

Six Rivers Running Club Policies

P.O. Box 214, Arcata, CA 95518

Revised: November 2023

SRRC Tax ID #94-2620979

Road Runners Club of America (RRCA) club #1073

United States of America Track & Field (USATF) club # 38-0151

Website www.6rrc.com

The ***Six Rivers Running Club*** is a non profit, tax exempt organization [501(c)3] through the Road Runners Club of America's (EIN: 23-7283854) group exemption status with the IRS.

The organization's fiscal year is August 1 – July 31.

Goals:

The organization's fiscal year is August 1 – July 31.

1. *To encourage distance running both competitive and noncompetitive, by all interested people in the Humboldt County area;*
2. *To arrange and manage road races open to all who are interested.*
3. *To produce and circulate a club newsletter to spread information about upcoming races, results of past races, running tips, and relevant health issues.*
4. *To encourage and promote youth running in our community.*

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Appendices:

1. Safe Sport Compliance Policy
2. Conflict of Interest Policy
3. Board Meeting Code of Conduct Policy

I. Races

- A. SRRC races must meet the requirements listed under this section (I. Races) and the next section (II. Race Directors).
- B. Race Divisions and awards are at the discretion of the race director.
- C. Race Categories
 - 1. Signature Races: Foggy Bottom Milk Run, Avenue of the Giants Marathon, Atalanta Victory Run, Grasshopper Peak Redwoods Run, Fourth of July Run, and Humboldt Redwoods Marathon. Fees will be charged for all entrants, including club members.
 - 2. Club Runs: usually held monthly.
Entry at no charge to SRRC members. Children under 18 also participate for free. For nonmembers 18 years of age and older, a fee will be charged.
 - 3. Humboldt Redwoods Running Association for Youth (HRRAY) Events
Fall cross-country K-8 meets and Spring track and field K-8 meets
- D. Athletes with Disabilities:
 - 1. Six Rivers Running Club will defer to the USATF & RRCA rules and recommendations for questions surrounding disabled athlete participation in club runs.
 - 2. No ADA accommodation request will be granted if the necessary documentation has not been sent to USATF at least 6 weeks prior to the date of competition. It generally takes 4 to 6 weeks from the receipt of all relevant documentation to evaluate an ADA accommodation request.
 - 3. Accommodation requests must be submitted to the race director 6 weeks in advance of any event to insure that proper safety measures are facilitated for the athletes and all others competing in an event.
 - 4. There is no blanket authorization. Each event must be evaluated and approved by Six Rivers Running Club and USATF rules.
- E. Sponsorship
 - 1. Tobacco companies are prohibited as sponsors
 - 2. The Board reserves the right to disapprove of any sponsor
- F. Insurance
 - 1. Club races and events are insured through RRCA
 - 2. The insurance prohibits bicycles, skateboards, hover boards, roller blades or roller skates, and running or walking with dogs or any animals. They are not allowed to be used in club organized events. Baby joggers must line up at the rear of the participants to start the run. Board members and race directors seeing violations will advise the errant entrant.
- G. Misc.
 - 1. An organization can be paid to work at or direct an SRRC race with a predetermined financial arrangement. A written contract is encouraged.
 - 2. Six Rivers Running Club is not responsible for lost or stolen items at races.

II. Race Directors

- A. Responsibilities: Coordinate permits and insurance riders, procure necessary volunteers, ensure desired equipment and supplies are transported to event, set up race, clean up after race, and supply accurate results to the newsletter editor as soon as possible. For **Club Runs**, see Race Director Handbook for Club Runs (Small Races).
- B. Pacing regulations are up to the race director. USATF sanctioned races must follow their guidelines.
- C. Race directors must submit their preferred date and distances for their event for the following year to the newsletter editor by December 1st. Any changes in date or distances must be approved by the board.
- D. The race director will ensure that the medical aid box is present at all club runs. The medical aid box is in the shed and is labeled. Anything used must be re-supplied to the medical aid box by the race director. Extra supplies are located in the shed.
- E. Race Budget is needed for **Signature Races** (but not **Club Runs**)
 - 1. Projected budget will be submitted 6 months in advance of race
 - 2. Major budget changes after the initial approval need to be brought to the board as soon as possible.
 - 3. Compensation for director, timing crew, traffic control, and/or volunteers is allowable if included in budget and documented.
 - 4. Final Financial Report will be submitted in a timely manner after the event is completed using the SRRC consolidated spreadsheet template
- F. HRRAY Events
 - 1. A projected budget will be submitted before the Fall cross-country season and before the Spring track and field season.
 - 2. Final Financial Report will be submitted in a timely manner after the season is completed using the SRRC consolidated spreadsheet template.

III. General Funds

- A. All race profits that exceed a necessary and reasonable start-up fund for the subsequent year's run, as evidenced by the budget, will be placed in the SRRC general fund.
- B. Contingency Fund: An appropriate amount shall be kept in a money market, savings account, and/or certificate of deposit (CD) to guard against disasters or unforeseen events.
- C. Categorical Funds: Shall be available for the promotion of running in accordance with SRRC goals.
 - 1. Support for these funds will depend upon SRRC's financial health.
 - 2. Currently these funds include the Community Fund, the Shoe Fund, the Scholarship Fund, and Humboldt Redwoods Running Association for Youth (HRRAY).

3. SRRC Affiliates, including Cal Poly Humboldt University and College of the Redwoods may be supported by funds approved by the Board without the need of a formal application.

IV. Equipment

- A. Storage: Club equipment is kept at Rainbow Mini-Storage on Jacobs Ave in Eureka. There are two separate storage units, one for general use and one for marathons.
 1. Each vehicle needs to use the keypad code for entry and exit.
 2. A pod, located in Redcrest, contains additional marathon equipment.
- B. Policies on equipment use
 1. Board members and SRRC race directors are approved for equipment check out.
 2. All equipment leaving the storage shed will be accounted for.
 3. Board approval is required for equipment usage at non-club events. Community use of SRRC equipment requires the presence of a board member or a Board-approved volunteer at the event. A set fee will be charged to the organization using the club's equipment.
- C. Equipment insurance is renewed annually.

V. Officers will be elected by the Board in January, for a term of office of one year.

- A. President
 1. Creates agenda and leads monthly meetings
 2. Appoints committee members, officers, and replacements for board of directors with Board approval
 3. Represents club at community functions
 4. Votes only to break a tie
- B. Vice President
 1. Assists President in any duties required
 2. Chairs meetings in President's absence
 3. Becomes interim president if required
 4. Coordinates board meeting location
- C. Secretary
 1. Records meeting minutes
 2. Submits minutes to board for approval
 3. Forwards approved minutes to newsletter editor
- D. Treasurer
 1. Pays bills, receives funds, and keeps Board updated
 2. Keeps books and files appropriate taxes
 3. Submits annual financial report to board

VI. Board of Directors

- A. Comprised of 10 or more individuals who are current club members.

- B. Approximately half will be elected each year to a two-year term which will run from January to December
- C. Duties
 1. Oversees general operation of SRRC
 2. Approves budgets, presidential appointees, minutes of meetings, and acts on other motions before the Board
 3. Each director will obtain the Safe Sport Certificate by completing the on-line Safe Sport tutorial by RRCA (See *Appendix 1*)
 4. Declare any conflicts of interest (See *Appendix 2*)
- D. Conduct
 1. Board member can be removed by vote of the Board if the board member or his/her proxy misses three consecutive meetings
 2. Board member can be removed by vote of the Board if he/she misrepresents the club, embezzles, or his/her behavior is inappropriate
 3. Abide by the Board meeting code of conduct (See *Appendix 3*)
- E. Compensation
 1. Board members and officers will receive no compensation for their services.
 2. Specific tasks can be remunerated with Board approval
- F. Replacement
 1. If a Board member resigns or is removed, the board will submit a slate of candidates to the President, one of whom will be selected by the President and approved by the Board. That spot will be held until the next election.
- G. Election of Board Members
 1. Election committee is formed by mid-term board members in September.
 2. Election committee will place an announcement requesting nominations in the October newsletter
 3. Candidates are announced at the November Meeting
 4. Candidates are invited to submit a personal statement to be published in the November newsletter
 5. Ballots will be available to members on-line in December

VII. Meetings

- A. Quorum must be present to conduct a meeting. A simple majority (one more than half) constitutes a quorum
- B. Motions must be made and seconded to be considered
- C. Motions require a simple majority of voting members present to pass
- D. Advance notice of all meetings will be provided by e-mail and/or newsletter

VIII. Communications

- A. Director
 1. Selected annually with incumbent having first chance

2. Receives stipend as approved by the Board
 3. Uses camera and equipment purchased by club
 4. Maintains membership records
 5. Maintains the club website
 6. Distributes the newsletter
 7. Duties may be redistributed at the discretion of the Board
- B. Newsletter
1. Will include a list of current Board members, minutes of recent Board meetings, results of recent runs, and a schedule of upcoming runs. It may also include other items related to running, such as items in the history of the club, training tips, and/or a crossword.
 2. Advertisements require approval of the Board
 3. Complimentary issues of the newsletter
 - a. May be exchanged with other running clubs
 - b. May be shared with media, schools, clubs, or businesses
 - c. SRRC mailing list will not be sold or exchanged
 4. Non-club flyers may be included for a fee
- C. Websites
1. The club website is at **6RRC.com** and is maintained by the communications director
 2. Signature races each have a separate website which is maintained by the race director
 3. Domain names reserved and supported by club funds will remain with SRRC

IX. Membership

- A. Membership is on an annual basis, January to December
- B. Dues are reviewed by the Board periodically
- C. Membership list will be available to race directors and/or Board members upon request

X. Club Affiliations

- A. Road Running Club of America, #1073
 1. Membership dues are paid annually and include insurance for events and directors
- B. United States Track and Field, club #38-0151
 1. Membership dues for President and Secretary are paid by the club

XI. Special Awards – awarded to members only

- A. Hall of Fame (selected by board)
 1. Inductee shall be a club member for a minimum of four years

2. Should be based solely on performance, competing at an 80% or higher ranking on age graded tables at several distances
 3. Receives free entry into all SRRC races
- B. Quality Runner (selected by previous year's winner)
1. Recipient is based upon service to club and running abilities
- C. Service Award (selected by the Board)
1. Currently consists of a red jacket embroidered with the selectee's first name
 2. Club member must earn at least 6 points annually to be a candidate
 - a. Direct signature race (5 pts)
 - b. Work at any signature race (2 pts per day worked)
 - c. Direct or work at club race (1 pt)
 - d. Serve on board (2 pts)
 - e. Serve as officer (1 pt)
 - f. Clean shed or do promotional work for club (1 pt)
 - g. Newsletter contribution (1 pt), regular column (2 pts)
- D. SRRC Annual Circuit Awards (Circuit results tallied by Circuit Director)
1. Must be a club member to be included.
 2. Awarded annually to the runner in each age division who has the best record in 6 or more races in distances of at least 3 miles.
 3. Complete 6 qualifying events during the year for a certificate.
 4. The runner's age on the first qualifying event in which the runner participates that year determines the age category a runner is in for the Circuit that year.
 5. The Circuit Director may modify the rules at the beginning of each calendar year if approved by the Board.
- E. Singlet Award (selected by President or appointee)
1. Must run below standard race times published in our newsletter and our club website

Appendix #1 - Safe Sport Compliance Policy

Every adult interacting with young amateur athletes, defined as a child or minor under the age of 18 that participates in youth running programs, such as Humboldt Redwoods Running Association for Youth (HRRAY), or any events hosted or operated by Six Rivers Running Club (SRRC), has a duty to report a reasonable suspicion of sexual misconduct, such as child sexual abuse, non-consensual sexual contact, sexual harassment, or intimate relationships involving an imbalance of power to local law enforcement. Every adult that staffs or volunteers to organize, assist with, or manage any element of a program or event is a mandatory reporter and subject to this policy.

This is the link to the RRCA's Abuse Awareness and Reporting Training
<https://rrcanational.getlearnworlds.com/course/abuse-awareness-training>

This is an example of the certificate awarded after completing that training.



Six Rivers Running Club (SRRC)

Conflict of Interest Policy

Article I – Purpose

1. The purpose of this Board conflict of interest policy is to protect SRRC's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SRRC or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

Article II – Definitions

1. **Interested person** – Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial interest** – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which SRRC has a transaction or arrangement,
 - b. A compensation arrangement with SRRC or with any entity or individual with which SRRC has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SRRC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. **Independent Director** – A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director –
 - a. is not, and has not been for a period of at least three years, an employee of SRRC or any entity in which SRRC has a financial interest;
 - b. does not directly or indirectly have a significant business relationship with SRRC, which might affect independence in decision-making;
 - c. is not employed as an executive of another corporation where any of SRRC's executive officers or employees serve on that corporation's compensation committee; and
 - d. does not have an immediate family member who is an executive officer or employee of SRRC or who holds a position that has a significant financial relationship with SRRC.

Article III – Procedures

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.

2. **Recusal of Self** -- Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. **Determining Whether a Conflict of Interest Exists** -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

4. **Procedures for Addressing the Conflict of Interest**

a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or Executive Committee shall determine whether SRRC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SRRC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. **Violations of the Conflicts of Interest Policy**

a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- a. A voting member of the Board who receives compensation, directly or indirectly, from SRRC for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SRRC for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SRRC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflict of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands SRRC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure SRRC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SRRC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, SRRC may, but need not, use outside advisors. Such use shall not relieve the Board of its responsibility for conducting periodic reviews.

SRRC
Director and Officer Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position: _____

Are you a voting Director? Yes No Are you an Officer? Yes No If you are an Officer, which Officer position do you hold: _____

3. I affirm the following:

I have received a copy of the SRRC Conflict of Interest Policy. _____ (initial) I have read and understand the policy. _____ (initial) I agree to comply with the policy. _____ (initial) I understand that SRRC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with SRRC? Yes No

i. If yes, please describe it: _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with SRRC? Yes No

i. If yes, please describe it, including when (approximately):

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

a. If you are not independent, why? _____

Signature of director Date: _____

Date of Review by Executive Committee: _____

Board Meeting Code of Conduct Guideline

(Please add, edit and delete elements of this draft. This is intended to be a starting point that needs input and organization)

GENERAL CONDUCT GUIDELINES

Be on Time for meetings.

Stay on topic during agenda item discussion.

Express yourself in a positive manner.

Be patient and be prepared to listen to and accept diverse opinion.

Be kind and respectful to all persons attending the meeting.

~~Be positive and respectful of other Board Members.~~

Do not interrupt when other are speaking.

No side conversations

Do not repeat your discussions or arguments – allow time for others to participate.

Limit personal stories.

Do not monopolize discussion as our goal is to encourage free, diverse thought and opinion.

REQUESTING THE FLOOR

If you wish to speak on an agenda item, raise your hand and wait to be acknowledged by the Chair.

Organize your thoughts and presentation, being aware that other Board Members may want to address the topic.

Discussion of items listed under the heading "OTHER" on the Meeting Agenda.

Topics for discussion by the Board under "OTHER" should be contained to announcements, minor items of interest, emergency items, etc. If a Board Member brings an item to the Chair for discussion under "OTHER", having the potential to generate significant debate, discussion or action by the Board, the item will be tabled by the Chair and presented as an Agenda Item at a future meeting. This allows all Board Members to prepare for discussion and for the resultant Board decision to be based upon a diverse, well considered consensus.

If at all possible, items with the potential to engender significant Board discussion and/or preparation by Board Members shall be presented to the Chair prior to the release of the monthly Meeting Agenda.