

# **PERTH ROAD RUNNERS RULES**

The rules of the club are to be read in conjunction with the club constitution. It is the responsibility of each member of Perth Road Runners (P.R.R.) to familiarise themselves with both the constitution and the rules governing the club.

## **(1) COMMITTEE MEMBERS:**

- a. Of the members elected to the management committee of P.R.R. they shall be nominated to carry out the duties described below:

## **CHAIRPERSON:**

- a. Oversees the smooth running of the club.
- b. Arranges regular committee meetings, produced agendas and invites committee members to attend.
- c. Facilitates the AGM and presents prize winners at the Awards dinner.
- d. Guides decisions of the committee. Has casting vote if decision is tied.
- e. Updates the Club Rules and Constitution to incorporate agreed amendments.

## **VICE CHAIRPERSON:**

- a. Steps in for the Chairperson when they are unavailable.
- b. Undertakes other duties as agreed at committee meetings.

## **SECRETARY:**

- a. Focal point for external and internal Club correspondence and communications.
- b. Represents the club at external meetings.
- c. Produces minutes from Committee meetings, circulates and keeps on record.

## **CHAMPIONSHIP ORGANISER:**

- a. Selects the events and distances for the Club Championship, Summer Series and Hills are Alive for the year. Events should be distributed as evenly as possible throughout the year with local events holding a Scottish Athletics race permit given preference. The selected events must be submitted to the committee for approval.
- b. Club Championship events should be the same events for both males and females. However, with committee agreement, separate events may be selected.
- c. Records times and positions of club members competing in club series races.
- d. Correlates series points and updates the progressive points table ensuring a copy is displayed on the club notice board and club web site.
- e. Keeps a record of the times reported by athletes, especially those in contention for club awards, such as 10 km., half marathon and marathon races. Also, times supporting the most improved male and female athletes and any other relevant club awards. A list of award winners will be compiled and presented to the committee prior to that year's AGM.

## **PRESS REPORTER:**

- a. Submits reports to the local press and to the Web site organiser for all Club series events. The content of the reports are at the discretion of the press reporter.
- b. The Press Reporter is not responsible for submitting reports on events other than Club series races, but may do so at their discretion.
- c. It is the responsibility of members competing in races outwith the club events to inform the Press Reporter of events and times to be reported in the press.
- d. Arranges club publicity i.e. photographers/reporters as necessary.

## **RACE ORGANISER:**

- a. Organises club related running events with the help of a sub committee.

- b. Oversees the organisation and co-ordination of the official club races; Tay Ten and the Brig Bash 5.
- c. Selects the dates and venues for club events: Handicap/Guess your time race, Duathlon, Yahoo etc. which are submitted to the committee for approval.
- d. Co-ordinates P.R.R. club team events, e.g. Hartley Relay, Cateran and Cross Country Championships.

**TREASURER:**

- a. Manages club funds and bank account throughout the year.
- b. Prepares end of year Accounts and arranges for these to be examined by an independent examiner annually.
- c. Provides general financial updates at committee meetings.
- d. Maintains Club Memberships collecting fees and issuing membership cards.
- e. Oversees the purchase and distribution of club clothing.

**WEB SITE ORGANISER:**

- a. Maintains and regularly updates the club web site.
- b. Ensures that information is well presented, updated and relevant.
- c. Promotes the use of the Forum.
- d. Keeps club records of runners' best times.

**\* Committee Members will also take on additional duties as agreed.**

**(2) MEMBERSHIP & AGE CATEGORIES**

- a. Membership shall be in accordance with the P.R.R. constitution.
- b. Age categories shall be in accordance with the rules of the national bodies governing Scottish and UK Athletics.
- c. Club members must be **18** years old and over. Runners under 18 years can run with the club, but they must be supervised by the person bringing them to the club throughout their run.
- d. Age categories for the club championship, such as Veterans and Super Veterans for the year, will be determined by the age of the competing athlete on the day of the first event of the Championship. E.g. If someone is a Vet on the day of the first race they will be considered a Vet for the remainder of the Championship, Summer Series and other age related trophies.
- e. The winner of the Club Championship cannot also win the Summer Series (and vice versa.) Also, second and third in the Club Championship must elect which competition they wish to be eligible for, i.e. if they can win the Summer Series - to do so they must forfeit their 2nd or 3rd place in the Club Championship. i.e. no one is able to win two prizes.
- f. The Club Championship races should be planned to avoid conflict with the Summer Series though a clashing race can be put in later in the series at the committee's discretion.
- g. The individual event trophy winners will be awarded by their age on the day of the race. To assist the committee, members should advise when they will be changing categories in the forthcoming year.
- h. Athletes must be fully paid members of the club before being eligible to "win" any club event or to be awarded points in relation to club events.

**(3) THE CLUB CHAMPIONSHIP**

- a. The Club Championship will consist of ten pre-determined race events. The ten events will be nominated at the start of each year by the Championship Organiser and approved by the committee. The events must be announced 3 weeks prior to the date of the first event.

- b. To receive a Club Championship medal, you need to do 7 out of 10 nominated championship races or 6 of the nominated races plus a marathon. However to compete for 1st, 2nd or 3rd place in the club championship, you need to do at least 7 out of 10 nominated championship races plus a marathon.
- c. The marathon shall be of the athlete's own choosing and consist of any worldwide marathon, including one which is part of a triathlon, and must be properly accredited with verifiable results. The athlete must report their official race finishing time to the club's Championship Organiser, who will, at the end of the season, allocate the championship points in accordance with race times. In the event of an athlete competing in several eligible marathons in the one year, their fastest time will count.
- d. An interim championship race list can be put forward in the situation where the race event dates cannot be confirmed. However, the confirmed date of such events must be announced as soon as it becomes available.
- e. Two reserve championship races will be announced in conjunction with the championship events: i.e. race A and race B.
- f. If the date of any championship race changes or ceases to exist, that event will be eliminated from the championship series and replaced by a reserve race, first race A.
- g. When the two reserve races have been included in the championship and subsequent races are eliminated, the total number of championship races will be reduced.
- h. Members, who fail to wear club apparel (official club running vest, crop top or green T shirt with club name on the back) during championship races, will not be included in the allocation of championship points for event. New members may be exempt if no apparel is available in time for their first race.
- i. An event deemed a championship event shall remain as such even if no eligible members enter that event.
- j. Club organised events, e.g. Brig Bash 5, cannot be included in the Championship or Summer Series race list unless they have been specifically created for that purpose. E.g. certain time trials.
- k. A separate championship points system shall exist for PRR male and female members.
- l. Points shall be awarded from **100** (including the marathon). First placed male/female collects 100 points, with the following places allocated points in descending order, i.e. second place 99 points etc.
- m. In the event of members finishing equally, they will be awarded the same number of points consisting of their combined points totalled and divided by the number of equal finishers.
- n. Transfer of numbers between runners is against Scottish Athletics rules unless the organisers of the race have been informed and the place has been transferred officially. The club cannot condone unofficial transfers or award points where members do not follow the organiser's procedure, and the committee reserves the right to deem infringements as misconduct where appropriate.
- o. In the event of a tie for placings in the Championship, the committee will agree how prizes will be allocated.

#### **(4) SUMMER SERIES**

- a. Established to promote race events in Perthshire, Events can be either hill or road running events. All must be local races whenever possible.
- b. There will be a minimum of 5 and a maximum of 10 races in the series.
- c. Events will be selected by the Championship Organiser or another member nominated by the committee.
- d. Summer series events must be announced 3 weeks prior to the first race.
- e. The Summer Series will be concentrated over three summer months (though can extend beyond that to accommodate interesting local races that would enhance the series - at the committee's discretion).

- f. Summer series events shall not be the same as another club series event.
- g. If any of the Summer Series races clash with another Club series event, they are not to be eliminated from the series. It is up to individual members to decide which event they support.
- h. If the date of the selected event alters, it shall not be eliminated from the series unless it conflicts with another Summer Series event.
- i. If the selected race is cancelled, where possible it shall be replaced by another Perthshire event. However, if no other Perthshire races are scheduled, events within Tayside/North Fife can be considered to make up the minimum 5 events. The replacement race must be announced 2 weeks prior to that event.
- j. There will be a separate points systems for male and female runners.
- k. Members must wear official club apparel to be eligible for points. New members may be exempt if no apparel is available in time for their first race.
- l. A maximum of **50** points is allocated to the winner of each race, with subsequent placings in descending order.
- m. Summer Series points allocation will be the responsibility of the Championship Organiser or another nominated member.
- n. The winner will be the member with the most points accumulated at the end of the series.
- o. In the event of a tie for placings in the Summer Series, the committee will agree how prizes will be allocated.
- p. A special medal will be created and awarded to those who complete every race.

#### **(5) THE HILLS ARE ALIVE**

- a. Established to recognise and promote hill racing within the club. Local races will be included whenever possible, ideally with a mix of weekends and weeknights.
- b. There will be a minimum of 5 and a maximum of 10 races in the series.
- c. Events will be selected by the Championship Organiser or another member nominated by the committee.
- d. Hills are Alive events must be announced 3 weeks prior to the first race.
- e. The Hills are Alive series will be held over the hill running season, ideally with one race per month (although this can be varied to accommodate interesting races that would enhance the series, at the committee's discretion).
- f. Hills are Alive events shall not be the same as another club series event.
- g. If any of the Hills are Alive races clash with another Club series event they are not to be eliminated from the series. It is up to individual members to decide which event they support.
- h. If the date of the selected event alters, it shall not be eliminated from the series unless it conflicts with another Hills are Alive event.
- i. If the selected race is cancelled, where possible it shall be replaced by another event at the discretion of the committee who must ensure the series meets the minimum 5 events. Any replacement race must be announced 2 weeks prior to that event.
- j. There will be separate points systems for male and female runners.
- k. Members must wear official club apparel to be eligible for points. New members may be exempt if no apparel is available in time for their first race.
- l. A maximum of **25** points is allocated to the winner of each race, with subsequent placings in descending order as follows down to 1 point for 10<sup>th</sup> place and lower (25/18/15/12/10/8/6/4/2/1).
- m. Hills are Alive points allocation will be the responsibility of the Championship Organiser or another nominated member.
- n. The winner will be the member with the most points accumulated at the end of the series. There is no requirement to have run all races to be placed in the top 3.
- o. In the event of a tie for placings the committee will agree how prizes will be allocated.
- p. A medal will be created and awarded to those who complete every race, and to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishers.

#### **(6) CLUB HILL RACE**

- a. The club hill race will be incorporated with the locally run Kinnoull Hill Race.
- b. The Hill Race trophies will be awarded to the first male and female to finish the event under the race rules.

#### **(7) LONDON MARATHON**

- a. The “guaranteed club entry/ies” for the London Marathon shall be put to a ballot amongst members. The first ballot shall consist of members who applied to the marathon but were rejected from that year’s event. The second ballot will take place when insufficient names are put forward. This ballot will be open to any member wishing to participate in the marathon.
- b. The previous year’s winner(s) of the ballot will be considered in the second ballot.
- c. Any member interested in running the London Marathon must submit their name to the Club Secretary or Race Organiser by the nominated date announced by the committee.
- d. A member applying for a guaranteed club entry ballot place, must have full paid-up membership of the club by **March 1st** in the year that any ballot is carried out.
- e. If a member receives a ballot entry but does not use this and does not advise the committee so that it can be re-allocated, that member will not be eligible to receive a ballot place the following year.

#### **(8) EDINBURGH MARATHON & SCOTTISH HALF MARATHON (PLUS OTHER CLUB BALLOTS)**

- a. A member applying for a guaranteed club entry ballot place, must have full paid-up membership of the club by **March 1st** in the year that any ballot is carried out.
- b. A ballot shall be held of members wishing to participate in either the Edinburgh Marathon or the Scottish Half Marathon (or other future race ballots.)
- c. Members must declare which event (or both) they wish to participate in.
- d. If a member is successful in a club ballot place for any of the balloted races (London, Edinburgh or the Scottish Half) in either the previous year or the current year, they will only be included in any of the ballots if not enough applicants come forward.
- e. If a member receives a ballot entry but does not use this and does not advise the committee so that it can be re-allocated in time, that member will not be eligible to receive a ballot place the following year.

#### **(9) CLUB TROPHIES AND PRESENTATION OF AWARDS**

- a. The club will hold an appropriate function early in the year where presentation of trophies and awards for the previous year’s events will be made.
- b. Club championship trophies are to be awarded to the male and female who have gained the most points under the club championship race rules. Second and third placed members will be awarded a championship memento. In addition, members who complete 7 out of the 10 Championship races (or 6 out of 10 plus any qualifying marathon) will be awarded a Club Championship medal.
- c. Trophies relating to distance events for Open, Veterans and Super Veterans male/female, i.e. 10 km., half marathon and marathon, will be awarded to the member who has recorded the fastest finishing time in the appropriate event. These events can be outwith the club championship, being national or international events. However, the race must be conducted under the rules of the Scottish or UK national bodies governing athletics, or, in the event of international races, under the appropriate federation rules of that country. Athletes must report their official finishing times to the Championship Organiser following the event to be in contention for the award.

- d. In the event of a Veteran or Super Veteran runner winning the 10 km., half marathon or marathon trophy, they shall be awarded the trophy for the Open category, with the winner of the Veteran and Super Veteran's category being the next fastest athletes.
- e. Duathlon trophies will be awarded to the fastest male and female finisher of the club's nominated duathlon event. The course for both the men's and ladies' duathlon shall be at the discretion of the committee.
- f. The most Improved Mens and Ladies' trophies will be awarded to the members who have shown the greatest improvement in their times or achievements during the year or compared with the previous year. Members will be nominated and voted for by the committee and the winner announced at that year's AGM. Athletes who feel they are in contention for this award must ensure their results are reported to the Championship Organiser following each race.
- g. The Club Personality of the Year award shall be voted on by club members. The award shall be presented to the member who, in their opinion, has contributed the most to the club in the areas of commitment, endeavour, participation and involvement, plus any other qualities considered relevant in upholding the spirit of P.R.R. The Personality of the Year award will be announced at the AGM.
- h. To be eligible for a club award or a club record, the runner must have entered the relevant race as a member of P.R.R.
- i. Honorary Membership will be considered at the discretion of the Committee. Candidates will be long standing members who have made a significant contribution to the club. Honorary membership will only be awarded to members retiring from competitive running to support their continued club involvement.

#### **(10) CLUB SOCIAL EVENTS**

- a. From time to time throughout the year, the committee shall organise social functions which members will be invited to attend.

#### **(11) CONDUCT**

- a. Any member guilty of misconduct (i.e. behaviour contrary to the Club Rules or the standard set by the Scottish Athletics Codes of Conduct) may be cautioned once or expelled from the Club by a majority decision of the Committee. In the situation where a member who has already been cautioned once for misconduct, and is found guilty of a second case of misconduct, then they will be expelled from the club by a majority decision of the Committee. Any person expelled will have the right of appeal to the Committee within fourteen days. The Committee members are subject to the same disciplinary measures as all other members. In the event of a dismissal, all awards and trophies which are the property of Perth Road Runners will be returned to the club immediately.

#### **(12) DISCRIMINATION AND HARASSMENT**

- a. Perth Road Runners has adopted Scottish Athletics Welfare Policy and procedures as part of the Club Rules. Copies of these Policies and Procedures can be found at [www.scottishathletics.org.uk](http://www.scottishathletics.org.uk). In line with these Policies and Procedures, there must be no unfair discrimination on the grounds of gender, marital status, race, ethnic origin, sexual orientation, disability, age or religious belief.
- b. Members have the right to train in an environment free from humiliation, or behaviour that creates feelings of unease or distress such as sexist, racist or sectarian language, unwelcome remarks or touching, physical violence or the threat of physical violence.
- c. The Club will not permit or condone any form of harassment or bullying, whether at the Club, races, via the internet or at any other times. Any member who commits a serious violation of this policy will be asked to resign from the Club, although we

accept that sometimes harassment can happen unintentionally and this will be dealt with appropriately.

- d. Every member has the right to complain about breaches of the above policy. Complaints will be dealt with seriously, confidentially and quickly. In the first instance, complaints should be directed to the Chairperson, Secretary or Vice Chairperson.
- e. Definition: Discrimination comprises a wide range of unacceptable physical, verbal or non-verbal behaviour that affects other people`s dignity. Behaviour is unacceptable if it is unwanted, unreasonable and causes offence to the recipient or if it creates an intimidating, hostile or humiliating environment, whether orally or via the Club Forum/internet.
- f. Definition: Bullying comprises a wide range of behaviours, and can take the form of, physical, verbal and emotional or involve online conduct which is unwanted and uninvited.
- g. Some online behaviour is illegal. If an individual sends, posts or forwards indecent, racist, sectarian, threatening or inflammatory comments or photographs, they may be committing an offence and may be subject to prosecution.

### **(13) MEMBERS RIGHT OF APPEAL**

- a. Members protesting or lodging an appeal must do so in writing, outlining their grievance. This will then be discussed at the next scheduled committee meeting. If this is not appropriate due to time constraints, then an extra-ordinary meeting will be called.

### **(14) AMENDMENTS TO THE RULES**

- a. Amendments to the club rules will be at the discretion of the committee who will put amendments to the members where necessary.

Rules compiled: December 1998

Updated: December 2001, January 2002, November 2003, April 2005, November 2007, July and December 2009, June 2011, November 2013, December 2015, February 2016, March 2016, November 2016. September 2017

V09.17.01