

Outer Banks Running Club Race and Race Director Standards

In order to be considered an official race of the Outer Banks Running Club, all Road Runners Club of America guidelines for races must be adhered to. The Outer Banks Running Club does NOT rent or loan club equipment to non-club races.

DIRECTORS

1. All Race Directors must be members of the club prior to request to serve as a race director. Race Directors must be committed to the club and involved in club operations and not solely to use Outer Banks Running Club as a means of fundraising to serve personal objectives, per the Outer Banks Running Club Conflict of Interest Statement.
2. First time Race Directors must mentor with two race directors prior to conducting a race. A first time Race Director must have been involved with one mentor through conclusion of a race.
3. Race Directors must work a minimum of two other club events of which one must be a race.
4. If funds generated from a club race are being designated to charity, the charity must be a non-profit organization of 503-C status. 503-C Status verification must be provided to Outer Banks Running Club before any funds are disbursed to the charity. Any charity receiving funds from an Outer Banks Running Club event must provide a minimum of 10 volunteers to work race day. There will be photos taken when the check is presented to charity. Both Outer Banks Running Club and charity may use the photo for press releases or other public relations.

RACES

FEES

1. Outer Banks Running Club will retain \$300.00 of the race proceeds.
2. There are No Free Race Entries to any Outer Banks Running Club event.
3. Comps-Race Directors may provide complimentary race entries (with or without swag) to parties directly and significantly providing assistance and/or resources to their event or the club as a whole. Comps should not exceed 10 per any single event.

STANDARDS

1. Race Director must meet with the Executive Committee and the Town/Municipality and receive acceptance prior to any club announcement of the event.
2. Outer Banks Running Club Races & Courses belong to Club and not the individual Race Director or any charity receiving funds from an OBRC event. Outer Banks Running Club courses are independent courses and race directors are encouraged not to use the same course as another Outer Banks Running Club race.
3. Race Directors should provide good quality swag and food/beverages at races.
4. Race Directors may solicit sponsors for their event. Given the community size, Race Directors should consider not over soliciting businesses that support/sponsor other Club programs or the Club as a whole. Should Outer Banks Running Club receive an annual corporate sponsor, that corporate sponsor may not be solicited for an individual race.
5. Any commercial or non-profit venture must be approved by the Executive Committee and a portion of any proceeds from a commercial or non-profit venture revert to the Outer Banks Running Club.
6. Race Director must process all race finances according to Club Financial Procedures
7. Outer Banks Running Club member and/or participants' information belongs to, and is secure, to the Club. The Club does not share, sell, or provide this information to any party outside the Club for solicitation, marketing, or any purpose. Outer Banks Running Club does not provide this information to any charity receiving funds from a Club event. Violation of this standard will result in automatic prohibition of being a Race Director in the future.
8. Must apply and meet all Road Runners Clubs of America Club Event/Insurance requirements 100%. This includes providing additional insurance coverage for parties involved with race (i.e. Towns, race site, sponsors, etc).

RACE DIRECTOR CHECKLIST

- Present the proposed race to the Outer Banks Running Club Executive Committee. Race Directors with multiple successful races may be exempt from this, per the Board's determination. The Executive Committee may require any Race Director to present operating budget and race plans for review to ensure quality of the event.
- Meet with Town/Municipality for their approval of race. Obtain any necessary permits.
- Obtain insurance, including any additional certificates needed.
- Develop Budget.
- Set Fees to Cover Expenses.
- Prepare and submit Race for On-line Registration to Finish Strong.
- Measure, Mark and Map Course.
- Ensure that Outer Banks Running Club, Road Runners Club of America and USA Track & Field logos are on all club race/event shirts.
- Submit Race info to OBRC President/Vice President/Secretary within a reasonable amount of time for promotion of race via eBlasts and announcements.
- Race materials, including press releases, articles, photos, radio PSA's, post race media release must be submitted to the Outer Banks Running Club President/Vice President for review. Outer Banks Running Club will submit materials to the media, businesses Chamber of Commerce, Visitors Bureau, etc.
- Arrange volunteers for help before, during and after race.
- Purchase swag, awards, prizes.
- Schedule EMS. This is usually done when the final race schedule is released for the year but Race Director should verify with EMS.
- Arrange for packet pick up for race.

- Ensure all necessary equipment (i.e, pa system, clock, cones, signage etc) is available/reserved for race.
- Provide water/cups at water station at race. Additional water/beverages/food should be available at the finish.
- Assign a sweeper or bike marshal for race to ensure all participants complete, or are off, the course.
- Upon completion of race, ensure course is cleaned and host facilities are restored to pre-race conditions.
- Work with Treasurer to ensure all finances are completed.
- Arrange presentation of check to race charity.

Outer Banks Running Club
Disclosure Form

Please initial and date in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the President.

_____ A. I am not aware of any relationship or interest or situation involving my family or myself which might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the Outer Banks Running Club on the other.

_____ B. The following are relationships, interests, or situations involving me or a member of my family which I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and the Outer Banks Running Club on the other.

For-profit corporate directorships, positions, and employment with:

- Nonprofit trusteeships of positions:

- Memberships in the following organizations:

- Contracts, business activities, and investments with or in the following organizations:

- Other relationships and activities:

_____ C. My primary business or occupation at this time is:

I, _____, have read and understand the Outer Banks Running Club conflict-of-interest policy and agree to abide by it. I will promptly inform the President of the Outer Banks Running Club of any material change that develops in the information contained in this statement.

_____ signature

_____ date

Outer Banks Running Club Conflict of Interest and Ethics Policy

The Outer Banks Running Club has approved a Conflict of Interest and Ethics Policy that all Officers and Race Directors are required to sign and comply with. A Conflict of Interest occurs when there is conflict between the private interests and the official responsibilities of a Race Director.

The Officers and Race Directors, of the Outer Banks Running Club owe a duty of loyalty to the Club which requires they act, not in their personal interests or in the interests of others, but rather solely in the interests of the Club. Officers, and Race Directors should have undivided allegiance to Club's mission and may not use their positions, information they have about the Club, or Club's property, in a manner that allows them to secure a monetary benefit for themselves or their relatives.

Outer Banks Running Club Executive Committee Members and Race Directors must:

- Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships that may benefit an individual at the expense of the Outer Banks Running Club.
- Comply with applicable laws, rule and regulations governing the Outer Banks Running Club.
- Deal fairly with Outer Banks Running Club officers, members, sponsors, and volunteers – expectations should be clearly outlined and communicated.
- Address conflicts that arise proactively and professionally.
- Provide Information that is accurate, objective, relevant, timely, and understandable. Proactively promote ethical behavior as a responsible partner among peers in the work environment.
- Protect and ensure the proper use of company assets.
- Prohibit improper or fraudulent influence over the external auditor.
- Matters discussed in open session that are determined by the Board to be confidential, proprietary, sensitive, or valuable may only be disclosed to others when authorized by the Outer Banks Running Club President. Documents marked confidential and/or "for internal use only" shall not be given to unauthorized persons. A Board member may not agree with the outcome of every decision made by the Board as a whole. In such cases, the member may express his or her personal views on the issue. This should be balanced with acknowledgment that the outcome is the decision of the Board and is accepted by the member. Minutes from the Executive Committee meeting will be presented at the next Club meeting.

ADOPTED THIS 17th DAY OF APRIL 2012, by unanimous support of the Outer Banks Running Club.

I, _____ have received a copy of the Outer Banks Running Club Ethics Policy.
(print name)

Signed

Date