

# IVV VOLKSSPORTING EVENTS

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

## 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 IVV Volkssporting 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, Seasonal, and Extended Distance events.

## TRADITIONAL IVV VOLKSSPORTING EVENTS

### I. GENERAL

Traditional sanctioned volkssporting events are those events conducted by Member Clubs, Regional Directors, State Organizations, and the AVA National Office, following the guidelines below.

### II. POLICY

A. Traditional Walking Events include names such as: Volksmarch, Walk, Volkswalk, Traveling Guided Walk, and Guided Walk. Night Walking Events are also known as Night Walks and Evening Walks.

1. Traditional Walking Events: Sponsoring clubs must offer a short distance trail at an event. Minor distance and longer distance trails can be offered in addition to the short distance trails. Clubs may allow participants to walk trails multiple times the same day for added distance credit at no additional charge. The distance requirements are:

a) A minor distance walk is a minimum of 5 kilometers (km) and less than 9 km. This distance trail may be walked twice to meet the short distance requirement.

a) A short distance walk must be a minimum of 10 km and less than 20 km in length. A checkpoint must be located on the short distance trail.

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 Office.

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. 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, depending

upon their abilities and distances intended. Guides must carefully watch the slowest participants to ensure they are not left behind. Use of a rear sweep guide is required.

3. Traveling Guided Walk events allow a club to hold multiple guided walks on different routes in their area when there aren't sufficient year-round or seasonal events close by and they do not expect enough participation to cover the sanctioning costs of normal guided walks. Events may be offered with the following conditions:

a) The club will receive an IVV stamp that they may use for the rest of the year at multiple guided walks. The participation fee will be the same as usually paid for IVV credit. Each event must be sanctioned.

b) The IVV stamp for Traveling Guided Walk (TGW) events may be renewed for subsequent years by sanctioning a Traveling Guided Walk for the next year and paying the current fee.

c) Traveling Guided Walk events may not be held on currently sanctioned year-round or seasonal walk routes and clubs must not eliminate current year-round or seasonal walk routes.

4. 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 may suggest flashlights and methods of insuring the return of participants.

B. Bicycling Events are also known as Volksbikes and bike events.

1. A minimum 10 km trail is required. Clubs are encouraged to offer longer distances (recommended distance is 25 km). A shorter trail should be offered in conjunction with a longer distance 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.

Bike Events of Extended Distances allow a club to sanction completed railtrail, canal towpath, or similar off-road bike paths as an Extended Distance Bike Event. If the trail length is 10 km or longer, an out and back 10 km bike ride can be done from each end, assuming there is a trail head at each end. If the trail 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 (e.g., 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 10 km bike ride must be provided. 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 must pay the Traditional Event paidparticipant fee for each day they ride.

2. 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:

- a) The club requests that their first event be sanctioned by going to the 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.
- b) There is a Guided Bike fee (See Appendix B) 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.
- c) There 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.

C. Cross-Country Skiing Events are also known as Volksskis and Skiwanderings. Cross-country skiing events must offer a minimum 10 k trail. Trails of 5 km and longer are permitted.

1. Participants may walk the event for event and distance credit, if necessary, and the route is safe for walkers.

D. Snowshoe Events are also known as Snowshoes and Snowshoe wanderings. Snowshoe 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.

E. 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.

F. 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, 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 lifeguard 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.

## **YEAR ROUND, SEASONAL, AND EXTENDED DISTANCE IVV VOLKSSPORTING EVENTS**

### **I. GENERAL**

The IVV has authorized AVA to sanction Year-Round, Seasonal and Extended Distance Events at locations across the US and other areas under AVA jurisdiction.

### **II. POLICY**

- A. Year-Round Events (YREs) are sanctioned for predominantly the full calendar year and held generally during daylight hours.
- B. Seasonal Events (SEs) are sanctioned for less than a full year.
- C. Extended Distance Walks (EDW) are self-guided walks of distances greater than one day's duration. 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, email, the Online Start Box, or other electronic means.
    - 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) Distance: Distances stated in the program must be accurate.

f) Upon completion of the EDW, the participant presents the completed walking program and IVV record book in person, by mail, or electronic means.

g) 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.

h) 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.

i) 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 the Online Start Box (OSB) to manage registrations, access event directions and maps, and award of IVV credit for event, distance, and special programs of year-round, seasonal, or extended distance events. The OSB may be used along with an existing physical start box (PSB) or as an alternative to a Physical StartBox (PSB).

1. Authority to approve or deny events rests solely with Regional Directors, State Associations and the AVA National Office as outlined elsewhere in this policy manual.

2. The IT Committee ensures that detailed OSB procedures are codified in the Trailmaster Guide and are also available on the OSB Help/Frequently Asked Questions (FAQs) menus.

3. Each event registration action must be carried through from start to finish using either the OSB or PSB registration option. For example, a walker cannot register online and then stamp that event in person.

4. Clubs choosing to manage any event with both the OSB and a PSB will be responsible for accurate participant reporting in accordance with AVA guidelines.

## **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 through their Regional Director to the AVA National Office for approval of an event in a non-IVV country. If AVA approves the event, it is forwarded to IVV. Final approval is granted by the IVV.

B. Inquiries concerning AVA-approved events in non-IVV countries must be addressed to:

IVV-Head Office  
Fabrikstr.8  
84503 Altötting DEUTSCHLAND  
Telephone: 0049 / 8671 / 883067  
Fax: 0049 / 8671 / 963131

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

### **I. GENERAL**

The AVA CEO 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 Board's first meeting of the year 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; and look to collaborative marketing relationships with allied organizations or businesses associated with the theme of the program. 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 name) 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. The following guidelines are in effect:

1. The number of Special Programs active each year should be at or below

the desired goal of no more than 12 (twelve).

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

- a) The Special Program must have been inactive for at least 5 years
- b) When the Special Program was active, it must have had sufficient participants to generate a profit for the sponsoring club.
- 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.
- d) If there was a co-sponsoring marketing organization, it should be agreeable to participating in the new program. If there was no previous co-sponsor organization, one should be found.

3. The National Office 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?
- g) Is there a potential marketing alliance available which will provide additional publicity for AVA activities and this special program?

B. The Chair of the Special Program Committee is responsible for having all new programs in place prior to renewal season in July of the year prior to beginning. This includes all information is available for website and ESR programming and promotions.

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 should be 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.) Hosting clubs must acknowledge that they have sole responsibility for all administration and all costs involved in hosting this activity.

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 (4.25" W by 5.5" H). The following information is required on all books:

1. On the front cover:

a) The title of the Special Program and the words "AVA: America's Walking Club 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.

g) AVA and co-sponsoring organization logos

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.

f) The following statement: "Book sales continue until December 31,

2xxx . Participation stamping and redemption of this book will end December 31, 2xxx (12 months after the sale of the book ends).

E. The sponsoring AVA Club will pay a one-time fee to the National Office for IT and other services. This fee will be the sole revenue for the National Office for the special program. Refer to Appendix B – Fee Structure, for current fee.

F. 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 Special Program Committee upon the popularity of the program and other circumstances.

1. Start Date: after a new Special Program has been approved by the National Office, the sponsoring club/ POC or the Special Program Committee will 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 CEO, 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.
- c) 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. SPECIAL PROGRAMS/CHALLENGES BY CLUBS, STATE ASSOCIATIONS AND REGIONS.**

A. All AVA clubs, state associations, and regions in good standing are encouraged to create and market unique popular sport programs for local clientele or other AVA members that encourage fitness, fun and friendship while using the wide variety of products available through the AVA such as IVV awards or ACE events.

B. Policy

1. All program themes must be appropriate for all ages including children. Themes that do not fit with AVA mission are strictly prohibited. This does not prohibit the creation of walking or sport programs for organizations or clients that are intended for only adults, only the theme (i.e. promotion of unhealthy

“practices” like smoking) is restricted.

2. Any program that will use the IVV stamp must create a logbook that conforms to the same requirements of a national Special Program described above. These programs cannot duplicate or compete with any active national Special Program.
3. There are no services rendered by the National Office for these programs and there is no fee required to be paid to the National Office.
4. The local regional director and/or CEO may cancel any special program for cause if it does not meet the requirements and mission of fitness, fun, and friendship.

## **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 CEO.
  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 the event, and will provide proof upon request by the AVA, within 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, buses, cruise ships, 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, 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.
2. Clubs are encouraged to provide for pre-registration of participants. Clubs will establish pre-registration fees and day-of-the-event fees. 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 may include an amount in their participant fees to cover such fees. Clubs may determine the fee for participants who do not want the event award or IVV credit. However, the part of the participant fees charged for stamping record books (IVV credit) will be no more than the current amount shown in Appendix B (AVA Fee Structure). The club will note all required fees in their event brochures, other public documents and in any online notifications.
3. On the day(s) of an event, traffic routes to the start point will be clearly marked. The start point 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. Alternatively, 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.

## **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) located within the [my.ava.org](http://my.ava.org) website.

1. 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 [my.ava.org](http://my.ava.org) web site. Contact your Regional Director with questions.
2. The 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) the sanction request is complete.
3. Clubs may appeal sanction denial first to the AVA Board Chair and then to the BOD.

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 (YRE SR). 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 the 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.
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 the AVA National Office 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.
6. Supplemental information about an event may be changed, expanded, or deleted after initial entry into the ESS.
7. 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.
8. Clubs must submit a proposed event brochure and award design for the event to the Sanctioning Authority for review and approval. These must be postmarked no later than sixty days before the event. If the Sanctioning Authority disapproves the brochure and/or award, final sanction approval may be withdrawn.
9. A Sanctioning Authority may stop shipment of event materials, for cause, by notifying the AVA National Office. The Sanctioning Authority 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 Board Chair and then to the BOD.

C. Per Participant Sanction Fee: To help support those clubs whose events regularly have insufficient paying participants, a club may indicate they are requesting the Per Participant Sanction Fee (PPSF) method on the ESR and request approval from their Regional Director. If allowed, and after submitting their after-action report, the club will be billed for every participant in lieu of the standard sanctioning fee.

## **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.

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 Office 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 CEO. See General Rules for Events.

## **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 CEO 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 a physical or electronic 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 is encouraged to offer IVV Event and Distance Record Books and New Walker Packets for sale at all AVA/IVV sanctioned events. Insert Pages should be provided at all AVA/IVV 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 Office. The CEO will establish the sales price of these items. Member Clubs and State Organizations will sell these items at the established price.

#### C. Granting of IVV Achievement Awards.

1. Upon completion of a level of achievement, the participant may send, via mail or electronically, the IVV Record Book to the AVA National Office for processing. The AVA National Office 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 Office 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 Office. 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 Office for ordering information. The CEO is responsible for setting the cost of additional award elements.

## **EVENT AWARDS**

### **I. GENERAL**

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

## **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.

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.

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 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 found in the event brochure and AVA ESR system.

**D. AVA TRAIL/ROUTE RATING SYSTEM**

<p><b>Part 1—INCLINE/ELEVATION</b></p> <ol style="list-style-type: none"> <li>1. Very small hills or very little stair climbing.</li> <li>2. Some moderate hills and stair climbing</li> <li>3. Some significant hill or stair climbing</li> <li>4. Lot of significant hills or stair climbing.</li> <li>5. Many steep hills.</li> </ol>	<p><b>Part 2—TERRAIN</b></p> <ol style="list-style-type: none"> <li>A. Almost entirely on pavement.</li> <li>B. A significant part of the route is on a well-groomed trail with very few obstacles.</li> <li>C. A significant part of the route is on somewhat difficult terrain (rocky/rooted paths or soft sand).</li> <li>D. A significant part of the route is on very difficult terrain.</li> <li>E. The route is on very difficult terrain.</li> </ol>
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Examples:

1. 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.
2. A route that is mostly on flat pavement would be rated 1A. A beach walk would be rated 1C.
3. 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.

**AFTER ACTION REPORTING**

## **I. GENERAL**

Electronic Event Participation Reports must be forwarded to the AVA National Office 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 shall be retained by the club treasurer.
  - 2. Free Walker Coupons received for Year-Round and Seasonal Event participation shall be retained by the club treasurer.
  - 3. All Free Walker Coupons shall include the participant's name and date of event on the back of the coupon.

## **II. POLICY**

- A. Clubs should destroy/dispose of single piece rubber stamps within 30 days after the end of an event. Stamp handles should be kept for re-use.
- 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 Office 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 Office 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 Office may assess late fees for failure to meet the original time requirements.

## **IVV CERTIFICATION STAMPS**

### **I. GENERAL**

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 Office 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 at the AVA National Office.

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 CEO, 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 CEO.

## **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.