



# The HUB Division, Inc.

*of the National Model Railroad Association*

## Module Group Operating Rules

Date: 2.29.2024  
Approved by BOD:



## **HUB Division Modular Group**

Bob Collins Module Superintendent

Manny Escobar Division President

65 Branch Road

East Bridgewater, MA 02333

### **Overview**

To facilitate the ease of operations and encourage an engaged HUB Division (“Division”) membership to facilitate the Northeastern Region (“NER”) and the National Model Railroad Association (“NMRA”), collectively the “Organization” goal of spreading the model railroading hobby to the public. The Division did adopt the following rules and regulations so that all members may understand their rights and responsibilities as participants of the HUB Division Modular Group (“HUB Group”).

### **Goals**

1. To make members aware of the long-standing rules and practices of the HUB Group.
2. To update and modernize the rules and regulations of the HUB Group.

### **Specifications**

#### **HUB Group Leadership**

1. The Division President appoints HUB Group Module Superintendent (“Superintendent”) annually in June for the following business year, July 1 through June 30.
2. The Superintendent is responsible for the operations of the HUB Group.
3. The Superintendent’s duties include:
  - a. Scheduling HUB Group activities
  - b. Securing volunteers to support the schedule
  - c. Preparing the layout design using HUB owned and Member owned modules
  - d. Assign group leaders at each activity
  - e. Prepare an annual operating budget for the HUB Group, submitting it the Division Budget Committee and supporting approval of the budget at the June Board of Directors Budget meeting

#### **HUB Group Membership**

1. Any active member of the NMRA who is in good standing with the Hub Division is member of the HUB Group.
2. This does not entitle the member to any running privileges on the modular layout.
3. Participation includes free admission to the show with an advance sign-up and active participation in either setting up or taking down the modular layout.

Date: 2.29.2024

Approved by BOD:

## Operating Rules

1. To run a train on the layout, the member must have been an active participant in either setting up or taking down the modules.
2. Active participation includes but is not limited to remaining the entire time for set up and or take down, actively working, and performing and completing all assigned tasks by HUB Group leadership.
3. Being present for the daily job briefing, which takes place fifteen minutes before the scheduled start of the show. Exceptions to these rules can be made sparingly and only with the expressed permission of the Superintendent.


## Conduct

Members of the HUB Group will follow any and all Codes of Conduct in force by the Organization.. It is the responsibility of the member to be aware of such rules and expectations.

### **Regardless of any other rules and expectations, members and their guests will not:**

1. Use profane or obscene language while attending the show.
2. Seek to put personal agendas over the mission of the Organization. Members should wear official Hub Division shirts and hats while working at Hub Division events. If a member does wear, an item of clothing deemed inappropriate to the mission of the Organization and not specifically related to being a member of a protected class, cannot stand within the non-public areas at the train show and/or operate a train on the modular layout.
3. Interfere with the smooth operation of trains allowing the best possible experience for the viewing public.
4. Intentionally or recklessly, damage or lose hub-owned or privately owned modules, equipment, and possessions.
5. Disparage, intimidate, insult, or in any other way harass or mistreat members of the division, our hosts, or the viewing public.
6. Leave minor-aged children unattended. Parent or legal guardian must be present at all times.
7. Adjust, repair, remove, or in any way alter Hub-owned equipment, rolling stock, locomotives, or modules without the express permission of the owning member or modular superintendent.
8. Leave equipment unattended on the modular layout nor will they leave their possessions around the layout except in designated storage areas.
9. Have any expectation that the members performing setup or takedown will avoid their handling privately owned modules unless the member owner posts a sign clearly stating that only the owner of the module should set up/take down that module(s).
10. Manually operate any switch unless they are certain that the switch is a manual switch. These exclude yard switches that may only be operated with the yardmaster's or the Superintendent's permission.
11. Use throttles which they did not sign-out. Members are responsible for the care and safe return of the HUB-owned throttles.

## Other Requirements

- 
1. Members are encouraged to volunteer for and learn the position of yardmaster. Hoosac and Upton Yards can only run efficiently with the presence of a yardmaster. The yardmaster is responsible for all movement into and out of the yard. Failure to follow the instructions of the yardmaster may result in a member operating privileges for up to three (3) shows.
  2. Operating on the HUB Group layout is a privilege therefore, failing to set up or take down after operating during a show will result in a member losing operating privileges for one show. Subsequent violations will result in longer suspensions.
  3. Members should ensure their equipment meets NMRA standards for weight, size, etc. Members need to replace plastic wheels with metal wheels for the maintenance of the tracks on the layout. The Superintendent will place equipment out of service should it continue to derail.
  4. Members operating trains must continuously monitor its movement. This no extended discussions with guests or other members, or use of other devices such as cameras, phones, etc. When operating your train outside the layout you must be careful not to interfere with the enjoyment of the viewing public. Failure to follow this requirement may result in the loss of your operating privilege for the remainder of the show.
  5. Members will follow the instructions of the Superintendent or their designee regarding setup or takedown procedures and proper loading and/or unloading of the Division trailer(s).
  6. Members who have an issue with another operator or member of the Division need to bring this to the attention of the Superintendent. Bring unresolved issues or issues regarding the Superintendent to the attention of the Division President.



## APPENDIX A SET UP PROCEDURES

### Stage 1

**All members including module owners assist the group in stage 1.**

- Follow the directions of the trailer hauler assisting in taking the correct modules out of the trailer and bringing them into the venue.
- Unstrap modules from the racks, placing the bungee cords at the end of each shelf (2 per each side of module). Remove towel clips and towel from rear of module; fold the towels, place clips on towels and place towels on top shelf of rack.
- Before standing up **straight** modules, unwrap **ALL** power cables and control cables found under the module, place the legs into the pockets and with the help of a second member, stand the module on its legs in the place in the correct layout position
- Before standing up **corner** modules check the power selection switches making sure the corner directly across from Tipple is in the no power though position (i.e. Gapped). Make sure the remaining two corners modules power selection switches are in the power through position (i.e.: un-gapped). Unwrap **ALL** power cables and control cables found under the module, place the legs into the pockets and with the help of a second member, stand the module on its legs in the place in the correct layout position
- Level the modules by starting at a yard in the middle of the planned layout using a three or four-person team. Two to hold the modules in the level position, one to determine whether the module is level, and one to drop the screws at the bottom of the legs until they are flush with the ground. Once the yard is level then teams should proceed in each direction leveling the layout.
- Make sure that the roadbed is smooth and level between modules.
- Using the correct member or Division 9-inch, 6-inch, etc. connecting tracks tie the modular layout together.
- Carefully place the “RED” power box under Tipple. Plug in the power supply cables to Tipple and the DCC connector plug.
- Carefully only handling the plastic ends, plug the wires together underneath the layout matching the correct color to the correct color.
- Open front only of the “BLUE” throttle box and the “BLACK” toolbox. The throttle box should remain locked. To insure Division owned throttles remain in good condition and do not get lost, the Superintendent or designee will keep the box locked.
- Test track power by using the track tester and only powering up the tracks one at a time. (Inner main left, Inner main right, Outer main left, Outer main right, Industrial track left, Industrial track right)
- Attach the rope stanchions to the layout. Only turn each twice into its socket to prevent breakage.
- Attach “Green” skirts to the outside of the layout, and “Black” skirts to the inside.
- Run the rope yellow rope through the stanchions beginning at the bridge on one side and returning to the bridge on the other side.

### Stage 2

- Using the correct boxes place the appropriate buildings and vehicles around the layout.
- Clean the track using CRC cleaner.
- Set up the test track and wheel cleaning track located underneath the bottom of the “BLUE” throttle box.

Date: 2.29.2024

Approved by BOD:



## APPENDIX B TRAIN OPERATIONS

- Members who would like to operate should be present for the job briefing that takes place fifteen minutes before the start of the show.
- The Superintendent or its designee will manage Sign-up slots
- Members using Division owned throttles should see the Superintendent or his designee.
- Operators should set up no sooner than twenty minutes before their scheduled run time and no later than ten minutes before their scheduled run time using one of the available yards.
- Trains should not exceed one-yard track in length unless it is the first train of the day.
- Remove your equipment when your operating session is over. Any equipment left on the layout is available for other members to use. Yardmasters can remove any equipment left in the yards, if it is interfering with operations. Members assume all risks for equipment left on the layout.
- The sign-up sheets designate trains as Train 1 and Train 2. The operator of Train 1 has the right to decide the speed of the trains on that track during that slot.
- Division members may operate on the industrial track at any time but at no point should the operator onto the main tracks without the express permission of the yardmaster(s), the Superintendent or its designee.
- Steam engines should be set up in Hoosac Yard as they have trouble navigating the switches at Upton Yard.
- Return trains that are obstructing operations to the yard until their equipment is fixed.
- Refusal to follow the instructions of the yardmaster, Superintendent or designee will result in a loss of operating privileges two-shows.
- **DO NOT** stretch **Throttle** cords as it can cause damage to the cord. As soon as you finish using a Division owned throttle return it to the throttle box. Do not leave Division owned throttles unattended and or hanging over the backboard.
- Do not leave equipment on the scenery.
- Do not operate a switch by hand unless you are SURE that it is a hand-thrown switch.
- Members should familiarize themselves with the Lenz manual. Ask for help if you cannot understand how to consist etc.
- Metal wheels are required for all rolling stock.

Date: 2.29.2024

Approved by BOD:



## **APPENDIX C**

### **TAKE DOWN PROCEDURES**

#### **Stage 1**

**All members including module owners assist the group in stage 1**

- Shut off track power
- Remove joiner tracks by pushing joiners onto the joiner track (do not push them onto the module track), and remove all joiner tracks between all modules. PRIVATELY OWNED MODULES - PLEASE PUT A SIGN ON YOUR MODULE STATING THAT IT SHOULD NOT BE TOUCHED IF YOU DON'T WANT ANYONE FROM THE GROUP REMOVING JOINER TRACKS, UNCLIPPING WIRES UNDERNEATH ETC.
- Remove joiner tracks at Hoosac yard.
- Put Division only joiner tracks (Labelled under ties) away in appropriate locations. Leave personnel joiner tracks with the owner's module. Be careful about losing rail joiners, which stay on the joiner track, not on the module.
- Carefully separate wire connectors under all modules except Upton yard.
- See the Addendum below for Upton Yard
- Account for all handheld throttles-Lock throttle box
- Green skirts are collected and folded neatly and placed in the green skirt bin
- Black skirts collected and folded neatly and placed in black skirt bin
- Remove standoffs carefully. Place Division only standoffs in the appropriate bag and leave personally-owned module standoffs with the module
- HUB Sign taken down and rolled up, placed in a tube
- The sign frame taken apart and placed in the appropriate bag
- Trailer hauler will bring the trailer down to show the location
- Cover signals with signal covers, do not cross thread or over-tighten

**WHOLE GROUP PAUSE - Confirm every step is completed on the above list before moving to stage 2**

#### **Stage 2**

**Private module owners can start working on their modules if they do not want assistance from the group.**

- Unclamp modules if not unclamped
- Put Division clamps away, leave personally owned claps with the owners' module
- Turn modules on their back (backboard on the ground or table. Remove the legs and secure connecting wires in the harness underneath the module.
- Put Division legs only away in the leg box, and leave personally owned module legs with module
- Put Hoosac yard controls away
- Load modules on racks that are inside the layout
- Close-up throttle box
- Close up toolbox
- Close up the power supply, only when you know how to do it safely
- Get the remaining racks out of the trailer

Date: 2.29.2024

Approved by BOD:



**WHOLE GROUP PAUSE - Confirm every step is completed on the above list before moving to stage 3.**

### **Stage 3**

- Load remaining modules onto carts
- Do not load the trailer until directed to do so by the trailer driver
- Order needed to load
- Bring corner modules out to the trailer, and pole bags. Assist trailer driver with loading at his direction
- Bring the “BLUE” Road Case, “BLACK” Road Case, and “RED” Road Case and assist the trailer driver with loading on the left side of the trailer, against the corner module furthest in the trailer corner.
- Bring the Hoosac yard rack out to the trailer
- Bring all Blue Storage boxes out to the trailer
- Bring the remaining modules out to the trailer
- Bring bridge out to trailer
- The last item to bring out to the trailer is the hand cart

**When the trailer is closed, takedown is complete and the Superintendent will give credit to operate at the next show.**

### **Addendum A Upton Yard**

1. Remove track-joining pins from Wye modules backboard to the yard's end.
2. Store pins in the UPTON YARD plastic box.
3. Disconnect & store electrical cables under the Main Line & Wye modules.
4. Unbolt straight Yard modules, and apply protective boards to ends using the bolts just removed, take them off their legs.
5. Lift & Unhook Yard Throat module from Upton Main Line modules.
6. Unbolt Upton Main Line modules, store bolts, remove legs, etc.