

# VVVC OPERATING POLICIES

## Newsletter

- Distribution: The Newsletter is distributed electronically to:
  - Club Members
  - Life Members
  - All BC Volkssport Clubs
  - VABC President
  - CVF President
  - CVF Secretary
- Copies of the Newsletter are ONLY sent electronically.
- Upcoming Volkssport events of other clubs may be publicized.

## Members

- Membership in VVVC entitles the members, at a minimum, to receive the following benefits:
  - Electronic copies of the Newsletter
  - e-mail messages giving information about scheduled PT's and event walks along with any changes to the scheduled walks, start points and special events that are not in the VVVC Walk Calendar.
  - recognition in the Newsletter for walking achievements.
  - information about club social activities.
  - entitlement to vote on club business at annual general and extraordinary meetings
  - eligibility for a position on the Executive Committee
  - eligibility for a position on the Managing Group.

## Records - Club Operations (permanent)

- Document revisions that must be approved at the Annual General Meeting:
  - Constitution
  - Bylaws
- Document revisions that may be approved by the Managing Group Members:
  - Rules and Regulations
  - Operating Policies
  - Summary of VVVC Club Positions
- All of the above documents are posted on the VVVC website.

## Records - Other

- For historical purposes, the following records are kept by various positions:
  - minutes of AGMs and Extraordinary General Meetings (Secretary/President),
  - minutes of Executive Committee and Managing Group Meetings (Secretary/President)
  - financial information (Treasurer),
  - Newsletter - sample of each edition (Newsletter Editor),
  - statistics (Treasurer),

- o annual walk schedules (Walk Coordinator),
- o other pertinent documentation (Managing Group members)
- Based on the fiscal year, financial records are retained for at least three years.
- Based on the calendar year, minutes of the Managing Group meetings are retained for at least two years.
- Notwithstanding the above minimum standards for retention, all records shall be retained for as long as they are useful.

### **Request for Endorsement, Support or Publicity**

- VVVC will not endorse, support or publicize commercial organizations or non-profit organizations. Exceptions to this policy may be made on an individual basis by the Managing Group in exceptional circumstances clearly related to promotion of VVVC's objectives.

## **Privacy Policy for Vancouver 'Venturers Volkssport Club**

### **1. Introduction**

'Vancouver Venturers Volkssport Club (the "Club") is committed to protecting the privacy of its members. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information.

### **2. Information We Collect**

The Club collects and maintains personal information necessary to facilitate membership registration, event participation, and communication. This may include:

- Name (first name and, where necessary, surname)
- Contact information (email, phone number)
- Walking history and participation records

### **3. Use of Information**

The personal information collected is used for the following purposes:

- Administering club membership
- Organizing and coordinating walks and events
- Communicating important updates, newsletters, and event details
- Ensuring the safety of participants

If at all possible, surnames will not appear on our electronic media services/applications.

### **4. Disclosure of Information**

The Club does not sell or share personal information with third parties except as required by law or when necessary for club operations (e.g., event registration). Limited personal information may be shared among members for club-related purposes, such as coordinating walk participation.

### **5. Social Media and Photographs**

Club members may take photos during walks and events, which may be shared on the Club's social media platforms. If you prefer not to be photographed, please step aside and inform the photographer of your wish not to be included.

### **6. Security of Information**

The Club takes reasonable precautions to safeguard personal information against

unauthorized access, disclosure, or misuse. However, electronic communications and data storage may carry inherent risks, and absolute security cannot be guaranteed.

### **7. Retention of Information**

Personal information is retained only as long as necessary to fulfill the purposes for which it was collected, or as required by law. Outdated information will be securely deleted or anonymized.

### **8. Access and Corrections**

Members may request access to their personal information or ask for corrections by contacting the Club's designated privacy officer. Requests will be handled in accordance with applicable privacy laws.

### **9. Changes to This Policy**

This Privacy Policy may be updated periodically. Members will be informed of significant changes through club communications.

### **10. Contact Information**

For any questions or concerns about this Privacy Policy or how your personal information is handled, please contact [vancouverventurers@gmail.com](mailto:vancouverventurers@gmail.com)

## **VVVC- Safety Policy**

- INTENT- VVVC is committed to developing, organizing and presenting a program of safe walks for walkers. Maintaining safety of walkers is VVVC's most important guiding principle and highest priority.
- DEVELOPMENT OF SAFE ROUTES- There is at present an inventory of safe walks, normally 5km, 6km or 10km in length. Crossing roads where there is vehicle traffic is done at marked pedestrian walks or controlled intersections (stop light or stop sign). On the occasion where there is no convenient pedestrian crosswalk, the walk instructions explicitly counsel that extra care must be taken in crossing the road. The walk instructions also identify any other points at which extra care must be taken to ensure the walk can be done safely. New walk routes are constantly being developed. While working out a route map and instructions for a walk, the route may be walked at least half a dozen times or more by a group of experienced walkers and the Trailmaster, all of whom must keep safety in mind. Finally, all walks are assigned a Volkssport difficulty rating based on the following table for the information of walkers.

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Part 1 – Incline	Part 2 – Terrain
1. very little hill or stair climbing	A. almost entirely on pavement, probably suitable for a 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)

Almost all VVVC's walks are rated with a difficulty level of 2B or lower. There are only a couple of 3C's.

## **SAFE PRACTICES FOR GROUP WALKS**

Walks will be canceled if extreme weather is present or expected (i.e., high winds, heavy rain, snow accumulations, ice, very high or very low temperatures etc.). Maps and walk instructions are open to revision at any time if information becomes available that has a bearing on the safety of the walk.

### **Waiver**

VVVC makes significant efforts to ensure the safety of all the group walks it organizes and presents. No matter how safe VVVC makes its walks, accidents can and do happen. Because accidents can happen, every person who participates in a Volkssport walk, event or PT does so at their own risk. It is expected that everyone who participates in a Volkssport walk will exercise the care and caution for their own safety that a reasonable person would exercise. VVVC also requires before the walk that all walkers will sign the following Waiver before the walk.

**“Waiver of Liability:** I have read this Waiver, which covers my participation in all Volkssport Events (“Events”) taking place in the period from January 1, current year to December 31, current year and that are organized by Vancouver Venturers Walking Club under the Canadian Volkssport Federation (“CVF”). In consideration of my signing this Waiver and thus being permitted to take part in these Events, I agree to save harmless and keep indemnified CVF, its members, officers, directors, their agents and club volunteers (collectively “Volkssport”) from and against all claims by me and all claims brought on my behalf. This includes, but is not limited to, actions for damages, costs and expenses in respect to injury to my person or death, or loss or damage to my property arising out of or caused by my participation in these Events, even if that injury to my person or death, or loss or damage to my property, has been contributed to or caused by the negligence of “Volkssport”. I understand and agree that this Waiver is binding on me, my heirs, executors, and assigns”.

**Conditions of Participation:** VVVC's Conditions of Participation for all walks, both PT and Map walks, are that prior to starting the walk all walkers must register, sign or have signed the Waiver, and paid the walk fee.