

**EVERGREEN STATE VOLKSSPORT ASSOCIATION**  
**PROGRAM TO REVIEW DIRECTIONS FOR YEAR-ROUND & SEASONAL EVENTS**

**PURPOSE:** This document establishes the Review Program for reviewing the route directions for Year-Round and Seasonal Events. The review process developed for this program is intended to assist the ESVA clubs to provide clear, accurate, consistent and easy-to-use directions for their YREs & SYREs.

Attachment 1 to this document is the listing of guidelines for route directions. These guidelines are consistent with the American Volkssport Association (AVA) guidance for event directions included in the Trailmaster Guide and Trailmaster Certification and subsequent AVA publications.

Attachment 2 to this document is the Event Review Form which reviewers will use to provide helpful feedback to the sponsoring club of a YRE or SYRE.

**ESTABLISHMENT of the REVIEW COMMITTEE**

1. Committee for the Review of YRE & Seasonal Event Directions will be established to oversee and manage the review process.
2. The committee chair will be the ESVA Vice President.
3. The membership of the committee will consist of the Area Coordinators.
4. The committee may recruit other ESVA members to help conduct the reviews.

**REVIEW PROCESS**

1. INITIAL SUBMISSION OF EVENT DIRECTIONS TO REVIEW COMMITTEE
  - a. After implementation of this program, ESVA will send this operating procedure document to all ESVA clubs and request they forward copies of their current and coming year, if available, YRE & Seasonal Event directions to their Area Coordinator. Electronic directions files are preferred.
  - b. If some directions are not available in word processing form, either a scanned copy can be sent electronically or a hard copy can be mailed or hand-delivered to the Area Coordinator.
  - c. The Area Coordinator will forward the event directions to the committee chair and the other committee members.
2. REVIEW SCHEDULE DEVELOPMENT
  - a. The committee chair will lead the development of a schedule of reviews. The committee will develop the initial schedule after receiving the initial submission of event directions from the clubs.
  - b. New and substantially modified YRE/Seasonal events will be scheduled for review during their first year of being open to the public. An example of a substantially modified event is one that has a new route that is completely or substantially different than the previous route.

- c. Those events that have been in existence for several years and are substantially unchanged will be scheduled for initial review over the 1 to 4 year period following implementation of the review program. After the initial review of an event, future reviews will occur about every 4 or 5 years for that event as long as there has been no substantial change to it.

### 3. FUTURE SUBMISSIONS

- a. After the first year, the committee will meet annually in the fourth quarter to develop a schedule of reviews for the upcoming year.
- b. After the initial submission of current directions for YRE & Seasonal Events, future submissions of directions need only be made for new events or for substantially changed existing events.
- c. The committee will remind clubs each August to submit those event directions, which are subject to review, to their Area Coordinator as soon as they are available.
- d. A schedule of reviews will be developed based on the event directions submitted.

### 4. CONDUCTING THE REVIEWS

- a. When the schedule of reviews is developed for the upcoming year, the committee will assign a volunteer reviewer for each event on the schedule. Volunteer reviewers will not be assigned directions submitted by the club they consider to be their primary club for membership. The reviewer will be given a copy of the directions to be reviewed.
- b. The volunteer reviewer will get the directions to the starting point of the event using the usual sources – the AVA web page ([www.ava.org](http://www.ava.org)), the current *Starting Point* publication, and the most current issue of *The Northwest Pathfinder*. The reviewer will comment, if appropriate, on the accuracy of those directions and on the consistency among the sources.
- c. The volunteer reviewer will use the Event Review Form adopted by the committee. The reviewer will comment on the positive aspects of the event and its directions and will point out where the directions could be improved. The completed review form will be forwarded to the Area Coordinator.
- d. The Area Coordinator will forward the completed event reviews to the committee chair, and to the other committee members if those members so desire to see them.
- e. The responsible Area Coordinator will contact the club and offer to go over the completed review with them. The Area Coordinator will also offer to work with the club to improve the directions as suggested by the reviewer.