

SPACE COAST RUNNERS GUIDELINES

Revised: August 17, 2008

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.

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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.

MEMBERSHIP CLASSIFICATION

SCR has two (2) membership classifications:

Active - Active members are persons who are interested in or promoting the activities of the SCR. Active membership may be obtained by application to the SCR and the payment of dues as determined by the Board of Directors.

Associate - Associate members are individuals, coaches, sponsors, judges, or others who assist the association and are interested in or are desirous of cooperating with fostering and promoting running activities. Associate members may volunteer time or dues. Associate members are entitled to all the privileges of the organization except those of voting and holding office.

ELECTED, APPOINTED, AND VOLUNTEER POSITIONS

OFFICERS

This corporation has a President, Vice President, Secretary and Treasurer. Officers are elected each year at the annual election meeting of the corporation held in the month of 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.
- Obtain the entry forms from all SCR races and keep for five years.

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 for the storage of SCR club equipment at Uncle Bob's Self-Storage.
- Pay Post Office for bulk rate mail. This should be kept up to date since the Post Office will not notify the club if we do not have sufficient funds in the account.
- 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.
- Collect and retain submitted SCR Services Agreement Forms.

CURRENT OFFICERS

The officers for the 2008-2009 season are:

President:	Carol Ball	cball1@cfl.rr.com	454-9461
Vice President:	Marty Winkel	rumsalot@earthlink.net	537-3526
Secretary:	Cedric Ching	cching@cfl.rr.com	446-0567
Treasurer:	Marlene White	marlenewhite@cfl.rr.com	783-6535

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.

BOARD OF DIRECTORS

The Board of Directors consists of not less than three (3) nor more than 13 persons or as may be changed in accordance with the procedures established by a two-thirds vote of the Board of Directors.

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.

CURRENT BOARD OF DIRECTORS

The members of the Board of Directors for the 2008-2009 season are:

Cyndi Bergs	mcbergs@att.net	514-6955
Tammy Foster	tefoster@cfl.rr.com	637-3778
Dave Hernandez	dhernandez803@yahoo.com	768-9959
Morris Johnson	johnsonmr@acm.org	783-9370
Mary Ramba	mramba@aol.com	213-0993
Nancy Rowan	runningal@cfl.rr.com	749-4494
Loran Serwin	lserwin@cfl.rr.com	480-9935
Charlie Van Etten	charlie fla@mindspring.com	777-5407
Christy Zieres	zieresc@bellsouth.net	298-9677
Marty Winkel, Chairman of the Board	rumsalot@earthlink.net	537-3526

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, floppy 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.

Equipment Manager:

- Keep track of all equipment and report to Board missing pieces and equipment requiring repair/replacement.
- Keep a supply of paper for the handheld timers and suitcase clock.
- Perform maintenance on the equipment when needed -- e.g. repair/repaint signs, replace batteries in handheld timers and megaphones when needed.

Equipment Delivery Person (Paid \$25 per race):

- Call race director at least one week prior to race to review equipment list to see what is needed.
- Verify that someone is going to put out the arrows and mile markers; pick them up after the race.
- Pick up the equipment from the shed at least 24 hours prior to the race.
- Charge the overhead clock up for at least 12 hours prior to the race.
- Deliver the equipment to the starting line about one hour prior to the start of the race.
- Notify the race director that you are there with the equipment. Assist with setting up the finish line and tearing it down.
- Return all equipment to storage unit.

Timing Person (Paid \$25 per race):

- Arrive an hour before the race to assist in setting up the finish line.
- Make sure all the handheld timers are working properly and have enough paper.
- Make sure the overhead clock is working properly.
- Brief the volunteers as to their duties and how to operate the equipment.
- Assist in tearing down the finish line following the race.

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 some sort of text indicating that the race is part of the SCR Runner of the Year series.
- 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.

CURRENT APPOINTED AND VOLUNTEER POSITIONS

The appointed and volunteer positions for the 2008-2009 season are:

Membership:	Loran Serwin	lserwin@cfl.rr.com	
Volunteer Coordinator:	OPEN		
Equipment Manager:	Marty Winkel	rungalot@earthlink.net	
Newsletter Cover/Multiple Shots:	Cedric Ching	cching@cfl.rr.com	
	Robin Hernandez	dhernandez803@yahoo.com	
	Barry Jones	trihokie@cfl.rr.com	
Newsletter Editor:	Patti Sponsler	psponsler@cfl.rr.com	
Website Results/Calendar:	Matt Mahoney	matmahoney@yahoo.com	
Website Editor:	Loran Serwin	lserwin@cfl.rr.com	
	Michelle Smurl	mmsmurl@yahoo.com	
ROY Series Director:	Loran Serwin	lserwin@cfl.rr.com	
SCR Youth Series Race Directors:	Carol Ball	cball1@cfl.rr.com	
	Marlene White	marlenewhite@cfl.rr.com	
	Tammy Foster	tefoster@cfl.rr.com	
Fun Run Directors:	Palm Bay --	Dave Hernandez	dhernandez803@yahoo.com
	Cocoa --	Linda Cowart	landclearing@bellsouth.net
		Suzie Enlow	suziee@cfl.rr.com

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

RRCA OFFICERS

RRCA Executive Director	Jean Knaack	execdir@rrca.org
RRCA President	Bret Ayer	president@rrca.org
RRCA Vice-President	David Cotter	vicepres@rrca.org
RRCA Secretary / Treasurer	Dennis Novak	treasurer@rrca.org
RRCA Membership Director	Jessica Sleight	membership@rrca.org
RRCA Eastern Director	Mark Grandonico	eastdir@rrca.org
RRCA Southern Director	Ken Bendy	southdir@rrca.org

MEETINGS

MONTHLY BOARD MEETINGS

The club officers and board members meet on the second Monday of each month unless otherwise rescheduled. The meetings are held at the Cocoa Public Library in the second floor 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 serves a dual-purpose: the first is to elect 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.

SCR "RUNNER OF THE YEAR" SERIES

The SCR "Runner of the Year" (ROY) Series and series races will follow the rules and guidelines as detailed in Attachment C. The rules and guidelines will be updated no later than one month prior to the start of the series.

The budget for the SCR ROY awards must be approved in advance by the club officers and board members.

The following nine (9) races have been selected as the 2008-2009 Space Coast Runner of the Year Series:

Fall Into Winter 5K Coconuts on the Beach, Cocoa Beach Saturday, September 20, 2008	Run for the Light 5K Windover Farms, Melbourne Saturday, January 31, 2009
Space Coast Classic 15K Windover Farms, Melbourne Saturday, November 8, 2008	Tiger Dash 10K/5K Holy Trinity, Melbourne Saturday, February 7, 2009
Space Coast Marathon & Half Marathon Riverfront Park, Cocoa/Rockledge Sunday, November 30, 2008	Eye of the Dragon 10K /Tail of the Lizard 2 Mile Eau Gallie Blvd Civic Center, Melbourne Saturday March 14, 2009
Reindeer Run 5K Cherie Down Park, Cape Canaveral Saturday, December 13, 2008	Downtown Melbourne 5K Downtown Melbourne, Melbourne Saturday, April 4, 2009
	Space Walk of Fame 8K Space View Park, Titusville Saturday, April 11, 2009

The director of the 2008-2009 SCR ROY Series is Loran Serwin, lserwin@cfl.rr.com, 480-9935

SCR YOUTH SERIES

The series is open to all kids ages twelve (12) and under. The purpose of the series is to include our youth in organized runs and encourage participation and interest in running and fitness. There will be no charge for these runs, but parents will be required to sign a waiver to allow their children to participate. The distances for each race will include a quarter-mile, a half-mile, and a one mile. There will be participation awards for each race and children who complete **four (4)** out of the **seven (7)** races will also receive awards at the SCR series awards ceremony at the end of the season.

The 2008-2009 SCR Youth Series Race Directors:

Carol Ball	cball1@cfl.rr.com	454-9461
Marlene White	marlenewhite@cfl.rr.com	783-6535

The following seven (7) races have been selected to add SCR 2008-2009 Youth Series races to their events:

- | | | | |
|------------------|---------------------|-----------------|--------------------|
| • Sept. 20, 2008 | Fall Into Winter | • Jan. 31, 2009 | Run for the Light |
| • Nov. 8, 2008 | Space Coast Classic | • Mar. 14, 2009 | Eye of the Dragon |
| • Dec. 13, 2008 | Reindeer Run | • Apr. 4, 2009 | Downtown Melbourne |
| | | • Apr. 11, 2009 | Space Walk of Fame |

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 limit costs of awards to \$500.00 except where the additional cost is being picked up by a race sponsor.
- Must follow the RRCA guidelines.
- Will be included under the SCR club's insurance.
- Will be allowed to use SCR equipment at no cost
- 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.
- Give all applications to the SCR Secretary within one month after race.

CURRENT SCR RACES AND RACE DIRECTORS

The four (4) club-owned races and their respective race director(s) for the 2008-2009 season are:

Space Coast Classic 15K:	Cyndi Bergs	mcbergs@att.net
Space Coast Marathon:	Don and Denise Piercy	dpiercy@running-zone.com
Eye of the Dragon:	Marlene White	marlenewhite@cfl.rr.com
Space Walk of Fame:	Marty Winkel	runsalot@earthlink.net

RACE EQUIPMENT

The SCR Services Agreement Form is described in Attachment F. This is the agreement sent to all race directors who request the use of the SCR equipment. There is a separate services form for high school events, described in Attachment G. In addition to the information contained in the agreement, the following should be noted:

- All SCR club races shall have free use of the equipment.
- There must be a SCR officer, board member or designee present to monitor the safety of the equipment.
- With approval from the SCR officers and board, the equipment may be used by club members in support of special events. The officers and board will determine if a fee should be charged and the amount.
- SCR may waive the rental equipment fee or a portion of the fee in return for volunteers at SCR club events. The SCR Marathon has first right for the volunteers.
- Races that are fund raisers for a recognized 501C(3) organization, do not have any sponsors, and contributes ALL proceeds from their race to that charity, and that cannot supply volunteers for a SCR race (e.g. SCR Marathon) in return for free use of the equipment, may rent the equipment for a minimal fee as determined by the SCR officers and board.

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 January 31 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 will 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)

<u>Date</u>	<u>Description of Changes</u>	<u>Author</u>
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

ATTACHMENTS

- A ARTICLES OF INCORPORATION
- B INSURANCE INFORMATION
- C SCR ROY RULES AND GUIDELINES 2008-2009
- D SCR MEMBERSHIP APPLICATION (SCR-07-2007)
- E SCR RACE DIRECTORS' GUIDELINES
- F SCR SERVICES AGREEMENT FORM (Form C-1A)
- G SCR SCHOOL SERVICES AGREEMENT FORM (Form C-2)
- H SCR STORAGE UNIT INVENTORY