

# **SPACE COAST RUNNERS GUIDELINES**

**Revised: April 18, 2011**

## **PREFACE**

The following document contains the guidelines for the Space Coast Runners, Inc. (SCR). These guidelines represent the policies that officers, board members, and other appointed or volunteer positions are requested to follow. It was produced in order to help them in performing their jobs.

### ***WHAT IS IN THIS PACKAGE?***

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## **PURPOSES OF THE CLUB**

The SCR was formed for the following purposes, without regard to age, gender, race, color, religion, or national origin:

- To promote and encourage running as a means of healthful exercise.
- To support recreational, international, amateur, competitive and non-competitive running.
- To promote and conduct races or other running-related activities.
- To disseminate information on running through newsletters, clinics, meetings, and using the web.
- To make and present awards for significant achievements.
- To offer guidance to organizations in support of running events.
- To do all such things conducive to the encouragement of running and better physical fitness.

## **PRIVACY POLICY**

The Space Coast Runners membership list will be used for Space Coast Runners business only. No individual member's information will be given out without prior consent of the individual member. Race Directors of Space Coast Runners owned races may share race participant information with race sponsors.

## **MEMBERSHIP**

### **DUES**

Membership dues are \$30 per year for individuals and \$35 per year for families. The cost is \$15 for students, up through full-time college students. The length of membership is for one year and starts at the time the membership application is submitted with the appropriate check or money order and the member receives their first newsletter.

## **ELECTED, APPOINTED, AND VOLUNTEER POSITIONS**

### **OFFICERS**

This corporation has a President, Vice President, Secretary and Treasurer. Officers are elected each year during the month of the annual election meeting of the corporation held in May or June. In the event that an officer resigns or becomes unable to serve, the Board of Directors will replace the said officer with a member of the corporation who shall serve the unexpired term of office - i.e. until the next annual election meeting.

### **OFFICERS' RESPONSIBILITIES**

#### **President:**

- Chair the monthly meetings.
- Help all club functions to run smoothly.
- Be the point of contact for the SCR.
- Help ensure that all guidelines for SCR club races and rules for the SCR ROY races are enforced.
- Make sure RRCA and USAT&F information is available to race directors and any interested persons.
- Affirm that the duties of the Officers and Board Members are being performed in accordance with the SCR Guidelines.
- Send out the "Runner of the Year" notice to the race directors of those races selected. This should be done prior to the first race of the series.

#### **Vice President:**

- Act for the President during periods in which the President is temporarily unable to perform his/her duties.
- Act as, and perform any duties required of, the Chairman of the Board. This is for any external organization that requires a signature of the individual who is Chairman of the Board.

**Secretary:**

- Update this handbook annually and provide officers and board members a copy. A copy should also be provided to SCR club race directors.
- Record the minutes of all club meetings and of any functions where policy decisions are made.
- Submit the minutes from the previous meeting.
- Provide the President and Vice President with a copy of meeting minutes.
- Maintain a copy of the minutes for the club records.
- Pass all copies of the minutes to the next secretary.
- Pick up the SCR mail at the club's Melbourne post office and distribute as necessary. This responsibility may be delegated to another officer or director of the SCR.

**Treasurer:**

- Submit a Treasurer's Report at the monthly meetings.
- Provide a monthly and year-to-date summary for all club revenues and expenditures.
- Provide a summary for all SCR race revenues and expenditures.
- Provide the President, Vice President and Secretary with a copy of this report.
- Pay the SCR's RRCA insurance. The information is sent to the club's Melbourne mailbox in December and is due in January. SCR is billed a set rate plus a rate based on membership.
- Pay the Post Office for the mailbox. The Post Office will notify us when the rent is due
- Ensure all advertisements to the newsletter have been paid to the SCR
- File required federal tax returns as well as any other forms as required by federal state or local governments.
- Maintain copies of the state sales tax exemption certificates and make available to vendors, as required.

**EXECUTIVE COMMITTEE**

The executive committee consists of the officers of the corporation. The executive committee has the authority to act on behalf of the Board of Directors in all matters where the Board is not in session. However, decisions of this committee may be reversed by a majority vote of the Board of Directors.

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**BOARD OF DIRECTORS**

The Board of Directors consists of not less than three (3) nor more than fourteen (14) persons, or as may be changed in accordance with the procedures established by a two-thirds vote of the Board of Directors. The Board of Directors must be members of Space Coast Runners in good standing.

A Board Member may be removed from the Board after missing a total of three (3) regularly scheduled monthly meetings. After three meetings have been missed, a vote shall be taken as to whether or not the member should be removed.

**BOARD OF DIRECTORS' RESPONSIBILITIES**

- Assist the officers with club business. This includes support at races, committees, and other functions of the club.
- Volunteer for SCR Officer positions when they become available.
- Read and sign SCR Code of Ethics

## SCR CODE OF ETHICS

The Board, and vicariously each Board member is ethically responsible for the proper functioning of the board. In establishing policy for and on behalf of Space Coast Runners' members, each member is a custodian in trust of the assets of the club. The members recognize the need for competent and committed elected Board members to serve their organization and have put their trust in each member's sincerity and abilities.

Therefore, as a Board member of Space Coast Runners, this acknowledgement and commitment establishes that each Board member will observe a high standard of ethics and conduct by devoting best efforts, skills and resources in the interest of *Space Coast Runners* and its members. Duties as Board member will be conducted in such a manner that members' confidence and trust in the integrity, objectivity and impartiality of *Space Coast Runners* are conserved and enhanced. To do otherwise would be a breach of the trust and can result in Board member dismissal.

### Ethical Guidelines

Upon acceptance to the Board of Directors and annually, each Board member will review the following ethical guidelines and sign the statement of commitment.

#### General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the Board of Directors any suggestions of ways to improve the organization's policies, standards, practices or ethics.
4. I will not abuse my position as a Board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of Space Coast Runners.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. I understand that the following activities are considered by Space Coast Runners to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
  - where a Board member makes a decision or commits an act motivated by other or additional considerations than "the best interests of the organization".
  - where a Board member, in any circumstance as related to the organization, puts his/her personal interests ahead of the best interests of Space Coast Runners.

#### Information

7. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a Board member, and that is not generally available to membership.
8. I will protect Space Coast Runners' information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
9. I will maintain confidentiality of all information which the Board deems ought to be kept confidential.

*Initial* \_\_\_\_\_

**Resources**

10. I will be mindful of resources which are in my trust on behalf of Space Coast Runners, and will help establish policies which ensure the maximization of secure and protected resources.

11. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the President and Treasurer. **Representing the Organization**

12. As part of my duties as a Board member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

**Interpretation**

13. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

**Enforcement**

14. The President is ultimately responsible for immediate interpretation, application and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the president with a copy provided to the complainant.

The President shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the president shall appoint a tribunal composed of three board members to investigate the complaint. The tribunal is required to investigate as required and submit a written report to the president within 30 days. The president will render his/her decision within ten days of receiving the tribunal's report.

**Delegation and Penalties**

15. Should the President be the subject of a written complaint, the Vice President shall perform the duties normally assigned to the President in this matter.

16. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:

- Excluding the Board Member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
- censure of the Board member, in private, in public, or both, and/or
- removal of the Board member by a resolution passed by a vote of two-thirds of the members voting at a special or general meeting of the Board, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the Space Coast Runners' Code of Ethics for Board Members

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Member or Nominee

## **APPOINTED AND VOLUNTEER POSITIONS' RESPONSIBILITIES**

### **Membership:**

- Maintain a membership list to include name, address, and telephone number.
- Provide a copy of the membership list either by paper, drive, or e-mail to the officers and board members on an annual basis. Supplements should be provided where deemed necessary.
- A supplement indicating new members and members dropping from the club should be provided to the Runner of the Year Director on a monthly basis while the series is active.
- Provide a list of membership to the Treasurer for the RRCA on an annual basis. This should be done in December since our renewal with RRCA is due in January.
- Notify members when their membership is expiring and provide them the ability to renew.
- The renewal form shall be returned to the secretary and retained by the club for insurance purposes.

### **Volunteer Coordinator:**

- Build and maintain volunteer database.
- Assist race directors of SCR "Owned" races by providing names from database.
- Coordinate finish line training sessions (does not do actual training).
- Coordinate course measurement & certification training sessions (does not do actual training).
- Coordinate recognition for volunteers.
- Provide information on volunteer participation for newsletter and website.
- Collect and record volunteer points.
- Coordinate volunteer recognition ceremony at season's end.

### **Newsletter Editor:**

- Edit and publish the monthly newsletter, with the exception of June and July when a combined newsletter may be published.
- List the officers and board members along with their phone numbers and e-mail addresses (if available) in each issue.
- Publish the Runner of the Year rules and guidelines once a year prior to the first series race.
- Publish the Runner of the Year schedule in each issue.
- Ensure that each Runner of the Year race submits at least one advertisement for their race.
- Ensure that the Runner of the Year race advertisement has the SCR Runner of the Year Series logo.
- Notify the Treasurer of all advertisements (including race applications) run in the newsletter.

### **ROY Series Director:**

- Maintain ROY standings.
- Update and provide standings report after each series race for posting on the website.
- Respond to SCR member scoring issues.
- Provide a final standing report at the end of the season.
- Coordinate ROY awards at the end of the season.

### **Fun Run Director:**

- Schedule fun runs on a routine basis.
- Provide the Publicity Director and Newsletter Editor a copy of the fun run schedule.
- Act as a point of contact for the fun run.
- Lay out an appropriate course.
- Provide water and cups.
- Provide a timing device, cones/markers and anything else as needed for the fun run.

## ROAD RUNNERS CLUB OF AMERICA (RRCA)

Space Coast Runners and its members are members of the Road Runners Club of America. As such, each active member of SCR is entitled to the following benefits:

- Insurance (Attachment B)
- Footnotes Newsletter
- National Awards
- Children Program
- Offers Tax Exempt Status
- National/Regional Championships

For complete RRCA information, visit their website, <http://www.rrca.org>

Road Runners Club of America (RRCA)  
1501 Lee Hwy, Suite 140  
Arlington, VA 22209

Phone: 703-525-3890  
Email: [office@rrca.org](mailto:office@rrca.org)

## MEETINGS

### MONTHLY BOARD MEETINGS

The club officers and board members meet on the *third* Monday of each month unless otherwise rescheduled. The meetings are held at the *Merritt Island Health First ProHealth or Viera Health First ProHealth meeting room* starting at 7:00 PM. This meeting is open to general membership and guests. A quorum consists of half of all voting members – only SCR officers and board members will be allowed to vote at board meetings – and must include at least one officer. Additional meetings are required to be scheduled upon the written request of one-third of all active members of the corporation.

### ORDER OF BUSINESS

At all meetings of the corporation, or the Board of Directors, the order of business: consist of the following

- I. Meeting Call to Order
- II. Review/Modify Agenda
- III. Any Changes to Electronically Sent Minutes of last meeting
- IV. Treasurer's Report
- V. Guest Speakers
- VI. Old Business
  - Race Reports
- VII. New Business
  - Upcoming Races
  - Other New Business
  - Action Items
- VIII. Next Meeting
- IV. Adjournment

### ANNUAL MEETING

The SCR conducts an annual meeting held in the month of May or June; this meeting can serve a dual-purpose: to identify the SCR officers and board members for the coming year, and the second is to serve as the awards celebration for the SCR ROY Series, and for presenting of the 'Golden Shoe' award(s), the 'Hall of Fame' award(s), and the SCR Scholarships. This meeting is for SCR members only, their guests, and invited guests.

## **SPACE COAST RUNNERS, INC. "OWNED" RACES**

### **SCR CLUB-OWNED RACE DESCRIPTION**

- Must be directed/co-directed by a club officer, board member, or individual approved by the officers and board.
- Must discount \$1.00 from the pre-registration fee for all SCR members. This excludes races that are free or are open only to SCR members.
- Must follow the SCR ROY guidelines.
- Must follow the RRCA guidelines.
- Will be included under the SCR club's insurance.
- Will be allowed to place a one-page ad in the SCR newsletter at no cost.

### **SCR RACE DIRECTOR RESPONSIBILITIES**

- Should be given a copy of this handbook.
- Ensure race applications have the RRCA approved waiver, and the SCR and RRCA logos -- this is required for insurance purposes. Copies of the logo can be copied from the SCR newsletter or website.
- Should purchase T-shirts and awards locally -- but is not required to do so.

### **CURRENT SCR RACES**

The four (4) club-owned races are:

Space Coast Classic 15K/2Mile  
Space Coast Marathon & ½ Marathon  
Eye of the Dragon 10K/2Mile  
Space Walk of Fame 8K/2Mile

## **AWARDS**

### **‘GOLDEN SHOE’ AWARD**

The Golden Shoe Award is a prestigious award given annually by the Space Coast Runners, Inc. This award is not given to recognize an individual's accomplishments or ability in running. But rather, the award is given in order to recognize, commend, and thank that person on his/her continued demonstrated commitment and contributions to the sport of running and to the runners of the Space Coast.

#### **Golden Shoe Award Guidelines:**

- Any SCR member may submit/nominate an individual for the Golden Shoe Award.
- A written justification of why the individual is being submitted/nominated for the Golden Shoe Award is all that is necessary for submission.
- If more than one candidate is submitted, the SCR Officers will review the written justifications and decide the winner by consensus.
- The recipient does not have to be a member of the SCR.
- The only requirement to be selected as the recipient of the Golden Shoe Award is that the individual has a positive influence on the sport of running based on his/her contributions to the community.

### **‘HALL OF FAME’ AWARD**

The Hall of Fame was implemented to recognize the accomplishments of Space Coast Runners as runners and/or their contributions to the Space Coast Runners Club.

#### **Hall of Fame Process:**

- Nominations may be made by any active SCR member and submitted to the nominating committee by April 1 of each year.
- The nomination must include the candidate's name, number of years he or she has been a member, the year or years the candidate is being recognized, and the candidate's accomplishments. The nomination must include justification on why the candidate is being nominated and contain sufficient detail to allow the committee to make an objective decision.
- The winning candidate(s) will be selected by the nomination committee and will be announced at the SCR Annual meeting with the nomination letter(s) read aloud.
- A photo of the nominee and the nomination letter will be included in the SCR Hall of Fame book and on the website.

#### **Hall of Fame Nominating Committee:**

- The committee shall consist of five (5) SCR members. These members do not have to be board members or officers.
- Attempts shall be made to include at least two former inductees on the committee. Nomination committee members are not eligible to be selected during the year in which they are on the committee.

### **SCR SCHOLARSHIPS**

The Space Coast Runners Club will award two scholarships of \$500 or more. The amount is to be determined by the Club officers and board members based on the financial situation of the club. The winners will be selected at the April SCR meeting by the officers and board members based on the letters received from the applicants. The scholarship may be presented to the winners at the Annual Space Coast Runner Awards Banquet / Meeting.

#### **SCR Scholarship Guidelines:**

- Must be high school graduating seniors.
- Either be a family member of a Space Coast Runners Club member or has/is participating on their high school track or cross country team.
- Must submit a letter of no more 250 words on how they fit running into their life.
- Must complete a Brevard School Foundation Scholarship application. Applications are available from their school's guidance office.

## DOCUMENT REVISION HISTORY

(Space Coast Runners Guidelines)

<b><u>Date</u></b>	<b><u>Description of Changes</u></b>	<b><u>Author</u></b>
2006_08_14	- added this "Document Revision History" section - removed George Haddad as an SCR board member - specified Carol Ball and committee as RD of the Space Coast Classic 15K	C. Ching
2006_11_25	- removed Ernie Diaz as an SCR board member - added Michelle Smurl as an SCR board member	C. Ching
2007_07_12	- removed Dave Hernandez as an SCR board member - added Cyndi Bergs and Jim Schaeffer as SCR board members - updated the membership dues - added Dave Hernandez as the Palm Bay Fun Run director and Cedric Ching as a Multiple Shots contributor - updated the RRCA address and phone number - updated the races/dates for the 2007-2008 SCR ROY Series - specified Cyndi Bergs as RD of the Space Coast Classic 15K	C. Ching
2007_07_18	- removed Jim Schaeffer as an SCR board member (not yet)	C. Ching
2007_08_17	- added Jim Schaeffer as an SCR board member	C. Ching
2007_09_08	- updated the date of the Downtown Melbourne 5K -- to April 5, 2008	C. Ching
2008_01_16	- added Dave Hernandez as an SCR board member	C. Ching
2008_02_18	- updated documented Services Agreement Form to "Form C-1A"	C. Ching
2008_08_09	- updated for 2008-09 season - removed Donna Neill, Jim Schaeffer, and Michelle Smurl as SCR board members - added Nancy Rowan and Christy Zieres as SCR board members	C. Ching
2008_08_17	- added Tammy Foster as Youth Series contact - incorporated redlines from Carol and Mo	C. Ching
2009_07_17	- updated maximum number of SCR board members allowed from 13 to 14 per motion - updated officers list and SCR ROY series race list. - added Linda Cowart, Nick Flint, Ed Springer, and Tristan Webbe as SCR board members	C. Ching
2009_07_28	- updated Youth Series contacts	C. Ching
2009_08_14	- updated date/location of the monthly board meetings	C. Ching
2011_02_19	- updated guidelines including members and race series ; added Code of Ethics	C. Bergs
2011_3_5	- updated to delete SCR equipment management; revised Code of Ethics; redlined points for discussion/approval	C. Ball
2011_4_18	- updated to reflect motion made and approved on 3/21/11 to remove information that is subject to annual updates; remove stipulation of keeping race awards under \$500	C. Bergs

## **ATTACHMENTS**

- A ARTICLES OF INCORPORATION
- B INSURANCE INFORMATION
- C SCR ROY RULES AND GUIDELINES 2010-2011
- D SCR MEMBERSHIP APPLICATION (SCR-07-2007)
- E SCR RACE DIRECTORS' GUIDELINES