



PIKES PEAK ROAD RUNNERS, INC.

## Policy Handbook

## Mission Statement

The Pikes Peak Road Runners club is dedicated to promoting the sport of running, personal fitness, and community through organizing and managing running events, providing education and training, and creating venues for social and volunteer opportunities in the Pikes Peak region. We believe that running, training, and goal-setting enhance physical and emotional health. Hosting running events provides a valuable means to belong to a running community. We believe in encouraging participation in running events for people of all ability levels and acknowledge that volunteer participation is a foundation upon which Pikes Peak Road Runners exists.

## I. HISTORY AND PURPOSE

The Constitution of the Pikes Peak Road Runners club (PPRR) was designed to provide guidelines to govern the club. However, the constitution does not address the club's races or the control of those races nor does the constitution deal with the day-to-day operations of PPRR. Due to the size and complexity of the PPRR club, the Board of Directors (Board) determined the necessity of maintaining a Policy Handbook that can easily be altered to fit changing requirements as well as to standardize logistical and safety aspects of PPRR races. The Board is responsible to make decisions regarding these policies and to document these policies in one place. The purpose of this Handbook is to clearly and concisely identify and explain any policies that are adopted by PPRR's Board of Directors.

## II. POLICY HANDBOOK CHANGES

The voting members of PPRR's Board of Directors can add to, delete from, or make changes to this Handbook by majority vote of the total number of Board members, not a majority of those Board Members present at a meeting. The Secretary is responsible for updating changes into the Handbook, as necessary, as approved by the Board in accordance with Ad Hoc Committee suggested alterations/additions. The Secretary shall prepare an Addendum based on each change and present it for Board approval prior to attachment/updating of the Handbook.

## III. POLICY HANDBOOK DISTRIBUTION

This Handbook shall be available to all PPRR Board members. The Board President shall distribute a copy of this Handbook to each Board member and committee chairperson at the first Board meeting of each year.

## IV. RACE POLICY

A. The following aspects of club races may need to be changed by the race director with the approval of the Board.

1. Name
2. Distance
3. Location
4. Date/Time
5. Entry Fee
6. Awards

B. Participation awards such as T-shirts or plaques given to race entrants should display the PPRR name and/or logo. Participation awards, type and depth of awards and the estimated cost of these awards must be approved by a majority vote of the PPRR Board prior to race announcement.

C. Club races subject to Board approval for any new changes prior to the previous year:

1. The Nielson Challenge

<i>Distance</i>	2 Miles
<i>Location</i>	North Monument Valley Park
<i>Date/Time</i>	1st Saturday of each month - 8:00 am
<i>Entry Fee</i>	No Fee
<i>Awards</i>	Traveling plaque to most improved runner. Overall award to person who wins the monthly award the most.

2. Winter Series

<i>Distance</i>	Short – (5K, 4M, 5M, 10K) Long – (10K, 8M, 10M, 20K)
<i>Location</i>	Various county locations
<i>Date/Time</i>	2nd and 4th Saturdays of January and February.
<i>Entry Fee</i>	Pre-registration rate, registration day rate, per race rate, member and non-member designations.
<i>Awards</i>	For both series, overall male/female, top 10 male/female, minimum of 3 places progressive thereafter, male/female all age groups, 0-14, 15-19, 20-24, 25, -29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, etc. and teams at the prerogative of the Race Director. High School Competition. Hero Challenge.

3. Tortoise and Hare

<i>Distance</i>	5K
<i>Location</i>	South Monument Valley Park
<i>Date/Time</i>	2 <sup>nd</sup> Saturday in April - 9:00 am
<i>Entry Fee</i>	As presented by Race Director and approved by the Board.
<i>Awards</i>	Best 3 predicted times. Handicap

4. Panoramic

<i>Distance</i>	4 Mile, 2 Mile, Kids Run
<i>Location</i>	Bear Creek Park
<i>Date/Time</i>	4 <sup>th</sup> Saturday in May. 8:00 am.
<i>Entry Fee</i>	As presented by Race Director and approved by the Board.
<i>Awards</i>	Presented to the Colorado School for Deaf and Blind Athletic Department

5. Pony Express

<i>Distance</i>	13 Miles +/-
<i>Location</i>	As presented by Race Director and approved by the Board
<i>Date/Time</i>	3 <sup>rd</sup> Sunday in September - 8:00 am
<i>Entry Fee</i>	As presented by Race Director and approved by the Board.
<i>Awards</i>	Commemorative giveaways at the Race Director's decision

6. Fall Series and Kids Series

<i>Distance</i>	4 races at progressing lengths. Each race event also has a kids' race consisting of five distances suitable for toddlers through age 15.
<i>Locations</i>	North Monument Valley Park, Bear Creek Park, Ute Valley Park, Palmer Park
<i>Date/Time</i>	Fall Series Awards are presented as part of the Annual Membership Meeting, which is the Saturday before Thanksgiving. The 4th race of this series will be the Sunday prior to the Annual Membership Meeting. Races 1, 2, 3, will be every other Sunday preceding.
<i>Entry Fee</i>	As presented by Race Director and approved by the Board. PPRR strives to make the Kids' Series free of charge to promote a healthy lifestyle for our future members.
<i>Awards</i>	For the adult series, overall male/female, top 10 male/female, minimum of 3 places progressive thereafter, male/female all age groups, 0-14, 15-19, 20-24, 25, -29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, etc. and teams at the prerogative of the Race Director. The Kids' Series may also offer awards at the prerogative of the Race Director.

7. Turkey Trot Predict

<i>Distance</i>	5K
<i>Location</i>	Memorial Park
<i>Date/Time</i>	Saturday before Thanksgiving - 10:00 am
<i>Entry Fee</i>	As presented by Race Director and approved by the Board.
<i>Awards</i>	Top 3 predictors closest to their time and "time-challenged" predictor

8. PPRR Women's Distance Festival

<i>Distance</i>	5K
<i>Location</i>	North Monument Valley Park
<i>Date/Time</i>	4 <sup>th</sup> Saturday in July - 8:00 am
<i>Entry Fee</i>	As presented by Race Director and approved by the Board.
<i>Awards</i>	As presented by Race Director and approved by the

Board.

10. American Discovery Trail Marathon

*Distance* Marathon and Half Marathon, Ent 5K Fitness Run,  
Children's Fun Run  
*Location* America The Beautiful Park  
*Date/Time* Labor Day  
6:30 am Marathon; 7:30 am Half Marathon; 7:45am  
5K; 8:30 Children's Fun Run  
*Entry Fee* As presented by Race Director and approved by the  
Board  
*Awards* As presented by Race Director and approved by the  
Board

11. Veteran's Home Run

*Distance* 5K Run, 1K Walk  
*Location* USAFA Falcon Stadium  
*Date/Time* 1st Sunday in July, 7:00am  
*Entry Fee* As presented by Race Director and approved by the  
Board  
*Awards* As presented by Race Director and approved by the  
Board  
*Event* Presented to the Crawford House  
*Proceeds*

12. Great Race

*Distance* 5K Run, 1M Walk  
*Location* America The Beautiful Park  
*Date/Time* 2nd to the last Saturday in September  
*Entry Fee* Free to members. New memberships are strongly  
encouraged.  
*Refreshments* Club's birthday and food and cupcakes are provided.  
*Event* Summer Series Awards for Participations  
*Presentations*

V. EVENTS CALENDAR

The RACE COORDINATOR, along with the Webmaster shall schedule the race calendar. The WEB MASTER shall maintain the PPRR Events Calendar on the web site. The addition or deletion of any Club or contracted events to or from the club Events Calendar is subject to Board approval via motion and vote.

VI. RACE SPONSORSHIP

The Board must approve any contract with a prospective client/event sponsor.

VII. CONTRACTED RACES

A. All non-Club races require a written contract/contract renewal letter signed by a representative of the contracting organization and the Race Coordinator, after Board approval.

- B. PPRR races that may be sanctioned by Road Runners Club of America are categorized as follows:

Support Management

PPRR is responsible for course management, finish line management and results. The Event Organizer shall provide publicity, entry forms, awards, and volunteers as necessary, and volunteer T-shirts to PPRR volunteers. PPRR will assist the Event Organizer in registration and other necessary details, via motion and vote at a PPRR Board meeting. Any additional charges will be as determined by the Board of Directors. The basic charge for this service is \$600.00. The determined fee includes insertion of event flyers into the PPRR newsletter.

VIII. RACE COORDINATOR

The Race Coordinator is responsible for scheduling the PPRR racing event calendar and is the PPRR liaison and sole contracting agent with organizations wishing to utilize PPRR services. The Race Coordinator negotiates a written tentative contract with other organizations and presents a copy of this contract to the Board for approval. The Board will have the final decision as to whether or not the contract is accepted. The Race Coordinator coordinates with the Board to assign a Race Director to approved races and provides a copy of the contract to the Race Director, the President, the Secretary and the Treasurer (for accounts receivable purposes). The Race Coordinator will advise the Board of potential conflicts in the racing schedule. All events will require Board approval, with special attention to not scheduling multiple events for the same day. (The exception to this rule is the monthly Nielson Challenge.) Additionally, every attempt will be made to coordinate club races with any other running events in the area such as The Triple Crown of Running, Grand Prix, etc. The Race Coordinator will frequently check the PPRR mailbox (located at the downtown YMCA) for correspondence relating to race coordination. The Race Coordinator shall provide a current copy of "PPRR Race Director's Manual" to all race directors.

IX. RACE DIRECTOR

The Race Director is responsible for all aspects of listed club obligations and/or contractual obligations. The Race Director shall use the "PPRR Race Director's Manual" to ensure the race is conducted properly. The Race Director is the club's exclusive agent for any contracted event after the Board has approved the event.

X. RACE ENTRY FORMS

A PPRR race entry form shall be prepared approximately six (6) weeks before an event. All PPRR assisted events and all other organizers are strongly encouraged to have forms prepared six (6) weeks prior to the event. The Race Director shall coordinate with the Newsletter Editor to ensure inclusion of the race entry form in the PPRR newsletter. The Pikes Peak YMCA and all running stores in Colorado Springs will be encouraged to have race entry forms available to the public.

XI. RACE CANCELLATION

A PPRR race will be cancelled if the weather conditions are deemed unsafe or by order of law enforcement agencies. A race can be cancelled only by the Race

Director or his/her designee or by the PPRR client. Whenever possible, the Race Director will notify the PPRR President prior to cancellation.

## XII. EQUIPMENT MANAGER/MAINTENANCE

The Equipment Manager shall inventory and maintain all club equipment. The majority of the equipment is stored at Public Storage 3845 Van Teylingen Drive, Colorado Springs, Colorado. Access keys shall be issued to the President, Vice President, and Equipment Managers. Upon authorization from the President, the Equipment Manager shall issue keys and access codes on a temporary basis. Radio and timing equipment shall be stored at the Electronic Equipment Manager's home or at locations designated by the Equipment Manager. Any club member finding a problem with club equipment shall notify the Equipment Manager. The Equipment Manager is responsible for maintaining adequate supply of finish line materials, results materials, course marking flour, etc. The Equipment Manager shall maintain a log of keys checked out and returned.

Computer Equipment shall be kept and maintained by individuals appointed and approved by the Board.

## XIII. EQUIPMENT RENTAL

All PPRR equipment rental or use is subject to Board approval or at the discretion of the Equipment Manager on a case-by-case basis. All rentals must be contractual and signed by either the President or the Equipment Manager. The Equipment Manager will maintain a file for all signed rental contracts. The President can authorize short notice rental. Race clocks, chronomix and computer equipment are rented at \$60.00 per item. Other rental fees are at the discretion of the Equipment Manager. Public schools are not charged a fee for rental of equipment, as well as other non-profit organizations. The borrowing or renting group assumes responsibility for the repair and/or replacement of all borrowed or rented equipment as necessary.

## XIV. CLUB INSURANCE

Club insurance is provided through Road Runners Clubs of America (RRCA). Certificates of insurance can be provided to entities to cover the possibility of negligence by PPRR in the areas of the race for which PPRR is contracted.

## XV. SECRETARY

The Secretary is responsible for recording the minutes of all general Board meetings, membership meetings and special meetings. The Secretary shall maintain an historical record of all the listed meetings and present copies of the immediately preceding Board of Directors meeting at the next scheduled Board of Directors meeting for the purpose of Board approval. The Secretary shall maintain an attendance record at all Board of Directors meetings. The Secretary is responsible for recording and incorporating all applicable motions affecting the Policy Handbook. The Secretary shall maintain originals and copies of all official club documents to include but not limited to, incorporation documents, tax exemption documents, vehicle registration, membership with external entities, contracts and agreements (with the exception of standard race contracts), etc. The Secretary, in conjunction with the Treasurer, maintains the necessary tax-exempt status information. The secretary shall frequently check the club mailbox (located in the downtown YMCA) for correspondence relating to secretarial duties. At the end of each year, the secretary shall pass all previously mentioned files to the incoming secretary. The Board



meeting minutes shall be passed to the club Historian for insertion in the club historical files.

#### XVI. TREASURER

The Treasurer shall administer club financial matters and disburse funds to cover club expenses as directed by the Board. The Treasurer shall prepare a detailed monthly financial statement for review by the Board. The Treasurer shall prepare a detailed annual financial statement for presentation to the Board at the February Board meeting and make the report available to the general membership at that time. Yearly, the Treasurer shall ensure that all the necessary financial signatures are processed. The Treasurer shall advise the Board of any financial problems that may arise. The Treasurer is responsible to see that the yearly tax reports (IRS, state, etc.) are filed in a timely manner. The Treasurer shall frequently check the club mailbox (located in the downtown YMCA) for correspondence relating to the treasurer's duties.

#### XVII. NEWSLETTER EDITOR

The PPRR newsletter titled *The Long Run* is a periodical published monthly. Newsletter management, including but not limited to charges for inserts, is the responsibility of the Newsletter Editor, subject to Board approval. The monthly events calendar shall be prepared prior to Board meetings for Board approval. The newsletter will be distributed monthly. Because the United States Post Office considers the newsletter a periodical (non-profit bulk mail status), advertising by insurance companies, travel agencies and credit card companies is expressly forbidden. Newsletter stuffing shall be held on the 4th Wednesday of the month, or as requested by the Newsletter Editor. PPRR will provide food for the volunteers. The Newsletter Editor shall keep at least five (5) copies of each *Long Run* for historical purposes.

#### XVIII. VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for the Volunteer Awards Program, based on accumulation of volunteer hours worked at PPRR events and assisted events. The Volunteer Awards Program emphasizes recognition and encouragement of volunteer participation in the club. To receive an award, volunteers need not be members of PPRR.

The program is based on the accumulation of volunteer hours, denoted as "miles". Miles are awarded to volunteers for their services at races and events produced directly by PPRR, or for those portions of races and events that PPRR has contracted to manage. For example, if PPRR has contracted with the Triple Crown of Running for finish line services, those volunteers working the finish line will receive miles credit. Volunteer hours for any portion of a race or event that PPRR has not contracted to manage will *not* count toward the PPRR volunteer awards program.

For accounting purposes, the accumulation of miles begins on October 1 and ends on September 30 each year.

Tracking a volunteer's miles serves two important purposes:

- 1) Annual recognition purposes: Encouraging volunteerism is crucial for PPRR. By publicly recognizing dedicated volunteers on an annual basis, the club helps ensure that these volunteers serve as positive examples to others. Recognition

should be made in the club newsletter each month, and volunteers should also be publicly acknowledged at the General Membership Meeting. For purposes of recognition only, volunteer miles start at zero each year on October 1.

Volunteers who earn over 100 miles in a year receive special recognition at the General Membership Meeting and are invited to attend the annual Board of Directors dinner.

- 2) Redemption of miles: Volunteers can accumulate miles up to 100 miles per year, which work as "volunteer bucks" that can be exchanged for club merchandise, race entries, or membership dues according to the schedule as described below. Volunteer bucks accumulate in each member's account for up to three years. Bucks not used within three years of acquiring them will expire. Volunteer bucks have no cash value.

Actual awards and their corresponding "volunteer bucks" exchange value may change as recommended by the Volunteer Coordinator and approved by the board. At minimum, the Volunteer Coordinator should review the items and inventory on an annual basis. A schedule of awards and their corresponding "volunteer bucks" exchange value shall be published on the PPRR website and/or newsletter so that members are made aware of their options. In addition, instructions for redeeming "volunteer bucks" will be included with the schedule. Following is an example of the recommended menu for 2011.

<u>Volunteer Bucks</u>	<u>Award</u>
6	Volunteer Technical Shirt
6	Socks
10	Sweatshirt
14	Running cap
15	Individual membership
22	Earn a PPRR jacket/hoodie
25	Family membership
25	Gift Certificate
45	Series Entry (Winter or Fall)
60	Running jacket

The Volunteer Coordinator shall maintain an accounting of each volunteer's hours as provided by race directors, registration, results and finish line directors, committee chairs, etc. The accounting should include a one-year running total of all hours worked by each volunteer, and a rolling three-year accounting showing accrued "miles" and debits resulting from each volunteer's exchange of "miles" for awards. At the Volunteer Coordinator's discretion, volunteers who are no longer affiliated with the club, or are otherwise inactive, shall be purged periodically.

Award items will be ordered and distributed by the Volunteer Coordinator and expenses will be paid by the club.

The Volunteer Coordinator shall select a Volunteer of the Year who will receive the Gloria Baker Volunteer Award at the annual general membership meeting/ awards evening. The recipient's name is not disclosed until the award is presented.

#### XIX. GLORIA BAKER VOLUNTEER AWARD

The Gloria Baker Volunteer Award is made each year to the volunteer of the year whom the Volunteer Coordinator selects as exhibiting service and dedication to PPRR.

## XX. WEBMASTER

The responsibility of the Webmaster is to see that the club's website is maintained with current information for our club's events, as well as events for the Pikes Peak Region. By motion made by the board, approval of content of information provided for inclusion within our website will be that of the Webmaster.

The PPRR website will accept one (1) banner advertisement at a time with a \$30.00/week or \$100.00/month fee. Those merchants who are sponsors of our club supporting PPRR's mission, at the board's discretion, will have banner ads at no charge.

## XXI. HISTORIAN

The Historian maintains all old records, newsletters, minutes, etc. in containers/boxes for any possible future use. Board members (Secretary, Treasurer, Newsletter Editor, etc.) will supply the Historian with items to store.

## XXII. MEMBERSHIP AND MERCHANDISE COORDINATORS

The Membership Coordinator(s) is/are responsible for maintaining the PPRR membership system. The Coordinator issues membership cards, maintains the membership roster, maintains a file of completed and signed volunteer waivers and provides the Bulk Mail Coordinator with a current list of labels for the monthly newsletter mailing and any other necessary mailings. Board approval is required for any change in membership policy. The Membership Coordinator will periodically check the club mailbox (located at the downtown YMCA) for membership correspondence.

If the board so chooses, club merchandise, such as running shirts and hats, may be made available for purchase by club members. A Merchandise Coordinator, as appointed by the president, shall have the overall responsibility for overseeing this function. The duties shall include, but are not limited to:

- Obtaining cost comparisons on merchandise items from vendors;
- Ordering an adequate quantity of merchandise based on projected sales;
- Monitoring and replenishing inventory as necessary;
- Maintaining the viability of fulfillment options (USPS and local running stores) and if using offsite fulfillment such as local running stores, ensuring that they have adequate supplies;
- Ensuring that proper sales tax collection mechanisms are in place;
- Tracking and reporting sales tax collections to the PPRR Treasurer on a monthly basis;
- Preparing quarterly reports for the board summarizing income, expenses, units sold, and other information relevant to club merchandise;
- Making recommendations for future club merchandise that he or she believes will provide value to PPRR members.

## XXIII. GENERAL MEMBERSHIP/FEES/MERCHANDISE

Membership fees are set at \$15.00 for individual and \$25.00 for family (same household). All memberships receive the monthly newsletter, a membership card for all members, reduced race fees at club-sponsored events and discounts at selected running apparel sports stores and sports nutrition establishment throughout the community. These procedures are subject to review by the Board.

#### XXIV. LIFE MEMBERSHIPS

The PPRR Board of Directors shall determine who, if anyone will be issued Life Membership status. Members of PPRR who are Life Members are: Bill Bennett, Bill Gallegos, Dave Sorenson family, Don Johnson, Bob Royce, Janet Nielson, Phil & Julie Foster, Jeff Tarbert, William Hettler Family, Patricia Lockhart, Larry Miller, Matt Carpenter, Lyn Hale, Dan and Pat Cleveland, Al Grimme and Michael Schenk.

#### XXV. PRESIDENT'S AWARD

The President presents an award(s) for outstanding contributions to PPRR to a selected individual(s) at the annual membership meeting / awards evening. The President will use his/her own criteria for this determination.

#### XXVI. COMMUNITY SERVICE

##### A. SCHOLARSHIPS

The scholarship program, established to recognize the extraordinary volunteer efforts of three (3) PPRR members, will award \$500.00 each to a female college runner and to a male college runner.

- The Patricia Lockhart Scholarship will be awarded to a female cross country or track and field athlete
- The Bill Bennett/Bill Gallegos Scholarship will be awarded to a male cross country or track and field athlete

Criteria for the college athlete scholarships:

- Must currently be competing in college, or currently competing as a high school senior having formally accepted an invitation to compete at the college level for the upcoming school year.
- Must have a GPA above 3.0
- Must be involved in volunteer work in the community. This can be either in the Pikes Peak region or in the community in which their school is located
- Must be a member of PPRR or their family must be members of PPRR
- Must submit a resume'
- Must submit an essay (minimum of 200 words) on the merits of volunteering in the community

The resume and essay may be sent by mail or email and must be received by March 31 to be considered. Late arrivals will not be considered. If there are no suitable applicants, no awards will be made. The club will promote the scholarships in the PPRR newsletter, on the PPRR web site, as well as sending notices to college coaches and high school athletic directors within the Pikes Peak Region.

##### B. TRAIL CLEAN-UP

The PPRR club has adopted a section of the Pikes Peak Greenway Trail. Monthly cleanups are held to pick up trash and other discarded items along the trail. The monthly cleanups are held on the first Saturday of each month 9:00am – 11:00 am. If a PPRR related race conflicts with a scheduled cleanup date, the cleanup is rescheduled. Everyone is welcome to assist with trail cleanup.

## XXVII. BUSINESS & GENERAL MEMBERSHIP MEETINGS

The Board of Directors shall meet the first Tuesday of the each month at 7:00 pm or otherwise designated by the Board, at the downtown YMCA or other designated location. The required general membership meeting is scheduled and directed by the President and is the Saturday before Thanksgiving, annually. On the agenda for this event will be: annual elections, Fall Series Awards, Volunteer Awards, President's Award and others as deemed necessary by the President.

## XXVIII. PPRR HEADQUARTERS

In accordance with a mutual agreement signed between the Pikes Peak Road Runners and the YMCA/USO of the Pikes Peak, on July 7, 1984, the official Pikes Peak Road Runners headquarters is the downtown Y/USO. Now known as the YMCA of the Pikes Peak Region.

## XXIX. CURRENT REGISTERED AGENT

In accordance with Colorado corporate law, PPRR will maintain a current Registered Agent (RA) on file with the Secretary of State for legal/corporate purposes and state mailings. The RA is responsible for filing the State of Colorado's Corporate Report in a timely manner. The RA will report any state changes or problems to the Board as soon as the RA receives notification. The RA shall give a copy of RA registration to the Board Secretary for the files.

## XXX. RRCA CONVENTION

The President of PPRR may attend the RRCA Convention as the club's representative. All expenses will be paid by PPRR. If the President is unable to attend the convention, the President shall recommend an alternate attendee to the Board. The Board will approve the alternate attendee via motion and vote.

## XXXI. A Code of Ethics/Conduct for Board Members

As a member of the board I will:

- Listen carefully to my teammates, and the constituents I serve.
- Respect the opinion of my fellow board members
- Respect and support the majority decisions of the board
- Recognize that all authority is vested in the board when it meets in legal session and not in individual board members.
- Keep well-informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues I believe will have an adverse effect on the agency or our constituents.
- Refer constituent or staff complaints to the proper level on the chain of command.

- Recognize that the board member's job is to ensure that the agency is well managed, not to manage the agency.
- Represent all constituents of the agency and not a particular geographic area or special interest groups.
- Consider myself a "trustee" of the agency and do my best to ensure that the agency is well maintained, financially secure, growing, and always operating in the best interests of constituents.
- Always work to learn more about the board member's job and how to do the job better.
- Declare any conflicts of interest between my personal life and my position on the agency board, and avoid voting on issues that appear to be a conflict of interest.

As a member of the board I will not:

- Be critical, in or outside of the board meeting, of fellow board members or their opinions.
- Use the agency or any part of the organization for my personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting
- Promise prior to a meeting how I will vote on any issue in the meeting
- Interfere with the duties of the administrator or undermine the administrator's authority.

*Action Without Borders, obtained from RRCA*

#### XXXII. Definition

For general purposes, the definition of "conflict of interest" is "any situation in which an individual or corporation (either private or governmental) is in a position to exploit a professional or official capacity in some way to their personal or corporate benefit."  
*(Wikipedia.org)*

## ADDENDUM

- I. The Board of Directors of the Pikes Peak Road Runners is the legal governing body of a non-profit corporation. It is responsible for safeguarding the club's constitution, seeing that the club's policies are maintained, and upholding the integrity of the board.
- II. The board should be knowledgeable of the club's constitution. If a matter comes before the board that can't be answered by a study of the constitution, it is prudent for the board to do so. It is important for the board to see that any person acting in an official capacity for the board, including board members, adhere to the constitution. The constitution can be amended as necessary. Amendments must be approved by the membership as shown in the constitution.
- III. Club policies should not be entered into lightly or changed lightly. Once approved by the board, the policies should be respected. Any individual who feels the policy should be amended should make a request to the board. The board should study the request in an objective manner.
- IV. By integrity of the board, it is meant that only the board has powers or responsibilities that are in accordance with the governing body of a corporation.
- V. Because of its legal responsibilities, only the board can enter into contracts, this being done after a prudent objective study of the proposed document. This may require professional legal advice. If the board is not satisfied with the information available, it is essential that the board table the matter until sufficient facts are obtained. Many questions need to be asked, including, but not limited to, the following:
  - a. What are the obligations of the club in this proposed contract?
  - b. What are the obligations of the other party?
  - c. What is the purpose of the contract?
  - d. How is RRCA/s insurance involved?
  - e. How is the other party's insurance involved?
  - f. What are possible liabilities?
  - g. Is a third party involved? If so, why?
  - h. How long will the contract be in effect?

VI. Basic Responsibilities of Non-Profit Boards.

- a. Promote and further the mission and purpose of the organization.
- b. Enhance the organization's public standing. The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- c. Ensure adequate resources. One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
- d. Provide proper financial oversight and ensure that proper financial controls are in place.
- e. Ensure legal and ethical integrity and maintain accountability. The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- f. Ensure effective organizational planning. The Board must actively participate in an overall planning process and monitor the plan's goals.
- g. Recruit and orient new Board Members and assess Board performance. The Board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
- h. Determine, monitor, and strengthen the organization's programs and services. The organization's mission and to monitor their effectiveness.
- i. Support the chief executive and assess performance. The Board should ensure that the chief executive has the moral and professional support needed to further the goals of the organization.
- j. Create a teamwork environment between the Board, volunteers and the membership.



## 2007 AMENDMENTS

03/06/07 Mission statements approved. See preamble to this handbook.

06/05/07: updates to entirety of Handbook. Incorporated in above.

08/07/07: Revocable alcohol permits will be reviewed on an annual and per event basis. Additional modifications to the Handbook for Newsletter Editor. Incorporated in above.

10/02/07: Members' privacy. Article XXII has been modified to delete "under no circumstances from the board".

11/06/07: Information received from insurance company regarding iphone, skateboard usage in running events. RRCA policy and guidelines. Information attached. Transfer liability to the headphone wearer. Strongly discourage per RRCA guidelines and insurance requests.

12/04/07: Stroller issues – YMCA Briargate – hold harmless statement received by the YMCA. Notification board of restrictions provided by Bill Gallegos. Our insurance policy is RRCA's policy. It would be prudent of the board to discourage, applicable to our events only. Information board will be updated. RRCA guidelines are on file. John O made a motion that violators of our "restrictions" will not be included in the specific club race's results. For the next six months, notification will be provided to all members, and that this will become "law" starting the 1<sup>st</sup> of June, 2008. A claim could pose a problem with RRCA's insurance rates increase or lose insurance entirely. Pre race announcements need to be standard. This restriction can be amended as required. First six months could be warnings. Seconded by L Miller, 1-abstention 1 "nah", motion passed.

## 2009 AMENDMENTS

11/2009: Changed terms of office to 2 year terms for exec board members with one term max. President and Secretary run together; Vice President and Treasurer run together. – Michael Shafai, Vice-President

## 2011 AMENDMENTS

1/4/2011: Adjusted the scholarship section to allow for high school seniors who have been accepted to college and will be running; increased scholarship amount to \$500 from \$250; changed essay requirement to "minimum" of 200 words (instead of "200 words"). – Michael Shafai, Secretary

2/1/2011: Added "Merchandise Coordinator" verbiage to section XXII, outlining the roles and responsibilities of the position. – Michael Shafai, Secretary

3/1/2011: Added Michael Schenk as a lifetime member, per board approval on 3/1/2011. - Michael Shafai, Secretary

4/5/2011: Added Al Grimme as a lifetime member, per board approval on 4/5/2011. Also modified language in Section XX (Webmaster) to broaden allowance for banner ads at no charge, at the board's discretion, for sponsors besides just the three local running stores, if they're providing a member benefit and furthering the club's mission (also per board approval on 4/5/2011). - Michael Shafai, Secretary

8/2/2011: Made modifications to how volunteer hours are counted, instead of hours, they are now tracked as "miles", with various headings to denote race distances instead of precious metals.

10/4/2011: Further refined Volunteer Coordinator section, providing additional detail as to how hours are banked for up to three years and tracking awards.

## 2016 AMENDMENTS

6/7/2016: Added language under the Fall Series heading to include the Kids' Series. Eliminated references to the start of the races.