

CHESAPEAKE BAY RAILROADERS

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



MEMBERS HANDBOOK

Revised April 2009
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INTRODUCTION

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

CONSTITUTION

ARTICLE I --- Name

The name of the club shall be Chesapeake Bay Railroaders.

ARTICLE II --- Purpose

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

ARTICLE III --- Membership

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

ARTICLE IV --- Officers

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

ARTICLE V --- Board of Directors

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

ARTICLE VI --- Amendments

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

BYLAWS

SECTION I --- Membership Classes and Definitions

A. There shall be four (4) classes of membership: (1) Regular, (2) Junior, (3) Probationary, and (4) Honorary. The maximum number of all members, excluding honorary members, shall be seventy (70).

1. Regular Member shall be one whose dues are not more than two months in arrears, and who is eighteen (18) years of age or older.

2. Junior Member shall be fifteen (15) through (17) years of age. The maximum number of junior members shall be twenty percent (20%) of the maximum number of all members as defined in Paragraph A (rounded to the next larger whole number). Current Junior Members will not lose their membership if the total drops, raising the percentage of Junior Members above twenty percent (20%)

3. Probationary Member shall be a member who does not have voting or clubhouse key privileges, such as new members not yet voted into the club or members who have been demoted to probationary status by vote of the membership due to some infraction of the club bylaws.

4. Honorary Membership shall be conferred upon such persons entitled to such consideration.

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

SECTION II --- Membership Class Procedures

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

1. Files an application with the Vice President of the club.

2. Completes a satisfactory probationary period of no fewer than sixty (60) days and no more than ninety (90) days.

3. Be accepted into membership a 2/3 vote of those members present and voting and pay an initiation fee of two (2) months dues plus the current month's dues.

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

SECTION III --- Termination of Membership

A. Expulsion

1. Expulsion from any class of membership may be made by a simple majority vote at any regular or special business meeting, provided that the proposal has been announced at the previous meeting and the member has been notified of the proposal.

2. Reasons for expulsion may be:

a. Failure to cooperate.

b. More than two (2) months overdue balance of dues account.

c. For such other definite reasons as may be deemed sufficient by the membership.

3. Anyone expelled may not be reinstated for at least twelve (12) months from the date of expulsion. To be reinstated the individual must follow the procedures as outlined in Section IIA.

B. Resignation

1. Any member who desires to terminate his membership will notify any club officer of such, and return his building key.

2. A member who resigned may petition the membership for reinstatement at any time. To be reinstated, the individual must be accepted by a majority of those members voting. No initiation fee is required but any dues that were owed at the time of resignation must be paid.

3. A member who was more than two (2) months in arrears in their dues at the time of resignation may petition the membership for reinstatement after twelve (12) months. To be reinstated, the individual must be accepted by a 2/3 vote of those members present and voting. An initiation fee of two (2) months dues will be paid upon being voted back into the club.

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

D. Former members access to club.

1. Former members expelled for cause, e.g. misconduct, are prohibited entry or use of any club facilities. Former expelled members who enter the club facility will be considered trespassing and may be prosecuted. Members that invite expelled members

into the club facility are subject to disciplinary action as determined by the membership.

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

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

SECTION IV --- Dues and Assessments

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

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

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

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

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

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

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

SECTION V --- Meetings and Quorums

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

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

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

D. Quorum:

A quorum consisting of at least thirty-three and one-third percent (33 1/3%) of the voting membership will be necessary to transact business at any regular or special meeting.

At least one officer must be present.

A simple majority is defined as the majority of those members present and voting.

SECTION VI --- Elections

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

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

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

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

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

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

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

SECTION VII --- Prerequisites for Elected Officers

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

B. The President shall have been a member of the Planning Committee for at least one

(1) full term.

SECTION VIII --- Duties of Officers

A. The President shall perform the usual duties of such office, preside over all business meetings, and shall be a member ex officio of all committees.

B. The Vice President shall perform all the duties of the President in his absence. He shall serve as Chairman of the Membership Committee and maintain the list of property (excluding train equipment) on loan to the club supplied by individual members.

C. The Secretary shall:

1. Take minutes
2. Be responsible for making all official mailings of club correspondence.
3. Be responsible for maintaining the file of minutes and club records.
4. Keep a file of all club correspondence.
5. Be responsible for notifying all members of any special activities.

D. The Treasurer shall:

1. Receive and record all monies.
2. Be responsible for a report of receipts and expenditures at the business meetings each month.
3. Authorize and make all disbursements up to and including \$75.00.
4. Be responsible for maintaining a dues account for each member and clearly identifying members who are in arrears with their dues account.

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

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

B. Any decision by the Board of Directors may be reversed by a simple majority vote of the membership.

C. The Board of Directors shall prepare an annual budget and present it no later than the

third business meeting of the calendar year.

D. The Board of Directors shall present an outline of work to be done in the upcoming quarter to the membership.

E. The Board of Directors shall authorize disbursements by the Treasurer for any transactions of more than \$75.00.

F. The Board of Directors shall have the authority to decide whether a returning former member shall be granted membership, denied membership, or must reapply for membership.

SECTION X --- Removal of Elected Officers

A. Any elected officer missing four (4) consecutive business meetings must automatically stand for reelection. The voting membership must be notified of the interim election and the officer may be reelected or replaced.

B. Any elected officer may be removed from office for just cause, following a motion from the floor and approval by a majority vote at any subsequent meeting. Expulsion from the club is not mandatory.

C. Special Elections

1. In the event that there is a vacancy on the Board of Directors a special election will be held. Nominations will be made at the first business meeting after the office becomes vacant. The special election will be held at the following business meeting.

2. Nomination and voting will follow the same procedures listed in Section VI (ELECTIONS).

3. The term of office shall be for the unexpired term of the officer being replaced.

SECTION XI --- Committees

A. There shall be eight (8) standing committees. Committee chairmen shall be appointed from the membership by the President (elected officers are not eligible to be standing committee chairmen). The duties of the committees are as follows:

1. Electrical - Design, procure, install, and maintain all electrical circuits, wiring, and related devices.

2. House - Maintain club headquarters and property.

3. Track - Design, procure, install, and maintain all track and benchwork.
4. Scenery - Design, procure, install, and maintain all facilities of the club not included in SECTION XI, Article A, Paragraphs 1, 3 and 8.
5. Standards
 - a. Shall define standards for all rolling stock and motive power.
 - b. Shall supervise the inspection and approval of all rolling stock and motive power in accordance with said standards.
6. Operations - Shall seek to create a prototypical environment for the Chesapeake Bay and Western RR through the conception and implementation of an operating timetable and car routing system.
7. Webmaster – will update and maintain the official club website.
8. DCC - Shall design, procure, install and maintain all DCC equipment, wiring and related devices

B. There shall be a Planning Committee whose duty it is to set long range plans of model railroad operations. The committee will be made up of the elected officers, the chairmen of the standing committees, and will be chaired by the President. The Planning Committee is to meet every three months, during the months of February, May, August, and November. The Planning Committee may meet on other occasions as deemed necessary.

C. There shall be a Membership Committee chaired by the Vice President.

SECTION XII --- Forced Move and Dissolution

A. The bylaws shall not conflict with any landlord/tenant agreement entered into by the Chesapeake Bay Railroaders.

B. In the event of a forced move of the Chesapeake Bay Railroaders, the following rules shall be observed:

1. A timetable and procedure for dismantling operations shall be set up by the Planning Committee.

2. All emphasis shall be placed on the orderly evacuation of location and conservation of the club's assets until a new location can be found.

3. Available temporary storage facilities will be used as required.

4. Only the club property and equipment which cannot be advantageously reused, or easily stored, shall be converted into cash.

C. In the event of a dissolution of the Chesapeake Bay Railroaders, which shall required a 2/3 majority vote by the voting membership, all assets will be distributed in accordance with the following rules:

1. A timetable and procedure for dismantling operations and sale of all assets will be set up by the Planning Committee.

2. Members will have first preference in the purchase of the club's assets.

3. Regular and Junior Members will participate in the distribution of cash in excess of obligations and accounts payable. Said cash shall be distributed in the amounts specified below, on a twelve (12) month prorated basis to allow for the payment of further bills. Each regular and Junior Member at the time of dissolution shall receive the same percentage of said cash as his percentage of total club time, in months, defined as follows: Club time for any member is the time that the member has been a Regular Member, plus one half (1/2) the time the member served as a Junior Member.

SECTION XIII --- Miscellaneous Provisions

A. Contributions of rolling stock or other equipment will become the property of the club and will not be returned to the donor unless approved by a simple majority vote.

B. Equipment specifically loaned to the club remains the property of the member making the loan, but the maintenance of the loaned equipment shall be the responsibility of the club.

C. The office of Treasurer shall be bonded by the club at the discretion of the Board of Directors.

D. All procedures shall be governed by "Roberts Rules of Order" when not in conflict with the bylaws of the Chesapeake Bay Railroaders.

E. Member supplied equipment are those items mandated by vote of the membership that are required to participate in CB&W operations. Currently mandated items are listed in the Operations Appendix

SECTION XIV --- Amendments and Suspensions

A. Amendments of the bylaws may be made by a simple majority vote, provided the amendments have been approved by the Board of Directors and announced at the

previous business meeting.

B. Suspension of all or part of these bylaws may be made by a 2/3 majority vote of those members in good standing voting. A suspension of the bylaws shall be limited to the current meeting only.

SECTION XV --- Modifications to the Layout

A. This section addresses methods by which modifications (mods) to the layout may occur. The purpose of formalizing this procedure is to ensure that all mods are properly thought out so that minimum impact on the operation of the layout will occur. Mods to existing trackage and structures should not happen unless there is a clear advantage to the change.

B. The mod procedure is as follows:

1. A member proposes a mod to the Planning Committee. His proposal should provide a clear picture of what his mod will accomplish.

2. The Planning Committee will:

a. Approve the mod by majority vote if it is minor in nature and deemed not controversial.

b. Approve the concept of the mod and request the proposing member to present a more specific proposal (elements listed below) to the Planning Committee. The Planning Committee will review the more specific proposal and approve it by majority vote or determine that the member should present his proposal to the membership.

c. Disapprove the proposed modification.

d. Elements of a specific proposal (when appropriate):

(1). Scale or full size drawing

(2). List/cost of materials

(3). Schedule to complete

(4). Advantages/disadvantages of the mod.

c. If the mod is of a magnitude that the Planning Committee deems it necessary for the club to vote on it, the proposing member will present his proposal at a business meeting and the club will vote on it at the following

business meeting. A majority vote of the club is required for approval of the mod (present or proxy).

d. If the Planning Committee does not agree to a modification and the member still believes the modification has merit, he may present an outline of his proposal at a business meeting. At a subsequent business meeting, following presentation of a more specific proposal, the club may, by majority vote (present or proxy), approve the mod.

e. No mod, which hampers the operation of the railroad, will commence until all the material is on hand or known to be available. Mods should be completed as quickly as possible. The member in charge of the mod should inform the Board of Directors of any delays in completion of the project.

ORGANIZATION

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

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

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

APPENDICES

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

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

APPENDIX A--- STANDARDS

A. Operations - Motive Power and Rolling Stock

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

7. Equipment must pass both a static test and a dynamic test. Motive power is not inspected for weight, only wheel gauge and coupler height. The static test insures equipment meets the standards specified in paragraphs 1 through 5 above. The dynamic test insures the equipment will operate on the layout.

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

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

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

11. Once inspected, equipment is marked as follows:

- a. Successful completion of static test: Yellow dot with inspector's initial
- b. Successful completion of static test: Orange dot with inspector's initial for exception for weight
- c. Successful completion of dynamic test: Blue dot with date, mo/yr

B. Numbering schemes.

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

C. Painting Schemes.

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

1. Operating Equipment

- a. Steam Motive Power - black with delux gold lettering.

b. Diesel Motive Power, 1st generation - Floquil RR 57 Enchantment Blue primary, RR 100 Old Silver secondary, red lettering.

c. Diesel Motive Power, 2nd generation - Floquil RR 51 Light Blue primary, RR 100 Old Silver secondary, red lettering.

d. Passenger equipment - Coach Green, Dulux Gold lettering.

e. Freight Equipment, 1st Generation:

f. Reefer - Floquil RR 133 Armour Yellow, Box CAR Red, black lettering

g. Box, Flat - Box Car Red, white lettering.

h. Covered Hopper - Reefer Gray, white lettering; Reefer Gray, black lettering; black, white lettering.

i. Special Service Hopper, ore, woodchip - Box Car Red, white lettering.

j. Caboose - Floquil DH 10 Caboose Red, black roof, white lettering.

k. Maintenance - gray, black lettering.

l. All others - black, white lettering.

m. Freight Equipment, 2nd Generation. The following schemes are supplemental to the 1st Generation schemes, which also form a basis for 2nd Generation equipment.

n. Box, Caboose - Floquil RR 51 Light Blue, RR 100 Old Silver, red/white lettering.

o. Covered Hopper - Box Car Red, white lettering.

2. Structures

a. All railroad structures will be painted, stained or dyed.

b. All prepainted structures will be weathered.

c. Primary lettering on all stations, towers, and all major maintenance structures will be 1/8 inch block gothic (black) with white background and black border.

d. Brick - Natural red, black slate or shingle roof.

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

D. Track

1. Standards

- a. Minimum turn radius: Mainline and yards 40"
Industrial area 18"
- b. Minimum turnout Mainline and yards #8
Branch lines #6
Industrial #4
- c. Rail size: Mainline code 100
Branch code 83
- d. Maximum grade: Mainline 2%
- e. Minimum clearance Vertical and side NMRA standard
- f. Track separation Mainline, center to center 2-5/8"

2. Procedures

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

Committee. Check with the Electrical Committee if there are any questions.

3. Conclusions

a. Finished track must be free of sudden dips, rises, kinks, rail alignment problems and substandard radius.

b. Finished track work is subject to inspection by the Track Committee Chairman.

E. Electrical.

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

APPENDIX B --- OPERATIONS

SECTION I. Layout Startup and Shutdown Procedures

1. Startup Procedures.

a. Safety Check.

(1) Conduct a quick visual inspection of the layout to be certain that no trains, cars, etc. have been left on the mainline tracks.

(2) Check and ensure all yard track power switches are OFF (toggle switches are centered and rotary switches are in the 12 o'clock position), and all turnouts are set to straight through.

(3) Ensure all dispatch rotary switches are in the OFF (12 o'clock) position.

b. Layout Power.

(1) Turn on the layout power switches (marked ---)

(2) Check the voltage of each cab to be sure all throttles have been zeroed. If a voltage indicates hit the kill button on the appropriate throttle.

(3) If using DCC power, turn on the DCC switch.

2. Shutdown Procedures.

a. Layout Power.

(1) Ensure all dispatch rotary switches are in the OFF (12 o'clock) position.

(2) Turn off DCC power, if used.

(3) Hit the kill button on each throttle to ensure they are powered down.

(4) Turn off the layout power switches (marked --).

b. Safety Check.

(1) Remove all train equipment from the mainlines.

(2) Remove all personal equipment from the layout unless staged for the next club session.

(3) Ensure all yard track power are OFF (toggle switches are centered and rotary switches are in the 12 o'clock position), and all turnouts are set to straight through.

SECTION II. General

1. No member may operate the layout until he has been briefed on operating and Startup/Shutdown Procedures.
2. Rolling stock left on the layout, whether CB&W owned or member owned is available for all members to use when not actually in use by the owner and must meet CB&W Equipment Standards in Appendix A, Paragraph A.
3. Members who use any equipment left on the layout assume responsibility for prudent use and will repair, replace or otherwise make restitution for damage or loss resulting from said member's use of such equipment. This is essentially an honors system. Members are cautioned that leaving equipment on the layout is not without risk. The club assumes no liability for members' equipment damaged by other members.
4. Unit Trains of all types are generally excluded from the coupler standard. Unit trains may be any (usually) single car type train customarily connected with drawbars including unit passenger trains. Unit trains left on the layout tracks must have couplers meeting CB&W standards at each end unless the prototype would have a coupler only on one end.
5. The volume level on sound equipped locomotives will be adjusted so as not to be annoying to other members and visitors. QSI sound systems will have their volume (CV51) set no higher than 50% of maximum. Soundtraxx systems volume (CV 50) will have a maximum setting of 13.

SECTION III. Operating Rules and Restrictions

1. General rules, restrictions and definitions for all run and operating sessions:
 - a. **Run Session:** Any scheduled club session (Thursday Evening, Open House, Visitor) that primarily runs trains of any length, without emphasis on switching, between French Creek and Langley, and is controlled by a dispatcher.
 - b. **Operating Session:** A more formal club session with an emphasis on 'operating' a railroad. Emphasis is on switching, ordered train movement through timetables or train sequencing, and simulation of commodity traffic and uses dispatcher control.
 - b. **Train.** A train is defined as any movement that includes one or more locomotives between any two or more named locations on the Mainline. Switching operations within a yard or named location off the mainline is not considered a train.

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

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

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

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

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

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

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

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

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

a. If more than three operators are running trains, a Dispatcher should be assigned

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

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

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

d. Departures from Langley Yard will be westbound on the Yard Lead to Arsenal.

e. There is no train length restriction during Weekly Run Sessions unless the session has been declared an Operating Session.

e. Superiority Rules are in effect.

3. Open House Sessions:

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

b. Two Dispatchers will control the railroad during Open House Sessions. All engineers, yardmasters, trainmasters and dispatchers will use radios with switch activated headsets.

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

d. Westbound departure from Langley Yard will be west through yard lead to Arsenal.

e. Continuous running on main through the Phoebus Reverse Loop and the French Creek Reverse Loop will be controlled and coordinated by Dispatch.

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

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

h. Additional administrative instructions and restrictions will be published by the Open House Chairman at least 7 days prior to the Open House and be available on the

Club Website.

4. Visitor Run Sessions:

a. Operating rules are suspended/modified during designated Visitor Run Sessions. For each Visiting Operator Session, administrative instructions will be made available to club members and visitors.

b. At least one Dispatcher will be assigned to control train movement during Visitor Run Sessions. VTW will be used.

c. Club members will be asked to assist Visitors as train conductors, using their radios with switch activated headsets to communicate with Dispatch and provide knowledge of the model railroad and its locations, blocks and idiosyncrasies to the visiting operators.

d. Yardmasters will be used to control movement in yards, operate yard panels and reversing loops.

e. Tower Operators will be assigned at MC Tower (including Shenandoah Switch and Tunnel Switch) and Helper Tower to assist the control of trains through the single track territory.

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

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

5. Operating Sessions:

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

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

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

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

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

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

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

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

h. An example of a Operating Session would be:

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

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

(3) Yardmasters will control the building of trains on the designated departure track and make them available for the train crew to meet scheduled departure time, or will control movement within the yard and allow the train crew to build their train prior to departure.

(4) Train engineers will follow the train orders provided for their train.

(5) When switching at towns and locations along the mainline, Engineers will notify Dispatch when they have cleared the main and request permission to enter the main if required to conduct continue switching, or to request permission for departure. If necessary to “foul” the main during switching, permission must be obtained from Dispatch so that trains can be rerouted or delayed.

SECTION IV. CB&W Operations Duties/Responsibilities

1. Superintendent.

a. Maintain a database of Club Owned Locomotives and Rolling Stock. With owner’s permission, include member’s locomotives/rolling stock that are kept on the layout for use during operating sessions.

b. Ensures that club owned rolling stock used during Operating Sessions is

maintained to club standards.

2. Agent.

a. During Operating Sessions, is responsible for staging the layout and determining car movement requirements.

b. Develops train orders and switch lists to provide a realistic operating environment for club members participating in Operating Sessions.

3. Dispatcher(s).

a. Responsible for the efficient movement of trains on the layout during all Run/Operating Sessions.

b. Controls all turnouts off the mainline and crossovers on the mainline.

c. Authorizes train movement between named locations and stations.

d. Clears engineers to use mainline during switching moves.

4. Yard Master.

a. Responsible for determining when a train is ready to leave a Yard and notifies the dispatcher.

b. Builds trains for departure and breaks down arriving trains for classification.

c. In the absence of a dedicated Yard Hostler Engineer, can act a Yard Hostler switching local industries in the vicinity of the Yard.

5. Tower Operator. A tower operator is only provided as a courtesy during Visitor Run Sessions to coordinate between the visiting Engineer and Dispatch movement through the single track mainline sections.

6. Engineer/Conductor.

a. Responsible for all movement and actions of his/her train while on the layout.

b. Will report OS to dispatcher as required or directed.

c. Will report number of cars in manifest when requesting permission to depart a Yard and when a change in manifest occurs during switching.

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

1. All members must provide their own communication radio for Club Operating Sessions. The standard communications radio is a non voice activated 14 channel, 38 privacy code, FRS radio. Headsets, and preferably microphones, must be used with the radio during all club operating sessions.
2. Transmitting – Any member operating a radio must do the following:
 - a. Before transmitting, listen long enough to make sure the channel is not being used.
 - b. After pressing the transmit button on the radio, wait one second before speaking to ensure the radio is engaged.
 - c. Give the required identification.
 - d. Not proceed with further transmission until acknowledgment is received.
3. Required Identification – Members transmitting or acknowledging a radio communication must begin with the required identification.
 - a. The identification must include the following in this order:
 - 1) For base or wayside stations – Name or initials of the railroad / name and location or other unique designation.
 - 2) For mobile units – Name or initials of railroad / train name (number), engine number, or works that identify the precise mobile unit.
 - b. Short Identification – After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.
4. Repetition – A club member who receives a transmission must repeat it to the person transmitting the message, unless it concerns yard switching.
5. Ending transmissions – Members using a radio for transmissions must state to the member receiving the transmission the following as it applies to indicate the communication has ended or is completed:
 - a. “OVER” when a response is expected.
 - b. “OUT” preceded by required identification when no response is expected.
6. Emergency Calls – will begin with the words “Emergency, Emergency, Emergency”. These calls will be used to cover initial reports of hazardous conditions which could

result in death or injury, damage to property or serious disruption to operations such as:

- a. Derailments in not easily accessible areas of the layout.
 - b. Collisions.
 - c. Actual emergencies such as a Building Fire or Injury to personnel.
7. Prohibited Transmissions – Members must not transmit a false emergency, or an unnecessary or unidentified communication. Members must not use indecent language over the radio.
8. Phonetic Alphabet – If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial letters of railroads.
9. Assigned Frequencies – The club will authorize type of radio transmitters used during club operations. Radios must work on frequencies designated by Club Dispatcher for the operating session.
10. Radio Testing
- a. Test radios to be used as soon as possible before beginning operations.
 - b. The radio test must include an exchange of voice transmissions with another radio (preferably with the Dispatcher). The test must confirm the quality of the radio's transmission.

APPENDIX C --- HOUSE

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

APPENDIX D --- SCENERY

Purpose: The primary focus of the scenery committee is to improve the club's layout with as much membership participation as possible. The following appears complicated, but the bottom-line is that this allows far greater leeway in granting permission to work on the club's scenery.

1. **Authority.** For approved projects authorized by the CB&W membership, if there is a disagreement between CB&W members regarding an aspect of scenery, the Scenery Chairman will have the final say (exception, President of CB&W who may, if he deems it necessary, bring it to a vote of the majority of the voting members at any regular scheduled meeting).
2. **Scenery.** Scenery includes all items on the layout that enhances the look and realism of the layout. Scenery includes, but is not limited to: structures, vegetation, trees, water, landscape, painting, and miniature lighting, vehicles, boats, and figures.
 - 2.1. Ground cover, trees, glue, paint etc. is maintained around the scenery supply cabinet.
 - 2.2. To maintain consistency throughout the layout, please use the material provided. If necessary material is not available, advise the Scenery Chairman to purchase, or purchase replacement material (keep your receipt).
 - 2.3. Before members begin working, please attempt to inform the Scenery Chairman, via Email, phone call, in-person etc., to coordinate efforts.
 - 2.4. Ask the Scenery Chairman for techniques if you have not done scenery work before.

Scenery Process

3. **Maintenance** to existing projects. Club members are encouraged to improve existing sections of the layout.
 - 3.1. Maintenance is defined as small additions that add detail or just finishing something that is not complete is highly encouraged.
 - 3.2. No prior coordination is required; if you see a need, fix it or clean it.
 - 3.3. Where. Anywhere except the following: Auto rack, and the proposed steam facility or any major area that has a current approved plan, but where no work has been started.

- 4. Modifications** to existing projects.
 - 4.1. Modifications are defined as any addition or deletion from an existing project.
 - 4.2. Any club member can work on the project at anytime and will perform all work within the framework of the concept described.
 - 4.3. If a club member wishes to add a structure, then coordinate with the Project Lead or Scenery Chairman before doing so.
 - 4.3.1. NOTE If this step is not taken then there is a risk that the structure may:
 - 4.3.1.1. Be removed.
 - 4.3.1.2. You will not be reimbursed.
 - 4.4. If a club member wishes to remove/move a structure, then coordinate with the Project Lead or Scenery Chairman before doing so.
- 5. New projects.** The following describes the process necessary to submit a proposal.
 - 5.1. Scenery Chairman will inform the membership during the monthly meeting of upcoming areas under consideration for projects.
 - 5.2. Any club member can submit a proposed idea at the next Planning Committee meeting.
 - 5.2.1. NOTE: You are only submitting an idea. You are not committing yourself to heading the project if you choose not to.
 - 5.3. If more than one submission is received then the Planning Committee will:
 - 5.3.1. Select the winning concept.
 - 5.3.2. Determine the project's start date.
 - 5.3.3. Inform the club membership at the next club meeting. If a project lead is needed, one will be asked for at that time.
 - 5.4. A new project submission will consist of the following:
 - 5.4.1. Drawing. A drawing of the proposal (you do not need to be an artist). The drawing can be as detailed as needed to get the point across, from a rough sketch to a detailed scale model. The Planning Committee just needs something showing a basic layout (concept) of the idea and of what (buildings, streets, parking) will go where.

- 5.4.2. In writing. A written proposal that includes:
 - 5.4.2.1. The purpose, details, timeline, and cost estimate.
 - 5.4.2.2. Elements can be as detailed as you think is needed in getting the concept across.
- 5.5. Themes. You may have a theme concept. If, for example, your idea is a small town with buildings from the 40s, then state so in the proposal - Note. Themes only applies to the structures. CB&W is not era specific, so figures and vehicles may be from any era.
- 5.6. Cost Estimates. You can look up in catalogs, on-line or use the following as rough guide.
 - 5.6.1. Small buildings - \$15 per (house, 1 story office building, fast-food rest etc)
 - 5.6.2. Larger buildings - \$25 per
 - 5.6.3. Factories, warehouses - \$45
 - 5.6.4. Vehicles - \$6 per (cars); trucks - \$15
 - 5.6.5. Landscaping materials - \$25
 - 5.6.6. Paint - \$20
 - 5.6.7. Track, building materials, electrical, are beyond the scope of this ROE

Note: Projects vary in size and scope. If you submit a cost estimate for a particular project, be as accurate as possible. If it looks like you may exceed the estimated budget, then you will need to obtain approval from the Planning Committee before proceeding further.

- 6. Project Lead.** The projects lead's main job is to maintain a schedule, and see that the project keeps to the original intent of the proposal. The Project Lead should not be married to the concept and must be flexible when additions and/or modifications are made.
 - 6.1. Will post description of the project at the location (including the name of the Project Lead).
 - 6.1.1. The description will list what work is still required so members have a quick reference as to how they may help.
 - 6.2. Project Lead will present a status report at each Planning Committee meeting or as determined by the Planning Committee President.

6.3. Timeline. If the allotted time of the proposal is exceeded, the Planning Committee will decide further course of action.

7. Restrictions.

7.1. Restrictions are established to keep the club from re-accomplishing formally completed work.

7.2. Buildings will not be added or removed from other section(s) of the layout. Coordinate with the Scenery Chairman if you desire to do so.

7.3. If you wish to remove a building to refurbish at home, please leave a note with your name at the building's site

7.4. If a club member has an idea for adding a structure(s) to an existing project/layout, then coordinate with the Scenery Chairman or Project Lead, as applicable, for approval and reimbursement of funds.

7.5. Vehicles, boats, people, trees will not be removed/moved. Coordinate with the Scenery Chairman if you desire to do so.

8. Project Completion. A project will be considered complete when the basic scenery, major structures, layout is finished. After that time, weathering structures, painting small details, adding small details/structures (e.g. a swing set), additional figures and vehicles, more scenery such as additional trees can always be added.

9. Workshops. The Scenery Chairman will conduct or work with other members to hold workshops on basic scenery, weathering techniques, painting etc.

APPENDIX E --- ELECTRICAL

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

APPENDIX F --- TRACK

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

APPENDIX G --- WEBMASTER

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

APPENDIX H --- DCC

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