



# Policy Manual

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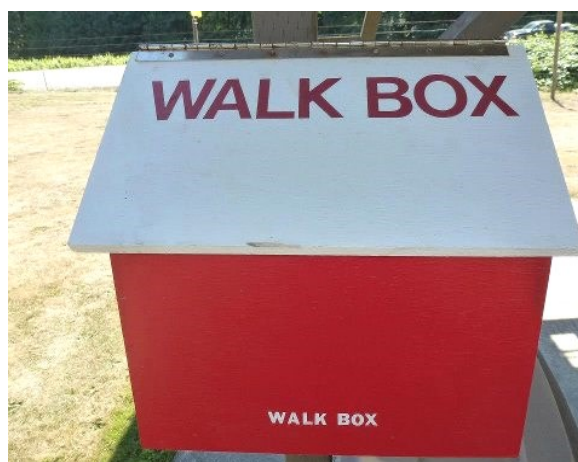
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## American Volkssport Association



### America's Premier Noncompetitive Sports Organization

*This Policy Manual is considered a living document and, as such, is subject to change at any time on the approval of the AVA National Executive Council (NEC).*

*The Policy Manual, as published on the AVA website, shall be the final authority in resolving questions, disputes and/or interpretations as to AVA policy guidelines.*





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# **SECTION 1: GENERAL POLICIES**

## **1.01 DONATIONS**

### **I. GENERAL**

The American Volkssport Association (AVA) National Headquarters and National Executive Council will solicit donations of money and property. All donations will meet the requirements established in the AVA Articles of Incorporation and Bylaws. They also must meet the requirements of Section 501(c)(3), Internal Revenue Code (IRC). Classifications of donations are: General (unspecified use), Designated (specified use), Memorial (specified or unspecified to honor a person or an organization), Endowment (designated income for AVA programs), or Anonymous (specified, unspecified or designated income from an unidentified donor).

### **II. POLICY**

AVA will acknowledge, by letter, all donations. Additionally, the National Executive Council will acknowledge all donations in the Council Meeting Minutes. The AVA National Headquarters will list all donations in the Corporate Book of Records.

## **1.02 IRS TAX EXEMPTION DESIGNATION**

### **I. GENERAL**

The Internal Revenue Service (IRS) has granted tax-exempt status to the AVA under Section 501(c)(3) of the Internal Revenue Code (IRC). As part of this tax-exempt status, the IRS also granted AVA authority to include its subordinate organizations under that tax-exempt status as part of a group exemption. The AVA may add subordinate organizations under this group exemption only in March of each year.

### **II. POLICY**

- A. All Member Clubs and State Organizations of the AVA, except those already tax exempt under IRC Section 501(c)(3), under some other portion of Section 501, or under the direct control of another tax-exempt organization, will apply for recognition under the AVA Group Exemption as a tax-exempt organization under Section 501(c)(3), IRC. To be eligible, the Member Club or State Organization must:
  - 1. Be in good standing with Articles of Incorporation or organization and a Constitution and/or Bylaws that conform to the AVA Articles of Incorporation and Bylaws and to Section 501(c)(3), IRC.

2. Qualify as a nonprofit organization under Section 501(c)(3), IRC; not be a private foundation; not be a for-profit organization; not have financial ties to a for-profit organization; not already be 501(c)(3) or other 501(c) organization; or not be a subordinate of a different central organization recognized under any other portion of Section 501, IRC.
  3. Operate on a fiscal accounting year of July 1 to June 30, maintain all funds in a bank account in the name of the organization, and submit all reports required and identified below.
  4. Obtain an Employer Identification Number (EIN) from the IRS.
- B. Member Club or State Organization granted recognition under the AVA Group Exemption will be disqualified if it no longer meets the requirements for the exempt status, becomes inactive according to AVA Policies, or fails to file the required annual reports. Unless the disqualified club has obtained its own tax-exempt status under Section 501(c) or has become subordinate to another tax-exempt organization, the club will be subject to taxation under the current Internal Revenue Code. Any Member Club or State Organization obtaining tax-exempt status subordinate to another tax-exempt organization – other than AVA – will submit an information copy of that tax-exempt document to AVA which will be filed with that Member Club's or State Organization's records.
- C. A Member Club or State Organization requesting 501(c)(3) tax-exempt, status under the AVA Group Exemption will apply to the AVA National Headquarters with their membership application. The Member Club or State Organization must submit this application only once. The application must include a completed AVA Form 102C3, *Application for IRS 501(c)(3) Status Under AVA Group Exemption* and all supporting documentation listed on the application form. The AVA will submit all completed applications on file at the AVA National Headquarters to the IRS in March of each year. The AVA will notify Member Clubs and State Organizations when the IRS approves their requests.
- D. Member Clubs and State Organizations approved for 501(c)(3) status under the AVA Group Exemption must submit to the AVA National Headquarters the reports listed below (Failure to submit the required information will jeopardize the club's 501(c)(3) standing and the club's ability to sanction events):
1. Club Officer Information Update.  
  
Every club must submit the officer/club information report within thirty days of the change of an officer or any officer/club information and at least once annually between January 1 and November 15. Information required and procedures for submitting this report are shown in the official section of the AVA web site. If the report is not received by November 15, a late fee of \$10.00 will be assessed. Failure to make an annual report before December 31 will place the club in "not good standing".

2. Annual Financial Report for 501(c)(3) Organizations.

Every club under the AVA 501(c)(3) umbrella must submit an annual financial report between July 1 and November 15. Information required and procedure for submitting this report is shown in the official section of the AVA web site. If the report is not received by November 15, a late fee of \$10.00 will be assessed. Failure to make an annual report before December 31 will place the club in “not good standing”.

3. IRS Form 990, *Return of Organizations Exempt from Income Tax*.

A Member Club or State Organization must file this form with the IRS

a) at the end of the first year it is under the AVA Group Exemption;

b) if it normally has gross receipts of \$50,000 or more; and

c) in any year in which the IRS sends it an IRS Form 990 for completion.

### III. NON IRS GROUP ORGANIZATIONS

Clubs or sponsoring organizations that are exempt from participating in the AVA Group Designation must:

- A. Furnish to AVA copies of correspondence from IRS approving the exempt designation.
- B. File such reports with the IRS on an annual or other report time as required by IRS.
- C. Maintain the IRS requirements for not for profit or tax exempt designations.
- D. Submit an *AVA Club Officer Information Update* as required by Section 1.02 D1 above.
- E. Obtain an Employer Identification Number (EIN) from the IRS.

## 1.03 COMMERCIAL SPONSORSHIP OF EVENTS, PROGRAMS, AND ACTIVITIES

### I. GENERAL

The use of commercial sponsorships for events, programs, and activities at both the national and the local level is an important part of the general financial stability of the AVA and its members.

## **II. POLICY**

- A. The AVA National Headquarters will seek commercial sponsorship(s) for events, programs and activities at the national level. National commercial sponsorships will be in the best interest of the AVA. No commercial sponsor's name will replace the AVA in the title of any national event, program, or activity. The National Executive Director will approve commercial sponsorships for national events, programs, and activities. Before completing national commercial sponsorship, the AVA National Headquarters will review both the legal and tax liabilities.
- B. Member Clubs and State Organizations may seek local sponsorship for their events, programs and activities. All local level commercial sponsorships will be in the best interest of the AVA. No commercial sponsor's name will replace the local Volkssporting organization's name or the AVA's name in the title of the event. Member Clubs and State Organizations may seek commercial sponsors for local events, programs and activities without AVA approval; however, these sponsorships must not violate contractual agreements between the AVA and its sponsors, and sponsorships by national organizations must be coordinated with the National Executive Director before acceptance. Before completing local level commercial sponsorship, the Member Club or State Organization should review both the legal and tax liabilities.

### **1.04 IVV ACHIEVEMENT AWARDS PROGRAM**

#### **I. GENERAL**

The International Federation of Popular Sports (IVV) established the IVV Achievement Awards Program to encourage regular participation in untimed, noncompetitive sporting events organized under IVV rules. The AVA administers the IVV Achievement Awards Program in areas under AVA jurisdiction. The program grants awards based upon the number of events in which a person participates and the number of kilometers a person walks, bikes, skis, skates, or snowshoes.

#### **II. POLICY**

- A. IVV Achievement Awards. Individuals receive IVV Achievement Awards at the following levels:
  - 1. For event participation at 10, 30, and 50 events; then every 25 events through a total of 600 events; then every 50 events through a total of 1,500 events; and then every 100 events.

2. For distance covered at intervals of 500 kilometers (km) through a total of 8,000 km; then every 1,000 km through a total of 22,000 km with appropriate award at each level of achievement. For those who complete 22,000 km, they may select one of two options to advance to higher levels: 1. After 22,000 km, continue with the historic process of completing 3,000 km to 25,000 km, then 5,000 km levels beyond that with appropriate certificates, patches, and pin awarded at the benchmarks; or 2. After 22,000 km, continue with a new process of completing 1,000 km levels, with only a certificate at each level, until 25,000 km, where appropriate certificate, patch, and pin would be awarded, as they would be after each subsequent 5,000 km level.
3. For bicycle distance covered (using a Bicycle Record Book) at intervals of 1,000 km, 2,500 km, 5,000 km, 7,500 km, and 10,000 km; and then every 5,000 km.

B. IVV Record Books.

1. Credit toward IVV Achievement Awards is earned at IVV-sanctioned events worldwide. Placement of an IVV Certification Stamp in official IVV Event and/or Distance Record Books confirms participation in an event.
2. IVV Record Books are individual records of achievement. Individuals must purchase a separate record book for each level of achievement. More than one person may not use the same book(s). Individuals cannot transfer their books to another person to be valid, record books must have the owner's name and address on the cover.
3. Every Member Club and State Organization, must offer IVV Event and Distance Record Books and New Walker Packets for sale at all AVA/IVV sanctioned events, except Year-Round and Seasonal Events. Insert Pages must be provided at Year Round and Seasonal Events if IVV Record Books are not offered for sale. Record Books and New Walker Packets are also available for sale at the AVA National Headquarters. The National Executive Council will establish the sales price of these items. Member Clubs and State Organizations will sell these items at the established price.
4. IVV Record Books and Insert Pages will be available at all events. Record Book Insert Pages should be available at no cost to participants who require space in addition to that provided in the Record Book to complete a particular level of achievement. Member Clubs and State Organizations may also use Insert Pages in emergencies when IVV Record Books are not available to meet demand. Insert Pages will be used sparingly. Policies that govern the placement of the IVV Certification Stamp in IVV Record Books also apply to Insert Pages. A separate Insert Page for Event Credit and for Distance Credit will be given to a participant completing a sanctioned event who is in need of the Insert Pages.



C. Granting of IVV Achievement Awards.

1. Upon completion of a level of achievement, the participant may send the IVV Record Book to the AVA National Headquarters for processing. The AVA National Headquarters will verify the IVV Certification Stamps in the record book and issue the appropriate award and certificate to the individual. If the individual is receiving the first IVV Achievement Award, the AVA National Headquarters will also issue a personal IVV Record of Achievement log with an AVA Registration Number. There will be no additional charge for these items. Participants who have received the first award in a series (event, distance or bicycle) must return their IVV Record of Achievement log with the IVV Record Book to be processed.
2. Individuals may purchase additional award elements (pin, patch and/or certificate) for any level achieved. To receive additional awards, an individual must send a written request to the AVA National Headquarters. The request must identify the award element wanted and the individual's AVA Registration Number found on the IVV Record of Achievement log. Individuals who want to order additional awards should contact the AVA National Headquarters for ordering information.

## **1.05 ACCOUNTABILITY FOR AVA/IVV ITEMS & Resources**

### **I. GENERAL**

Accountability for AVA and IVV property is vital to the financial stability of the AVA and its members.

### **II. POLICY**

- A. AVA and IVV items provided to State Organizations or members of the National Executive Council on a consignment or temporary basis are the sole responsibility of that organization or individual when the items are received by them. When the organization or individual no longer needs the items, they must return them to the AVA National Headquarters or pay the AVA the full retail value for the items. The individual who has signed a receipt for these items, or is listed as the Official Contact for that Organization, will be held accountable for those items through submission of quarterly reports.
- B. The individuals returning items to the AVA National Headquarters should insure the items for their full retail value.

- C. If AVA and/or IVV items provided on consignment or temporary basis are lost or damaged, the accountable individual will ensure the organization pays the full retail value to the AVA. The National Executive Committee may grant relief from financial responsibility. The individual seeking relief must submit a written request through the appropriate Regional Director giving specific details why the National Executive Committee should waive this responsibility. The individual may appeal the National Executive Committee decision to the National Executive Council. The decision of the National Executive Council is final.
- D. The President and management are directed to take all necessary action to limit the overall expenses in each fiscal year to the lesser of the approved budgeted expenses, or the level of actual revenues being recognized in that fiscal year, unless specific approval to the contrary is obtained from the National Executive Council.
- E. All contracts and agreements binding the AVA for a period longer than twelve months or exceeding an amount of \$5,000 be approved by the NEC before being executed by the President, Executive Director, or any other official of the organization.

## **1.06 OFFICIAL VOLKSSPORT PUBLICATIONS & ELECTRONIC COMMUNICATIONS**

### **I. GENERAL**

Official volkssport publications are those publications written, published and/or distributed by Member Clubs, State Organizations, National Executive Council members and AVA National Headquarters. These publications provide information on volkssporting events; club, state, regional, and national activities and issues; and educational material on the benefits of volkssporting and living a healthier lifestyle. In addition, the NEC will use an electronic communications network to link each of its members together for the purpose of discussions between regularly scheduled meetings of the Council. A similar authorized system may be used by Regions, and member associations, and clubs.

### **II. POLICY**

- A. All official volkssport publications will always promote the aims and goals of the AVA and uphold the reputation of the AVA and its elected officials, employees, Member Clubs and State Organizations. The publications will promote the benefits of participation in organized programs of noncompetitive, family-oriented, lifetime sports. They will stress the fun and exhilaration of walking, bicycling, swimming, cross-country skiing and other events sanctioned by the AVA.
- B. Use of the AVA and IVV logos in official publications is allowed, but that use must comply with all copyright standards.
- C. Publishers of official AVA publications must provide at least one copy of each issue to the AVA National Headquarters.

- D. The AVA National Headquarters will notify, in writing, any publication that fails to comply with established policies and guidelines. The publisher must correct the problems identified in the notification before the next issue of the publication. The National Executive Committee will take the action necessary to correct the problem. Publishers may appeal the decision of the National Executive Committee to the National Executive Council. The decision of the National Executive Council is final.
- E. The NEC will use "Rallyhood" as its electronic communication system. The Council authorizes the creation of a similar Rallyhood structure for use by Regions, State Associations, and Clubs that do elect to participate.
- F. After November 1, 2015:
  - 1. The American Wanderer be produced in a PDF or similar electronic format in addition to the existing paper format , and;
  - 2. Associate members shall be entitled to a copy of the electronic TAW and to continue to receive the paper copy.

## **SECTION 2: MEMBERSHIP**

### **2.01 TYPES AND APPLICATION FOR MEMBERSHIP**

#### **I. GENERAL**

There are four types of club memberships in the American Volkssport Association (AVA).

- A. Regular Member Club.  
A club formed by an organization or group of persons who want to conduct or sponsor AVA-sanctioned volkssport events.
- B. State Organization.  
An organization formed by the Member Clubs in a specific state.
- C. Volkssports Associate.  
An individual, family or business wanting to provide financial support to the AVA.
- D. Honorary Member.  
A membership conferred by the National Executive Council on an individual, club or organization whose actions have greatly helped or promoted the aims and purpose of the AVA.

#### **II. POLICY**

- A. Application for Membership. Policy changes effective July 1, 2014 for (new) applications.
  - 1. Any organization or group of persons wanting to form a Regular Member Club must submit an AVA Form 201, *Application for Club Membership*, with the charter fee and the appropriate prorated portion of the annual dues, the organization or group will send the application through the State Organization (if applicable) and the appropriate Regional Director to the AVA National

## Headquarters.

- a) The proposed Member Club must, as a minimum:
    - (1) Have an elected President, Vice President and Secretary/Treasurer;
    - (2) Have an approved Constitution and/or Bylaws;
    - (3) Have an established bank account in the club's name;
    - (4) Submit, if eligible, an application for inclusion in the AVA's 501(c)(3) Group Tax-Exemption; and
    - (5) Have an Employer Identification Number (EIN) issued by the Internal Revenue Service.
    - (6) If (4) and (5) do not apply, the proposed Member Club will submit paperwork showing proof of coverage under some other non-profit organization.
  - b) The proposed Member Club should be incorporated under the laws of the state in which it is located.
2. A State Organization may be formed when there are at least six Regular Member Clubs in a single state and two-thirds of those clubs agree. They will use the same application procedure and have the same additional requirements, as Regular Member Clubs. State Associations and all Associate Member Clubs shall pay annual dues. A detailed State Organization Policy is provided in Appendix D.
  3. Any individual, family, friends (2) who agree to use a single mailing address for AVA materials, or business wish to become a Volkssports Associate on an annual or life-time basis should submit a written application along with the appropriate dues directly to AVA National Headquarters. Application forms are available in various volkssporting publications and on the AVA web page.
  4. Any Regular Member Club, State Organization, or member of the National Executive Council may recommend any individual, club, or organization for Honorary Membership. They must make this recommendation in writing and send it to the AVA National Headquarters.
- B. Processing of Applications.
1. State Organizations will process applications for Regular Member Clubs within their state. The State Organization will review the application for completeness and that the club meets membership requirements. It will forward the application to the appropriate Regional Director and will include a favorable recommendation for the formation of the club as being in the best interest of the AVA, or recommend against its approval. The Regional Director will either approve the application, or will return the application with an explanation for disapproval, to the State Organization for transmittal back to the originator.

2. A Regional Director will process all applications for Regular Member Clubs and State Organizations within his or her region. The Regional Director will review the applications in the same manner as a State Organization. If the Regional Director approves the application, he or she will forward it to the AVA National Headquarters. If the Regional Director disapproves the application, he or she will return it, through the State Organization if appropriate, to the originator with an explanation of the disapproval.
3. The AVA National Headquarters will process each application for membership and assign an appropriate membership number. The National Executive Director will grant interim approval of all applications for Regular Member Clubs, and State Organizations. The National Executive Council will grant final approval of these applications and all applications for Honorary members at their next regular meeting.

## **2.02 MEMBERSHIP DUES**

### **I. GENERAL**

The National Executive Council establishes dues for the various classes of membership.

### **II. POLICY**

- A. Regular Member Clubs and State Organizations will pay annual dues on or before July 1 of each year. The AVA National Headquarters will mail an annual dues notice to each Member Club and State Organization by May 1. A club or state organization that has not paid its annual dues by September 1 will be assessed a late fee. A club or state organization that has not paid its annual dues plus the late fee by October 1 will be considered "*not in good standing*". At its next regular meeting, the National Executive Council will declare the club or state organization *inactive* as of December 31 of the year in which the club or state organization failed to pay their dues. The National Executive Council will make arrangements to process the Year Round Events/Seasonal Events from the affected club.
- B. Dues for newly established Member Clubs and State Organizations will be prorated based on the fiscal year quarter in which the membership is requested. Policy changes effective July 1, 2014 for (new) applications - 1<sup>st</sup> year dues complimentary.
- C. Dues for Volkssports Associate members, except life members, are collected on an annual basis based on the anniversary month of the membership.

## **2.03 STATUS AND STANDING**

### **I. GENERAL**

The status and standing of a Regular Member Club, and State Organization determine their rights and privileges.

## II. POLICY

- A. Regular Member Clubs and State Organizations are considered *active* when the club's or organization's membership application has been accepted and all its activities are conducted according to the provisions of the AVA Bylaws and Policies.
1. Active Member Clubs and State Organizations are considered *in good standing* when all debts, liabilities and obligations to the AVA have been satisfied. They may exercise all the privileges of their respective membership.
  2. Active Member Clubs and State Organizations are considered *not in good standing* when an outstanding debt, liability, and/or obligation has not been satisfied within sixty days of the date due. A Member Club or State Organization *not in good standing* forfeits all rights and privileges to include the right to conduct or sponsor events. It may not vote in any state, regional or membership meeting of the AVA. Once a Member Club or State Organization has satisfied that outstanding debt, liability and/or obligation it will be considered *in good standing*. Regional Directors will be given ten days to resolve club deficiencies, or identify extenuating circumstances, before a club is placed in not in good standing status.
- B. The National Executive Council will declare Regular Member Clubs inactive when the club is *in good standing* and requests inactive status; fails to pay its annual dues post marked by October 1; fails to satisfy an outstanding debt, obligation or liability to the AVA; or is expelled under Article III, Paragraph 3.6(c) of the AVA Bylaws. To request inactive status, a club must submit the request in writing through the State Organization, if applicable, and the Regional Director to the AVA National Headquarters. An inactive club may not conduct sanctioned events or vote in any state, regional or membership meeting of the AVA. An inactive club must return all official materials supplied to the club by the AVA and/or IVV. Failure to return these materials may result in legal action.
- C. The National Executive Council may declare State Organizations *inactive* when the number of clubs within the state is five or less; the organization does not satisfy debts, liabilities or obligations to the AVA; or the AVA expels the organization under Article III, Paragraph 3.6(c) of the AVA Bylaws. An inactive State Organization may not conduct sanctioned events or vote in any state, regional or membership meeting of the AVA. An inactive State Organization must return all official materials supplied to the organization by the AVA and/or IVV. Failure to return these materials may result in legal action.
- D. The AVA National Headquarters will notify, in writing, the Member Club or State Organization that it has been placed on inactive status and the requirements for reactivation.

### 2.04 REACTIVATION OF MEMBERSHIP

#### I. GENERAL

Any organization or group of people may request reactivation of an inactive Regular Member Club, or State Organization.

## II. POLICY

An inactive Regular Member Club or State Organization may be reactivated provided it meets all membership requirements established in Policy 2.01, Types and Application for Membership. Applications for reactivation will follow the procedures outlined in Policy 2.01. The Reactivation Fee and the appropriate prorated annual dues must accompany the application. If the inactive club is *in good standing* and the State Organization, Regional Director or National Executive Council does not approve the application, the disapproving authority will notify the club in writing and return the reactivation fee and prorated dues.

## SECTION 3: RECOGNITION AWARDS

### 3.01 RECOGNITION OF INDIVIDUAL AND ORGANIZATION SERVICE

#### I. GENERAL

The AVA Recognition Awards Program honors individuals and organizations, both within and outside the AVA, for service, deeds, and accomplishments that have advanced the ideals and aspirations of volkssporting in the United States. National Recognition Awards Program not available to those serving on NEC.

#### II. POLICY

Awards for national service may be presented at the AVA Biennial Convention. Regional recognition awards are presented by the Regional Director at regional, state or club events. Paid employees of the AVA do not qualify for the AVA Recognition Awards Program unless they are being recognized for serving in a volunteer capacity. National Recognition Awards Program not available to those serving on NEC.

### 3.02 AWARDS CRITERIA

- A. AVA Hall of Fame Award The AVA may induct individuals into the AVA Hall of Fame who have given at least ten years of service to the AVA at the national, state, and local level and have made exceptional contributions to volkssporting that have affected several AVA regions. This is the AVA's highest award and might not be given at each convention.
- B. AVA Distinguished Achievement Award The AVA may bestow the AVA Distinguished Achievement Award upon individuals who have given at least eight years of service to the AVA. Personal contributions must have been made at an exemplary level at several stages of service, including national level.
- C. AVA Meritorious Service Award The AVA may bestow the AVA Meritorious Service award upon individuals who have given at least five years of outstanding service to the AVA. The Meritorious Service Award will be awarded by the Regional Director of the region in which the majority of service was performed.

D. Commendable Service Award

The AVA may bestow an AVA Certificate of Commendable Service Award upon individuals who have given significant service to the AVA. The award can be given regardless of the amount of time, before an individual is again eligible. Commendable Service Award criteria has been modified to eliminate time periods for performing significant service. The award will be recognized by a certificate, a pin, and a rocker patch.

E. AVA President's Award

The AVA President may bestow the President's Award upon individuals, clubs or groups who, through their exemplary display of volkssporting spirit, are worthy of national recognition.

F. Ted Ballman Memorial Award for Youth Volkssporters

The AVA may bestow the Ted Ballman Memorial Award for Youth Volkssporters on an individual or organization inside or outside AVA who has been instrumental in the creation of AVA Youth Programs or who has worked to enhance or promote volkssporting programs for youth around the world.

G. AVA Trailblazer Award

The AVA may bestow the AVA Trailblazer Award on AVA Member Clubs that have made significant contributions to the development, maintenance or improvement of walking trails or to the support of trail related issues.

H. AVA Certificate of Appreciation Award

The AVA may bestow the AVA Certificate of Appreciation Award on individuals, organizations, and businesses for service to AVA on a national, regional, state or club level.



I. IVV Honors

The AVA may nominate individuals within the American Volkssport Association for services, deeds, and accomplishments concerning the international aspect of the AVA for IVV Honors.

### **3.03 PROCEDURE FOR NATIONAL LEVEL AWARDS**

A. Nominations

1. Any person wishing to nominate an individual or organization for a National Level AVA Award, Recognition, or IVV Honors must submit the nomination to the Regional Director in the region in which the nominee resides by November 1 of the year prior to the AVA Biennial Convention. Nominations for Hall of Fame, Distinguished Achievement, Trailblazer, and Ted Ballman Youth Awards must be on AVA Form 302. Nominations for the President's Award must be on AVA Form 303PA and submitted directly to the AVA President. To nominate an individual for IVV recognition, submit a detailed list of accomplishments to the Regional Director by November 1 of the year prior to the AVA biennial convention. Nominations approved by the National Executive Council will be submitted by the AVA President, on the appropriate IVV form, to the IVV for final approval. Nominations for all awards, recognitions, and honors may be submitted by US Postal Service, delivery service, facsimile, or internet (email). National Recognition Awards Program not available to those serving on NEC.
2. The Regional Directors will forward all National Level Award nominations, with their recommendations, to the AVA Awards and Recognition Committee Chair by December 1 of the year prior to the AVA Biennial Convention.
3. The AVA Awards and Recognition Committee Chair will review all nominations to determine if they are complete and then forward the information to the committee members as soon as possible after the December 1 deadline. All incomplete forms will be returned to the respective Regional Directors. The Regional Director will notify the person that submitted the award nomination of the incomplete information. The Regional Director will be allowed ten days to resolve the problem with the nomination and return the nomination to the Awards and Recognition Committee Chair. If the problem is not resolved within that time frame, the nomination will be considered cancelled by the Regional Director.
4. The AVA Awards and Recognition Committee Chair will submit the nominations and committee recommendations to the National Executive Council at the first meeting of the NEC after January 1 of the year of the AVA Biennial Convention.

B. Selection

1. The Awards and Recognition Committee Chair and/or the NEC Liaison will present each nomination and Committee recommendation for the NEC to review.
2. The AVA President or presiding officer will moderate any discussion of each nomination.
3. The NEC will vote by secret ballot on each nomination before considering other nominations.
4. Approval of the nomination will be by majority affirmative vote of the NEC members present and voting.
5. Nominations not approved may be considered for a different award or referred to the Regional Director.

### **3.04 PROCEDURE FOR REGIONAL AWARDS**

A. Nominations

1. Regional level awards shall include the Meritorious Service Award, the Commendable Service Award, and the Certificate of Appreciation Award.
2. Any person wishing to nominate an individual for a regional level AVA award must submit the nomination to the Regional Director of the region in which the nominee resides, by the date designated by the Regional Director. Nominations for Meritorious Service, Certificate of Service & Commendable Service Award, and Certificate of Appreciation Awards must be on AVA Form 303. Nominations may be submitted by US Postal Service, delivery service, facsimile, or internet (email).
3. The Commendable Service Award will include a Certificate of Commendable Service, rocker, patch and pin.
4. The Regional Director must notify the Awards and Recognition Committee of Regional Awards as well as Trailmaster Certifications presented since the last convention, no later than 120 days before the convention so the committee can list the awards in the Biennial Awards Booklet distributed at the convention. The official, national announcement of regional awards should be a part of the convention. The booklet may serve as the announcement.

B. Selection

1. The Regional Director may appoint a regional awards committee to assist in review of regional level award nominations.
2. The Regional Director should consider the recommendations of the regional awards committee (if appointed) prior to approving or disapproving nominations.
3. The Regional Director may delegate the awarding of Certificate of Appreciation Awards to State Organization or Club Presidents.
4. The Regional Director will notify nominators if nominees for Region Level Awards are referred for different awards before awards are announced.

### **3.05 APPROVAL AUTHORITY FOR AWARDS**

- A. Authority to approve AVA Awards and Recognitions and IVV Honors is given to the AVA President, the National Executive Council (NEC), the Regional Directors or the IVV.
1. The AVA President is the Approval Authority for the President's Award.
  2. The NEC is the Approval Authority for the Hall of Fame, Distinguished Achievement, Trailblazer, and Ted Ballman Youth Awards. The NEC is also Approval Authority for IVV Honors nominations.
  3. The Regional Directors are the Approval Authorities for Meritorious Service, Commendable Service Award, and Certificate of Appreciation Awards.
  4. The IVV Presidium is the Approval Authority for IVV Honors.
- B. The NEC may make special presentations in addition to those established in policy.
- C. The NEC may recall any AVA Award, Special Award, or Recognition if the recipient is determined to have committed serious violations of bylaws or policy, or acts that bring discredit to the Association. IVV Honors can be recalled by the Presidium or by the Congress of Delegates for similar discretions.

## **SECTION 4: VOLKSSPORTING IVV EVENTS**

(Note: In these Policies, the word "club" is used generically to designate any Regular Member Club, State Organization, or the AVA National Headquarters)

### **4.01 AUTHORITY AND PURPOSE**

The American Volkssport Association (AVA) as a member of the International Federation of Popular Sports (IVV) is the only organization in the United States authorized to sanction volkssporting IVV events. This allows validation of participation for use in the IVV Achievement Awards Program. Within the AVA, these volkssporting events are classified as Traditional, Year Round and Seasonal.

## 4.02 TRADITIONAL VOLKSSPORTING IVV EVENTS

### I. GENERAL

Traditional sanctioned volkssporting events are those events conducted by Member Clubs, State Organizations, and the AVA National Headquarters using routine ninety day sanctioning procedures outlined in Section 4.07, Event Sanctioning.

### II. POLICY

- A. Traditional Walking Events are also called a variety of names such as: Volksmarch, Walk, Volkswalk, and Guided Walk. Night Walking Events are also known as Night Walks and Evening Walks.
1. Traditional Walking Events. Sponsoring clubs must offer at least one short and one medium distance at an event. Instead of a medium distance, clubs may allow participants to walk the short distance trail twice at no additional charge. They may also offer a long distance. The distance requirements are:
    - a) A short distance walk must be a minimum of 10 kilometers (km) and less than 20 km in length. Along with the short distance walk, a minor distance walk (minimum of 5 km and less than 9 km) may be offered. A checkpoint must be located on the minor distance walk. The minor distance walk must be laid out as a circular route with the start and finish at the same location. Permitting the minor distance to be walked twice in lieu of a 10 km walk is allowed. The minor distance walk is allowed on Year Round and Seasonal Events.
    - b) A medium distance walk must be a minimum of 20 km and a maximum of 30 km in length.
    - c) A long distance walk must be more than 30 km and must be approved by the AVA National Headquarters.
    - d) A marathon must be 42 km in length.
  2. Guided Walking Events. Clubs conduct these events using one or more designated guides familiar with the predetermined route. They should offer only one distance, either short or medium. Clubs normally do not mark the route nor provide maps and directions. The guides must be familiar with the route or carry a map or directions of the route. All participants should start at approximately the same time. The club may form several groups with their start times staggered. Guides must carefully watch the slowest participants to ensure they are not left behind. Use of a rear sweep guide is required.
  3. Night Walking Events. Clubs may use a marked route, written and map route directions, or guides. They should only offer a short distance, but may include a minor distance. Clubs must require participants to bring a flashlight, and the use of a rear sweep guide is required.

- B. Bicycling Events are also known as Volksbikes and bike events.
1. A minimum 25 km trail is required. Along with the short distance ride, a minor distance ride (minimum of 13 km) may be offered. Clubs may offer longer distances. A 13 km trail may be offered in conjunction with a 25 km trail. A checkpoint must be located on the 13 km trail. Permitting a 13 km trail to be biked twice in lieu of a 25 km trail is not allowed. Participants may use tandem bicycles but may not use motorized vehicles. Helmets must be worn by all participants.
  2. **For a two-year period starting April 1, 2015, AVA will conduct two pilot biking programs:**
    - a. Bike Events of Extended Distances allows a club to sanction completed rail trail, canal towpath, or similar off-road bike path as an Extended Distance Bike Event. If the trail length is 25K or longer (so and out and back 25K bike ride can be done from each end, assuming there is a trail head at each end). If the rails is even longer, participants may be able to do multiple out and back bike rides by starting at trail heads in the “middle”. If there is a network of trails, with different names, originating from a single place (i.e. the train station in Xenia, OH), the event qualifies. If there is a network of connecting trails in an area that allows for a loop(s), the event qualifies, if reviewed and approved by the Regional Director. The club only has to identify at least one recommended start point which is where the start box is or driving directions provided from the start box to the start point. Directions for at least a 13K+ minor distance and a 25K+ bike ride must be approved. In the promotional literature, the club can provide a website for the trail that identifies available trail heads and provides driving directions to them. Participants may take event credit for each day they ride, but each must pay the \$3 fee for each day he/she rides.
    - b. “Guided Bike” events allow a club to have multiple bike events when they do not expect to have enough participation to cover the sanctioning costs of normal traditional bike events. The events may be offered with the following conditions:
      1. The club requests that their first event be sanctioned by going to the ESR system and selecting “Guided Bike” instead of Year Round Bike or Seasonal Bike. The rest of the data is entered the same as it is for any other bike event,
      2. There is a \$30 fee charged after sanctioning the first event; there is no sanctioning fee for subsequent events. The club will receive an IVV stamp that they may use for the rest of the year at multiple bike events. The participation fee will be the same as usually paid for IVV credit. Each event must be sanctioned.
      3. The bike rides must be done on completed off-road rail trails, canal towpaths, or bike trails. If a rail trails was constructed with an on-road section, it may be used. If a rail trail is under construction and there are segments at least 12.5K long (so it is possible to have a 25K out and back ride), it may be used.
      4. The dates of the bike rides must be publicized at least two months in advance. The specific place and time must be publicized at least one month in advance. The bike rides must be publicized in the same manner that the club does for other traditional volkssport events.

5. The sponsoring club must submit an after action report in accordance with the same procedures and timelines as other traditional events.
  6. These must be guided bike events with one person in front who knows the route and a person performing duties as the rear sweep. The two should be in communication with each other.
  7. A social activity should be included with the bike event. This can be stopping for lunch or ice cream en-route or as simple as having cold drinks after the ride.
  8. The “group” of volksbikers doing the “Guided Bike” events should also schedule a group ride(s) of the year round or seasonal bike events in their geographic area. “Guided Bike” events should not be held on trails that are sanctioned as a traditional or year round or seasonal event without the concurrence of the club that is sanctioned the year round or seasonal event.
3. At the end of the 2-year pilot program, the NEC will assess the impact on our biking colleagues and AVA to determine if the program should be continued.
- C. Skating Events are also known as Volksrolls and Volksskates. Skating events may be either roller-skating, roller-blading or ice-skating. The event will have at least a short distance (10 km) but a club may offer longer distances. Participants may walk the event for event and distance credit if the sponsoring club deems the route safe for walkers. Helmets must be worn by all participants.
- D. Cross-Country Skiing Events are also known as Volksskis and Skiwanderings. Cross-country skiing events must offer a minimum 5 km trail. Clubs may offer longer distances.
1. If a Cross-Country Skiing Event is scheduled for one day or two consecutive days and there is no snow, participants may walk the event for event and distance credit if the sponsoring club deems the route safe for walkers.
  2. A Cross-Country Skiing Event scheduled for more than two consecutive days is called an All Season Cross-Country Ski Event. This type of event is not considered a Seasonal Event and does not fall under the policies for Seasonal Events. Participants may not walk the event except on the last weekend of the event. Participants may walk the course and obtain event and distance credit if there has never been an opportunity to ski the course because of poor ski conditions. The authorization to walk the course is contingent upon the sponsoring club deeming the route safe for walkers. The brochure for this event must state the event will be open during the stated times if safe skiing conditions exist. Participants will receive one event credit for participation in the event. They may receive distance credit for each time they complete the course.
- E. Snow Shoe Events are also known as Snowshoes and Snowshoe wanderings. Snow Shoe event distances must be adapted to snow and terrain conditions (no minimum distance). If there is no snow, participants may walk the event for event and distance credit if the sponsoring club deems the route safe for walkers.

- F. Swimming Events are also known as Volksswims and swim events. Swimming events will have a minimum distance of 300 meters although clubs may offer several distances. The sponsoring club must comply with the following:
1. Swimming pools are the preferred location. Clubs may use shallow or slow-moving waters. They may not use water with undertows or strong currents.
  2. The depth of the water must allow participants safe movement of their limbs using a variety of strokes. Resting places must be at reasonable distances. This includes a depth where participants can stand or walk the event.
  3. Participants can receive only IVV Event credit for these events. They will receive no distance credit for a swimming event.
- G. Boating Events include canoeing, kayaking and row boating. The minimum distance for boating events is 1500 meters, but the course may be completed more than once to achieve the event's specified distance. The sponsoring club must comply with the following:
1. Boating events must be conducted in a controlled water environment like a reservoir, a lake, a river with negligible current (rated 1 or less) or other acceptable venue;
  2. The course must be an out and back course so the event finishes at the point at which it started;
  3. Each participant must wear a life jacket, and;
  4. The presence of a certified life guard and course marshal is required.
  5. Participants can receive only IVV Event credit for these events. They will receive no distance credit for a boating event.

## **4.03 YEAR ROUND AND SEASONAL VOLKSSPORTING IVV EVENTS**

### **I. GENERAL**

The AVA has IVV approval to sanction events of long duration at locations across the United States and other areas under AVA jurisdiction. These events give the volkssporter IVV participant additional opportunities to enjoy our sport and to improve his or her health through regular participation in low-stress sporting activities.

### **II. POLICY**

- A. Year Round Events. Year Round Events (YREs) are events sanctioned for at least eleven continuous months during a calendar year. These events will have a continuous start time that allows the completion of the event during daylight hours. In general, the rules for events apply.
- B. Seasonal Events. Seasonal Events (SEs) are events sanctioned for less than eleven continuous months during the year. In general, the rules for events and Year Round Events apply.
- C. Extended Distance Walks. An Extended Distance Walk (EDW) is a self-guided walk of distances greater than one day's duration, with a minimum distance of 80 kilometers. Extended Distance Walks will follow the General Rules for Events, with the following stipulations.
1. Requirements for Approval. Particular attention must be paid by event approving authorities to assure that each EDW event complies with IVV and AVA requirements for events and safety. The following requirements must be observed:

- a) Start/Finish. Event organizers may use start/finish boxes located at the beginning and end of Extended Distance Walks or major segments of very long walks such as the Appalachian, Continental Divide and Pacific Crest National Scenic Trails. Alternatively, event organizers may require advance event registration by mail or email.
- b) Route Maps and directions. Maps and directions must be provided for each Extended Distance Walk. However, if the walk is located on a national or regional trail marked by route signs, published directions are acceptable.
- c) Event Description. Event materials must clearly identify start and finish points and the means for proving satisfactory completion of the trail, whether by check points, key questions, punches on start cards, or time-stamped receipts from local merchants or park stations. Event instructions must be clear and unambiguous.
- d) Event Advertising. Brochures and advertising materials must show the IVV logo, the sanction number of the event and must bear the remark: "This event is valid for achievement of the International Volkssport Award."
- e) Food and Lodging. Each participant is solely responsible for food lodging and equipment.
- f) Distance. Distances stated in the program must be accurate. The total event distance must be at least 80 km.
- g) Upon completion of the EDW, the participant presents the completed walking program and IVV record book in person or by mail.
- h) IVV Credit. The participant shall receive the IVV stamp only for distance amount and event stamps earned. The organizer must carefully check whether the EDW has been completed correctly according to the event instructions.
  - (1) Event stamp. One event stamp is entered into the IVV Event Record Book for each day of participation.
  - (2) Distance. Actual completed kilometers are entered into the IVV Distance Record Book.
- i) Awards. An event award should be provided for completion of an EDW. Awards may only, and without exception, be given to those participants who actually completed the total EDW.
- j) Partial Completion. If a participant does not completely finish the EDW, the participant may be given credit in IVV record books for the amount completed.

2. Participation on consecutive days is not required.

- D. Clubs may use pre-registration procedures, i.e., a signed waiver and payment of fees, for Year Round and Seasonal events where placement of walk boxes is impractical. Regional Directors must verify that walk box placement is impractical.
- E. Clubs are required to inform participants of Year Round and Seasonal Events when the registration location of the event and the walk locality for the event are different. The driving distance must be published in the club's walk brochure; on the AVA club listing for events sponsored by the club, and must be addressed at each locality.



## **4.04 INTERNATIONAL VOLKSSPORTING EVENTS**

### **I. GENERAL**

As an IVV member country, AVA approves events within the United States, its possessions and territories.

### **II. POLICY**

- A. Any AVA club may submit a request for approval of an event in a non-IVV country. Approval is granted by the IVV.
- B. Inquiries concerning AVA-approved events in non-IVV countries must be addressed to the:

IVV-Head Office

Fabrikstr.8

84503 Altotting

DEUTSCHLAND

Telephone: 0049 / 8671 / 883067

Fax: 0049 / 8671 / 963131

## **4.05 AVA SPECIAL PROGRAMS/CLUB CHALLENGES**

### **I. GENERAL**

This policy sets forth procedures for all Special Programs. The National Executive Council (NEC) is the AVA governing body that makes decisions about AVA Special Programs submitted for its consideration.

The National Headquarters staff and the AVA Special Programs Chair supervise all Special Program financial and operational activities. AVA Special Program POCs prepare all financial reports and administer all operational activities related to the approved programs.

AVA Special Program POCs constitute the AVA Special Programs Committee. When contacted by the AVA Special Programs Chair, the members of the Committee serve in an advisory role to the AVA Special Programs Chair concerning policy and other matters. When there are potential policy changes slated for consideration, the AVA Special Programs Chair contacts Committee members for input prior to the NEC's January meeting for annual review of the Special Programs Policy. When (if) changes to the Policy are enacted, the Special Programs Chair is responsible for updating the AVA Special Programs Management Administrative Policy.

### **II. PURPOSE**

The dual purpose of AVA Special Programs is to raise funds for the AVA General Fund which assists in the promotion of Volkssporting and to raise funds for the supporting club. In order to create public interest in Volkssporting, AVA Special Programs should be designed with an emphasis on Fun, Fitness and Friendship. Through AVA Special Programs challenges, participants complete a pre-determined number of qualifying events to earn awards that recognize their accomplishments. Each Special Program includes a specific book

used for entering IVV Certification Stamps for events that meet the parameters of the Special Program. When the completed book is submitted to the POC, the participant receives a recognition award.

### **III APPROVAL OF AVA SPECIAL PROGRAMS.**

A. Any AVA club in good standing may submit a proposal for a Special Program. The proposal must conform to the general rules and policies of AVA and the requirements of this policy. No approved AVA Special Program may be duplicated (exactly or with a deceptively similar) by any Regional or State organization or AVA member club during the lifetime of an AVA Special Program. No club or individual may sponsor more than one AVA Special Program or have more than one Special Program approved at a time. Beginning on February 1, 2016, the following guidelines are in effect:

1. The NEC has established a goal of 12 (twelve) active Special Programs per calendar year. This number does not include any National Programs. The NEC will reach this goal through attrition. Between the years 2016 and 2018 the NEC may approve no more than 2 (two) new Special Programs each year. By 2020, the number of Special Programs active each year will be at or below the desired goal of no more than 12 (twelve).

2. After 2020, if the Special Programs approved fall below the goal of 12 (twelve), the NEC may choose to reactivate a previously successful Special Program. In this instance, clubs may also nominate a prior program. NEC approval would be based on the following criteria:

- a. The Special Program must have been inactive for at least 10 years.
- b. When the Special Program was active, it must have sold at least 150 books.
- c. The original club sponsor retains priority of sponsorship. Should that club choose, it may negotiate a change of sponsorship with another club. Any substantive changes to the original Special Programs parameters could be considered a new Special Program and would need to be submitted for consideration as such.

3. Beginning in 2016 the NEC will use the following criteria for evaluation and selection of proposed Special Programs:

- a. Historical Significance: will the participant learn about events of historical significance or cultural interest?
- b. Scenic Interest: will the participant visit sites of scenic interest or significant natural beauty?
- c. Geographic Area: will the Special Program be relevant in all or most of the United States?
- d. Description Clarity: are the Special Program qualifiers clearly described? Will participants, clubs, and walk POC's be able to easily understand which events qualify?

- e. Award Appearance: is the award attractive?
- f. Entertainment Value: Will the program be fun to do?

B. In general, the approval process follows these steps:

1. By the annually announced deadline (usually an early November date), the Special Program POC submits a Special Program proposal to the relevant Regional Director and the Chair of the AVA Special Programs.
2. Prior to the NEC annual January meeting, the Chair of the AVA Special Programs provides information about all proposals to the NEC members for their evaluation using the previously listed criteria.
3. At the NEC January meeting, the AVA Special Programs Chair submits all Special Program Proposals. Then the NEC decides which Special Programs to approve.
4. After the NEC January meeting, the AVA Special Programs Chair announces the approved Special Program selections. The book-stamping phase of these Special Programs will begin on January 1 of the subsequent year.
5. POCs of the selected Special Programs must provide an original of the book and an award to AVA Headquarters for the Archives and history exhibit.

C. In general, the contents of a Special Program Proposal must include the following:

1. A complete description of the Special Program theme.
2. The original signed copy of the Agreement list must be sent to the Special Program Chair with the submission of the plan. This list must include the name of an Alternate POC.

A. "Alternate Form Agreement" is located in the Club Forms Section.

3. A sample Special Program book and a color sample and the size of the proposed award (rendering, drawing or picture).
4. A budget based on expenses and income for 100 books. (Expenses include such items as printing costs of books, postage expenses, envelopes and supplies, awards and the AVA fee. Income includes the purchase price for books.)

D. Special Programs Book Guidelines: All books must have a professional look. They must be printed on cover or card stock paper. They must be no larger than the uniform size (4" W by 5 ¾" H) of the AVA Event and Distance books. The following information is required on all books:

1. On the front cover:

- a. The title of the Special Program and the words "AVA Special Program".
- b. A representation of the award/patch, in color.
- c. The "AVA Fun, Fitness, Friendship" logo and the copyright symbol.
- d. The statement "This book is approved by the AVA for use of the IVV

Certification Stamp".

e. Space for the participant's name and address.

f. Sequence number of the book.

2. On the back cover:

a. The rules and guidelines for the qualifiers of this Special Program.

b. The total number of IVV certification stamps required, as well as an indication of the number of times the same stamp can be used, or that each stamp may only be used once.

c. The size of the award/patch.

d. The cost of the book.

e. The name of the sponsoring club, the POC's name, email address, telephone number, as well as the mailing address for redemption of completed books. If the club has a website it should also be listed.

e. The following statement: "Book sales continue until December 31, 20\_\_.  
Participation stamping and redemption of this book will end December 31, 20\_\_  
(12 months after the sale of the book ends).

E. Special Programs are only approved for a specific period of time, (normally 3 years of book sales and 1 additional year to complete the program), but may be extended or curtailed with the approval of the NEC based upon the popularity of the program and other circumstances.

1. Start Date: After a new Special Program has been approved by the NEC, the sponsoring club/ POC must submit an article for publication in *The American Wanderer (TAW)*. This article should outline the Special Program criteria and details. After the article has been published in *TAW*, the club may begin sales of the new Special Program books. Books may be distributed as soon as payment is received. Thereafter, information about the new Special Program will be posted on the AVA website and published in each issue of *TAW* to inform potential participants of the criteria, qualifiers, and closing date for Book Sales and the final date for Book stamping and redemption.

2. End Date: The sponsoring club & POC, with input from the Special Programs Chair and AVA Headquarters, will determine when to cease sales and end the program, subject to the following:

a. Book sales are not authorized to continue beyond the approved program end date.

b. Within 2 weeks of the conclusion of the Book Sales, the sponsoring club/POC is required to submit an Interim Report which must include the total number of books sold as well as the number of books completed and redeemed to date.

Within 2 weeks of the conclusion of the Book stamping and redemption date,

the sponsoring club/POC is required to submit a Final Report to the Special Programs Chair. This report must include the total number of books completed and redeemed.

#### **IV GENERAL RESPONSIBILITIES.**

A. The sponsoring club/POC presents a written proposal for a new Special Program to the Chair of the Special Programs, who will evaluate the proposal using the criteria listed in paragraph 3.A(3) and recommend approval to the NEC. Under the supervision and recommendations of the Special Program Chair and AVA Headquarters staff, the sponsoring club/POC is responsible for all administrative operations of the Special Program, including printing and award contracts, if applicable, distribution and sale of books, completion of books and redemption of awards, as well as all accounting, record keeping and reporting. This includes timely submission of either the \$300 Special Programs assessment or the AVA's 50% share of the net profits.

B. The AVA Special Programs Chair is responsible for providing information about all proposals to the NEC members for their evaluation using the previously listed criteria. The AVA Special Program Chair is then responsible for summarizing the evaluations and presenting the Special Programs Report to the NEC at its annual January meeting.

C. The NEC evaluates each Special Program and will select the best Special Programs to approve. The NEC sets starting and ending dates for each new program with the advice and input from the Special Program Chair and AVA Headquarters.

D. The AVA Executive Director and the Financial Director are responsible for ensuring that AVA's share of net profit-or \$300 fee is deposited in AVA's General Operating account, and that Special Program income is included in the AVA annual budget and financial statements.

1. Up until 1 January 2014, the net profits of each approved special program were shared on a 50/50 basis between the sponsoring club and AVA Headquarters.

2. Special Programs which started 1/1/14 and 1/1/15 were given the option of paying a flat fee of \$300 or continuing on the current method of reporting bi-annually with financial statements and fees sent to AVA until the program's end date. Selecting to reverse to the flat fee after starting the reporting was not an option.

3. Effective January 1, 2016, all approved Special Programs will be billed a one-time \$300 flat fee on March 1 which will be due and payable to AVA by April 1. The flat fee alleviates having to mail in any reports, financial statements and fees to AVA. An interim report is required at the end of the book sales year to include the number of books sold and the number of books redeemed by that date in order to determine the success of the program. A final report is required at the end of the stamping and redemption year, listing the final number of books turned in. This report should be available for the January NEC meeting.

## **V. Event Responsibilities.**

The sponsoring club is responsible for all services, materials, supplies and inventories related to the Special Program.

### **A. Bank Accounts.**

All sales, receipts, expenditures, and other monetary transactions must be processed through the club's own bank account, or a separate bank account established by the club for the Special Program. Under no circumstances will a club member's personal bank account be used to operate an AVA Special Program.

### **B. Record Retention Responsibility.**

It is the sponsoring club's duty to ensure that all documents relating to the Special Program are available to the AVA Special Programs Chair, AVA Executive Director and/or the AVA Financial Director, when requested. Just as each club is subject to the rules, regulations, policies, and procedures that govern the AVA as a corporation, so is each Special Program subject to those same rules, regulations, policies and procedures. The adherence to proper record keeping and document retention is crucial for proof of good governance during the AVA's annual audits. Proof of income collected and expenses paid in the form of deposit slips and expense receipts and/or vendor invoices must be retained at the club level and, for 50/50 Special Programs only, attached to each bi-annual report submitted to AVA Headquarters. (The remittance of these attachments is necessary to document and provide proof to the auditors of AVA's 50% share of income less expenses. Attachments must accurately reflect amounts itemized in the reports that they accompany.)

### **C. Financial and Accounting Procedures and Definitions.**

1. The Special Program POC is responsible for collecting and depositing all funds, and making all payments for activities related to the Special Program. All Special Programs must be accounted for by using the cash basis of accounting, where income is only recorded and reported when income is actually received and deposited and expenses are reported and recorded when they are actually paid.

2. Clubs and Special Program POCs need to ensure that items are not over purchased, high-priced, and that expenses are reasonable, therefore helping to ensure the continuity of the program.

a. Types of expenses that can be paid from Special Program Income are as follows, and may not be all-inclusive:

(1.) Mileage at the IRS charitable rate for Volunteers, is currently \$0.14 cents per mile. This would be only for conducting driving for Special Programs, and must have who, what, when and where documented on any reimbursement receipt to an individual. The POCs will be notified if this rate changes.

(2.) Postage, printing, copy charges, purchase of mailing materials, a percentage of replacement costs of printer cartridges; the percentage would be determined by how much is used for Special Programs.

(3.) Office supplies for filing, documentation, and record retention.

(4.) Set up, art charges and purchase of awards including shipping.

b. Clubs are responsible for all start-up costs. Start-up costs refer to the initial capital outlay needed to get the program started before income is earned on the books sold. Special Program books may be mailed out immediately upon receipt of payment.

c. For those Special Programs using the 50/50 option, once these startup costs are recouped by the club or individual loaning the start up funds, then the following net profit earned will be split 50/50 with AVA. As it becomes necessary to repurchase items during the term of the program, these additional expenses are to be deducted from net income and shown on the reports as they are paid. There will be no holding of income back for future expenses. Income generated less actual expenses paid receipts will be submitted each reporting period along with the bi-annual report. If expenses paid exceed income received for that reporting period, it will be shown on the report as a negative, which is reported as a net loss each reporting period until the net loss is recovered and net income is reported. Once net income has been generated, then this amount will be split with AVA. AVA does not share the net loss of the program; meaning that clubs will not be reimbursed if the program fails to contribute positive net income.

d. If the Special Program is not able to produce positive net income after the initial start-up costs have been recouped, the Special Programs Chair will review the program and advise the sponsoring club on how to get the program back on track. If the event has little popularity and/or cannot sustain itself financially, the Chair will advise the NEC. The NEC will review all pertinent documentation and make a decision on the future of the event.

#### D. Participation Rosters.

Clubs must maintain a roster/spreadsheet including mailing addresses and, if possible, email addresses of all those who have purchased books. A complete list shall be maintained throughout the life of the program. This list shall be made available to the AVA Headquarters and/or the NEC as requested. The names of the people who have completed the program must be noted on the roster.

#### E. Bi-Annual 50/50 Reports Only.

The sponsoring club/POC must submit an activity/financial report to AVA; bi-annually for

the six (6) month periods ending December 31 and June 30 during the active life of the Special Program. Any monies due AVA must be sent directly to AVA Headquarters (Attention – Financial Director) with a copy of the report and required. The final report is required for the period ending June 30, (AVA’s fiscal year end). All reports, attachments, and monies are due within thirty (30) days from the end of each biannual reporting period, similar to all other AVA events. Programs starting 1/1/16, having paid the \$300 one time flat fee, need to report at the end of the 3 years, or the date the book sales ended. The report is to include the number of books sold and the number of books redeemed (completed) within that time frame. The final report is due one month after the Redemption year ends. This report will include the final number of books sold and the final number of books redeemed, plus the overall net profit or lost.

## **VI. INTERNAL CONTROL.**

To ensure proper internal control for AVA’s annual audit, all Special Programs policies and procedures must be followed and reports plus any required attachments must be received by the specified deadlines. In order to ensure meeting the external auditors’ requirements for details concerning AVA’s Internal Controls over programs, the AVA Financial Director will continue to carefully monitor 50/50 Net Profit Special Program reports of income and expenses. It is the further responsibility of the AVA Financial Director to inform both the AVA Executive Director and the Special Program Chair concerning any issue of non-compliance. To ensure compliance with this Special Program Policy and Procedures, the AVA Executive Director and the Special Program Chair share responsibility for monitoring AVA Special Programs and are entrusted to take appropriate action, including recommendation to the NEC for withdrawal of event approval.



## **4.06 GENERAL RULES FOR EVENTS**

### **I. GENERAL**

The American Volkssport Association (AVA) as a member of the International Federation of Popular Sports (IVV) sanctions volkssporting IVV events in the United States. All events will have unrestricted registration and are open to everyone.

### **II. POLICY**

- A. Noncompetitive volkssport events are conducted by Member Clubs and are intended to provide stress-free activity for everyone. Events are without competition and competitive time keeping of IVV participants will not be allowed.
- B. All AVA sanctioned volkssport events may be co-sponsored and conducted with either for-profit groups or non-profit groups provided all AVA policies and requirements are met prior to sanctioning the event which must be reviewed by the National Executive Director.
  - 1. A non-profit or for-profit organization must provide that the organization is covered by insurance in their name or as an additional insured as they cannot be included on AVA's insurance.
  - 2. Disclaimers must be attached to all club advertisements of the co-sponsored event on any web based site, printed forms, and brochures stating that the organization is not affiliated with the AVA, also holds the AVA and its subordinate clubs harmless for any incidents arising from their activities. The entity's tax ID number, legal name and address must be listed.
  - 3. The entity is responsible for separation of accounting and funds from the AVA club for event, and will provide proof upon request by the AVA, with-in 14 days after the event. For-profit entities may not retain any net profits from the event. Non-profits must provide proof that they are eligible to receive tax deductible donations.
- C. Clubs may offer a volkssporting IVV event one day or on two or more consecutive days. Except for Year Round, Seasonal, All-Season Cross-Country Ski events, and approved special events, clubs may not sanction volkssporting IVV events for more than seven consecutive days.
- D. The AVA will not sanction events on aircraft, trains, ships, buses, or other multiple passenger conveyances. This should not be interpreted to preclude the use of tandem bicycles in sanctioned bicycle events.
- E. Clubs may conduct volkssport IVV events only after the AVA has sanctioned them. Neither the AVA nor IVV will list an unsanctioned event in its Calendar of Events. A club must agree to the following requirements as a condition for an event sanction:
  - 1. A club must prepare and distribute event information free of charge. Within the event's brochure (4.07 II. B. 9.), written directions, adequate to find the event's Start Point will be included for those who are unfamiliar with the area. An area map may be included if deemed necessary by the club, effective 1/1/2015.

2. Clubs are encouraged to provide for pre-registration of participants. Clubs will establish pre-registration fees and day-of-the-event fees; however, the fee for IVV credit-only will be no more than \$3.00. Clubs may determine the fee for participants who do not want the event award or IVV credit. If the club holds an event in a facility (such as a State park) or with a sponsor charging an entrance, participation, donation, or use fee, the club will note the required fee in the event brochure
3. On the day(s) of an event, traffic routes to the start point will be clearly marked. The start point, itself, will be easily identifiable with the IVV logo displayed.
4. The start/finish area should have free water, garbage containers and restrooms available. If restrooms are not available at the start/finish, a notice will be placed in the event information. The club should ensure that restroom facilities are available approximately every ten kilometers along the selected trail.
5. If the actual length or rating of the trail is different from that advertised, the club will place a sign at the start showing these differences. The club must award any additional distance.
6. Clubs must set start times and finish times so that each participant can complete the offered distance without stress.
  - a) Clubs must offer continuous start times for all events. Start times for all events, except swimming, should be at least three hours (e.g., 8:00 a.m. to 11:00 a.m.). They may shorten this time to allow for such factors as a night walk or extreme weather conditions. If the club offers more than one distance, they may shorten the length of the start time for the longer events.
  - b) Except swimming events, clubs must offer participants a minimum of three hours after the close of the start point to complete a short distance event. The club must offer at least six hours to complete a medium distance event and nine hours to complete a long distance event.
  - c) For swimming events, clubs must offer participants at least one hour after the close of the start point to complete the distance.
7. Event trails will be clearly marked. The markings will be distinctive and easily recognizable by the participants. In locations where clubs cannot use trail markers, they must provide the participant a map and/or directions for the route. For Year Round Events and Seasonal Events, the participant shall be provided with written directions and a map description of the route.
8. Clubs must secure and maintain at the start area the original, signed Waiver of Liability forms as required. These original signed Waivers are to be retained on file by the club for seven years after the last day of the event.

9. Clubs will use start cards to record participation, to control distribution of event awards, and to control the issuance of IVV credit. Start cards must show the participant's name and registration status. Participants paying a fee to participate will be registered as;
  - a) receiving an IVV award which includes IVV credit,
  - b) receiving IVV credit only, or
  - c) not receiving either (called non-IVV participants).

Clubs will issue start cards for pre-registered participants only to the individual named on the card. Participants must obtain a start card each time they go out on the trail. The only exception is if the participant is completing the same short walking trail twice on the same day instead of the club providing a medium distance walk.

10. Clubs will use manned checkpoints to monitor and help participants if necessary. Clubs will mark start cards at the checkpoints with any kind of stamp or punch. Self-checkpoints may replace manned checkpoints if the club has another means of monitoring participants. For long distance events, to include marathons, clubs will establish manned checkpoints no more than six kilometers apart. Additionally, for long distance walks, to include marathons, telephone and/or radio communication must be available between manned checkpoints and the start/finish area.
11. During all events, medical assistance will be reasonably accessible. For long distance events, including marathons, medical assistance must be readily available and must be directly accessible by telephone and/or radio.
12. Free water should be provided at each checkpoint or participants must be required to carry water. The club will note any requirement for the participant to carry water in the event brochure. For long distance events, to include marathons, AVA recommends that clubs make available, free of charge, a non-sugared, sodium-restricted drink. Clubs should consider hot drinks or soups when the temperature is less than 40 degrees F. They must ensure that there are garbage containers available at all checkpoints where possible.
13. IVV Record Books and New Walker Packets must be available for purchase at all Traditional Events except Year Round and Seasonal Events. Clubs may also sell items that are necessary for the comfort of the participants, items that promote volkssporting IVV events, and refreshments.
14. A club may set up one or more workers' events to allow workers to become acquainted with the start/finish and the trail. These events can also allow them the opportunity to earn the award and IVV event and distance credit for the event. However, the IVV Certification Stamp may be placed in a worker's event and/or distance book only on the day of the actual sanctioned event.

## 4.07 EVENT SANCTIONING

### I. GENERAL

AVA and IVV require an event sanction for an event to have official status. The sanction allows the publication of the event in annual AVA and IVV Calendar of Events and includes the event for AVA provided liability insurance. The sanction authorizes the use of an official IVV Certification Stamp to record participation in the event. Inquiries concerning AVA-approved events in non-IVV countries must be addressed to the IVV Head Office.

### II. POLICY

- A. All event sanctioning shall be submitted through the AVA Electronic Sanctioning System (ESS). Each club is assigned a login/password code for access. These codes are available from the Regional Director.
  1. Any club that does not have access to the Internet will make provisions with the Regional Director for submitting sanctions, revisions, and other data.
  2. A club that wants to conduct a volkssport IVV event will submit an AVA Electronic Sanction Request (ESR). This submittal will initiate the electronic process for review, approval, assignment of event number, and fee billing. Instructions for completing the ESR are shown on the AVA web site. Contact your Regional Director with questions.
  3. The Regional Director, or the Regional Director's Designee, (Sanctioning Authority) will approve the event sanction only after ensuring;
    - a) the club is in good standing,
    - b) the club will follow the rules for events, and
    - c) that the sanction request is complete.
  4. Clubs may appeal sanction denial first to the AVA President and then to the National Executive Council.
- B. The club decides the type, location, and date(s) for an event. The club will submit a separate AVA Electronic Sanction Request for each event.
  1. For each Traditional volkssport event the club will submit an ESR. This request is to be entered into the AVA ESS no later than ninety days before the event start date. A sanction request is required for each route. Each route may have different distances or deviations to accommodate persons with special needs (e.g., to avoid stairs) and pets (e.g., to bypass pet prohibited areas), but separate routes require separate sanction requests.
  2. For each Year Round and Seasonal Event, the club will submit an Electronic Year Round/Seasonal Sanction Request (YRESR). Year Round requests must be entered into the AVA ESS beginning on June 1 and before September 1 of the year before the start of the event. This information must be entered annually. This information also becomes the text for the *Starting Point* book for the next year. Accuracy is critical.

Seasonal Events for the next year that are sanctioned during this time will also appear in the *Starting Point* book. Additional Seasonal Events scheduled to begin at least ninety days from the start date may be entered at any time during the calendar year but may not appear in *Starting Point* book. A sanction request is required for each route.

Each route may have different distances or deviations to accommodate persons with special needs (e.g., to avoid stairs) and pets (e.g., to bypass pet prohibited areas), but separate routes require separate sanction requests.

3. Proposed brochures, written route descriptions, and route maps for Year Round Events and Seasonal Events must be submitted to the Sanctioning Authority as instructed by the Sanctioning Authority. (All walk directions must include a copyright symbol © and the year.)
4. The sanction request is to be entered into the AVA ESS no later than ninety days before the event start date. The Sanctioning Authority will review all event sanction requests to ensure they are complete and correct. The Sanctioning Authority must approve or not approve an event no less than sixty days before the event; or before October 1 for Year Round Events. Sanctioning Authorities may approve sanction requests with less than 90 days lead-time on a case-by-case basis to meet special circumstances/opportunities. Any deviation must be coordinated with the Events Coordinator at AVA Headquarters to ensure timely delivery of the IVV Certification stamp(s).
5. Once an event has been approved, the event will be entered in the AVA Calendar of Events. At this time, the individual club shall enter additional or Supplemental information about the event into the AVA ESS. The club shall enter supplemental information at least sixty days before the start date of the event. Failure to do so may result in the event being cancelled by the Sanctioning Authority. Instructions for adding additional information are shown on the AVA website. Approved events will receive the appropriate event material from the AVA National Headquarters.
6. Supplemental information about an event may be changed, expanded, or deleted after initial entry into the ESS. The event date(s) and location can be only changed by the Sanctioning Authority and must be requested by the club to the Sanctioning Authority via paper or email communication. All additional information and changes submitted will be posted to the AVA Events Calendar.
7. A club wishing to cancel or reschedule a sanctioned event must request event cancellation or rescheduling to the Sanctioning Authority via paper or email communication. Only the Sanctioning Authority can cancel an event. Formal event cancellation by the Sanctioning Authority will remove the event from the ESS and all AVA Calendars, and may cancel the billing of fees. For events cancelled within thirty days of the event date, the Sanctioning Authority shall make changes to the event data in the ESS to reflect the cancellation and notify AVA Headquarters to make the formal cancellation.

8. Clubs may reschedule events canceled due to weather or safety conditions, including a government authority's declaration of a state of emergency, by having the Sanctioning Authority change the event date without paying an additional sanction fee. This change of date must be posted to the ESS by the Sanctioning Authority no later than the day of the canceled event. In this case, the club may give a rain check to any person who has already paid the registration fee.
  9. Clubs must submit a proposed event brochure and award design for the event to the Regional Director or the Regional Director's Designee for review and approval. These must be postmarked no later than sixty days before the event. If the Regional Director or the Regional Director's Designee disapproves the brochure and/or award, final sanction approval may be withdrawn. (All walk directions must include a copyright symbol © and the year. All elevations over 3500 feet must be included in the written description of an event.)
  10. A Regional Director may stop shipment of event materials, for cause, by notifying the AVA National Headquarters. The Regional Director may also cancel a sanction before or during an event if there is reason to believe the club is not following the policies for events or if the event is unsafe. Clubs may appeal sanction cancellation first to the AVA President and then to the National Executive Council.
- C. **For a two-year period, starting July 1, 2015, AVA will conduct a pilot program for establishing an alternative to the current sanctioning fee schedule.** To help support those clubs whose events regularly have insufficient paying participants, the NEC has approved an alternative payment method based upon the number of participants, as compared to the current sanctioning method and add it to the Appendix B: AVA Fee Structure. When completing the ESR, a club must denote that it is requesting approval by their Regional Director to use the PPSF method for that event to pay their sanctioning fee. If allowed, the club will be billed by that method following the completion of the event. After the two-year trial period, based on the success of the alternative method, the NEC will determine if the PPSF method should be continued. The Fee for Per Participant Sanctioning will be \$1 per participant, in lieu of the standard sanctioning fee.

## **4.08 EVENT LIABILITY INSURANCE**

### **I. GENERAL**

The AVA provides liability insurance for all sanctioned events. The insurance covers each sanctioned event for its duration as listed on the sanction request. The insurance provided is liability insurance purchased to pay third party claims against the AVA or its Member Clubs.

### **II. POLICY**

- A. The insurance policy covers only the AVA and the sponsoring club unless the sponsoring club requests a Certificate of Insurance specifically naming cosponsors, property owners, and/or other entities participating in the event.

- B. Requests for additional insured parties for a specific event must be requested electronically by the sponsoring club by completing the Certificate of Insurance request on the ESR supplemental information form. This request shall be entered into the ESS at least sixty days before the date the club needs the certificate. The sponsoring club will be invoiced for any fees charged by the insurance company for each certificate requested. There is an additional fee for applications received by the AVA National Headquarters after the sixty day deadline.
- C. Sponsoring clubs must ensure each adult participant signs a Waiver and Release of Liability and that the parent or guardian of any minor child who participates signs the Waiver and Release of Liability for that child. The adult waiver may be a waiver form provided by AVA, or a locally produced form, approved by the Regional Director, which contains the language required by AVA. The form for Waiver and Release of Liability for a child is provided by AVA. The sponsoring club must keep the original signed copy of completed Waiver of Liability forms on file for seven years after the last day of an event.
- D. All accidents occurring at events must be reported to the AVA National Headquarters within ten days of the accident. A club officer must submit a completed AVA Form 403IR, *Incident Report Form*, a copy of the event brochure, the original signed insurance waiver form, and statements from any witnesses.
- E. For events that are co-sponsored with other organizations, specific insurance requirements must be addressed through the Regional Director with the Executive Director. See 4.06 II B - General Rules for Events.

## **4.09 EVENT AWARDS**

### **I. GENERAL**

The event award provides a memento of an event and is an added incentive for a person to participate in volkssporting IVV events.

### **II. POLICY**

- A. Awards must be in good taste and uphold the reputation of the AVA and Member Clubs. A variety of items such as medals, patches, trophies, figurines, plates, cups, and T-shirts are acceptable. Alcoholic beverages, food and inappropriate types of clothing are not acceptable awards. Clubs may not use copyrighted materials and trademarked items, even if modified, as awards unless they obtain written permission from the owner. All chartered AVA affiliates may use the trademarked AVA logos.
- B. The words *American Volkssport Association* or the initials AVA or AVA/IVV must be on the award. Clubs may not use the copyrighted IVV logo on the award.
- C. Awards may be differentiated by class. For example: bronze for short distances, silver for medium distance and gold for long distances. Awards will not show the number of kilometers unless it is an award for a special event that lasts more than a single day or an event that is more than 30 kilometers long.

- D. Awards may be acquired by participants who have completed the event to the satisfaction of the sponsoring club. Clubs may give awards for distances greater than 30 kilometers only after the participant has completed the actual event distance. The sponsoring club will establish the terms and conditions for participation that will allow event workers to receive the event award.
- E. An award, newly designed for a specific event, will be designated as an *A Award*. Clubs may use awards remaining from previous events as *B Awards*. These awards may appear in the event brochure if the club identifies them as *B Awards*.
- F. Awards remaining from previous events may be purchased in addition to the current event *A Award*, offered as an award for credit only events, purchased in unlimited quantity by event participants, donated to related sports events (e.g., Special Olympics), or traded between clubs.
- G. Selling of awards to non-participants is strictly prohibited.
- H. A club may limit the number of awards available at a specific event provided the club publishes the limit in the event brochure.

#### **4.10 EVENT INFORMATION**

##### **I. GENERAL**

Event information, whether printed or electronic, and the AVA web page are the AVA's and the clubs' most effective, grass-roots advertising medium. This publicity provides the new walker with an introduction to volkssporting and the active volkssporter a snapshot view of an upcoming event. (All walk directions must include a copyright symbol © and the year.)

The information is the formal announcement from the club of conditions and requirements for participation in the event.

##### **II. POLICY**

- A. Clubs must produce information for each event. They may include more than one event and/or more than one club. The publication of event information in state volkssporting publications does satisfy the requirement. Details of each event shall also be posted by each club to the AVA web page.
- B. As a minimum, event information as published must contain all the information listed in the required section of the *AVA Checklist for Event Brochure*.
- C. The event brochure including the AVA electronic event listing (Walking Events – Event Details) must identify a trail/route rating for all events except swimming, boating and skating events. In addition, any route obstacles or special conditions must be explained to describe the level of difficulty of the event. Participants need to know about major elevation gains, heavy traffic, narrow road shoulders, construction detours, roaming dogs, cattle guards, and the like along the route.

Although any rating system is somewhat subjective, the two-part numerical/alpha rating system will give event organizers a reliable planning tool. Thus, participants will have an idea about what to expect along a route whether it is for walking, biking, cross-country skiing, or snowshoeing.



Also, a trail/route rating system is a safety issue since an improperly/underrated event could have serious consequences for someone who is not physically prepared for more strenuous route conditions.

The sponsoring club needs to decide on an event rating based on the scale given below. The Regional Director should work with chartered clubs to achieve uniformity in the assignment of all trail/route ratings.

All elevations over 3500 feet must be included in the written description of an event.

### AVA TRAIL/ROUTE RATING SYSTEM

Part 1—INCLINE/ELEVATION		Part 2—TERRAIN	
<b>1</b>	Very small hills or very little stair climbing.	<b>A</b>	Almost entirely on pavement.
<b>2</b>	Some moderate hills and stair climbing.	<b>B</b>	A significant part of the route is on a well-groomed trail with very few obstacles.
<b>3</b>	Some significant hill or stair climbing.	<b>C</b>	A significant part of the route is on somewhat difficult terrain (rocky/ rooted paths or soft sand).
<b>4</b>	Lot of significant hills or stair climbing.	<b>D</b>	A significant part of the route is on very difficult terrain.
<b>5</b>	Many steep hills.	<b>E</b>	The majority of the route is on very difficult terrain.

#### Examples

When determining elevation gain, if a route goes up for 50 feet and down for 50 feet and back up for another 75 feet, the cumulative gain would be 125 feet.

A route that is mostly on flat pavement would be rated 1A.

A beach walk would be rated 1C.

A route with moderate hills on well groomed trails would be rated 2B. A trail over a mountainous region with loose soil, roots, & across rocky streams might be rated 5E.

## **4.11 AFTER ACTION REPORTING**

### **I. GENERAL**

Electronic Event Participation Reports and associated IVV Certification Stamp(s) must be forwarded to AVA National Headquarters within the established time limits for a club to remain in good standing.

- A. Clubs that do not have access to the Internet will make provisions with the Regional Director for submitting reports.
- B. After action fees must be paid within the established accounting guidelines.
- C. Free Walker Coupons.
  - 1. Free Walker Coupons received for Traditional Event participation must be submitted by mail to the AVA Headquarters along with the IVV Certification Stamp after the event is over.
  - 2. Free Walker Coupons received for Year Round and Seasonal Event participation must be submitted by mail to the AVA Headquarters no later than 30 days after the end of the quarter in which they are reported. Clubs may elect to hold the Free Walker Coupons and not report the coupons in the quarter they were received. Clubs must report all Free Walker Coupons not previously reported in the final report of the calendar year. These coupons must be mailed and post-marked within 30 days after the close of the calendar year if no Year Round or Seasonal Event IVV Certification Stamps are being returned to the AVA. Clubs returning Year Round or Seasonal Event IVV Certification Stamps at the end of the calendar year must include all Free Walker Coupons along with the IVV Certification Stamps.
  - 3. All Free Walker Coupons must contain the club number and the five digit AVA Event Number on the back of the coupon.

### **II. POLICY**

- A. The IVV Certification Stamp used for an event must be returned to the AVA National Headquarters after the final day of the event. If post-marked within ten days after the event, the stamp will be considered on time regardless of its arrival date.
- B. Clubs will report event participation as follows:
  - 1. Paid participants will include everyone who has paid a fee to participate in the event. Paid participants will be reported as receiving an IVV award which includes IVV credit, IVV credit only, or not receiving either (This category is called non-IVV participant.). Those paying no fee and receiving no award or credit are called Free.

2. For each Traditional Event, an Event Participation Report must be completed after the last day of the event. The AVA National Headquarters must receive this report 30 days after the last day of the event.
  3. For each Year Round and Seasonal Event, a Year Round/Seasonal Quarterly Participation Report will be completed at the end of each calendar year quarter (March, June, September and December). The AVA National Headquarters must receive these completed reports 30 days after the last day of the reporting quarter.
- C. Failure to meet these time requirements could result in a club declared not in good standing. The AVA National Headquarters may assess late fees for failure to meet the original time requirements.

## **4.12 IVV CERTIFICATION STAMPS**

### **I. GENERAL**

The AVA will provide an official IVV Certification Stamp with a specific control number for each sanctioned event. This stamp provides certification of an individual's participation in a particular event.

### **II. POLICY**

- A. The AVA National Headquarters will mail the IVV Certification Stamp to the sponsoring club at least thirty days before the event, provided the club is in good standing. If the club has not received the IVV Certification Stamp five working days before the event, the club must immediately contact the Events Coordinator AVA National Headquarters.
- B. Clubs may use the IVV Certification Stamp only to certify participation in the event for which it was issued. The club may use the stamp only on the day(s) of the event. The stamp normally is placed only in official IVV Record Books; however, clubs may place this stamp in Special Program and Club Challenge Books, internationally recognized event souvenir books, and other event records approved by the AVA and/or IVV.
- C. To receive the IVV Certification Stamp, an individual must present his or her IVV Record Books and the event start card with all appropriate checkpoint marks to the personnel at the finish table. The only exception is for functionally disadvantaged persons who may receive the stamp without all checkpoint marks.
- D. The IVV Certification Stamp shall be placed in the IVV Distance Record Book each time an individual completes the distance of a sanctioned event. The IVV Certification Stamp shall be entered in the Event Record Book once each day an individual completes the distance of a sanctioned event.

1. State Associations and membership clubs, with the approval of the Executive Director, may have the IVV Certification Stamp entered into their special program books only if the event occurs within the states or region in the book was issued. Special Program books should contain a statement that the book meets the standards accepted by the AVA and that it was reviewed and approved by the Executive Director.
- E. The IVV Certification Stamp used for a traditional event must be returned to AVA and be postmarked by the tenth day after the final day of the traditional event. The IVV Certification Stamp used for a seasonal event can be handled in one of two ways:
1. For a seasonal lasting 3 months or more, follow the guidelines for year round events, treating the stamp for a Seasonal Event the same as a YRE.
  2. For a seasonal lasting less than 3 months, the stamp will be returned in not later than 30 days, upon completion of the Seasonal Event.

#### **4.13 FUNCTIONALLY DISADVANTAGED PARTICIPANTS**

##### **I. GENERAL**

In keeping with volkssporting IVV philosophy to provide everyone the opportunity to participate in a program of un-timed, noncompetitive, family-oriented, participatory, lifetime sports, the AVA is committed to making it possible for functionally disadvantaged persons to take part in as many of its events as possible.

##### **II. POLICY**

- A. Clubs sponsoring events will make every effort to ensure functionally disadvantaged participants may safely participate in those events. When possible, clubs will identify a section of the trail for the functionally disadvantaged and apply a specific trail rating.
- B. Functionally disadvantaged persons will receive IVV event participation credit for each event in which they participate, no matter the number of checkpoint stamps obtained or distance accomplished. They will receive IVV distance credit based upon the actual distance they completed.

## **APPENDIX A: AVA STANDARD FORMS**

**Note: American Volkssport Association Forms are periodically revised and the official revised forms are posted on the AVA web site / Administrative link.**

**Please ensure use of current forms by comparing with, or downloading forms on the web page.**

## APPENDIX B: AVA FEE STRUCTURE

<b>Charter Fee</b> .....	<b>\$50.00</b>
One time fee—non refundable.	
<b>Annual Dues— 1 July</b> .....	<b>\$50.00</b>
Annual dues for new clubs are prorated by quarter depending on when they come on board: Jul— Sep... \$50.00; Oct—Dec...\$37.50; Jan—Mar...\$25.00; Apr—Jun...\$12.50. <b>Policy changes effective July 1, 2014 for (new) applications—1st year dues complimentary.</b>	
Late Fee—60 Days—1 September.....	<b>\$25.00</b>
Clubs and State Associations <u>made inactive</u> if not paid by November 1.	
<b>Sanction Fee</b> (except Globals)	
Traditional Walking Events.....	<b>\$30.00</b>
All Other Traditional Events.....	<b>\$20.00</b>
Year Round Events/Seasonal Events.....	<b>\$20.00</b>
<b>Global Sanction Fees</b>	
Walk.....	<b>\$115.00</b>
Bike, Swim, etc.....	<b>\$65.00</b>
<b>Participation Report After Action Fees</b> (Per Paying Participant) 30 days.....	
<b>\$1.25</b>	
Late Report Fee.....	<b>\$10.00</b>
<b>Year Round/Seasonal Walking Event Quarterly Processing Fee</b> .....	<b>\$5.00</b>
<b>Stamp Late Fee—10 Days</b> (Traditional).....	<b>\$10.00</b>
Lost Stamp Fee.....	<b>\$25.00</b>
Damaged Stamp Fee.....	<b>\$15.00</b>
Slug Damage Fee.....	<b>\$6.00</b>
<b>Seasonals (Less than 3 months—follow Traditional)</b>	
<b>Yre/Seasonals 30 Days after end of quarter</b>	
<b>Additional Insured Insurance Certificates</b>	
Requested <i>more</i> than sixty days before need by date.....	<b>\$10.00</b>
Requested <i>less</i> than sixty days before need by date.....	<b>\$15.00</b>
<b>Handbook Prices</b> .....	Please call for current prices
<b>TAW Advertising Fees</b> .....	Subject to size, placement and color.
Setup charges equal to cost of ad.	
<b>Rush Processing on Any Item</b> (not guaranteed by shipping company)	
Next Day Air (minimum + normal shipping charges).....	<b>\$25.00</b>
2nd Day Air (minimum + normal shipping charges).....	<b>\$15.00</b>
3 Day Air (minimum + normal shipping charges).....	<b>\$10.00</b>
<b>Restocking Fee</b> .....	<b>15%</b>
<b>Returned Check Fee</b> .....	<b>\$25.00</b>
<b>Financial Statements</b> (For all clubs under AVA Group Exemption) 15 November.....	

## APPENDIX C: AVA DUE DATES

Requirement	Due Date	Paperwork	AVA Policy Manual References
<b>New Club Actions</b>			
Application for Club Membership	When applying	Form 201	2.01.II.A.1
EIN	Before applying	IRS Form SS-4	1.02.II.A & 2.01.II.A
Request for 01(C)(3) Status <sup>1</sup>	With application	Form 102C3	1.02.II.C & 2.01.II.A
Proof of IRS Tax Exemption <sup>2</sup>	With application or when received from IRS or parent organization	Certification from IRS or parent organization.	1.02.II.C
<b>General Actions</b>			
Annual Financial Report <sup>1</sup>	Between Jul 1 and Nov 15 <sup>1</sup> (late fee after Nov 15; NGS after <u>Dec 31</u> )  Not applicable if not part of AVA IRC 501(C)	AVA Form 102C3F	1.02.II.D.2  1.02.III
Award Nomination			
National	Even-numbered years, 1st day of 8th month before biennial regular meeting/convention	AVA Form 302 or 303PA	3.03.A.1
Regional	By date set by RD	AVA Form 303	3.04.A.2
IRS Form 990	Between July 1 and Nov 15-By the 15th day of 5th month following end of fiscal year <sup>2</sup> (late fee, NGS	IRS Form 990/990EZ/990-N	1.02.II.D 1.02.III.B
Commercial Sponsorship	Coordinate with ED before signing		1.03.II.A/B
Dues	July 1 (late fee, NGS after Sep 1; NGS if not paid by after Oct 1; declared <i>inactive</i> as of Dec 31)		2.02.II.A
Officer Update	Within 30 days of change or between Jan 1 and Nov 15 annually (late fee after Nov 15; NGS after Dec31)	AVA website	1.02.II.D.1, 1.02.III.D
Publications	Submit 1 copy to AVA National HQ	Publication	1.06.II.C
<b>Event Related Actions</b>			
Sanction Request			
Traditional	NLT 90 days prior to event	ESR through ESS on AVA website	4.07.II.B.1
Year-Round/Seasonal	June 1-Aug13 of preceding year (Seasonal events may be sanctioned 90 days in advance, but only those meeting the above deadline will appear in the Starting Point.)	ESR through ESS on AVA website	4.07.II.B.2
Brochure & Award Review	NLT 60 days before event to RD or designee	Draft of brochure; drawing of award  Form 405	4.07.II.B.9
Post Information to Web	When event is approved	Club event page of ESS on AVA website	4.10.II.A
Additional Insured	60 before date needed <sup>3</sup>	ESR of ESS on AVA website	4.08.II.B
Accident	Report within 10 days to national HQ	AVA Form 403IR	4.08.II.D
After-Action			
IVV Certification Stamp -Traditional Events -Seasonal Events less than 3 months	Postmark NLT 10 days after last day of event (late fee, NGS if late)  Stamps due NLT 30 days	Padded envelope	4.12.II.E

Requirement	Due Date	Paperwork	AVA Policy Manual References
IVV Certification Stamp - Seasonal events of 3 months or longer - Year-round events	Postmark to be received NLT 30 days after quarter in which event ends (late fee, NGS if late) Not applicable if seasonal renewed in timely fashion		4.12.II.E
Participation Report for			
Traditional Event	NLT 30 days after end of event <sup>3</sup> (NGS if late)	Club event page of ESS on AVA website	4.11.II.B.2 and C
Year-Round/Seasonal Event	NLT 30 days after end of each quarter (late fee, NGS if late)	Club event page of ESS on AVA website	4.11.II.B.3 and C
Coupons from			
Traditional Event	Send with IVV Certification Stamp or postmarked within 30 days of end of each quarter to AVA HQ		4.11.I.C.1
Year-Round/Seasonal Event	Send with IVV Certification Stamp or postmarked within 30 days of end of each quarter to AVA HQ		4.11.I.C.2
Advertise in TAW			See TAW for details

<sup>1</sup>If under AVA IRS Group Exemption only    <sup>2</sup>If not under AVA's Group Exemption only    <sup>3</sup>NGS– Not in Good Standing    (see also Policy 2.03)

### Separate Policy

AVA Special Programs Management policy is published separately.

Requirement	Due Date	Paperwork	AVA Policy Manual
Propose Special Program	Before first NEC meeting of calendar year	Written request through RD to AVA Special Programs Committee chairperson containing effective calendar year dates, description of program theme, copies of booklet budget, rendering of award, statement (part of application form provided) agreeing to conform to	3.B, 4.A
Semi-annual Activity/Financial Reports	By January 30 and July 30 for preceding 6-month period to AVA through Special Programs Committee Chair Upon request in May of odd-	(AVA national headquarters provides financial report format)	5.C.1.c, 5.E
Monies Due the AVA	By January 30 and July 30 for preceding 6-month period to AVA Financial Director	Check Copy of financial report	5.C.1.c, 5.E
Participation Roster	Provide upon request	Roster with names, addresses, email addresses if possible, an annotated for those who completed program	5.D



## **APPENDIX D: STATE ORGANIZATION POLICY**

### **I. MISSION OF THE STATE ORGANIZATION**

State Organizations promote the creation and growth of strong and active clubs and the growth of participation in volkssport events within the state, in coordination with the regional and the national organization.

### **II. GOVERNING DOCUMENT**

The AVA Bylaws state that State Organizations are responsible for:

- A. Coordinating and carrying forward the AVA program of activities within the state;
- B. Maintaining a liaison among AVA members chartered within the state to the appropriate Regional Director, the National Executive Council, and the AVA National Headquarters;
- C. Reviewing applications from prospective members and recommending action on chartering the prospective member to the appropriate Regional Director;
- D. Approving volkssport event dates for AVA members within the state;
- E. Reviewing After-Action Reports and Monthly Delinquency Reports and following up to ensure that all reports have been submitted and debts have been paid to the AVA;
- F. Implementing disciplinary action against AVA members in the state for violation of AVA or IVV Rules;
- G. Promoting development of new members by visiting, corresponding with, and making presentations to interested groups;
- H. Developing and implementing programs, with the assistance of the AVA, for the mutual benefit of the AVA, IVV, and members within the state.

### **III. INTERACTION BETWEEN REGIONAL DIRECTOR AND STATE ORGANIZATION**

Performance Expectations will be discussed and drawn up by consensus between the Regional Director and the State Organization yearly and upon change of the Regional Director or the state officers. This will clarify roles and expectations and allow the chance for exploring skills and training needs.

#### **IV. DUTIES OF STATE ORGANIZATIONS**

##### **A. Creation and Growth of Strong and Active Clubs.**

This includes creating new clubs and keeping existing clubs strong and active. Methods State Organizations can use to create and strengthen active clubs include:

##### **1. Publicity.**

Publicity equals growth. It is the key element to fulfilling the State Organization's mission of creating and strengthening clubs. A State Vice President for Publicity and Public Relations should be identified in the State Organization's structure. This may be a Publicity Chair position rather than a Vice President. This individual must ensure event publicity and marketing is occurring and provide support where needed for all events in the state. The following tools must be considered:

- a) **Event Information.**
  - (1) Approve all official event brochures, checking for adherence to AVA brochure standards. Clubs must submit brochures sixty days before the event. The State Organization will respond to a club within ten days with approval or suggested improvements.
  - (2) Coach clubs to produce attractive information with appropriate content.
  - (3) Ensure an adequate number of the brochures are produced and distributed to publicize the event to non-volkssporters in the local area of the event.
- b) **Joint Publications.** Encourage and support clubs to work together to produce attractive publications listing events for volkssporters and others who attend events. (All walk directions must include a copyright symbol © and the year.)
- c) **Presentations and Exhibits.** Arrange for speakers and displays on volkssporting for interested groups, health fairs, etc.
- d) **Point-of-Contact.** Provide an address/phone number/email address where people can request information. Place a listing in the Yellow Pages as able and appropriate. Explore fax and internet options.
- e) **Press Releases.** Coach clubs to ensure press releases announcing events are being produced and sent to media.

2. Education.

- a) Be a resource to explain AVA Policies. As a performance standard, the State Organization must maintain a current copy of the AVA Bylaws, all AVA Policies, the last year's issues of *AVA CHECKPOINT* and minutes of National Executive Council meetings.
- b) Follow up with the clubs on any deficiencies such as late reporting, inadequate brochure or publicity, lack of event safety, etc. Use this as an opportunity to coach the club. Contact should be made no more than ten days after State Organization is notified of the deficiency.
- c) Host seminars.
- d) Advise clubs in organizational matters such as incorporation; nonprofit status; parliamentary procedure; how to conduct meetings and how to participate as a member of the AVA.
- e) Promote participation in regional and national programs such as National Volkssport Month, AVA convention, regional convention, photo contest, etc.

3. New Club Development.

- a) Contact all persons in state who have asked for *Start-A-Club* packets.
- b) Visit organizers of new clubs and attend their first meeting to be an on-site resource and to answer questions.
- c) Develop a team that will help with the formation of new clubs. Team members need not be state officers. They should be interested people from around the state.
- d) Make the AVA video available to new clubs and potential new clubs.
- e) Provide assistance and local examples for writing bylaws, incorporating, etc. Help the new club in completing forms for tax-exempt status under AVA's 501(c)(3) Group Exemption.
- f) Find experienced volkssporters to help the club plan, and host their first event and make it successful.
- g) Maintain a list of equipment (measuring wheel, tables, signs, etc.) the State Organization and clubs are willing to loan.

4. Keeping Existing Clubs Strong.
- a) Process Event Sanction Requests (ESR) and other reports that go through the State Organization. As a time standard, items should be sent to the Regional Director or the National Headquarters no more than ten days from date after they are received for approval.
  - b) Regulate the timing, frequency, and location of events. The State Organization may set these policies. They should be developed by vote of the Member Clubs in their state for their mutual benefit. The clubs may decide to not regulate the events. The system should encourage an even distribution of events by date.
  - c) Follow up on all deficiency reports from the National Headquarters such as delinquent payments and reports. The time standard is to contact the club involved no more than ten days after receiving the deficiency report.
  - d) Respond to all questions about policies and procedures and, if necessary, contact appropriate source (Regional Director, National Officer, National Headquarters) for answers. The time standard is to respond back to the club or inquirer within ten days after receiving the questions. This includes interim replies while the complete response is being developed.
  - e) Investigate reported problems, violations of AVA Policies, and conflicts between clubs. The time standard is to begin investigation within ten days of being contacted. It is important in these cases to use tact and search for win-win solutions. An effort must be made to develop personnel who are good at negotiation and conflict resolution.
  - f) Set an example by incorporating the State Organization and ensuring the State Organization is under the AVA's group tax-exempt 501(c)(3) status, if eligible. The State Organization will submit all required 501(c)(3) reports to the AVA.
  - g) Ensure all eligible clubs apply for tax-exempt status under the AVA 501(c)(3) Group Exemption and encourage all clubs to become incorporated in their state. Examples of bylaws and incorporation papers should be made available to the clubs. The State Organization should be incorporated as a not-for-profit association in their state.

- h) Ensure clubs understand that except for pre-existing agreements between states, any club hosting an event outside of its home state will be subject to guidelines, policies, and fees for clubs within the state where the event is being held and not the guidelines, policies, and fees for their home state. The State Organization in the state where the event will be held will explain clearly their requirements at the time of sanctioning or when notified of sanctioning by the Regional Director.
- i) Develop forums where members from various clubs can come together to share information, socialize, and develop good working relationships. This may be accomplished at state meetings, state getaway weekends, joint events, seminars, etc,
- j) Explore developing a state loan fund to help clubs in distress.

B. Promote AVA and Regional Programs and Events.

Methods State Organizations can use to promote AVA and Regional programs and events include:

1. Publications.

The State Organization should help develop, support, and promote AVA and regional publications. Examples in this category include:

- a) *THE AMERICAN WANDERER* available through the Volkssports Associate program.
- b) *AVA CHECKPOINT* available to all clubs, and also on the web.
- c) State and regional event publications. (All walk directions must include a copyright symbol © and the year.)
- d) Regional Director's newsletter or State Association newsletter.
- e) Minutes of state meetings.
- f) *STARTING POINT*, the AVA's Year Round Event Book. State Organizations should consider buying this book in quantity and reselling them within the state.

2. National Programs.

State Organizations must understand these programs and promote club participation in them. The state may want to develop a local committee to coordinate them. These programs include, but are not limited to:

- a) AVA New Walker Program. The State Organization should consider buying *New Walker Packets* in quantity and reselling them within the state.
- b) IVV Record Books. The State Organization should consider buying an assortment of these books in quantity and reselling them within the state.
- c) AVA Recognition Awards
- d) National Volkssport Month
- e) National Physical Fitness and Sports Month
- f) AVA Youth Programs
- g) AVA Special Programs/Club Challenges

C. Support to the State Organization.

1. Structure.

The structure of the State Organization should make it representative of all the clubs in the state. It also should be responsive to all the clubs. In most State Associations, each club has one vote and all constitute the Board of Directors. Elected officers may have a vote. There may be regional coordinators within the state who also have a vote. Avoid structures where there are so many voting officers that they can out vote the clubs.

2. Funding.

The State Organization will not levy fees in excess of those charged by the AVA. For example, no more than a \$1.25 participation fee per paid participant. No charge for free participants. Sanction fees not more than \$30 for walking events and \$20 for other volkssporting events. Fees in excess of these cannot be mandated to the clubs, but they may be voluntary. The total amount a club pays to the State Organization per year or per event cannot exceed the amount paid to AVA. It is strongly recommended that the fees be no more than half of those assessed by the AVA.

3. Budgeting and Accountability.

- a) The State Organization will prepare an income and expense budget to be approved by the clubs of the state.
- b) The State Organization will make at least semi-annual income and expense reports to the clubs of the state.

D. State Organization Rules.

State Organizations will not enact rules, policies, and procedures that are either more restrictive or more permissive than stated AVA rules, policies, and procedures.

1. Amplification on Rules Restriction.

If an AVA rule, policy or procedure says a club or individual cannot do something, the State Organization cannot say they can do it (e.g. the state could not have a state rule saying an individual did not need to carry a Start Card). If an AVA rule, policy or procedure says a club or individual can do something, the State Organization cannot forbid the club or individual to do it (e.g., the AVA says clubs may charge non-credit walkers, so the State Organization can't say the clubs may not charge free walkers).

2. State Organizations may establish rules on:

- a) State fees
- b) Scheduling and location of events
- c) Additional safety planning for specific events (more checkpoints, water points, crossing guards, etc.) as needed to ensure safety and prevent liability.
- d) Common procedures and guidelines for the operation of events to promote consistency within the state.

3. State Organization rules will not have the force of AVA rules, policies, and procedures.

These rules should establish local practice only. AVA rules, policies and procedures will always take precedence.

E. Formation and Dissolution of State Organizations.

The formation and dissolution of State Organizations are governed by the AVA Bylaws and Section 2, Membership, of the AVA Policy Manual. State Organizations will include in their Constitution and Bylaws an approved procedure for dissolution of the State Organization.



Fun, Fitness, Friendship

## REGIONAL DIRECTOR AND STATE ASSOCIATIONS PERFORMANCE EXPECTATIONS

The Regional Director of the \_\_\_\_\_ Region and the State Organization of \_\_\_\_\_ pledge to work together to promote the American Volkssport Association (AVA) program. Below we have outlined the duties for which we are responsible and accountable for to each other, the clubs in the state, and the AVA.

### Regional Director/State President/Other Responsibility:

Event Sanctioning	RD ___ SA ___
Event Scheduling	RD ___ SA ___
Brochure Approval	RD ___ SA ___
Award Approval	RD ___ SA ___
Contact those interested in forming a new club	RD ___ SA ___
Follow-up on club delinquencies	RD ___ SA ___

### Answering rule questions from clubs

- Regional Director refers to/consults with State Organization
- State Organization refers to/consults with Regional Director

### Follow-up on complaints against clubs

- Regional Director refers to/consults with State Organization
- State Organization refers to/consults with Regional Director

### Regional Director will do the following to communicate AVA business to State Organization:

- Report at State Meeting
- Report in State Newsletter
- Publish Regional Director Newsletter
- Discuss with State President/Officers via meeting or phone
- Discuss directly with clubs
- Give copies of agenda to State Organization before Executive Council meeting
- Discuss Executive Council agenda before meeting with State President/Officers

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**The State Organization will comment on AVA business to Regional Director by:**

- [ ] State Organization submits Executive Council agenda item request to Regional Director in writing
- [ ] State Organization asks Regional Director to draft Executive Council agenda items
- [ ] State Organization will provide back-up materials and written comments to Regional Director for items on Executive Council agenda
- [ ] State Organization expects Regional Director to convey comments without written back-up
- [ ] State Organization expects clubs to provide their own comments and agenda item suggestion to the Regional Director

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Items \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Regional Director Signature** **Date**

\_\_\_\_\_  
**State Organization Signature** **Date**

## **APPENDIX E: GUIDELINES FOR ENTERING AND UPDATING YEAR ROUND/ SEASONAL EVENTS**

All sanctioned events appear on the AVA website where they can be viewed by seasoned Volkssporters as well as the curious potential new participant. This provides free advertising to the club. It is the responsibility of the club to provide good information that will interest people in attending the event and enable them to get there.

In addition, events entered as Year Round or Seasonal during the identified sanctioning window are included in the *Starting Point* book published annually by the AVA.

Entering and updating an Event Sanction Request (ESR) is a one-step process in that information that appears in the *Starting Point* book is pulled from this page. Additional information can be entered from the **Edit** page and will appear on the AVA website only.

### **To enter an ESR for a new Year Round or Seasonal Event or renew an event of this kind:**

Log into the Club Maintenance page; click on **YREs**. To enter a new event click on **Create New YRE**. Fill in the blanks using the following guidelines:

#### **Select Region**

Open the drop-down menu and click on the region where the event will take place.

#### **Event Dates**

Start Date and End Date should follow the MM/DD/YYYY format.

#### **Event Type**

Open the drop-down menu and click on the type of event you will be conducting.

#### **State Association**

If the state where the event will take place is governed by a state association open this drop-down menu and click on the appropriate one.

#### **Start Point Only**

This is the name of the location where the event registration will take place.

#### **Event Description**

Be frugal when entering information as this will appear in the *Starting Point* book. Use this field to provide trail information and to market your event.

#### **Event Comments**

Enter a description of your trail including the basics – the terrain, how that relates to the difficulty, hours of operation of the start point. (All elevations over 3,500 feet must be included in the written description of an event.) Then describe the sights along the route. If the event qualifies for any AVA Special Programs identify the relationship. Use this space to motivate the reader to attend. If you are offering an award describe it and specify the cost, which should include IVV credit. If there are any additional costs – venue entry fee, parking fee – be sure to state that so people are prepared.

## **Special Programs**

Return to the Special Program button. There is a menu of Special Programs. Select any Special Program that relates to this Event.

## **Start Point Address and Driving Directions**

Enter the street address of your event registration location including the zip code. Provide driving directions from the closest interstate or major highway.

## **Event City**

Enter the city where the event will take place. Do not enter the state here.

## **Event State**

Open the drop-down menu and click on the state where the event will take place.

## **Distance**

Enter the distance(s) the event will offer – 10km/5km.

## **Event Website**

This should link to a page that is specific to this event, not to the homepage of the club website.

## **Point of Contact**

Enter the Name, Address, City, State, Zip code, Phone Number and Email Address of the person who is familiar regarding this event and will respond to questions.

## **Special Information**

Designate the appropriate values for each of the icons.

## **Award Type**

Open the drop-down menu and click on the appropriate designation.

## **Event Rating**

Click on the appropriate trail rating from the drop down menu.

## **# Stamps (1 or 2 only)**

Enter **2** only if you have an alternate start point for this event.

Review and fine tune your input.

After filling in all of the spaces click on **Submit**. You will receive a confirmation page – PRINT THIS AND KEEP IT FOR YOUR FILES. This page shows your event reference number. Notify your Sanctioning Authority that you have entered a new ESR and that it is ready for approval. The IVV Certification Stamp number will be assigned by AVA Headquarters at the request of the Sanctioning Authority once the event has been approved.

Enter all Special Programs, if any.

### **For Year Round Events/Seasonal Events:**

From **Check ESR** page click on the **Starting Point Listing** to see how your event will appear in the book.

If you have extra information that you would like to enter about the event or the surrounding area return to the navigation page, click on **Events** then **Check ESR**. Click on the **Edit** button for the appropriate event. This field **COMMENTS** is unlimited; the data entered will only appear on the AVA website.

Once the event has been approved and appears on the list of events look at it again. Click on the **link for more details** – this is what the public sees. Ask someone who is not familiar with the event to read the information and provide feedback on what is entered.

This information can be edited anytime. Once the sanctioning window has closed the changes will appear only on the website. If something about your event changes make those changes to the website.

To renew Year Round Event or Seasonal Event click on **YREs** then **Renew** for the event you wish to renew. You will need to enter a **new** date. Verify the remaining information; if everything is still current **Submit** the event. Print the confirmation page and keep it for your files.

Enter all Special Programs, if any.