

ANNEX/ANNEXE 1

Guidelines for Submitting IVV Achievement / Record Books

[Ce document est également disponible en français.]

This guide will help expedite processing of your IVV Achievement / Record Books and ensure that CVF Headquarters receives books that are properly submitted. You may also send your completed IVV Record Books directly to:

Lea Tocher,
CVF Awards Coordinator
450 Rouge Rd.
Winnipeg MB R3K 1K4

Alternatively, they may be turned in to your own club President according to usual practice in your area. Please keep this guide with your IVV Record Books for further reference.

Event Books

- 1) If your name or address changes, please bring this to the attention of the Awards Coordinator when you submit your next IVV Record Book. Only one name should appear on an IVV Record Book, as the award system is set up for individual achievement only.
- 2) After receiving your first set of awards for distance or the number of events completed, you will receive a CVF Passport in which your further achievements will be registered. From then on, please be sure to include your Passport each time when submitting your books.
- 3) If you lose your Passport, let us know. We can issue you a duplicate. Also, if you are turning in your IVV Record Book without the Passport, please write your Passport number on the IVV Record Book.
 - a) Please number each Event Stamp in your Event Record Book, i.e. your first book is numbered from 1 to 10, your second book is numbered from 11 to 30, etc. The number is to be written in the box to the left of the stamp, in the margin, in the same place as the distance is in your Distance Book.
 - b) Please purchase a new Record Book as soon as possible after you have reached your next achievement level. Each IVV Book usually entitles the holder to one IVV achievement award.
- 4) The IVV Event certification stamp may only be applied to an official IVV Record Book, beginners FREE Book or an Insert Card. "Paste-ins", correction tape, handwritten notes (except in extreme circumstances approved by CVF headquarters), attached papers, etc., cannot be accepted. If a stamp has been erroneously entered or duplication made in an IVV Record Book, it may be corrected. If an error is made with the Event certification stamp, the error should be crossed out and the correct stamp may be placed either on the next line, along

the sides, top, bottom, (or on an Insert Card) of the IVV Record Book, as long as it is legible.

a) IVV Event certification stamps may only be received at the actual event. We cannot enter the stamp into any IVV Record Book after the event has taken place (unless the certification stamp did not make it to the event on time).

b) As of Jan 1, 2005, one event stamp credit is allowed per half year for each Year Round Event, Seasonal or Short Seasonal Event - i.e. a participant can place an event certification stamp for a YRE, Seasonal or Short Seasonal Event in an event book in the first half of the year (1 Jan.-30 June) and another event certification stamp for the same event in the second half of the year (1 July-31 Dec.). For example, one event will be shown as having been done in '2005+' and the later one will show only '2005'. Club leaders will remove the '+' sign on June 30. If you happen to find the '+' sign on a stamp after June 30, please bring it to the attention of your club President or the contact person responsible for the event.

5) For wet weather walkers – It's a good idea to carry a plastic bag or zip-lock baggie to protect your record books as the inks used for stamping are not usually waterproof and will run if wet.

Distance Books.

- 1) You can have multiple certification stamps for the same event when recording distance achievements because the distance book shows the actual distance accomplished. The preferred way to correct an error in kilometers is to have the club President or walk leader mark out the error with a line, write in the correction and initial the change.
- 2) No swim events can be entered in the distance books.
- 3) Distances for Volksbike events should be put in Bicycle Distance Books only. However, an exception is granted once per year to place one Bicycle sanction stamp in a regular Distance Book when a walker usually has the chance to do only one bike event per year.
- 4) You receive credit for all the sanctioned kilometers only if you complete the entire regular route. (An exception may be granted for disabled or injured participants.)
- 5) No matter the distance covered, please use whole numbers at all times when recording distance accomplished, i.e. do not place 12.4, 14.5, 16.8, etc. in your record books. If necessary, round numbers off to the nearest whole number.

Insert Cards

- 1) Some IVV affiliated associations, including the CVF, use insert cards, which are a supplemental card inserted into a record book. The CVF will accept such insert cards, but participants are asked to use regular Event and Distance Books whenever possible.
- 2) If you should attend an event without your record book, you may use an Insert Card. Please keep in mind that the insert card is only for temporary use in this case - i.e. excessive use is not permitted. Insert Cards alone will not be processed and will only be accepted when placed (stapled) in a valid IVV Record Book.

Purchasing IVV Record Books

- 1) IVV Record Books are available for purchase (\$7.00 per book - 2005) at regular Volkssport events, from CVF headquarters or your local club.
- 2) Please retain these guidelines for quick reference along with your IVV Record Books. It is desirable for all participants to be familiar with the guidelines especially when new participants ask questions. Your help and cooperation will be very much appreciated.

For further information, you may also contact the CVF at:

The Canadian Volkssport Federation
PO Box 2668, Station D,
Ottawa, ON K1P 5W1

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