



## **BAYSIDE RUNNERS AND WALKERS**

### **PRINCIPLES, POLICIES, PROCEDURES, AND PRECEDENTS**

#### **PRINCIPLES**

The BRW club run will take place every Saturday morning from 6:00 am, starting from Les Moore Park, Wilson Parade, Victoria Point.

Club members are encouraged to participate in the weekly club run. It is suggested that those members who are doing longer runs as part of their training on a Saturday morning, where possible, include the club run as part of their longer run.

On the last Saturday of every month, the normal club run will be replaced with a 5km time-trial. Participation in the time-trial is voluntary, but it gives members the opportunity to monitor their improvement over time.

After all participants in the club run have returned, members socialise at the Oven King Bakery. Club announcements, including birthday announcements, are made at the bakery each week.

BRW is focussed on supporting all runners and walkers to achieve whatever their personal goals may be.

The club is NOT internally competitive and there is no club championship, point series, or other mechanism to rank members.

Members are encouraged to wear the club uniform when competing in events – this makes it easier for others to provide you with support and encouragement.

Communication with members, and potential members, will be via:

- Announcements at the bakery, on Saturday morning for topical news, upcoming events, celebration of recent achievements and birthdays
- BRW bi-monthly meetings (members only) for formal discussion and decision making about club activities
- BRW web-site (accessible by everyone) for material and information about the club that does not change very often, e.g. timing and locations of sanctioned runs, how to join the club, club policies
- Email (using addresses provided in the membership database) for the distribution of official broadcasts of information from members of the committee, e.g. distribution of meeting minutes

- BRW Members only Facebook page (members only) for announcements from the committee members about club business, and posts organising upcoming runs and events. Where there is sufficient interest, separate event pages will be set up within the members' only section.
- BRW closed group Facebook page (members and others who have been admitted to the closed group, e.g. past members or potential new members) for all the other things people want to post, including photos of events, specials on merchandise, information about non-club events, social activities, and general banter
- Word of mouth for everything – yep, good old talking to people. Pass on information to those you think may not have heard. If you don't know, ask someone.

POLICY/ PROCEDURE/ PRECEDENT	MEETING DATE OF DECISION
<p><b>Membership fees</b></p> <p>\$10 per child (up to 18 yrs) Fee for child to represent Qld Athletics (QA) affiliation fee only.</p> <p>\$25 per adult Fee for adult to include both QA affiliation fee plus an amount to cover the annual operating costs of the club.</p> <p>\$70 maximum per family</p> <p>Membership terms run for 12 months from September each year (in line with QA)</p> <p>If members join in the last quarter of the membership cycle (i.e. 1 July to 30 September), they may pay a discounted fee of \$18</p> <p>Annual setting of fees to be decided later in the year (closer to the membership cycle)</p> <p>Fees for 2017/18 approved and to be kept the same</p> <p>With families, any children over the age of 18 should join individually as adults.</p> <p>However, it was identified, and agreed that there are instances where special consideration needs to be given where there is a child over 18 who remains a dependent. A concession rate of \$10 should be used in those circumstances and would be considered appropriate for the family membership discount.</p>	<p>10 March 2015 8 September 2015 9 February 2016</p> <p>14 April 2015</p> <p>11 August 2016</p> <p>9 February 2017</p> <p>10 August 2017</p> <p>12 October 2017</p> <p>12 October 2017</p>
<p><b>Criteria to be a member:</b></p> <p>Runners are to become a member after one run with BRW at any (sanctioned) location. All members need to inform people who come along they can only run once with the group (before needing to become a member).</p> <p>Sales of shirts to be limited to members only.</p>	<p>10 March 2015</p>
<p><b>Insurance cover</b> – as provided through QA</p> <p>Focus is on being a member of QA, therefore cycling and swimming are not covered by insurance. Insurance covers gap of non-Medicare medical costs and gap is paid between private health rebate and total cost.</p> <p>Public liability insurance coverage for BRW is \$20m</p>	<p>10 March 2015</p>

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<p><b>Sub-committees/ volunteer positions:</b></p> <p>Events Building Social Road relay Uniforms Fundraising</p>	10 March 2015
<p><b>Announcements</b> - Following each Saturday morning's announcements, a post is pinned on Facebook/ internet site for those who couldn't make it on Saturday.</p>	14 April 2015
<p><b>Event registration</b> – runners must be a BRW member when registering as part of a BRW team.</p>	12 May 2015
<p><b>Safety guidelines:</b></p> <ul style="list-style-type: none"> <li>- Use lights dusk to dawn – light front and back, if you forget your lights, stay on the inside</li> <li>- Run towards oncoming traffic, keep those behind you informed</li> <li>- Stay away from the traffic flow</li> <li>- Assume you have not been seen</li> <li>- No runners to be alone, lead runner to be conscious of being on their own</li> </ul>	9 June 2015
<p><b>Sanctioned runs:</b></p> <p>To be covered by QA, regular runs need to be sanctioned, by being approved at a general meeting.</p> <p>Criteria for consideration to be a sanctioned run, include:</p> <ul style="list-style-type: none"> <li>- Parking and noise, e.g. meeting point to be away from houses</li> <li>- Open to all members</li> <li>- Slowest runners to be supported</li> <li>- Children to be mentored (for future growth)</li> </ul> <p>Sanctioned runs to be published on Facebook Members only page</p>	9 June 2015
<p><b>Facebook</b> - Members only Facebook page to be created in addition to existing BRW page</p>	9 June 2015
<p><b>Incidents</b> – any incidents (e.g. involving injury and potential insurance claims) should be reported to a committee member</p>	9 June 2015
<p><b>Audit</b> – under category 3 of ASIC, it is not required for BRW to be audited as the turnover is too low. Suggested that a CPA “could look over the books”.</p>	14 July 2015
<p><b>Financial year</b> to be the calendar year, annual return to be completed 30 days after AGM (which would normally be held in February).</p>	14 July 2015
<p><b>Web page – photos</b> – a note to be added to the home page that if anyone objects to the photos on the page, to contact the administrator and have them removed.</p>	14 July 2015
<p><b>Event calendar</b> to be developed each year. Once advertised dates will be set. Gold Coast marathon post-race BBQ will be regarded as an event</p>	13 October 2015

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and included on the calendar.	
Adults' only Christmas Party will revert to the Ellysium venue in 2019.	13 December 2018
<b>Meeting frequency</b> – to be bi-monthly	9 February 2016
To be held on the second Thursday of the month	16 June 2016
<b>Fund raising</b> – all future fund raising to be placed in BRW account and club to decide how the funds will be used.	16 June 2016
<b>Entry fees for events</b> – any event entry fees that are surplus after costs of the events (10% or less in value) will be retained in the fund-raising account. No refunds, transfers or credits will be available.	16 June 2016
<b>Entry fee bank account</b> – will be used for any transactions where the total funds received equals the total funds to be expensed, including entry fees, bulk (non uniform) apparel purchases etc.	8 June 2017
<b>Trailer</b> – registration to be transferred into the name of BRW	16 June 2016
<b>Discounts on bulk purchases</b> – any discounts received from any purchases, of 10% or less, will be retained in the BRW account.	11 August 2016
<b>Park Run</b> - BRW do not wish to form a Park Run event at Victoria Point	11 August 2016
<b>BRW charity weekend</b> will be an annual event on our calendar	8 December 2016
2017 Weekend will be 11 & 12 November 2017	10 August 2017
<b>Christmas run</b> held last Saturday before Christmas	8 December 2016
<b>Advertising on BRW pages</b> – if an active BRW member it is OK, but definitely not for random/ unknown advertisers	8 December 2016
<b>Principles, policies, procedures and precedents</b> – document approved, to be published on the web-site	10 August 2017
<b>Refund policy for club events</b> – no refunds will be payable if a member withdraws from a club event (e.g. the annual dinner, charity relay) after an announced “closing date”. Members may transfer their deposit/ payment to another member as a private arrangement (similar to what happens with race registrations).	14 December 2017
<b>Wednesday Night Drills</b> – the Wednesday night drills are approved as a sanctioned event and expenditure of \$5.50 per hour per week to the Council for the operation of the lights is approved.	12 October 2017
<b>Run for Redlands</b> – BRW will pay for the ongoing registration of the “Run for Redlands” domain name.	8 February 2018
<b>Koala Fun Run/ Redlands Coast Fun Run -</b>	
The inaugural date for the event was 12 August 2018 Register the domain name koalafunrun.com Separate bank account to be established	8 February 2018
Name of the event be changed to Redlands Coast Fun Run	12 April 2018
Allocation of the proceeds of the RCFR were decided at a BRW meeting.	11 October 2018
<b>Web-site</b> – redevelopment of the web site was approved, and a decision made not to have the “members only” information on the web-site password protected.	12 April 2018

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The web-site is designed for more static material and is particularly focussed on new members or potential new members.	2 August 2018
<b>Time Trial</b> – a survey of members conducted in 2018 clearly found that members wanted it to continue as a monthly event, not weekly. Some occasional variations on the theme, plus occasional breakfast BBQs were seen as being popular.	2 August 2018