors. The proposed amendment(s) must be approved by the Board of Directors prior to presentation to and vote by the delegate membership at the annual meeting. If time is sufficient a brief summary of the proposed amendment(s) may be published in the Sno Plainsman prior to the annual meeting and a full set of proposed amendments may be provided via email to the Club President and/or Club Contact. Reviews the SOPs of the Association annually to ensure policies are kept current.
2. **Government Relations Committee**
Consist of the President, Immediate Past-President, and President-Elect. Studies all problems relating to legislation and legal problems of situation that may lead to adverse legislation or legal action involving snowmobiling giving first priority to South Dakota issues, followed by issues that impact snowmobiling nationwide. Makes recommendations to the Board of Directors as to feasible and prudent use of Right to Ride funds and monetary investments for legislative and legal issues relating to public access and right to ride.
3. **Nominating Committee**
Consists of Charter Club Presidents of the Association. Presents names for nomination of offices of President, President Elect and respective District Directors for each annual meeting.
4. **Safety Committee**
Shall consider all aspects of safety of snowmobiling and indicate methods of improving safety within the State of South Dakota, including safety courses and accident reporting.
The Safety Committee is responsible for ensuring the Safety Trailer and Safety Training Simulator has regular maintenance and necessary repairs.
5. **Governor's Ride Committee**
Coordinates all aspects of the annual Governor's Ride headquartered at Hardy Camp, Lead, SD. Works closely with the SD Trails Specialist and with the Black Hills Trails Specialist on ride logistics, sled availability and use of Hardy Camp. Works with club/organization that may be hosting event or portions thereof. Works with Executive Secretary on dignitary invites and responses. Secures sponsors and arranges media coverage for ride. See Section V C and Attachment IV for additional information, responsibilities and checklists.
6. **Convention Committee**
Reviews bids submitted for the event and makes recommendations to the Board of Directors concerning the event. Works with local club who is hosting event and reports progress/issues to the Board. See Section V A and Attachment II for additional information, responsibilities, and checklists.

7. Awards Committee
The Awards Committee will coordinate their responsibilities and work closely with the Executive Secretary. Ensures nomination forms for recognition awards are distributed to Charter Clubs timely. Secure judges to review nominations, interview candidates and select winners at the annual convention. Acquire and maintain an adequate inventory of awards and award clothing. Nominations for induction into the South Dakota Snowmobile Hall of Fame are reviewed and selected only by the Board of Directors with a surprise and honored announcement at the annual convention. See Section V B and Attachment III for additional information, responsibilities, and checklists.
8. Membership/Website Committee
Tracks membership levels. Suggests and implements new ideas to increase membership in the Association. Keeps website updated with current information and deals with website maintenance issues as well as contract issues.
9. Charity Committee
Collects information from Charter Clubs on donations of time and money to charitable causes throughout the snow season. Information is to be submitted to the ISC Charity Chairperson as well as distributed for Charter Clubs to use in their membership promotion efforts.
10. Scholarship Committee
Sets selection criteria. Reviews and judges the scholarship applications submitted to the Committee. Notifies Executive Secretary of judging results for selection notification and award presentation and notification of unsuccessful applications. See Section V AD and Attachment V for additional information, responsibilities and checklists.
11. Grants Committee
Applies for and secures grants to benefit SDSA. Ensure grant funds are used according to the grant requirements. Completes necessary reporting required of the grant upon completion of the project.
12. Monetary Investment Committee
Monitors the current investment account(s) and makes recommendations to the Board of Directors for investment of funds.

For historical reference, SDSA hosted ISC 2004 and ISC 2016. The total net proceeds from these events (\$90,000.00) were invested with the intent of having the availability to enter into any legal action or support of any public access or right to ride issue or situation when timing was of the essence and when it was imperative for SDSA to be involved. Use of these funds for general operating purposes would be a last resort situation.
13. SnoCross Committee
Plans for SDSA's participation in the SnoCross event held annually in Deadwood, SD. Coordinates vendor space, booth set up, work schedule, promotion of SDSA's presence, including printed materials to be used in the

event flyers, program and on the jumbotron. See Section V F and Attachment VI for additional information, responsibilities and checklists.

14. Fundraiser Committee

Arranges for fundraising and/or raffle events to benefit SDSA. Secures prize donations. Coordinates printing, distribution and collection of tickets and money.

Oversees the Back the Ride program established in 2021 to support SDSA activities. List of annual donors to be listed in last Sno Plainsman issue each year. List of all donors (updated annually) will be maintained on the website. Expenditure of funds from the Back the Ride fund must be approved by the SDSA Board.

In exchange you will be listed annually as a SDSA Back the Ride Sponsor in the last issue of the Sno Plainsman along with being listed on the SDSA Webpage as a Back the Ride Donor.

- For more information contact a South Dakota Snowmobile Association Board Director or the SDSA Secretary.

15. YETIS Committee

In an advisory and supportive role, works with YETIS officers and advisors on programing needs, goals and objectives.

16. Snowmobilers for Snowmobilers Committee

SDSA will assist the Snowmobilers for Snowmobilers by providing a committee to review nominations received for assistance provided through Snowmobilers for Snowmobilers. This committee will consist of the current SDSA President with two (2) Board of Directors (one from each side of the state) and two (2) At Large Snowmobilers (one from each side of the state). The Executive Secretary will forward nominations to the committee as they are received from the Snowmobilers for Snowmobilers. The Committee will review and collectively approve the nomination. The Executive Secretary will notify the Snowmobilers for Snowmobilers of approval for further processing of the nomination.

G. YETIS

The YETIS (Youth Empowered Through Involvement in Snowmobiling) organization is recognized by SDSA as a youth snowmobile club in South Dakota. Membership is open to all youth 12-20 years of age who are SDSA members. They have a specific Mission Statement and Code of Conduct.

YETIS is self-governing led by youth officers and adult advisors. They also work with SDSA's Task Force for Youth Committee on programing needs, goals and objectives.

YETIS is self-funded by approved fundraisers along with monetary forms of support from Charter Clubs and individual SDSA members. All receipts and disbursements for the YETIS and their checking account are handled by the SDSA

Treasurer. Periodic financial reports are provided to the YETIS Treasurer for use at their meetings.

All YETIS fundraisers shall be approved by the Board of Directors. YETIS have been approved to utilize the SDSA silent and live auction venue at the convention as a major fundraiser. All YETIS auction items (both silent & live) will be split 50/25/25 between YETIS (50%), SDSA (25%) and the Host Club (25%).

Section III. ADMINISTRATIVE FUNCTIONS

A. Administrative Policies

1. Nepotism Policy

It is the policy of SDSA not to employ permanently or part time any close relation of the Officers/Board of Directors or other SDSA employees. In the event of marriage of a person, which could create a situation in conflict with this policy, one of the persons so effected shall immediately resign. Close relative shall be defined as follows: spouse, child, son-in-law, daughter-in-law, brother or brother-in-law, sister or sister-in-law or parent.

2. Employment Practices Policy

All applications for employment shall be considered on the basis of merit, without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a disability or handicap. The employment practices shall ensure equal treatment of all employees, without discrimination in rates of pay or other opportunities for advancement because of the employee's race, color, religion, sex, national origin, age, marital status, or the presence of a disability or handicap.

B. Fiscal Management

The fiscal year for SDSA is July 1 through June 30. The Fiscal Year Budget is to be approved at the May meeting of the Board of Directors.

All receipts and disbursements are handled by the Treasurer, with the exception of membership dues which are submitted directly to the Executive Secretary for processing prior to sending them on to the Treasurer for deposit. Payment of bills is made in accordance with the approved fiscal year budget or upon action taken by the Board of Directors throughout the fiscal year.

Current financial statements are presented at every Board of Director's meeting for review and approval by the Board.

C. Expense Reimbursement

1. Board of Directors (including Executive Director)

The Board of Directors are eligible to claim a meeting attendance fee (currently set at \$50.00) to attend Board meetings, including the Annual Meeting. No lodging will be reimbursed to Board of Directors for attending Board meetings unless so stated in other policies.

Board members will be reimbursed for miscellaneous expenses incurred for an SDSA event, such as supplies or food necessary for the specified event. Reimbursement will be requested via voucher accompanied by purchase receipt or other acceptable documentation of the expense.

Board members will be provided name tags and two (2) shirts with the official SDSA logo to be worn at SDSA functions as directed. Board members will maintain ownership of them following the completion of their service on the Board of Directors. The President and President-Elect will be provided business cards.

2. Officers

Officers will be reimbursed for Board of Directors' meetings the same as the Directors. In addition, the President and President-Elect, or their designee, who are authorized by the Board to attend other meetings such as ACSA's DC Fly-in, Member State Area Meetings or ISC meetings, will be reimbursed for registration, lodging, airport fees and transportation to the meeting site. The President will be reimbursed for three (3) nights lodging for the Annual Meeting and two (2) nights lodging for the Governor's Ride to aid in preparation for the meetings.

3. Staff

Staff will be reimbursed mileage to and from Board of Director meetings-at the current state mileage rate per mile.

Executive Secretary will be reimbursed for three (3) nights lodging at the Annual Meeting, three (3) nights lodging at the Governor's Ride, one (1) night's lodging at the May and August Board Meetings and for travel expenses (registration, lodging, airport fees, transportation) incurred to attend the annual ISC.

Treasurer will be reimbursed for three (3) nights lodging at the Annual Meeting and two (2) nights lodging at the Governor's Ride to aid in preparation for the meetings.

Reimbursement for other travel expenses will only be as approved by the Board of Directors.

Staff may attend other meetings but will do so at their own expense unless otherwise approved in advance by the Board of Directors. Staff will be provided name tags and shirts with the official SDSA logo to be worn at SDSA functions as directed in the same manner as the Board of Directors.

4. Lowest Cost of Travel

When various modes of travel are available, most specifically when attending ACSA and or ISC Meetings, travel will be reimbursed at the lowest cost of travel. If authorized delegates choose to drive and flying would be less than mileage, reimbursement will be made at the lower rate of flying. Factors such as airport parking, luggage fees, etc. will also be considered in the calculation of the lowest

cost of travel. A printout stating airfare costs will be provided with the reimbursement voucher. If delegates travel together in one vehicle, cost comparison will be based upon flight expenses for all delegates vs driving expenses for one vehicle.

D. Board of Director Meetings

1. Meeting Dates

Unless otherwise set by the Board of Directors or called by the President, the Board of Directors will meet six times per year, in conjunction with snowmobile related events when possible. Meetings dates are established at the Post-Convention Meeting and are usually held in the following months: February (with Governor's Ride), May (with Governor's Snowmobile Advisory Council meeting), August (with Governor's Snowmobile Advisory Council meeting) and either November or December for the SDSA Convention with Pre-Convention, Annual and Post-Convention meetings. Face to face Board meetings would be held for the February meeting with the Governor's Ride and the SDSA Convention (includes Pre-Convention, Convention and Post-Convention meetings). Hybrid meetings would be conducted in May and August, preferably the same day as the Governor's Advisory meeting, if a suitable location for an effective hybrid meeting is available, thus allowing board members the option to attend either in person or virtually. If a suitable room is not available, a 'virtual only' meeting would be held.

2. Meeting Agenda Schedule

The agenda for the Board of Director's meetings is set by the President with input from Staff and Board members. The agenda, all financial reports, and any other pertinent information is sent to Board members at least one week in advance of the meeting. A notice of all upcoming Board meetings shall be posted on the Events tab of the SDSA webpage and emailed to the Board of Directors a minimum of one week in advance and shall include the following items: Meeting date, time, location, whether face to face or virtual, how to register for a virtual meeting and the meeting agenda. In addition to the regular committee reports, there are business items that routinely are handled the same time every year. A listing of these items is shown below for each regularly scheduled meeting and should be used as a starting point for the agenda for that meeting.

a. Pre-Convention

Preview of convention plans and preparation for annual meeting, including any proposed Bylaw amendments
Review Hall of Fame Nominations and determine recipients
Review Convention Bids (2 years into future) for suitability and compliance with requirements

b. Annual Meeting

Convention Bid Award (for convention 2 years into future)
Proposed Bylaw Amendments
Election of Officers

A script is available that outlines the entire annual meeting.

- c. Post-Convention
 Review duties for new Board members
 Review current SOPs, approve updates as needed
 President assigns committees
 President may appoint a Director at Large and/or an Executive Director
 Confirm SDSA participation/attendance for Mountain Region Area Meetings
 and Trail Region Area Meetings.
 Meeting dates are set for upcoming year

- d. Governor's Ride Meeting
 Confirm delegates and alternates for DC Fly-in and ISC
 Fundraising events for upcoming year

- e. May Meeting
 Finalize and Approve Budget for next fiscal year
 Award Governor's Ride bid
 Hear Report from Convention Host Club
 Complete an annual review of the Nepotism Policy and Employment Practice
 Complete an annual review of the SOPs adopting updates as necessary
 Complete an annual review of staff job descriptions
 Review and hire/re-hire staff for new fiscal year.

- f. August Meeting
 Hear report from Convention Host Club
 Governor's Ride Planning
 Hear report from SnoCross Committee

3. General Policies

The Executive Secretary will secure a meeting location and makes necessary arrangements for all SDSA meetings based on the following guidelines.

- Meeting room will be inside with heating and air-conditioning as appropriate.
- Room will have a board table and seating for guests.
- Refreshments should be provided for meetings (such as rolls, donuts, coffee, juice for morning meetings or pop, water, cookies, or pretzels for evening meetings as meeting space allows). If possible, water should be available throughout the meeting. If the meeting requires extended length, a meal break will be taken, or food brought in for the Board members.
- NO ALCOHOLIC BEVERAGES will be allowed during the meeting by Board members or guests.
- Once an official SDSA Meeting has been called to order, the following penalties will be assessed. Penalty money collected will go to the Snowmobilers for Snowmobilers.
 - \$20.00 Late Fee for Board of Director members
 - \$20.00 Cell Phone Penalty for anyone not turning their cell phones off

- Specific to the Convention: If Charter Clubs wish to solicit fundraisers at the Convention, they are required to:
 - Receive concurrence for the fundraiser from the Convention Host Club.
 - Arrange for and have a hospitality room open to attendees.

E. Dues Structure

The Bylaws will state the proper categories for membership in the Association. The amount of dues for each category will be set annually by the Board of Directors. The membership categories and their respective dues structure currently are:

1. Active/Family Memberships: \$35.00 per year which includes \$25.00 for membership, \$8.00 for a subscription to the Sno Plainsman, \$1.00 for Right to Ride Fund and \$1.00 for ACSA Dues.
2. Associate Memberships: \$50.00 per year which includes \$45.00 for membership and a listing in each Sno Plainsman issue and a listing on the SDSA Website during the year, \$4.00 for a subscription to the Sno Plainsman and \$1.00 for Right to Ride Fund.
3. Legacy Memberships: \$500.00 one-time per individual. This amount allows for annual Active Membership dues under the current dues structure for 10 consecutive years. The remaining portion will be available for the Board of Directors to use at its discretion to promote the objectives of SDSA and to enhance SDSA membership. If the Active Membership dues change during the 10 years, the dues portion of the Legacy Membership will be adjusted accordingly. This adjustment will be made from the remaining promotion portion of the Legacy Membership dues. Legacy Membership dues will be held in escrow, deposited into the Legacy Membership Savings Account. The Active Membership dues will be paid out annually for each of the 10 consecutive years. Promotion funds will be paid out when and as needed for a specific promotion purpose designated by the Board of Directors.

F. Office Equipment

Office equipment owned by SDSA shall be used for official business only. No staff member or Board member shall use SDSA's equipment for personal use.

Section IV. MEMBERSHIP BENEFITS

A. Charter Club Benefits

1. Voting Rights
By being a Charter Club of SDSA (100% membership), a local snowmobile club has voting rights at the annual meeting based on its membership as outlined in the bylaws.
2. Liability Insurance
By being a Charter Club of SDSA, a local snowmobile club has the ability to purchase general liability insurance to cover club activities.

B. Individual Member Benefits

1. Member Discounts

On occasion, vendors will offer discounts to SDSA members. The SDSA membership card serves as proof of membership and can be used to access such discounts.

2. Snowmobiler for Snowmobile Program

Snowmobilers for Snowmobilers was established by various snowmobile clubs in South Dakota to help other snowmobilers that may have come across a hardship. Funds are available to help families with expenses involved with any type of hardship including medical bills, house fires, family members in hospital, etc. -Recipients receiving these funds are kept confidential. As a member of SDSA, members are qualified to be nominated by their Charter Club President for funds set up through the Snowmobilers for Snowmobilers.

Section V PROGRAM GUIDELINES

A. Annual Convention

The Annual Convention is hosted each year by a Charter Club. Bids to host the convention are determined two years prior to the convention. See Attachment II for convention guidelines and refer to the Forms page on the SDSA Website for the convention bid form. Consideration must be made to host the Annual Convention in one of the first two weekends in November or the first two weekends in December.

The Convention takes place over a weekend beginning on Friday morning and ending on Saturday night. Friday events include: Governor's Advisory Council Meeting, SDSA Pre-Convention Board of Directors Meeting, Presidents Meeting, Beer and Bull and SDSA Auction. Saturday activities include SDSA Annual Meeting, workshops/programs, Snowmobiler of the Year Award judging, Post-Convention Board of Directors Meeting, Social Hour and Banquet with awards and entertainment.

In addition to working with the Host Club and providing information as necessary, SDSA's direct responsibilities include:

- Provide auction items and help for the auction, except the auctioneer. All auction items (both silent & live) will be split between SDSA (65%) and the Host Club (35%). However, if there is an original painting, such as the John Green painting, all (100%) of those proceeds go exclusively to SDSA. All YETIS auction items (both silent & live) will be split between YETIS (50%), SDSA (25%) and the Host Club (25%). Donated auction items that come with a reserve bid will be split on the net proceeds defined as: Gross bid minus reserve equals net proceeds. Net proceeds to be split 65% SDSA and 35% Host Club. For all items, related fees (such as payment process fees or auction software fees) will be deducted from gross proceeds prior to the split of the proceeds.
 - Emphasis will be made that each Charter Club should bring an auction item(s) unique to their area for the auction.

- No consignment of auction items will be accepted or allowed on the auction.
- Pays for one full page ad in the Sno Plainsman (specific issue to be determined upon date of convention and publication dates).
- Prepares agenda and runs the SDSA Pre-Convention Board of Directors Meeting, Presidents Meeting, Annual Meeting and SDSA Post-Convention Board of Directors Meeting.
- Prepares agenda and emcees the banquet.
- Provides all SDSA recognition plaques and awards.
- Compiles an Annual Convention Report for historical purposes and to assist in planning future conventions. This report will include information from SDSA and from the Host Club:
 - a. From SDSA: information/numbers on delegates, live and silent auctions (# of bid numbers handed out, # of auction items) and recap of fundraising.
 - b. From Host Club: information/number on registrations, room block and vendors
- Obtains judges for the Snowmobiler of the Year interviews.
- Other duties as determined by the Board of Directors.

B. Recognition Awards

Each year SDSA offers a series of recognition awards as a means for local clubs to nominate worthy members from their area. These recognition awards, as listed below, are presented each year at the annual convention. See Attachment III for the award guidelines and refer to the Forms page on the SDSA Website for the application forms.

1. Individual Awards
 - Man Snowmobiler of the Year
 - Woman Snowmobiler of the Year
 - Teen Snowmobiler of the Year
 - Youth Snowmobile of the Year
 - Family Snowmobilers of the Year
 - Groomer of the Year
 - Snowmobile Hall of Fame
2. Club Awards
 - Largest Membership
 - Largest Percentage Increase

C. Governor's Ride

Each year SDSA hosts a Governor's Ride to raise awareness of snowmobile opportunities and issues to the legislative and executive branches of State Government. Local clubs bid to host the Governor's Ride one year in advance. If no club submits a bid to host the Governor's Ride, the Board of Directors will coordinate the event. See Attachment IV for additional information, responsibilities and checklists.

In addition to assisting the Host Organization with information as needed, SDSA's direct responsibilities for the Governor's Ride include:

- Coordination with Trails Specialist on details for ride, sled reservations, group selection, red bibbers and other necessary details.
- Secures sponsors for available sleds, social, overall ride.
- Coordinates assignment of responsibilities for set-up, pre and post ride preparations.
- Preparation and distribution of invitations to dignitaries.
- Emcees program and introduction of guests at pre-ride brunch
- Sponsors Brunch (along with Host Organization) for Governor, legislators, and their guests within limits of sled availability.
- Furnish ride identification apparel (bibs/arm bands).
- Publicize ride information in the Sno Plainsman as well as local media resources.
- Provide SDSA Board liaison to assist Host Organization as needed.
- Coordinate SDSA Board of Director's meeting, including review of Governor's Ride Planning and Responsibilities (Friday evening).

D. Scholarship

Each year SDSA provides a \$500 scholarship to two (2) SDSA members who **are or** will be attending an institution of higher learning. See Attachment V for guidelines and refer to the Forms page on the SDSA Website for the application form for the scholarship program. Deadline for the program is February 25th each year. Upon confirmation of eligibility for the scholarship by the Executive Secretary, submissions will be forwarded to the Scholarship Committee for review and judging. Selection will be made no later than April 1st of each year so that the recipient can be recognized at their local awards banquet or graduation ceremony. Scholarship money will be sent directly to the institution of choice upon acceptance of student's enrollment.

Following a similar process and timeline, the Scholarship Committee also makes the selection for the Jon LaFramboise YETIS Scholarship. This scholarship(s) is available to active YETIS members who are or will be attending an institution of higher learning. This scholarship has a separate application form and is funded through an endowed fund with the Watertown Community Foundation.

E. Safety Trailer and Simulator

SDSA owns an enclosed snowmobile trailer and a portable Safety Training Simulator. Both are available for Charter Clubs to use for their club activities, parades, dealer open houses and safety courses. Clubs should contact the Executive Secretary or the Safety Committee Chair to check on availability, reserve the Safety Trailer and Simulator and make arrangements for pickup and return to the designated location. Clubs are responsible to return the trailer and simulator in the same condition as they received it. Any needed maintenance should be reported to the Executive Secretary and/or the Safety Committee Chair.

The Safety Trailer is a 2004 Amerilite 7 x 27 enclosed trailer. Wrapped with graphics, the trailer is a moving billboard supporting and promoting membership and continued access to public lands. Clubs had the opportunity to have their club logo or their club name added to the wrap.

The Safety Training Simulator is a mechanical device that works on a center pivot and hydraulically simulates angular movements to travel uphill, downhill, side hill left and right, cornering or a combination of these movements at an 18-degree slope and a 15-degree pitch. The Simulator is 8'6" long and 5'3" wide with a lift axle and hitch to make it portable. A winch was added for easier loading and unloading from the trailer. The Simulator has an instructor-controlled foot safety switch and comes with a TV stand that a TV monitor can be mounted to allowing for video instruction that can be incorporated into the safety course material. The Simulator can be converted for use with an ATV and/or dirt bike as well.

F. SnoCross

Each year SDSA is involved with the SnoCross racing circuit hosted by the Deadwood Chamber of Commerce. This event promotes SDSA to potential new members along with enhancement of the good will of snowmobiling across the upper Midwest. See Attachment VI for additional information, responsibilities and checklists.

Section VI. PUBLICATIONS AND SOCIAL MEDIA

A. Sno Plainsman

For each issue, all Board of Directors are required to submit an article and all Charter

Clubs are encouraged to submit an article highlighting their club's events and activities. Advertising will be sold at various rates based upon various ad sizes and content. Advertising will be handled by the Board of Directors and the Editor. Midwest Sports Publishing Network (MSPN) is under contract with SDSA for a few "new" ads with the Editor as SDSA's point of contact.

1. Digitized Sno Plainsman

The Editor will email the Sno Plainsman, in an electronic format, to the SDSA Members that elect to receive the Sno Plainsman via e-mail.

The most current issue of the Sno Plainsman will then be posted publicly to SDSA's website just prior to release of next month's issue. At this point, the Sno Plainsman is available to the public and can be shared to non-members. This policy is to ensure our membership receives the publication prior to it going public.

B. Website

With assistance from the Membership/Website Committee, the Executive Secretary will maintain the SDSA webpage with appropriate and current events, action items, advertising, pictures and contact information of all Board of Directors, Officers, Staff and Charter Clubs. Pictures posted are to be comprised of a good selection of pictures edited to represent the event.

Executive Secretary will be the point of contact for the website host for content changes and troubleshooting problem areas. Statistics of website use will be monitored for activity trends. Maintenance, posts and updates to the webpage are to be given higher priority over other social media sites.

C. Facebook

The Executive Secretary will be the administrator of record for the SDSA Facebook page. SDSA Treasurer will also have editing privileges to post and/or share appropriate information when assistance is necessary. SDSA's Facebook page will be maintained and updated with appropriate and current information, pictures, and updates on activities. Pictures posted are to be comprised of a good selection of pictures edited to represent the event.

1. Criteria for posting to SDSA's Facebook page.
 - Must pertain to snowmobiling and/or winter recreation.
 - Posts should not be too long. Most people won't read long posts on Facebook, less than 140 characters.
 - Raffle information should not be put on Facebook.
 - Share posts between ACSA and other State Associations.
 - Post fun items with a positive message. Something that will catch the reader's eye.
 - No postings of pictures of resource damage because of sleds or groomers.
 - No violence, nudity, alcohol, guns, profanity or discriminatory remarks.

D. Facts & Myths

The Facts and Myth publication was developed by ACSA with funding provided by the Recreational Trails Program (RTP) administered by the US. Department of Transportation/Federal Highway Administration. Its intended use is to help educate land managers, individual and interest groups regarding "the truth about snowmobiling". Topics cover different issues that are important to winter recreation and snowmobiling access.

SDSA uses this publication when making congressional visits, with invitations to sponsored events and for promotional handouts at vendor fairs and dealer open houses. SDSA does pay a nominal fee for each copy of the publication.

Section VII. FEE SCHEDULE AND ALLOCATION SUMMAY

- A. Section III, C - Expense Reimbursement
 - 1. Board of Director Meeting Attendance Fee \$ 50.00
 - 2. Mileage Reimbursement Rate Current State Mileage Rate
\$0.42 effective July 1, 2019

- B. Section III, D - Board of Director Meetings
 - 1. Late Fee for Board of Director Meetings \$ 20.00
 - 2. Cell Phone Penalty \$ 20.00

- C. Section III, E - Dues Structure
 - 1. Pro-rated Allocation of Active Membership Dues
 - Membership \$ 25.00
 - Sno Plainsman Subscription \$ 8.00
 - Right to Ride Fund \$ 1.00
 - ACSA Dues \$ 1.00

 - 2. Pro-rated Allocation of Associate Membership Dues
 - Membership \$ 45.00
 - Sno Plainsman Subscription \$ 4.00
 - Right to Ride Fund \$ 1.00

 - 3. Legacy Membership \$500.00
 - Annual Dues Portion - amount equal to 10 years of Active Membership dues
under current dues structure
 - Promotion Portion – remaining portion

- D. Section V, D - Scholarship
 - 1. Scholarships (2) \$500.00 each

ATTACHMENT I
STAFF JOB DESCRIPTIONS
Attachment added 12-07-19

The following Job Descriptions are in effect as of May 2019:

Attachment 1 A Executive Secretary / Editor

Attachment 1 B Treasurer

ATTACHMENT 1 A

South Dakota Snowmobile Association (SDSA)

Job Description Title:

Executive Secretary of SDSA / Editor

Reports to: President of SDSA

Job summary

The Executive Secretary is the primary administrative support staff to the South Dakota Snowmobile Association. This position provides administrative support to the President, Past President, President Elect, and the Board of Directors.

Summary of essential job functions

1. Attend meetings/teleconferences, take, prepare and distribute agendas and meeting minutes, additional documents, and distribute them seven (7) day prior to the next scheduled meeting.
2. Records and maintains electronic list of Membership, forwards dues to Treasurer - distributes membership letter to SDSA only members, partners with dealers communicating membership incentives, electronically maintains urgent contact list
3. Organize and prepare annual convention materials including agenda, script, delegate credentials, nomination packets, room setup, Snowmobiler of the Year judging, and creation of award certificates
4. Organize Governor’s Ride logistics to include distribution of invitations to legislatures, maintaining RSVP list, coordinates with Game, Fish, & Parks staff to ensure appropriate number of snowmobiles are on hand and are appropriately assigned to guests
5. Performs editorial tasks to ensure appropriate and timely delivery of 7 editions of the Sno Plainsman throughout the snow season to SDSA membership.
6. Works with Advertising Agency/Personnel to edit and input advertising into the Sno Plainsman and on the website; be point of contact between advertisers, SDSA members and Advertising Agency/Personnel.
7. Maintain SDSA webpage with current SDSA Board of Directors and Club information, calendar of events, action items, pictures and advertising. Maintain other SDSA social media sites with current information, pictures and updates on activities with the webpage being the priority over other social media sites. Pictures posted to social media sites are to be comprised of a good selection of pictures edited to represent the event.
8. Prepare and distribute various communications to include but not limited to Snowmobile 4 Snowmobiler applications, SDSA Scholarship applications, Charity Reports, Insurance Letters, Club packets, Memorials, maintain Safety Trailer and Safety Simulator schedule, ACSA reports and updates, ISMA report and updates, ISMC updates, Dealer Open House schedule, Fundraising, Board of Director communications.
9. Serve as point of contact for clubs as to memberships, hosting SDSA functions, SDSA fundraisers and overall club organization under the umbrella of SDSA.
10. An annual performance evaluation will be completed by the SDSA Board of Directors and administered by the SDSA President and President – Elect prior to the Spring Board of Directors meeting.
11. This contract is automatically renewed unless written notification is sent by either party by June 1st of any given year. This contract is effective for the snowmobile year (July 1 – June 30).

Executive Secretary of SDSA _____ Date _____

President of SDSA _____ Date _____

ATTACHMENT I B
South Dakota Snowmobile Association (SDSA)

Treasurer Job Description/Scope of Work

1. Job Title

The job title of this position shall be SDSA Treasurer.

2. Supervisor or Whom Person Reports

The SDSA Treasurer shall report to the SDSA President for guidance and direction.

3. Summary of the Role

This position is responsible for all financial transactions, accurate maintenance of all financial accounts, filing of appropriate payroll and tax documents for the South Dakota Snowmobile Association (SDSA), a non-profit organization, with appropriate oversight by the SDSA President and the Board of Directors.

4. Responsibilities

Primary key areas of responsibility:

- Accurately maintains multiple checking accounts and investment accounts.
- Processes all income and expenses on a timely basis with appropriate documentation. Expenses paid by check or through online banking process.
- Documents financial transactions by entering account information into the QuickBooks accounting software.
- Completion of employee payroll on a timely basis.
- Completion of appropriate IRS payroll tax documents and State Revenue taxes (Form 941, Form 940, W-2's, W-3, Form 1099, Form 1096, Workman's Comp Audit Sheet).
- Completion and filing of appropriate Federal and State income tax documents on behalf of SDSA on a timely basis (Form 990, Form 990-T).
- Summarizes current financial condition of the SDSA by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Provides SDSA Board of Directors with a current financial summary at each of the four regular scheduled Board Meetings throughout the year as well as an annual report at the annual meeting of SDSA (August, November or December, February and May).
- Develops the annual budget based on key financial events, trends, and current objectives of SDSA with input from the President and President-Elect prior to presentation to the Board of Directors for action.
- Is the point of contact for all banking and investment accounts, including the Square account used for processing credit card transactions and the Venmo account used for processing cash and cred card transactions onsite at events, such as SnoCross. Point of contact for the Paypal account will be the SDSA Secretary as membership dues are involved.
- Oversees the development and observation of the organization's financial policies.
- Substantiates financial transactions by auditing documents, reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Compilation of convention booklet with information supplied by SDSA Executive Secretary.

- Contributes to team effort by accomplishing related results as needed.
- Provides financial reports as needed, such as for grant applications or reports
- Serves as a member of Investment Committee.
- Works jointly with the SDSA Secretary to reconcile membership dues paid and membership numbers and provide reconciled membership numbers to the Membership Committee.

5. Summary of work conditions

The SDSA Treasurer is a part-time position with the ability to work from home, independently processing the SDSA financial transactions and record maintenance. SDSA will supply a laptop computer to be used for processing SDSA financial documents.

6. Compensation

Compensation for the SDSA Treasurer will be set as follows:

- SDSA pays \$_____ per year based on the fiscal year of July 1 – June 30 for these services on a contractual basis. Contract amount will be prorated if the contract period starts after the fiscal year based on the portion of the fiscal year remaining. Payment frequency to be based on mutual agreement of both parties.
- Reimbursement for travel expenses will include:
 - Registration, mileage and 3 nights lodging at the SDSA Annual Meeting (Convention)
 - Registration, mileage and 2 nights lodging for the February Board Meeting/Governor’s Ride
 - Mileage for the May and August Board Meetings.
 - Other travel expenses incurred when travel was necessary by a request by the President or Board of Directors.

The contract is effective for SDSA’s fiscal year end of June 30. The contract will be reviewed on an annual basis. An annual performance evaluation will be completed by the SDSA Board of Directors and administered by the SDSA President and President-Elect prior to the May Board of Directors meeting.

This position will be held by the Treasurer unless written notification is sent by either party by June 1st of any given year.

Treasurer of SDSA _____

Date _____

President of SDSA _____

Date _____

ATTACHMENT II
SDSA CONVENTION GUIDELINES
Attachment revised 02-11-2023

1. Convention bids are to be presented to SDSA by September 1st prior to convention. The Board of Directors reviews and approves submitted bids eligible to host the convention. If there are multiple bids submitted and approved, the delegates vote on the site at the annual meeting during the convention. Bids are submitted two years in advance. The bid must include room rates, individual meal prices, registration fees and package rates, number of rooms blocked for attendees and amount of booth space available. Buffet breakfast is preferred for Saturday morning even if the cost is higher. Youth packages are to include the Friday evening meal, Saturday breakfast, lunch and an option to attend the banquet. Youth are typically defined as ages 6-12 with under 6 being free. (Check with motel/hotel for reduced breakfast & banquet prices for youth.) The Convention Bid form can be found on the Forms page on the SDSA Website. The bid proposal should be based upon the typical convention schedule as follows:

<p>Friday</p> <p>10:00 am: Snowmobile Advisory Council</p> <p>12:00 Noon: Auction Items Registered</p> <p>12:00 Noon: Vendor Setup</p> <p>1:30 pm: SDSA Pre-Convention Board of Directors Meeting</p> <p>3:00 pm: Registration Opens</p> <p>3:00 - 10:00 pm: Vendor Trade Show</p> <p>3:00 - 6:30 pm: Hospitality Rooms Open</p> <p>5:00 pm: Presidents Meeting</p> <p>6:00 pm: Beer & Bull</p> <p>7:30 pm: Live Auction</p>	<p>7:30 - 8:45 am: Breakfast</p> <p>7:30 - 4:00 pm: Trade Show</p> <p>9:00 am: SDSA Annual Meeting</p> <p>12:00 Noon: Lunch</p> <p>1:30 - 2:30 pm: SDSA Post-Convention Board of Directors Meeting</p> <p>*</p> <p>1:30 - 4:00 pm: Awards Interviews/Judging</p> <p>1:30 - 4:00 pm: Programming</p> <p>5:30 pm: Social</p> <p>6:00 pm: Banquet</p> <p>7:00 pm: Awards, Drawings, Final Remarks</p> <p>8:00 - 10:00 pm: Entertainment</p>
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Saturday

* Option is available to move the Post-Convention Meeting to 3:30-4:30pm time slot dependent upon programming offered in which Board members may wish to participate. SDSA President and Host Club will set time once programming is set.

2. Once your club has been awarded the bid, contact motel/hotel and confirm all prior agreements. Gain a clear understanding of hotel requirements on such items as meal counts/guarantees; additional fees for rooms, supplies or services; room block releases; and comped room rates. Ask for written confirmations and check confirmations over to be sure they contain all the information required.
3. Select a convention chairperson and committee as soon as possible. Things will run more smoothly if this individual is the same from acceptance of the bid through the completion of the convention.

4. Host Club is responsible to make a sufficient number of rooms available for the convention. Reserve a block of 80-100 rooms for convention attendees. Please make sure that one of these blocked rooms is close to the annual meeting room for the Executive Secretary. Everyone is responsible for making his or her own room reservations.
5. Begin identifying and contacting potential sponsors and vendors in January or February of the year of your convention.
6. Two rooms will be needed for interviews for the Snowmobiler of the Year judging.
7. Host Club is responsible for advertising for the convention in a statewide news released by newspaper, radio, tourism, state convention calendar, snowmobile magazines, and notify Chamber of Commerce in host city. Utilize the Sno Plainsman to get information to the SDSA members. A convention ad will be placed in the Sno Plainsman in two issues prior to the convention. Host Club will coordinate the ad copy and deadline with the Editor in conjunction with the convention dates. Advertising in the Sno Plainsman will be at current full-page rate. The first ad will be an SDSA expense, and the second ad will be the expense of the Host Club.
8. Host Club is also responsible for the following:
 - Contracting entertainment. A year in advance is NOT too soon.
 - Contracting a banquet speaker.
 - Contracting an auctioneer.
 - Have someone present at two SDSA Board of Directors meetings prior to convention.
 - Someone for invocation at the banquet.
 - To promote attendance for your convention, host a Hospitality Room at the convention the year before. May consider a raffle for a free room or a registration/room package.
 - Host a Hospitality Room at your convention to welcome attendees to your host hotel and city and to thank them for attending.
 - Mayor of host city for welcome before the annual meeting.
 - The scheduling of all events and printing of program. Major deviation from the typical convention schedule must be reviewed and concurred with by the Convention Committee, Executive Secretary and/or the President.
 - A room for annual auction.
 - All auction items (both silent & live) will be split between SDSA (65%) and the Host Club (35%). However, if there is an original painting, such as the John Green painting, all (100%) of those proceeds go exclusively to SDSA. All YETIS auction items (both silent & live) will be split between YETIS (50%), SDSA (25%) and the Host Club (25%). Donated auction items that come with a reserve bid will be split on the net proceeds defined as: Gross bid minus reserve equals net proceeds. Net proceeds to be split 65% SDSA and 35% Host Club. For all items, related fees (such as payment process fees or auction software fees) will be deducted from gross proceeds prior to the split of the proceeds.
 - Emphasis will be made that each Charter Club should bring an auction item(s) unique to their area for the auction.
 - No consignment of auction items will be accepted or allowed on the auction.

- Host Club will provide a member to help count proceeds for all auctions. Member must be available immediately following the SDSA Auction on Friday night and following the closing of the silent auction and banquet on Saturday night.
- Ticket takers for all meals.
- Arranging vendor booths (manufacturers and others) setting and collecting booth fees. All proceeds from booths go to the Host Club. Host Club must comply with the South Dakota tax requirements which may require payment of sales tax on vendor proceeds.
- Notification by July prior to convention of date and location of convention to the snowmobile dealers and other possible vendors.
- Act upon requests received from other Charter Clubs to solicit fundraising at the convention. See Section III, D, 3 of these SOPs for concurrence requirements.
- Within 30 days following the convention, complete the SDSA Convention Host Club Report to provide a recap to SDSA of information and/or numbers for such items as:
 - Registration – full, packages, individual events, youth, offsite events
 - Room block -room rate, number of rooms blocked and used each of the 3 nights
 - Vendors – List of vendors, vendor booth space and fees charged.

Additional suggestions to Host Club:

- If possible, secure 3-5 rooms at State rates available for Game Fish and Park personnel who will be in charge of making their own reservation.
- Plan special activities and meals for the Youth, especially during the banquet. DO PLAN YOUTH PROGRAM if at all possible as our new members are young adults, and we want to encourage snowmobiling as a family sport. Consider coordinating these plans with the YETIS.
- Plan light and entertaining activities, not all meetings for all attendees. Some members do not care to attend meetings, so please have at least one “special” event planned for them.
- Contact your local Chamber of Commerce or Convention Visitors Bureau as they may be willing to assist with registration and supply calendar of local events for that weekend, name tags, and discount coupons from local merchants. They may also assist with promoting the convention and/or provide financial support.
- Use special nametags to identify vendors that have booths at your convention.
- When drawing for the door prizes, be sure to mention donor’s name.
- Have registration open Friday about 3:00 p.m. and run until at least the Auction begins. On Saturday morning have registration open about ½ hour before breakfast and run a couple of hours. Host Club members should be available on late Saturday afternoon to sell additional banquet tickets for the evening (this can be a casual setting, poolside, etc.)
- Have maps of meeting rooms posted or available for attendees.
- To coordinate the auction activities, consider the following:
 - Using a donation form to collect item details (and the item itself, if possible) in advance of the event and be able to organize/label those items ahead of time.

- Tag each item with the name of the donor so auctioneer can announce. Be sure descriptions such as size, color, etc, are easily identifiable on either the tag or product packaging.
- Organize auction items to provide a steady variety of item types and values during the auction. Number each auction table or provide a complete numbered item list so bidders have an idea when items will be auctioned. If at all possible, please provide an ordered list of auction items to the auctions clerks for helpful reference during the auction.
- Have separate sheets for the YETIS silent auction, preferably in a different color than the general silent auction sheets.
- Posting silent auction winners (by bidder name, bid amount, and item number) on a list by the table where payment will be collected.
- You will need pens available to all attendees at the annual meeting with water at the head table (negotiate this with host hotel contract).
- A member of the Host Club (a spokesperson) should be present to introduce the Mayor prior to the annual meeting, the entertainment/program (if any) during the noon lunch and the auctioneer prior to the auction.
- A list of all special guests (special speakers, ministers, auctioneer, out of state dignitaries, vendors, etc.) should be given to the SDSA President to recognize at the banquet.
- The Host Club can make additional money by selling small items such as bumper stickers, hats, t-shirts, jewelry, etc. to attendees. It is suggested they be of good quality.
- Count all meal tickets you collect and verify with the motel for your meals that you are actually billed for.
- Send a thank you to all donors, vendors, sponsors and others who provided support for the convention.
- You may need a chairperson for the following:
 - Entertainment: 1 person
 - Speaker: 1 person
 - Registration: 2-5 persons at all times
 - Prizes: (Door prizes, other miscellaneous items, fun prizes) 1 person and lots of help. To keep announcement time to a minimum and allow for each prize winner identification, consider posting winning ticket numbers and attaching them to prizes for self-pickup.
 - Meals: Convention chairperson should probably handle this.
 - Youth Program: 1 person and at least 1 helper (Outside events or swimming require a lifeguard or chaperones).
 - Special Event Program: 1 person
 - Decorations (if desired): 1 person
 - Printing: 1 person
 - Auctioneer: 1 person
 - Meal Ticket Takers: 1 chairperson and 2 helpers at each event.
 - Vendor Booths/Vendors: 1 chairperson and helpers.

Host Club should take care of guests from start to finish. Treat them well and provide them with an entertaining and informative convention. They will want to come back to your city the next time you bid the convention.

SDSA is responsible for the following:

1. SDSA will provide the Convention History Report to any club wishing to bid a convention upon request.
2. Once a Convention bid is awarded, SDSA (Convention Committee) will send the Convention Guidelines, Convention History Report, the Convention Form (to be completed after the convention) to the successful Host Club.
3. Provide the following lists to the Host Club:
 - The number of meeting rooms and capacity required.
 - Seating arrangements at all meetings and banquets.
4. Notification by July prior to convention of date and location of convention to the following, by invitation if necessary:
 - State and National Representatives
 - Neighboring State Associations
5. To obtain auction items, clerk the auction with SDSA Treasurer available to collect the auction proceeds.
6. Obtaining judges for the Snowmobiler of the Year interviews.

**ATTACHMENT III
RECOGNITION AWARDS
Attachment revised August 7, 2021**

Each year SDSA offers both individual and club awards. The guidelines for these awards are set out below. All nomination forms can be found on the Forms page on the SDSA Website.

A. Snowmobiler of the Year Awards

The Snowmobiler of the Year awards are offered as an opportunity for clubs to honor those individuals and families who help promote our sport. Categories include Family, Man, Woman, Teen, Youth and Groomer. Guidelines and awards for each category are as follows:

Man Snowmobiler of the Year:

1. Active member of local club and SDSA.
2. Active in community affairs.
3. Responsible for creating a better and safer environment for snowmobiling.
4. Participates in club and SDSA functions and sponsored activities.

Award:

- Plaque signifying award.
- Jacket with year and award designation.
- Recognition at convention.

Woman Snowmobiler of the Year:

1. Active member of local club and SDSA.
2. Active in community affairs.
3. Responsible for creating a better and safer environment for snowmobiling.
4. Participates in club and SDSA functions and sponsored activities.

Award:

- Plaque signifying award.
- Jacket with year and award designation.
- Recognition at convention.

Teen Snowmobiler of the Year:

1. Active member of an affiliated club or sponsored by member of said club.
2. Nominee must be 12 years old to 18 years old by April 1 of the following year. (This would correspond exactly with ACSA's Youth Snowmobiler of the Year Award requirements.)
3. Active snowmobiler who encourages and practices safe and responsible snowmobiling.
4. Participated in safety course – where applicable.

Award:

- Plaque signifying award.
- Jacket with year and award designation.

- Recognition at convention.
- Each nominee receives a t-shirt.

Youth Snowmobiler of the Year:

1. Active member of an affiliated club or sponsored by member of said club.
2. Nominee must be 11 years or younger as of November 1, current year.
3. Active snowmobiler who encourages and practices safe and responsible snowmobiling.
4. Participated in safety course – where applicable.

Award:

- Plaque signifying award.
- Sweatshirt hoodie with year and award designation.
- Recognition at convention.
- Each nominee receives a t-shirt.

Family of the Year:

1. Active family in local club and SDSA.
2. Family active in community affairs.
3. Family (parents and children) who best personifies safe snowmobiling as a family-oriented sport.
4. Active in SDSA functions and sponsored activities.

Award:

- Plaque signifying award.
- Award of a weekend of snowmobiling at a resort/lodge to be selected.

Groomer of the Year:

1. Recognizes a groomer operator that goes above and beyond prescribed duties to make snowmobiling a pleasant experience on South Dakota trails.
2. Must be a member of SDSA.
3. Must understand, sign, and do the job prescribed by the grooming operations contract.
4. Must be available when needed.
5. Must be skilled in grooming the best trail possible.
6. Must be knowledgeable of equipment operation, maintenance, and repair.
7. Must follow directions of the Trail Coordinator.
8. Must complete all necessary record keeping forms to be sent to GF&P by the Trail Coordinator.
9. Must be willing to go above and beyond the job description to accomplish these things.

Award:

- Plaque signifying award.
- Recognition at convention.

Selection Process

The SDSA office sends out the Snowmobile of the Year nomination form along with a letter from the President on September 1st of each year. Clubs may nominate one person/family for each category. A nomination form for each person/family must be submitted to the SDSA office by November 1st of each year. As applications are received in the office they are sorted by category and three copies are made. An interview schedule is completed, and contestants are notified of their respective interview times to take place on Saturday of the convention. **Personal attendance is highly encouraged.** In the event a candidate is unable to interview on site, they may contact the SDSA office and request a remote option (phone, video, etc.). The decision to allow, and make accommodations for, a remote interview will be made in conjunction with host club.

Three judges will make up the judging panel and the number of panels needed will be determined based upon the number of applications received. Judges are arranged by the Awards Committee working with the Executive Secretary and Host Club. Judges should be familiar with the Awards Program and have good communication skills to interact and interview the applicant(s). Copies of completed applications are provided to the judging panel in advance of the annual convention. The Awards Chairperson or his/her representative will oversee the interview process and see that all interviews are completed within the time allotted. Door monitors may be utilized to ensure the judging panel stays within the allotted interview schedule. A listing of the interview schedule will be posted outside the room where judging will take place and at other appropriate locations. Following the completion of the interview process, judges will determine the winners of each category and provide their scoring and selection to the Award Chairperson or his/her representative. Plaques, signed by the SDSA President, will be awarded to the winners at the banquet. Clothing size and name information will be obtained from the winners and will be presented at a later date.

B. SDSA Hall of Fame Award

The purpose of the SDSA Hall of Fame is to recognize and honor individuals who have been instrumental in the development and continued success of SDSA. Each Charter Club may nominate an individual(s) that they feel is a vital link in the well-being of SDSA, either past or present. Inductees will be chosen based on their involvement in SDSA and their contributions to SDSA.

A person(s) nominated to the SDSA Hall of Fame should possess the following qualifications:

1. Persons responsible for the implementation and continued development of promoting the sport of snowmobiling.
2. Person responsible for implementation of promoting snowmobiling through work for charities, community activities, and other causes that expose snowmobiling and snowmobilers in a favorable light
3. Past or present member of a local club and SDSA. (Local club involvement is important because of SDSA's close relationship with local clubs.)
4. Nominations may be made posthumously.

Award:

- A gold plate with name, club, and years involved placed on SDSA's Hall of Fame Plaque.
- Plaque signifying award.

Selection Process

The SDSA office sends out the Hall of Fame nomination form along with a letter from the President on September 1st of each year. Hall of Fame nominations are due back in the SDSA office by November 1st. Copies of all nomination forms are provided to the Board of Directors at or before the Pre-Convention Board of Directors Meeting. The entire Board of Directors will be responsible for judging all nominations and choosing the inductee(s). Voting will be by secret ballot. A nominee must receive a minimum of five (5) votes from the voting Board members for induction. Up to two candidates may be inducted into the Hall of Fame each year.

Inductees will be notified of acceptance, *unless nominating club requests otherwise*. Induction into the Hall of Fame will be at the SDSA Convention Banquet. The inductee(s) will have his/her name inscribed on a gold plate with year of induction inscribed. The plate which will be affixed to the South Dakota Snowmobile Hall of Fame Plaque/Picture. This Plaque will be displayed at locations where snowmobilers gather such as trailheads, resorts or dealerships across the state. The plaque will be moved to a new location at least twice a year as determined by the President.

C. Club Awards

Each year at the annual convention, SDSA recognizes its Charter Clubs with the largest membership and the Charter Club with the largest percentage increase in members. The members counted for the purpose of these awards include both paid club memberships and Associate memberships that are sold by the Charter Club. The guidelines for these awards are as follows.

1. Largest Membership

The Charter Club with the most members as of the end of the previous fiscal year (June 30 prior to convention) is awarded a traveling plaque at the annual convention. The plaque will be engraved with the Club name and year of the award. The winning club will return the plaque to the SDSA office prior to the next year's convention.

2. Largest Percentage Increase

The Charter Club whose membership has increased by the highest percentage over the previous year is awarded a traveling plaque at the annual convention. The plaque will be engraved with the Club name and year of the award. The winning club will return the plaque to the SDSA office prior to the next year's convention.

The percentage increase is calculated as follows:

$$\frac{\text{Membership (award year)} - \text{Membership (previous year)}}{\text{Membership (previous year)}} \times 100 = \%$$

**ATTACHMENT IV
GOVERNOR'S RIDE
Attachment revised 08/13/2022**

Governor's Ride will be headquartered at Hardy Camp at Lead, SD and will be held on the Saturday of the President's Day Weekend in February.

The Governor, Lt. Governor and all legislators will be invited to the Governor's Ride by written invitation signed by the SDSA President and sent *approximately* the 1st week of January. Other invitations will be extended to the South Dakota US Congressional Delegation and their staff members, the Mayor of Lead, Deadwood and Spearfish, along with the Black Hills & Badlands Tourism Association, and the US Forest Service. GF&P will extend invitations to their own staff.

To avoid as many scheduling conflicts as possible, a "save the date" type invitation should be sent to the Governor, Lt. Governor and the South Dakota US Congressional Delegation and their staff members no later than September 1.

The RSVP deadline will be February 1. No RSVPs will be accepted after February 1. A reminder email should be sent to confirmed guests as to location, start time for registration & breakfast and the social.

On the day of the ride, parking at Hardy Camp for the special guests will be handled by GF&P staff. A list of special guests will be provided to GF&P staff for this purpose.

GF&P (Shannon Percy and Ryan Raynor) along with assistance from the SDSA's Governor's Ride Committee will plan the ride route depending upon snow conditions. The route itself will be approximately 3 hours with stopping points in between Hardy Camp and the ride designation. A map and route information will be provided to the group leaders. GF&P personnel will assist moving groups across Hwy 85.

Groups

Depending upon anticipated attendance, 6-8 groups will be used for the ride. Each group will be led by SDSA Board of Directors and/or Governor's Advisory Council members or designated SDSA members. Group sizes will be determined by actual attendance with the ideal size of group being between 12-15 sleds. Groups will be identified by colors with coordinating colors on the staging area (flags), on the guest's sleds, on the tables inside the shop and also on the participant's arm band/bib. Each participant will wear a Governor's Ride Arm Band color coordinated to the assigned group color. Group leaders will also wear red bibs. If bibs, other than red, are used, a coordinating colored ribbon will be tied to each bib to designate which group the participant will be in.

The SDSA President and the Governor's Ride Committee Chair will lead the Governor's Group and the SDSA President Elect will lead the Lt. Governor's Group.

Sleds

The Governor and spouse will be allowed 6 sleds total to accommodate their family. The Lt. Governor and each legislator will be allowed 2 sleds. Each sled to be used by a special guest will be tagged with the rider's name and group color the rider will be in.

Any manufacturer that sponsors sleds for the Governor's Ride will be listed as an official sponsor. Each sponsor can provide promotional banners/flags which can be displayed at Hardy Camp and at the After Ride Social (with hotel authorization).

The Trails fund will pay for up to 15 rental sleds. SDSA has a standing rental arrangement with Trailshead for 6 single sleds and 6 2-up sleds. This order must be confirmed with Trailshead by October 1 of each year. GF&P sleds can be used as availability permits. Arrangements to move manufacturer sleds to Hardy Camp will be made with their Rep upon their arrival. Sleds from Trailshead will need to be brought to Hardy Camp the morning of the ride and returned to Trailshead after the ride. SDSA Board Members will assist in moving sleds to and from Hardy Camp.

Helmets must be worn by all riders participating in the ride. SDSA has acquired a wide selection of helmet sizes for riders to have a properly fitted helmet. The inventory of helmets are stored at Hardy Camp.

Advertising

SDSA will publish all ride information in the Sno Plainsman. Information as to the hotel and registration should be made available as a handout at the SDSA Convention to encourage pre-registration. An agenda of the weekend's events should be made available at the hotel desk for attendees to obtain upon arrival. The Host Organization will be responsible for the information handout at convention and the agenda for the hotel desk, as well as providing the SDSA Office with information to be published in the Sno Plainsman.

Media coverage and Media coverage specific with KOTA-TV should be arranged by the Governor's Ride Committee.

Bid Process

Bids to host the Governors Ride will be accepted at SDSA's Board of Directors Meeting held in May. Clubs/Organizations may bid to host the entire Governor's Ride, or they may bid to host the Governor's Ride Brunch and After Ride Snack (hot choc/cookies). The written bid should be submitted with sufficient detail of what the Host Organization is proposing to be responsible for and costs involved.

1. Governors Ride Host Responsibilities

Host Organization for the entire Governors' Ride will be responsible to secure lodging accommodations, meeting rooms and arrange for the After Ride Social. They will also be responsible to serve the brunch prior to the ride, serving to begin approximately 9:30 am and to provide hot chocolate, coffee and cookies as groups return to Hardy Camp.

The Host Organization will collect all registration fees and obtain the necessary waivers from all participants. SDSA will provide the Host Organization with the final number of special guests in attendance and determine the amount of registration fees to be paid.

It is highly recommended that a registration table be available at the SDSA Board of Directors Meeting Friday night before the ride to complete as many registrations and waivers as possible to avoid congestion Saturday morning at the ride.

The Host Organization can secure local sponsorships and can display promotional banners at Hardy Camp. Depending upon hotel policy, promotional banners can also be hung at the After Ride Social.

2. Governor's Ride Brunch/After Ride Snack Host Responsibilities
Host Organization for only the Brunch and After Ride Snack will be responsible to serve the brunch prior to the ride, serving to begin approximately 9:30 am. Their bid will also include providing hot chocolate, coffee and cookies as groups return to Hardy Camp. This bid should be based upon costs of supplies and a small fee for the club's efforts.

SDSA will be responsible to collect all registration fees and obtain the necessary waivers from all participants. SDSA will have a registration table available at the SDSA Board of Directors Meeting Friday night before the ride to complete as many registrations and waivers as possible to avoid congestion Saturday morning at the ride.

SDSA and the Host Organization can secure local sponsorships and can display promotional banners at Hardy Camp. Depending upon hotel policy, promotional banners can also be hung at the After Ride Social.

Registration:

Registration fee has been \$15 for adults and \$7.50 for youth 7-14. No charge for 6 and under. Registration fees will cover the expense of the brunch, hot choc/cookies and the After Ride Social. All SDSA members are responsible for their own registration. Registration fee for only the Social should be \$10.00. SDSA will be responsible for the registration fees for all special guests. The Host Organization of the entire Governor's Ride will provide SDSA with the final number of special guests in attendance and determine the amount of registration fees to be paid.

Host Hotel:

Consideration should be given to ample parking and swimming pool availability to attract families to attend the Governor's Ride.

A block of rooms will be reserved at the host hotel. It is recommended that the block consist of at least 30 rooms, Thursday night; 60 rooms each Friday and Saturday night and 30 rooms on Sunday night.

All attendees, including all invited guests are responsible to make their own room reservations.

The contract with the hotel should have a cancellation clause in the event the Governor's Ride is cancelled due to no-snow conditions. The decision to cancel is made by SDSA.

GOVERNOR'S RIDE CHECK LISTS

Pre-Planning Process

Governor's Ride Committee

- Solicit bids from interested hotels with sufficient lead time to have bid in hand at May Board of Directors Meeting. Provide sufficient detail/requirements for room block, meeting rooms, social. Include consideration for ample parking, family friendly amenities, transportation to nightly entertainment.
- Confirm standing sled rental order with Trailhead by October 1.
- Secure sponsored sleds, additional rental sleds, dealership provided sleds, personally owned sleds as needed.
- Locate all banners to be used for the Governor's Ride and arrange for transportation to Hardy Camp.
- Determine need for replacement balaclavas, arm bands/bibs, group colored ribbon if necessary. Group colors used include red, yellow, green, purple, orange, blue, brown and black.
- SDSA trailer needs to be parked at Trailhead by Thursday afternoon. Committee Chair should contact Trailhead for concurrence to do so. Person responsible for bringing trailer may be determined based on where trailer is and who is available to pull it.

Friday before ride at Hardy Camp:

- GF&P Staff will have tables moved into big shop at Hardy Camp.
- GF&P Staff will have helmets/balaclava's out of storage.
- GF&P Staff will have 2-3 tables available for registration and helmet display.
- Move sponsored sleds, if any, to Hardy Camp.
- Hang all banners in big shop – SDSA, ACSA, ISMA, YETIS, any sponsor banners.
- Put up Signage – Register Here Signs, weather dependent.
- Locate Totes:
 - Tote 1: Arm Bands/Bibs & Tickets
 - Sort Arm Bands/Bibs by group color.
 - Replace ribbon on bibs, if necessary.
 - Get tickets out for meal, social or beverages if being used.
 - If using tickets – take to Friday night meeting to give out with registrations collected there.
 - Tote 2: Table Flags and Flags for Sled Staging Area
 - Set out table flags – Governor's Group should be front/center.
 - Put Staging Area Flags on poles to be ready to set out in morning.
- Waivers
 - Obtain GF&P waivers from Ryan (adult & minor).
 - Get waivers for sponsored sleds.
 - Get waivers for rental sled from Trail Head.

- Get waivers sorted by special guests with assigned sled waiver and GF&P waiver.
- Have all waivers available at SDSA Board of Directors Meeting, Friday evening.

Pre-registration / Registration Committee:

Prior to ride:

- Coordinate Pre-registration form with Hotel Contact for publication in the Sno Plainsman.
 - SDSA Member Registration for 2019
 - SDSA Adults - \$15.00/person
 - SDSA Youth - \$ 7.50/person
- Receive all pre-registrations.
- Create database/attendee list.
- Forward list of pre-registrations to group coordinator.
- Make up a half sheet with reminder of location & time of social for evening to provide Special Guests with at registration.
- Make a “Register Here First” Sign (2) for Hardy Camp. Make a “Guest Registration Table” and an “SDSA Registration Table” sign.
- Confirm number of tables GF&P has available. Arrange for additional tables to be brought in if necessary. Ideal table set up is:
 - 2 tables Special Guest registration/arm bands
 - 2 tables SDSA registration/arm bands
 - 2-3 tables for helmet display
- Get volunteers organized to help with registration & helmets, have enough volunteers so they can work in shifts and eat breakfast.
 - 2-3 for Special Guest table
 - 2-3 for SDSA table
 - 2 for Helmets
 - 1 ticket taker at Breakfast line (if used)
- Arrange for starting change with SDSA Treasurer.
- Gather supplies for registration tables - pens, paper clips, money bag, string, scissors.

Friday before Ride

- Open registrations Friday evening at the meetings / get waivers signed / hand out tickets if used. Early registrations will need to pick up arm bands the morning of the ride.
- Weather permitting - put out “Register Here First” signage at Hardy Camp.

Day of Ride

- In charge of registration table, the day of the ride.
- Put out signage - “Register Here First”, Guest Registration Table”, “SDSA Registration Table”.
 - Sort out arm bands for special guests and for SDSA members.
 - Dark gold arm bands are used for dignitaries and special guest.
 - Sort out red bibs for use by group leaders.
- Obtain Group/Sled Assignment information from Ryan or Governor’s Ride Committee Chair
- Set up registration tables.

- Special Guests Registration
 - 1-2 tables with 2-3 volunteers.
 - Registration is free for special guests.
 - GF&P Waiver and Assigned Sled Waiver to be signed.
 - Group colored arm band.
 - Give tickets if needed (breakfast/social/drinks at social).
 - Provide half sheet with reminder of location & time of social for evening.
 - Direct to helmets & balaclava, if needed.
 - Direct to breakfast.
- SDSA Registration
 - 1-2 tables with 2-3 volunteers.
 - Collect registration fees.
 - GF&P Waivers to be signed.
 - Riding group to be assigned – which will determine color of arm band.
 - Give tickets if needed (breakfast/social/drinks at social).
 - Direct to breakfast.
- Have volunteer collect breakfast tickets at breakfast line (if used).
- Provide recap of registration numbers with registration money to SDSA Treasurer.

Helmets/Gear/Bibs

- Set out helmets, organize by size. Lay out balaclavas by size (youth/adult).
- Assist special guests in selecting proper fitting helmet and balaclava.
- Collect and inventory helmets after ride.
- Put helmets back in bags/boxes and return to storage.
- Collect arm bands/bibs from riders.
- Collect balaclavas from riders.
- Sort arm bands/bibs by color and return to Tote 1 for storage at Hardy Camp. If dirty/wet arrange for cleaning along with all balaclavas that were used. Ensure any arm bands/bibs or balaclavas taken home to clean are returned to Hardy Camp prior to the following year's ride. They could be given to the District 1 or 2 Directors or to Shannon to return to the tote stored at Hardy Camp. At the very least, they must be returned prior to the following year ride.

Sled Organizer:

- Keep in contact with MaryAnne to determine number of extra sleds needed.
- Keep in contact with sponsors/ manufacturers/ and/or dealers who may allow us to use sleds.
- Keep in contact with Trailshhead and other rental businesses to secure necessary sleds to cover needs. Confirm standing order with Trailshhead by October 1.
- Set time and notify Board members when sleds need to be moved to Hardy Camp and returned.

Group Coordinator/Waivers:

- Gather list of dignitaries from MaryAnne.
- Gather list of pre-registered riders.
- Create a tentative group list before ride weekend.
- Add riders to groups as they register.
- Work with Registration to have obtain waivers for each rider. Can be signed at Friday. night meetings and morning of ride.

- Assign dignitaries to specific sleds and tag sleds.
- Optional: Suggest group leaders have available light snacks to provide their guest during the ride:
 - Water – during & end of ride
 - Small Candy Bars: Twix, 3 Musketeers, Tootsie Rolls
 - Cheese Sticks
 - Deer Sticks

Hotel Contact:

- Be in contact with successful hotel after May Board of Directors meeting to secure dates/room block. Verify room block numbers, dates, meeting times, social time and prices, etc. prior to signing sales agreement with hotel.
- Provide hotel contact information to Executive Secretary for potential advertising contact.
- Coordinate Pre-registration form with Registration Committee for publication in the Sno Plainsman. Dates, host hotel location, room reservation information, registration fees.
 - SDSA Member Registration for 2019
 - SDSA Adults - \$15.00/person
 - SDSA Youth - \$ 7.50/person
- Plan menu for social. Keep in mind this is a social, not a meal. Guarantee should not be based on a 'per person' basis, rather on a budget amount.
- Utilize hotel rooming list and pre-registration numbers (obtained from registration committee) to make final guaranteed numbers/menu for social per deadline of catering contract.
- Get invoice for hotel services, review for accuracy and submit to Treasurer for payment.

Breakfast:

- Line up club or caterer to provide breakfast and possibly after ride refreshments.
- Verify pre-registration numbers with registration person and relay info to club or caterer.
- Make sure all tables are set up, clean, ready.
- Make sure clean-up of serving area is done before end of the day.

Sponsorship:

- Identify and contact possible sponsors.
- Secure donations.
- Obtain banners from major sponsors.
- Hang banners at breakfast.
- Transport banners to social.
- Return banners to sponsors.
- Insure proper handwritten thank you's are distributed.

ATTACHMENT V
SDSA SCHOLARSHIP PROGRAM
Attachment revised 2-9-2024

The purpose is to encourage qualified SDSA members to seek higher education beyond the secondary school level and to provide financial assistance through the award of a scholarship.

Application requirements for SDSA Scholarship

1. High school seniors or post-secondary students enrolled in an institution of higher learning are eligible for the SDSA scholarship. Applicant must be a student in good standing, but awards may not be based on academic achievement.
2. Definite choice of a Liberal Arts College, Technical Institute, Specialized College, School of Nursing or Junior College provided that the institution offers a standard degree of certification.
3. A \$500 award for the scholarship winner will be sent to the institution of choice upon acceptance of student's enrollment.
4. A completed application must be submitted by February 25th absolute deadline to the SDSA Office at Box 206, Gary, SD 57237.
5. Limited to SDSA members and their immediate families that live full time in South Dakota.
6. On a separate sheet of paper write an essay in 500 words or less on a minimum of 2 pages and not more than 4 on the subject – Why Snowmobiling is Important to Me and South Dakota. The Applicant's name should not appear anywhere on the essay. Judges will not see who the essay belongs to when judging. If the applicant's name is on the essay, it will be disqualified. Essays exceeding 500 words will also be disqualified. Transcripts or letters of recommendation should not be attached.

An application form, which can be found on the SDSA Website, will ask for pertinent contact information as well as information on high school education and graduation as well as future post-secondary plans. The applicant will be asked to provide information regarding their snowmobile involvement, involvement with extracurricular activities, community activities, awards and work experience.

Application requirements for Jon LaFramboise YETIS Scholarship

1. High school seniors or enrolled college students up to 20 years old must be a student in good standing and awards are not based on academic achievement.
2. Definite choice of a Liberal Arts College, Technical Institute, Specialized College, School of Nursing, Junior College, provided that the institution provides a standard degree of certification.
3. Entries will not necessarily be judged on financial need.
4. An award for the winner will be sent to the institution of choice upon acceptance of student's enrollment.

5. A completed application must be submitted by 2/25 absolute deadline to SDSA, P.O. Box 206, Gary, SD 57237.
6. Limited to YETIS members who live full time in South Dakota and are SDSA members.
7. On a separate sheet of paper write an essay in 500 words or less on a minimum of 2 pages and not more than 4 on "How have you helped promote snowmobiling to younger kids and how has YETIS helped you grow?". The Applicant's name should not appear anywhere on the essay. Judges will not see who the essay belongs to when judging. If the applicant's name is on the essay, it will be disqualified. Essays exceeding 500 words will also be disqualified. Transcripts or letters of recommendation should not be attached.

An application form, which can be found on the SDSA Website, will ask for pertinent contact information as well as information on high school education and graduation as well as future post-secondary plans. The applicant will be asked to provide information regarding their YETIS involvement, involvement with extracurricular activities, community activities, awards and work experience. The amount of the scholarship(s) will be determined annually at the Convention based on the funds available in the endowment.

ATTACHMENT VI
SNOCROSS
Attachment added 08-13-2022

SnoCross is held at the Deadwood Rodeo Grounds in Deadwood, SD, typically the last weekend in January. SDSA uses this venue to promote membership and to enhance the good will of snowmobiling across the upper Midwest.

SDSA's direct responsibilities for the SnoCross include:

- Confirm date with Deadwood Chamber of Commerce. Date is typically known by early summer.
- Make reservation for a vendor booth with the SnoCross Event Director from the Deadwood Chamber of Commerce in exchange for advertising in the Sno Plainsman. This must be completed in October to allow advertising to be placed in the December and January issues of the Sno Plainsman.
- Advertising Package
 - SDSA provides SnoCross with 1 full page advertisement in two issues of the Sno Plainsman. This ad will be sent to the Editor of the Sno Plainsman. Committee should confirm Editor has received this ad.
 - SnoCross provides SDSA in exchange for the advertising:
 - Vendor booth space.
 - Event passes and Pit Passes (typically, a minimum of 10).
 - 10% discount at gate for SDSA members.
 - SDSA banner hung in arena.
 - SDSA ad on Jumbo Tron several times throughout event.
 - SDSA advertising included on livestream of event.
- Coordinate volunteers to work at the SDSA Booth throughout the event. Volunteers are needed for set-up, Friday's event and Saturday's event. Incentives for volunteers include a free pass to attend event.
- Coordinate SDSA materials and promotional items to be distributed at the event. This could include rack cards and posters available through ACSA.
- Deliver SDSA Banner(s) to the Deadwood Chamber of Commerce one week prior to the start of the event.
- Coordinate booth set-up prior to the opening of the SnoCross event.
 - SDSA has purchased a tent, 6' table, bar table, 2 chairs and table linens for the SnoCross booth. The Chair of the SnoCross Committee will be responsible for the maintenance and availability of these items for the SnoCross and other SDSA functions.

- Other equipment and supplies needed for booth include:
 - SDSA Banners
 - Propane Heater
 - Extension Cords
 - Lights
 - SDSA promotional materials (SWAG)
 - Framing for hanging banner
 - Pens
 - Membership Forms / Money Bag
 - Floor covering such as an old carpet remnant to help with warmth (not necessary but highly recommended)

- Obtain entrance passes from the Deadwood Chamber for volunteers working the booth.

- Tear down booth after completion of Saturday's event. REMEMBER to grab ALL SDSA banners hung at the event!

- Complete Thank you's for volunteers and Deadwood Chamber Staff once event is over.