

MID-PACIFIC ROAD RUNNERS CLUB  
POLICIES AND PROCEDURES MANUAL

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MID-PACIFIC ROAD RUNNERS CLUB (MPRRC)  
POLICIES AND PROCEDURES MANUAL

**MPRRC MISSION STATEMENT**

The members of the Mid-Pacific Road Runners Club (“Club”) firmly believe that long distance running, properly practiced, contributes significantly to health and happiness. The Club is committed to active participation and cultivation of long distance running as a community service. Accordingly, the Club is devoted to the vigorous promotion of long distance running and competition.

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## **Introduction**

This manual is developed for runners and others who are interested in the policies, goals and future plans of MPRRC and serves as a guide to running members, leadership, and staff for future direction. It is updated annually to reflect current policies and procedures as directed by the Board of Directors, committees, and members of MPRRC. The officers review the bylaws and the policies/procedures manual at least every five years.

### **100 Membership Dues**

Annual dues are established by the Board of Directors for juniors (less than 19 years of age), individuals, family, and lifetime members (fees are posted on RunSignUp and on the application form on the Club website). Membership dues are made payable to MPRRC and shall be collected by the Treasurer of the Club. Membership starts when payment is received and continues for one year from that date, except for life members.

The Board of Directors may also establish temporary discounted rates to promote Club membership. Discounted membership rates will only apply to new members.

### **200 Club Communications**

Meeting Notification: Notice of meeting can be sent by email. If an email address is not available or if an error message is received, then the notice will be sent by regular mail.

The Social/Publicity Committee shall develop Club communications to members, which should include a periodic electronic newsletter and emails regarding future and past events (thank you messages, race results, congratulations, etc.).

Communication programs of MPRRC include a web page, Facebook page, email, direct mail, and meetings.

Web Site: The Club will maintain a web site with information about the Club, a race schedule, race results, photos, Club history, and links to various relevant web sites. The Social/Publicity Committee will oversee the web site and appoint or hire a web master to make timely changes and updates.

Social Media: The Club may maintain social media accounts to promote Club activities. Social Media accounts will be managed by the Social/Publicity Committee.

### **300 External Relations**

The President is the official spokesperson for the Club.

### **400 Conflict of Interest**

MPRRC requires that the Directors devote time and attention to the activities of MPRRC and will act to further the purposes of the Club. The Directors must act in the best interests of MPRRC and conduct themselves so as to reflect well on MPRRC and its principles.

MPRRC recognizes the inherent right of Directors to pursue outside interests. MPRRC also recognizes that Directors may themselves participate or have relatives participate as runners or volunteers in MPRRC events or serve as vendors to MPRRC. At the same time, the Directors

have an obligation to apply fairness in their dealings and to not act out of favoritism or for personal advantage and private interests.

The Directors agree not to use their position with MPRRC expressly, or by inference or implication, to their personal advantage or benefit, or to the advantage or benefit of anyone else, contrary to the interests of MPRRC.

A conflict of interest is a transaction or relationship that presents or may present a conflict between a Director's obligations to MPRRC and the Director's personal, business, or other interests.

Full disclosure of all actual and potential conflicts is required prior to conducting business related to MPRRC matters, including introducing issues, participating in deliberations, and voting on matters before MPRRC. The Directors shall make the determination as to whether a conflict exists and what subsequent action, if any, shall be taken.

Directors must disclose and should avoid serving in a fiduciary role for another organization that takes public positions adverse to those of MPRRC.

Upon election, each Director will sign the Conflict of Interest form (see Appendix A) and provide it to the Secretary.

### **500 Memorandum of Agreement with RRCA**

The Mid-Pacific Road Runners Club is affiliated with the Road Runners Club of America. In maintaining this affiliation, MPRRC agrees to comply with the policies and bylaws of the RRCA.

### **600 Club Operation**

#### 600.0 General Operation

MPRRC is governed by a Board of Directors and has Bylaws and a Policies and Procedures Manual.

Membership in MPRRC is defined in the Bylaws for the Club. Annually, the Board of Directors for the Club designs the membership recruitment plan for the Club. Information related to membership in the Club is available by contacting the MPRRC and on the Club website at [www.mprrc.com](http://www.mprrc.com).

It is a top priority of MPRRC to be responsive to the needs of the running community in the state related to promotion and race organization, as well as membership needs and representing the sport to the public.

#### 610.0 Budget and Fiscal Controls

The fiscal year for MPRRC follows the calendar year.

MPRRC funds are collected from projects conducted by the Club related to Membership and other activities. The restrictions placed on these funds and the priority of usage are established by the Directors. These funds cannot be used for government relations, lobbying, or legislative activities. Funds can be used for fund-raising activities and purchase of capital items. These

funds are prohibited from being used as political action committee funds. Overall usage is guided by the Bylaws, Board of Director action, and city/county, state, and federal regulations.

#### Operating Budget Preparation

- a. An annual budget shall be prepared under the direction of the Club Treasurer. The Treasurer may solicit members and non-members to assist in the preparation of the budget. A draft budget for the following year shall be submitted to the Board of Directors at least 30 days prior to year-end. This draft budget shall consist of a spreadsheet with twelve monthly columns and a total column for annual amounts. After discussion and any revisions, the budget shall be voted on by the Board of Directors.
- b. On a monthly basis, the Treasurer or his/her designee shall provide the Board of Directors with a comparison of actual monthly amounts against budgeted monthly amounts, including year-to-date amounts. All significant variances shall be explained.

#### Capital Budget Preparation

- c. A separate annual budget shall be prepared for the expected purchase of capital items during the coming year. Capital items are long-lived assets, such as generators, tents, computers, etc. costing \$300 or more each.

#### Controlling Receipts and Expenses

- d. All Club business is transacted by a MPRRC credit card, checks requiring signature, or other paper voucher or receipt or expense statement or report. All Club business done by check is listed in a monthly 'checks written' report. This report includes the date, check number, payee and amount. Prior to each meeting of the Board, the list of checks will be reviewed by the Treasurer and President. This information will be available to the Board of Directors as part of the Financial report at each meeting of the Board. Any member of the Board has full access to the journals, accounts, and vouchers to ensure that checks are properly written, documentation supporting any check or credit card transaction is in order and financial resources are expended in line with budgets and Board policy.
- e. Situations can occur when considerable amounts of cash are received by both Club personnel and volunteers. Deposits should be made on a daily basis, so large amounts of cash do not accumulate. More than one person should be present any time cash is being handled.

#### Process for Payment

- f. Club expenses shall only be paid or reimbursed upon submittal of a bill or other statement setting forth the reason for the expense as authorized by the Board of Directors. All requests for payment by the Club are to be directed to and received by the MPRRC Treasurer. The Treasurer or designee will process the payment.
- g. All checks drafted for Club business, regardless of type of account, require drafting by the Treasurer or designee and then officer signature. Those authorized to sign checks include

any of the following: President, Vice President, Treasurer, or Secretary. All expenditures over \$300 require two signing officer's signatures.

- h. All unused checks of MPRRC will be kept under lock and key and available only to the President, Treasurer or designee.
- i. A qualified tax preparer (e.g., accountant or CPA) may be retained on an as-needed basis. If retained, the signed contract will be kept on file by the Treasurer with a copy to the Secretary. The Treasurer is responsible for insuring that all tax forms are prepared and filed on a timely basis.

#### Banking Policy

- j. MPRRC will determine by Board motion the banking institutions to handle the accounts of the Club. The Treasurer will recommend to the Board of Directors which banking institutions are preferred, based on the services they provide and convenience.
- k. All bank statements will be mailed directly to the Treasurer or designee.
- l. The Treasurer or designee will handle all deposits.

#### Purchases/Contracts

- m. Requests for reimbursements must be turned in to the treasurer within sixty (60) days of date of receipt. Late requests may not be accepted or reimbursed.
- n. All expenditures over \$200 for MPRRC business require Board of Directors approval. All board members are contacted for approval of payment, and a majority must approve payment.
- o. All purchases are directed generally by the committees or directly by the Board of Directors, after budget approval has been secured. Specifically, purchases are directed by committee chairs and the Treasurer, based on the annual budget. All purchases over \$2,500 should not be made without the solicitation of three competitive bids. In some cases, where contract services are only available from one vendor (i.e. a specific office or agency), MPRRC recognizes competitive bids may not be possible or practical. Any purchase above \$2,500 shall be approved by the President and the Treasurer to ensure it is in compliance with the policy, prior to commitment to purchase. Contracts may only be signed by those with authorization. All contracts should have prior approval through the budget process, or specific action of the Board of Directors.
- p. Supporting documentation is needed for each contract. Acceptable documentation may include, but is not limited to bid sheets, order invoices, confirmation letters, contracts, letters of agreement, memoranda of understanding or similar contracts from the vendor.
  - q. Any long-term contracts over 12 months require Board approval.

#### Proof of Performance

- r. In order to assure that it receives the value of the funds to purchase goods and services, MPRRC routinely requires a statement of proof of performance. This includes but is not limited to any of the following types of documentation:

1. Confirmation of a delivery on the purchase of goods and services.
2. Reports confirming and documenting goods or services

**620.0 Reports and Availability of Information**

MPRRC may have several reports directed to various audiences based on standard business procedures. Specifically, these are:

<b>Report</b>	<b>Available to:</b>
Form 990 Internal Revenue Service Filing	Public on request from the Treasurer
Hawaii DCCA Annual Report	Public on request from the Treasurer
Applicable budget lines, checks, special reports related to committee purpose	Board of Directors
Any financial reports of the accountant or CPA	Board of Directors
Any financial report, including lists of checks, balance sheets, operating statements, investments	Board of Directors
Individual Payroll information, personnel documents, etc.	Board of Directors

For public requests for documents, MPRRC may charge 50 cents per page or \$5.00, whichever is greater.

**Record Retention Schedule**

MPRRC retains records for various Club documents based on the following schedule.

	<b>Number of Years Retained:</b>
<b><i>Accounting (retained by Treasurer):</i></b>	
Bank Statements and Deposit Slips	6
Computer Records	6
Payroll or Contracts for Staff	6
Time Sheets	6
Checks	6
Vouchers	6
Audit Reports	Indefinitely from start date
General Ledgers and Journals	Indefinitely



<b><i>Corporate (retained by Secretary):</i></b>	
Mortgages, notes, and leases (expired)	6
Bylaws, charter and minutes	Indefinitely
Contracts and Agreements	6
Retirement and pension records	Indefinitely
<b><i>Race Operations (retained by the Secretary):</i></b>	
Completed race application forms	7
<b><i>Correspondence (retained by Secretary):</i></b>	
General	3
Legal and Tax	7
<b><i>Insurance (retained by Secretary):</i></b>	
Policies (all types-expired)	6
Accident reports	6
Claims (after settlement)	6
<b><i>Personnel (retained by Secretary):</i></b>	
Withholding Tax Statements	6
Disability and Sick Benefit Records	Indefinitely
Personnel Files	Indefinitely
<b><i>Purchasing and Sales (retained by Treasurer):</i></b>	
Purchase Orders	6
Sales Contracts and Invoices	6
Shipping and Receiving Reports	6

### Investment Policy

It shall be the responsibility of the Treasurer, in consultation with the Club President, to oversee the management of investments of operational and contingency funds. The Club's Investment Policy is in Appendix B.

These funds will be limited to investments in the following types of insured accounts:

1. Money Market and Checking Accounts
2. Certificates of Deposit
3. U.S. Treasury Bills
4. Accounts and amounts covered by FDIC/NCUA

## Contingency Funds

In order to enable MPRRC to respond to unforeseen opportunities in which the Club operates, a contingency strategy is established. The long-term goal is to maintain cash and securities at least equal to the greater of \$20,000.

## Volunteer, Staff Travel and Expense Policy

The purpose and scope of the following expense and travel policies are to establish guidelines for reimbursement of appropriate expenses. These procedures apply to all volunteers and staff incurring travel expenses. All legitimate out-of-pocket expenses incurred while on MPRRC-approved business will be reimbursed, with accompanying receipts.

1. **Travel Authorization:** All out of town business travel, for which MPRRC is to be expensed, must have prior approval by the Board. No cash advances will be made by MPRRC for travel expenses. Mileage expenses will be reimbursed at the IRS rate.
2. **Expense Reimbursement:** The request for reimbursement must include a cover sheet that states: name of requester, mailing address, date, total amount requested, and purpose of the expenditure. Supporting documents for each expenditure must be attached to the expense reimbursement request. See Appendix C for the expense reimbursement request form.
3. **Expense Certification:** All volunteers and staff are required to sign their expense report to certify the information is correct. Reports should be submitted to the Treasurer who will evaluate the expenses for their correctness and reasonableness. Expense reports submitted which do not meet the criteria will be returned. Expense reports should be submitted within 60 days of incurring expenses. MPRRC will not reimburse unsupported expenses.
4. **Credit Cards:** A credit card may be issued to the President and/or other officers for business expenses. Items charged on the card should adhere to all policies and procedures referenced in this Manual.
5. **Telephone:** Reasonable actual expenses will be reimbursed to the members of the Board of Directors and staff. Personal calls home are not reimbursed by MPRRC.
6. **Transportation Expenses:** Directors and staff should coordinate all airline and ground travel whenever possible to reduce costs. Advanced planning will result in the lowest possible transportation expense.
7. **Car Rental and Car Insurance:** MPRRC will not reimburse for car insurance.
8. **Lodging:** Lodging costs reimbursement is limited to the actual lodging night needed to conduct Club business while traveling off-island or out-of-state. Any additional nights taken in conjunction with a business trip are the responsibility of the traveler, unless negotiated with the Board in lieu of cheaper airfares.

9. Miscellaneous Expenses: Personal entertainment expenditures such as bar tabs, in-room movies, etc., will not be reimbursed. Reasonable laundry service will be reimbursed only if traveling for longer than 5 consecutive days.

#### Computer Records

MPRRC records and documents are backed up on goggle docs.

#### 630.0 Insurance

The MPRRC has an insurance policy to cover liability through RRCA. If the need arises the specific insurance policies will be available by contacting the Treasurer. Additionally, the Board of Directors annually reviews the coverage of these policies.

#### 640.0 Equal Opportunity

All MPRRC personnel policies and practices related to both volunteers and employees – including recruitment, selection, promotion, compensation, benefits and discipline – will be administered without regard to any individual's race, color, religion, sex, age, national origin, sexual orientation, and disability or veteran status. Any question or complaints concerning Equal Employment Opportunity or the Americans with Disabilities Act should be brought to the attention of the President.

#### 650.0 Anti-Harassment Policy

MPRRC is committed to maintaining a work environment that is free of harassment and discrimination. In keeping with this commitment, the Club will not tolerate harassment of MPRRC staff, employees or volunteers by anyone, including management staff, non-management staff, activity participants (leaders, committee/task force members, and race participants), stakeholders, vendors, or others who interact with MPRRC.

All interactions between staff and Club leaders or between staff members will be on a professional basis. This includes interactions in meetings after regular working hours and in social situations during or after regular working hours where staff is still performing work-related duties.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's sex, color, race, religion, national origin, age, veteran status, sexual orientation, or disability. MPRRC will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates and intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature constitutes sexual harassment when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of involvement in the Club,
- Submission to or rejection of such conduct is used as the basis for decisions,

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or
- Such conduct creates an intimidating, hostile or offensive environment.

Examples of conduct that are in violation of the sexual harassment portion of this policy include, but are not limited to:

- Touching or pinching sexual parts of a person's body,
- Explicit or suggestive sexual propositions,
- Sexually oriented teasing or practical jokes,
- Sexual compliments about a person's appearance,
- Foul or obscene sexual language or gestures,
- Telling sexual stories about one's personal life,
- Derogatory, insulting or malicious words or comments about men and women, and
- Displaying sexually suggestive or obscene visual materials whether in print or computer generated.

This type of conduct is a violation of the sexual harassment portion of this policy when it occurs:

- Between MPRRC staff,
- By participants, stakeholders, vendors, or others who interact with MPRRC to our staff,
- By MPRRC staff to our runners, stakeholders, vendors, or others who interact with MPRRC,
- By volunteers representing MPRRC to other runners/volunteers or stakeholders.

All MPRRC officers and Board members are responsible for ensuring that all forms of harassment are avoided.

Club leadership is expected to model behavior consistent with this policy and to prevent harassing conduct from occurring. If staff or volunteers see or hear conduct not consistent with this policy, they are responsible to either address the conduct and stop it, or report it to either the Secretary or the President for action.

Those who believe that they have experienced or witnessed conduct not consistent with this policy may attempt to correct it at the lowest possible level, and/or to immediately notify the Secretary or President.

It is the MPRRC's policy to attempt to resolve all complaints internally, so that the process can be expedited and kept confidential to the extent possible. All complaints will be investigated fairly, thoroughly, and promptly. The Secretary or President will conduct investigations. All MPRRC employees have an obligation to cooperate in investigations and refusal to do so may result in discipline up to and including termination of involvement with the Club. All complaints will be kept confidential to the extent possible.

If an investigation confirms that a violation of the MPRRC anti-harassment policy has occurred, corrective action will be taken, including termination of involvement with the Club. In addition, the complaining person will be informed that corrective action has been taken and to report any further incidents.

The MPRRC forbids retaliation against anyone for reporting alleged sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation. However, if false accusations are deliberately made against another individual, that conduct will be viewed as misconduct. Corrective action will be taken with that member, including termination from involvement with the Club.

The Club has adopted the Safe Sport Act, which was developed to meet the requirements of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (see Appendix D).

#### 660.0 Contract to Provide Race Operations Services

The MPRRC may make an agreement with an appropriate organization to provide race management services for the Club. The Board of Directors reviews all agreements on an annual basis or as needed.

#### 670.0 Notification of Membership in outside organizations

The MPRRC may use funds to become a member of other related organizations, after approved by the Board.

#### 680.0 Volunteers and Equipment

MPRRC recognizes that volunteers are essential to Club operations and will recognize volunteers at every opportunity. The Race Operations Committee shall manage recruitment and recognition of volunteers. Volunteer hours shall be recorded and volunteers will be recognized at the Annual Membership Meeting, in accordance with the Club's Mid-Pac Bucks policy (see Appendix E.)

The Race Committee shall manage Club equipment. An annual inventory of equipment will be conducted in November to determine if all Club equipment is present and in good working order. Requests will be submitted to the Budget Committee for equipment that is in need of repair or replacement. Any committee may submit a request for new or additional equipment to the Race Committee for consideration.

The Club may contract with individual(s) or organizations to provide equipment services for races and other events. The Club's equipment contract can be found in Appendix F.

#### 690.0 Training and Social Runs

Training and social runs are important benefits for Club members and the public to carry out the Club mission. The Social/Publicity Committee will oversee training and social runs.

### **700 Race Management**

#### **RACING DIVISIONS**

Competition in all races shall be held by divisions. Divisions will be in five-year age groups, unless otherwise specified by the Race Operations Committee or Race Director. The youngest age group shall be 10 and under, and the oldest age group shall be 90 and over.

## RACING RULES

Fees. Nominal entry fees shall be charged to Club members for Club races, except for special events as directed by the Board of Directors. Non-members shall pay a higher race entry fee recommended by the Race Committee with approval by the Board of Directors. Life members shall not be required to pay race entry fees in Club races.

Race Director. The President or his/her designee may appoint a race director(s) for each race. The race director(s) shall oversee all race matters. The race director's jurisdiction shall end after the completion of the race, the results have been determined, and financial concerns addressed.

Disqualification. Runners or teams may be disqualified by the race director(s) if they have:

1. Intentionally or significantly run off the course;
2. Interfered with another runner (e.g., blocking, tripping, pushing, etc.);
3. Accepted inappropriate assistance;
4. Violated pre-race instructions;
5. Shown unsportsmanlike conduct (e.g., use of profane language, abusive and derogatory comments to other runners and or officials, intentional interference with the conduct of the race, deliberate acts of "clowning" or "horseplay");
6. Been found to be using stimulants in contravention of established U.S.A. Track and Field Policy and Rules.

Disqualification can be appealed to and decided on by the Board of Directors.

Course Safety. The City and County of Honolulu Police Department suggests members of the Club run on the right side of all roadways. The road, sidewalks, and immediate shoulders shall be legal ground for running, unless otherwise instructed to the contrary.

Race Entries. Runners shall register and pay membership dues or entry fees, if necessary, before each race.

Racing Records. A new record may be set only over the same course and distance as the previous record. The Club may recognize member and non-member records.

Records may be established in each division or further subdivision made by the Race Operations Committee in a race for any course.

## EMERGENCIES

Volunteers will be provided with Emergency Instruction Cards noting that they should call 911 for an emergency and providing MPRRC contact numbers to call.

## RACE SCHEDULE

The Race Operations Committee will determine the coming calendar race schedule no later than August 1 for the following calendar year with approval by the Board of Directors. The Club's race schedule will be posted on the website and forwarded to appropriate officials.

#### AWARDS

Annual Awards. There shall be annual awards for outstanding members. The basis for the awards shall be determined by the Directors and detailed on the Club's website at least three months before the start of the calendar year.

Additional Awards. The Directors may create additional awards which will be detailed on the Club's website.

## **APPENDIX**



**A. CONFLICT OF INTEREST POLICY (MID-PACIFIC ROAD RUNNERS CLUB)**

The Mid-Pacific Road Runners Club (MPRRC) requires that the Directors will devote time and attention to the activities of MPRRC and will act to further the purposes of the Club. The Directors must act in the best interests of MPRRC and conduct themselves so as to reflect well on MPRRC and its principles.

MPRRC recognizes the inherent right of Directors to pursue outside interests. MPRRC also recognizes that Directors may themselves participate or have relatives participate as runners or volunteers in MPRRC events or serve as vendors to MPRRC. At the same time, the Directors have an obligation to apply fairness in their dealings and to not act out of favoritism or for personal advantage and private interests.

The Directors agree not to use their position with MPRRC expressly or by inference or implication, to their personal advantage or benefit, or to the advantage or benefit of anyone else, contrary to the interests of MPRRC.

**A conflict of interest is a transaction or relationship that presents or may present a conflict between a Director’s obligations to MPRRC and the Director’s personal, business, or other interests.**

Full disclosure of all actual and potential conflicts is required prior to conducting business related to MPRRC matters including introducing issues, participating in deliberations, and voting on matters before MPRRC. The Directors shall make the determination as to whether a conflict exists and what subsequent action, if any, shall be taken.

Directors must disclose and should avoid serving in a fiduciary role for another organization that takes public positions adverse to those of MPRRC.

**ACKNOWLEDGEMENT AND DECLARATION**

I have read, understand and agree to the MPRRC Conflict of Interest Policy and agree to fully comply with its terms and conditions at all times during my service as a Director. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, I will promptly disclose such information to the MPRRC Directors.

Potential Conflicts (Use back of page if needed)

Organization	Role
_____	_____
_____	_____

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

This form is filed with the Secretary.

## **B. INVESTMENT POLICY**

The purpose of this policy is to provide guidance in how the Club should invest its excess cash.

### **Investment Committee**

An investment committee, consisting of the Treasurer and at least two other members, shall make recommendations to the Board regarding the investment of excess cash. Excess cash is created when the balance in the Club's checking account reaches a level that is above what is needed to efficiently meet all of the Club's cash requirements as they become due.

### **Minimum Balance**

The checking account, in addition to the amount required to efficiently meet all of the Club's cash requirements, shall maintain a minimum cash balance of \$10,000. Should the checking account balance drop below \$10,000, then investments, if any, shall be sold and the cash transferred to the checking account to maintain the \$10,000 balance.

### **Risk and Diversification**

All investments involve a certain amount of risk. The amount of risk to be taken shall be determined by the Board but in no case shall the Club invest in any one company's stock, bond or other investment, with the exception of certificates of deposits (CDs). The preferred choice shall be no-load index funds consisting of many companies.

### **Investment Firms and Banks**

If the Club decides to invest in stocks, bonds or similar investments, it shall do so through a reputable national investment firm such as Fidelity Investments, Vanguard Investments, Schwab & Company, etc. The Club may also invest in CDs offered by individual banks. The banks, however, typically charge penalties for early withdrawal so care must be taken in choosing the term and amount of the CD.

Approved by the Board of Directors on May 17, 2021.

## C. EXPENSE REIMBURSEMENT REQUEST

### Expense Reimbursement Request

To: Treasurer, MPRRC

From:

Mailing Address:

Date:

Amount:

Purpose of Expenditure:

Please issue a reimbursement check for the above amount, payable to the above person, for the expenditure of personal funds on MPRRC business. Please mail the check to the above address.

Supporting documents for the expenditure are attached.

## **D. POLICY ON SAFE SPORT ACT & ROAD RUNNERS CLUB OF AMERICA (RRCA) AWARENESS TRAINING**

(Approved by the Mid-Pacific Road Runners Club Board of Directors on 6/10/2019)

*Preamble: This policy has been developed to meet the requirements of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 or Safe Sport Act. The Safe Sport Act outlines that non-National Governing Bodies of Sport, and adults working in youth sports (like RRCA and its members), have certain requirements they must implement and follow to be in compliance with the Safe Sport Act.*

### MPRRC Policy on Training for Adults Working with Youth

All adults working with youth are required to go through abuse prevention training of some sort that is pro-active rather than re-active. The abuse prevention training must include educational material about the process of sexual grooming, how to recognize it, and how to prevent it (RRCA's free training resource below is compliant with these requirements).

### Training Options for Staff and Volunteers

MPRRC recommends RRCA's Sexual Abuse Awareness and Reporting Training for Staff and Volunteers. This FREE online training resource is designed to provide RRCA members and all of their volunteers with a free resource to meet the education requirements outlined in the Safe Sport Act. The link for this is <https://www.brainshark.com/rrca/abuse-awareness-training>. Anyone wanting to complete this training may log onto the program's guest book and launch the training module.

### MPRRC Mandatory Abuse Reporting within 24-Hours Policy

Any adult interacting with amateur athletes, defined as a child or minor under the age of 18 that participates in youth running programs or any events hosted or operated by MPRRC, has a duty to report a reasonable suspicion of sexual misconduct such as child sex abuse, non-consensual sexual conduct, sexual harassment or intimate relationships involving an imbalance of power within a 24- hour period to local law enforcement by calling 911. EVERY adult that staffs or volunteers to organize, assist with, or manage any element of a program or event where youth participate is a mandatory reporter and subject to this policy.

A copy of this policy will be included as part of MPRRC's volunteer sign-up form for club programs or event(s) where youth will be participating. All volunteers and staff are required to attest to having read the policy and agree to abide by the policy. This policy will be presented as clearly visible text where someone must affirmatively agree that they have read, understood, and agree to abide by the policy.

### MPRRC NO One-on-One Contact Policy for Anyone Working with Youth

The NO one-on-one contact policy or rule requires that an adult staff member or volunteer shall never be alone, unsupervised with a child that is not their own child during a youth running program or at an event.

## **E. MID-PAC BUCKS**

Revised July 9, 2017

*Proposal is to pilot this for a six-month period and evaluate it after that time period*

### **Purpose**

The success, viability, and sustainability of the Mid-Pacific Road Runners Club (MPRRC) depends largely on the generosity of club members who volunteer their time to serve as club officers and provide support at races and other events. Volunteer efforts can be time-consuming and labor-intensive and in many cases, the contributions of volunteers go unrewarded despite years and years of service. The purpose of Mid-Pac Bucks (“Bucks”) is to show appreciation to those who volunteer, to provide a tangible means of rewarding volunteer efforts, and to increase and sustain volunteer efforts in the future.

### **Eligibility**

Members who volunteer for MPRRC events will receive Mid-Pac Bucks commensurate with the level of effort contributed. Club officers are not eligible to receive Mid-Pac Bucks.

### **Award System**

Bucks are awarded as follows: \$4 in Bucks for each race volunteer. The awarding of Bucks is paperless and will be recorded electronically in a database by the Buck Coordinator (see below). When Bucks are awarded, the club officer awarding Bucks should inform the Buck Coordinator of the names and amount of Bucks being awarded.

### **Redeeming Mid-Pac Bucks**

Bucks can be redeemed for club merchandise (e.g., visors, shirts) or applied towards the entry fee for any one of the 10 MPRRC sponsored races during the year (the Race Readiness Series races managed by 808Race are not included). Each Mid-Pac Buck is equivalent to a dollar. For example, if a race costs \$30 and a member wants to apply \$4 Bucks towards the race, the member need only pay \$26 for the race. A member wishing to redeem Bucks will notify the Buck Coordinator who will arrange for a discount code to be issued on RunSignUp for the specific amount. The volunteer then enters the discount code on RunSignUp for their item discount.

### **Oversight and Management**

The Buck Coordinator will maintain a list of volunteer members and record the number of Bucks awarded to each volunteer and the remaining balance when Bucks are redeemed. The Buck Coordinator will periodically notify volunteers via email of Bucks earned, Bucks spent, and their cumulative total.

## **F. EQUIPMENT CONTRACT**

### **AGREEMENT WITH MID-PACIFIC ROAD RUNNERS CLUB TO PROVIDE EQUIPMENT HAULING SERVICES**

This Agreement is made and entered into, effective as of April 1, 2021, by and between MID-PACIFIC ROAD RUNNERS CLUB, a Hawaii nonprofit corporation, with a mailing address of P.O. Box 2571, Honolulu, Hawaii 96803, (hereinafter referred to as "MPRRC"), and (name of individual), with a mailing address of (address of individual). This agreement supersedes all previous agreements.

#### **Races**

MPRRC typically puts on twelve races on the island of Oahu as follows:

- January Bosetti 10K
- January Bob & Ron 5K
- January Chapson 8K
- February Johnny Faerber 10K
- February Kailua 10-Miler
- March Windward Half Marathon and 5K
- May Mother's Day 10K
- July Kailua Beach 4.4-Mile Run
- July Lanikai 8K
- September Old Pali Road 4-Mile Run
- October Tantalus 10-Miler
- November Holiday 5K

The dates and names of the above races are subject to change.

#### **Storage Locker**

MPRRC currently stores all of its equipment in a storage locker in the Public Storage building located in Honolulu at the intersection of Kamakee Street and Kapiolani Blvd.

#### **Hauling Service**

For each of the races listed above, (individual) agrees to pick up the required race equipment from the storage locker, deliver it to the race site and then, after the race is completed, return the equipment to the storage locker. (Name of individual) agrees to provide his own vehicle to haul the equipment and to deliver it to the race site at least 90 minutes prior to the scheduled start of the race.

#### **Loading and Unloading**

MPRRC volunteers will assist (individual) with the loading and unloading of his vehicle both at the storage locker (load and unload) and at the race site (unload and load).

**Back to Back Races**

If the time between races is short, say two weeks or less, then (individual) has the option of keeping the MPRRC equipment loaded in his vehicle between races. (Name of individual) agrees to be responsible for the safety and security of the equipment while the equipment remains in his custody.

**Not Available**

If (individual) knows in advance that s/he will not be able to haul the equipment for a particular race, (individual) agrees to notify MPRRC at least 30 days ahead of the race date. If other situations arise that make it impossible for (individual) to haul the equipment, (individual) agrees to notify MPRRC as soon as possible.

**Fees**

MPRRC will pay (individual) \$100 per race to perform the hauling service as described above using her/his personal vehicle. If it is necessary to rent a vehicle, MPRRC will pay (individual) \$75 and the truck rental costs will be paid by MPRRC. (The individual) will have the right of first refusal for each of the twelve above- described races. This means that MPRRC may not engage someone else to do the hauling unless (individual) has declined to do the hauling for that particular race. For proper record keeping purposes, (individual) will provide MPRRC with an invoice for each race after completion of the hauling service.

**Expiration of Agreement**

This Agreement is considered an evergreen agreement in that it does not have a specific expiration date. The Agreement, however, may be cancelled by either party by giving ninety days' notice.

MPRRC

DATE

\_\_\_\_\_  
By its President

\_\_\_\_\_  
(Name of individual)