

Proposed Requirements for VAF Involvement in Annual Events

1. Each event should be planned to run on a cost recovery basis. It should break even or make a slight profit.
2. Every event organizing team should use resources that can be cancelled at the last minute as much as possible.
3. In cases where it is necessary for resources to be purchased/ordered in advance of the event date for events that could be cancelled due to weather or low registration, these resources must be identified during the planning phase and all attempts to reduce likelihood of this expense resulting in a loss must be taken:
 - a. **For Example:** organizers should only order and distribute crests after the event and when the exact number of participants is known.
 - b. **For Example:** organizers should only purchase any foods that cannot be saved and reused for a future event on the day of the event if at all possible
4. If it is not possible to organize an event without the risk of financial loss due to cancellation or lower than expected registration numbers, the VAF must be advised of this in advance of making any financial commitments, otherwise VAF will not cover any losses
5. Once an event is scheduled and registration closed, any refunds for an event must be reduced by the amount that is necessary to cover any fixed costs.
6. The non-refundable portion of registration fee must be identified to participants at the time of registration
7. Each annual event should either put money aside out of profits to cover a loss, or the revenues should be shared with VAF so that we can cover losses that are unavoidable.
8. If an event loses money two years in a row then VAF should review keeping it as a sponsored event.
9. If the VAF contingency account grows past a reasonable amount then the money can be used for equipment or used to sponsor an event. This will be at the discretion of VAF when necessary.

VAF Annual Sponsored Events:

Couch Rally	RSVP
Venclimb	JOTT
Crazy Canuck	JC May Camp
Rovent	White Water 1,2 & 3
Laserquest Lockdown (x2)	Kayak 1 & 2
JC Winter Camp	Council Camp: Voyageur Council responsibility
Adirondack Winter Adventure	Boat Rescue and Basic Canoe Training
OPE Work Weekend/WW1 pre-training	Swift Water Rescue Course