PACIFIC POST
Arizona · California · Hawaii · Nevada
Who, What, When, Where in the region and beyond

Email me at carl_pard@cox.net or pa_rd@ava.org with questions, news to share, or be added to receive the Post.

AVA Convention in Madison WI is History!

The Convention Committee did an excellent job in Madison WI hosting walkers from across the USA for our 22nd Biennial Convention. The Pacific Region was well represented throughout. At the Gala Awards Dinner 16 members sat at the Pacific Region tables while I once again was the Master of Ceremonies. Congratulations to Chris Zegelin with San Jose South Bay Striders for receiving the Distinguished Service Award. Some of you may also know Duncan Brantley from Georgia who was inducted into the Hall of Fame for more than 40 years of service to AVA.

The two general membership sessions were mostly routine business affairs. The motion to amend the Bylaws to increase terms to 4 years for Board members was withdrawn by the proposer during presentation of the motion. Therefore, no vote was taken.

2nd Quarter Participation

If you have not done so already, please complete your 2nd quarter reports as soon as possible. If you do not complete and submit by July 31 a late fee may be added to your invoice. Report must be submitted even if you had 0 participation.

YRE Renewals open August 1

Due to high turnover of Regional Directors the renewal period opens after the new Board Orientation and Training in San Antonio. But you can get prepared now by reviewing your 2021 ESRs and making any updates that will carry into 2022.

Download the 2021 YRE/SE Analysis Report on your MyAVA Club home page and correct the missing items and make suggested improvements. *Missing GPS Friendly Map Location* is the most common mistake (193 times) on our region's YREs. The report also instructs where you need to make the changes.

When was the last time you verified your directions are correct? And are they user friendly on paper or viewed electronically? Whether you use OSB or not every club should follow the guidelines and tips which are included at end of this post to bring consistent quality to your event directions. Your walk directions are the most important and lasting impression you give to a participant at your YRE.

Pacific Financial Reports and Officer Updates

If your club fiscal year ended on 6-30-21, it is time to file your 990 E-Postcard, Annual Financial Report (AFR). Please submit a copy of your filings to marian@ava.org.

For all clubs remember to update your club officers on my.ava.org whenever there is a change or verify at least once every 12 months. Log in to manage your club. From your MyAVA **Club home** page select the **Profile** tab; then select **Mng Contacts** tab and complete as necessary. Also from the Club home page you can select the **IRS status** tab to see when your last reports were submitted.

Upcoming Pacific Region Events

(Subject to change)

Start - End Date	Type	Trail Rating	City, State	Name	Club
2021 - August					
28	Walk	2B	South Lake Tahoe, CA	Emerald Bay/Rubicon Trail South	Tahoe Trail Trekkers
2021 - September					
11	Walk	1A	Stockton, CA	In Remembrance of 9/11	Delta Tule Trekkers
18	Walk	1A	San Francisco, CA	Downtown	Bay Bandits Volksmarch Club

   Reminder new events must be sanctioned a minimum of 90 days prior to event. Exceptions are handled on case by case. Less than 60 days before event day are subject to AVA approval and stamp availability. Plan ahead to maximize publicity of your events!

   If you have to cancel/reschedule your event, contact me as much in advance of event date as possible with reason. I can revise ESR date if original event date has not passed.

Element 3 Health (E3H)

Here is the 2nd quarter report for E3H participants in the Pacific Region.

Club Element3 Credits Data

#	Club ID	Club Name	Prtcptn	E3H	Club	AVA
1	AVA-0456	Menehune Marchers	1	$1.00	$1.00	$0.00
2	AVA-0686	Placer Pacers	1	$1.00	$1.00	$0.00
3	AVA-0338	South Bay Striders	2	$2.00	$2.00	$0.00
4	AVA-0374	Tucson Volkssport Klub	3	$3.00	$3.00	$0.00
		Totals:	7	$7.00	$7.00	$0.00

   All clubs (whether you have opted in or not) with YREs that have a physical start point box (PSB) may receive RSVP notice from E3H participants. If you have any questions about E3H participation and the RSVP notifications, please let me know.

   Reminder for those that have opted in to enter your traditional and group walks on the E3H schedule. You receive more for participants of traditional/group events. Also, when you receive an E3H RSVP you may contact person if they have provided their email address. Use the opportunity to thank them and offer further assistance or information if they wish.

   Remember this is still a pilot program and being monitored for ways to improve.

Upcoming Deadlines

JUL 25 – TAW Article Deadline Send your club articles to taw@ava.org for September issue.

JUL 31 – 2nd Quarter Participation Deadline without late fees.

AUG 31 – YRE Renewal Deadline to submit for state or RD review/approval

OCT 25 – TAW Article Deadline Send your club articles to taw@ava.org for December issue.

Feedback

Communication is a two-way street. Contact me with any comments or questions you wish to share. We are in this together, we make it better together and we will succeed together!

Do your part to keep AVA alive!
Walk-Promote-Donate

Carl

Most of the guidance in this tutorial can also be applied to your PSB walk directions. Plus, you will be ready if you want to add your YRE/Seasonal to OSB.

OSB Event Directions PDF Requirements and Recommendations

   This guide documents the content requirements and recommendations for an uploaded OSB Event Directions (OED) PDF. The content requirements are actually applicable to all AVA event directions per AVA Policy Manual.

   A number of recommendations in this guide are based on what an event participant might find in a typical physical start box including a list of applicable special programs, other events sponsored by the club, etc.

   After the recommendations, a list of useful web links and examples is provided including an example OED PDF and MS Word file use to create the PDF. (The MS Word file might be useful as a template for a new OED file.)

   Remember, the logistics and expense of keeping a physical start box stocked with sufficient and up-to-date copies of event directions disappears for OSB events. The participant can choose to print any portion of a downloaded OED pdf file as single- or double-sided pages. So the number of pages in an OED pdf should be of little concern as compared to providing a useful guide for an event that your club is proudly sponsoring.

Requirements

   As per AVA Policy, all event directions (including OED PDFs) must include the following:
1. **The event directions must contain the statement "In case of Emergency: Dial 911" as well as the name and phone number of the event POC for event related issues.**
   Below is a recent graphic element recently suggested by the AVA for this purpose where "John Doe" is the event POC.

   In case of Emergency: Dial 911
   Event related assistance:
   John Doe: 555-555-5555
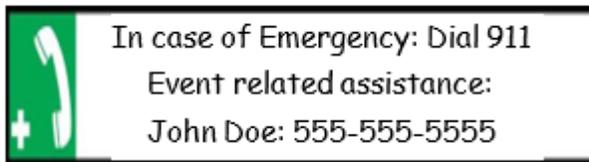
2. **The event directions must contain the statement, "These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited.**
   This statement helps to protect the AVA, the sponsoring club and its officers, and event POC from participants who fail to sign the waiver. In order to emphasize this statement, it should be distinctly formatted perhaps as shown below framed in a box.

   These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited.
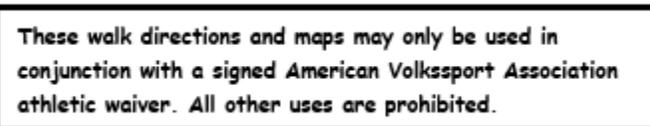
   Some clubs place this statement in the source document's footer. Of course, replacing "walk" with a different event type like "bike", "snowshoe", etc. in the statement is permitted.
3. **The event directions must contain a copyright notice dated for the current year. For example "Copyright 2021 <AVA Club Name>" .**
   Typically, this copyright is placed in the source document's footer.
4. **The use of copyrighted materials in event directions or maps must comply with the usage rules for the copyrighted material.**

For example, Google allows for non-commercial use of their maps but the copyright and Google logo from the original map must appear on the maps (or map sections) used.

5. **The event directions must contain the event's starting point street address (and possibly the longitude and latitude of the starting point).**
This is important for those using a vehicle navigation system to get to the start point. It also allows a lost participant to possibly use a cell phone GPS or a ride service to get back to the event start point - without contacting the event POC. (In Google maps, right click on the location of interest and select "What's here" to display a location's street address along with its Latitude and Longitude.)

6. **Per AVA Policy for event directions from an online repository, the portion of the event directions containing written step by step event directions should be two-column formatted.**
Two-column formatting makes using printed step-by-step directions easier to use during an event. Using event directions while viewing them on a smart phone is very cumbersome if directions are not two-column formatted. (There are smart phones Apps for viewing PDFs that detect and convert 2 column pdfs to display their contents in sequential single colums. One such App is ezPDF Reader with the "text Reflow" option enabled.)

Recommendations

7. **It is strongly recommended that the step by step event directions in OED PDFs should be numbered.**
When event directions are formatted in 2 columns, numbering each step becomes critical to help the user transition from an instruction on the bottom of the first column to the top of the second column as well from the bottom of the second column to the top the first column on the next page.

8. **The OED PDF is strongly recommended to include a map(s) of the event route(s).**
Clubs should provide color maps since these are usually much easier to use (users may opt to print them in greyscale or color).

9. **If the OSB event also supports a Physical Start Box, it is strongly recommended the OED PDF include the following statement at the very beginning of the Event Directions:**
"Please use either the Online Start Box (OSB) or Physical Start Box (PSB) to register and complete the event. Do NOT mix and match, for example, by registering using the OSB then completing your event using the PSB nor signing the PSB log sheet. The sponsoring club only receives credit for an OSB participation when an OSB registration has been completed online by entering your participation date, distances, and any special programs using the OSB."

10. **The OED PDF should include a reminder for OSB registered users to be sure to log back into the OSB system to "finish/complete" their online registration by entering their participation date, distances, and any special programs after doing the event.**

11. **The OED PDF should omit checkpoint/challenge questions.**
The OSB system contains no support for submitting answers to checkpoint/challenge questions. Instead OED authors could use Points Of Interest comments to enhance event directions.

12. **The OED PDF should include driving directions to the start/finish as well as the locations of parking and restrooms.**

13. **The OED PDF should include a Table of Contents (TOC) on the first page.**
Including a TOC in the OED PDF alerts the user as to the content and length of the OED pdf. Using the TOC, a user can more easily decide to print all or only specific pages of the OED pdf. (Especially when the OED PDF contains additional items as listed below.)

14. **The OED PDF should/may include local history and descriptions of the points of interest encountered during the event.**
Some POCs prefer this additional description to be embedded either in the step-by-step directions. Others prefer to have a separate page(s) of comments/descriptions, with references to walk direction steps, appended at the end of event directions. (While I am a fan of embedded comments/descriptions, having descriptions as a separate page allows the participant to choose to not print them with their event directions.)

15. **The OED PDF should/may include a list of applicable AVA Special Programs and locally sponsored Challenge Programs.**
    This list could also include a short description of what feature of the event qualifies for each applicable Special Program.
16. **The OED PDF should/may include a listing the club's year round, seasonal and upcoming traditional events.**
17. **The OED PDF should/may include what awards are available (if any) along with the cost and the mailing address to request and pay for the award.**
    Note: the OSB system does not support the collection of money for event awards.
18. **The OED PDF might include a listing of (and links for) local restaurants and lodging.**
    We all know that the AVA motto "Fun, Fitness, and Fellowship" should include "Food".

Helpful Examples and links

1. **[CLICK HERE](#) for the AVA Policy Manual Section applicable to all event directions.**
2. **[CLICK HERE](#) for an example OED PDF that includes the required and some of the above recommended content.**
3. **[CLICK HERE](#) for the MS Word source file for the above example OED PDF that might be useful as a template for a new OED pdf.**
4. **[CLICK HERE](#) for a MS Word file with useful Graphic Elements.**
5. **[CLICK HERE](#) to go to Plotaroute.com - a convenient online service that a number of clubs use to create route maps.**
6. **PDFBinder - is a useful App for combining multiple PDF files into a single PDF file:**
    [CLICK HERE](#) for the download page for Windows (then click on PDFBInder-v1.2.msi).
    [CLICK HERE](#) for the download page for MAC OS.