

**TIDEWATER STRIDERS**

**COMMITTEE POLICIES & PROCEDURES**  
**&**  
**ADDENDUM TO POLICIES & PROCEDURES**

## **ADVISORY COMMITTEE**

### **Policies and Procedures**

#### **POLICIES:**

1. It is the responsibility of the Advisory Committee to provide legal and/or medical counsel, primarily in the form of advice or opinion, when requested by the President or a designated representative of the Tidewater Striders, in response to a legal or medical issue that may interfere with optimal operation of Tidewater Striders activities.
2. It is also the responsibility of the Advisory Committee to provide advice or opinion on other issues, as requested by the President or a designated representative of the Tidewater Striders, that may interfere with the operation of Tidewater Striders activities.
3. The Committee shall consist of all necessary individuals, including at least one medical doctor and one lawyer, required to obtain all information and guidance.

#### **PROCEDURES:**

1. If and when a legal, medical or other issue arises which has a direct impact upon the effective operation of the Tidewater Striders, the President, or an appointed representative, may contact an appropriate member of the Committee in order to request relevant information, opinion or advice.
2. The Chairman for this committee shall form a committee from Tidewater Striders members. The Committee shall consist of personnel necessary to give the required guidance.
3. It shall be the Chairman's responsibility to obtain all necessary individuals to provide proper guidance requested from the President, or an appointed representative.
4. The information, opinion, or advice tendered by the Committee is intended to help provide general direction relative to an appropriate action plan determined by the Board.
5. The Committee is not designated to provide extensive legal or medical counsel that normally would be provided on a fee basis.

#### **BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: February, 2003**

**AUDIT COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Audit Committee to conduct audits to assure the members of the Board of Directors and the general membership of the club that the financial reports presented by the Treasurer accurately reflect the expenses, revenues and financial condition of the club.
2. Complete audits will be conducted at least annually and upon election of a new Treasurer. These may be combined. Special audits will be conducted on specific functions or events upon direction of the Board of Directors.

**PROCEDURES:**

1. The Committee will conduct all audits.
2. The Committee chair will be appointed by the President with the consent of the Board. The Committee will have at least one other member.
3. The Treasurer will participate in and support audits but may not be a member of the Audit Committee.
4. A written report of all audits will be presented to the Board of Directors.

**APPROVED: FEBRUARY, 2003**

## **AWARDS COMMITTEE**

### **Policies and Procedures**

The Chairperson of the Awards Committee shall be appointed by the president and approved by the Board of Directors. The committee shall consist of 4-6 members and will be selected from the Board or sub-committee chairpersons and shall be selected by the committee chairperson.

#### **POLICIES:**

1. It is the responsibility of the Awards Committee:
  - A. To oversee the selection of members to the following awards sub-committees:
    1. Jerry Bocrie Founder's Award
    2. Appreciation Award
    3. Volunteer of the Year Awards
    4. Race Director of the Year Award
    5. Outstanding Male and Female Performance Award
    6. Outstanding High School Male and Female Cross Country Award
    7. T-Shirt of the Year Award
  - B. Select and secure special awards for the Tidewater Strider Annual Awards Banquet.
  - C. Select and secure special awards as designated by the President and the Board of Directors

#### **PROCEDURES:**

1. The Committee shall coordinate with the sub-committees to insure that they adhere to established guidelines relating to the following:
  - A. selection of chairperson
  - B. candidate nomination process
  - C. selection of candidates
  - D. type of award to be given
  - E. presentation of award
  - F. publicity of award
2. The committee shall consist of 4-6 members, selected by the Awards Chairperson. The members of the committee will be selected from the board or sub-committee Chairpersons.
3. The Committee shall order specific awards working with the President and Grand Prix Chairperson.

#### **BUDGET:**

1. The Chairperson will develop a budget for the upcoming year and present it to the Budget Committee.

**ADOPTED: FEBRUARY, 2003**

## **BANQUET COMMITTEE**

### **Policies and Procedures**

#### **POLICIES:**

1. It is the responsibility of the Banquet Committee to plan and implement all banquets conducted by the Tidewater Striders including but not limited to Volunteer Appreciation Banquet, Annual Awards Banquet and Annual Summer Picnic, and other banquets as the board might approve.

#### **PROCEDURES:**

1. The Committee shall arrange and coordinate a Volunteer Appreciation Banquet or some other type of banquet to recognize and thank volunteers who have assisted the Tidewater Striders throughout the current calendar year. Location, date and anticipated costs must be submitted to the Board for approval.

2. Selection criteria of volunteers is as follows:

- A. board members
- B. immediate past president
- C. race directors for Tidewater Striders club events
- D. committee chairpersons and recommended committee members
- E. guest speakers at general meetings
- F. others as approved by the Board

3. To assist in the selection of such persons, a volunteer tracking system will be employed. The volunteer coordinator, or other designated representative, will keep track of points and/or other volunteers to be invited to the Volunteer Appreciation Banquet.

4. For consideration, a volunteer must have demonstrated that he or she has attained the recommended number of points in the period from August 1-July 31. All race directors, chairpersons, or committee members involved in activities where points are awarded will submit a roster to the volunteer coordinator, or their designated representative, no more than one week after the activity.

5. Volunteer points will be based on both the time and effort devoted to various club activities. Examples of such volunteer efforts include the following, but it should be noted that this list is not all inclusive.

- a. race coordinator
- b. race volunteer
- c. adopt-a-highway participation
- d. adopt-a-trail participation
- e. authored rundown articles
- f. rundown stuffing participation

6. All chairpersons (ad hoc or otherwise) wishing to acknowledge by means of an invitation to the Volunteer Appreciation Banquet, members performing volunteer duties outside the realm of the point system **MUST** submit to the volunteer coordinator the names of the members and a brief note of their involvement including approximate hours spent per month.

7. The volunteer coordinator or a designated committee member will submit to the Board a preliminary guest list with the names of all volunteers to attend the Volunteer Appreciation Banquet. The list will include all accumulated points. A copy of all volunteer rosters that were submitted by the Committee Chairpersons shall also be available at the Board meeting prior to final approval of the list. Once approved, guests are invited accordingly.

8. The Committee shall arrange and coordinate an Awards Banquet to present awards to Grand Prix winners and provide a social event for the general membership. This banquet will be held on an annual basis and will be open to the Tidewater Striders general membership. Attendees pay on a per person basis. Location, date and cost considerations must be approved by the Board. Notice of the banquet should be published in the RUNDOWN a minimum of 4-6 weeks prior to the banquet. Free entry invitations will be given, upon final approval by the Board of Directors, to:

- A. Volunteer of the Year winners
- B. Appreciation Award winners
- C. Jerry Bocrine Award Winner
- D. President's Award winner(s)

- E. Race Director of the Year winner
- F. Outstanding Male and Female Performance winners
- G. Outstanding High School Male and Female Cross Country Runner
- H. T-shirt of the Year winner

9. A subcommittee, with a subcommittee chair, will be appointed to plan and coordinate the Annual Summer Picnic.

**BUDGET:**

- 1. Board approval will be required for any funding required.

**APPROVED: FEBRUARY, 2003**

**BUDGET COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Budget Committee to develop an annual budget to be approved by the Board. The Budget Committee Chairperson will be the club Treasurer.

**PROCEDURES:**

1. The Budget Committee will be chaired by the club Treasurer.
2. The Committee shall solicit input from the various committees relative to their financial needs for the forthcoming year.
3. The Committee shall develop an annual budget which shall be presented to the Board by the November Board meeting for approval.
4. The Committee shall provide information with the forthcoming year's budget to include the previous year's revenues/expenses, current year's revenues/expenses to date and current year's budget.
5. The annual budget shall be approved prior to the beginning of the forthcoming year.

**BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: FEBRUARY, 2003**

**CONSTITUTION AND BYLAWS COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Constitution and Bylaws Committee to:
  - A. ascertain that official copies of the Constitution and Bylaws of the Tidewater Striders, as well as the Policies and Procedures of official Tidewater Striders Committees are continuously updated by incorporating additions, deletions or modifications as approved by the membership and/or Board of Directors.
  - B. ensure that all changes to the Constitution, Bylaws and Policies and Procedures follow the procedures listed in the Constitution and set forth below.
2. The Constitution and Bylaws Committee should consist of no fewer than three members, one of whom shall be chairperson.

**PROCEDURES:**

1. The Committee shall assemble all of the Policies and Procedures into one manual entitled "Policies and Procedures of the Tidewater Striders".
2. The Committee shall present a copy of Constitution, Bylaws and Policies and Procedures to each returning and new member of the Board prior to, or at the January Board meeting.
3. The procedures for amendments to the Constitution and Bylaws are as follows:
  - A. Amendments may be proposed at any time by a member of the Tidewater Striders.
  - B. Any amendment must be approved by the Board by majority vote when a quorum is present. An amendment approved by the Board will be submitted to the general membership in the following manner:
    1. The proposed amendment shall be published in the RUNDOWN prior to the general meeting at which the amendment is to be discussed.
    2. This general meeting must have a quorum of 40 Tidewater Striders members (members are designated as active/family, honorary, youth and Golden Runner).
    3. Three-fourths of the votes cast at the general meeting shall be necessary for final adoption of the amendment to the constitution. Two-thirds of the votes cast at the general meeting shall be necessary for final adoption of the amendment to the Bylaws.
4. The procedures for amendments to the Policies and Procedures are as follows:
  - A. Amendments may be proposed at any time by a member of the Tidewater Striders.
  - B. Amendments must be approved by the Board by majority vote when a quorum is present. No further action is necessary.

**BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: FEBRUARY, 2003**

**ELECTIONS COMMITTEE**  
Policies & Procedures

The Chairperson of the Elections Committee shall be appointed by the President and approved by the Board of Directors. Committee members shall be selected by the Committee chairperson.

**POLICIES:**

1. It is the responsibility of the Elections Committee to conduct the election process
2. The Elections Committee will consist of three non-Board members who did not serve on the Nominations Committee for the same election. This Committee shall report to the Board.

**PROCEDURES:**

1. The Elections Committee shall be responsible for the preparation of the election ballot. The ballot shall include:
  - A. all candidates reported on the Nominations Committee slate.
  - B. all candidates nominated from the floor at the General Meeting prior to the election.
  - C. the maximum number of votes allowed per ballot
  - D. instructions regarding family membership voting and different members sharing a common email address
  - E. the term of office for the elected candidates
  - F. the latest day and time by which voted ballots must be emailed to be counted.
  - G. the email address to which the ballots should be sent; normally the sending address.
  - H. appropriate safeguards to prevent duplication of votes.
  - I. any other required notice or instructions.
2. The Elections Committee shall coordinate the development of the election ballot with the Web Manager, the Rundown Editor, the Membership Chairman, and the Treasurer (if costs are involved.)
3. The election ballot shall be emailed in November. The date, time and place of ballot tabulation, as determined by the Election Committee, shall be published in advance in the Rundown. The date should be prior to the December Board meeting so those elected can be initially introduced to the club and existing Board at that meeting.
4. The Elections Committee shall ensure no individual has access to the email account receiving the voted ballots until they are tabulated.
5. The facilities, including Internet access, shall be arranged by the Committee.
6. The election ballot emails will be opened in the presence of the Elections Committee at the date, time and place of the prior notice. Observers shall be permitted on a not-to-interfere basis.
7. Ballots will be printed and a master list of the current membership database with names and email addresses will be available for ballot validation. The following ballots will not be accepted:
  - A. ballots received from other than listed email addresses.
  - B. ballots emailed after the publicized cut-off date and time.
  - C. ballots with more than the specified number of candidates selected, as appropriate for individual or family memberships.
  - D. multiple ballots received from the same email address except as appropriate for family memberships or multiple members sharing a common email address.
8. The Elections Committee shall tabulate and record the voting tally and election results. The printed copies of all ballots processed shall be retained in a sealed and safeguarded condition for one year. The voting tally shall be placed in the Archives.
9. In the event of a tie for the last Board position, the tie will be broken by placing the names of those tied into a hat and the one drawn will be declared the winner.

10. The Elections Committee shall report the results to all candidates at the earliest opportunity, including the tally, only if requested.

11. The Elections Committee shall report the election results to the current Board of Directors and the Rundown editor at the earliest opportunity.

**BUDGET:**

1. Board approval will be required for any funding above the approved budget.

**APPROVED: FEBRUARY 2003**

**AMENDED: OCTOBER 2011**

## **GRAND PRIX COMMITTEE**

### **Policies and Procedures**

The Chairperson of the Grand Prix committee shall be appointed by the President and approved by the Board of Directors. Committee members shall be selected by the Committee chairperson.

#### **POLICIES:**

1. It is the responsibility of the Grand Prix Committee to:

A. create and publicize a series of events to be called the Tidewater Striders Grand Prix Series, which will encourage race participation and running excellence among club members.

B. select and secure special awards for Tidewater Striders Grand Prix Winners.

#### **PROCEDURES:**

1. Grand Prix races will vary in distance from one mile to the marathon. (A large variety is desired for obtaining the best overall runners and not to show favoritism.)

2. Grand Prix events should not be held closer than two weeks nor further than ten weeks apart.

3. The total number of Grand Prix events held yearly will be determined by the committee (maximum of 12).

4. The minimum number of Grand Prix events required to be run yearly to qualify for an award will be determined by the committee (minimum of 6).

5. The Committee shall coordinate with the Race Committee and select races to be included as part of the Tidewater Striders Grand Prix Series. The Committee should also coordinate with the Race Director of selected races to ensure that they will include, as a minimum, the age group breakdown to be awarded for the Grand Prix series. (i.e. if the Grand Prix awards categories are Male 20-29, 30-34 & 35-39 the race should not give 20-29 and 30-39. The race can however give 20-24, 25-29, 30-34 and 35-39.)

6. The Grand Prix Race schedule will be presented to the Board of Directors no later than the November Board meeting of the year preceding the proposed series. Final Board approval is required before the Grand Prix Race schedule becomes final.

7. The Committee will establish age groups and the depth of awards to be presented at the Annual Awards Banquet. The depth of awards should be at least 3 deep in the established age groups. These age groups and award levels should be presented to the Board for approval prior to the publishing of the Grand Prix Series information in the RUNDOWN.

8. All Grand Prix races will be scored to determine final results.

9. The Committee shall provide an article to the RUNDOWN prior to the first race of each Grand Prix Series to explain the rules of the Grand Prix and the races that are part of the series. The Committee shall provide any additional information or articles throughout the year that may increase interest and participation.

10. Grand Prix standings should be listed in the RUNDOWN at least quarterly.

11. The Committee shall work with the Awards Chairperson in obtaining awards to be given out at the Annual Awards Banquet.

12. The Committee shall work in conjunction with the Awards and Banquet Chairpersons for a program to present the Grand Prix awards.

#### **BUDGET:**

The Chairperson will develop a budget for the upcoming year and present it to the Budget Committee when requested.

**APPROVED: FEBRUARY, 2003**

## Hall of Fame Committee Policies and Procedures

**Note: Selection of inductees into the Hall of Fame during the first year will be an exception to these proposed policies and procedures. The First Year Policies and Procedures will be presented in bold and italics and underline, as in this note, and will not be numbered. These sections will be deleted from the Policies and Procedures for the Hall of Fame Committee following the induction of the first class.**

### **Policies:**

**All former presidents of the Tidewater Striders will be contacted regarding their willingness to serve on this initial Hall of Fame committee. All those willing to serve will constitute the initial Hall of Fame committee. The current president will serve as chair and will be a voting member of the committee.**

1. As with all Tidewater Strider committees, the president shall appoint the chair of the Hall of Fame committee, who shall be a member of the Hall of Fame. If no current member of the Hall of Fame is willing to serve as chair of the committee, the president will appoint another person as chair, who would also be considered a voting member of the committee.
2. The committee shall consist of a minimum of five (5) and a maximum of ten (10) members selected from members in the Hall of Fame. The goal is to have a ten (10) member committee, but this number may be difficult to attain in the initial years with fewer Hall of Fame members. In the first year or two, all members of the Hall of Fame may serve on the committee. If the minimum of five (5) members is not attained from the current Hall of Fame membership, the president may appoint other individuals to attain the minimum number of committee members. In subsequent years, the committee will be selected by their peers in the Hall of Fame.

In subsequent years, the committee will be selected by their peers in the Hall of Fame by way of the following process: The chairperson of the Hall of Fame committee will survey each Hall of Fame member to see if they are willing to serve on the committee. The chairperson will develop a ballot listing those willing to serve and then conduct the vote via email among all Hall of Fame members to elect the committee. If only 5-10 current Hall of Fame members volunteer to serve, they will constitute the committee. Otherwise, each member will vote for ten (10) committee members. No ranking system will be used. The chair and two members of the Hall of Fame will tally the vote. The ten (10) members with the highest vote count will serve on the selection committee. During the first election, the five (5) members with the highest total vote count will serve two (2) years on the committee. The other five (5) will serve one (1) year. In subsequent years, five (5) new members will be elected to the committee in a similar manner and will serve a two (2) year term. Committee members may serve a maximum of three two-year terms. With a full complement of ten (10) members, along with the chairperson, the committee will consist of eleven (11) voting members.

2. It is the responsibility of the Hall of Fame Committee to select, from a list of nominees, those individuals to be inducted into the Tidewater Striders Hall of Fame.
3. Individuals selected will receive a Hall of Fame award, appropriately inscribed with their name, Tidewater Striders logo, and year of induction.
4. A Hall of Fame plaque, containing the names and year of induction of all Hall of Fame members, will be maintained by the club and appropriately displayed at major Tidewater Striders races and events.

### **Procedures:**

#### **First Year Procedure:**

**The first class will include a maximum of ten (10) members. A list of nominees will be developed. A notice will be placed in the Rundown and on the club's web site, along with a copy of the Nomination Form, and a deadline date for submission. Nominees must meet the criteria for nomination. It is recommended that all nominations be submitted electronically.**

**As the Tidewater Striders has been in existence for nearly 40 years, numerous individuals have made significant contributions to the success and advancement of the club. Members elected into the initial class of the Hall of Fame should have attained national recognition in running performance, volunteerism, or service to the running community. Examples include qualifying and participating in Olympic trials, being a recipient of the Jerry Bocrie Founders Award (the most prestigious award presented by the Tidewater Striders), serving national running organizations as an officer, receiving national recognition for volunteer service to the running community, and bringing national recognition to running in the Tidewater area.**

**The initial list of nominees, along with supportive data on the nomination form, will be presented to the selection committee via email at least two (2) weeks before its meeting. . A standardized format should be followed on the nomination form, including a listing of accomplishments and a short narrative summary. A meeting of the initial committee would be convened by the Hall of Fame committee chairperson to discuss the nominees and conduct the vote. Each member present (including the chairperson) may, depending on the number of members present, nominate one (1) or two (2) nominees from the list for election into the Hall of Fame. Committee members who cannot attend the meeting may submit their nomination to the chair. The nomination must be received by the chair at least two days prior to the scheduled meeting. The total nominations would constitute the ballot for voting. Committee members must be present to vote. Each member of the committee would rank their top 10 nominees, with their first nominee receiving 10 points, the second nominee 9 points, and so on down to the tenth nominee, with a score of 1 point. The nominee(s) of committee members who are absent will receive ten (10) points from that committee member, but no other points will be permitted. Votes will be counted and tabulated by the committee chair and two former presidents in the presence of the full voting committee. The ten (10) individuals with the highest aggregate scores, but who also must have been selected as one of the top 10 by at least 50 percent of those voting, would constitute the initial class selected into the Tidewater Striders Hall of Fame. The outcome of the election will be published at a set date. Only the names of those selected, in alphabetical order by last name, will be published. No vote tallies will be provided. In total, there would be a maximum of ten (10) members in the inaugural class of the Hall of Fame.**

### **Subsequent year procedures**

**Note: Items 1-4 of these procedures are also in effect for the initial year.**

1. Candidates must have been members of the Tidewater Striders for at least ten (10) years. The candidate should be a recognized leader of the local running, walking, or triathlon community in performance and/or service. Candidates may be nominated posthumously. The 10-year requirement may be reduced in exceptional cases, such as for those serving in the military. Organizations also may be exempt from this requirement.
2. Nominations of individuals to the Hall of Fame may be made by current members with at least five (5) years of membership in the Tidewater Striders. Individual members may nominate themselves, but must have been members of the club for at least 10 years.
3. Nominations must be submitted electronically on the official Nomination Form, which may be found at [www.Tidewaterstriders.com](http://www.Tidewaterstriders.com) Website. Click on Hall of Fame in the left hand column. Nominations will be valid for five (5) years, during which time nominees will be eligible for election into the Hall of Fame. Nominees may update their nomination data periodically within this 5-year period. If not elected within this time frame, the nominee's name will be removed from the list of eligible candidates. Candidates may be renominated if removed from the list provided significant accomplishments have subsequently been attained following the initial nomination.
4. Candidates may be nominated for excellence in one or more of three categories associated with running, walking, and triathlon. Some examples are provided.
  - a. Competition
    - i. Have a high ranking overall or age-group regionally or nationally by an appropriate athletic governing body for at least several years
    - ii. Holder of age-group records for various race performances at the state level or above
    - iii. Outstanding overall or age-group performance in major Hampton Roads races over the course of several years
    - iv. Multiple Tidewater Striders Grand Prix awards.
  - b. Volunteerism
    - i. Significant service to the Tidewater Striders as an elected officer
    - ii. Service to the club as recognized by consistent high ranking in the Volunteer of the Year award system
    - iii. Service to the club as a long-term director for major club races
    - iv. Service to the club for long-term roles as coach for youth teams, editor or columnist for the *Rundown*, and similar service
    - v. Service to national organizations associated with running, walking, and triathlon
  - c. Professional
    - i. Coaches, race managers and directors, store owners, reporters/journalists, sponsors, and others as deemed appropriate
    - ii. Contribute substantially to the growth, development, and promotion of running, walking, and triathlon

5. The chairperson of the Hall of Fame committee will maintain a list of nominees along with supportive data presented on the nomination form. This list will serve as the ballot for each selection year.
6. A maximum of five (5) nominees may be elected to the Hall of Fame in the annual election process.
7. The list of nominees from membership, along with supportive data on the nomination form, will be presented to the committee members via email at least 15 days before the meeting date. A standardized format should be followed on the nomination form, including a listing of accomplishments and a short narrative summary. A meeting of the committee would be convened by the committee chairperson to discuss the nominees and conduct the vote. Each member present may nominate one (1) nominee from the list for election into the Hall of Fame. Committee members who cannot attend the meeting may submit their nomination to the chair, which must be received by the chair at least two days prior to the scheduled meeting. These nominations, about a total of ten (10) would constitute the ballot for voting. Committee members must be present to vote. Each member of the committee would rank their top five (5) nominees, with their first nominee receiving 5 points, the second nominee 4 points, and so on down to the fifth nominee, with a score of 1 point. The nominee of committee members who are absent will receive five (5) points from that committee member, but no other points will be permitted. Votes will be counted and tabulated by the committee chair and two committee members in the presence of the full voting committee. The five (5) individuals with the highest aggregate scores, but who must also have been selected as one of the top five (5) by at least 50 percent of those voting, would be elected into the Tidewater Striders Hall of Fame. The outcome of the election will be published at a set date. Only the names of those selected, in alphabetical order by last name, will be published. No vote tallies will be provided. In total, there would be a maximum of five (5) members elected into the Hall of Fame each year.
8. Recognition of the new inductees and presentation of the Hall of Fame awards will be conducted at the annual Awards Banquet. A special 15-minute ceremony would be conducted prior to the start of the Awards Banquet
9. Important deadline dates in the selection process to the Hall of Fame; action completed before the date listed
  - August 31 – Deadline for submitting or updating nomination form
  - September 30 – Chair compiles list of nominees for election to the Hall of Fame
  - October 31 – Chair has finalized selection of the Hall of Fame committee
  - November 30 – Hall of Fame committee completes voting process for new members
  - December 15 – Announcement of new Hall of Fame members
  - February – Induction of new members in the Hall of Fame at the Awards Banquet

**APPROVED: AUGUST, 2010**

**MARKETPLACE COMMITTEE**  
Policies and Procedures

The Chairperson of the Marketplace committee shall be appointed by the President and approved by the Board of Directors. Two committee members shall be selected by the Committee chairperson.

**POLICIES:**

1. It is the responsibility of the Marketplace Committee to:
  - A. provide Tidewater Striders sportswear and other items for sale to members and other interested persons.
  - B. help promote the Tidewater Striders throughout the area.

**PROCEDURES:**

1. The Committee shall maintain current and accurate records, which contain individual transaction information (name, item, check number, amount) and inventory update lists. This inventory should also list information on all Marketplace items carried in local running stores. Expo sales may be recorded in total.
2. The Committee shall plan for re-stocking and new item purchases. Chairperson should negotiate best possible quality and price from vendor.
3. The Committee shall promptly fill orders and forward bills and payments to the Treasurer within one week after they are received.
4. Marketplace items should be set at a fair price so as to break even or make a small profit.
5. The chairman should receive orders by direct mail so as to guarantee orders are filled promptly.
6. Merchandise should be paid for up-front with no provisions for credit lines or billing.
7. Marketplace items will be made available at Shamrock Marathon, Elizabeth River Run, Turkey Trot and/or other appropriate races where product safety may be assured, in the form of a sales booth. The Marketplace Chairman will have the responsibility to ensure the booth is manned.
8. Chairman will be responsible to update Marketplace information (i.e. items and prices) in the RUNDOWN ad.
9. An appropriate fee will be added to the price of the items for shipping/handling costs when items purchased are to be mailed.
10. New items being added to the Marketplace inventory must be approved by the Board of Directors.
11. Orders over \$400.00 must have approval of the Board of Directors.
12. Chairman will coordinate with local running specialty stores to carry Tidewater Striders Marketplace items.

**APPROVED: FEBRUARY, 2003.**

## **MEMBERSHIP COMMITTEE**

### **Policies and Procedures**

#### **POLICIES:**

1. It is the responsibility of the Membership Committee to:

A. maintain the membership database of the Tidewater Striders.

B. coordinate the recruitment of new members.

C. collect and deposit membership dues.

D. process new member and renewal applications.

E. report the number of members (households) and provide a copy of the database to the RRCA in September of each year for calculation of club dues.

F. Provide a copy of the club database to the RRCA on a quarterly basis (January 1, April 1, July 1, October 1) for FOOTNOTES circulation (newsletter of the RRCA).

G. provide mailing labels for the RUNDOWN on a monthly basis.

H. inform the Treasurer, President and Executive Director of the club as to the number of paid members semiannually on the dates set forth in the Executive Director's contract for calculating the Executive Director's salary.

#### **PROCEDURES:**

1. MAINTENANCE OF DATABASE:

A. The Membership Committee Chairman shall maintain a current and accurate database of members and their type of membership. Persons with a membership expired by one month will still receive a mailing label for the RUNDOWN. Persons with a membership expired by two months will still be listed on the database but not receive the RUNDOWN. Any membership expired by more than two months is deleted from the database.

B. The Chairman shall provide updated membership rosters to the Board and Executive Director at the January and July meetings. Rosters are for Tidewater Striders business only and are not to be passed around or used for personal gain.

C. The Chairman shall notify the Chairman of the Executive Race Committee on a monthly basis of any changes to the Golden Runner membership list.

D. The Chairman has the authority to sell mailing labels (not membership list or computer database) to organizations who wish to promote their event through a mail-out to our members. It is the responsibility of the Membership Chairman to use discretion in the selling of labels. Labels are not to be duplicated or reproduced in any manner by the purchasing organization. The cost of labels is \$75.00 or the equivalent of the cost of inserting a flyer in the RUNDOWN.

2. RECRUITMENT OF MEMBERS:

A. The Chairman shall solicit current members to renew their memberships by mailing out renewal postcards at the beginning of the month that their membership expires.

B. The Committee shall set up an information table at larger events in an attempt to recruit new members.

C. The Committee shall update information on all membership materials as needed. The Committee is responsible for publishing membership materials that promote the club in a professional manner.

D. The Committee may solicit new members through mailings or placement of applications in race packets. If the cost of this means of advertising exceeds \$50.00, Board approval is required.

3. COLLECTION OF MEMBERSHIP DUES/OTHER FISCAL RESPONSIBILITIES:

A. The Chairman shall be responsible for collecting money for dues and seeing that the money is deposited into the Tidewater Striders bank account in a timely manner. The Chairman shall notify the Treasurer of any such deposits as soon as possible.

B. The Chairman shall submit a budget to the Treasurer on an annual basis.

4. PROCESSING OF NEW MEMBER AND RENEWAL APPLICATIONS:

A. The Chairman shall process all applications for membership in the Tidewater Striders. The Chairman shall update the database for each application received and issue a membership to each member. Membership will be designated as one of the following:

1. Full paid adult member: Receives all benefits of membership (RRCA membership and insurance, all rights set aside in the Constitution of the club and a subscription to the RUNDOWN).

2. Full paid youth member: Receives all benefits of membership (must be 18 or less).

3. Family member: Receives all benefits of membership **EXCEPT** a subscription to the RUNDOWN.

4. Non-member: Usually another club or publication. Only receives the RUNDOWN.
5. Complimentary Golden Runner: A non-paying member. Receives all benefits of membership, a subscription to the RUNDOWN, and free entry into all Tidewater Striders events (see Golden Runner policies below).
6. Adult Paid Golden Runner: Same as above except paying for the membership.
7. Youth Paid Golden Runner: Same as an adult paid Golden Runner except restricted to members 18 and under.

B. The Chairman will issue Golden Runner numbers to persons purchasing that type of membership and to those who are granted complimentary Golden Runner memberships. When a number is first issued, a waiver should be signed by the member stating that he/she understands the rules pertaining to the use of them membership. Those rules are as follows:

1. It is at the discretion of the host organization to determine whether to provide premiums (t-shirts, etc) to Golden Runners, regardless of whether they are preregistered or not. The Board has suggested a fee of \$5.00 for the premium if the Golden Runner wishes to purchase one. The \$5.00 fee is only a recommendation and the host organization may choose to charge a greater amount or continue to provide the premiums to all preregistered runners for free.
2. Golden Runners that do not preregister for an event must present a signed entry form on race day at the Golden Runner table. The club does not have a blanket waiver so one must be signed for each race entered. Golden Runners must run with a number to be counted as an official entrant.
3. Golden Runners must write their Golden Runner number in the space provided on the entry form. If the race accepts Golden Runner entries and the entry form does not have a blank for the number, the Golden Runner should write "Golden Runner # (your number)" in the upper right-hand corner of the entry form.
4. Golden Runners should bring their Golden Runner number with them on race day. If they forget their number, they should tell the check-in volunteer that they need a race day number. The registration table should have a list of active Golden Runners in order to verify membership. Golden Runners must wear their number throughout the race to ensure proper scoring.
5. Golden Runners must preregister by the indicated early deadline or pay the entry fee for the following races: Shamrock Marathon and 8K, Elizabeth River Run, Neptune Festival 8K and Turkey Trot.
6. If perforated numbers (pull tags) are issued to runners on race day, Golden Runners must register for one. They should not use their Golden Runner number on race day (include it on the entry form when registering). Preregistered Golden Runners should pick up race day numbers at the preregistration table, not the Golden Runner table.
7. Golden Runner memberships may only be used for one race per event. If a Golden Runner runs more than one race, they must pay the entry fee for the second event.
8. A Golden Runner number is non-transferable. It is for use by the Golden Runner only and each use will be verified.
9. Any requests for extension of a Golden Runner membership due to injury or other extenuating circumstances (of at least 6 months duration) must be submitted to the Membership Chairman for review and approval by the Membership Committee.
10. Youth Golden Runner memberships are restricted to individuals 18 and under and may not be used for any race longer than 10K.
11. The Golden Runner Waiver must be returned to the Membership Chairman before the membership is activated.
12. Golden Runner membership becomes active on the first day of the month following receipt of the application.
13. Golden Runner memberships are **NOT** accepted in Tidewater Striders multi-sport events.

#### 5. RESPONSIBILITIES TO RRCA:

- A. The RRCA (Road Runners Club of America) requires that a copy of the Tidewater Striders database be

submitted to the National Office in September of each year so that they may calculate our annual dues and insurance payment. The database shall consist of households only. This means that all Golden Runners, Full Adult and Full Youth members are included while family members and non-members are excluded.

B. On a quarterly basis (January 1, April 1, July 1 and October 1) a copy of the database (containing the same members as explained above) shall be forwarded to the RRCA FOOTNOTES' circulation department.

#### 6. PRINTING OF LABELS FOR THE RUNDOWN:

A. Once a month the Chairman shall provide a set of mailing labels sorted by zip code to the stuffing coordinator of the RUNDOWN. All current, full members will receive a label. Persons whose memberships are expired by one month will also receive a label. This grace period allows for people who may wait until the end of the month of expiration to pay their dues and their renewal is still in the mail and for people who may have joined the club sometime in a particular month after the RUNDOWN has already been mailed. They would have that month as their expiration date but not have received their RUNDOWN.

#### 7. DETERMINATION OF MEMBERSHIP FOR CALCULATING THE EXECUTIVE DIRECTOR'S SALARY:

A. On the dates set forth in the Executive Director's contract, the membership of the Tidewater Striders shall be determined in order to calculate the salary of the Executive Director for the next six months. This information shall be submitted to the Treasurer, Executive Director and President by the first of the month and reported to the Board at their meeting that month. The number reported should be a current and accurate representation of paying members and include (a) full adult members; (b) full youth members, (c) family members, (d) adult paid Golden Runners and (e) youth paid Golden Runners. It excludes all non-members and complimentary Golden Runner members.

#### 8. COMPLIMENTARY MEMBERSHIPS:

A. Complimentary non-member status shall be granted to several persons and organizations. This amounts to them being on the mailing list and receiving the RUNDOWN. Periodically this list of memberships shall be checked for accuracy of address and/or recipient.

B. Complimentary individual memberships shall be granted to race directors of Tidewater Striders events. The membership shall begin the first day of the month following that in which the race was held. It is the responsibility of the Race Committee Chairman to inform the Membership Chairman as to who the race directors are and the month of their event.

C. At times there may be members who have devoted extraordinary time to the club over the course of a year and should be recognized accordingly. Members may present nominations and reasons for such to the Membership Chairman who will forward them to the Board for discussion and possible approval. If granted, the membership becomes active on the first day of the month following the decision. The individual must be re-nominated the following year.

D. Race directors of Tidewater Striders club events as listed below are granted a complimentary Golden Runner membership beginning on the first day of the month following that of the race that they directed. In the event of a series, the membership begins the first day of the month following the first month the series occurs. The membership will run for one year from that date. It is the responsibility of the Chairman of the Race Committee to notify the Membership Chairman as to the identity of the race directors and the month of their event. The membership will automatically be renewed if the person continues to direct the event. Tidewater Striders club events are developed by the race committee and submitted to the board for approval for each year.

E. Members (including committee chairman, general membership or Board members) may nominate persons who they feel have done an exceptional job in helping the club over the previous year. The candidate should have either incurred some type of financial outlay/donation or service in excess of the value of a Golden Runner membership for which reimbursement was never requested nor made or devoted countless hours (in excess of 100 hours per year) to the benefit of the club. The nomination should be made to the Board in writing and detail all of the reasons that the person should be considered for Golden Runner membership. Nominations should be kept confidential although the individual recommending the membership may be present at the Board meeting to discuss the merits of the candidate. The Board will then decide whether to grant the nomination. Upon approval of the Board, the membership will begin on the first day of the month following the decision. The summary minutes of the meeting need not record details such as the nominee's name. The individual must be re-nominated the following year.

F. All past presidents of the Tidewater Striders shall receive lifetime Golden Runner memberships, beginning immediately upon the completion of their term as president.

G. All members of the Board completing two full, consecutive terms are granted lifetime Golden Runner memberships.

H. All moderately-long standing (i.e. more than 5 years) "senior citizen" members (age 70 and above) are eligible for a lifetime Golden Runner membership. It is the member's responsibility to notify the Membership

Chairman of their meeting the age requirement so that their membership may be processed. The Membership Chairman will then notify the Board and the Chairman of the Race Committee. All members presently having Golden Runner memberships based on their age will be “grand fathered” thus retaining their membership even if they are not 70 years old as of yet.

I. Members may nominate a club member for a lifetime Golden Runner membership based on years of service to the club. The individual must have been involved with the club on a consistent basis at great expense of personal time for at least four years. The nomination should be made confidentially in writing to the Board. The Board will then determine whether the membership is merited. If approved, the membership will begin on the first day of the month following the decision.

J. All board-confirmed complimentary memberships, both regular and golden runner, will be up for review in January so that they are all reviewed at the same time.

#### 9. RESPONSIBILITY TO MEMBERS:

A. The Chairman is responsible for keeping the membership informed of changes affecting them through announcements in the RUNDOWN.

B. The Chairman is responsible for addressing and resolving problems with memberships and/or receipt of the RUNDOWN.

C. The Chairman is responsible for keeping the Board informed of significant changes in the membership numbers.

D. The Chairman is responsible for assessing the need for changes in the membership fee structure and submitting any proposed changes to the Board for consideration.

**APPROVED: FEBRUARY, 2003.**

**NOMINATIONS COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Nominations Committee to:
  - A. solicit and develop a list of candidates for election to the Board.
  - B. obtain a profile of each candidate for publication one month prior to the election deadline.
  - C. present a slate of candidates to the club members at a general meeting prior to the election, allowing additional candidates to be nominated from the floor.
2. The Nominations Committee shall consist of three non-Board members who then are ineligible for service on the Elections Committee for that election.

**PROCEDURES:**

1. The Nominations Committee shall solicit in the RUNDOWN for candidates for the Board of Directors at least two months prior to the scheduled closing date for nominations. Candidates may be nominated by other club members, but must receive permission from the nominee. Club members may nominate themselves. The committee will ensure that there are a sufficient number of nominees to fill the projected board vacancies.
2. Only individuals who have been members of the Tidewater Striders for at least six months prior to the close of nominations are eligible for nomination.
3. At the general meeting which should be held in September or early October prior to the election, the Nominations Committee shall present the list of nominees to the members. Additional nominations, with the permission of the nominee, may be made from the floor at this meeting. Nominations will close at the conclusion of this general meeting. The final slate shall be presented to the Board and the Elections Committee.
4. The Nominations Committee shall distribute profile questionnaires to the nominees to include the following:
  - A. Please give a brief personal background.
  - B. What would you like to accomplish during your term on the Board?
  - C. What areas on the Board interest you the most and why?
5. The Nominations Committee shall forward the completed questionnaires to the RUNDOWN editor for publication.
6. The Nominations Committee shall obtain pictures or arrange for pictures to be taken of all candidates to accompany the profiles for publication in the RUNDOWN.

**BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: FEBRUARY, 2003.**

## **PROGRAM COMMITTEE**

### **Policies and Procedures**

The Program Committee will consist of a chairperson appointed by the President and others selected by the chair. Others will include members and non-member technical advisors.

#### **POLICIES:**

1. It is the responsibility of the Program Committee to:
  - A. survey the membership regarding their interest in running to obtain ideas for programs.
  - B. design the non-business portion of general meetings.

#### **PROCEDURES:**

1. The Program Committee shall designate the dates and times for general meetings.
2. The Committee shall survey the membership via Committee contact and the RUNDOWN regarding the interest in speakers and programs.
3. The Committee shall purchase and provide refreshments for the general meetings, when held in locations that permit food and beverages.
4. A minimum of two general meetings shall be conducted per year.
5. The Committee shall work with the Publicity Committee in promotion of general meetings.
6. The Committee shall research and develop a list of potential speakers.

#### **BUDGET:**

1. The Chairperson shall develop a budget for the upcoming year and present it to the Budget Committee when requested.

**APPROVED: FEBRUARY, 2003.**

## **PUBLIC RELATIONS AND PUBLICITY COMMITTEE**

### **Policies and Procedures**

#### **POLICIES:**

1. It is the responsibility of the Publicity and Public Relations Committee to:
  - A. promote Tidewater Striders activities through active contact with the news media.
  - B. be actively involved in fund raising coordinating activities with other committees.
  - C. be actively involved in local Tidewater Striders club awareness and membership publicity.
  - D. serve as the focal point for the Tidewater Striders participation in civic and community programs within the South Hampton Roads area and promote the club on a national as well as regional level

#### **PROCEDURES:**

1. The Committee shall ensure that all Tidewater Striders promotions and advertising to local media contacts go through the Committee.
2. The Committee shall maintain a mailing list of media contacts with addresses and phone numbers.
3. The Committee shall maintain a scrapbook/folder of the media articles.
4. The Committee shall work in conjunction with the Race Committee to ensure race schedules are sent to the Virginian-Pilot.
5. The Committee shall work in conjunction with the Race Committee to ensure race results are sent to the Virginian-Pilot and other running publications (Running Journal, etc.). Results for each Strider race, which has not been fully listed in the newspaper or has a results mail-out, should be listed in the RUNDOWN. Submission for some results should be sent to regional and national media, as appropriate (state records broken, national qualifications met, etc.).
6. The Committee shall assist the Race Committee and the race directors as needed for club events, particularly the Scholarship Fund Race (Turkey Trot). For the Turkey Trot Race, the Committee shall work in conjunction with the race director and the Scholarship Committee.
7. Subcommittees shall be appointed to organize and coordinate the adopt-a-highway, adopt-a-trail, and military programs. Subcommittees may also be formed to address other community issues, such as the adopt-a-family program during the Christmas season, the Relay for Life program in the spring, environmental enhancement projects such as Clean the Bay, and other activities as time and resources permit.
  - A. a subcommittee shall coordinate with the city of Virginia Beach for Tidewater Striders participation in the adopt-a-highway program. It shall schedule and supervise a minimum of six cleanup sessions per year of a designated portion of shore drive near the oceanfront.
  - B. A subcommittee shall coordinate with First Landing State Park for the Tidewater Striders participation in the adopt-a-highway program. It shall schedule and supervise a minimum of four clean up/maintenance sessions per year of long creek trail in the park.
  - C. A subcommittee shall promote Tidewater Striders activities through close and active contact with the military community in South Hampton Roads. The committee shall maintain liaison with athletic directors of major installations; represent the striders at health and fitness events; and, distribute race flyers/entry forms to military bases and activities.
8. The Committee shall ensure mailing or personal delivery of race flyers and membership information forms to selected stores, clubs, military bases, naval ships and other fitness oriented locations.
9. The Committee shall maintain close contact with the Tidewater Striders Committees to stay current on important issues.
10. The Committee shall assist the Membership Committee with local promotions.
11. The Committee shall assist committees with greater RRCA involvement and with nominations of Striders for RRCA awards.

12. The Committee shall promote the Tidewater Striders outside of the local area.

13. The Committee shall interface with other clubs and incorporate useful ideas from those clubs.

**BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: FEBRUARY, 2003**

## **PUBLICATIONS COMMITTEE**

### **Policies and Procedures**

#### **POLICIES:**

1. It is the responsibility of the Publications Committee to maintain a newsletter that is timely, informative, of high quality and created in a controlled professional manner.
2. The RUNDOWN is published monthly as the newsletter of the Tidewater Striders, Inc., local chapter of the Road Runners Club of America.
3. Opinions and points of view expressed in the RUNDOWN are those of the editor, staff members and contributing writers. They are not necessarily the views of the members, officers and directors of the Tidewater Striders.

#### **PROCEDURES:**

##### **1. GENERAL GUIDELINES FOR ARTICLE AND MATERIAL SUBMISSION:**

- A. Material must be received in writing, on computer disk, E-mail (electronic transfer) or through an interview conducted by the newsletter staff.
- B. Newsletter content is to be determined by the editor, with assistance from the newsletter staff.
- C. Minutes from the Tidewater Striders Board meetings will be printed only after Board approval and will not be reworded by the newsletter editor or staff.
- D. "Candidate Profiles" that appear in the newsletter prior to elections will not be edited and will be printed as received from the Nominations Committee.
- E. Writers contributing on a regular basis or in a series are invited to attend Publications Committee meetings.
- F. Contributing writers are requested to have article content approved in advance, reducing the possibility of redundant material, etc. It will then be a decision of the editor as to whether the article shall be printed in full, in part, or not at all.
- G. Any contributor requesting newsletter space for a series of ongoing articles should have approval in advance by the editor.

##### **2. PHOTOGRAPH STANDARDS:**

- A. The RUNDOWN welcomes photographic contributions from anyone at anytime. There will be reimbursements, though, for film and developing costs for designated "Race Historians." These people are determined in advance by either the RUNDOWN coordinator of photography, or the RUNDOWN editor. There will be no more than two designated Race Historians in one month. Receipts are required.
- B. Reimbursements per single race will not exceed the cost of the film and developing for one roll of film. Exceptions to this are the Shamrock Marathon and 8K and the Elizabeth River Run.
- C. Photographs are considered too late for publication if two issues of the newsletter have been printed since the event took place. The only exception would be if they appeared with the race results for that specific race.
- D. Photographic contributions should be developed. Either standard or high gloss paper is acceptable. Slides are not acceptable. The quickest development process possible is recommended and appreciated.
- E. Every attempt to return photographs will be made, if requested, but cannot be guaranteed.
- F. Pictures should be identified as to race name, length of race and name of participants in picture (if known). Please do not use pens to write this information on the back of pictures. It tends to ruin the next picture when stacked together to mail.
- G. Pictures of any race should not only include Tidewater Striders "in the front" but also "in the back." It also is suggested to include a few pictures of our fine volunteers (include names).

##### **3. ADVERTISING STANDARDS:**

- A. All invoicing or billing of advertisers is to be handled by the editor and audited monthly by the Treasurer. Editor will provide the Treasurer with an updated base created to record, manage, bill and control advertisers for each fiscal year as defined in the Constitution.
- B. Payment of all advertisements are due in advance of publishing.
- C. Advertisements **MUST** be "camera ready." This can be tested by photocopying the advertisement. If the ad appears to be satisfactory and of newsletter quality, it may be considered "camera ready." Final approval will be made by the editor. If unacceptable, typesetters can or will be recommended if requested.
- D. Advertisements should be attractive and visually appealing to the reader. Typed advertisements are not acceptable.

E. Advertising rates for the RUNDOWN are as follows and will not be deviated from: monthly rates, six months (5% discount), twelve months (10% discount).

Business cards \$ 15.00/mo

Eighth page \$ 20.00

Quarter page \$ 35.00

Half page \$ 50.00

Full page \$ 75.00

Ads inserted in flyer \$100.00

F. There will be no commission received for the securing of advertisements.

G. Merchants providing discounts to Tidewater Striders are not provided with free advertising.

H. Payment by advertiser with merchandise in lieu of money must have Board approval before advertisement appears in the newsletter.

I. Advertisers cannot be guaranteed any particular position or location of their ad in the newsletter.

J. Advertisers will receive complimentary newsletters for the duration of their ad.

#### 4. COLLATING AND MAILING STANDARDS:

A. The approximate bulk mail cost per month is \$300.00. A balance of this should be maintained in our post office account or a check should be mailed to the editor at the first of each month to eliminate the writing of personal checks by those volunteering to mail the newsletter.

B. Requirements for inserts into the RUNDOWN (race flyers or inserted advertisements):

1. Must have 1500 flyers.

2. Must be dropped off at editor's house or another agreed upon drop point by the first of the month in which it is to be inserted.

3. Must be single page, 8 1/2 x 11 inches in size, or additional collating charges will apply. Exact amount of additional charges will be determined by the editor on an individual basis.

4. The fee for non-Striders flyer inserts is \$100.00 except PTC and Colonial Road Runners events for which there is no charge.

5. Upon acceptance (acceptance can be in the form of monetary payment or gratis consideration) of an events flyer to be included for submission to the Rundown for publication, the flyer will also be acknowledged (if applicable) during the appropriate time frame on the Tidewater Striders' main web page. The Striders reserve the right to refuse any event or flyer that the Board of Directors deems inappropriate.

#### 5. RESPONSIBILITIES OF THE EDITOR:

A. to publish the RUNDOWN in a timely manner. Current editor's fee is \$200 per month and will not vary with workload. Any increase or decrease must be made with Board approval.

B. to edit submitted material for proper grammatical form and style.

C. to coordinate with other committees in soliciting paid advertisements.

D. to report to the Treasurer on a monthly basis all expenses required for the publishing of the newsletter.

E. to create and distribute a deadline schedule for all race directors, officers, directors, newsletter staff and all interested parties.

**APPROVED: OCTOBER, 2004.**

## **RACE COMMITTEE Policies and Procedures**

### **POLICIES:**

1. It is the responsibility of the Race Committee to conduct races in accordance with Tidewater Striders' guidelines as set forth in the procedures set forth below and in conformity with the guidelines of the Road Runners Clubs of America (RRCA). Given the club's mission to support running, the Race Committee will endeavor to support all races in the South Hampton Roads area as much as possible given the available volunteers, including those skilled in race timing, as well as the equipment assets of the committee.

### **PROCEDURES:**

1. The Chairman or Co-Chairmen of the Race Committee will be appointed by the club president. If the chairman is not an elected member of the Board of Directors he shall serve as an ex-officio non-voting member of the Board. The chairman should attend Board of Directors meetings and make committee reports.

2. The Chairman will submit budget and inventory of race committee equipment information annually upon the call of the Treasurer for budgeting and equipment insurance purposes.

3. The Tidewater Striders will support road racing and other races including interscholastic cross country, walking and multi-sport events in the Tidewater area.

There are three types of relationships the club will have with a race:

a. Club race with a Race Director assigned by the Race Committee. Club assumes all duties and provides or recruits all volunteers for the race. Race Director is responsible to the race committee and will coordinate with the treasurer regarding the race budget, depositing race revenue and directly paying or reimbursing race expenses

b. Co-produced Race with a community partner sharing production responsibilities through a formal letter of agreement (sample attached). The Race Committee participates in all phases of the race preparation and marketing and a revenue share of \$1.75 per runner or \$2.25 per runner for a chip-timed event based on a minimum of 225 runners for manual timing and 300 for a chip-timed race is received by the club. Insurance can be provided for a \$30 processing fee for each certificate required. Other items the Striders routinely stock can be provided to the race with actual costs for these items being added to the invoice for the co-production revenue share.

c. Strider supported race is an event that uses some Strider equipment for a rental fee or Strider timing. While not involved in all phases of this type of race, the race committee will provide advice and suggestions as well as equipment and/or timing services based on a schedule with nominal fees set by the Race Committee. Equipment rental fees are nominal and set by the Race Committee.

4. The Chairman is responsible for developing and maintaining the race schedule and will keep the Board advised on an ongoing basis. The Grand Prix chair will be advised of any changes on an ongoing basis and the Membership Chair will receive information regarding race directors for co-produced races and Golden Runner eligible races.

5. The Race Committee is responsible for direction or coordination/liaison for all Strider race events; this includes: providing logos for and proof-reading flyers prior to posting or printing, reviewing and ensuring compliance race permits, ensuring Strider or other insurance is available for the race, measuring proposed courses, providing Strider equipment to the race site, providing race results to race directors and to the media for potential publication, advising host organizations on other aspects of their race including decisions to cancel, delay or modify races for weather related causes and to advise host organizations of their revenue share due the Striders. The Race Committee will ensure compliance with RRCA guidelines for road race safety and application of USATF road race rules where appropriate.

**APPROVED: FEBRUARY, 2003**

**AMENDED: MAY 2011**

**SCHOLARSHIP COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Scholarship Committee to encourage college attendance and provide financial assistance to Tidewater Striders members.

**PROCEDURES:**

1. Eligibility is open to any Tidewater Striders member (must have been a member for at least six months), who is a graduating high school senior or college student.

2. Scholarships shall be awarded in the amount of \$1,000 to each recipient. The Tom Bashara Memorial Scholarship will be \$1,500. The scholarship committee can recommend that a scholarship be split or shared in the event of a tie.

3. There shall be a maximum of five scholarships awarded each year, inclusive of the Tom Bashara Memorial Scholarship. All scholarships will be funded from the club's general scholarship fund until the Bashara Memorial Fund is fully endowed.

4. Priority shall be given to individuals applying for their freshman year of college eligibility. Scholarships may be awarded to former recipients or applicants who have completed their freshman year.

5. Scholarship recipients must reapply each year to continue receiving scholarship funds.

6. Applications must be submitted to the scholarship committee by May 1. Eligible candidates shall be nominated by the Scholarship Committee to the Board of Directors. Consideration shall be based on (in no particular order, and not limited to):

A. length of membership and participation in the Tidewater Striders.

B. volunteerism (family or individual) to the Tidewater Striders.

C. athletic achievement as a runner with emphasis on interscholastic competition at the high school and/or college levels

D. academic achievement.

E. community service

7. Financial procedures. The club's scholarship funds are accounted for separately from the general operating fund.

A. All funds donated to the club for scholarships and the net profits from all designated events for scholarship fund raising shall be restricted to scholarships. These funds shall be maintained in interest bearing accounts proposed by the Treasurer and approved by the board.

B. The Board may approve awarding "named" scholarships. All funds donated to the club for any named scholarship and the net profits from all events designated to raise funds for a named scholarship shall be restricted to scholarships given in the designated name. These funds shall be maintained in interest bearing accounts proposed by the Treasurer and approved by the Board except as provided for in sub-paragraph 7. c.

C. If funds held for a named scholarship exceed \$10,000, the board may authorize an investment committee for those funds. The committee will include the Treasurer, another board member, and a member designated by the named person's family. The committee will develop investment guidelines to be approved by the Board and will make investment decisions within these guidelines.

D. The Treasurer will disburse funds for scholarships approved by the Board of Directors. Scholarship funds will be sent, in the recipient's name, to the financial aid office of the institution the recipient will attend. Funds are usually disbursed on a semester basis with one half for the fall semester and one half for the spring semester.

**APPROVED: FEBRUARY, 2003.**

## **TEAMS COMMITTEE**

### Policies and Procedures

The Chairperson of the Team Committee shall be appointed by the president and approved by the Board. The committee shall consist of the coordinators of each of the official teams listed below and shall be selected by the chairperson.

#### **POLICIES:**

1. It is the responsibility of the Teams Committee to promote team competition in an effort to bring recognition to the Tidewater Striders through the promotion of running excellence. This will be accomplished by participation in major running events which involve competition among different USATF, RRCA and other forms of team competition. It is hoped that the opportunity for team competition will motivate Tidewater Striders members to strive for improvement so that they may qualify to participate on the Official Teams as described below.

2. There is no provision for sponsorship of Tidewater Striders members involved in individual competition. Sponsorship is provided for only when participating as a member of an official Tidewater Striders Team in an event.

#### **PROCEDURES:**

##### 1. OFFICIAL TEAMS:

A. The official teams will be: Men (open, masters and seniors); Women (open, masters, and seniors); Triathlon/Duathlon; Youth; Walking.

B. Team members will conform to individual race requirements.

C. Tidewater Striders teams shall not enter Corporate or Military Team categories. Approved team categories include all Open, Mixed and Running Club. Entry into other categories is subject to approval by the Teams Chairperson.

##### 2. COMMITTEE COMPOSITION:

A. The Committee will be chaired by the individual appointed by the President with approval of the Board as specified in the Constitution.

B. Other members of the Committee will be the coordinators of each of the ten Official Teams listed above. According to the Constitution, the committee members/team coordinators are to be selected by the Committee Chairperson. All attempts will be made to select official team coordinators who are active participants involved with their respective teams. Although not mandated by the Constitution, the Committee Chairperson will submit the Committee membership to the Board.

##### 3. RESPONSIBILITIES OF CHAIRPERSON:

A. Election of Official Team Coordinators.

B. Coordination of the development of the budget for the following operational year.

C. Reporting expenditures to the Board.

D. Refinement of policies and procedures as necessary through meetings of the Committee.

E. Reporting status of team events to the Board.

F. Ensuring all team coordinators have a copy of the latest Teams Committee policies and procedures.

G. Maintain a log of new issuances of official team uniforms noting team member name and date of initial issuance.

##### 4. RESPONSIBILITIES OF OFFICIAL TEAM COORDINATOR:

A. Recruiting top runners to compete.

B. Designating and prioritizing key competitive races for the next operational year.

C. Recommending a maximum per diem reimbursement for selected races.

D. Planning the logistics for key races to include submitting entries, transportation and hotel reservations/lodging.

E. Submitting articles to the RUNDOWN about the team members and supporting data on all races entered.

F. Submitting reimbursement information for team members to the Treasurer and Teams Chairperson within one week after the race.

G. Informing team members of all responsibilities and/or obligations as per paragraph 8 below.

H. Sending copies of all communications to the Teams Chairperson.

## 5. TYPES OF SPONSORED TEAMS:

- A. Out-of town: per diem given to defray the cost of entry fee, travel, meals and lodging.
- B. Local: entry fee paid.

*NOTE: Race passes will be provided by the Teams Chairperson to cover required entry fees for some local races. Team coordinators are to check with the Teams Chairperson on whether or not race passes can be used on a given Tidewater Striders race.*

## 6. SELECTION OF OFFICIAL TEAM MEMBERS:

A. Each team coordinator should have a list of Tidewater Striders runners ranked in priority order (based on their current racing speed for the race distance), through approximately fifteen positions. Official team runners will be selected from this list, in priority, based on their speed. (The latest race results should be used). The team coordinator may consult with the Race Committee, Grand Prix Chairman and personnel involved with race data computer input, if necessary, to develop this list.

B. Only one team from each official team grouping will participate in an out-of-town sponsored competition.

C. A maximum of two teams from each official team grouping can participate in a local sponsored competition.

*NOTE: Reimbursement of any kind is not allowed for teams exceeding what is listed above; although, as many teams can be entered as desired for inter-club competition or just general club recognition. Any team using the Tidewater Striders name **must** be made up of **only** Tidewater Striders members.*

## 7. RESPONSIBILITIES OF OFFICIAL TEAM MEMBERS:

A. Team members must be members of the Tidewater Striders for a minimum of six (6) months. (Any exceptions must be approved by the Teams Chairperson in the best interest of the club.)

B. Team members must wear a singlet/shirt bearing an official Tidewater Striders logo in or at sponsored races if reimbursement of any kind is to be made.

C. Team members must enter the race as requirements necessitate.

D. Except under extreme circumstances, team members must honor their commitments to team races.

Reimbursement of any fees paid by the team coordinator should be made by the team member if an adequate substitute cannot be found.

E. Team members should contact their team captain ASAP after a race to inform them of time, placement, etc in the event.

## 8. UNIFORMS:

A. The official team uniform of the Tidewater Striders Team singlet/shirt must be obtained by the Teams Chairperson and worn by the individual team member who competes in an organized team race during the year. Upon request, a one time issue (per four years) of the official team singlet shall be made to new team members. The team member is responsible for upkeep and the expected life of the official uniform is four years. Team member may purchase additional team singlets at any time.

## 9. SELECTION OF KEY RACES:

A. The official team coordinator will prioritize, following consultation with team members, the key races for the operational year.

## 10. REIMBURSEMENTS:

A. A per diem reimbursement will be determined for each key race.

B. A per diem reimbursement is not designed to compensate each runner for actual expenses, but will help defray the cost of participation. Sharing of expenses is highly encouraged to better use team funds.

C. All reimbursements will be made as soon as possible after the event.

D. Receipts must be shown, whenever possible, for reimbursement (e.g. room and board).

E. Maximum reimbursement is the lesser of \$125.00 per team member per out-of-town event or actual costs incurred.

## 11. AWARDS:

A. Team prize money earned by a club sponsored team in any race will be distributed among all team members, i.e. those who score and those who do not score. This does not apply to team members receiving prize money as an individual award.

**APPROVED: FEBRUARY, 2003.**

## TRIATHLON COMMITTEE

### Policies and Procedures

#### POLICIES:

- 1 It is the responsibility of the Triathlon Committee to:
  - A. promote multi-sport training and participation within the membership.
  - B. serve as a liaison to local multi-sport events.
  - C. provide multi-sport information to the membership.

#### PROCEDURES:

1. The Committee shall provide multi-sport information to the RUNDOWN including race results, athlete profiles, interesting articles on training tips and articles by area experts on the various facets of multi-sport events.
2. The Committee shall provide multi-sport information to the membership through programs/clinics.
3. The Committee shall maintain a race schedule for both local and the Eastern Region races (Maryland and North Carolina). This will include points of contact for races as well as obtaining race entry forms when possible for distribution to interested members.
4. The Committee shall coordinate group training sessions and provide meeting times and locations to the RUNDOWN for publication.
5. The Committee shall determine which races teams can enter and coordinate with the Triathlon Team Coordinator to encourage entering teams following Teams Committee policies and procedures
6. The Committee shall keep abreast of the major rule changes by Tri-Fed, inform the membership of those changes and, in the event the interpretation of a rule is in question, contact the National Office for an explanation.
7. The Committee will conduct a multi-sport Grand Prix series, which will be governed by the following rules.
  - A. All Tidewater Striders are automatically registered and scored for each race based on the current roster. To be eligible for an award, you must be a Tidewater Strider in good standing at the end of the series AND volunteer at a minimum of one Tidewater Strider function during that calendar year, i. e., newsletters stuffing, race volunteer, trash pick up, running a clinic, writing a Rundown Article, etc.
  - B. Participants need to use the same name on each race entry form to prevent name mix-ups. If you belong to USA Triathlon, you should use the name on your membership card. Contact the Tidewater Striders Triathlon Committee if the spelling or nicknames are different from your Tidewater Strider Mailing Label. This will ensure your participation is not overlooked when compiling results electronically.
  - C. You must be a Strider at the conclusion of the series to qualify for an award.
  - D. Your age on July 1<sup>st</sup> will determine your age group placement for the entire series.
  - E. To qualify for an award, you must have completed a minimum of three races in the Grand Prix Series. It is not necessary that you score in all races to qualify for an award. Points scored for all races will count towards your final score. The Triathlon Committee will maintain responsibility for obtaining race results and updating scoring for the Grand Prix.
  - F. DNFs (due to mechanical failure, accident, injury, or concern for safety) will count as participation but No-Shows will not count.
  - G. The scoring of the Grand Prix races is as follows:

Place	Points
1	25
2	20
3	16
4	13
5	10
6	8
7	6
8	4
9	3
10	2

8. The age groups for women and men are as follow:

24 & under, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, and 60 & over.

9. There will be an overall division and an overall masters division for women and men. The first ten athletes will be awarded points in the same manner as the age group points are awarded. Athletes will be allowed to score in the open, masters (40+) and the age group. If an athlete places in the open category or masters category at the end of the year, that athlete will not be eligible for an award in the age group award. Athletes are eligible for only one award.

10. Awards

- A. Top 3 in the overall division
- B. Top 3 in the overall masters division.
- C. Top 3 in each age group

11. Participation Awards

A. Committee will try to arrange for sponsor gifts for a drawing, which will include all participants whom completed all the races and another drawing for all those who were eligible for scoring in the Grand Prix (Those who did 3 races).

B. Special prizes will be awarded to all participants who participate in all the Grand Prix events.

12. If a race director determines that the water temperatures are such that athletes who wear wet suits are not eligible for awards, then any athlete wearing a wet suit is not eligible to score points for that event in the triathlon grand prix. However, those athletes will receive participation credit.

**BUDGET:**

- 1. Triathlon teams will be funded by the Teams Committee.
- 2. Board approval will be required for any additional funding desired.

**APPROVED: FEBRUARY, 2003.**

**VOLUNTEER COMMITTEE**  
Policies and Procedures

The Chairperson of the Volunteer Committee shall be appointed by the president and approved by the Board of Directors. The Committee shall consist of the vice president, a past volunteer-of-the-year winner and other selected individuals that shall be selected by the committee chairperson.

**POLICIES:**

1. It is the responsibility of the Volunteer Committee to:
  - A. assist race directors of club hosted events in getting volunteers.
  - B. coordinate the volunteer point system.
  - C. record and track points for volunteers
  - D. provide input for volunteer awards.

**PROCEDURES:**

1. The Committee shall assist in obtaining volunteers for club hosted events once contacted by the race director or Race Committee representative.
2. The Committee shall obtain volunteer sign-up sheets from individual race committee chairpersons for volunteer duties. For known volunteer activities, if a list is not obtained within seven days, the Chairman should contact the appropriate committee chairperson.
3. The Committee shall track and maintain the volunteer point system (current points maintained from September 1 through August 31). A completed copy of the total point list will be provided to the Secretary a minimum of one week prior to the September meeting of the Board of Directors.
4. The Committee shall provide input to the Board on all volunteer associated awards.
5. Upon direction/approval from the Board, the Committee shall assist non-Tidewater Striders hosted events with obtaining volunteers.
6. The Committee shall write articles as necessary for the RUNDOWN requesting volunteers for events as listed above.

**BUDGET:**

1. Board approval will be required for any funding desired.

**APPROVED: FEBRUARY, 2003**

**WALKING COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Walking Chairman and Committee to:
  - A. Promote and encourage walking to include race walking and walking for fitness.
  - B. Serve as a liaison to local walking events.
  - C. Provide information to the membership and others in the community.
  - D. Create and publicize a series of events to be called the Tidewater Striders Walking Grand Prix Series (WGP) to encourage participation among the club members.

**PROCEDURES:**

1. Committee Membership. The Chairperson or the Co-Chairpersons of the Walking Committee shall be appointed by the President and approved by the Board of Directors. Additionally, the walker serving as the Walking Team Coordinator on the Teams Committee, and any walker on the Board of Directors are automatic members of the committee. A walker is defined as someone who participated in at least six Strider Walking Participation races in the prior year. Other members will be selected by the Chairperson from walkers who have participated in six races the previous year, and are willing to serve. Committee membership will normally be five members including the Chairperson or Co-Chairpersons.
2. The Committee shall provide walking information to the RUNDOWN and the Strider web site such as a list of all WGP races, WGP rules, race walking results, profiles, articles on training and various facets of walking.
3. The Committee shall provide walking information to the membership through programs and clinics.
4. The Committee shall act as the liaison, in collaboration with the Race Committee, when dealing with race directors concerning walking and USATF sanctioned race walking events.
5. The Committee will select various local races for inclusion in the WGP using the following criteria:
  - A. Most races will not be held closer than two weeks apart.
  - B. The Committee will determine the total number of WGP walking events.
  - C. To qualify for an award in the WGP series participants must walk in at least 6 events.
  - D. The Committee's WGP schedule will be presented to the Board of Directors for approval no later than the December Board meeting of the year preceding the proposed series.
  - E. The WGP schedule will mirror the Running Grand Prix (GP) as close as practicable, except when GP races are not amenable to walking, such as mud runs, cross-country runs, and sand runs, or do not include walking divisions; or when scheduling conflicts arise. Races will then be substituted with other scheduled area races.
  - F. The Committee reserves the right to substitute races in the event of the cancellation of a scheduled race.
  - G. Walkers finishing 1<sup>st</sup> through 10<sup>th</sup> in a race will accumulate Competition Points and all walkers completing a race will accumulate Participation Points.
  - H. Competition Points will be awarded in two divisions, i.e. overall males and overall females, for placing first through tenth (10, 9, 8, 7, 6, 5, 4, 3, 2, 1). Participation Points will be awarded for completing WGP races.
  - I. Only a participant's top nine (9) races will be scored in the final WGP competitive standings. However, all WGP events count for the Participation awards.
  - J. WGP competitive scoring will be as follows:

<u>Finish Place</u>	<u>Points</u>
1 <sup>st</sup>	10
2 <sup>nd</sup>	9
3 <sup>rd</sup>	8
4 <sup>th</sup>	7
5 <sup>th</sup>	6
6 <sup>th</sup>	5
7 <sup>th</sup>	4
8 <sup>th</sup>	3
9 <sup>th</sup>	2

K. Participation Points are recorded in a separate ledger from the Competition Points.

L. Participation Points are awarded at one (1) point per complete kilometer. For example, a 6.2 kilometer race would rate six (6) points. No points are awarded for partial kilometers, with two exceptions:

(1) The One Hour Postal Race Walk where distance completed (instead of time of race completion) determines the race's results. Fractions of kilometers for this race are rounded up to the next whole kilometer, and  
 (2) The Strider Mile's 1500M Race Walk where the 1.5K distance is rounded up to two (2) participation points.

M. Walkers are required to adhere to race time constraints, and walkers who do not complete a race within published times will not be awarded Competition or Participation points.

N. USATF Rules of Competition apply to designated races (e.g. 1500M race walk of The Strider Mile and the One Hour Postal Race Walk). For all other non-USATF Rules of Competition races, walkers must walk the entire race distance. Violating USATF rules in designated races and running or jogging at anytime during non-USATF designated races will result in removal from the race's walk division. Walk Judges will be used at all WGP races to insure that walkers observed running or jogging are removed from the race's walk division and that their race results are moved to the appropriate running age group. Walk judges will receive the same participation points for the race that the walkers receive.

O. The Committee will determine the number of walk judges needed at each race and the number of times/races each individual must serve as a walk judge to qualify for a WGP award.

P. There is no requirement that WGP participants must volunteer at Strider functions (i.e. newsletter stuffing, race volunteers, road/trail trash clean-up, etc). However, walkers will be awarded ten (10) points per two hours worked, excluding walk judging, for Strider sponsored events. A maximum of 50 points are available and will apply to both the Competition and the Participation portions of the WGP.

Q. The depth of awards to be presented at the Annual Awards Banquet will be five (5) deep in both the male and female overall WGP groups (total of 10 competition awards); and the top five (5) individuals, either male or female, earning the most points who have not earned a walking competition award will receive a walking participation award (total of 5 participation awards).

R. Awards must be approved by the Board prior to the publishing of the final results of the WGP series in the RUNDOWN and the Strider web site.

S. The Committee shall coordinate presentation of the awards with the Awards and Banquet Chairpersons.

### **BUDGET:**

1. Board approval will be required for any additional funding desired.
2. Walker teams will be funded by the Teams Committee.

**APPROVED: December 4, 2011**

**WEB SITE COMMITTEE**  
Policies and Procedures

The Chairperson of the Web site Committee shall be appointed by the president and approved by the Board of Directors.

The committee shall consist of a minimum of three members selected by the Committee Chairperson. The Committee Chairperson shall select a Web Manager with adequate skills to manage day to day operations of the Web Site. The Committee Chairperson shall also select other members as deemed necessary to ensure continuous and timely maintenance of the Web site in all the areas described below.

**POLICIES:**

1. To maintain the Tidewater Striders Web site at [www.tidewaterstriders.com](http://www.tidewaterstriders.com).
2. To maintain a web hosting contract with a hosting service capable of supporting the Web site.

**PROCEDURES:**

1. Maintenance of the Tidewater Striders Web site shall include but not limited to the following:
  - A. Comprehensive schedule for Strider races including downloadable race application forms when available.
  - B. Race results from Strider races posted in a timely manner.
  - C. Posting of important upcoming Strider events.
  - D. Archived race results for a minimum of one year previous to the current year.
  - E. Information on Strider membership and a downloadable membership application form.
  - F. Grand Prix scoring information for both the running Grand Prix and triathlon Grand Prix as available.
  - G. Up to date Service Directory with contact information for Strider Board Members, committee chairs and key volunteers.
  - H. Information on club volunteer activities such as Adopt a Highway and Trail Cleanup days
  - I. Information on volunteer points earned throughout the year by Strider members as available.
  - J. Up to date Strider Marketplace page with pictures and ordering information on Strider merchandise currently on sale.
  - K. Manage a Discussion Forum for Striders and anyone else visiting the site to discuss running related issues in real time.
  - L. Maintain an active and up to date e-mail subscription list of Striders wishing to be e-mailed information on upcoming Strider events and volunteer opportunities. Send selected e-mails to the list as directed by the Board of Directors.
  - M. Include information on non-Strider events that are of particular interest to the running community.
2. Additional topics may be added to the site as deemed appropriate by the Web site committee.

**APPROVED: FEBRUARY, 2003.**

**YOUTH DEVELOPMENT COMMITTEE**  
Policies and Procedures

**POLICIES:**

1. It is the responsibility of the Youth Development Committee to support youth running in the Tidewater area by:
  - A. Encouraging youth participation in Tidewater Striders events through a Youth Grand Prix Series and promoting Tidewater Striders races to the youth in the area.
  - B. Providing professional support to recreation and school running programs through technical advice and services.
  - C. Sponsoring a youth team, New Energy Tidewater Striders, as well as supporting other youth running teams in the area.
  - D. Providing youth running clinics and/or support youth attendance at running camps by partially funding tuition through camperships.
  - E. Identifying funding requirements and seeking support through the Tidewater Striders budget process, commercial sponsorship and RRCA grant programs.

**PROCEDURES:**

1. The Youth Development Committee will consist of a chairperson appointed by the President and others selected by the chair. Others will include members, youth parents and non-member technical advisors.
2. A Youth Grand Prix Series will be coordinated with the Race Committee consisting of quality, short distance, generally school-sponsored races. Grand Prix points will be scored with series awards presented. Funding will be provided by the Youth Development budget as augmented by sponsorship and grants.
3. The Committee will support school cross country events to the maximum extent because these young athletes provide the greatest potential group of future road racers. This will also include hosting junior Olympic cross country meets when scheduled for this area. Support for recreation and school track meets will also be provided as feasible.
4. The New Energy Tidewater Striders, a youth team open to all area youth, is sponsored by the Club. Sponsorship includes AAU and USATF club membership to facilitate junior Olympic competition, coordinating uniform procurement and assisting in searches for volunteer coaches. Partial reimbursement of team travel expenses is provided within Teams Committee Policies and Procedures and within the Youth Development Team budget. Support for other youth running teams in the area will also be provided as feasible.
5. Youth running clinics will be provided when suitable venues can be obtained. Support for member youth attending running camps will also be provided by camperships funded within the Youth Development Committee budget.
6. The Committee will promote all of these activities through contacts with school coaches, providing flyers to school physical education teachers and recruitment of interested youth at all Tidewater Striders events. The Committee also serves as an area contact for all youth running programs referring interested runners to appropriate programs and/or teams.

**BUDGET:**

1. The Committee will prepare budget requests for the Budget Committee for Youth Development and the Team Coordinator for the Youth Team.
2. Expenditures will be limited to budgets approved by the Board.

**APPROVED: FEBRUARY, 2003**

## ADDENDUM TO POLICIES AND PROCEDURES

The Jerry Bocrie Founders Award

Tidewater Striders Volunteer of the Year Awards

Tidewater Striders Presidential Award

Tidewater Striders Appreciation Award

Tidewater Strider Race Director of the Year

Tidewater Strider Outstanding Male and Female Performance Award

Tidewater Strider T-Shirt of the Year Award

## **The Jerry Bocrie Founder's Award**

### 1. Purpose

A. The purpose of the Jerry Bocrie Founder's Award is to honor an exemplary club member by presentation of the Tidewater Striders most prestigious award.

### 2. Qualifications

A. Nominees must show evidence of running performance, promotion of running endeavors, or a combination of the two, meriting consistent national, and possibly international, recognition.

B. Nominees must also be a member of the Tidewater Striders for a minimum of five (5) years.

### 3. Nomination process

The nomination process must adhere to the following procedures:

A. Current or former board members may submit the name of nominees to the existing Board of Directors, with supporting documentation.

B. Individual club members who desire to nominate an individual must do so through a current or former board member.

C. Nominations must be made by November 1 of the current award year.

D. Previous recipients of the Jerry Bocrie Founder's Award are ineligible for renomination.

### 4. Selection committee/chairperson

A. The selection committee shall consist of no fewer than four (4) former presidents of the Tidewater Striders.

B. All former presidents will be invited to serve on the committee.

C. The chairperson of the Tidewater Striders Awards committee will issue the invitation to all former presidents and will organize the selection committee's first meeting.

D. The chairperson of the selection committee will be elected by the committee members at this first meeting.

### 5. Selection process/timeline

A. Names of the nominee(s) for consideration, along with supporting documentation, shall be presented to the selection committee by the Board of Directors by December 1.

B. The selection committee will consider the credentials of the nominee(s) and recommend the name of a single recipient, if any, to the Board of Directors by December 31.

C. It should be emphasized that this award need not be given each year and that if given, only a single award will be presented annually.

### 6. The award

A. The design of The Jerry Bocrie Founder's Award shall be selected by the Tidewater Striders Awards Committee.

B. The design should be unique with appropriate engraving, including the name and year of the award and the name of the recipient.

### 7. Presentation of the award

A. The Jerry Bocrie Founder's Award will be presented by the chairperson of the selection committee at the

Tidewater Striders Annual Awards Banquet; the chairperson shall also prepare appropriate commentary.

B. The recipient will receive a complimentary invitation to the banquet.

8. Publicity of the award

A. The chairperson of the selection committee shall transmit appropriate information to the chairperson of the Tidewater Striders Public Relations and Publicity committee, who shall then transmit appropriate information about the award to The Rundown and other media outlets, particularly the Virginian Pilot.

## **Tidewater Striders Volunteer of the Year Awards**

### 1. Purpose

A. The purpose of the Tidewater Striders Volunteer of the Year Awards is to honor club members for their exceptional volunteer efforts throughout the year. Exceptional volunteer efforts involving the conduct of club races will be honored by the Race Volunteer of the Year Award, while exceptional volunteer efforts involving club and community service will be honored by the Club/Community Service Volunteer of the Year Award.

### 2. Qualifications

A. Nominees will be the top ten (10) volunteer point earners for either (a) points earned for race volunteer contributions or (b) points earned for club and community service contributions.

### 3. Nomination process

The nomination process shall adhere to the following procedures:

A. The Chairperson of the Volunteer committee will provide to each of the two selection committees the names and total point awards, partitioned as points for race volunteer contributions and club\community service contributions, of the top ten (10) volunteer point earners for the year in each of the two award categories.

B. This information will be provided to the Awards Committee chairperson no later than December 1.

C. Recipients of the gold award will not be eligible for awards in that category for the subsequent three (3) years.

### 4. Selection committee/chairperson

A. The Race Volunteer of the Year Award selection committee membership will consist of five (5) voting members, selected as follows:

- i. One past president
- ii. One past Volunteer of the Year award winner
- iii. One current Board of Directors Member
- iv. Chairperson of the Volunteer committee
- v. Executive Director of the Tidewater Striders

B. The Club\Community Service Volunteer of the Year Award selection committee membership will consist of five (5) voting members, selected as follows:

- i. One past president
- ii. One past Volunteer of the Year award winner
- iii. One current Board of Directors Member
- iv. Chairperson of the Volunteer committee
- v. Chairperson of the Community Service committee

C. The selection committees will be nominated by the Chairperson of the Awards committee, as per the preceding guidelines, and submitted to the Board of Directors for approval prior to the November Board meeting.

D. The Chairperson of the Awards committee will be the non-voting chair of both selection committees.

E. If, for some reason, one or more of these designated individuals are not available for service on the selection committee, one or more of the then current Board of Directors members will serve as a replacement.

### 5. Selection process/timeline

A. Nominees for consideration, as described above, shall be presented by the Chairperson of the Volunteer committee to the chairperson of Awards committee, by December 1.

B. The selection committees will consider both the quantity and quality of the volunteer contributions in

designating the recipients of the gold, silver and bronze awards for their category, as designated below under The Awards.

C. The awards selection process will take place during the month of December.

6. The awards

A. The Chairperson of the Awards Committee is responsible for designing and securing appropriate awards. The Tidewater Striders Volunteers of the Year Awards will be designated as two separate categories, with three awards in each category, as follows:

i. Race Volunteers of the Year

a. Gold - The first place award

b. Silver - The second place award

c. Bronze - The third place award

ii. Club\Community Service Volunteers of the Year

a. Gold - The first place award

b. Silver - The second place award

c. Bronze - The third place award

B. The name and year of the award and the name of the recipient shall be on the award.

7. Presentation of the awards.

A. Both committee awards will be presented at the Tidewater Striders Annual Awards Banquet.

B. The President shall present the award.

C. The Chairperson of the Awards committee shall oversee the preparation of the commentary for the presenter.

D. Award winners will receive complimentary invitations to the banquet.

8. Publicity of the award

A. The Chairperson of the Awards Committee will transmit information concerning the award to the Chairperson of the Public Relations and Publicity Committee, who shall then provide appropriate information about the award to The Rundown and other media outlets, particularly the Virginian Pilot.

## **Tidewater Striders Presidential Award**

### 1. Purpose

A. The purpose of the Tidewater Striders Presidential Award is to allow the President of the club to, if desired, recognize annually an exemplary club member.

### 2. Qualifications

A. This award is made to an individual who has, in the eyes of the President, made contributions to the club and the sport that are so significant that they transcend typical contributions.

B. There is no requirement that this award be presented each year unless a candidate meets this high level of expectation. The President does have the right to honor an individual annually if he/she deem it appropriate.

C. Board approval is required is the President would like to recognize more than one individual.

### 3. Nomination process

A. As this award is completely at the discretion of the President, there is no nomination process.

B. The President is free to solicit advice and input from others in the club and community and is encouraged to do so. The award recipient decision is, however, ultimately the decision of the President.

### 4. Selection committee/chairperson

A. This is a committee of one.

B. In the case of more than one individual serving in the role of President for a term year, the award decision will be based on input from all persons serving in that capacity and the input process will be managed by the most current President.

### 5. Selection process/timeline

A. The President shall select the recipient of the award with the only restriction that the winner is a current member of the club. All club members are eligible including current board members and past officers. The President cannot select himself/herself for the award.

B. The award selection process will be completed at least three weeks prior to the scheduled Awards Banquet so an appropriate award may be prepared.

### 6. The Award

A. The design of the award shall be selected and procured by the President.

### 7. Presentation of the award

A. The award will be presented at the annual Awards Banquet. The President will deliver an appropriate commentary about the recipient and do the presentation of the award at the banquet. If, for some unforeseen reason, the President is unable to attend the banquet, they will supply the Vice President with the written commentary on the award recipient and the Vice President will do the presentation.

B. The recipient will receive a complimentary invitation to the banquet.

### 8. Publicity of the award

A. The President will transmit information to the chairperson of the Public Relations and Publicity committee, who shall then transmit appropriate information about the award to the Rundown and other media outlets, particularly the Virginian Pilot.

## **Tidewater Striders Appreciation Award**

1. Purpose
  - A. The purpose of the Tidewater Strider Appreciation Award is to recognize an individual, company, municipal or civic organization for outstanding contributions to the club and sport over an extended number of years.
2. Qualifications
  - A. This award should be based on financial and/or time and/or professional contributions, however, it is suggested that we rotate this award to show our appreciation to all our top sponsors/contributors.
  - B. This award may be made for such support over an extended number of years or for exceptional support over a shorter time frame.
3. Nomination process
  - A. The Committee will decide on a list of candidates.
  - B. Unless we have a contributor that simply stands way beyond the rest, it is also suggested that previous winners not be nominated for at least five years.
4. Selection Committee/chairperson
  - A. A member of the Awards Committee shall be the non-voting chair of the Appreciation Award Committee.
  - B. In addition to the chairperson, service on the Appreciation Awards Committee shall consist of the Executive Board (the president, vice-president, treasurer and secretary) and the Executive Director. If one or more of these designated individuals are not available for service on the Appreciation Committee, the Awards chairperson will select one or more of the then current Board of Directors members to serve as a replacement.
  - C. The Appreciation Awards chairperson shall arrange and chair each Committee meeting.
5. Selection process/timeline
  - A. The Committee shall identify candidates who are qualified to receive the award and select the recipient.
  - B. The Committee shall complete the above in a timely fashion, meeting the deadlines assigned by the Awards Committee chairperson.
  - C. The Committee should conclude their assigned tasks by December 31.
6. The award
  - A. The Committee shall decide on the type of award to be given. Since the classification of the recipient may change from year to year, so may the type of award.
7. Presentation of the award
  - A. The Appreciation Award shall be presented to the recipient at the Awards Banquet.
  - B. The Committee shall provide a written commentary for the presenter and select an appropriate presenter.
  - C. The recipient will receive a complimentary invitation to the banquet.
8. Publicity of the award recipient
  - A. The Chairperson of the selection committee shall transmit the appropriate information to the Chairperson of the Tidewater Striders Public Relations and Publicity Committee, who shall then transmit appropriate information about the award to The Rundown and other media outlets, particularly the Virginia Pilot.

## **Tidewater Strider Race Director of the Year**

### 1. Purpose

- A. The purpose of Tidewater Strider Race Director Award is to recognize the most outstanding race director.

### 2. Qualifications

Nominees must meet the following criteria:

- A. Race Director must be selected from one of the Tidewater Strider sponsored races.
- B. Race directors from multi-sport events can also be nominated.
- C. Previous winners may not be nominated for five years.

### 3. Nominations Process

The nomination process shall adhere to the following procedures:

- A. Nominations for race director of the year may come from the general membership, board members or race directors.
- B. All the names for the race director of the year shall be submitted to the chairperson or the awards committee.
- C. Forms for nomination will be included in each race director's packet and will be run quarterly in the Rundown.

### 4. Selection Committee/chairperson

- A. It will be the responsibility of the Awards Committee Chairperson to select a Tidewater Strider member to serve as chair for the Race Director of the Year Committee.
- B. The selection committee shall consist of at least 3 current race directors (who have not been nominated), 3 race volunteers and the Executive Race Director (if not nominated).
- C. This committee shall also include a previous race director of the year (with the exception of the first year of this award).

### 5. Selection Process/timeline

- A. The selection committee will consider the following criteria in their selection

- i. Pre-Race

- a. How well the race is organized
    - b. Registration procedures
    - c. Race flyers

- ii. Race

- a. Course marshals
    - b. Water stations
    - c. Accuracy of the course

- iii. Post Race

- a. Adequate refreshments after the race
    - b. Timeliness of race results

- iv. Other

- a. Number of years the director has hosted the race
    - b. Satisfaction of the runners
    - c. Contribution of race to
      - (i). Tidewater Striders
      - (ii). Runners
      - (iii). Community
      - (iv). Volunteers

- B. Deadline for final nominations shall be December 31st of each year.

- C. The committee shall meet no later than the second week of January to choose the winner of the Race Director of the Year Award.

### 6. The Award

A. The design of the award shall be selected by the chairperson and include the name of the award and the recipients name.

#### 7. Presentation of Award

A. The award will be given at the Annual Awards Banquet. The Executive Race Director will present the award (unless the Executive Director is the winner).

B. The recipient will receive a complimentary invitation to the Awards Banquet.

#### 8. Publicity of the Award

A. The Chairperson of the committee will transmit information concerning the award to the Chairperson of the Public Relations and Publicity Committee, who shall then provide appropriate information about the award to The Rundown and other media outlet, particularly the Virginian Pilot.

## **Tidewater Strider Outstanding Male and Female Performance Award**

### 1. Purpose

A. The purpose of the Tidewater Strider Performance Award is to recognize outstanding performance of running, walking or multi-sport athletes.

### 2. Qualifications Nominees must meet the following criteria:

- A. Be a member of the Tidewater Striders
- B. Demonstrate excellence at the regional, state or national level
- C. Open to all ages

### 3. Nomination Process

The nomination process shall adhere to the following procedures:

- A. Nominations can be made by the membership and/or the committee.
- B. A nomination form will be available to all members throughout the year.
- C. Forms will be distributed in the October Rundown.
- D. Nominations must be made by December 31.

### 4. Selection Committee/chairperson

- A. The committee shall consist of five appointed members
  - i. Grand Prix Committee Chairperson
  - ii. Triathlon Committee Chairperson
  - iii. Walking Committee Chairperson
  - iv. Team Committee Chairperson
  - v. Youth Committee Chairperson
- B. If an individual chairs more than one of these committees, an alternate committee member will be selected to insure representation of all committees.
- C. A Chairperson shall be selected from the five voting members.
- D. The selection of these committee members will prevail into the subsequent year, when the selection process will take place.

### 5. Selection Process/timeline

- A. Nominees for consideration shall be presented to the committee during the month of December.
- B. The process should be completed no later than the second week in January.

### 6. The Award

- A. The design of the award shall be selected by the Awards Committee.
- B. The awards chairperson shall oversee the ordering of awards.
- C. The name and year of the award and the name of the recipient shall be on the award.

### 7. Presentation of Award

- A. An individual knowledgeable of the recipient shall present the award at the Annual Awards Banquet.
- B. The presenter shall write the presentation and make a copy available to the committee.
- C. The recipients will receive a complimentary invitation to the banquet.

### 8. Publicity of the Award

- A. The chairperson of the committee will transmit information to the chairperson of the Tidewater Striders Public Relations and Publicity committee, who shall then transmit appropriate information about the award to The Rundown and any other media outlets, particularly the Virginian Pilot.

## **Tidewater Strider Outstanding High School Male and Female Cross Country Runner**

### 1. Purpose

A. The purpose of the Tidewater Strider High School Cross Country Award is to recognize outstanding performance in high school cross country.

### 2. Qualifications

Nominees must meet the following criteria:

- A. Be a member of an accredited high school cross country team in the Tidewater area.
- B. Demonstrate excellence at the district, regional, state or national level in cross country.

### 3. Nomination process

- A. Coaches, individuals and/or committee members can make nominations.
- B. A nomination form will be available to all high school country cross country coaches and athletic directors.
- C. Nominations must be made by the Saturday following completion of the Beach, Eastern and Southeastern District Cross Country meets.

### 4. Selection committee/chairperson

- A. The committee shall consist of five members appointed by the awards committee.
  - i. Youth Committee Chairperson
  - ii. Four High School Cross Country Coaches selected from the Beach, Eastern and Southeastern Districts, with at least one coach from each district.
- B. A Chairperson shall be elected from among the five-committee members.
- C. Replacement committee members shall be selected from other coaches.
- D. The selection of these committee members will prevail into the subsequent year, when the selection process will take place.

### 5. Selection process/timeline

- A. Nominees for consideration shall be presented to the committee during the December 15th.
- B. The process should be completed no later than the second week in January.

### 6. The award

- A. The design of the award shall be selected by the Awards Committee.
- B. The awards chairperson shall oversee the ordering of awards.
- C. The name of the award, the year, and the name of the recipient shall be on the award.

### 7. Presentation of award

- A. An individual knowledgeable of the recipient shall present the award at the Annual Awards Banquet. The Outstanding High School Cross County Committee will select this individual.
- B. A copy of the presentation will be available to the committee and Awards Chairperson.
- C. The recipients will receive a complimentary invitation of the banquet.

### 8. Publicity of the award

- A. The awards Committee shall provide the Public Relations and Publicity Committee the appropriate information about the purpose of the award and background on the recipients. The Public Relations and Publicity Committee will then provide the information to the Rundown and other media outlets, particularly the Virginian Pilot.

## **Tidewater Strider T-Shirt of the Year Award**

### **1. Purpose**

A. The purpose of the T-Shirt of the Year Award is to recognize the most creative and best-designed T-Shirt.

### **2. Qualifications**

A. All Tidewater Strider sponsored events are eligible to submit their T-shirt for the award.

### **3. Nomination Process**

- A. The race director may nominate his/her T-shirt.
- B. Along with the nomination, at least one T-shirt is to be submitted.
- C. The race director should submit the name of the artist(s) that designed the shirt.
- D. The race director should include the race name along with any information about the T-shirt design.

### **4. Selection committee/chairperson**

- A. It will be the responsibility of the Awards Committee Chairperson to select a Tidewater Strider member to serve as chair for this committee.
- B. The committee shall consist of at least 2 race directors (whose shirts are not nominated), and 3 race volunteers selected at random.

### **5. Selection committee/timeline**

- A. The selection committee will consider the following criteria in their selection
  - i. the design of the shirt
  - ii. the use of color
  - iii. the theme of the design in relation to the race
  - iv. originality
  - v. Tidewater Strider/RRCA printed on the shirt
- B. The winning design cannot be re-submitted.
- C. Deadline for final nominations shall be December 31st of each year.
- D. The committee shall meet no later than the second week in January to select the winning T-shirt.

### **6. The Award**

A. The award shall consist of a plaque given to the race director and the artist that designed the T-shirt. The name and year of the award and the name of the recipient shall be on the award.

### **7. Presentation of Award**

- A. The award will be presented at the Annual Awards Banquet.
- B. The awards chairperson will present the award.
- C. The recipient will receive a complimentary invitation to the banquet.

### **8. Publicity of the Award**

A. The chairperson of the committee will transmit information to the chairperson of the Tidewater Strider Public Relations and Publicity Committee, who shall then transmit appropriate information about the award to The Rundown and any other outlets, particularly the Virginian Pilot.