



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR SNOWMOBILE SPECIAL EVENT PERMIT (OPS 409)

A special event is defined as an organized snowmobile event of limited duration which is conducted according to a prearranged schedule and in which the general public interest is manifested. Snowmobiles operating as part of an approved special event are exempt from the normal registration requirement and equipment requirements for mufflers and lights. See 9NYCRR Part 458 on Page 2 of the OPS 409 application for all requirements of special event organizers.

**As of April 1<sup>st</sup> 2018, the application submission requirements have changed.** The completed application must be submitted along with a letter of no objection from the event location landowner(s) or permit if on public lands and a detailed drawing of the event layout. If the event is a parade, limited duration trail ride, or similar, substitute a map of the planned route for the layout. The Person-In-Charge must notify local police and nearby property owners, but it is not necessary to include letters of notification with the application. There is no application fee.

Additional notes on completing the application:

- Box 1. Sponsoring Organization is the company, club, or other organization hosting the event. This is generally not an individual.
- Box 2. The Person-In-Charge is the main individual event organizer. They acknowledge they have read and will abide by all responsibilities and requirements on Page 2 of the application.
- Box 6. Name, address, and phone number of all special assistants must be included. The Person-In-Charge cannot be listed as a special assistant. See the requirements on Page 2 of the application for duties and equipment requirements of the special assistants.
- By signing the application, the Person-In-Charge attests that insurance coverage will be in place, all requirements of 9NYCRR Part 458 will be met, and that local police, all nearby property owners, and anyone else who may be affected by the event have been notified. Failure to do any of these may result in rejection of any and all future applications from the Sponsoring Organization and/or Person-In-Charge.
- No event participants may consume alcohol at any time during the event.

Please contact the Snowmobile Unit using the information at the top of this page with any further questions.



## APPLICATION FOR SNOWMOBILE SPECIAL EVENT PERMIT

**NOTE:** BEFORE COMPLETING THIS APPLICATION, THE PERSON IN CHARGE OF THIS PROPOSED SPECIAL EVENT **MUST READ AND ACKNOWLEDGE** THE INSTRUCTIONS ATTACHED WITH THIS APPLICATION. FAILURE TO COMPLY WITH INSTRUCTIONS SHALL BE CAUSE FOR DENIAL OF THIS EVENT PERMIT.

| 1. NAME AND ADDRESS OF SPONSORING ORGANIZATION:  | 2. NAME AND ADDRESS OF PERSON-IN-CHARGE OF THIS EVENT:<br><br><b>PHONE #:</b> _____ <b>Fax #:</b> _____<br><b>EMAIL:</b> _____  |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
|--|---|------|--|------|------|----------------|--|--|--|--------------|--|--|--|----------------------------|--|--|--|-------------------------|--|--|--|
| 3. SPECIFIC LOCATION WHERE EVENT IS TO BE HELD (NAME & ADDRESS):   | 4. TYPE OF EVENT: (OVAL, SNOWCROSS, DRAGS, ETC...)  |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| 5. I CERTIFY THAT I HAVE OBTAINED A STATEMENT OF NO OBJECTIONS FROM THE OWNER ON WHOSE LAND THE EVENT WILL TAKE PLACE, OR IF PUBLIC LAND HAVE SECURED REQUIRED PERMITS. ADDITIONALLY, I AM NOT AWARE OF ANY OBJECTIONS FROM ANY OTHER INTERESTED PARTIES.<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>**IF NO, EXPLAIN ON SEPARATE SHEET  | 6. DURATION OF SPECIAL EVENT<br><table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">DAY</th> <th style="width: 15%;">DATE</th> <th style="width: 30%;">TIME</th> </tr> </thead> <tbody> <tr> <td><b>BEGINS:</b></td> <td></td> <td></td> <td><input type="checkbox"/> AM<br/><input type="checkbox"/> PM</td> </tr> <tr> <td><b>ENDS:</b></td> <td></td> <td></td> <td><input type="checkbox"/> AM<br/><input type="checkbox"/> PM</td> </tr> <tr> <td><b>ALTERNATE BEGINNING</b></td> <td></td> <td></td> <td><input type="checkbox"/> AM<br/><input type="checkbox"/> PM</td> </tr> <tr> <td><b>ALTERNATE ENDING</b></td> <td></td> <td></td> <td><input type="checkbox"/> AM<br/><input type="checkbox"/> PM</td> </tr> </tbody> </table> |      | DAY  | DATE | TIME | <b>BEGINS:</b> |  |  | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <b>ENDS:</b> |  |  | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <b>ALTERNATE BEGINNING</b> |  |  | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | <b>ALTERNATE ENDING</b> |  |  | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |
|  | DAY   | DATE | TIME   |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| <b>BEGINS:</b>   |   |      | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| <b>ENDS:</b>   |   |      | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| <b>ALTERNATE BEGINNING</b>   |   |      | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| <b>ALTERNATE ENDING</b>  |   |      | <input type="checkbox"/> AM<br><input type="checkbox"/> PM |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| 7. NAMES, ADDRESSES, & PHONE #S OF THREE (3) PERSONS TO BE APPOINTED "SPECIAL ASSISTANT TO THE PERSON-IN-CHARGE" OF THIS EVENT.<br>NOTE: THE PERSON-IN-CHARGE (BOX 2) MAY NOT ALSO BE AN ASSISTANT   |   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| 1.<br>_____  |   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| 2.<br>_____  |   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| 3.<br>_____  |   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| BY SIGNING AND SUBMITTING THIS APPLICATION, THE PERSON-IN-CHARGE CERTIFIES THAT:<br>-INSURANCE COVERAGE WILL BE IN PLACE THROUGHOUT EVENT<br>-LOCAL POLICE HAVE BEEN NOTIFIED OF THE DATE, TIME, AND PLACE OF THE EVENT<br>-PROPERTY OWNERS IN THE VICINITY AND ANYONE ELSE WHO MAY BE AFFECTED HAVE BEEN NOTIFIED OF THE DATE, TIME, AND PLACE OF THE EVENT<br>-ALL OTHER REQUIREMENTS PER 9NYCRR §458 (ATTACHED) WILL BE MET |   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |
| DATE:  | SIGNATURE OF PERSON-IN-CHARGE OF SPECIAL EVENT:   |      |  |      |      |                |  |  |  |              |  |  |  |                            |  |  |  |                         |  |  |  |

## IMPORTANT INSTRUCTIONS

**THIS APPLICATION MUST BE RECEIVED BY THE OPRHP OFFICE AT LEAST 15 DAYS PRIOR TO THE EVENT START DATE AND BE ACCOMPANIED BY:**

- A DETAILED DRAWING OF THE EVENT LAYOUT
- LETTER OF NO OBJECTION FROM LANDOWNER OR PERMIT IF PUBLIC LAND

- **PART 458 – 9NYCRR, “THE CONDUCT OF SNOWMOBILE SPECIAL EVENTS” IS ATTACHED BELOW AND SHALL BE CONSIDERED TO FORM AN INTEGRAL PART OF ANY PERMIT ISSUED. RETAIN A COPY FOR YOUR RECORDS.**
- **PRIOR, DURING AND AFTER THE SPECIAL EVENT THE SPONSOR, PERSON-IN-CHARGE, AND THEIR ASSISTANTS SHALL PROVIDE FOR THE SAFETY OF THE PUBLIC BY THE USE OF PROTECTIVE SHIELDS, SUCH AS FENCES, HAYBALES, SNOWBANKS, ETC; SUCH TO INCLUDE DESIGNATED AND ENFORCED SPECTATOR, PARTICIPANT, ASSEMBLY, REPAIR AND MACHINE WARM-UP AREAS.**
- **NO SNOWMOBILES SHALL BE ALLOWED IN THE SPECTATOR AREAS AT ANY TIME.**
- **NO EVENT PARTICIPANTS MAY CONSUME ALCOHOL DURING THE EVENT.**
- **NYS OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION SHALL NOT BE RESPONSIBLE FOR THE SURFACE INTEGRITY OF ANY AND ALL EVENT FUNCTIONS WHICH MAY TAKE PLACE UPON FROZEN BODIES OF WATER. ASSURANCES FOR SAFE ICE CONDITIONS ARE THE RESPONSIBILITY OF THE SPONSORING ORGANIZATIONS, THE DESIGNATED PERSON-IN-CHARGE, AND HIS OR HER DESIGNATED ASSISTANTS DURING SAID EVENT.**
- **THE SNOWMOBILE UNIT RESERVES THE RIGHT TO TERMINATE ANY PERMIT ISSUED IN ACCORDANCE WITH THIS APPLICATION AT ANY TIME FOR FAILURE TO COMPLY WITH THE “CONDUCT OF SNOWMOBILE SPECIAL EVENTS” PROVISIONS OF PART 458-9NYCRR, OR DUE TO CONDITIONS WHICH MAY BE CONSIDERED UNSAFE.**

**PART 458**

**Conduct of Snowmobile Special Events**

(Statutory authority: PRHPL, s 25.11)

**Sec.**

**458.1. Preliminary preparations**

**458.2. During special event**

**458.3. After special event**

**458.1. Preliminary preparations**

(a) At least 15 days prior to the date of the proposed special event, to be held at a specific location within the boundaries of New York State, the sponsor of such special event shall file an application with the commissioner and obtain a permit from him. **Insurance coverage shall be provided by the sponsor in accordance with current requirements of the commissioner.**

(b) When special events are proposed to be conducted on privately owned lands, a written statement of no objections to the holding of the special event, from the owner or owners of such private lands, shall be submitted along with the application to conduct a snowmobile special event. When the proposed special event is desired to be conducted on State-owned lands or State or locally owned park lands, a copy of the permit required by the supervisor of State-owned land or State or locally owned park shall be forwarded with application in lieu of the statement of no objections as required in the case of private landowners.

(c) When the application is approved, a special event permit will be issued. The permit will specify the date or dates and exact location at which the special event is to be held and, unless alternate dates are specified, the special event must commence and terminate within the time set forth in the permit. The permit may contain special rules and regulations applicable to a particular locality, and permission to place certain equipment necessary for the conduct of the special event.

(d) Upon recommendation of the person in charge, at least three persons will be appointed as special assistants to the person in charge, and their names will be listed on the special event permit. It shall be the duty of special assistants to the person in charge to enforce the provisions of article 25 of the Parks, Recreation and Historic Preservation Law and the rules and regulations for the conduct of snowmobile special events and any special rules and regulations which may be included on the special event permit during the period in which the special event is authorized. Such person in charge, or special assistants to the person in charge, shall receive no compensation from the State. Any expense in connection with their duties shall be borne by the sponsor of the snowmobile special event.

(e) The special assistants to the person in charge shall be provided with fully equipped snowmobiles or other appropriate snow-traveling vehicles of a size and speed suitable for patrolling the type of special event in progress. The minimum equipment to be carried shall be in accordance with the provisions of section 25.17 of the Parks, Recreation and Historic Preservation Law, plus efficient means of communication such as radios or walkie-talkies, and extra equipment shall be left to the discretion of the person in charge of the snowmobile special event, but shall include equipment suitable for fire control, first aid and emergency transportation.

(f) It shall be the duty of the person in charge to notify local police and property owners in the vicinity of the special event area, and any other person who may be affected by the special event, of the proposed date, time and place the special event will be held.

(g) Permission may be granted in the snowmobile special event permit authorizing the person in charge to place equipment within the special event area, such as pylons, poles and markers. However, such permission, when granted, is subject to the following provisions:

- (1) Equipment may be placed up to 24 hours prior to the time of the special event for use in trial runs.
- (2) All equipment must be removed before sunset on the last day of the special event.
- (3) Whenever practical, equipment shall be colored reflective orange.

(h) Prior to commencement of the special event, the special assistants to the person in charge shall inspect all snowmobiles, emergency vehicles and any other special equipment expected to be used. The special assistants to the person in charge shall also travel the entire course of the special event and adjacent area in order to ascertain that there are no conditions which may be considered unsafe. The special assistants to the person in charge shall become familiar with the contents of the snowmobile special event permit and pay particular attention to special rules and regulations, if any, which the permit may contain.

**458.2. During special event**

(a) The special assistants to the person in charge shall be expected to take whatever measures are deemed necessary, in addition to those listed in this section, to insure the safety of participants, spectators or any other persons during the authorized snowmobile special event.

(b) Immediately prior to the start of the special event, at least two special assistants to the person in charge shall take stations whereby they are in the most suitable position to accomplish the following:

- (1) warn traffic approaching special event;
- (2) prevent spectators on other snow-traveling machines from getting too close to special event;
- (3) give assistance in case of participant accident (unless an emergency vehicle is specifically assigned to this task) or other type of mishap;
- (4) stay close to the majority of participants (during races); and
- (5) summon medical aid or other type of assistance.

**458.3. After special event**

(a) When the special event is over, the special assistants to the person in charge shall supervise the dispersion of spectators in an orderly manner.

(b) It shall be the duty of the special assistants to the person in charge to cause the removal of all equipment temporarily authorized for use during the special event, prior to sunset on the last day of the special event.

(c) Within 48 hours after a snowmobile special event, the special assistants to the person in charge shall compile a joint report and submit it to the bureau. The report shall contain:

- (1) general observations concerning the event;
- (2) report of violations of article 25 of the Parks, Recreation and Historic Preservation Law, this Part, or any special rules and regulations which may be included on the special event permit; and
- (3) complete data on accidents involving participants, spectators or any person in the special event.