

# CVA Policy Guide 2021

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# California Volkssport Association (CVA) Policy Guide

The CVA's Policy Guide is a **living** document intended to help the CVA leadership and its member clubs to understand the standard practices of the organization. Some monetary amounts might need to be changed as time continues, and changing the Bylaws at each CVA Convention takes up valuable time. These policies can be changed by the State executive Council (SEC) or the member clubs at a regular or special membership meeting. There are also practices that have been implemented in the past without any written guidelines. Hopefully the Policy Guide will make it clear and easier to run the organization by providing guidance to new and returning officers in the years to come.

**I. Active/Inactive clubs:** The Pacific Regional Director (PARD) continues to be the liaison for CVA clubs and the AVA.

**II. Affiliation with AVA:** All California clubs must follow the rules and guidelines of the American Volkssport Association, (AVA).

**III. AVA & CVA Brochure Checklist:**

1. Name of sponsoring club.
2. AVA logo and IVV logo (on the front).
3. Type of event.
4. Location and parking for the event.
5. Date(s) of event.
6. Distance(s).
7. Statements: "This event is sanctioned by the American Volkssport Association (AVA), a member of the International Federation of Popular Sports" and "This event counts toward the acquisition of IVV Achievement Awards."
8. Event sanction number, for example: PA20/123456 (region code, year/event reference or sanction number).
9. Special Programs offered.
10. Specific location/address with zip code from a well-known landmark for start/finish. Use coordinates if necessary.
11. Start and finish times. For YRE/Seasonal Events include the statement that the event can be done during daylight hours, host business hours, or list any days closed.
12. Information contact including phone number, email address, and alternate if available. Access to Internet resources. [www.ava.org](http://www.ava.org) Traditional Events.
13. A statement that the event is open to everyone.
14. A general description of the course including terrain, surface hills and the expected level of difficulty (trail rating). A statement indicating whether or not wheelchairs, baby strollers or wagons can be taken on the trail.
15. Each club is responsible for providing a waiver clearly visible for all participants on personal loss. i.e. "The American Volkssport Association or its subsidiary clubs are not responsible for theft or loss of personal belongings or property."
16. Your brochure should include these statements: "A waiver must be signed by those participating in any event. A parent or guardian must sign for children under 18." "Children under 12 must be accompanied by an adult."
17. A statement that water will be available at the start/finish and control points or that water must be carried. Availability of restroom facilities at the start/finish and along the course.
18. Written directions adequate for those who are unfamiliar with the area to find the

event.

19. Miscellaneous information: parking fees, entry fees, commercial bus/railway/ferry information, policy on pets and cameras, etc.
20. If an award is offered a photo or sketch of the award should be included. Identify the type, cost of award, size, design description, number available and whether or not more will be ordered.
21. Registration fees and instructions. "Anyone may participate for free if no credit is desired."
22. Pre-registration form and pre-registration deadline.
23. Refund policy and event conditions. i.e. "Credit refunds cannot be provided."  
"This walk event will take place regardless of the weather conditions."

#### **IV. Bylaw Review:**

The Bylaws of the CVA are to be reviewed every 4 years after the Convention, and finished for member club review before the next Convention. (see CVA Bylaws)

#### **V. The Compass:**

##### **A. CVA's Official Publication is The Compass.**

The Compass is published 4 times a year; **January** for; January, February and March, **April** for; April, May and June, **July**; for July, August, September, **October** for; October, November and December.

##### **B. Distribution Policy and Formula:**

All clubs may receive up to 20 copies of its publication for each quarter. The clubs' number of copies is determined by the following:

1. Number of Seasonal or Year-Rounds get one copy for each event per quarter, plus 4 copies for each Traditional Event during the quarter of the publication when the event takes place. \*For example: BBVC has 3 Year-Rounds and 1 Traditional Event in a particular quarter. BBVC would get 3 copies (one for each YRE) plus 4 for having the Traditional Event. Thus, a grand total of 7 copies of The Compass go to BBVC to distribute to new members, prospective members, in a start box, or on the start table at a Traditional Event.
2. Individuals may subscribe to The Compass to receive a copy each quarter in the mail for the suggested donation of \$15.00/year or pro-rated for each quarter.

##### **C. Compass Article Submitting:**

1. All clubs should submit a one-column per event article to The Compass Editor in order to advertise their Traditional Event(s). (*Specific instructions for article contents are listed elsewhere in this guide.*)
2. The 10's of MANF apply to all clubs submitting articles. For example; Articles for the 3<sup>rd</sup> quarter must be submitted by **May 10**. Articles for the 4<sup>th</sup> quarter must be submitted by **August 10**. Articles for the 1<sup>st</sup> quarter must be submitted by **November 10**. Articles for the 2<sup>nd</sup> quarter must be submitted by **February 10**.

##### **D. Compass Article Contents:**

In order to submit an article to **The Compass** it should include the following items.

1. Name of sponsoring club
2. Type of event
3. Sanction Number
4. Location -- city or area
5. Date(s) of event
6. Distance(s)

7. Start point place and address with zip code
8. Start time
9. Finish time
10. Trail Rating (1-5 and A-E) and description
11. Special Programs offered
12. Picture of award or "For credit only"
13. Award description, # ordered, if there will be a reorder
14. Preregistration -- cost (fees), deadline, check payee, mailing address
15. Miscellaneous-- water, restrooms, food, pets
16. Suitability of trail for wheelchairs and strollers
17. Directions from different freeways or areas
18. Map
19. POC info with phone access during the event
20. Extras: Club logo, graphics, views from the trails

**VI. Dues and Fees:**

Sanction fees of \$10.00 per event whether year-round, seasonal, or Traditional are paid directly to the treasurer upon receipt of the invoice for the event(s).

**VII. Membership:**

California clubs shall be members of the CVA. Each club gets 2 votes at the Annual CVA Convention. The delegates must fill out the delegate designation form in advance of the meeting in order to vote.

**VIII. Policy Guide Review:**

If deemed necessary by the SEC, these Policies may be revised on an annual basis and are subject to change by a majority vote of the SEC. or the CVA member clubs at a regular or special meeting.

**IX. Reimbursement Policy:**

- A. Some reimbursement policies are located in the CVA Bylaws. Additional and future financial policies will be in this manual.
- B. The CVA will reimburse the CVA Convention host club(s) up to \$150.00 total for Friday's Meet & Greet.
- C. CVA grants for new clubs; The CVA may help new clubs by offering a grant up to \$300.00 or at the discretion of the SEC in order to offset the start-up costs. Clubs applying for this grant:
  1. Must have filed with the IRS and received an EIN number
  2. Received an approval from AVA for an application to begin a new club with the AVA 501(c)(3) designation
  3. Received sanction approval to host a traditional event
  4. Opened a bank account in the club's name and
  5. That the new club actually submits, in writing, a formal request for this grant.
- D. Grants for existing clubs; CVA may foster a grant process, for existing California clubs, to request up to a \$1000.00 grant payable to the club, not an individual, provided that:
  1. The club is current with its filing with the IRS
  2. The club is in good standing with AVA and CVA
  3. Included in the proposal are various ways the club has attempted to stay viable
  4. In the grant proposal a list is included of the specific items that would be purchased with the requested funds.
  5. The club has a bank account in the club's name

**X. Sanctioning Traditional Events:**

- A. Any California club wishing to sanction a Traditional Event must have the approval of the Vice President in charge of the calendar to make sure there are no conflicts for a chosen date. If a chosen date needs to be changed, get approval from the VP.
- B. After receiving an acceptable date, the club representative shall go to their club's Event Sanction Request (ESR) area on the AVA website and fill out the sanction request. This must be done no less than 90 days before the event.
- C. Upon receiving a sanction number, the club shall complete an Event Brochure to be approved by the CVA President.
- D. Before approval of the Brochure, the club may enter the information from the Brochure to the "edit" section of the ESR on the club's AVA page prior to approval of either Brochure or Sanctioned Event.

**XI. Year Round and Seasonal Event Sanctioning:**

The procedure for sanctioning YREs and Seasonals is similar to that of the Traditional Event with the following exceptions:

- A. The window for scheduling YREs and Seasonals begins on June 1 and goes through August 31 of the year prior to the year that it will happen. A YRE or Seasonal may be sanctioned after, August 31 but will not appear in the Starting Point (an annual publication of all YREs and Seasonals for the entire country for the following year).
- B. A Brochure may be created for a given YRE or Seasonal but CVA approval is not necessary.