

# **Club Bylaws of Margaret River Trail Runners (Inc)**

## **MISSION STATEMENT**

The club exists to promote running, especially trail running to its members; to provide safe and well organised events, including social events and to organise major trail runs open to the general public. The club considers its boundaries to be 'The Capes' area and the adjacent towns.

## **THE CLUB RULES**

The Club rules are set out in the Constitution, and no Bylaw or regulation can over turn those rules. Those rules set out the general running of the club.

## **MEMBERSHIP**

There is only one form of membership. Membership is open to anyone. Children under 18 will need the permission of their parents.

## **MEMBERSHIP FEES**

The membership fee is set once a year at the AGM. This fee is to be used to pay the running costs of the club (bank fees, internet cost etc) as well as to provide club equipment (such as safety equipment). If possible it should not be used to subsidise the running costs of events.

## **MEMBERSHIP LISTS**

The secretary and treasurer will keep an updated membership list, as well as an 'interested party' list. The treasurer and secretary are the only members authorised to contact other members or the interested parties on the clubs behalf.

As per regulations of incorporation a membership list with names and postal addresses will be available to the members. This will be in a member's only area.

## **COMMUNICATION**

All members will need to provide an email address as this is the preferred method of communication. In addition members will need to provide their full name and postal address as this is a requirement of membership for incorporated clubs.

## **WEBSITE**

The club shall build and maintain a website and have its own domain name. The club will endeavor to get a club member to volunteer for this position, or ask for outside volunteer help. The webmaster will post information about events – especially major events and recurring events. The site will also provide a copy of the constitution, these bylaws, club meeting minutes, membership list and meeting agendas.

## EVENTS

There is no limit to the type of event the club may hold. However most events will be similar to the following

1. Small scale (informal) runs open to club members and interested parties
2. Large scale trail runs open to the general public, and as such advertised openly
3. Training sessions
4. Social events (most likely associated with another event)

## THE CLUB CALEDAR

A Calendar of events will be maintained and available on the website.

## EVENT ORGANISER

All events will have an event organiser, who shall be responsible for the proper running of the event. The event organiser will be a paid up member of the club.

## EVENT FEES

Some events might have fees. Fees might be:

- Free for both members and non members
- Free for members and small cost for non members
- Cost for both non members and members (with possible discount for members)

## PROFIT

All events that charge fees should endeavor to return a small surplus.

## STARTING A MINOR EVENT

Any club member can run an event. Events might be recurring (e.g. weekly) or a once off. In either case the person intending to run an event should approach a member of the management committee and ask to have the event put on the event calendar. If it is a minor event (capable of being run by one person and no or little costs involved) the committee member should generally OK it, and the appropriate details should be then emailed to either the treasurer or secretary so they can inform the rest of the members by email (they are the only ones with the email addresses). The management committee has the power to impose conditions on the event (such as fees for non members, or other restrictions as they feel fit).

## MAJOR EVENTS

Major events will be held from time to time and can be defined as ones advertised or actively promoted in the community, including areas outside our defined area. Major Events may have some of the following – rare in minor events.

- Prizes
- Course Marshals
- Drink Stations
- Online Registration
- Traffic Control
- Timing
- Race Bibs
- Race Divisions (Age group or sex)
- Coordination with other groups/stakeholders etc

These events shall be trail runs, or at least have a trail run or adventure run component. These events are defined as once-offs, but may be held again in a year's time – but possibly in a different location or course. There should be no pressure to run the exact same run twice, and the fact one was run does not make it certain or even likely the run will be run again next year..

Major events will be run by a sub committee. At least one member of the committee shall be also a member of the Management Committee. The Event Organiser is responsible for recruiting members to this committee. The committee may have non club members on it, such as representatives of stakeholders or volunteers. A blue print for running these events shall be developed and updated by each subsequent major event sub committee. This blue print will contain telephone numbers, email addresses and websites of useful resources, checklists, time-frames, a sample budget, instructions, promotional templates etc.