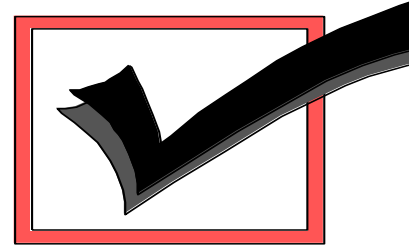


AVA CHECKPOINT



The official voice of the American Volkssport Association
America's premier noncompetitive sports organization

Volume 21 • Number 11

www.ava.org

November 2013

NEC Meeting Information Deadlines

Following are dates of importance concerning the next NEC meeting set for Friday and Saturday, **January 10-11, 2014**. Meeting begins Friday at 7 p.m. at the Hotel Tucson Windmill Suites, 475 N. Granada, Tucson, Arizona 85701, phone 1-520-622-3000. Listed are minimum requirement dates as follows. The request for proposed meeting agenda items was announced in the October *Checkpoint*. By **November 11, 2013**, the club proposed agenda items are due to the Regional Directors for review. **November 26, 2013**: proposed agenda items are due to AVAHQ from Regional Directors. **December 11, 2013**: official agenda items approved by the AVA President go out to clubs. **December 11, 2013**: officer reports and committee reports should arrive at AVAHQ. **December 20, 2013**: NEC meeting information will be emailed to each board member for review. Reminders regarding these deadlines will be sent via *Checkpoint* and email.

Employment Opportunity

The NEC voted to move forward in identifying and hiring a full-time Executive Director for AVA. Vice President Holly Pelking is serving as the point person for this search, working directly with AVA President Dennis Michele and the Executive Committee. AVA is an equal opportunity employer. The position announcement and application instructions are available as an [attachment](#) to this document, in the November/December issue of the TAW and on the AVA website home page at [Blogs/News Blog](#).

Required Documents Filing - Last Reminder Before Deadline

November 15, 2013 is the deadline for all clubs to submit e-postcard filing confirmations, officer updates and the two-page Financial Report and Worksheet. Please ensure both pages of the financial report are sent. Go to [Administrative/Clubs Only/AVA Club Forms/AVA Form 102 C3F](#) for the report form. Late submissions on any of these requirements will accrue a penalty fee. Wayne Holloway is the Chairman for revitalizing the Star Program, so make sure an accurate member count for your club is entered on your club pages, when you are updating officer information. This count should not include people that information was sent to, but actual participating members. Do not send your club member count to Wayne Holloway.

AVA President's Letter - Associate Memberships

[Attached](#) is an open letter from AVA President Dennis Michele that provides general information about national level memberships and the importance of national members to Volkssporting in America.

Postal Service Package Tracking

Postal service to and from this headquarters at times is unreliable resulting in shipping delays and lost merchandise. To ensure your package arrives at AVA headquarters, you can ask your local post office for a package tracking opportunity which means an additional cost of ninety cents. Once AVA hands your package over to the U.S. Postal Service, AVA is no longer responsible. We cannot be expected to replace your order for free. Please understand it is your responsibility to order well ahead of your need and tell us if you want us to add the ninety cents tracking fee to your order shipping cost. Be advised that this tracking fee will be included (additional ninety cents) on all *2014 Starting Point* shipping charges due to the large number of books that needed to be replaced last year because of lost shipments.

Items Due Report

All financial payment items listed on this [report](#) are past due 90 to 120 days. This spread sheet for this month also includes all clubs that have not submitted the required e-postcard filing confirmation, the financial report, or officer update. The deadline is November 15. Even though your club officers may not have changed, you still must go in and hit the submit button so that the date is registered that you have acknowledged these officers are true and correct. **Please note: if your club's nonprofit status was reinstated by the IRS with a fiscal year ending December 31, notify Marie Bebley (events@ava.org) so that she may enter it in the data base. As a reinstated club, you were not allowed to come back under the AVA's group exemption, therefore you are not required to provide proof of e-postcard filing to AVA; however, you are encouraged to send a copy of this filing proof so we may keep it on record as AVA is still responsible to ensure that all subordinate clubs have filed the appropriate 990 with the IRS. This also provides a backup in the event the club cannot find their proof of filing. One will always be here at AVAHQ.**

Club Anniversary Slugs

Headquarters keeps generic slugs for club anniversary such as a 25 year anniversary. If you would like to use one of these slugs in your club event stamp please let Marie know at least 30 days in advance. If you would like a special design for your club anniversary please send a digital rendering to Candy Purcell (candy@ava.org) at least 30 days prior to when you need it. The club will be charged for these specialized slugs and they become the property of the club.

2014 Event Insurance Renewal and Requirements - Please Take Note

The event insurance has been renewed early to accommodate those clubs that require the 2014 insurance prior to the start of their January events. Linda Rebmann (linda@ava.org) will post this on the website as soon as it is received. Please make sure you do not print out the wrong year for your event. Club meetings have always been automatically covered, so there is no need to add the place where you meet as an additional insured and pay the fee for an additional insured. Make sure you write an incident report if you have one at your meeting and indicate that this was a regular club meeting site. The annual premium for event insurance increased for 2014 from \$31,000.00 to \$33,593.00. This was an across-the-board increase from underwriters of this type of sports insurance and not an increase due to risk factors. The AVA is still considered low risk thanks to the efforts of all clubs in providing safe events. **Some clubs from time to time have property owners where their events take place who ask for a waiver of subrogation and/or primary non-contributory endorsement. This means that the property owner wants to be completely held blameless for any incident on our insurance and their own insurance and not just be added as an additional insured. Our insurance coverage, beginning with 2014, charges \$110.00 for this coverage as a separate policy from our normal event insurance. If you have such a request from a property owner, you must let**

Marie know in sufficient time with all information to have this policy written. Do not add these as additional insured nor click the insurance application button. The club will be billed the \$110.00 fee. If the event is for some reason cancelled, this fee will not be refunded since we must pay it to the insurance provider up front to issue a separate policy and the insurance carrier will not refund this fee to AVA.

Proper Procedures for Deactivating a Club- Meaning Club and/or State Association

1. Send an official letter signed by at least the President and one other club officer to your Regional Director with a copy to Headquarters. This letter must provide the official date, (keep in mind that if your club or State Association has not entered and paid for the current quarter's participation or other event participation this must be completed prior to the date you officially state as the deactivation date).
2. As a non-profit your club is required to donate all assets and supplies to another non-profit; the name, address, and tax ID number of the non-profit you are donating club assets to must be on the letter with the value of the donation. If you are donating to another club you only need to provide the name as AVA has their tax ID number.
3. Your club must with the Regional Director's assistance transfer all event or close the events prior to your deactivation. Events can be transferred to the Regional Director until another club is found to take these events. This is crucial especially for year rounds that are already published in the current *Starting Point*.
4. All monies owed and reports for the fiscal year the club deactivates must be paid and completed including the e-postcard and financial report. Any monetary credits owed to the club by AVA, will be sent after all deactivation requirements are met. Please contact AVAHQ prior to deactivation to determine this amount.
5. Please give the reason or reasons your club is deactivating.

Before you deactivate, you are encouraged to contact your Regional Director to seek assistance instead of feeling that deactivating the club is your only choice. The RD, NEC, and Headquarters are here to help you. There are many reporting requirements on clubs, and while we cannot do away with these, help is always available if requested. You just need to ask.

2013 Centurion Achievement Challenge

Associate member volkssporters still have until December 31, 2013 to complete your remaining walks and qualify for the 2013 Challenge awards. The 2013 Challenge record books containing 100 valid entries must be returned to AVAHQ no later than February 15, 2014. Some 350 individuals signed up for the 2013 program. Eighty volkssporters so far have successfully met the 2013 challenge to become Centurion Champions. Event carryover from one calendar year to the next is not permitted.

2014 Centurion Achievement Challenge Registration

Registration for the 2014 Challenge began October 1, 2013 for Associate member volkssporters. You can start walking for record January 1, 2014. The annual participation fee is \$25. To be eligible for 2014 awards, the record books containing 100 valid entries must be returned to AVAHQ no later than February 15, 2015. [2014 registration form, complete and submit by email.](#)

AVA Awards

Click here to view the awards processing chart [AVA Award Processing Chart 2012-2013 Comparison](#) and [AVA Award Processing Chart Ten Events Comparison](#).

Publicity Toolkit Available for Clubs

Just a friendly reminder to everyone about the Publicity Toolkit that's just waiting for you on our AVA website at [Administrative/Clubs Only/Publicity Toolkit](#). It was created to make the job of promoting AVA and our clubs just a little easier. Some of the tools include fill-in-the-blank press releases, fact sheets, several speaker bureau presentations, public service announcements, social media tutorials and more. This is a living document that depends on your input. More information is needed on club success stories and how you used social media on member recruitment and retention; collaborations with local community organizations; fundraising initiatives; interesting website addresses and more. Send your items to avawebmaster@ava.org or use the [Contact Us](#) link on the official website. Please use "Resource Library" in the subject line of your email message. Selected items will be placed in the Toolkit Resource Library for everyone to read and hopefully use. Thanks in advance.

Recording Achievements

Record books must be completed in the correct sequence and insert cards must be used only when necessary to make up the required distances. Clubs are required to keep a stock of record books and should not allow individuals to purchase record books out of sequence in lieu of insert pages. The conditions of attainment prescribed by IVV and printed on each book require that *"a new event and/or distance book must be purchased for each level of achievement starting with the lowest level."* Use of the wrong book is resulting in carryover credit, and that in turn is increasing overall processing times and the possibility for error. Insert cards will not be processed unless they are accompanied by the correct record book.

TAW Deadline

Deadline for the February/March issue is December 25. All articles to include Tails on Trails and photographs should be submitted to taw@ava.org. Please include the following information in your email: Subject Line should include "TAW, the region you're covering and the article title." Send information concerning advertisements in TAW, ad contracts and TAW contract revisions to Linda Rebmann, linda@ava.org.

Seasonal Event Participation Report Submission

Please refer to Sections 4.11 After Action Reporting and 4.12 IVV Certification Stamps in the *AVA Policy Manual*.

A seasonal event lasting longer than 3 months will follow the reporting and stamp return requirements the same as the year round events; treating the stamp the same as a YRE stamp. IF the event is renewed properly then the stamp does not need to be returned. The YRE stamp in normal circumstances is returned ONLY if the event is not renewed so this applies also to seasonals longer than 3 months. For example if the event ends October 31 then the following quarter ends December 31 and the reports are due no later than January 30. This is also when the stamp is due IF the event is not renewed.

For a seasonal lasting less than 3 months the reporting requirements and stamp are due no later than 30 days upon completion of the seasonal event. For example, if the event ends October 31, the stamp and report are due November 30. After that time, participation reports must be submitted to events@ava.org or call Marie Bebley 210.659.2112 no later than the January 30, 2014 deadline. A \$10 late fee will be assessed for late report submissions.

As with everything in the AVA there are exceptions which are allowed on a case by case basis. If the event has an odd start date and end date to coincide with a local festival which crosses two quarters then HQ usually allows them to report once without a late fee instead of each quarter, with RD permission.

Did You Know?

A question was asked of AVAHQ regarding the YRE \$5 processing fee AVA charges clubs each quarter for YRE walks. This processing charge is actually part of the sanction fee. Many years ago clubs requested an installment plan to preclude their having to pay the \$40 fee all at once. It was directed that clubs be billed \$20 then the balance of the deferred sanction fees on walks only at \$5 per quarter. This fiscal year, the name “processing fee” has been changed to “quarterly sanction fee” to properly indicate that this charge is part of the overall sanction fee on YRE walks. On invoices, it will still have a reference code of FEE.

Spam Settings

Clubs and individuals should ensure that the AVAHQ email addresses shown below are designated as “trusted sites” on their email spam accounts. After we broadcast messages, we are receiving requests from some email accounts asking for information that will allow us to continue to send messages to that account. Headquarters cannot respond to these requests. It is up to clubs and individuals to provide an email address whereby all HQ information can be easily sent. They are: ***linda@ava.org***, ***marketing@ava.org***, ***events@ava.org***, ***avahq@ava.org***, ***karen@ava.org***: ***candy@ava.org***, ***theresa@ava.org*** and ***avawebmaster@ava.org***.

Stamp Slugs

Certification stamp slugs will look a little different starting January 1, 2014. The redesign of the slug changes the normal date display. They will indicate only two digits for the year (2014 will show as 14). This will cut the price of stamps appreciably.

Deceased Volkssporters Information

Please submit the full name of volkssporters who pass away to Karen Winkle, **karen@ava.org**. She will add them to our necrology list. These individuals will be acknowledged in the official convention program and during a ceremony at the 19th AVA Biennial Convention.

The American Volkssport Association

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Partnerships

