

Eden Runners Policy Document

Race Directors. 12/11/17

Race Director Policy

- a) The role of Race Director (RD) shall be to safely organise and implement races under the banner of Eden Runners.
- b) Race directors are responsible for knowing the current and relevant, rules and regulations that apply to the organisation and safe implementation of their event. Appropriate risk assessments should be available and updated each year which should be compliant with any relevant Club Policy documents as well as EA requirements. They should also compile a race handbook which contains job sheets and relevant documentation. (H&S policy)
- c) Race directors and their committee's are responsible for accounting for the expenditure and profit from the race they have organised. An accounts sheet with appropriate expenses and receipts should be presented to the treasurer on completion of the event and its administration. An event should have at least a treasurer, secretary and committee member to support the RD.
- d) All profits from ER races are to be paid to Eden Runners as part of our fundraising program and in support of our stated aim to promote running in the Eden Valley.
- e) No club running/race event shall be organised to raise funds for another club or organisation. (refer to j)
- f) No race will be re-named in favour of any person living or dead. Races will be named on a geographical basis. Unless agreed otherwise by the club committee or members at the AGM.
- g) Race committees may operate autonomously but should contain at least one member of the club committee who will act as liason between the two groups.
- h) In the event of accidents or unexpected events the club as a whole will do its utmost to support a race director and their committee *unless there is demonstrable culpable negligence and where the relevant rules, policy documents and guidance have not been followed*
- i) No publicity should be given to the amounts of money raised but the figures will be available for scrutiny by club members in the annual accounts.
- j) Any request for the distribution of club funds (Inc race profits), in any and all circumstances, must be submitted to the club committee in writing and will be considered by the committee of the club whose decision on the issue will be final.

Race organisation provides a platform for members of the club to develop the managerial, administrative and organisational skills required to manage a large club and to be well placed to move onto the committee of the club. RD's should therefore encourage younger members of the club to join their committee's.

22/06/17