



*Fun, Fitness, Friendship*

AMERICAN VOLKSSPORT ASSOCIATION  
CLUB OPERATIONS GUIDE



**AMERICA'S  
WALKING CLUB**

— ESTABLISHED 1976 —

## **Preface**

The duties shown in this guide are by no means the only duties that a club officer may encounter during tenure as an officer. These duties are generally the duties associated with being an officer of a volkssport club. Some duties are shown as belonging to a particular officer (Secretary or Treasurer), but the duties do not have to be done by that officer. For example, some clubs have the President doing everything - all of the duties, except keeping minutes. Other clubs have a Secretary/Treasurer, so the duties differ there as well.

We have taken specific tasks from the How to portion of the AVA website and included them as part of a particular officer's duties or listed them as appendices.

The most important part of being an officer is that you accept the role of helping to guide the club into the future, and helping the club to thrive.

## **DUTIES OF THE PRESIDENT**

- Preside over the General Membership, Special Membership, and Executive Committee meetings.
- Be the senior officer responsible for the conduct of all club business as CEO and CFO
- Represent the club as the senior elected official at all appropriate gatherings and occasions.
- Authorize all proposed expenditures of club funds after consulting with the Treasurer and receiving approval of the Executive Committee for expenditures over an amount set forth in the Bylaws
- Approve all financial statements and minutes of meetings
- Keep the Vice President informed of all club activities (Add VP as an information addressee on all correspondence)
- Executes on behalf of the club all contracts, deeds, conveyances and other instruments in writing that may be required or authorized by the Board
- Is the official interface for the coordination and implementation of external matters such as Public Relations, Newsletter, Information, and Fund Raising
- Represents or appoints representation for the club in AVA forums, conventions, and votes
- Is the primary club interface with State Association, RD and AVA leadership
- Is on the Signature Card for the club checking account, backup for the Treasurer if needed.
- Serve as an ex officio member of all committees
- With the Secretary, prepare the agenda for General Membership, Special Membership, and Board of Directors meeting.

### **DUTIES OF THE VICE PRESIDENT**

- Acts in the absence of the President
- Acts as Parliamentarian at all meetings of the Board and General Membership meetings
- Perform any other duties as assigned by the President, the Board, or General Membership
- Back up interface with the State Association, RD, and AVA leadership.

### **EXECUTIVE COMMITTEE DUTIES**

- Monitor all club activities
- Appoint and dismiss standing committee chairpersons
- Establish and enforce club policies
- Approve all agreements or contracts that the club may desire to enter into
- Approve all proposals to expend club funds which exceed an amount agreed on in the Bylaws

### **SECRETARY DUTIES**

- Record and maintain minutes of all meetings of the membership and Board of Directors
- Read aloud all correspondence and the previous meeting's notes
- Maintain club files – to include Bylaws and Articles of Incorporation, Treasurer Reports
- Maintain historical files of activities, accomplishments and events in which the club is involved
- Maintain a list of committee chairs, coordinators, and volunteers
- Maintain a list of all members
- Prepare official club correspondence for the President's signature as required
- Submit Officer Updates to AVA
- With the President prepare the agenda for General Membership, Special Membership, and Board of Directors meetings and distribute this agenda

## **Getting Started - Accessing the Club Home Page**

### **Go to [ava.org](http://ava.org) and [my.ava.org](http://my.ava.org)**

#### Club Home Page

The Club Home Page should show current information about your club, its addresses and points of contact.

### **Entering and Editing Officer Information**

It is highly recommended that clubs become familiar and stay current with the policy. Every club must submit a report within thirty days of the change of an officer or any officer information. Additionally, change or not, an Officer Update Report must be submitted at least once annually between January 1 and November 15. If a report is not received by November 15, a late fee will be assessed, and the club will be placed in “not good standing” if a report is not received by December 31.

### **Entering and Editing State Association Representative Information**

Clubs that are members of State Associations use these instructions to enter or edit club representatives' information.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the Club Home Page.

### **Entering and Editing Club Information**

Every club must submit a report within thirty days of the change of an officer or any club information.

### **Club Information Terms and Definitions**

**Official Contact** - Name, Phone Number and Email Address – This is the person of record for the club, the individual to be contacted by anyone seeking information about the club. This information is displayed under the Club Listing on the AVA website and inTAW.

**Official Address** - This is the mailing address which receives Checkpoint, *The American Wanderer* and event stamps. Financial Statements can be directed to this address.

**Shipping Address** - This address receives all UPS Shipments. This must be a real street address as UPS will not deliver to PO Box addresses. Examples of items that might be shipped via UPS are trail marking materials, specialty orders and multiple event stamps. Anything that must be sent over-night will be sent to the UPS address.

**Financial Address** - This address receives the club monthly financial statement which includes invoices. The exception to this is invoices for merchandise orders which are included with the order.

After entering data in all of the fields you must select the Point of Contact, UPS Address and Financials Address. Your choices for each are President, Vice-President, Secretary, Treasurer and Official Address.

### **TREASURER DUTIES**

- 1. The Treasurer maintains the Club's financial records and keeps an accurate accounting of the Club's receipts and expenditures to include event participation figures and first copy start cards – all financial documents to be maintained for 7 years.**

It is vital that the Club Treasurer keep very accurate records. The simplest records are a ledger and a checkbook. When you make entries into the checkbook register, it is recommended that you make an explanatory entry in your ledger.

Take a look at the Annual Financial Report and Worksheet. Detailed examples will be shown later, but for this part, your ledger entries should show the same categories as are listed on the Annual Report – the same with the Expense Ledger. When it's time to do the Annual Report, the income and expense items are shown in your ledger entries. Just add them up by category and enter the amount on the worksheet.

Treasurers should keep an accurate checkbook register. You must balance the checkbook monthly. To balance the checkbook, take a look at the monthly statement. Check off each item from the statement by making a checkmark in the register. Add any checks not shown on the statement. Add any deposits no shown on the statement. Now look at the statement balance, and add any deposits not shown the statement and subtract the total amount of the checks not shown on the statement. The result should be your checkbook balance.

## **2. Establish club bank accounts and maintain signature cards.**

Here you will need a copy of your club's minutes showing that the signers on the signature cards were duly elected by the club. The cards vary from bank to bank, but the general principles remain the same. Some club bylaws require that amounts over a specified amount (e.g. \$100) require two signatures. It is recommended that there be an additional person to sign checks. An example would be if your Treasurer were on vacation and it was necessary to write a check; then that situation would be covered.

- a.** Provide the bank with a copy of the club minutes showing signers were duly elected by the club. Each signer will have to go to the bank and sign signature cards, which the bank will keep on file.

## **3. Prepare financial statements and reports as required.**

### **a. Prepare IRS form 990-N by November 15 annually (provide proof to AVA)**

Although the deadline is November 15 of each calendar year, you may submit the form as early as July 1, the beginning of the Fiscal Year.

### **b. Prepare Annual Financial Report to AVA by November 15 annually. (For those clubs under AVA's group IRS exemption only.)**

In paragraph 1 above, there was brief information about the Annual Financial Report. Below is a sample of the Annual Financial Report. (Figures 1 and 2) It is available at <https://cb.ava.org/forms.php>. Scroll down to the blank form and click on it. Also, below is a sample ledger page for Income and Expenses. (Figures 3 and 4)

As with submitting information to the IRS, the deadline is November 15 of the calendar year, BUT you may submit information as early as July 1, the beginning of the Fiscal Year.

# July 2016 – Filing your E-990 Postcard with the IRS

There is a new process for filing the E-990 Postcard required by the IRS for all non-profits making under \$50,000 per year. It is an entirely different process, so forget what you have done in the past and follow these instructions.

Open your favorite web browser. Could be IE, Chrome, Mozilla, Safari and such. Copy the below URL and paste it into the address bar of your browser:

<http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

It will take you to the start. (You can also get here by going to [irs.gov](http://irs.gov), select Filing tab, select Charities menu on left, select the 2<sup>nd</sup> entry in the middle for filing the E-990)

The screenshot shows the IRS website's page for filing Form 990-N (e-Postcard). The page features a navigation menu with options like 'Filing', 'Payments', 'Refunds', 'Credits & Deductions', 'News & Events', 'Forms & Pubs', 'Help & Resources', and 'for Tax Pros'. A search bar is located at the top right. The main content area is titled 'Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)'. Below the title, there is a 'How to file' section with a list of instructions. The first instruction is highlighted, and the link 'Form 990-N Electronic Filing system (e-Postcard)' is visible.

Under the How to file, click on the [Form 990-N Electronic Filing system \(e-Postcard\)](#) link. That will take you to the sign-in portal.



## First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED >](#)

## Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

Mask Username

[LOGIN >](#)

[Forgot Username](#)

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)



Under First Time Users, select the GET STARTED button. We are all First Time Users for 2016. Next year you can be a returning user, provided you remember your username, password and all the security questions. I highly recommend you keep a record of your answers and keep it with your important club papers so whomever gets to do it next year has the answers.

You will also need Your Club's EIN. Yours. When you enter your EIN, it will show as being the American Volkssport Association, Inc, and this is correct. Your club's EIN will be a two-digit number followed by nine more digits. If you try to enter it as a single number, it won't be accepted. If you want to add your club name, you add it in the DBA section. What follows is a peek at the process, just to give you a warm and fuzzy that you are doing it right.



## Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL

SEND CODE



Enter your own first and last name (unless you refused to file taxes last year!!) and your current email address. This will generate a code that will be sent to that email address. You then have 15 minutes to enter it on the next screen. If you do not do it within that time you have to start over.



## Enter email confirmation code

We just sent you an email with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.

Open your email in another tab or window: [Gmail](#) [Outlook](#) [Yahoo](#) [AOL](#)

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't receive the confirmation code, [try resending the email](#).

 

The next two pages in this document are actually a single page on the web site. Use the scroll bars on the right to move everything up and down. There are rules. User name has to be 8 or more up to 64 characters. Password has all that funky stuff in the grey box. Lots of choices for the image, so pick one you like.



## Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

### Create a Username and Password

Username

Password

Re-enter Password

Enter a Username of your choice. The Username cannot be an email address, SSN, or contain a space, or a special character (!@#\$\$%^&\*).

Password Rules:

- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#\$\$%^&\*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

Primary Email

[Edit](#)

### Choose a Site Phrase

Create a phrase that you will recognize when you login

### Choose a Site Image

Select an image that you will recognize when you login



[Choose Your Site Image](#)

## Challenge Questions

### Answer Rules

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

#### Question 1

#### Answer 1

#### Question 2

#### Answer 2

#### Question 3

#### Answer 3

#### Question 4

#### Answer 4

Click the CONTINUE button after you have answered and recorded for yourself and your club all of the answers for the above. Note the requirements for the password, and know that the answers to the security questions cannot have stuff like dashes, dollar signs, and so on. You will land on the work page, and will need to continue to set up your profile.



## User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

CONTINUE



Click the CONTINUE button. You will receive an email confirming your user profile was set up.



### Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

#### e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE



#### Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS



Application Version Number: 1.1.0

Version Build Date: 2016-04-21 14:59

Select Manage E-Postcard Profile



## e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    Contact Information    Confirmation

Please select Exempt Organization or Preparer

User Type  
Exempt Organization

[PREVIOUS](#)    [CONTINUE](#)

Chose Exempt Organization and click on CONTINUE.



## e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    Contact Information    Confirmation

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN  
 -     [ADD EIN](#)

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

[DELETE EIN](#)    [CREATE NEW FILING](#)

Put in YOUR EIN, choose Add EIN. This will look up your information and put in the Organization Name. If you are a member club under the AVA's 501(c)(3) umbrella, the name will be AMERICAN VOLKSSPORT ASSOCIATION, INC. If you are an independent, your club name should appear.

To submit the e-postcard, click on CREATE NEW FILING.

Choose your EIN from the drop down list and click the CONTINUE button.



## Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    **Organization Details**    Contact Information    Confirmation

### Electronic Notice-Form 990-N (e-Postcard)

#### Organization Information

For the tax year ending

June 30, 2015 ?

Has your organization terminated or gone out of business?

No ?

Are your gross receipts normally \$50,000 or less?

Yes ?

Organization's legal name -Line 1

AMERICAN VOLKSSPORT ASSOCIATION INC ?

Organization's legal name -Line 2

?

Employer Identification Number (EIN)

██████████ ?

[PREVIOUS](#)    [CANCEL FILING](#)    [CONTINUE](#)

Select CONTINUE



## Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    **Contact Information**    Confirmation

### Electronic Notice-Form 990-N (e-Postcard)

#### Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

\* = required field

#### Organization:

DBA Name

?

DBA Name - continued

?

**ENTER ADDITIONAL DBA NAMES**

Country\*

▼ ?

Number and Street (or PO Box)\*

?

The forms above and below are part of the same page. Use the scroll bars. If you are under the umbrella, you will add your club name in the DBA Name under Organization. Fill out the form with the club address information, and your responsible person (usually you that is filling out this information) all the way to the bottom.



City or Town\*  
 ?

State\*  
 ?

Zip Code\*  
 ?

Organization's website address, if applicable  
 ?

**Principal Officer:**

Type of Name\*  
 ?

Person Name\*  
 ?

Country\*  
 ?

Number and Street (or PO Box)\*  
 ?

City or Town\*  
 ?

State\*  
 ?

Zip Code\*  
 ?

**SUBMIT FILING.** On the next page, you will get an output certificate. Print that, preferably a screen print that puts it into a PDF file, then send it to [IRS-E-990@ava.org](mailto:IRS-E-990@ava.org) so it can be recorded in your file.

If you have any questions, you can send an email to the above address and someone will respond as quickly as we can, or contact the National Office at 210-659-2112 and ask for who can assist you with the Electronic Postcard.



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# Annual Financial Report and Worksheet

For IRS Section 501(c)(3) Organizations

**Required each year by November 15 to maintain your club's 501(c)(3) status. Form must be signed by President and Secretary. Both pages must be submitted to the AVA National Office.**

Club Name: \_\_\_\_\_ AVA #: \_\_\_\_\_

Official Club Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. The financial report for fiscal year ending June 30, 20\_, is summarized as follows:

GROSS INCOME \$ \_\_\_\_\_

GROSS EXPENSES \$\_\_ NET GAIN / LOSS

\$ \_\_\_\_\_

2. IRS Form 990 was filed and a copy is attached.

Indicate reason for filing:

\_\_\_\_\_ This is the first year under Group Exemption and IRS Form 990 is required.

\_\_\_\_\_ This fiscal year gross receipts exceeded \$50,000.

\_\_\_\_\_ The IRS sent Form 990 even though gross receipts were less than \$50,000.

\_\_\_\_\_ The gross receipts were less than \$50,000, club must file a 990N annually (E-Postcard).

A confirmation copy sent to AVA by mail, fax or email is required.

Or

\_\_\_\_\_ Club is under another entity's group exemption.

Name of Entity \_\_\_\_\_

3. The undersigned affirms that the club is in good standing with the AVA, is a non-profit organization, and has continued to comply with all requirements for inclusion under the AVA Group Exemption as stated in AVA Policy 1.02 and IRS Section 501(c)(3), Internal Revenue Code. Clubs

EIN# is: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Annual Financial Report and Worksheet

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Show negative amount in ( ). Use decimals in each column including zeros.

## GROSS INCOME

Club Member Dues	\$ _____
Donations	\$ _____
Event Fees	\$ _____
Fund Raisers	\$ _____
Sales	\$ _____
Other	\$ _____
<b>TOTAL GROSS INCOME</b>	<b>\$ _____</b>

## GROSS EXPENSES

AVA Annual Dues	\$ _____
AVA Sanction Fees	\$ _____
AVA Participation Fees	\$ _____
Inventory Purchases	\$ _____
Donations	\$ _____
Administrative Supplies	\$ _____
Event Supplies	\$ _____
Miscellaneous Expenses	\$ _____
State Association Dues & Fees	\$ _____
<b>TOTAL GROSS EXPENSES</b>	<b>\$ _____</b>

**NET (INCOME – EXPENSE)** \$ \_\_\_\_\_

Show negative amount in ( ). Use decimals in each column including zeros.

Beginning Bank Balance	\$ _____
<b>Deposits &amp; Additions +</b>	<b>\$ _____</b>
Checks-Cash & Deductions -	\$ _____
<b>Ending Bank Balance</b>	<b>\$ _____</b>
Total Value of Other Account	

(CDs, Savings, Secondary Checking) \$\_\_\_\_\_



# EXPENSES

		AVA	AVA	AVA	Inventory		Admin	Event	Misc	State Assn
		Annual Dues	Sanction Fees	Participation Fees	Purchase	Donations	Supplies	Supplies	Supplies	Dues/Fees

Figure 4

## **Submitting Electronic Event Participation Reports**

The AVA Policy Manual establishes parameters for After Action Reporting. It is highly recommended that clubs become familiar and stay current with the policy.

The Policy Manual establishes that the Event Participation Report for Traditional Events must be received at AVA Headquarters by the thirtieth day after the last day of the event and that the quarterly participation report for Year-Round and Seasonal Events must be received 30 days after the reporting quarter. It is strongly recommended that the report be submitted quickly to minimize the possibility of forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing.

### **Free Walker Coupons**

Free Walker Coupons will be retained by the Club Treasurer for seven years.

#### **c. Event Stamps**

Event Stamps should be destroyed within thirty days of last use.

#### **d. Pay state incorporation fees**

Usually, your state's Secretary of State requires a fee to operate as an incorporated entity in the state. Fees vary from state to state. When you incorporate, you will be required to submit Articles of Incorporation (VERY similar to your club's BYLAWS). One of the requirements is that in the closing articles, you must designate that if your club goes out of business, the remaining funds will go to a nonprofit organization. Please contact your state's Secretary of State for all requirements.

#### **e. Pay annual AVA dues**

Your club will be billed annually for AVA dues. When you receive that bill, write the check, authenticate it (if your club requires this), and submit it to AVA.

**4. Prepare an annual budget and present to Executive Committee Club. Track spending against budget.**

**5. Enroll and renew members in the club (unless the club has a separate Membership volunteer) and collect dues.**

When you collect the annual dues, this will require a note in the Income ledger. In the Income Ledger, you must note any names of those who paid. Then when you deposit these funds in your club account, all you will need is the total amount. The same is required for

new members. For new members, be sure to get contact information which will be turned over to the secretary.

**6. Receive and distribute club funds as required. Advise the President regularly as to the adequacy of club funds to meet club obligations.**

Some clubs require that checks be authenticated – that is, in addition to your signature, the President’s signature may be required too.

**7. Monitor club funds and assets operated by committees.**

Be sure that committees provide receipts for reimbursement.

**8. Record and maintain central records of all club assets and liabilities. (In concert with the salaried accountant, if one is employed.)**

One of the central records you must maintain are start cards from your club events and the registration pages for your club YREs. These must be maintained for 7 years. All financial records must be maintained for 7 years.



## **Bylaws**

Why does a club need Bylaws? Organizations generally need rules to govern themselves. Parts of AVA operate differently. Clubs usually have a Constitution or Bylaws (they are usually considered to be the same thing) for governance. Clubs usually create Standing Rules or some other rules to implement the Bylaws. AVA uses a Policy Manual to implement its Bylaws.

Bylaws usually have the following Articles:

- A. Name
- B. Purpose (in AVA and AVA Clubs, the purpose is contained as a 501(c)(3) nonprofit organization.
- C. Membership – who can be a member and member rights and responsibilities.
- D. Officers - this article spells out the duties of each of the four officers.
- E. Meetings – tells when membership meetings are held.
- F. Elections - tells how nomination are received and election procedures.
- G. Is there a Board of Directors - this is where those duties are delineated.
- H. Committees- Usually there are Standing Committees and Special Committees. Duties and expectations are shown here.
- I. Here is where the rules of order are spelled out. Usually, Roberts Rules of Order Newly Revised.
- J. How the Bylaws are amended. Because Bylaws are considered to be more permanent, a 2/3 majority is usually required to change Bylaws, but amendment can be anything you want it to be; just spell it out here. Standing Rules usually require only a 50% plus one majority for change.
- K. What happens to the Treasury if the club dissolves? AVA requires that the club's treasury go to an AVA affiliated organization (another AVA club or a state association, or even AVA itself).

Standing Rules implement the Constitution/Bylaws. An example of this might be spending limits for officers. Spending limits would be spelled out here. Bylaws might require that spending limits be in place for the President. Standing Rules would spell out the limits. The limits might change from time to time. That the amounts be in Standing Rules allows the Executive Committee/Board of Director to change the amounts, as necessary.

## **Incorporation**

Many clubs find it advantageous to incorporate as a 501(c)(3) nonprofit organization. Incorporation requires Articles of Incorporation. There are two advantages to incorporating:

- A. If sued, the club officers are not liable beyond the limits of the club's treasury.
- B. Because incorporation requires action with your state, it gives AVA an added bit of exposure/publicity.

Even though clubs are covered under AVA's umbrella incorporation, give serious consideration to incorporating. If your club decides to incorporate, contact your state's Secretary of State for details. It usually requires an initial fee to incorporate and an annual fee to continue as a corporation. There may be other requirements as well; depends on the state.

## Start Cards

Shown below are the three kinds of start cards/waiver forms used for participants to register for volkssport events. Although the forms are used as a waiver and release of liability, they are much more important. These **MUST** be maintained for by the club for seven years. Only the white copy of the completed start card is kept. The yellow copy is used for control purposes during the event.

If someone were to sue AVA because of injuries sustained at a volkssport event, the club will be required to produce the start card. Further, if someone is injured at an event, there is an Incident Report form created at that time. Both the start card and the Incident Report form are forwarded through the Regional Director to AVA. The Statue of Limitations usually expires after the seven year retention period. Although this is very important, there is another important purpose for the start card: mining the data to get new participants and new members. This requires that the information be legible. An example of this would be if the club sees that a person has participated who is not a usual at AVA events, the club should contact that person with a greeting such as: "Welcome to Volkssporting! There is a club in your area/neighborhood. The contact person for that club is \_\_\_\_\_. Here is a list of upcoming events in your area you may be interested in: \_\_\_\_\_." It's also a good opportunity to get legitimate criticism. New participants are a valuable asset to the growth of AVA. The Start Point at the event may have suggested the purchase of a New Walker Packet. If they haven't already bought one, the follow-up contact is another opportunity to get them participating regularly.

Although most events use the two part start card, sometimes it may be useful to use one of the sheets normally used for Year Round Events. An example would be if there were a start point bottle neck or a very narrow start window. Someone could walk along the line of those waiting to register with a clip board getting people to register on the sheet. Of course, the clip board would work with the regular start card too.

AVA <sup>®</sup> OFFICIAL EVENT START CARD		Start No.
Name _____		
Address _____		
City _____	State _____	Zip _____
E-Mail _____		
Distance _____ km	Paid \$ _____	STAMP # _____
<p align="center"><b>DISCLAIMER OF LIABILITY</b></p> <p>In consideration of being allowed to participate in any way in AVA volkssporting programs and related events and activities, the undersigned:</p> <ol style="list-style-type: none"> <li>Agrees that before or during my participation, if I believe anything is unsafe, I will immediately advise the event supervisor or other person in authority at the volkssporting program and the related events and activities of such conditions and refuse to participate;</li> <li>Acknowledges and fully understands that each participant will be engaging in activities that involve the risk of serious injury, including permanent disability and death and severe social and economic losses which might result not only from my own actions, inactions or negligence of others, or the condition of the premises, the trail or any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.</li> <li>Assumes all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death;</li> <li>Release, waive, discharge and promise not to sue the American Volkssport Association, its affiliated clubs, their respective administrators, directors, agents, or other volunteers and employees of the organization, other participants, sponsoring agencies, sponsors, advertisers and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releasees", from demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise.</li> <li>Members, please be aware that when you share photos, via digital image or otherwise, with AVA, such photos or images become the property of AVA And AVA, its legal representatives and assigns, retain the right and permission to publish, any such photo or image in any written or electronic publication, including Checkpoint or TAW, on social media, websites, or in audiovisual presentations, promotional literature, advertising or in similar ways.</li> </ol>		
Signature _____		Date _____
CK PT #1	CK PT #2	
CK PT	1	2
	3	4
	5	6
	7	8

## Event Registration Log

Club Name \_\_\_\_\_ Club No. \_\_\_\_\_ Event No. \_\_\_\_\_

### Amateur Athletic Waiver and Release of Liability

In consideration of being allowed to participate in any way in American Volkssport Association (AVA) volkssporting programs and related events and activities, the undersigned:

1. Agrees that before or during my or my minor child's participation, if I believe anything is unsafe, I will immediately advise the event supervisor or other person in authority at the volkssporting program and the related events and activities of such conditions and refuse to participate;
2. Acknowledges and fully understands that each participant will be engaging in activities that could involve risk of serious injury, including permanent disability and death and sever social and economic losses which might result not only from my own or my minor child's actions, inactions or negligence of others, or the condition of the premises, the trail or any equipment used. Further, that there may be other risks not known or not reasonably foreseeable at this time.
3. Assumes all the foregoing risks and accepts personal responsibility for the damages following injury, permanent disability or death;
4. Releases, waives discharges and promises not to sue AVA, its affiliated clubs, their respective administrators, directors, agents, volunteers or employees, other participants, sponsoring agencies, sponsors, and advertisers, and, if applicable, owners and lessors of premises used to conduct the event from demands, losses or damages on account of injury, including serious injury permanent disability or death, or damage to property, caused or alleged to be caused in whole or in part by the negligence of any such person or organization, or otherwise.
5. Members, please be aware that when you share photos, via digital image or otherwise, with AVA, such photos or images become the property of AVA and AVA, its legal representatives and assigns, retain the right and permission to publish and such photo or image in any written or electronic publication, including Checkpoint or TAW, on social media, websites or in audiovisual presentations, promotional literature, advertising or in any similar method.

***The undersigned has read the above waiver and release, understands that I have given up substantial rights by signing it and sign it voluntarily. I further understand that if I place my name on the form upon which this waiver and release is printed, that I voluntarily agree that I understand that I have given up substantial rights.***

START NUMBER	DATE	NAME & ADDRESS OF PARTICIPANT (Please Print)	PARTICIPATION CATEGORY (Mark One)	SIGNATURE OF PARTICIPANT
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# Event Registration Log

Club Name \_\_\_\_\_ Club No. \_\_\_\_\_ Event No. \_\_\_\_\_

## Amateur Athletic Waiver and Release of Liability

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2. Acknowledges and fully understands that each participant will be engaging in activities that could involve risk of serious injury, including permanent disability and death and sever social and economic losses which might result not only from my own or my minor child's actions, inactions or negligence of others, or the condition of the premises, the trail or any equipment used. Further, that there may be other risks not known or not reasonably foreseeable at this time.
3. Assumes all the foregoing risks and accepts personal responsibility for the damages following injury, permanent disability or death;
4. Releases, waives discharges and promises not to sue AVA, its affiliated clubs, their respective administrators, directors, agents, volunteers or employees, other participants, sponsoring agencies, sponsors, and advertisers, and, if applicable, owners and lessors of premises used to conduct the event from demands, losses or damages on account of injury, including serious injury permanent disability or death, or damage to property, caused or alleged to be caused in whole or in part by the negligence of any such person or organization, or otherwise.
5. Members, please be aware that when you share photos, via digital image or otherwise, with AVA, such photos or images become the property of AVA and AVA, its legal representatives and assigns, retain the right and permission to publish and such photo or image in any written or electronic publication, including Checkpoint or TAW, on social media, websites or in audiovisual presentations, promotional literature, advertising or in any similar method.

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START NUMBER	DATE	NAME & ADDRESS OF PARTICIPANT (Please Print)	PARTICIPATION CATEGORY (Mark One)	SIGNATURE OF PARTICIPANT
			( ) Award ( ) Credit Only ( ) Non IVV	
			( ) Award ( ) Credit Only ( ) Non IVV	
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## **Awards**

Policy for awards is contained in the Policy Manual. The purpose of showing them here is to show how easy it is to nominate someone for an award. Most of the Awards in the AVA arsenal are handled at Regional or lower level. The key is this: **Anyone may nominate anyone for an AVA award at any time.**

The purpose for awards is the personal recognition given to someone who is doing an outstanding job for the club, and by extension, AVA. Some people argue that too many awards dilutes the value of the award. The counter to that is that the person receiving the award NEVER feels the award has been diluted. It's probably better to err on the side of too many awards rather than too few.

How the award is presented is crucial to the success of the award. If the award is presented in an off hand manner – “oh by the way, here is an award,” it has little meaning. However, if it is presented conspicuously at a public meeting, it has lots of meaning. It works as public recognition but also as model for others - that is, others may aspire to the same recognition.



AVA Regional Recognition Awards Nomination Form

Instructions:

Please use a separate form for each individual, business or organization and select only one (1) award type per form. Fill in all supporting information. Nicknames are not to be used. Incomplete or illegible forms will not be accepted.

\_\_\_ Commendable Service Award

Individual with significant service to the AVA at the regional, state or club level.

\_\_\_ Meritorious Service Award

Individual with at least five (5) years service to the AVA providing outstanding service and support to volkssporting at the regional, state and club level.

\_\_\_ Certificate of Appreciation Award

Business or organization, which has made significant contributions toward the goals of the AVA on a regional, state or club level.

Individual Nominee:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business or Organization:

Business or Organization Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Citation: Provide exact wording that will appear in the convention awards booklet, if approved. Fifty (50) words or less. No citation required for Commendable Service.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

AVA Club: \_\_\_\_\_ Position: \_\_\_\_\_

Regional Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Regional Director must notify the Awards and Recognition Committee of Regional Awards presented since the last AVA Biennial Convention and/or to be presented at this convention, no later than March 1 before the convention so the committee can list these awards in the roster of awards distributed at the convention. The official, national announcement of regional awards should be a part of the convention.

National Executive Council Action: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Approved \_\_\_ Disapproved \_\_\_ Upgrade \_\_\_ Downgrade

**In the space below:**

Provide a statement as to why you feel the nominee should be recognized for this award. Your statement should contain all the information you feel pertinent and appropriate in determining the grant of this award, including information concerning service, positions held and committee memberships at the club, state, region and national levels, describing the nominee's specific duties and achievements. The statement must include the number of years of active service at all levels. (Active meaning regularly attending meetings, working at events, involvement in various club activities, involvement at club, state, region and / or national level, holding office, committee memberships, and positions at various levels, etc.)

I nominate \_\_\_\_\_ for the  
\_\_\_\_\_ Award. \_\_\_\_\_ distinguished  
herself/himself by providing outstanding service to the \_\_\_\_\_

**Volkssport Club and the American Volkssport Association. His/her service included:**



# American Volkssport Association Recognition Awards Nomination Form

Instructions: Submit only one (1) individual per form and only one (1) award type per form. Fill in all supporting information. Incomplete or illegible forms will not be accepted. Use First, MI, Last Name of Nominee. No Nicknames.

Hall of Fame Award

At least ten years of significant AVA service at the National, State and Local level with exceptional contributions that has affected several regions.

Trailblazer Award

Significant contribution by an AVA Club to the development of walking trails or to the support of trail related issues.

Distinguished Achievement Award

At least eight years service to AVA, providing extraordinary service at several stages of involvement.

Ted Ballman Memorial Youth Award

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 volkssport programs for youth around the world.

First, MI, Last Name of Nominee: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

CITATION:(provide exact wording that will become part of the AVA records. No more than fifty words)

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

AVA Club: \_\_\_\_\_ Position: \_\_\_\_\_

**Provide a statement on page 2 as to why you feel the nominee should be recognized for this award.**

Submit to Regional Director no later than November 1 prior to Convention\*  
(\*AVA Committee Chairs submit directly to the AVA Awards Chair.)

Regional Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved**

**Disapproved**

**Upgrade**

Regional Director forward to AVA Recognition Awards Chair by March 1.

American Volkssport Association, 1008 S. Alamo St., San Antonio, TX 78210 Office (210) 659-2112 Fax (210) 659-1212



**IN THE SPACE BELOW**

Provide a statement as to why you feel the nominee should be recognized for this award. Your statement should contain all the information you feel pertinent and appropriate in determining the grant of this award, including information concerning service, positions held and committee memberships at the club, state, region and national levels, describing the nominee's specific duties and achievements. The statement must include the number of years of active service at all levels. (Active meaning regularly attending meetings, working at events, involvement in various club activities, involvement at club, state, region and / or national level, holding office, committee memberships, and positions at various levels, etc.)

I nominate (First,MI,Last Name)\_\_\_\_\_ for the  
\_\_\_\_\_ Award. (No Nickname)\_\_\_\_\_  
distinguished herself / himself by providing\_\_\_\_\_years of significant / outstanding service to the  
\_\_\_\_\_ Volkssport Club and the American  
Volkssport Association. His / Her service included:

American Volkssport Association, 1008 S. Alamo St., San Antonio, TX 78210 Office (210) 659-2112 Fax (210) 659-1212