

Nebraska Wander Freunde Trailblazers (NWFT) Club Standing Rules

In recognition that the NWFT is a non-profit club, of all volunteers, interested in communicating the worthiness of their meeting and event operations to walkers and guests from around the world, these rules are adopted in supplementation to the organization By-Laws. As such, they are based on best practices assimilated from clubs, regions, and American Volkssport Association (AVA) members past and present.

MEMBERSHIP

1. Dues shall be established annually by the Board of Directors.
2. New members will be advised that they can find a copy of club by-laws and the standing rules on our webpage. A welcome letter (see attachment 1) with an explanation of traditional and year round events, meetings, and contact information will be sent (electronically if possible) at the time someone joins.
3. Each member, as an individual or as part of a family membership, who has obtained the age of 18-years old has one vote.

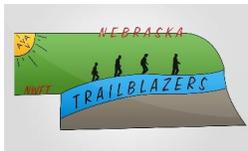
GUESTS

1. Members are encouraged to bring guests to all club events and meetings.
2. Members attending should warmly welcome all guests to meetings and events.

RESPONSIBILITIES

1. In general, all officers shall carry out the duties assigned to them in the by-laws.
2. The President shall appoint individuals who will be responsible Points of Contacts (POCs) for Traditional, Year Round and Seasonal Events.
3. Costs of events, AVA walking materials, and “A” and “B” awards will be established by the Board of Directors.
4. The Program Chairperson will work with club members to obtain a monthly Speaker Host who will provide (sign up to find and host) a speaker for one month. The Program Chair will coordinate the programs to insure, as best as possible, that the programs are not of such nature that involve the solicitation of club members. Keeping in mind that NWFT is a non-political, non-religious, inclusive organization, and noting that the goals of AVA are to promote “fun, fitness and fellowship, the club welcomes speakers from government operations and from faith-based social organizations, however, the presentation shall not include a promotion of a specific political party affiliation or religious-faith.
5. The Speaker Host for the month will:
 - a. Find a speaker based on the guidelines above.
 - b. Notify the Program Chair and President of the speaker and topic in time for communication to club membership before meetings.
 - c. Advise the speaker of the time, date, detail location of the meeting place, facility entrance and availability of audio-visual equipment and screen at our place of meeting.
 - d. Contact the speaker and confirm all information the day of the talk.
 - e. Meet the speaker at the meeting, orient them to the meeting agenda and support their needs before, during and after the meeting.
 - f. Thank the speaker and ensure the secretary has contact information to thank them with a letter and applicable speaker gift determined by the board.

6. The Vice President shall act as the parliamentarian inclusive of staying up to date with *Robert's Rules of Orders—Fast Track*, AVA policies, the club by-laws, and these standing rules to guide meetings and decisions in correct practices.
7. Committee Chairs may recruit and recommend the appointment, by the President or Board of Directors, of other club members to their committee to assist in carrying out the work for which they are responsible.
8. AVA Certified Trailmasters (CTs) are individuals recognized, through study and examination, as "...a knowledgeable resource in the art of Volkswalk trail making, whether creating interesting routes, making them, or writing accurate and informative instructions for them" (November 4, 2103, *AVA Trailmaster Guide and Certification Examination*, retrieved from www.ava.org on July 30, 2018). For NWFT purposes, Trailmasters will assist applicable POCs in developing and managing all events (Traditional, Seasonal and Year Round). Additionally, they will coordinate standardization of club map/instructions boxes per AVA guidelines. AVA Certified Trailmasters, are requested by the NWFT to meet from time to time and assist club event Points-of-Contact (POCs) as needed. Managing an event and a specific event walk box, for NWFT, is the responsibility of the walk POCs, but Trailmasters will assist POCs with event and YRE box development and management—and periodically inspect club walk boxes—when requested by the Board.
9. Traditional Event POCs, as appointed by the President, are responsible for recruiting assistance for their event from club membership and following NWFT POC Guidelines as set forth in Attachments [2](#) and [3](#).
10. Online and Hybrid (both physical and online) Start Boxes will be created by club Trailmasters in coordination with The Communication Committee and other club members with applicable technical expertise.
11. The club Hospitality Chair will coordinate and schedule hosts for meeting treats and social time.
12. The club Historian will maintain a scrapbook of pictures and written notes related to club meetings and events. These may be kept in a binder, file folder or electronic method of record keeping.
13. NWFT physical Walk Box Standardization Criteria are adapted from AVA policies and YRE/SE POCs should annually review their boxes for compliance (see Attachment [4](#)).
14. All club and board meetings are open meetings in accordance with Nebraska open meeting laws, rules, and regulations for 501(c)3 non-profit organizations. The board will only go into closed session when exercising member expulsion duties provided for in the Sections 3.5.2 and 3.5.3 of the By-Laws.



Nebraska Wander Freunde Trailblazers (NWFT)
 PO Box 8147
 Omaha NE 68108-8147

Date _____

New Member Address

Dear _____,

Welcome to “The Great Plains Walking Club.” Our official name is the Nebraska Wander Freunde Trailblazers, or “Trailblazers” for short. We are a walking group organized in the greater Omaha, Nebraska metropolitan area dedicated to walking for Fun, Fitness and Friendship!

Walking is a great way to boost personal fitness, circulation, mental acuity and get outdoors. Our walks are non-competitive and are designed to be fun, often with themes. For example, our annual Soup Walk is our first walk of the year, where all contribute to a big pot of soup – and then get to eat it after walking! Extra cans of soup brought to the walk are given to a local food pantry. Throughout the year we often combine walks with civic charitable donations. New in 2021, we now offer walks (ACE Events) that do not provide sanctions from our national organization (recorded with a stamp in a book). These walks are free and for just getting together with other walkers without recording the event.

Be sure to take part in our walks and take advantage of our membership in the American Volkssport Association—America’s Walking Club (AVA) <https://ava.org/>, which offers almost 4000 walks across the United States, with links to walks in the rest of the world! Also, please consider attending our monthly meetings in February, March, April, May, June, September, October, November, and December; and our annual January dinner meeting. Meetings offer social time, speakers with topics of interest to members and a small (incentive to attend) cash drawing. Since there are no summer meetings, watch for a fun club activity in July and August.

Lastly, all things NWFT can be found on our website <http://www.netrailblazers.club/> and on our Facebook Page <https://www.facebook.com/nebraskawander> .

Hope to see you on the trail soon,

Your NWFT Walking Friends

Point of Contact Duties: Traditional Events

Point of Contact must provide and be able to be contacted by phone and/or email in a timely fashion.

Duty	Timeline	Responsible Person
Select site or area to walk	1 year or more prior	POC or Club
Get club's approval for event	1 year or more prior	POC
Find Start Point for walk	1 year or more prior	POC or Club
Coordinate with S.P. personnel	1 year or more prior	POC or Club
Estimate rating for the walk	an estimated rating needs to be done before event sanctioned	POC or Club Trailmasters
Create directions to Start Point	to be done before event sanctioned	POC or Club Trailmasters
Review list of Special Programs for inclusion on route	to be done before event sanctioned	POC & Club Trailmasters
Create route	at least 6 months prior	POC & Club Trailmasters
Walk the route	within three weeks after created	POC
Modify route as needed	as needed until event	POC
Create directions & maps	within two weeks of modifying	POC or Club Trailmasters
Rate walk	within two weeks of last modification	POC or Club Trailmasters
Recruit volunteers	2 months prior	POC or Club
Determine supplies/equipment Needed (1)	2 months prior	POC & Club
Schedule pre-walk (2)	2 months prior	POC
Check if start will be open (3)	1 month prior	POC
Walk pre-walk	1 to 2 weeks prior	POC
Modify route as needed	within two days after pre-walk	POC
Modify directions maps as needed	within two days after pre-walk	POC
Maps and directions copied	within two days before walk	POC or Club

Club Trailmasters must be AVA-certified

- (1) Equipment such as tables, chairs, trail marking needs, signage, kitchen facilities and equipment (if appropriate)
- (2) The pre-walk is usually one week before the event
- (3) Need to see if the start point will be open for the pre-walk and if restrooms will be available.

Point of Contact Duties: YRE / Seasonal Events

Point of Contact must provide and be able to be contacted by phone and/or email in a timely fashion. Club will provide back-up contact information for inclusion in Walk Box.

Duty	Timeline	Responsible Person
Select site or area to walk	1 year or more prior	POC or Club
Get club's approval for event	1 year or more prior	POC
Find Start Point for walk	1 year or more prior	POC or Club
Coordinate with S.P. personnel	1 year or more prior	POC or Club
Estimate rating for the walk	an estimated rating needs to be done before event sanctioned	POC or Club Trailmasters
Create directions to Start Point	to be done before event sanctioned	POC or Club Trailmasters
Review list of Special Programs for inclusion on route	to be done before event sanctioned	POC & Club Trailmasters
Create route	at least 6 months prior	POC & Club Trailmasters
Walk the route	within three weeks after created	POC
Modify route	as needed	POC
Create directions & maps	within two weeks of modifying	POC or Club Trailmasters
Rate walk	within two weeks of last modification	POC or Club Trailmasters
Schedule pre-walk (1)	2 months prior to start	POC
Modify route as needed	within two days after pre-walk	POC
Modify directions/maps as needed	within two days after pre-walk	POC
Maps and directions copied	within two days before walk	POC or Club
Check route (2)	at least two times during the year	POC
Modify route as needed	within two weeks after route check	POC
Modify directions maps as needed	within two weeks after route check	POC
Maps and directions copied	ASAP after modifications made	POC or Club
Change route (3)	every three years	POC

(1) Only if the POC would like to have other club members check the directions and maps.

(2) Should be near the start of the YRE and another time mid-year of event.

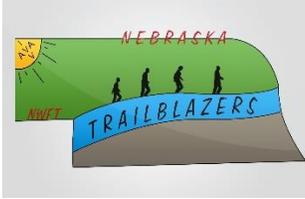
(3) Route should be changed every three years even if nothing more than reversing the route. Which means doing all the steps again starting with Create route.

Nebraska Wander Freunde Trailblazers Standardization of Physical Walk Boxes

The checklist items below are for an annual review of the box, to be performed by the walk Point-of-Contact (POC), when a new year stamp is affixed.

A physical walk box maintained for a Year Round Event (YRE) or Seasonal Event (SE) will consist of a plastic portable file tote with hanging document folders or an expandable accordion document file (both hereby referred to as The Box or Box).

- Each box will have clear labels adhered to its outside front cover.
 - AVA
 - NWFT
 - Point-of-Contact information
- Each box will have sufficient workable pens.
- The following tabs shall be labeled and put on a hanging file in the plastic tote or identified on an accordion document section. Separate accordion files must be established for each sanctioned walk at a Start-Point. Two sanctioned walks may be kept in one plastic file tote, but separate tabs must be established for each of the following:
 - Registration Logbook
 - Start Cards/Envelopes
 - Stamp/Ink Pad
 - Distance 1 (5k, 6k etc.) Instructions/Maps
 - Distance 2 (5k, 6, 10k etc.) Instructions/Maps
 - AVA Insert Cards
 - Club Membership Forms
 - Club News (brochures and flyers)
- Registration Logbook (3-hole binder/file sized as needed). Documents should be in plastic document covers.
 - The first item in the binder is a *Walk Instructions Cover Sheet*. For NWFT uniformity, POCs should copy and **edit** the example on the next page):
 - Sufficient pages of the *NWFT Walk Registration Log*. These are provided annually by the club, identified by the sanction number and consecutively numbered beginning with Walker 001.
 - Correct Stamp with verified date, sanction number and walk name (best wrapped in paper towel and in plastic bag).
 - Stamp pad with freshened ink and spare ink bottle (best wrapped in paper towel and in plastic bag).
 - Sufficient pre-paid envelopes on hand.
 - Sufficient start cards on hand.
 - Sufficient New Member Forms on hand.
 - Sufficient insert cards on hand.
 - Several Annual Club Brochures with one that says Do Not Remove from Box.
 - Sufficient pages of the *NWFT Walk Registration Log*. These are provided annually by the club, identified by the sanction number and consecutively numbered beginning with Walker 001.



Nebraska Wander Freunde Trailblazers

Name of Walk and AVA Sanction Number

Walk Instructions

Obtain a single-sheet Start Card per participant. *An Amateur Athletic Waiver and Release of Liability* is contained on the Start Card. Please read before signing the card.

Complete the Start Card:

- Fill in the *Registration Log* and place your Start-Number on the Start-Card
- Complete walker information on the Start Card.
- Complete applicable walk status information (older cards may be in use; mark all that apply):
 - New Walker
 - Coupon Used
 - Award W/IVV Credit \$3.00 + Award Fee when applicable
 - IVV Credit Only \$3.00
 - Non-IVV Participant \$3.00
 - E3 Participant
 - Free

(Note: NWFT Members **ONLY**: take a \$1.00 discount each time you repeat the walk in a calendar year.)

- Enter the distance you intend to walk on the Start Card.
- Sign and date the Start Card.

Directions:

- Obtain directions/map for the distance walk you plan to do.
- Follow good trail etiquette on sidewalks and trails.
- Walk safely against traffic if a portion of the walk is on a street surface.

Upon Completion of the Walk:

- Credit walkers make sure you have stamped your event, distance, and applicable special program books.
- All completed Start Cards and payment should be put into the self-addressed stamped envelope provided by the club and drop in the mail.

Thank you for doing our walk.

Please be sure to thank the business for hosting our start-point.

Special Programs for _____ (name of walk) _____:

1. Fill in by POC
- 2.

If there are any concerns about this walk or contents of the box, please contact: POC Name, Address, Phone Number, Email (edit by POC)