

AVA WEEKDAY GUIDED COMMUNITY EVENTS (ACE-WG)

ACE-WG events are designed to encourage weekly participation on a regular basis. Fun walks, guided walks, meet ups, etc., are examples of events that could fall into this category. Individual maps for each participant will not be required so long as there is a guide on each event and all participants follow the guide. The collection of a per-participant fee for an Individual Weekday Guided Event (IWGE) is optional. But if a club does collect participation fees, they are expected to enter the count of paid participants in the post event participation report.

- A. Clubs must obtain an annual approval from their Regional Director to conduct Individual Weekday Guided Events (IWGEs) under the ACE-WG event category.
- B. Once approved to conduct ACE-WG events for a given year, a club may conduct as many IWGEs as they wish as long as the chosen day of an IWGE:
 - a.) does not occur on a Saturday or Sunday and
 - b.) does not correspond to the date for an AVA Traditional event within a 100 mile radius from the IWGE.
- C. Prior to an IWGE, the club must create a map or pre-planned route document for the event with a well-defined start and finish location.
- D. IWGE information will not be entered into the AVA ESR prior to the event.
- E. Participants in an IWGE must sign the usual AVA event log that includes the AVA athletic waiver.
- F. Clubs are permitted, but not required, to collect a per-participation fee for an IWGE.
- G. Clubs must archive the AVA event log and map (or route document) for each IWGE that is held and be stored for seven years.
- H. Within 10 days after an IWGE is held, the sponsoring club must enter a post event participation report into the AVA ESR system including:
 - a.) The number of paid participants. (The AVA will assess the Traditional Event Paid Participant Fee, See Appendix B, per paid participant.)
 - b.) The number of participants who did not pay.
 - c.) The name of the IWGE guide
 - d.) The phone number IWGE guide e.) The email of the IWGE guide
 - f.) Attest that all participants signed an AVA event log containing the AVA athletic waiver.
 - g.) Attest that the AVA event log and the event map (or pre-planned route

document) is on file and archived.

I. Clubs will be assessed an ACE-WG IWGE Processing Fee (See Appendix B) for each IWGE held in addition to the per paid participant fees for the event.