

Canadian Volkssport Federation (CVF)
La Fédération canadienne volkssport (FCV)

Rules and Regulations

Part 1 – Administration

1. GENERAL INTRODUCTION

1.1 These Rules and Regulations are established according to Bylaw No. 1 and the CANADA CORPORATIONS ACT to enable the businesslike administration and operation of the Federation.

1.2 The Federation is a Canadian non-profit recreational organization, registered under the CANADA CORPORATIONS ACT. As a member of the International Federation of Popular Sports (IVV), the Federation undertakes to fulfill its mandate and obligations detailed in the Statutes and Bylaws.

1.3 The Federation and affiliated organizations do not condone or accept any form of personal harassment by participants or associates during sponsored events or activities.

1.4 The Goal of the Canadian Volkssport Federation is to offer to Canadians, of all ages and in all parts of the country, the opportunity to participate in our program of organized physical activities, the principal of which is (but not limited to) walking, so that they may personally benefit from the advantages of healthy physical exercise. Furthermore, it also is the goal of the Canadian Volkssport Federation to inform and educate Canadians to the existence and the benefits of our program.

2. MEMBERSHIP - GENERAL

2.1 Membership Categories

Memberships in the Federation are granted in five (5) distinct categories, as approved by the Board: i.e. Regular, Affiliate, Individual, Regional Association, and Honorary. All members have the responsibility to promote the mission and goals of the Federation.

a) Regular Members are known as “Clubs”. They are organized Canadian non-profit recreation groups, whose applications for membership have been approved by the Board following receipt of the required fee and documentation. Regular

membership is renewable annually by payment of the required fee by January 1st each year.

b) Affiliate Members are known as “Affiliates”. They comprise private commercial or public organizations, (e.g. recreational travel enterprises) and non-Canadian Volkssport organizations whose primary purposes are compatible with the Purposes, Mission, Goals and Objectives of the Federation. Affiliate membership is renewable annually by payment of the required fee by January 1st each year.

c) Individual Members are known as “Volkssporters”. Membership is open to all individuals interested in volkssports. Where clubs exist, individuals are encouraged to join these clubs and participate in the business of the Federation through the club. Where no clubs exist, individuals may receive individual membership recognition upon payment of the required fee as set by the Board of Directors.

d) Regional Associations are unique categories of Federation membership granted to Volkssport organizations formed at the request of the majority of Clubs situated within a geographic region. Regional Association membership is renewable annual by payment of required fee by January 1st each year.

e) Honorary Membership are persons, groups or organizations on whom the Board of Directors have by resolution conferred this special category of membership for a specified period in recognition of their support and assistance to the Federation. Honorary members are not subject to payment of fees.

3. TRANSFER OF MEMBERSHIP

3.1 Under ordinary situations, membership in any category is not transferable.

3.2 Under exceptional circumstances, where transfer of membership may be viewed as being in the best interests of the Federation, a request for transfer may be considered by the Board, provided the recipient of the transfer has connections with the Federation.

4. MEMBERS RESPONSIBILITIES AND RIGHTS

4.1 Club Responsibilities

Each Club is responsible for:

- a) forwarding to the Federation, within 60 days following receipt of the Membership Certificate, and annually on payment of membership renewal fees, current details of:
 - (1) the Club's address and postal code;
 - (2) telephone and fax number/s, e-mail addresses;
 - (3) the Club's officers;
 - (4) noteworthy changes in the Club's particulars to the Federation and the Regional Association.
- b) compliance with the Statutes and Bylaws of the IVV and the Bylaws and Rules and Regulations of the Federation.
- c) ensuring the Club's internal constitution and bylaws are consistent with the Federation Bylaws and Rules and Regulations.
- d) sponsoring at least one sanctioned Volkssport event (i.e. Year-Round/Seasonal/ Volksmarch/etc. per calendar year.
- e) reporting to the Federation or to their respective existent Regional Association the required statistics of participation, i.e. statistics for ordinary events, within fourteen (14) calendar days of the event; for YREs, no later than January 31st of the following year, and for Seasonal events, within thirty (30) calendar days of the end of the seasonal period.
- f) memberships in and cooperation with the respective existent Regional Association in the region where the Club is located.
- g) designation of the Club Delegate or Proxy to vote and represent the Club's interests at Federation general meetings and meetings of the existent Regional Association.
- h) advising Club members and other Volkssporters on details of IVV and Federation programs and other volkssport activities.
- i) maintaining Federation membership and affiliation with an existent Regional Association, in good standing by prompt payment of annual fees.

4.2 Club Rights

Each Club has the right to cast votes at general meetings to:

- a) elect eligible candidates to serve as President, Vice-President and their respective Regional Director on the Board;

b) provide direction to the Board on issues significant to Clubs and their Volkssport members.

4.3 Affiliate Responsibilities

Each Affiliate is responsible for:

- a) maintaining Federation membership in good standing by payment of Annual Membership fees on or before January 1st each year.
- b) advising the Federation of change of officers' name(s), address and postal code, e-mail address, telephone and fax numbers;
- c) upholding the principles and concepts of the IVV, and compliance with the Federation Bylaws and Rules and Regulations, especially in the conduct of Affiliate-sponsored Volkssport events;
- d) reporting to the Federation the required statistics of participation in sponsored events within fourteen (14) days of each event;
- e) referring troublesome issues directly to the Board for resolution, if necessary, at a general meeting.

4.4 Affiliate Rights

Affiliate Membership has the right to:

- a) sponsor Volkssport events as sanctioned by the Federation;
- b) advertise Affiliate-sponsored events for a fee in magazines, newsletters and brochures, etc, published by the Federation and its members.

4.5 Volkssporters' Responsibilities

Volkssporters (as Individual members of the Federation) are responsible for:

- a) upholding the IVV concept and principles and compliance with the Federation Bylaws and Rules and Regulations, as applicable;
- b) encouraging non-member participants in Volkssports to join and actively support a Volkssport Club;
- c) active participation in planning and organizing Club events and social activities;

d) assisting in the maintenance of high standards in the conduct of a Club's sponsored events.

4.6 Volkssporters' Rights

Volkssporters have the right to:

- a) hold membership in and actively support more than one Club;
- b) attend any general meeting of the Federation and existent Regional Association;
- c) express their individual views and preferences at general meetings of the Federation and existent Regional Associations;
- d) wear and display the Federation insignia in the form of pins, patches and decals.

4.7 Regional Association Responsibilities

Each Regional Association will function within its respective region as an official extension agency of the Federation and will be responsible for:

- a) maintaining Federation membership in good standing by payment of Annual Membership fees on or before January 1st each year;
- b) upholding the principles and concepts of the IVV and compliance with the Federation Bylaws and Rules and Regulations, especially in the conduct of Volkssport events;
- c) providing advisory support on details of IVV and Federation programs and other Volkssport activities, plus administrative and operational support to Clubs and Affiliates;
- d) sanctioning Volkssport events sponsored by Clubs, if granted authority by the Federation;
- e) reporting to the Federation the required statistics of participation, i.e. statistics for ordinary events, within forty-five (45) calendar days of the event, for YREs, no later than February 15th of the following year, and for Seasonal events, within forty-five (45) days of the end of the seasonal period.
- f) publicizing, developing, coordinating and promoting Federation activities in their areas.

4.8 Regional Association Rights

- a) Regional Association shall have the right to vote at any meeting.
- b) Regional Associations shall receive a percentage of the sanction fee for events sanctioned by the Association. The rate will be set by the Board from time to time.
- c) Regional Associations shall have the right to sponsor Volkssport events as sanctioned by the Federation.

5. ADMINISTRATIVE MANAGEMENT

5.1 Board of Directors

Management of the Federation is under the direction of the Board of Directors, subject to all legislation and bylaws affecting the Federation, the IVV Statutes and Bylaws, and the Federation Bylaws and Rules and Regulations.

5.2 Eligibility for Election

a) President and Vice-President

To become eligible for election to the offices of President or Vice-President, candidates must be:

- (1) at least 18 years of age and a member in good standing of a Member Club in good standing;
- (2) nominated in writing by at least two (2) Regular Member Clubs in good standing;
- (3) currently, or have been, a President of a Member Club for at least two (2) years, a Regional Association President or a Federation Director.

b) Directors

To become eligible for election to a vacant director position, (i.e. other than for President or Vice-President), candidates must be:

- (1) at least 18 years of age and a member in good standing of a Member Club in good standing, located within the respective Region which the directorship will represent on the Board;
- (2) nominated in writing for election to the Board by at least one (1) Member Club in good standing, situated within a respective Region;
- (3) currently, or have been, an incumbent of an Officer's position in a Regular Member Club for at least one (1) year.

5.3 Accountability

The Board is accountable to the Membership at large for:

a) Management of the overall business and operational affairs of the Federation according to applicable legislation, IVV Statutes and Bylaws and the Federation Bylaws and Rules and Regulations.

b) Routine Administration

The Board will assign day-to-day routine administrative, financial, and operational duties to the members of a subordinate standing Executive Committee for implementation of plans, programs, policies and procedures.

c) Development Resources

The Board by resolution will ensure that appropriate steps are taken to enable the Federation to acquire grants, gifts, and donations of any kind for dedication to the advancement of volkssports in Canada.

d) Policy Development and Implementation

The Board will formulate and distribute statements of official Federation policy and procedural guidelines to uniformly address recurring issues such as those raised by resolutions of Member Clubs at general meetings, and as reported by Regional Associations.

e) Annual Budget

At each AGM the Board will present an Annual Budget for the following Fiscal Year for the approval of Members.

6. **BOARD MEETINGS**

6.1 Voting

a) Each Director, including the President and Vice-President, has an equal vote on all questions raised at Board meetings.

b) Each question will be decided by a majority of the votes cast.

c) A "Tie Vote" will defeat a motion or resolution.

d) Voting by Proxy is not allowed.

7. **STANDING COMMITTEES**

7.1 The Standing Committees of the Federation shall consist of the Materials Manager, Historian, Awards Coordinator, Editor of Volkssport Canada, European Representative and any other committee as the Board may determine.

7.2 The Standing Committees shall be appointed by resolution of the Board of Directors at the first meeting of the Board of Directors following an Annual General Meeting of members.

7.3 The appointed Committees shall hold their position for one (1) year from the date of appointment or until their successors are appointed in their place and are subject to removal for just cause.

8. DUTIES OF STANDING COMMITTEES

8.1 The Materials Manager shall:

- a) arrange procurement of all Federation specialty items in quantities prescribed by the Executive Committee;
- b) arrange for the design, printing, and distribution of official forms, stationery and other administrative materials;
- c) maintain an up-to-date itemized listing of materials held in stock;
- d) maintain a three (3) year stock of IVV Awards, Passbooks, and International Record Books, to be reviewed annually;
- e) arrange distribution of Federation specialty items in response to requisitions and include the invoice for payment;
- f) prepare the annual report.

8.2 The Historian shall:

- a) act as the official archivist of the Federation;
- b) solicit various materials e.g., written/printed records, photographs, documents, recordings, awards, correspondence, narrative accounts of noteworthy Volkssport activities, etc., to reflect the history of the Federation;
- c) arrange for displays of items of historical interest, at the direction of the Board of Directors;
- e) prepare an annual report.

8.3 The Awards Coordinator shall:

- a) administer the IVV International Volkssport Awards Program throughout the Federation by:
 - (1) issuing Passbooks to participating Volkssporters;
 - (2) confirming the validity of each Award submission before mailing the respective Award;
 - (3) maintaining up-to-date Records of Achievement for each participating volkssporter;
- b) advise the Editor of Volkssport Canada of the IVV Awards issued to individual Volkssporters;
- c) prepare an annual report.

8.4 The Editor of Volkssport Canada shall:

- a) compose, proofread, publish and distribute the quarterly editions to subscribers;
 - b) invite/solicit articles from individuals and clubs;
 - c) invite/solicit advertising at competitive rates, as approved by the Executive, from business enterprises, public organizations and members of the Federation, etc;
 - d) collaborate with the Treasurer regarding payment for advertising and subscriptions;
 - e) prepare an annual report.
- 8.5 The European Representative shall:
- a) on request of the President, participate at IVV meetings and other European activities as an official representative of the Federation;
 - b) on a routine basis, act the principal liaison official of the Federation in Europe for the IVV organization and/or visiting members of the Federation;
 - c) be accountable for Federation funds expended for official duties;
 - d) carry out other official duties as requested by the President;
 - e) prepare an annual report.

9. EXECUTIVE SUPPORT STAFF

- 9.1 The Executive Assistant is appointed annually under a formal service contract to:
- a) operate and maintain the daily administrative affairs and services of the Federation Head Office;
 - b) function as a Central Registry for receipt, redirection, and distribution of all items of mail arriving via Canada Post, Fax, e-mail or courier;
 - c) distribute details of all significant changes of names, addresses and phone/Fax numbers to all members of the Board, the Executive Committees and the IVV;
 - d) distribute copies of the Minutes of general meetings and the annual IVV Record Book Reconciliation Report to the President of the IVV;
 - e) maintain the Federation filing and computerized data bases in a current state to assure ready access to accurate data and information;
 - f) maintain up-to-date records of all IVV Honours presented to Canadian Volkssporters, including the President's Letter of Appreciation, the Bronze, Silver and Gold Merit Pins, the IVV Honour Pin, and Nomination for IVV Honorary President.;
 - g) maintain up-to-date records of all National Award Pins and Certificates issued by the Federation, including the President's letter of Appreciation;
 - h) perform other functions as requested by the President;

- i) prepare an annual Head Office Activity Report for submission to the President.

10 ELECTIONS

- 10.1 The Chair will designate a number of scrutineers to distribute Election Ballots to each delegate and proxy. After a vote the scrutineers will collect and count the ballots properly recorded. They will then report to the Chair (1) the total votes cast and (2) the total(s) of votes cast for each candidate.
- 10.2 When more than one candidate is nominated for election to a single vacancy, scrutineers will report to the Chair the number of votes cast “For” each candidate, in the order shown on the Ballot.
- 10.3 The candidate receiving a majority of votes overall (i.e. more than 50%) will be declared “elected”.
- 10.4 When there is no clear majority, the candidate receiving the least votes is deleted from the Ballot. The voting will continue in this process until a clear majority for one candidate is obtained, and that candidate is declared “elected”.
- 10.5 The Chair will announce the results of the Ballot for each vacancy by declaring:
 - a) the total number of votes cast;
 - b) the total number of votes “For” each candidate;
 - c) the name of each candidate receiving the majority of votes, declaring each of them “elected”.

11. REVISIONS

- 11.1 Revisions or amendments to these Rules and Regulations may be enacted on approval of a majority of voting delegates at any annual or special meeting of the Federation.
- 11.2 Proposed changes to the Rules and Regulations will be submitted to the President at least ninety (90) days prior to any meeting.
- 11.3 In accordance with the Bylaws and the applicable legislation governing the Federation, the Rules and Regulations must be approved each year by the membership, notwithstanding that there may be no amendments or changes.

Part 2 – Volkssport Programs

1. WALKING DAY EVENTS (VOLKSMARCH (W))

- 1.1 A Walking Day Event (W) is an event with an open start time between two different times as well as a determined time ending the event.

Local approval may be required for organizing an event wherever required.

The trail should be clearly marked to clearly guide participants around the route.

Upon registration each participant shall be given a Start Card, which must be signed or sign a Registration sheet with a waiver prior to starting the event.

The start and finish is from the same point and participants must pass through at least one checkpoint along the route to confirm their completion of the distance.

A checkpoint should be planned every 5 km, if feasible, with free beverages.

The finish point must be kept open a reasonable time after the end of registration to allow participants to walk the trail at their own pace. The event must be advertised by the preparation and distribution of an announcement, either in hardcopy or electronically.

- 1.2 The minimum distance for a walking day event is 10 km. A shorter distance (5 to 9 km) and a longer distance up to 50 kilometers can also be offered. The distances are to be family-friendly and handicapped accessible, as far as possible considering the area.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

- 1.3 If the walking event takes place on two or more consecutive days, different distances can – but don't have to – be offered.
- 1.4 The distance announced must be precise and be the actual distance to the nearest whole kilometer.

- 1.5 Special provisions for the physically challenged should be made. These participants must complete one third (1/3) of the route on their own resources in order to qualify for completion of the event, including the distance covered.
- 1.6 A souvenir award, unique to the event, may be offered to participants who have completed the designated trail and paid the appropriate fee. Where multiple distances are offered, the award should reflect the effort of the participant, e.g. a bronze award for the short and small distance, silver for the medium distance and gold for the long distance.
- 1.7 Participation in the event and distance walked during the event may be recorded in the participant's IVV record books upon payment of the required fee or participants may be required to pay a participation fee not exceeding \$2.
- 1.8 After receiving approval, the club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

2. CYCLING DAY EVENTS

- 2.1 The process for a Cycling Day Event is the same as that for Walking Day Events, except for distance.
- 2.2 The minimum distance for a Cycling Day Event is 20 km. Longer distances up to 100 kilometers are possible.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

- 2.3 Certification of distance for a Cycling Day Event must be put in a Bicycle Distance Book. One bicycle event/distance stamp may be put in a regular walking Event/ Distance Book once each half year unless you have a Bicycle Distance Book.
- 2.4 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

3. CROSS-COUNTRY SKIING EVENTS

- 3.1 The process for a Cross-Country Skiing Event is the same as that for Walking Day Events, except for distance, nature and condition of trail(s).
- 3.2 The minimum distance for a Cross-Country Skiing Event is 10 km. A shorter distance (5 to 9 km) and a longer distance up to 40 kilometers can also be offered.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

In conjunction with a Cross-Country Skiing Event: a Walking, Snowshoeing, or Skating Event is allowed as long as the start and finish points of these activities take place in the same spot, time and date.

It is recommended to simultaneously offer a walk in case the weather conditions, such as lack of snow, do not allow for it.

All participants have to be equipped with the necessary protection gear.

- 3.3 Certification of distance for a Cross-Country Skiing Event is recorded in a regular Distance Book.
- 3.4 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

4. SWIMMING – AQUA WALKING EVENTS

- 4.1 The process for a Swimming – Aqua Walking Event is the same as that for Walking Day Events, except for distance.
- 4.2 The minimum distance for a Swimming – Aqua Walking Event is 300 meters. Longer distances up to 2000 meters can be offered.

The distance has to be chosen in respect to type, depth and temperature of water. Preference has to be given to public pools. Avoid deep water and swift currents.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

- 4.3 Approval will be granted only on confirmation that life saving equipment and personnel are at the location of the event and for its duration.
- 4.4 Certification of a Swimming – Aqua Walking Event will only be made in the Event Record Book. Distances are not recorded.
- 4.5 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

5. YEAR-ROUND/SEASONAL (PERMANENT) EVENTS

- 5.1 A Year-Round Event is an event that is open to participation all year long (with possible exceptions for holidays or other locally required closings). A

trail is chosen and good directions prepared (a map and/or written instructions) that will lead a participant around the route and back to the start point. A set of instructions is located at the start point outlining how participants must register and how they will receive credit for the event. Rules regarding awards, distance and types of participation are the same as for Walking Day Events.

- 5.2 The minimum distance for a Permanent Walking Event is 10 km. Shorter distances (starting at 5 km) and longer distances can be offered.

The minimum distance for a Permanent Cycling Event is 20 km. Longer distances can be offered. The rules are the same as that for Cycling Day Events.

- 5.3 Each YR/Seasonal event will operate on a calendar year or portion of that year. Clubs do not have to begin the YR/Seasonal event at the first of the year; in any case, however, the closing date will be on or before December 31st of that year. Participation reports must be filed with the Federation office by January 31st of the following year for Year-Round events or 30 days after completion for Seasonal events. Failure to submit reports will result in suspension of the Year-Round/Seasonal sanction by the Director, with confirmation by the Board of Directors or the Regional Association, until the report is received. The event trail should be reviewed annually and improved when and where possible.
- 5.4 The certification of a Year Round/Seasonal Event will be one-event stamp only per each half year. Multiple entries of distance can be recorded in the Distance Book, i.e., each time the participant completes the walk.
- 5.5 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

6. GUIDED/MAP WALKS (GW/MW)

- 6.1 Guided Walks/Map Walks are simpler forms of Walking Day Events, which use either a leader (a designated Federation member) or a map, or both, to guide participants on the predetermined route.
- 6.2 If no map is given to walkers, the group of participants must all start at the same place and time and cover the route as a group. If there are more participants than can be handled by one leader, or if walkers with varying experience levels are present, several groups may be formed and the start times may be staggered. In the latter case, one leader must trail the group to ensure all walkers are accounted for. If a shorter (5-9 km) distance is offered, a separate leader is required.

- 6.2.1 The minimum distance for a Guided/Maps Walks is 10 km. Shorter distances (starting at 5 km) and longer distances can be offered.
- 6.3 If a map is used to guide walkers, the finish point must be left open until all walkers are accounted for, or until an announced closing time, which allows a reasonable time for completion of the trail. The map must clearly show the route and adjacent area, and should include a written description of the route.
- 6.4 At the completion of the route or at any other time as required by the circumstances, the leader(s) will stamp the participants' Event and/or Distance Record Books.
- 6.5 The route need not be marked and a checkpoint is not required.
- 6.6 The guided or map walk can be for one or several days, Multi Day Events, with a different IVV Certification Stamp for each day, providing a separate sanction request is submitted and sanction fee paid for each day. Otherwise, the same event stamp is awarded for each day that the participant completes the scheduled distance. The participant gets a distance stamp for the actual completed distance.
 - 6.6.1 The fee for the walk may include the payment for the guide, bus transfer, insurance, and the Volkssport Award/IVV stamp. Each of the above items must be identified separately. The fee cannot include the price for lodging or meals. Participation must not be connected to an obligation to stay in specified lodging or having meals in specified restaurants.
- 6.7 A souvenir award ("B" Award) may be offered at Guided Walks/Map Walks.
- 6.8 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

7. MORE-DAYS WALK

- 7.1 A More-Days Walk is an event (Guided/Map) that follows a continuous trail over two or more days with the finish point for each day different than the start point.
- 7.2 The announcement must clearly indicate the route and timings for each day and the walking distance must not be less than 10 km. The announcement must also contain the statement "This event is valid for the International Volkssport Award" and must show the IVV logo, the Federation logo and the sanction number.
- 7.3 The fee for the walk may include the payment for the guide, bus transfer, insurance, and the Volkssport Award/IVV stamp. Each of the above items

must be identified separately. The fee cannot include the price for lodging or meals. Participation must not be connected to an obligation to stay in specified lodging or having meals in specified restaurants.

- 7.4 Mountain walks must be identified in the announcement. Extreme climbs have to be avoided. Elevation differences have to be outlined.
- 7.5 The event leaders are obliged to carefully watch the participants thereby ensuring that they stay together. In the case of numerous participants, it is recommended that several groups according to fitness be formed.
- 7.6 The same event stamp is awarded for each day that the participant completes the scheduled distance. The participant gets a distance stamp for the actual completed distance.
- 7.7 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

7A. ROUND AND LONG DISTANCE WALKS

Definition:

7A.1 Round and Long Distance Walks (RLDW) are a group of walks that are a minimum of 80 kilometers in length and are comprised of a number of walks done in stages. They provide the opportunity for exploration of areas not normally covered in regular walk events. RLDWs can only be under strict adherence to the following regulations and guidelines:

Characteristics:

- 7A.2 Minimal distance is 80 km.
- 7A.3 There is no time limit for completion of the walk.
- 7A.4 The complete distance is done in stages with each segment of the walk no more than 25 km.
- 7A.5 The segments of the walks can be done in any order.
- 7A.6 Trail options allowed:
 - a) long, continuous loop, crossing over itself if necessary or desired, or
 - b) segments that start and finish at the same invariable point (flower-petal model).
- 7A.7 YRE start/finish locations may be used for the RLDW with the agreement of the Clubs involved.
- 7A.8 No segment of the walk can use in its entirety a trail that is designated as a YRE event. Some minimal co-existence could be unavoidable and is permitted.
- 7A.9 For all RLDWs, the IVV Rules are obligatory.

Approval and Sanction Fee:

- 7A.10 RLDW may be established and run by any CVF member club, Regional Association, Affiliate member or Regional Director.
- 7A.11 A sanction is given after a full description of the walk is approved by the CVF Board of Directors.
- 7A.12 The sanction fee following approval of the walk is the same as regular Year Round Events.

Registration:

- 7A.13 Prior to starting the walk, all walkers must register, pay their fees and receive the walk package containing the recording sheet with places for:
- a) the date, start and finish times and control point questions for each segment of the walk and
 - b) the instructions and maps necessary for completing each segment.
- 7A.14 Control points must be indicated in the instructions and on maps provided.

Fees:

- 7A.15 The fee to the walker is a maximum of \$2.00 times the number of segments comprising the walk, for example, if the walk is made up of 8 segments, a maximum of \$16 could be charged.

Control:

- 7A.16 Controls are rigorous:
- a) Walkers must enter the date and times each stage was started and completed.
 - b) A control question or stamp must be established for each segment of the walk. For the long continuous route, the control point is at the end of each segment. For the flower-petal model, the control point is near the furthest distance from the start/finish point.
 - c) Controls can be the answer to a specific question, noting a number or word displayed in a window at the control point or a stamp or signature given by the business where the control point is located.
- 7A.17 Control questions must be changed twice yearly at irregular intervals.
- 7A.18 YRE stamps are not to be used for control purposes.

Special Regulations:

- 7A.19 The organizer is obliged to permanently control the route instructions and maps and to replace them as necessary.
- 7A.20 The organizer is obliged to change the control point answers twice yearly at irregular intervals and inform the contact person of this change.
- 7A.21 The contact person keeps an ongoing record of control point answers and when they are in effect.

Bestowal of IVV Stamps:

- 7A.22 The named contact person for the walk holds the stamp and must verify that dates, start and finish times are written and that control point answers

are correct to ensure the RLDW has been completed following all regulations and guidelines.

- 7A.23 An event credit for each stage completed will be placed in the IVV record book for events each time the RLDW is completed. If the walk is abandoned, the number of stages completed is the number of stamps placed in the IVV record book.
- 7A.24 When the walk is completed, the total distance credit is noted in the IVV distance record book. If the walker abandons the walk before completion, the distance credit is given for the actual kilometers for the segments completed.

Awards:

- 7A.25 A suitable award should be granted upon completion. The award can be a certificate, pin, patch or other suitable award as determined by the organizer.

7B. SNOWSHOEING EVENTS

- 7B.1 The process for a Snowshoeing Event is the same as that for Walking Day Events, except for distance, nature and condition of trail(s).
- 7B.2 The minimum distance for a Snowshoeing Event is 10 km. A shorter distance (5 to 9 km) and a longer distance up to 20 kilometers can also be offered.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

In conjunction with a Snowshoeing Event: a Walking, Cross-Country Skiing, or Skating Event is allowed as long as the start and finish points of these activities take place in the same spot, time and date.

It is recommended to simultaneously offer a walk in case the weather conditions, such as lack of snow, do not allow for it.

All participants have to be equipped with the necessary protection gear.

- 7B.3 Certification of distance for a Snowshoeing Event is recorded in a regular Distance Book.
- 7B.4 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

7C. ICE SKATING EVENTS

7C.1 The process for an Ice Skating Event is the same as that for Walking Day Events, except for distance.

7C.2 The minimum distance for an Ice skating Event is 400 meters. Longer distances up to 40 kilometers can also be offered.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

In conjunction with an Ice Skating Event: a Walking, Snowshoeing, or Cross-Country Skiing Event is allowed as long as the start and finish points of these activities take place in the same spot, time and date.

It is recommended to simultaneously offer a walk in case the weather conditions, such as the ice condition, do not allow for it.

All participants have to be equipped with the necessary protection gear.

7C.3 The skating route must be separate from the walking route, whenever possible.

7C.4 When choosing routes for ice skating, the particular demands for ice skating have to be considered.

7C.5 Certification of an ice skating event will only be made in the Event Record Book. No distance stamp will be given for ice skating, except that once each half year, an ice skating distance stamp may be put in a regular Distance Record Book for a minimum of 5 km or more.

7C.6 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

7D. INLINE SKATING EVENTS

7D.1 The process for an Inline Skating Event is the same as that for walking day events, except for distance.

7D.2 The minimum distance for an Inline Skating Event is 10 km. Longer distances up to 50 kilometers can also be offered.

Other distances will be considered by the Federation Board after presentation of the request by a member club.

In conjunction with an Inline Skating Event, a Walking Event is allowed as long as the start and finish points of these activities take place in the same spot, time and date.

All participants have to be equipped with the necessary protection gear.

The organizer has to ensure sufficient safety measures.

- 7D.3 The inline skating route must be separate from the walking route.
- 7D.4 When choosing routes for inline skating, the special requirements for inline skating have to be considered.
- 7D.5 Certification of an inline skating event will only be made in the Event Record Book. No distance stamp will be given for inline skating, except that once each half year, an inline skating distance stamp may be put in a regular Distance Record Book for a minimum of 10 km or more.
- 7D.6 After receiving approval, the Club must operate the event in accordance with these and all other applicable procedures and the Federation Bylaws.

7E. ROUND AND LONG DISTANCE CYCLING EVENTS

Definition:

7E.1 Round and Long Distance Cycling Events (RLDCE) are a group of Cycling Days that are of a minimum of 200 kilometers in length and are comprised of a number of Cycling Days done in stages. They provide the opportunity for exploration of areas not normally covered in regular Cycling Events.

Applicable regulations and guidelines:

7E.2 All RLDW regulations and guidelines under Section 7A apply with the appropriate changes from Walks to Cycling Events.

Major differences:

- 7E.3 Minimal distance is 200 km.
- 7E.4 Each stages of the RLDCE should be not more than 50 km.
- 7E.5 An event credit stamp per each 40 km completed will be given. If the RLDCE is abandoned, the number of 40 km completed is the number of stamps placed in the IVV record book.
- 7E.6 When the RLDCE is completed, the total distance credit is noted in the IVV Bicycle distance record book. If the cyclist abandons the RLDCE before completion, the distance credit is given for the actual kilometers cycled.
- 7E.7 Certification of distance for a RLDCE must only be put in a Bicycle Distance Book.

8. ANNOUNCEMENT

- 8.1 An announcement has to be made for each event. The design is left to the organizer.

The announcement can either be in hardcopy or posted electronically on a Website and should contain the following information, as feasible:

- a) Front cover should contain:
 - (1) IVV and Federation logos;
 - (2) day(s) and date(s) of the event(s);
 - (3) name of the community where the event(s) will be started/held;
 - (4) type of event(s);
 - (5) distance(s);
 - (6) sanction number;
 - (7) name of the sponsoring Club;
 - (8) sketch of souvenir award, if being offered;
 - (9) trail rating;
- b) the name and address of the Start/Finish point;
- c) name, address and telephone number of contact person;
- d) times of registration opening and closing, and of route(s) closing;
- e) a brief sketch and/or description of major roadways leading to the event Start/Finish point;
- f) description of the ratings system;
- g) the statement of “Condition of Participation”;
- h) a statement, “This/these event(s) will be held regardless of the weather”, or words to that effect; however, severe weather may cause cancellation or postponement of this event.

- 8.2 The “Condition of Participation” will be stated in all announcements as follows:

ENGLISH VERSION

The sponsors of this event cannot be held responsible for any lost or stolen items, accidents or injuries at any time. All participants must sign a “Waiver of Liability” form before starting the event.

and/or

FRENCH VERSION

Les parrains de cet événement ne se tiennent pas responsables des objets volés ou perdus, des accidents ou des blessures et cela en tout temps. Tous les participants et participantes doivent signer un “Formulaire de désistement de responsabilité” avant de prendre le départ.

8.3 Events may be listed in a combined publication providing the rules outlined in this section are followed.

9. EVENT SANCTIONS

9.1 A proposed event will be sanctioned by the Federation when:

- a) the appropriate fee has been paid;
- b) the application form has been received;
- c) it is decided that a conflict does not exist;
- d) the Club/Affiliate/Director is not in default of any of its obligations to the Regional Association or the Federation;
- e) the information for the announcement is submitted where required;
- f) the insurance fee has been paid.

9.2 Any walking event over 50 kilometers to be sanctioned by the Federation must be recommended by the Director and approved by the Board.

9.3 Directors are authorized to sanction promotional events at no cost with revenue to be retained by the Director and properly accounted for. These events are not to be held within 50 kilometers of a Club without the consent of the local club and are not to be continuous in nature without the concurrence of the President.

9.4 Clubs are authorized to sponsor fund-raising Year-Round or Seasonal events at no cost with revenue to be turned over to the Director for that area, the Regional Association or the Federation. These events are not to be held within 50 kilometers of a club without the consent of the local club. When a club applies for sanction of fund-raising events it must indicate that the event fee is waived, who is to be the recipient of the funds and submit quarterly financial reports to the National Office.

9.5 All requests for sanctions of events in Canada by Affiliate Members must come through the National Office.

9.6 When a Club has violated the IVV concept, the event sanction may be suspended by the Director and confirmed by the Board of Directors or the Regional Association. When a Club applies for reinstatement of a sanction event, after having had sanction suspended, the event sanction may be reinstated only by the Board of Directors or the Regional Association through the Director.

9.7 The IVV and Federation logos may only be used for events sanctioned by the Federation to advertise an event and its associated activities and/or in association with directions to the location of such an event or the route to be followed.

- 9.8 Where a Regional Association has been formed and recognized by the Federation, it may be granted authority to issue all event sanctions for events held in its area of jurisdiction, with the exception of those sponsored by Affiliate Members. Notification must be made to the Federation executive of the appropriate name, address and telephone number of the person appointed to act on behalf of the Regional Association.
- 9.9 When a new club is chartered and located more than 50 kilometers from an existing club or a dormant club is re-activated, that club shall be allowed 10 scheduled events per year and 2 Year-Round/Seasonal events free of sanction charges for the two year period following the charter or re-activated date.

10. IVV CERTIFICATION STAMP

- 10.1 The IVV Certification Stamp is provided by the Federation. The event sponsor is responsible for the proper administration of the stamp.
- 10.2 The IVV stamp is intended only to record participation in sanctioned IVV events in IVV record books, including Federation free books and Federation Insert Cards. A participant may receive a credit in the Event Book only once per sanctioned event per day and kind of event, except for Year-Round and Seasonal Events when a new stamp is produced for the second half of the year and for any other event as prescribed under such event specific rules. Multiple entries for distance can be recorded in the Distance Book when the participant has walked the trail more than once to accumulate extra distance on the day of the event, or when he has completed the trail extra times prior to the event date as part of the marking, set-up or preparation of the trail and when the participant walks multiple times at Year-Round or Seasonal Events. In these cases, each individual entry in the Distance Book must reflect the “official” distance for which the event was sanctioned. Entries in the IVV books may only be made on the official date of the event for single day events.
- 10.3 Certification of distance of a Cycling Day Event must be recorded in a Bicycle Distance Book. One bicycle distance stamp may be put in a regular Distance Book every half year unless you have a Bicycle Distance Book. Distance is not recorded for a Swimming – Aqua Walking Event. No distance stamp will be given for Ice/Inline Skating Event, except that once every half year, a skate distance stamp may be put in a regular Distance Record Book.
- 10.4 A charge of \$25 will be made for the loss of any part of, or complete, stamp. (This will not apply to situations where the complete event box has been reported stolen.)

11. START /FINISH POINT

- 11.1 The Start/Finish (S/F) point for a Year-Round/Seasonal event should be a place of business that is open during daylight hours each day of the week. For all other Volkssport events the S/F point should be open during the announced hours of the event and have adequate parking. For guided/map walks the S/F point need only be a location with adequate parking. Serious consideration should be given for washroom facilities. Where possible, the S/F point should be marked with appropriate signs to ensure participants can find the event.
- 11.2 The business that will be conducting the day-to-day functions of the Year-Round/Seasonal event should be willing to work with and follow the procedures applied to the event and be willing and able to work with participants. The Club is responsible for seeing that the event is conducted in accordance with these procedures and Federation Rules and Guidelines.

12. REGISTRATION

- 12.1 Registration is the payment of money and sign up for each participant. The Start/Finish (S/F) personnel should handle the money, awards, IVV credit and IVV book sales. Individual participants should not be allowed to conduct the business without S/F personnel supervision. The Club and/or business should establish a system both for financial accounting and recording the participation.
- 12.2 Participants should be registered in the Event Registration Log. They should indicate their Participation Category and state whether or not they are purchasing a book. Participants should be allowed to upgrade the category of their participation.

Free/Participation Fee to IVV Credit Only

Free/Participation Fee to Award/Credit

IVV Credit Only to Award/Credit

The Club should decide whether or not a refund would be given should a participant want to downgrade his or her participation. IVV Record Books should be available for sale to anyone at any time. A supply of Insert Cards should be available at all Volkssport events.

- 12.3 Each participant upon registration should be given a Start Card and/or requested to sign a Registration Log and provided with any special instructions concerning the trail as are necessary. Participants should be made aware of the location of any checkpoints, if any, and that they must

stop at each one.

13. PARTICIPANT CATEGORIES AND FEES

- 13.1 Participants are grouped in three categories: Award & Credit, IVV Credit Only, Free/Participation Fee. These categories apply to each Event and each Distance offered. No awards or credits can be given until the participant has finished the event or at any other time as required by the circumstances.
- 13.2 **AWARD & CREDIT** – If a participant wants to earn the event award, if being offered and the IVV Credit, the fee should be reasonable based on the Club's cost of award. An individual wanting the award only would be charged the same as above provided they have completed the event. Refer to the "IVV Credit only" for details on administering credit.
- 13.3 **IVV CREDIT ONLY** – If a person wants to walk for the IVV Credit only, the fee cannot be more than \$2.00. The IVV credit should be marked in the IVV Event Book and/or Distance Book.
- 13.4 **FREE/Participation Fee** – If a person wants to participate in the event without receiving the event award or the IVV Credit, that person may be allowed to participate for free or - depending upon the sponsoring club – pay a participation fee not exceeding \$2. The person must register in the Event Registration Log or carry a Start Card to each checkpoint, and turn in the Start Card upon completion.
- 13.5 Under special circumstances the Board of Directors may approve a request from a Regular Member, Affiliate Member or Regional Association for an additional fee for a special event involving IVV sanctions.

14. START CARDS

- 14.1 Checkpoint certification will be entered on only one Start Card per person. Where required, the Federation Start Card must be used.
- 14.2 Each Start Card given to all participants shall contain the statement of "Waiver of Liability" as follows:

I HAVE READ THE CONDITIONS OF PARTICIPATION IN THIS EVENT PUBLISHED BY THE MEMBER OF THE CANADIAN VOLKSSPORT FEDERATION / LA FÉDÉRATION CANADIENNE VOLKSSPORT AND AGREE TO BE BOUND BY THEM. IN CONSIDERATION OF ACCEPTANCE OF THIS ENTRY AND MY BEING PERMITTED TO TAKE PART IN THIS EVENT, I, THE UNDERSIGNED AGREE TO SAVE HARMLESS AND KEEP INDEMNIFIED THE CANADIAN VOLKSSPORT FEDERATION / LA FÉDÉRATION CANADIENNE VOLKSSPORT, ITS

**MEMBERS AND SPONSORS, ITS ORGANIZERS AND THEIR
RESPECTIVE AGENTS, OFFICIALS, SERVANTS,**

**REPRESENTATIVES, EMPLOYEES, DIRECTORS AND EVENT
OFFICIALS FROM AND AGAINST ALL CLAIMS, ACTIONS, COSTS
AND EXPENSES, AND DEMANDS IN RESPECT OF DEATH, INJURY,
LOSS OR DAMAGE TO MY PERSON OR PROPERTY, HOWSOEVER
CAUSED, ARISING OUT OR IN CONNECTION WITH MY
PARTICIPATION IN THIS EVENT AND NOTWITHSTANDING THAT
DEATH, INJURY, LOSS OR DAMAGE TO MY PERSON OR PROPERTY
HAVE BEEN CONTRIBUTED TO OR OCCASIONED BY THE
NEGLIGENCE OF THE ABOVE-DESCRIBED BODIES, OR ANY OF
THEM, OR THEIR AGENTS, OFFICIALS, SERVANTS OR
REPRESENTATIVES, AND IT IS UNDERSTOOD AND AGREED THAT
THIS AGREEMENT IS BINDING ON MYSELF, MY HEIRS, EXECUTORS
AND ASSIGNS.**

**IN WITNESS WHEREOF I have hereunto set my hand and seal
this _____ day of _____, 20____**

PARTICIPANT

WITNESS

15. CHECKPOINTS

- 15.1 If a Checkpoint is used, it must be identified on the map provided to each participant before he or she starts the event. If it is a business it should be open during the hours of the event. Checkpoints may be physical (i.e. a business), or a set of questions. For each trail of 15 km or over there should be at least one checkpoint to provide refreshments, restrooms and first aid equipment.
- 15.2 The personnel at the checkpoints are responsible for marking each participant's Start Card, when applicable, thus validating that the participant did follow the trail. A marking system should be established in such a manner that it is not easily copied or abused. Only one Start Card per participant can be validated with the designated mark.

16. COURSE MARKING

- 16.1 For Walking Day Events and Year-Round/Seasonal Events, clubs should make every effort to post trail markers along the trail or to provide printed instructions and a map. If authorized to mark the trail, permanent and/or solid markers that can stand up to all weather conditions should be used on Year-round/Seasonal Events. These markers should be checked on a regular basis (every two weeks) and replaced as needed.

17. SOUVENIR AWARDS

- 17.1 One souvenir award may be awarded for completion of one event. The awards must not offend common decency or damage the reputation of the IVV.
- 17.2 Awards should have the following indications on them:
- a) type of event (walking, cross-country skiing, etc.);
 - b) place, date, year on Year-Round Events, and name of club. These indications are not allowed to be shown by removable stickers or plates.
- 17.3 Each sanctioned event may have a unique award referred to as “A” Awards. Awards left over from previous sanctioned events are called “B” Awards and may be earned by participants in lieu of the “A” Award, or after completing the event a second time. The fee for the award is established by the club holding the event but will always include the awarding of the IVV stamp.
- 17.4 Awards may not be sold. Acquiring an award is contingent upon completing the required distance after having registered in an appropriate manner.
- 17.5 Souvenir medallions, or other approved awards, may be awarded based on the following:
- a) bronze (or silver) for the short/small event;
 - b) silver (or gold) for the medium event;
 - c) gold for the longer event;
 - d) the next higher award to participants 10 years old and under, those over 55 years old, or those physically challenged;
 - e) alternately, a club may issue clasps showing the longer distance walked (20 km, etc.). The clasp may be mounted on the ribbon of the souvenir award. This will allow the organizer to have one basic award for all distances. The longer distance achieved will then be distinguishable by the attached clasp.

18. IVV ACHIEVEMENT AWARDS

- 18.1 The Federation will administer the IVV Achievement Awards in Canada.
- 18.2 Records of achievements by individual participants will be kept at the Federation Head Office after initial presentation for redemption.

- 18.3 A passport will be issued for each participant upon redemption of the first IVV Record Book. The passport will contain the passport number and include dates and certified levels of the various achievements.
- 18.4 Awards are based on the idea of one (1) achievement award for each record book purchased. It is, therefore, incumbent upon the record book holder to send in the record book when each achievement level is reached. In particular, this refers to distance books which could be eligible for two awards if the participant only participated in 20 kilometer or longer distances. In such case, it is possible to gain enough distance in one record book to cover two achievement award levels. Anyone submitting a record book with two award levels will be required to pay the additional fee to cover the second award.

19. IVV RECORD BOOKS

- 19.1 Record Books or Insert Cards should be available at the start point of all Volkssport events. For Year-Round/Seasonal Events there should also be a contact name and phone number.

20. FREE EVENT AND DISTANCE STAMPS

- 20.1 As an inducement to new participants, the Federation shall provide free event and distance credit stamps to all NEW participants in record books designated as "FREE". Clubs charging a "participation fee" as stated in Section 13.4 may charge a fee not exceeding \$2.
- 20.2 Participants may participate in up to five (5) events at no cost or a "participation fee", i.e. record up to five (5) event credits and up to five (5) distance credits.
- 20.3 Once completed, these Free Books should be stapled into regular Event and Distance Books and count toward the first level (10 events/500 kilometers) only.

21. TRAIL RATING

- 21.1 The following two-part rating system was designed to indicate to volkssporters an estimation of the difficulty of a trail for an IVV sanctioned walk in Canada. The sponsoring Federation member would decide what rating to assign the trail(s). The first part uses a number to refer to the difficulty of the incline while the second part uses a letter to refer to the nature of terrain.

21.2

Part 1 – INCLINE	Part 2 – TERRAIN
1. very little hill or stair climbing	A. almost entirely on pavement, probably suitable for baby stroller
2. some moderate hill or stair climbing	B. a significant part of the walk takes place on well-groomed trails with very little more difficult terrain
3. some significant hill or stair climbing	C. a significant part of the walk takes place on somewhat difficult terrain (rocky/rooted paths)
4. a great deal of significant hill or stair climbing	D. a significant part of the walk takes place on very difficult terrain
5. many steep hills or high altitude trails	E. the majority of the walk takes place on very difficult terrain

21.3 Extreme weather conditions could also raise the difficulty of the routes, thus volkssporters should take caution under certain weather conditions.

