

Instructions for completing Event Sanction Application Forms

NOTE: To fill in the forms, please highlight the underlined area and chose the underline function on the top right of the screen and then the form will retain the formatting.

Do Not enter anything in the ‘Date received’ space. It is reserved for office use.

Line No.

- [1] Enter the full name of the CVF Volkssport Club, Affiliate or Associate member.
- [2] Enter the date on which the Event starts. If this is a Multi-Day Event, please also show the date on which it ends.
- [3] Enter the Sport and Activity Type. Specific descriptions for each are on the CVF website.
- [4] Event registration number will be assigned by CVF or Provincial Sanction Coordinators. Leave blank.
- [5] If desired, enter the walk name or theme. This helps by creating a special character to the walk.
- [6] Indicate the time the event registration opens and closes. For multiple times, please complete a separate form for each. Do not enter text descriptions here, only a single time in 24-hour format. E.g. 09:30, 14:00
- [7] Enter the distance(s) for the event. You may enter up to 3 difficulty ratings, each consisting of a single digit and a letter. E.g. Incline [Scale 1 – 5] and Terrain [Scale ‘A’ – ‘E’] see website for details of trail rating system.
- [8] Enter the city name only, then the general area within the city.
- [9] Enter the full name of the Province, no abbreviations please.
- [10] If the Start Point has a name (business, park, etc.) you may add it here.
- [11] Enter the address of the Start Point. Format: a NUMBER and a STREET NAME only. Use ‘&’ for intersections. E.g. (1) 2344 Main St.; (2) Main St. & West Ave. Enter the Postal Code for the Start Point.
- [12] Please give the name(s) and phone number(s) of the Contact Person(s) for the Event.
- [13] Enter the email address(es) of the Contact Person(s).

CVF Special Walking Programs

If this Event qualifies for credit in one of the CVF Special Walking Programs, please enter an “X” in the space provided.

- [14] Please enter the appropriate fee for the sanction application, as explained below.
Fee schedule: All Event Types ...\$40.00
For New Clubs ONLY: In order to promote the creation of new clubs, the CVF Board of Directors will waive the sanction fees for up to 10 Events and two Permanent Trails for up to 2 years. There will be a \$10 administration fee for each event. New clubs should contact their Regional Director in this regard.
Since all IVV, CVF / FCV Events must be covered by Liability Insurance, the cost of the current insurance premium per Event: i.e. \$10.00 for \$2,000,000 coverage will be entered.
- [15] Please enter the cheque number and cheque date.

Page 2 – Box A: Please give a short description of specific directions to the Start Point. Alternately, you may indicate the nearest cross streets or nearest landmark. This information will be included on the CVF Website.

Page 2 – Box B: Please give a concise description of the walk or notes about its various possibilities.

Please Mail completed forms and fees to: **CVF / FCV, Suite 604 – 251 Bank St, Ottawa, ON K2P 1X3**

Or return by email to: cvffcwalk@outlook.com