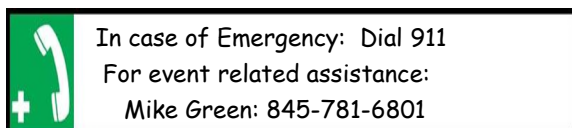


Recommended content and formatting of Event Directions per AVA Policy Manual

Requirements

As per the AVA Policy, all event directions must meet the following 6 (six) requirements:

1. **Include “In case of Emergency: Dial 911” AND the name and phone number of the event POC for event related issues.**



2. **Include “These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited.”**

Use this format:

These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited.

3. **Include a copyright notice dated for the current year. For example "Copyright 2020 <AVA Club Name>."**
Typically, put the copyright in the document's footer.
4. **Comply with the usage rules for the copyrighted material.**
For example, the copyright and logo from the original Google map must appear on the maps (or map sections) used.
5. **Included the event's starting point street address (and possibly the longitude and latitude of the starting point).**
To get this info In Google maps, right-click on the location of interest and select "What's here."
6. **Use two-column format for the step by step event directions.**

Recommendations

7. **Number the steps in the event directions.**
8. **Include a color map(s) of the event route(s).**
9. **Omit checkpoint/challenge questions.**
Use Points of Interest comments to enhance event directions.

Additional recommendations for an OSB event

10. **If the event also supports a Physical Start Box, include:** “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.
11. **If the event does not support a Physical Start Box, include:** “Log back into the OSB system after completing the event to “finish/complete” your online registration by entering your participation date, distances, and special programs.”
12. **Include driving directions to the start/finish**
13. **Include the locations of parking and restrooms.**
14. **Include a Table of Contents (TOC) on the first page.**
15. **Include local history and descriptions of the points of interest encountered during the event, either embedded in the instructions or on a separate page.**
16. **Include a list of applicable AVA Special Programs and locally sponsored Challenge Programs.**
17. **Include a listing the club's year round, seasonal and upcoming traditional events.**
18. **Include awards (if any) and the cost and mailing address for the award.**
19. **Include a listing of (and links to) local restaurants and lodging.**

Examples and links

- [CLICK HERE](#) for the AVA Policy Manual Section applicable to all event directions.
- [CLICK HERE](#) for an example.
- [CLICK HERE](#) for the MS Word source file for the above example you can use as a template.
- [CLICK HERE](#) for graphic elements. (MS Word)
- [CLICK HERE](#) for Plotaroute.com - a frequently used online service used to create route maps.
- PDFBinder - an app for combining multiple PDF files into a single PDF file:
[CLICK HERE](#) for Windows OS, then click on PDFBinder-v1.2.msi.
[CLICK HERE](#) for MAC OS.