

Houston Area T-TRAK Association, Inc.

Display Layout Operating Guidelines

Effective March 23, 2022

Purpose

These Display Layout Operating Guidelines are designed to ensure organized, smooth and dependable operation of T-TRAK layouts displayed to the public by Houston Area T-TRAK Association, Inc. (HATTA). Following these guidelines - and employing a healthy dose of common sense - should result in successful T-TRAK public exhibitions.

Trainmaster and Assistant Trainmaster Responsibilities

A Trainmaster and Assistant Trainmaster will be appointed at least 30 days prior to a public T-TRAK exhibition. The Trainmaster will be responsible for the final layout design and assisting module owners to prepare for the exhibition if necessary. The Trainmaster also will be in charge of setup, operation during the exhibition and tear down.

The Trainmaster will prepare an operating schedule for engineers that ensures at least two engineers will be available to run trains at all times when the layout is open to the public. When the number of volunteers exceeds the available engineer positions, the Trainmaster will give priority to module owners participating in the event (including guests), then to HATTA members, then to other guests and/or members of the public.

The Assistant Trainmaster will assist the Trainmaster in these activities, and will take over the Trainmaster's responsibilities if the Trainmaster is unavailable or unable to do so.

Module Inspections Required

To be included in a HATTA layout, modules must be inspected at least once every 12 months for conformity with T-TRAK specifications and operational reliability. At the Trainmaster's discretion, guest modules that have not been inspected by HATTA may be included in a HATTA layout if the module has been used in a public exhibition layout within the 12 months prior to the HATTA exhibition.

Equipment

Engineers are welcome to bring their own equipment to run during public exhibitions. HATTA-owned equipment may also be available to run. Locomotives and cars should be tested before use on the exhibition layout. Malfunctioning or damaged equipment will be removed from the layout. No repairs, speed matching or DCC programming will take

place on the layout during public exhibition hours. The Trainmaster has the final say as to whether or not a particular piece of equipment runs on the layout.

Engineers should not handle equipment owned by others. If equipment derails, let the owner and/or the Trainmaster handle the recovery. When handling equipment, be careful of grab irons, hand rails and other detail parts.

Train Operations

Stay with your train, particularly when the exhibition layout is large. Don't stand at the end of aisles and watch the train disappear in the distance.

Run your train at prototypical speeds. Don't run too fast! Try to match prototypical stops and starts. Don't reverse the locomotive while it is moving.

Do not block the aisles. Equipment, tools, transport boxes and the like should be stored under the layout or in a place designated by the Trainmaster.

Report track and other problems to the Trainmaster. Do not try to make repairs yourself.

Be patient with other, especially new and younger engineers. We all had to learn sometime. Don't distract engineers while they are running a train.