



**BRISBANE ROAD RUNNERS CLUB**

# **BYLAWS**

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# BYLAWS

## BRISBANE ROAD RUNNERS CLUB (QUEENSLAND MARATHON AND ROAD RUNNERS CLUB INCORPORATED)

### Preamble

The following bylaws are issued pursuant to rule 11 of *the constitution* (“the constitution”) of *the Brisbane Road Runners Club* (“the club”).

### Committee

1. The minutes of the meeting of the *club management committee* (the committee) following the annual general meeting are to confirm that the members of the committee have noted their responsibilities and obligations pursuant to the Associations Incorporation Act 1981 and Regulation.
2. A committee member appointed or elected to fill a casual vacancy on the committee is to confirm at the next committee meeting they attend that they have noted their responsibilities and obligations pursuant to the Associations Incorporation Act 1981 and Regulation.
3. The following limits are to apply to amounts held in the club petty cash imprest account and to expenditure by *authorised committee members* (bank signatories):
  - a. an amount of \$600 is to be held in a debit card petty cash imprest account
  - b. the treasurer may spend up to \$250 from the petty cash imprest account without prior committee approval; and
  - c. any two bank signatories may authorise payments from club funds not exceeding \$500 without obtaining prior approval from the committee.
4. The committee is to appoint annually a:
  - a. safety officer,
  - b. volunteer roster coordinator,
  - c. community liason officer,
  - d. website controller, and
5. The committee is to appoint a race director for every club event and oversee the organization of every club event.

### Risk Management

6. The club is to maintain a risk management strategy, which is to be available to members from the secretary or delegate on request.
7. Members are to comply with all safety notices and directives published by the club.
8. Children participating in any club event are to be supervised only by their parent or authorized guardian.
9. Incidents are to be reported in an approved form.
10. Pursuant to the club's risk management strategy, the committee is to:
  - a. review the club's risk management strategy annually;
  - b. ensure insurance cover is adequate for every club event;
  - c. retain a copy of any incident report in club records for not less than 6 years; and
  - d. ensure access to the club member register is controlled to prevent unauthorized access to and use of the register.

### **Discrimination**

11. The club is not to discriminate because of gender, age, marital status, race, pregnancy, sexuality, religious or political belief, or physical disability in accordance with the Queensland Anti-Discrimination Act 1991 and relevant Commonwealth laws.

### **Life Members**

12. Pursuant to rule 4 of the constitution, nominations for life membership are to be submitted to the committee in an approved form and are to include a summary of the service to the club by the nominee, over what period, and how this can be regarded as outstanding.
13. The committee is to consider nominations for life membership based on the following criteria:
  - a. the extent and nature of outstanding service to the club,
  - b. the offices and appointments held by the nominee, and
  - c. the contribution made by the nominee to the standing of the club.
14. A list of life members is to be included in the club archives and a list of Life Members is to be published on the Club website.

### **Club Stalwarts**

15. Current active members who have 10 years or more continuous or cumulative club membership are eligible to be included on a list of 'club stalwarts'
16. A list of club stalwarts is to be included on the club website

### **Age Categories, Club Championships and Handicap Events**

17. Age categories are defined in schedule 1 to these bylaws.
18. A member's age category is based on his or her age on 1 January of the current year.
19. The rules and procedures for club championship events, determining age category race day awards, age category championship placing, and determining the male and female club champions are at schedule 2 to these bylaws.

20. The rules and procedures for handicap events are at schedule 3 to these bylaws.

### **Rostered Volunteers**

21. The volunteer roster coordinator is to manage the roster so that sufficient volunteers are present at each event to ensure the safety of runners.
22. The names of the rostered volunteers for forthcoming events are to be published on the club website
23. The volunteer roster coordinator is to email rostered volunteers a reminder at least 7 days before their rostered day outlining their responsibilities.

### **Club Website**

24. The club is to maintain a website which is to include:
  - a) the annual calendar of events;
  - b) the results from club events;
  - c) details about club sponsors;
  - d) details about membership fees, membership applications and renewals;
  - e) the names of all office-holders; and
  - f) club email and postal contact details and email contact details for the website controller.
  - g) Details of Club Life Members and current Club Stalwarts

### **Use of Club Name**

25. The use of “Brisbane Road Runners Club” or “BRRC” in conjunction with another team name at any external event must be approved by the club committee

### **Sponsorship and Donations**

26. Decisions about the club sponsoring or donating to any entity are to be made by the committee on a case by case basis.
27. The committee is to apply the following guidelines when considering requests for sponsorship and donations:
  - a. the criteria to select charities to support or individuals to sponsor are:
    - (1) individual sponsorship will normally be to support runners, and
    - (2) donations will normally be limited to activities associated with running; and
  - b. the amount of any sponsorship or donation is to be within the amount allocated for sponsorship and donations in the club budget for the year.
28. An amount for sponsorship and donations is to be included in each annual budget, based on a percentage of the total budget recommended by the committee.

## **Administrative Forms**

29. The following forms are to be available on request from the secretary:
- a. nomination for a committee position,
  - b. nomination for life membership, and
  - c. incident report.

## **Sponsorship Agreements with Organisations, Businesses and Others**

30. The committee is to apply the following guidelines when considering sponsorship agreements with organisations, businesses and others:
- a. Club sponsors should be associated with providing goods or services to runners. This could include shoe and sportswear sales, coaching, sale of running equipment, treatment of running injuries, sale of equipment relevant to runners (e.g running watches, heart rate monitors, exercise GPS devices), fitness clubs, gyms, personal training companies etc.
  - b. Sponsors should be willing to come to club events and speak briefly at sponsored events
  - c. Potential sponsors who are active club members will be preferred over potential sponsors who are not
  - d.
  - e. Sponsors should conduct the business of sponsorship in a way that does no harm to business or reputation of other sponsors

## **Virtual Racing**

31. The committee may, if conditions warrant, such as an unavailability of our normal course, legal restrictions or other social disruption, elect to hold races virtually:
- a. Where possible, virtual races will follow the normal Club schedule of races
  - b. Members will be responsible for providing their own results by entering them on the Club website in accordance with the instructions given.
  - c. Uploads will indicate which race was run and some evidence showing how the run was recorded, including (as a minimum)
    - i. Run distance
    - ii. Total elapsed time  
(this could be provided from a running app such as Strava, Apple, Garmin, Run Keeper or similar. If an electronic record is unable to be provided, recording of the result will be at the discretion of the committee in accordance with the conditions of clause f below)
  - d. The website will clearly indicate when the virtual race can be completed as well as the deadline for uploading of results.
  - e. Members will be reminded that when racing virtually, they should ensure that routes should not give unfair advantage, for example, all downhill - out and back courses are recommended.

- f. Any additional or late results uploads will only be included in the official results when approved by three committee members at least one of whom should be the President, the Vice President, the Treasurer, the Registrar or the Secretary.

### **Schedules to Bylaws**

1. Age Categories
2. Club Championship Events
3. Handicap Events

**SCHEDULE 1 TO BYLAWS**

**Age Categories**

MALE	AGE CATEGORIES	FEMALE
A	0-19	B
C	20-24	D
E	25-29	F
G	30-34	H
I	35-39	J
K	40-44	L
M	45-49	N
O	50-54	P
Q	55-59	R
S	60-64	T
U	65-69	V
W	70-74	X
Y	75-79	Z
YX	80-84	ZX
YY	85-89	ZY
YZ	90+	ZZ



## SCHEDULE 2 TO BYLAWS

### Club Championship Events

The club event calendar includes seven championship events:  
10 mile, 5 mile, 21.1 km, 20 km, 15 km, 10 km and 5 km.

Only members are eligible to be awarded points or age category medals in a championship event.

#### **Overall Male and Female Club Champions**

The overall male and female club champions are determined by member's finish order placing in each of the seven championship events.

#### **Eligibility**

Members must compete in at least five the seven events to be eligible for consideration as a club champion.

Points are awarded based on male and female members' finish placing in each of the seven events as follows:

1 <sup>st</sup> place overall	1 point
2 <sup>nd</sup> place overall	2 points
3 <sup>rd</sup> place overall	3 points
4 <sup>th</sup> place overall	4 points

and so on for each member in the event.

After the final championship event of the year has been held, the best four scores achieved by male and female members in each of the seven championship events are used to determine the overall male and female club champions. The best possible winning points total is 4, which is achieved by being the first male member or the first female member across the line in four events.

If two or more members are tied on championship points, the following rule will apply:

- Calculate the points for total championship events contested by the tied members
- Eliminate the points for the worst results for those who have done more than the prescribed minimum events.
- For those tied on points check the results for all events in which they have gone head-to-head even if those events have been eliminated under the previous point
- The member who has won the most head-to-head results is the championship winner
- If they are tied on head-to-head results e.g. 2-2 then the largest winning time margin between the members in any of those four events decides the championship winner.

### **Age Category Champions**

Members who participate in championship events accrue age category championship points.

Members who are age category place-getters in a championship event are awarded medals.

### **Age Category Champion Eligibility**

Members must compete in at least four of the seven events to be eligible for consideration as an age category champion.

Points are awarded based on members' finish placing in each of the seven events as follows:

1<sup>st</sup> place (in each age category) 1 point  
2<sup>nd</sup> place (in each age category) 2 points  
3<sup>rd</sup> place (in each age category) 3 points  
4<sup>th</sup> place (in each age category) 4 points  
and so on for each member in an age category.

After the final championship event of the year has been held, the best four scores achieved by members in each age category are used to determine age category champions. The best possible winning points total is 4, which is achieved by coming first in an age category in four events.

If two or more members are tied on age category championship points, the following rule will apply:

- Calculate the points for total championship events contested by the tied members
- Eliminate the points for the worst results for those who have done more than the prescribed minimum events.
- For those tied on points check the results for all events in which they have gone head-to-head even if those events have been eliminated under the previous point
- The member who has won the most head-to-head results is the age category championship winner
- If they are tied on head-to-head results e.g. 2-2 then the largest winning time margin between the members in any of those four events decides the age category championship winner.

## **SCHEDULE 3 TO BYLAWS**

### **Handicap Events**

The following rules and procedures apply to any handicap event staged by the club. For each event, a Handicap Marshall shall be appointed by the Club President or delegate.

Handicap times are calculated by subtracting a participants' anticipated race time from a maximum time determined by the Handicap Marshall and rounding the handicap time to the nearest 15 seconds.

When the race clock is started, participants with a '0' minute handicap time (i.e. an estimated maximum race time) start their race. Remaining participants start when their designated handicap time equals the elapsed starting clock time. Handicap events are designed so that all participants finish about the same time.

The handicap marshal will calculate handicap times based on finish times recorded in club races held since the start of the current year. If no such comparative finish times are available, the runner's self-estimated finish time will be used to calculate their handicap time. However, such runners may be disqualified from winning the event if their estimated race time differs by more than 3 minutes from the time they actually run on the day.

There are no separate winning prizes for males and females as each participant, regardless of gender, should have an equal chance of winning the race.

The handicap marshal is authorized to review handicap times to correct anomalies. The decision of the handicap marshal is final.