



## SECTION 3

### VPWC OPERATING POLICIES

**Advertisements (community notices) - see attached Appendix A**

**Agenda - Managing Group Meeting - see attached Appendix B**

**Agenda - Annual General Meeting - see attached Appendix C**

#### **Brochures**

- The magazine produced by VABC fulfils the CVF official requirements for club brochures. Information for scheduled and PT walk events is included in this magazine.
- The club produces a brochure for our own promotional purposes.

#### **Footnotes**

- Distribution: Footnotes is distributed electronically to
  - Club Members
  - Life Members
  - All BC Volkssport Clubs
  - VABC President
  - CVF President
  - CVF Secretary
- Copies of Footnotes are ONLY sent electronically. (One member does not have email; a hard copy of each Footnotes is printed and mailed to her.)
- All issues of Footnotes are kept on a flash drive – no hard copies are kept on file.
- Advertisements are not generally included in Footnotes although upcoming Volkssport events of other clubs may be publicized.

#### **Members**

- Membership in VPWC entitles the members, at a minimum, to the following benefits:
  - receive copies of the "Footnotes" newsletter;
  - receive e-mail messages giving information about special events that are not in the VPWC Walk Calendar;
  - receive a copy of the VPWC Walk Calendar distributed at the Annual General Meeting and at walks (1 copy per household);
  - receive recognition in "Footnotes" for walking achievements;

- receive information on club social activities;
- entitlement to vote on club business at annual general and extraordinary meetings; and
- be eligible 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:
  - VPWC Information Manual
- The above records summarize pertinent information required in the day-to-day operations of the club. This material is provided for each Managing Group member. Reviewing and maintaining these is part of regular Managing Group work.
- All the above documents are posted on the VPWC website.

#### **Records - Other (permanent)**

- For historical purposes, the following records are kept by various positions:
  - minutes of AGMs and Extraordinary General Meetings (Secretary/President)
  - minutes of Managing Group Meetings (Secretary/President)
  - photo album
  - maps of previous walks (Trailmaster)

#### **Records (transitory)**

- financial information (Treasurer)
- Footnotes - sample of each edition (Publicity Coordinator)
- statistics (Treasurer)
- annual walk schedules (Walk Coordinator)
- other pertinent documentation (Managing Group members)

#### **Records (retention of)**

- Based on the fiscal year, financial records are retained for three years.
- Based on the calendar year, minutes of the Managing Group meetings are retained for two years.
- All other records, are retained for as long as they are useful.

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

- In deciding how to respond to enquiries requesting endorsement, support or publicity for an organization or activity of an organization, VPWC is de facto expressing its policy of when partnerships with other organizations will or will not be undertaken.
- Generally, VPWC will not endorse, support or publicize commercial organizations or activities of commercial organizations. Exceptions to this policy may be made on an individual basis by the Managing Group in exceptional circumstances clearly related to promotion of VPWC's objectives.
- With respect to requests for endorsement, support or publicity from non-profit organizations, the Managing Group will consider these requests on an individual basis and, in its absolute discretion, may refuse the request or may, in circumstances clearly related to promotion of VPWC's objectives, grant the request.

#### **VPWC - Protection of Privacy Policy**

- INTENT OF THE POLICY

VPWC is committed to protecting the privacy and security of personal information. The intent of this policy is to govern how we collect, use, disclose and safeguard personal information.

- **COLLECTION OF PERSONAL INFORMATION**

Personal information is information about an identifiable individual including, but not limited to, name, age, sex, home address, e-mail address, phone number etc.

VPWC collects some personal information from:

- Members
- Executive Committee and Managing Group members
- Volunteers

- **USE OF INFORMATION**

VPWC must only use personal information to advance its core purpose which is to plan, organize and present a full Volkssport walk program for its members. VPWC uses personal information in the following ways:

- To deliver services to its members
- To provide information about its walk programs, special events and membership
- To invite supporters and members to special events
- For phone calls and e-mails

VPWC is committed to using personal information in a respectful and useful way.

- **DISCLOSURE OF INFORMATION**

VPWC treats its obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose for which it was collected or for a purpose reasonably related to that primary purpose.

- **STORAGE OF INFORMATION**

Personal information is stored in our database(s) on secure servers and/or in hard copy files. Only VPWC directors ordinarily have access to this information. The membership list with contact information about a member will only be disclosed to other members if the member consents in writing.

If you have any questions about our privacy policy, concerns or complaints about the way that your information is being used, please contact the President of VPWC.

### **VPWC- Safety Policy**

- **INTENT-** VPWC is committed to developing, organizing and presenting a program of group walks for walkers where the walks are as safe as, or safer than, comparable walks done by individuals exercising a normal standard of care for their own safety. Maintaining safety of walks is VPWC's most important guiding principle and highest priority.
- **DEVELOPMENT OF SAFE ROUTES-** There is at present an inventory of safe walks, 5km or 10km in length nominally, some of which have been used for years. None of these well-established walks have any inherently hazardous sections. Crossing roads where there is vehicle traffic is done at marked pedestrian walks or controlled intersections (stop light or stop sign). On the very rare occasion where there is no convenient pedestrian cross walk, 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; fortunately, including such cautions in the instructions is only rarely necessary. New walk routes are constantly being developed by VPWC's three very experienced Trailmasters. 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 a Trailmaster or Trailmasters all of whom keep safety in mind. Finally, all walks are assigned a Volkssport difficulty rating based on the following table for the information of walkers.

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)
4. A good deal of significant hill or stair climbing	D. A significant part of the walk takes place on very difficult terrain
5. A significant part of the walk takes place on very difficult terrain	E. The majority of the walk takes place on very difficult terrain

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

**SAFE PRACTICES FOR GROUP WALKS-**

*Weekday Walks*-These group walks are less formal and are usually led by an experienced club member. On occasion there may not be a leader.

*Weekend Walks*-These group walks are usually map walks where you go at your own speed except for special walks, such as forest and island group walks, which have a leader and sweep and the group stays together. There is a first aid kit in the registration box at the start point for map walks and one is carried by the leader on special walks. Members on all walks are encouraged to carry a cell phone and share cell numbers for use in emergencies. At the Weekend Walks there are announcements before the walk starts.<sup>1</sup> During these announcements any safety information that is available (ie muddy stretches, flooded fields, construction detours, etc) is passed on to the walkers. Any of the walks, Weekday or Weekend, will be cancelled at any time if extreme weather is forecast (ie. high winds, heavy rain, snow accumulations, ice, very high or 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.

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<sup>1</sup> Disclaimer: For the duration of the pandemic there will be no announcements to the whole group of walkers since social distancing precludes large gatherings. If there is any information available to the organizers that bears on the safety of a walk it will be passed on individually to the walkers.

### Waiver

VPWC makes significant efforts to ensure the safety of all of the group walks it organizes and presents. No matter how safe VPWC makes its walks, however, common experience tells us that accidents can and do happen when we walk. No matter how much care a walker exercises on a safe walk that person can trip on a curb, stumble on a root, slip on mud and so on. 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. VPWC also expects before the walk that all walkers will sign the following Waiver:

**Waiver of Liability:** I have read the *conditions of participation*\* in this event published by the member of Canadian Volkssport Federation/La Federation Canadienne Volkssport, and agree to be bound by them. In consideration of acceptance of this entry and my being permitted to take part in this event, I, the undersigned, agree to save harmless and keep indemnified the CVF/FCV, its members and sponsors, its organizers and their respective agents, officials, servants, representatives, employees, directors and event officials from and against all claims, actions, costs and expenses, and demands in respect of death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my participation in this event and notwithstanding that death, injury, loss or damage to my person or property has been contributed to or occasioned by the negligence of the above-described bodies, or any of them, or their agents, officials, servants or representatives, and it is understood and agreed that this agreement is binding on me, my heirs, executors, and assigns. Rev 20021018

\* VPWC's *conditions of participation* for all walks, both PT and Event walks, are that, prior to starting the walk, **all walkers must register, sign the waiver and pay the walk fee.** The obligation to pay the walk fee only arises after the first five free walks.

## Appendix A

### Publicity Contacts (Updated July 28, 2016)

CBC Radio One  
1025 Pandora Avenue  
Victoria, BC V8V 3P6  
Phone: 250-360-2227  
[allpointswest@cbc.ca](mailto:allpointswest@cbc.ca)

C-FAX Radio 1070  
1420 Broad Street  
Victoria, BC V8W 2B1  
Phone: 250-386-5337  
[coreen.mae@bellmedia.ca](mailto:coreen.mae@bellmedia.ca)

CFUV-FM 102 Radio  
University of Victoria  
Phone: 250-721-8700  
[cfuvpsa@uvic.ca](mailto:cfuvpsa@uvic.ca)

CTV, The “A” Channel  
1420 Broad Street  
Victoria, BC V8W 2B1  
Phone: 250-381-2485  
[islandcommunityevents@ctv.ca](mailto:islandcommunityevents@ctv.ca)

Greater Victoria Public Library  
Jennifer Rowan, Coordinator Adult  
Services & Programming  
Phone: 250-382-7241 ext. 224  
[jrowan@gvpl.ca](mailto:jrowan@gvpl.ca)

Monday Publications Ltd.  
818 Broughton Street  
Victoria, BC V8W 4M2  
Phone: 250-382-6188  
Email: [arts@mondaymag.com](mailto:arts@mondaymag.com)

The News Group  
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Victoria, BC V8W 4M2  
Phone: 250-381-3484  
Send email to each paper

Victoria News [editor@vicnews.com](mailto:editor@vicnews.com)  
Oak Bay News [editor@oakbaynews.com](mailto:editor@oakbaynews.com)  
Peninsula News [editor@peninsulanewsreview.com](mailto:editor@peninsulanewsreview.com)  
Saanich News [editor@saanichnews.com](mailto:editor@saanichnews.com)

Nexus Newspaper (Camosun College)  
Phone: 250-370-3591  
[editor@nexusnewspaper.com](mailto:editor@nexusnewspaper.com)

Ocean 98.5 FM  
817 Fort Street  
Victoria, BC V8W 1H6  
Phone: 250-382-0900  
[promotions@ocean985.com](mailto:promotions@ocean985.com)

The Q100.3 FM Stereo  
2750 Quadra Street  
Victoria, BC V8T 4E8  
Phone: 250-475-0100  
[kirk@theq.fm](mailto:kirk@theq.fm)

Shaw Cable  
861 Cloverdale Avenue  
Victoria, BC  
Phone: 250-475-5653  
[go\\_islandsouth@shaw.ca](mailto:go_islandsouth@shaw.ca)

*Sources for posting on-line*  
Monday Magazine  
[www.mondaymag.com/calendar](http://www.mondaymag.com/calendar)

Times-Colonist  
[www.timescolonist.com](http://www.timescolonist.com)  
Scroll down to Community Events; click on “Add an Event”

Senior Living Magazine  
[www.seniorlivingmag.com/events/list](http://www.seniorlivingmag.com/events/list)

Greater Victoria  
[www.greatervictoria.com/events](http://www.greatervictoria.com/events)

## APPENDIX B

### Agenda - Managing Group Meeting (Sample of Standard Format)

#### **VICTORIA PATHFINDERS WALKING CLUB**

##### **Managing Group Meeting**

Date: January 29, 2002

Time: 7:00 to 9:00 pm

Place: 4517 Seawood Terrace

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1. Acceptance of Agenda
2. Review Minutes of Last Meeting
3. Correspondence
4. Old Business
  - a) Membership - communication
  - b) Publicity - requests for information
  - c) Operating Policies - revisions
5. New Business
  - a) Insurance provided by the CVF-Does it apply to PT's?
  - b) Other
6. Reports from Managing Group Members
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Secretary
  - e) Walk Coordinator
  - f) Membership Coordinator
  - g) Registration Coordinator
  - h) Trailmaster/Webmaster
  - i) Publicity Coordinator
7. Next Meeting

## APPENDIX C

### Agenda - Annual General Meeting (Sample of Standard Format)

**VICTORIA PATHFINDERS WALKING CLUB**  
10th Annual General Meeting  
Date: November 3, 2001  
Lunch Time: Noon (after walk) - to 12:45 pm  
Meeting Time: 12:45 to 2:30 pm  
Place: Fairfield Community Place

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1. Call to Order 12:45
2. Routine Business
  - a) Acceptance of agenda
  - b) Review minutes of 9th AGM (November 2000) 12:50
  - c) Reports from Managing Group members 12:55
    - i) President
    - ii) Vice President
    - iii) Treasurer
    - iv) Secretary
    - v) Walk Coordinator
    - vii) Registration Coordinator
    - viii) Publicity Coordinator
    - ix) Membership Coordinator
    - x) Trailmaster/Webmaster
    - xi) Others
3. Old Business 1:30
  - a) Trail ratings
  - b) Biking events
4. New Business 1.45
  - a) Confirmation of life and associate members
  - b) New walks
  - c) New ideas for walks
  - d) Other business from the floor (if any)
5. Election of Officers 2.00
  - a) Nominating Committee report
  - b) Elections
  - c) Resolution for bank signing authority
  - d) Non-elected positions
6. Adjournment 2.30



**APPENDIX D**  
**Victoria Pathfinders Walking Club**  
**Expense Reimbursement Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date	Nature of Expense	Purpose	Amount

Total Amount Claimed    \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Treasurer's Use Only

Date Received \_\_\_\_\_    Approved \_\_\_\_\_    Date Cheque Issued \_\_\_\_\_