



## Policy & Procedures

Updated Nov 3, 2025

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## 0. Preamble

15627109 Canada Association operating as the Russell Run Club

The Russell Run Club will also be referenced as RRC or the Club

RRC uses the term “running” as a catch-all word that encompasses the broad spectrum of “running” including competitive running, jogging, fitness walking, race walking and wheelchair fitness on roads, trails and tracks.



# 1. Mission, Vision and Values

*Approved by the Board of Directors:* Nov 3, 2025

The Russell Run Club's mission, vision, and values guide every decision, program, and partnership. They remind us why we run, how we lead, and who we serve.

## A. Mission

- To promote running as a way to strengthen both body and mind.
- To connect and support runners through shared experiences, friendship, and open conversation.
- To make running accessible to people of all ages and abilities across the Township of Russell and surrounding communities.
- To inspire each member to explore their potential, set bold goals, and achieve incredible things.

## B. Vision

To be a model community running club that empowers people to pursue their goals, celebrate their town, and share the joy of running with others.

## C. Values

### Respect

There's no such thing as "just" running a distance. Every achievement matters and deserves to be celebrated.

### Support & Encouragement

Running can be tough — not just physically. Some days, simply getting out the door takes courage. We've all been there. We support one another through every step, because everyone starts from zero.

### Inclusivity & Diversity

We are runners, joggers, and walkers.

Youth, adults, and seniors.

Parents, students, professionals, and retirees.

Back-of-the-packers and competitive racers.

Those chasing personal goals and those running for fun.

Everyone has a place here.



## Fun

Running should be fun — most of the time. Sure, there are tough workouts and miserable weather days, but we'll make it better together. That's how you build joy, success, and longevity in the sport.

## Integrity, Leadership & Trust

We take pride in doing things the right way — with honesty, safety, and accountability at the core.

As an Athletics Ontario–affiliated club, our coaches are certified, our volunteers are screened, and our policies ensure fairness, transparency, and trust.

## D. Activities

To further our mission and vision, the Russell Run Club engages in activities that build community, promote healthy living, and celebrate the sport of running.

### Community Engagement

- Participate in local events and initiatives that highlight the physical and mental benefits of running.
- Collaborate with other community groups and organizations that share similar goals and values.

### Events and Programs

- Organize and promote recreational runs, competitive races, and fun runs for all ages, distances, and abilities.
- Host social gatherings and club functions that strengthen community connection through running.
- Form and support teams to participate in local, regional, and national running events.

### Coaching and Education

- Provide training, coaching, and educational opportunities for runners of all levels.
- Offer resources on running techniques, training plans, and health-related topics that support safe, sustainable participation.

### Communication and Recognition

- Publish newsletters, maintain social media channels, and share educational content that informs and inspires members and the public.
- Present awards and recognition that celebrate effort, improvement, and achievement at all levels.



## 2. Duties of the Board of Directors

*Approved by the Board of Directors: Nov 3, 2025*

The Board of Directors shall have full control and management of the Russell Run Club, including, but not limited to, hiring coaching staff, determining eligibility for Membership, taking disciplinary action, handling financial matters, and setting policies, rules, and regulations.

The board will, at minimum, consist of the President, Secretary and Treasurer. Terms and Election are outlined in the [ByLaws](#) and [Articles of Incorporation](#)

The board of directors for the Russell Run Club is responsible for:

### **General Responsibilities**

- Act honestly and in good faith with the Club's best interests in mind.
- Exercise care, diligence, and skill comparable to that of a reasonably prudent person.
- Avoid conflicts of interest and disclose any potential issues promptly.
- Attend all board meetings unless a legitimate reason prevents attendance.
- Stay informed on club communications. Commit to reading weekly newsletters, following social media and other communications and helping communicate important information to participants and the general public.

### **Strategic Leadership**

- Establish and regularly review the Club's mission and vision.
- Develop and implement long-term plans for growth and sustainability.
- Align initiatives with the interests of members and the broader running community.

### **Community Engagement and Representation**

- Build partnerships with local businesses, sponsors, and other organizations.
- Represent the Club at public events and foster a positive community image.

### **Governance and Compliance**

- Maintain and update the Club's bylaws and policies as needed.
- Ensure compliance with relevant regulations, including insurance and event permits.
- Document all board decisions and maintain thorough records.

## A. President

The President:

- Provides overall leadership and direction for the club.
- Presides over meetings, sets agendas, and ensures decisions are implemented.
- Acts as the primary representative and spokesperson for the club.
- Oversees club operations and ensures alignment with its mission and values.
- Collaborates with other board members to plan events and initiatives.

## B. Vice President

The Vice President:

- Supports the President and assumes their duties in their absence.

## C. Secretary

The Secretary:

- Records and maintains minutes of board meetings.
- Manages club documents, including bylaws, policies, and meeting agendas.
- Sends meeting notices and ensures compliance with reporting obligations

## D. Treasurer

The Treasurer:

- Oversees financial reporting and budget development
- Presents financial updates at board meetings
- Works closely with bookkeeper/administrator
- Ensures regulatory compliance and fiscal responsibility

## E. Member at Large

The Member at Large assumes responsibilities as designated by the Board of Directors.



### 3. Positions and Job Descriptions

*Approved by the Board of Directors:* Nov 3, 2025

#### A. Compensated Positions

Each year, the Club identifies compensated positions for services rendered and presents a current list to the Board of Directors during the annual budget planning process

The Board of Directors is responsible for hiring and may review applications and conduct interviews as needed. A Board Member may hold a compensated position within the organization, provided they declare a [conflict of interest](#) and follow all related policies. In such cases, they must recuse themselves from any discussions, decisions, or votes related to that position. Directors will not participate in the hiring process for family members, close acquaintances, or any situation where a conflict of interest may exist.

Remuneration for each position is proposed during budget preparation, with the Board making the final decision. If a member declines remuneration for a position that is deemed eligible for compensation, they must provide written notice to the Board of Directors.

The Club maintains comprehensive job descriptions, training requirements, and expectations for all compensated roles. These are reviewed annually and incorporated into the budget process, forming the basis for hiring criteria and performance evaluation.

The compensated positions are as follows and can be found in [Appendix A](#). Additional roles may be added if deemed necessary to support club operations.

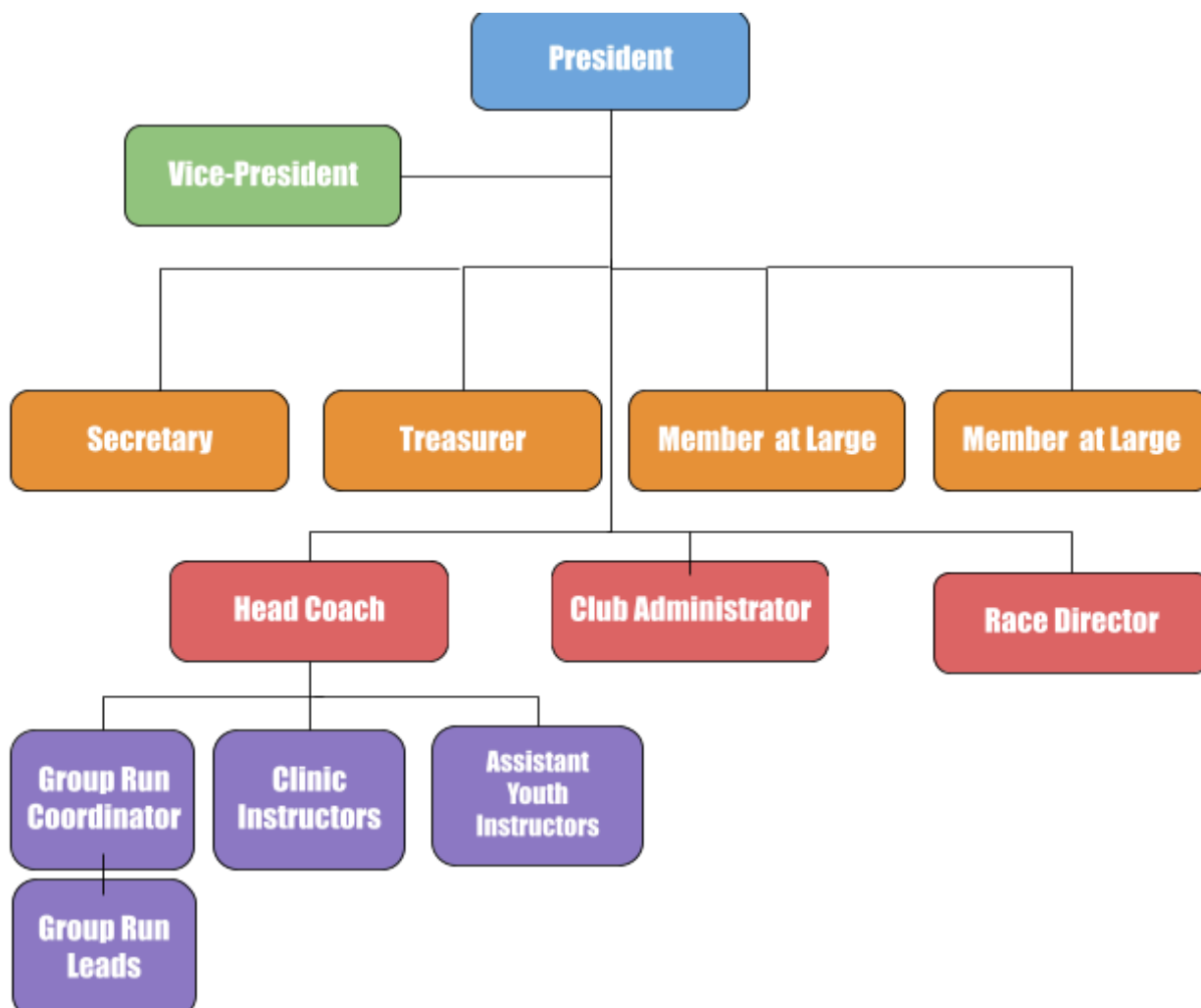
- Head Coach: Athletics Ontario requires at least one NCCP-certified club coach to maintain membership.

#### B. Non-Compensated Position

Non-compensated positions are as follows and can be found in [Appendix B](#)

- Group Run Coordinator
- Group Run Lead
- Assistant Instructors - Youth Programs
- Assistant Instructors - Learn to Run & Clinics
- Race Director
- Administrator

## 4. Organizational Chart



## 5. Affiliation with Athletics Ontario

*Approved by the Board of Directors:* Nov 3, 2025

[MEMBERSHIP POLICY Reviewed: November 20, 2020 Effective](#)

The Russell Run Club recognizes the value of being affiliated with Athletics Ontario (AO) and is committed to maintaining registration to enhance member benefits, club resources, and overall credibility.

### A. Benefits

#### **Insurance Coverage**

AO membership includes liability and accident insurance for sanctioned activities, offering protection to members and organizers during training sessions, races, and club events.

#### **Enhanced Credibility**

AO affiliation provides legitimacy, signalling to members and the community that the club adheres to recognized athletic standards.

#### **Event Support**

- Access to resources for organizing and promoting sanctioned events.
- Guidance on race logistics, officiating, and safety standards.
- Sanctioned races appeal to competitive and recreational runners alike.

#### **Training and Coaching Development**

- Access to coaching certification programs and training seminars.
- Athlete development resources for members at all levels.

#### **Networking and Collaboration**

Connection to a province-wide network of clubs, athletes, and coaches facilitates partnerships and learning opportunities.

#### **Youth Development**

For youth-focused initiatives, AO offers resources and pathways to support young athletes aspiring to higher levels of competition.

#### **Funding and Grants**

Eligibility for funding opportunities, grants, and financial support for events, equipment, and community outreach programs.

#### **Member Perks**

Individual members may receive discounts on races, athletic gear, and training resources through AO partnerships.

### **Advocacy and Representation**

AO represents the interests of athletes and running clubs, ensuring that the Russell Run Club's voice is heard at provincial and national levels.

## **B. Procedure**

Annually, the Club shall

- Complete the AO club registration form and submit required documents.
- Ensure all members are registered as Athletics Ontario/Athletics Canada Road and Trail Members
- Ensure the appropriate number of NCCP Club Coaches are members of the Club.
- Ensure compliance with AO's standards and policies.
- Inform members of new benefits and opportunities resulting from AO affiliation.
- Update club policies, event structures, and marketing materials to reflect the AO partnership.

## 6. Membership and Fees

*Approved by the Board of Directors:* Nov 3, 2025

This membership Policy outlines the criteria, rights, responsibilities, and benefits associated with Club membership. It ensures that membership is managed fairly and consistently while fostering an inclusive and supportive community for runners of all abilities.

### A. Affiliation with Athletics Ontario

Membership fees will include Membership with AO under the following categories:

- Non-competitive or Training Membership: [Road & Trail Membership](#) (Athletics Canada)
- Coach
- Associate

Member shall ensure the requirements under each classification are met (i.e. training, police checks, code of conduct)

[MEMBERSHIP POLICY Reviewed: November 20, 2020 Effective](#)

### B. Eligibility for Membership

#### Open Membership

Membership is open to all individuals who share an interest in running, walking and a healthy lifestyle and are committed to the club's mission and goals. Members must be at least 18 years of age or have parental consent to join if under 18.

#### Types of Membership

- **Individual Membership:** For single participants who wish to join the club.
- **Student/Youth Membership:** Discounted rates may be offered to students or youth runners under 18.

### C. Membership Fees

**Annual Dues:** Membership fees are set annually by the Board of Directors and are due at the beginning of each membership year. Fees may vary based on membership type,

Fees cover operational costs, insurance, and other club-related expenses. Fees include the latest [Membership Fees - Athletics Ontario](#)

**Payment Options:** Payments must be completed by the designated deadline to maintain active membership.

## D. Member Rights and Benefits

**Participation in Activities:** Members have the right to participate in all club training sessions, events, group runs, and races organized by the club.

**Voting Rights:** Active members in good standing (i.e., paid dues, not under disciplinary action) are entitled to vote in elections for the Board of Directors and on any other matters requiring a membership vote.

**Communication and Updates:** Members will receive regular communications regarding club activities, events, training schedules, and other important updates through email, newsletters, or social media.

**Discounts and Special Offers:** Members may be eligible for discounts on race entry fees, club merchandise, and other member-only offers as determined by the club.

## E. Member Responsibilities:

**Compliance with Club Policies:** Members are expected to adhere to all club policies, including the Code of Conduct, safety protocols, and any other guidelines set by the Board of Directors.

**Active Participation:** Members are encouraged to actively participate in club activities to maintain their membership status

**Timely Payment of Dues:** Members must ensure that membership dues are paid on time to remain in good standing and avoid interruption of their benefits and participation.

## F. Suspension or Termination of Membership:

**Grounds for Suspension or Termination:** Membership may be suspended or terminated for the following reasons:

- Non-payment of membership dues within a reasonable grace period.
- Violations of club policies or code of conduct.
- Behaviour that disrupts club activities or threatens the safety and well-being of other members.
- Non-adherence to membership responsibilities.

### **Process for Termination:**

- The Board of Directors will review any incidents leading to suspension or termination of membership. A formal notice will be sent to the member, providing an opportunity for a hearing if necessary.
- The Board will make a final decision based on the facts and circumstances of the case.

## 7. Meetings

*Approved by the Board of Directors:* Nov 3, 2025

The Russell Run Club recognizes that effective and efficient meetings are essential for maintaining a well-organized, engaged, and active membership. This policy establishes clear procedures for the organization, communication, and execution of club meetings, ensuring that they are productive, inclusive, and aligned with the club's mission and goals.

### A. Types of Meetings

#### Annual General Meeting

- **Frequency:** General Membership Meetings will be held annually, or more frequently as needed.
- **Purpose:** To update members on club activities, discuss upcoming events, gather feedback on club operations and present annual financial reports.
- **Agenda:** An agenda will be distributed at least **48 hours** before the meeting to allow members to review and prepare.
- **Participation:** Open to all members, with an opportunity for everyone to contribute to discussions.

#### Board/Committee Meetings

- **Frequency:** These meetings will be held as needed to address specific organizational tasks, strategic planning, or event coordination.
- **Purpose:** To address club business, including budget discussions, event planning, policy development, and other key decisions.
- **Participation:** Board members and committee members must attend, but other members may be invited to attend when needed.
- **Agenda:** An agenda will be circulated prior to the meeting to ensure all important topics are addressed.

#### Special or Emergency Meetings

- **Frequency:** As required for urgent matters that arise between regularly scheduled meetings.
- **Purpose:** To address time-sensitive issues, such as emergencies, unforeseen event cancellations, or last-minute changes to club activities.
- **Participation:** Limited to members who need to make decisions or take action on urgent matters.

## B. Meeting Procedures

### Scheduling and Notification

- Meetings will be scheduled by the **President**, with appropriate consideration for member availability.
- Members will be notified of meetings via **email**, **club website**, or **social media**, at least **one week** in advance for general meetings, and **48 hours** for special/emergency meetings.
- The **President** or meeting facilitator will ensure that the meeting time and place are accessible to all members.

### Agenda and Minutes

- An agenda will be created and shared with all attendees in advance.
- Minutes will be taken at every meeting by an assigned **Secretary** or designated individual.
  - **Minutes** will include key discussion points, decisions made, and action items.
  - **Minutes** will be made available to all members after the meeting and stored for reference in the club's records.

### Decision-Making and Voting

- **Quorum:** A quorum must be present for official decisions to be made. A quorum is defined as **50% of voting members** or as specified in the club's By-Laws.
- **Voting:** Decisions will be made by a **simple majority** vote of those present, unless otherwise specified in the club's constitution or bylaws.
  - Members may vote in person.
- **Action Items:** Any action items or decisions will be assigned to responsible individuals, with timelines for completion.

### Conduct and Respect

- All members must show respect for others' opinions, follow the Code of Conduct, and engage in discussions with professionalism and courtesy.
- **Time Limits:** To ensure meetings stay on track, each agenda item will have a designated time limit, with the President or facilitator overseeing adherence to the schedule.
- **Conflict Resolution:** If conflicts arise, the President or designated facilitator will mediate and ensure discussions remain constructive and focused.



## C. Attendance

- **Member Participation:** All club members are encouraged to attend general meetings to stay informed and involved in club decisions.
- **Board/Committee Attendance:** Board and committee members must attend all meetings unless they provide prior notice of absence.
- **Non-Attendance:** Absence without notice or consistent lack of attendance may lead to review or reassignment of duties for board members or committee members.

## D. Virtual Meetings

- When in-person meetings are not possible, **virtual meetings** may be held using an online platform.
- Participants will be notified in advance if a meeting will be virtual, with a link provided for access.

## E. Meeting Follow-Up

- After each meeting, action items, decisions, and any other relevant information will be **summarized and shared with members**.
- A follow-up meeting may be scheduled as needed to track progress on action items or to address unresolved issues.

## 8. Conflict of Interest

*Approved by the Board of Directors: Nov 3, 2025*

This Conflict of Interest Policy protects the integrity of the club's decision-making process by ensuring that personal, professional, or financial interests do not interfere with the ability of board members, directors, staff, and volunteers to act in the best interests of the the Club.

**Conflict of Interest** arises when an individual's personal, familial, or financial interests may interfere or appear to interfere with their ability to act impartially in their role with the club. This includes situations where a board member or staff member has a financial or personal interest in a decision or a relationship with someone involved in a decision-making process.

**Disclosure of Interests:** All individuals covered by this policy must disclose any potential conflict of interest as soon as they become aware. This includes financial interests, personal relationships, or any other situations that could reasonably influence their actions or decisions.

**Recusal from Decision-Making:** Any individual who has a conflict of interest in a matter before the board or the club must recuse themselves from discussions, decision-making, and voting on that matter.

**Review of Potential Conflicts:** The board will review any reported conflicts of interest, and a decision will be made regarding whether a conflict exists and how it will be addressed. This may include seeking advice from legal or other relevant experts if necessary.

**Family and Close Relationships:** Directors, officers, or staff members should avoid situations where their decisions could favor family members, friends, or close associates. In cases where a family member or close acquaintance applies for a position or contract, the person with the conflict must recuse themselves from the selection or hiring process.

**Use of Club Resources:** Individuals with a conflict of interest must not use club resources, information, or position for personal gain, including financial, familial, or professional gain.

**Consequences of Violating the Policy:**

Failure to disclose a conflict of interest, or failure to recuse oneself from related decision-making, may result in disciplinary action, including removal from the board or staff, depending on the severity of the conflict and the situation.

In the event of a conflict of interest situation, the Club's Director(s) is to submit the [Club Conflict of Interest Statement](#) to the Board of Directors

## 9. Code of Conduct

*Approved by the Board of Directors:* Nov 3, 2025

The policy applies to all coaches, athletes, volunteers and parents of the Russell Run Club and their conduct at any RRC activities, programs or events and includes conduct of members in activities in any way related to RRC and its members.

This Code of Conduct ensures that all individuals are aware of the appropriate and expected behaviour at all RRC activities, events, and programs. The RRC goal is to foster a positive and supportive environment for the individual at all times.

RRC is a member of Athletics Ontario (AO) and is therefore required to abide with their Members Code of Conduct and comply with the AO By-Laws, rules, policy and procedures as well as the Athletics Canada and IAAF rules and policies, where applicable.

Links to the relevant document can be found below. We strongly encourage all members, coaches, athletes, parents and volunteers to read these policies.

- [AO Code of Conduct - General](#)
- [AO Code of Conduct - Athlete](#)
- [AO Code of Conduct - Coaches](#)
- [AO Code of Conduct – Parent & Family Members](#)
- [Athletics Canada Policy Relating to Member Conduct](#)

### A. Parents, Family Members and Volunteers

Parents, family members and volunteers have a responsibility to enhance the self-esteem and dignity of the RRC member and other individuals. They are expected to:

- Treat other coaches, athletes, parents and volunteers with respect;
- Act in a way that keeps the club's best interest at heart; and
- Familiarize themselves with the [AO Code of Conduct – Parent & Family Members](#).

## B. Athletes

Athletes of the RRC are expected to be a positive ambassador of the sport and the club by:

- Demonstrating through words and actions the spirit of sportsmanship, leadership and ethical conduct;
- Participating in a spirit of fair play and honesty;
- Always bringing their best effort to training and competitions;
- Treating others with respect and refrain from negative or disparaging remarks or conduct;
- Maintaining a clean, drug free approach to the sport during RRC training sessions or events;
- Refraining from the use of profane, insulting or offensive language or gestures;
- Being courteous and respectful to other members of the athletic community;
- Acting in a manner that will bring credit to the athletics community and themselves; and
- Abiding by the [AO Code of Conduct - Athlete](#)

## C. Coaches

Coaches of the RRC are expected to be a positive ambassador of the sport and the club by:

- Act in a manner that will bring credit to the athletics community and themselves;
- Participate in a spirit of fair play and honesty;
- Be courteous and respectful to other members of the athletic community;
- Remember that they are the role models for their athletes and other parties within the sport, and act in a way that reflects this understanding.
- Encourage the healthy and safe development of their athletes in accordance with the Long Term Athletic Development Model also considering the psychological and emotional effects of training on the athlete.
- Be constantly learning and bettering their coaching skills by means of coaching education and professional development
- Comply at all times with the bylaws, policies, rules, and regulations of the IAAF, Athletics Canada and Athletics Ontario, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by AO.
- Abiding by the [AO Code of Conduct - Coaches](#)

## 10. Concussion Awareness

*Approved by the Board of Directors: Nov 3, 2025*

The Russell Run Club is committed to ensuring the safety and well-being of all participants, including athletes, coaches, volunteers, and spectators. In alignment with **Athletics Ontario** guidelines and the **Rowan's Law** legislation, this policy outlines the procedures for concussion awareness, prevention, identification, and management.

This policy applies to all participants in club activities, including:

- Club members (youth and adults).
- Coaches, volunteers, and event staff.
- Participants in programs or events (e.g., clinics, Youth Run Club).

### A. Concussion Awareness and Education

- All participants, coaches, and volunteers must review [Athletics Ontario Concussion Management and Return to Competition Guidelines](#) annually.
- Parents/guardians of youth participants must acknowledge their understanding of concussion risks, symptoms, and club policies during registration.

### B. Concussion Prevention

- Coaches and instructors are responsible for promoting a safe environment by:
  - Ensuring proper warm-ups and cool-downs.
  - Teaching safe techniques for activities such as running and jumping.
  - Monitoring conditions and modifying activities as necessary to reduce risks.

### C. Recognizing a Concussion

- Signs and symptoms of a concussion may include, but are not limited to:
  - Headache, nausea, dizziness, confusion, or sensitivity to light/noise.
  - Loss of consciousness, imbalance, or behavior changes.
- If a participant shows any signs of a concussion:
  - They must **stop participation immediately**.
  - They will be assessed by a trained individual (e.g., coach, first aider).
  - Parents/guardians (for minors) will be notified promptly.

### D. Removal and Documentation

- If a concussion is suspected, the participant must be removed from all physical activity.
- A **Concussion Incident Report** will be completed, documenting the details of the incident.
- Participants may not return to activity until cleared by a medical professional.

## E. Return-to-Sport Protocol

The club follows a [gradual Return-to-Sport protocol](#) as recommended by Athletics Ontario and Rowan's Law:

- **Initial Rest:** No physical activity until symptom-free and cleared by a healthcare professional.
- **Light Aerobic Activity:** Activities like walking or stationary cycling to increase heart rate without symptoms.
- **Sport-Specific Activity:** Low-intensity, non-impact activities related to running.
- **Non-Contact Training:** Drills without the risk of head impact.
- **Full-Contact Practice:** When cleared by a healthcare professional, full training may resume.
- **Return to Competition:** Resuming normal activities, including races and events.

## F. Compliance and Enforcement

- All members and participants must comply with this policy.
- Failure to adhere to concussion protocols may result in disciplinary action, including suspension from activities.

## G. Resources

### Athletics Ontario Concussion Guidelines

### [Rowan's Law Resources](#)

### Government of Ontario Concussion Awareness Material

<https://files.ontario.ca/mtcs-rowans-law-booklet-ages-10-and-under-en-2019-05.pdf>

<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>

# 11. Harassment

*Approved by the Board of Directors:* Nov 3, 2025

RRC is a member of Athletics Ontario (AO) and is therefore required to abide by its Harassment Policy and comply with the AO By-Laws, rules, policies, and procedures, as well as the Athletics Canada and IAAF rules and policies, where applicable.

[HARASSMENT POLICY Reviewed: February 26, 2017 November 6, 1998 Effective](#)

The Russell Run Club is dedicated to creating a welcoming and respectful environment for all members, participants, and volunteers. We are committed to upholding the principles outlined in Athletics Ontario's Harassment Policy to ensure everyone can enjoy running and club activities free from harassment, discrimination, bullying, or any form of abuse.

Harassment includes unwelcome behaviours, comments, or actions based on factors such as race, gender, age, sexual orientation, or disability, as well as other forms of inappropriate conduct that compromise the dignity or well-being of individuals.

We encourage any member who experiences or witnesses harassment to report their concerns. All reports will be addressed confidentially and in alignment with Athletics Ontario's guidelines and our club's commitment to equity, respect, and safety.

If you face or witness harassment, report it to a coach or RRC Board of Directors member.

## 12. Equity & Inclusion

*Approved by the Board of Directors:* Nov 3, 2025

RRC is a member of Athletics Ontario (AO) and is therefore required to abide by its Equity & Inclusion Policy and comply with the AO By-Laws, rules, policies, and procedures, as well as the Athletics Canada and IAAF rules and policies, where applicable.

<https://athleticsontario.ca/wp-content/uploads/2018/11/Equity-and-Inclusion-Policy-Final-20Sep16.pdf>

The RRC believes in fairness, respect, and inclusion. We are committed to removing barriers and treating everyone equally and justly, regardless of their gender, race, background, abilities, or any other characteristic.

We strive to ensure everyone in our community can participate fully in our programs and services. Our mission is to create opportunities for all individuals to reach their full potential in running and athletics.

As a member of the Russell Run Club, you can expect:

- Fair Treatment: Everyone is treated with respect and equity.
- Inclusive Access: Our programs and competitions are open to all.
- Supportive Environment: We foster a positive atmosphere for members, volunteers, and staff to thrive.

We value the diversity of our members, staff, and volunteers. The unique skills, experiences, and perspectives of each person strengthen our club and help us achieve our goals.

To uphold these values, the Russell Run Club is committed to:

- Human Rights: Promoting gender equality as a basic right.
- Empowerment: Supporting women and girls to help eliminate gender inequality.
- Role Modeling: Demonstrating fairness and inclusion in everything we do.
- Accountability: Ensuring we and others uphold high standards of equality.
- Organizational Support: Embedding equity in our policies, decision-making, and practices.



## 13. Anti Doping

*Approved by the Board of Directors:* Nov 3, 2025

The Russell Run Club fully supports Athletics Ontario's commitment to clean and fair sport. We uphold the principles outlined in Athletics Ontario's Doping Policy and the Canadian Anti-Doping Program (CADP) to ensure that all members compete with integrity and without using prohibited substances or methods.

Doping is strictly prohibited, and the club advocates for education, prevention, and accountability to maintain a safe and ethical athletic environment. All members participating in Athletics Ontario-sanctioned events are expected to comply with the CADP and understand their responsibilities as outlined by Athletics Ontario and the Canadian Centre for Ethics in Sport (CCES).

By fostering a culture of fair play and ethical competition, the Russell Run Club is dedicated to the health, safety, and success of its members while promoting the integrity of the sport.

[ANTI-DOPING POLICY Reviewed: March, 2021 Effective](#)

## 14. Safe Sport

*Approved by the Board of Directors:*  **Date**

Safe Sport is a framework designed to ensure that all participants—athletes, coaches, volunteers, and members—can engage in sport in a safe, respectful, and inclusive environment. It protects individuals from abuse, harassment, discrimination, and misconduct while promoting fairness, accountability, and well-being.

The Russell Run Club is committed to fostering a positive and safe environment for all members. Every participant has the right to take part in club activities free from any form of harm, ensuring running remains welcoming and accessible to all.

As a member of Athletics Ontario (AO), RRC abides by:

- AO's Safe Sport Policy Manual: [AO Safe Sport Policy Manual](#)
- Athletics Ontario By-Laws, rules, policies, and procedures
- Athletics Canada and World Athletics (IAAF) rules and policies, where applicable

### Responsibilities

- All members, coaches, and volunteers must uphold the principles of Safe Sport.
- Any suspected misconduct should be reported in accordance with AO's reporting guidelines.
- RRC will promote awareness and education on Safe Sport practices.

RRC follows AO's procedures for reporting and addressing Safe Sport violations. Concerns should be reported through the appropriate AO channels as outlined in the **AO Safe Sport Policy Manual**.

# 15. Risk and Safety Management

*Approved by the Board of Directors:* Nov 3, 2025

The Russell Run Club is committed to ensuring the safety and well-being of all participants during group runs, kids' programs, and events. This policy outlines procedures to identify, assess, and manage risks associated with club activities.

## A. Risk Assessment and Mitigation

### Route and Venue Selection

#### Outdoor Routes

- Pre-planned to avoid high-traffic areas, hazardous terrain (e.g., loose gravel, steep slopes), and poorly lit paths.
- Suitable for participants' fitness levels and age groups.
- Communicate potential hazards (uneven ground, elevation, slippery areas) in advance.
- Kids' programs should prioritize flat, predictable terrain to minimize tripping hazards.

#### Indoor Venues:

- Checked for clear running paths, slip-resistant surfaces, and proper ventilation.
- All equipment inspected for safety and functionality.

### Weather Considerations

- Runs and events will follow [Athletics Ontario Extreme Environmental Conditions Guidelines For Training & Competition](#).
- Activities may be canceled, postponed, or modified in cases of thunderstorms, extreme heat, icy conditions, or poor air quality.
- Weather forecasts will be monitored 24 hours prior and up to the start of each session.
- Routes may be adjusted to shaded or safer areas when conditions require.

## B. Safety Guidelines

### Proper Dress and Equipment

- Wear activity-appropriate clothing and footwear for the weather and terrain.
- Reflective vests and lighting are mandatory for low-light conditions.
- Running shoes should be suitable for the surface (trail, road, track).

## Group Runs

- Designated run leader provides a pre-run safety briefing.
- Groups organized by pace to promote inclusivity.
- A designated “sweep runner” ensures no one is left behind.

## Kids' Running Programs

- **Supervision:** Minimum ratio of 1 adult per 10 children; at least two supervisors per group.
- **Police Checks:** Required for all adults working with children.
- **Buddy System:** Encourage kids to stay with a partner.
- **Parental Consent:** Must include emergency contacts and relevant medical details.
- **Safety Briefing:** Teach basic safety awareness and listening skills.

## Hydration

- Participants are encouraged to bring personal water bottles.
- Hydration stations will be provided at longer runs and events.
- Regular hydration breaks will be incorporated into kids' and outdoor sessions.

## C. Emergency Preparedness

### First Aid

- A first aid kit must be accessible at all runs, programs, and events.
- At least one supervisor or run leader must hold current first aid certification, including pediatric first aid for kids' programs.

### Incident Response

For injuries or emergencies:

- Stop the session immediately.
- Provide first aid within the scope of training.
- Call emergency services if required.
- Notify the participant's emergency contact as soon as practical.

For missing participants:

- Stop the group in a safe location.
- Organize a search while ensuring others remain supervised.
- Contact authorities if the individual cannot be located within a reasonable timeframe.

## Severe Weather During Activities

- Outdoor sessions will be halted if severe weather arises unexpectedly (e.g., lightning, hail, or strong winds).
- Participants will be directed to safe shelters or guided to the nearest indoor location.

## D. Responsibilities

### Club Leadership

- Conduct regular risk assessments for routes, venues, and new activities.
- Ensure run leaders and supervisors are trained in safety protocols, first aid, and emergency procedures.
- Maintain up-to-date police background checks for all individuals working with children.
- Review and communicate safety policies annually or following any incident.

### Participants (Adults and Parents/Guardians for Kids)

- Dress appropriately for weather and visibility.
- Assess personal fitness and health before attending sessions.
- Provide accurate medical information and inform leaders of any health concerns.
- Follow safety instructions and bring required gear, including hydration and reflective items.

### Group Run Leaders

- Conduct pre-activity safety briefings and monitor participants during sessions.
- Report and document all incidents promptly.
- Model safe and inclusive behavior for all participants.

## 16. Fundraising

*Approved by the Board of Directors: Nov 3, 2025*

The primary purpose of fundraising is to:

- Support the club's operational costs, events, and community initiatives.
- Enhance member benefits, such as training programs, race discounts, or club merchandise.
- Contribute to charitable causes aligned with the club's mission.

### A. Fundraising Principles

All fundraising activities shall:

- Align with the club's mission, vision, and values.
- Be inclusive and respectful of all participants and donors.
- Clearly communicate how funds will be used.

### B. Types of Fundraising Activities

The club may engage in:

- **Event-Based Fundraising:** races, fun runs, or workshops.
- **Merchandise Sales:** club-branded apparel and accessories.
- **Sponsorships and Partnerships:** collaborations with local businesses.
- **Raffles and Auctions:** donated items or experiences.
- **Grants:** applications to organizations supporting community health and fitness.

### C. Fund Allocation

Funds raised will support:

- Club programs and events.
- Operational costs such as venue rentals and insurance.
- Community engagement projects and charitable initiatives.

## D. Financial Transparency

The club will maintain detailed records of all fundraising activities and share an annual report summarizing fundraising outcomes and fund usage.

## E. Ethics and Integrity

- Participation in fundraising is voluntary.
- Donors and sponsors will not receive preferential treatment.
- The club will avoid partnerships or activities that may compromise its reputation or values.

## F. Member Involvement

Members are encouraged to contribute ideas and volunteer in fundraising efforts.

## G. Compliance

All fundraising activities will comply with local laws, including those related to taxes, permits, and charitable contributions.

## 17. Sponsorships

*Approved by the Board of Directors: Nov 4, 2025*

The purpose of sponsorship is to support the club's activities and community engagement while providing mutual value to both members and sponsoring organizations.:

### A. Eligible Sponsors

The club welcomes sponsorships from organizations whose practices reflect our mission and values. Sponsorships from entities engaged in unethical or conflicting activities will not be accepted.

### B. Sponsorship Opportunities

We offer various sponsorship opportunities, including but not limited to:

- **Event Sponsorships:** Naming rights or recognition at races, fun runs, or workshops.
- **Merchandise Branding:** Placement of logos on club gear, race bibs, or promotional materials.
- **Digital Promotions:** Recognition in newsletters, social media posts, or on the club website.
- **In-Kind Contributions:** Donations of goods or services like hydration products, race equipment, or volunteer support.

### C. Sponsorship Benefits

Sponsors may receive:

- Public recognition through club communications, promotional materials, and event visibility (e.g., signage, logos, or booths)
- Networking opportunities with club members and the broader running community.

### D. Sponsorship Guidelines

- Sponsorship agreements must be formalized in writing, outlining terms, benefits, and obligations.
- The club retains editorial control over all promotional content.
- Sponsorship relationships do not imply endorsement of the sponsor's products or services unless explicitly stated.



## E. Financial Transparency

All sponsorship funds will be allocated to club activities, events, or charitable initiatives as agreed upon. Sponsors may request an annual report on fund usage to ensure transparency.

## F. Duration and Renewal and Termination

Sponsorship agreements will be reviewed annually, with opportunities for renewal based on mutual satisfaction and continued alignment with club goals. The club will seek to resolve any disputes through open dialogue; however, it reserves the right to terminate an agreement if a sponsor violates its terms or engages in activities inconsistent with the club's values.

## 18. Communications

*Approved by the Board of Directors:* Nov 4, 2025

This policy establishes clear and effective communication practices to ensure transparency, consistency, and professionalism in all internal and external communications. It applies to all board members, officers, staff, volunteers, and members who communicate on behalf of the Russell Run Club.

### A. General Principles:

**Transparency and Accuracy:** Communications must be truthful, clear, and accurate, reflecting the club's mission, values, and activities.

**Consistency:** Messaging across all channels — including the website, social media, email, newsletters, and events — must align with the club's mission and goals.

**Timeliness:** Members and stakeholders should receive prompt and relevant updates regarding club activities, events, and decisions.

**Respect and Professionalism:** All communications must remain courteous, inclusive, and free from discriminatory, disparaging, or offensive content.

### B. Internal Communication:

**Board Meetings:** Minutes will be recorded, approved by the Board, and securely stored. Directors must review and approve minutes before distribution to ensure accuracy.

**Email and Digital Correspondence:** Official club emails should be used for all organizational correspondence. Messages must be clear, respectful, and professional. Personal email accounts should not be used for club business. Distribution lists must be handled responsibly to protect confidentiality.

**Social Media and Messaging Platforms:** Official platforms are used to share updates and promote club activities. All posts must be reviewed for accuracy and appropriateness. Informal messaging platforms (e.g., group chats) should still maintain professionalism and respect.

## C. External Communication:

**Public Relations and Media:** All external statements — including interviews, press releases, or media responses — must be authorized by the Board or designated representatives (e.g., the President or Head Coach). Members should refer all media inquiries to the appropriate representative.

**Website and Social Media:** Online content must be current, accurate, and consistent with the club's mission and branding. Official posts (event announcements, newsletters, membership details, etc.) require approval from the Board or designated individuals before publication.

**Member Communication:** Regular updates through newsletters, email, or online platforms should keep members informed of club activities, events, and results. Communications should be

## D. Confidentiality and Privacy:

**Confidential Information:** Sensitive club information (e.g., finances, member lists, or strategic plans) must not be shared externally without Board authorization. Members are expected to respect the privacy of others and the confidentiality of club affairs.

**Data Protection:** Personal data collected from members, sponsors, or stakeholders must be stored and used in compliance with applicable privacy laws and club policies. Information should only be shared when necessary and with explicit consent.

## 19. Photo Release

*Approved by the Board of Directors:* Nov 4, 2025

The Russell Run Club frequently captures photographs and videos during events, training sessions, and other club activities to celebrate accomplishments, promote the club, and enhance its community presence. This policy outlines how images and videos are used and the consent process for participants.

### A. Consent and Use

#### **Implied Consent**

Participation in Russell Run Club events, programs, or activities implies consent for the club to capture and use photos or videos of participants. This includes use on social media, newsletters, the club website, promotional materials, event advertisements, and sponsorship outreach.

#### **Waiver Consent**

Consent for photo and video use is also included in the club's general waiver, which applies to all event, program, and membership registrations. This waiver covers both adults and minors participating under parental or guardian registration.

#### **Opt-Out Process**

Members or participants who wish to refrain from having their image used must:

- Notify the club in advance of participation, **or**
- Inform the event organizer or photographer at the time of the event.

The club will make reasonable efforts to exclude individuals who have opted out.

#### **Requests for Removal**

Individuals may request the removal of specific photos or videos by contacting the club at any time. The club will take reasonable steps to remove such materials promptly.

### B. Image Use and Storage

#### **Responsible Use**

All images and videos will be used in a manner that upholds the club's mission, values, and commitment to inclusivity.

#### **Prohibited Uses**

The club will not share, distribute, or sell photos or videos to third parties without the prior consent of the individual(s) featured.



### **Storage and Security**

Images and videos will be stored securely and accessed only by authorized club representatives for legitimate club purposes.

## **C. Privacy and Respect**

The club will respect the privacy of all participants and honour any reasonable requests not to capture or use images. Photos or videos that may cause embarrassment, discomfort, or harm will not be shared or published.

## 20. Privacy

*Approved by the Board of Directors:* Nov 4, 2025

The Russell Run Club values the privacy and security of its members, participants, and visitors. This policy outlines how the club collects, uses, stores, and protects personal information in compliance with applicable privacy laws.

### A. Information We Collect

The Club may collect the following types of personal information:

- **Contact Information:** Name, email address, phone number, and mailing address.
- **Demographic Information:** Age, gender, or other optional details provided during registration.
- **Participation Information:** Details about events, race results, or volunteer activities.
- **Payment Information:** For event fees, merchandise purchases, or membership dues (processed securely).
- **Media:** Photos or videos taken during club events (in accordance with the club's [Photo Release Policy](#)).

### B. How We Use Your Information

Personal information is used to:

- To communicate with members about club events, activities, and updates.
- To register participants for events and maintain accurate membership records.
- To promote the club and celebrate achievements (e.g., newsletters, social media posts).
- To process payments and manage financial transactions.
- To ensure safety and accountability during club activities.

### C. How We Protect Your Information

The club safeguards personal data by:

- Storing data securely and limiting access to authorized personnel.



- Using encrypted payment systems for financial transactions.
- Regularly reviewing and updating security measures to prevent unauthorized access or data breaches.

## D. Sharing Information

Personal information is never sold or rented. It may only be shared when necessary for:

- Event registration or coordination with Athletics Ontario or race organizers.
- Legal compliance (e.g., responding to lawful requests).
- Engaging third-party service providers (e.g., payment processors) who adhere to similar privacy standards.

## E. Your Rights

Individuals have the right to:

- Access and review their personal information.
- Request corrections to inaccurate or incomplete data.
- Withdraw consent for specific purposes (e.g., promotional communications).
- Request the deletion of your personal information, subject to legal and operational requirements.

## 21. Website & Social Media

*Approved by the Board of Directors:* Nov 4, 2025

The Russell Run Club recognizes the value of social media and digital platforms in connecting with members, promoting events, and celebrating achievements.

This policy provides guidelines for responsible, respectful, and consistent use of these platforms to protect the club's reputation, foster a positive community environment, and align with the club's mission and values.

### A. Website

The Russell Run Club's official website is the primary source of accurate and up-to-date information about club activities, events, training programs, policies, and announcements.

All members, volunteers, and the public are encouraged to refer to the website first when seeking information.

Social media platforms are used to highlight and promote club activities; however, if discrepancies arise between social media and the website, the website shall take precedence.

All social media posts should direct followers to the website for the most current details and updates.

### B. Official Social Media Accounts

The club's official social media accounts are managed by designated administrators approved by the Board.

All content must:

- Reflect the club's mission and values.
- Promote inclusivity, positivity, and community engagement.
- Maintain professionalism in tone and presentation.

Administrators are responsible for monitoring comments and ensuring respectful dialogue on all official platforms.



## C. Content Creation and Posting

Acceptable content includes:

- Club event promotions and announcements.
- Member achievements and milestones.
- Photos and videos from events or training (in accordance with the Photo and Video Policy).
- Educational, motivational, or community-relevant running content.

Content that is offensive, discriminatory, political, or inconsistent with the club's mission is not permitted.

All promotional posts involving external businesses or sponsors must be approved by the Board of Directors prior to posting.

## D. Member Conduct on Social Media

- Members are expected to uphold the club's values when engaging online.
- Members should not post negative, inflammatory, or disrespectful comments on the club's social media pages or about the club elsewhere.
- Personal posts referencing the Russell Run Club should reflect the organization in a positive and respectful manner.
- Members are encouraged to tag official club accounts and use designated hashtags to promote engagement and community spirit.

## E. Privacy and Permissions

- Personal information, including contact details and sensitive data, must not be shared on public platforms.
- Images or content featuring individuals must comply with the club's [Photo Release Policy](#).

## F. Private Social Media Groups (e.g., Facebook Group)

The Russell Run Club operates a private Facebook group as an online community space for members to connect, share experiences, and stay informed about club activities.



Membership in the group is a privilege extended to active club members and community participants. All members must follow the club's communication standards of respect, inclusivity, and professionalism.

The following rules apply to participation in the group:

**(a) Respect and Conduct**

- Treat all members with respect. Healthy discussion is encouraged, but personal attacks, harassment, or hateful comments will not be tolerated.
- This space exists to encourage, support, and celebrate the running community. Negative, discouraging, or divisive comments are not permitted.

**(b) Relevant Content**

- Posts should relate to running, training, health, events, or club activities that support members' interests.
- Off-topic posts may be removed at the discretion of the administrators.

**(c) Advertising and Promotions**

- Sales posts, advertising, or self-promotion are not permitted without prior approval from the administrators.
- This includes selling products, offering services, or sharing affiliate links.
- Members wishing to sell used running gear should use local marketplace platforms. Repeated violations may result in removal from the group.

**(d) Memes, Articles, and Shared Media**

- Memes and articles are welcome in moderation. Please avoid excessive posting.
- When sharing articles, include a brief comment explaining why the content is relevant (e.g., training insight, motivation, or running news).
- Repeated posting of low-quality or irrelevant content may result in post removal.

**(e) Questionable or Uncertain Posts**

- If you are unsure whether a post is appropriate, contact an administrator before posting.
- Posts beginning with "delete if not okay" are discouraged and may be removed.

**(f) Privacy and Sharing**

- Do not share screenshots, personal information, or private conversations from this group outside of it without permission.
- Photos and stories voluntarily shared about club events or training may be reshared on the club's public pages or website, in accordance with the Photo and Video Policy.
- Members who prefer not to have their content reshared may notify an administrator.



**(g) Health and Safety Disclaimer**

- Advice shared within the group is based on personal experience and should not be considered professional medical guidance. Members are encouraged to consult a healthcare professional before starting or modifying training programs.

Administrators may remove posts or comments that violate these rules and may restrict access for repeated or serious violations.

**G. Handling Conflicts and Moderation**

- Any disputes or complaints related to social media content should be directed to the club's social media administrator or the Board of Directors.
- Administrators have the authority to remove inappropriate content and address issues privately with the individuals involved.
- Repeated violations of this policy may result in restricted access to club communication platforms or further disciplinary action as determined by the Board.

## 22. Branding

*Approved by the Board of Directors:* Nov 4, 2025

The Russell Run Club's branding guidelines ensure consistency and professionalism across all communications, materials, and platforms. These guidelines reflect the club's mission, values, and identity, fostering trust, recognition, and engagement within the running community and beyond. Adherence to this policy is required for all official uses of the Russell Run Club brand, including by members, partners, and collaborators.

### A. Visual Identity

#### Logo

**Primary Logo:** A dynamic design featuring the club name integrated with running figures to convey community.



**Alternate Logos:** A simplified version for smaller spaces or monochrome applications.



**Usage Guidelines:**

- Do not stretch, distort, or modify the logo.
- Use only approved color variations (see below).

## Colors



## Typography

| Title       | <b>Archivo Black</b>   | <b>Impact</b> |
|-------------|------------------------|---------------|
| Subtitle    | Archivo Narrow         |               |
| Heading     | <b>Montserrat Bold</b> |               |
| Sub-Heading | Monsterrat             |               |
| Body Font   | Arial                  |               |

**Usage Guidelines:**

- Avoid using more than two typefaces in a single design.
- Use bold weights for emphasis sparingly.

**B. Tone and Voice**

## Personality

The Russell Run Club's voice should be:

- **Friendly:** Approachable and welcoming to all audiences.
- **Motivational:** Inspiring members and the broader community.
- **Professional:** Reflecting organization and commitment.



## Communication Style

- **Language Use:** Avoid using slang or overly casual language in official communications. Words and phrases should reflect the club's professionalism and inclusivity.
- **Punctuation & Emojis:** Use exclamation points sparingly to maintain a polished tone. Reserve them for moments of genuine excitement or celebration, not routine announcements.
- **Clarity:** Keep messaging concise and avoid unnecessary embellishments.

## C. Photography and Imagery

- **Style & Content:** Bright, dynamic, and authentic images that capture the spirit of running and community.
- **Editing:** Avoid overly stylized or heavily filtered images; maintain natural tones.
- When and where possible the photographer will be acknowledged on the materials.

## D. Applications

### Merchandise

- Apparel (shirts, hats, jackets) must feature the primary logo and adhere to the colour palette.
- Items should be designed for functionality and style, appealing to runners and supporters.

### Digital Presence

- Website and social media must reflect the branding guidelines, incorporating consistent use of the logo, colors, and typography.
- Posts should balance promotional content with inspirational and community-focused updates.

### Print Materials

- Flyers, brochures, and banners must follow visual identity standards.
- Ensure high-resolution graphics for clarity.

## 23. Group Runs

*Approved by the Board of Directors: Nov 4, 2025*

Group Runs are a cornerstone of the Russell Run Club's programs, providing regular opportunities for runners of all levels to connect, stay motivated, and enjoy running in a supportive and inclusive environment.

### A. Coordination and Leadership

- Group Runs are coordinated and scheduled by the **Group Run Coordinator** or a designated Leader.
- Runs are led by a **Group Run Leader**, who adheres to the [Group Run Leader Roles & Responsibilities](#).

### B. Schedule and Routes

- Runs are held twice a week, with varying distances, paces, and locations to accommodate participants of all ages and abilities.
- The schedule, including start times and meeting points, will be posted on the club's website and promoted via social media and newsletters.

### C. Safety and Etiquette

- Participants must abide by the [Group Run Safety & Etiquette Policy](#).
- Leaders will ensure routes are well-planned and clearly communicated to enhance safety and enjoyment.

### D. Cancellation Policy

- Group Runs may be canceled due to adverse weather conditions, conflicting events, or holidays. Cancellations will be communicated promptly through official club channels.

### E. Participation

- Open to members and non-members.
- Non-members are required to sign a [Waiver](#) prior to participating to ensure understanding of risks and responsibilities.

### F. Fees

Group runs will be provided free of charge to all participants. The club will not cover additional costs such as running fuel, parking and trail access fees, post run nutrition unless approved by the Board.

## 24. Value Added Programs and Clinics

*Approved by the Board of Directors: Nov 4, 2025*

The Russell Run Club is committed to fostering a supportive and inclusive environment that encourages individuals of all abilities to discover and enjoy the benefits of running. While the club's core programming focuses on regular group runs and community engagement, additional training opportunities such as the Learn to Run program, running clinics, and youth programs are considered value-added offerings. These programs are provided based on demand and the availability of qualified coaches or instructors.

### A. Learn to Run Clinic / Adults Programs

This clinic is designed for individuals new to running, helping them build a strong foundation for a sustainable and enjoyable running practice. The focus is on safe, gradual progress, proper technique, and injury prevention.

- Led by an experienced instructor/coach under the supervision of the Head Coach.
- Topics include running mechanics, warm-ups, cooldowns, injury prevention, and hydration.
- Designed to foster a supportive environment for new runners.

The Learn to Run Clinic serves as a key tool for welcoming new members and will be actively promoted.

Clinics are open to both members and non-members. However, non-members must become members to participate unless the clinic is led by an independent contractor with their own insurance, as specified in the Coaching/Subcontractor Agreement.

### Additional Clinics & Programs

Other specialized running clinics may be offered at the discretion of the Head Coach based on interest and instructor availability. These may include:

- Track, Tempo and Hill Training workouts
- Strength Training and Injury prevention

The availability of additional clinics will be communicated to members through the club's website, social media, and newsletters.



## Fees

Fees for clinics will be structured to cover costs such as facility rentals, guest speakers, instructor compensation, and administration fees. Membership fees may or may not be included in clinic pricing.

## B. Youth Run Club & Run Jump Throw

RRC recognizes the importance of engaging young athletes and promoting lifelong physical activity. The Youth Run Club and Run Jump Throw programs provide an introduction to fundamental running and athletic skills in a fun and supportive environment. These programs are considered value-added and will be offered based on demand and the availability of qualified instructors.

### Youth Run Club

- **Objective:** The Youth Run Club is aimed at young runners, helping them develop running skills, improve endurance, and encourage healthy competition in a group setting.
- **Coordination:** The program is run by the **Head Coach** with the assistance of **Assistant Youth Instructors** to ensure safe and effective instruction.
- **Activities:**
  - Fun runs and relay races.
  - Technique training (e.g., proper running form, pacing).
  - Strengthening and endurance exercises for youth.
  - Emphasis on teamwork, community, and positive encouragement.
- **Age Group:** Typically aimed at children between the ages of 8 and 14 years.
- **Schedule:** The Youth Run Club will meet on a regular basis throughout the season.

### Run Jump Throw Program

- **Objective:** The Run Jump Throw program introduces children to the fundamentals of three core athletic skills—running, jumping, and throwing—in a non-competitive, skills-focused environment. The program helps build agility, coordination, and strength while preparing youth for future participation in track and field events.
- **Coordination:** Similar to the Youth Run Club, the Run Jump Throw program is run by the **Head Coach** with support from **Assistant Youth Instructors**.
- **Activities:**
  - Running drills focused on speed, technique, and endurance.
  - Jumping drills to improve coordination, strength, and agility.
  - Throwing activities (e.g., javelin, shot put, discus) appropriate for younger participants.
  - Fun competitions and games to encourage engagement and skill development.
- **Age Group:** Typically aimed at children between the ages of 6 and 10 years.

- **Schedule:** Sessions are typically offered on a regular schedule (e.g., weekly) and may coincide with the Youth Run Club meetings for convenience.

## Instruction and Leadership

- Both programs are designed and overseen by the **Head Coach**, who has expertise in coaching young athletes.
- The **Assistant Youth Instructors** assist with managing the group, providing additional instruction, and ensuring that activities run smoothly and safely.
- All coaches and instructors must adhere to the club's policies.

## Safety and Code of Conduct

- Safety is a top priority. Coaches will ensure that all activities are age-appropriate, well-supervised, and conducted in a safe environment.
- All participants must adhere to the Code of Conduct This includes respecting fellow athletes, following instructions, and maintaining a positive attitude toward competition and teamwork.
- Parental Consent and Waiver: All participants must have a signed Waiver and Consent Form from a parent or guardian before participating in either program.

## Program Promotion and Registration

- Both the Youth Run Club and Run Jump Throw program will be promoted through the club's website, social media, and newsletters to attract new participants.
- Programs are open to members and non-members. Non-members must become members to ensure they and the instructors are protected under club insurance.

## Fees

The fees for the program will cover any rentals, compensation of the Head Coach and administration fees. Membership fees are included in the fees.

## 25. Social Events

*Approved by the Board of Directors: Nov 4, 2025*

The Russell Run Club values social events as a means to foster camaraderie and strengthen the sense of community among members. This policy outlines guidelines for club-sponsored events and member-coordinated events promoted through the club.

### A. Club-Sponsored Social Events

Club-sponsored social events aim to bring members together outside of running activities, encouraging friendship, networking, and a deeper connection to the club's community.

#### Participation

- Social events may be open to all members, their families, and invited guests.
- Some events may be restricted to club members only, depending on the nature of the event or venue capacity.

#### Funding

- Events may be fully or partially funded by the Russell Run Club at the discretion of the Board.
- Funding requests must be submitted to the Board for prior approval, along with a detailed budget proposal.
- Additional costs (e.g., tickets, meals, or transportation) may be covered by attendees when specified.

#### Event Coordination

- Club-sponsored events must align with the club's values of inclusivity, respect, and community spirit.
- Event organizers must adhere to all applicable policies, including those related to safety and conduct.

#### Conduct

All participants in club-sponsored events are expected to:

- Show respect for fellow attendees, organizers, and venue staff.
- Refrain from disruptive, inappropriate, or unsafe behavior.
- Adhere to any specific guidelines provided for the event.



Failure to comply may result in removal from the event and further review by the club leadership.

## Accountability and Reporting

- A summary report, including attendance, feedback, and financial details (if funded), must be provided to the Board after the event.
- Event coordinators are responsible for addressing any issues and ensuring compliance with this policy.

## B. Member-Coordinated Events

Member-coordinated events are those organized by individual club members or groups that are not officially sponsored or managed by the Russell Run Club. This can include group run, get togethers, road trips or race participation.

### Promotion

- Members may request to promote their events through the club's communication channels (e.g., newsletters, social media, or bulletin boards).
- All promotions must be approved by the Board to ensure alignment with the club's values.

### Disclaimer

- The Russell Run Club does not sponsor, manage, or oversee member-coordinated events.
- The club holds no responsibility for the planning, execution, or adherence to policies of these events.
- All communications about these events must include a disclaimer clearly stating that the event is not affiliated with or controlled by the Russell Run Club.

### Conduct

While the club does not control these events, members are encouraged to uphold the club's values and code of conduct when attending or promoting them.

## 26. Russell Run

*Approved by the Board of Directors: Nov 4, 2025*

The **Russell Run** is the flagship annual event of the Russell Run Club. This policy outlines the expectations, procedures, and standards to ensure the event is safe, inclusive, well-organized, and enjoyable for all participants, volunteers, and spectators.

For more details refer to the most current **Event Management Guide**

### A. Purpose

- Celebrate the joy of running and community spirit in the Russell area.
- Provide an inclusive platform for runners of all levels to participate and achieve personal milestones.
- Promote health, wellness, and the club's mission of fostering an active lifestyle.
- Support local causes through event proceeds, where applicable.

### B. Event Organization

The event will be coordinated by the [Race Director](#)

#### Sanctioning

The Russell Run shall be a [sanctioned event](#) under Athletics Ontario

#### Planning and Logistics

- **Event Date:** The Russell Run will occur annually on a designated weekend to maximize community participation.
- **Distances:** The event will offer multiple race options (e.g., 5K, 10K, kids' fun run) to accommodate varying skill levels.
- **Route Approval:** Courses will be planned in collaboration with local authorities and adhere to safety regulations.
- **Permits and Insurance:** All necessary permits and insurance must be obtained before the event.

#### Volunteer Roles

- Volunteers will be recruited to manage registration, water stations, route guidance, and post-race activities.
- All volunteers must attend a pre-event briefing to ensure they understand their responsibilities.

#### Safety Measures



- First-aid stations and trained personnel will be stationed along the course.
- Clear emergency procedures will be communicated to participants and volunteers.
- Road closures and traffic management plans will be coordinated with local authorities to ensure safety.

## Inclusivity

- The Russell Run is open to individuals of all ages, abilities, and backgrounds.
- Adaptive support will be available for participants with disabilities (e.g., wheelchair-accessible routes).

## C. Registration and Participation

### Registration

- Participants must register through the official event platform by the stated deadline.
- Registration fees are non-refundable unless the event is canceled by the organizing committee.

### Code of Conduct

- Participants are expected to show respect to fellow runners, volunteers, and spectators.
- Unsportsmanlike behavior, including harassment or interference with others, will result in disqualification.

### Timing and Awards

- Official timing will be provided for competitive distances.
- Awards will be presented to top finishers in various categories, as well as recognition for participation and community spirit.

### Cancellation Policy

- The Russell Run may be canceled or postponed due to extreme weather or unforeseen circumstances. In such cases, participants will be notified promptly, and any refund or rescheduling policies will be outlined.

## 27. Gifts, Donations and Reduced Fees

*Approved by the Board of Directors:* Nov 4, 2025

As an integral part of the community, it is increasingly common for individuals, groups, and organizations to approach the Club with requests for funding, donations, or reduced membership fees. While the Board of Directors retains ultimate authority and will review each case individually, these guidelines ensure that all requests are handled fairly, equitably, and consistently.

### A. Requests for Reduced Fees

If the Club receives requests for reduced registration fees due to financial hardship or other extraordinary circumstances, it should address these requests with compassion and respect for privacy. Whenever possible, the requestor's identity should be disclosed to as few Board members as necessary.

When evaluating these requests, the Board should:

**Consider the financial/family situation** based on anecdotal evidence without requiring financial records or invasive documentation. Such requests typically arise under dire circumstances.

**Disregard the requestor's area of residence** as a factor.

**Offer assistance in one of the following forms:**

- A staggered payment plan over the season.
- A reduced fee (amount determined by the Board).
- A full waiver of the fee.

### B. Requests for Donations from Club-Affiliated Individuals or Groups

Affiliated individuals or groups include those connected to the Club, particularly for activities or events that align directly with the club's mission to promote running. The Club is responsible for supporting such activities in keeping with the club's mission to foster a love of running and encourage development.

When considering these requests, the Board should:

- Assess the relevance of the request to the club's mission and running-related activities.
- Take into account the extent and success of the individual's or group's fundraising efforts.
- Determine the level of support on a case-by-case basis.

## C. Requests for Donations from Non-Affiliated Individuals or Groups

The Club's mission is to promote the development of running within the community. Supporting fundraising efforts of individuals or groups not directly affiliated with the club or the sport of running lies outside this mandate. As such, the club cannot allocate funds to support these activities, ensuring that resources are directed toward initiatives that align with its core objectives.



## 28. Volunteers

*Approved by the Board of Directors:* Nov 4, 2025

The Russell Run Club acknowledges the vital role that volunteers play in the success of the club's programs, events, and overall operations. This policy outlines the club's approach to engaging, supporting, and recognizing volunteers who contribute their time, skills, and energy to our community.

### A. Volunteer Engagement

#### Purpose of Volunteers

Volunteers are integral to the club's mission, helping to organize events, lead activities, support programs, and promote the club's values of community, inclusivity, and active living.

#### Recruitment

- Volunteers will be recruited from the club membership and, where appropriate, the broader community.
- Volunteer opportunities will be advertised through the club's **website**, **newsletters**, and **social media channels**.
- Volunteers will be matched to roles that suit their skills, interests, and availability.

#### Roles and Responsibilities

- Volunteer roles may include, but are not limited to:
  - Event coordination and support.
  - Assisting with programs like the Youth Run Club or Learn to Run Clinic.
  - Administrative support or committee involvement.
  - Group run leaders or pacers.
- Volunteers will receive clear guidelines and expectations for their roles, including training or orientation when necessary.

#### Support and Communication

- Volunteers will have access to support from club leadership.
- Feedback and suggestions from volunteers will be welcomed and considered in future planning.

## B. Volunteer Recognition

The Russell Run Club is committed to recognizing the time, energy, and dedication of our volunteers. We value their essential role in creating a welcoming, supportive, and successful running community.

### Methods of Recognition

- **Public Acknowledgment:** Volunteers may be recognized through club communications such as newsletters, social media posts, or during events.
- **Volunteer Appreciation Events:** An annual event will be held to celebrate and thank volunteers for their contributions throughout the year.
- **Awards and Certificates:** Certificates or special awards may be presented to volunteers who demonstrate outstanding commitment, leadership, or service.
- **Merchandise and Incentives:** Volunteers may receive club-branded merchandise (e.g., shirts, hats) or small tokens of appreciation.
- **Milestone Recognition:** Volunteers who reach key milestones—such as multiple years of service or significant event contributions—will be acknowledged accordingly.
- **Training Opportunities:** Volunteers will be provided with training as needed to help them feel prepared and confident in their roles.
- **Membership Fee Coverage:** Volunteers who complete a pre-agreed number of service hours may be eligible to have their club membership fees waived or reimbursed.

Recognition will be done annually according to the latest [Volunteer Appreciation Program](#)

## C. Volunteer Code of Conduct

Volunteers are expected to adhere to the club's **Code of Conduct**, promoting a positive, respectful, and inclusive environment for all members and participants.

## Appendix A Compensated Roles

# Head Coach

## Requirements & Responsibilities

Updated Nov 4, 2025

The Head Coach is responsible for overseeing the planning and delivery of high-quality, inclusive, and safe training programs for the Russell Run Club. This role supports the club's mission by promoting community, personal growth, and athletic development for runners of all levels.

## Core Responsibilities

### 1. Group Runs and Clinics

- Coordinate and supervise weekly group runs for all levels.
- Develop and implement group training plans for Learn to Run and other clinics.
- Coordinate and lead weekly track and tempo workouts.
- Adapt group programming to meet a range of abilities and respond to participant feedback.

### 2. Youth Programs

- Coordinate and supervise all youth programming.
- Train, support, and mentor volunteer instructors to ensure consistent and safe program delivery.
- Align programming with club values, ensuring a fun and inclusive environment.

### 3. Athlete Support

- Offer timely feedback and guidance to participants.
- Monitor for injury risk, burnout, or inconsistent training; provide appropriate recommendations.
- Foster a positive, inclusive, and motivating culture for all members.

### 4. Communication and Coordination

- Maintain clear communication with club members, Officers, and the Board as needed.
- Share relevant training content through the club's website and social media (as appropriate).
- Communicate any concerns, incidents, or needs that may affect program delivery or athlete experience.

## 5. Event Involvement

- Promote club events and encourage athlete participation.
- Support event logistics where appropriate and represent the club as a visible, positive leader on-site.

## 6. Professional Conduct

- Abide by the club's policies, including Code of Conduct, Safe Sport, and Conflict of Interest policies.
- Maintain valid coaching certifications and first aid/CPR as required.
- Act in the best interests of the club and avoid real or perceived conflicts of interest.

## Other Expectations

- Attend planning meetings as required by the Board or Officers.
- Submit program budgets for approval and follow agreed-upon compensation terms.
- Use club-branded materials and designated platforms for all official communication and programming.

## Education, Training, and Experience

- The Head Coach must hold a valid coaching certification appropriate to the programs delivered (e.g., NCCP – Club Coach or higher).
- Current certification in Standard First Aid and CPR is required.
- Experience in coaching runners of varying levels and ages is expected.
- Experience in program design, group facilitation, and athlete development in a community-based setting is preferred.
- The Head Coach must complete and maintain Safe Sport training, as Athletics Ontario requires.

## Code of Conduct and Affiliation

- The Head Coach must comply with the Russell Run Club's internal Code of Conduct and all relevant policies.
- As a club affiliated with Athletics Ontario, the Head Coach is also subject to Athletics Ontario's Code of Conduct and Discipline Policy, including reporting requirements and procedures for complaints and investigations.
- Any breach of these codes may result in disciplinary action, including termination of contract or role with the Club.

## Appendix B Non-Compensated Roles

# Club Administrator

## Requirements & Responsibilities

Updated Nov 4, 2025

The Club Administrator plays a key role in ensuring the smooth day-to-day operation of the Russell Run Club and its programs. This position supports both the Board of Directors and the Officers by managing communication, logistics, and club systems.

### Core Responsibilities:

#### 1. Communication and Coordination

- Serve as the main point of contact for general club inquiries.
- Coordinate communication between members, coaches, volunteers, and the board.
- Send regular updates about events, programs, and club news via email, website, and designated platforms (e.g., Facebook Groups).

#### 2. Registration and Membership

- Manage registration for programs, events, and memberships through the club website.
- Track member status and ensure required waivers and forms are completed.
- Maintain membership rosters and mailing lists.

#### 3. Scheduling and Logistics

- Coordinate facility bookings (e.g., tracks, community centres).
- Manage equipment inventory, including race materials and club assets.
- Ensure permits and insurance requirements are met for all events.

#### 4. Financial and Administrative Support

- Support the Treasurer with expense tracking, invoicing, and program budgets.
- Assist with grant applications, reporting, and compliance with not-for-profit regulations.
- Maintain organized records (meeting minutes, policies, agreements).

## 5. Website and Social Media Oversight

- Ensure the website is updated with program details, event listings, and club news.
- Post updates or coordinate with the Social Media Officer (if applicable).
- Ensure social media posts refer followers to the website for the most up-to-date information.

## 6. Governance and Policy Implementation

- Assist with implementing club policies (e.g., Code of Conduct, Safe Sport, Privacy).
- Support the board by preparing agendas, distributing materials, and documenting meetings.
- Ensure compliance with Athletics Ontario and other governing body requirements.



# Race Director

## Requirements & Responsibilities

Updated Nov 4, 2025

The Race Director is responsible for the successful planning, organization, and execution of club-hosted races. This role ensures that events are safe, enjoyable, and aligned with the values and standards of the Russell Run Club.

## Core Responsibilities

### 1. Event Planning and Coordination

- Define race logistics, including date, location, course layout, schedule, and contingency plans.
- Obtain necessary permits, insurance, and approvals from municipalities or governing bodies.
- Coordinate with other stakeholders (e.g., schools, local organizations, emergency services).

### 2. Budget and Financial Oversight

- Prepare and manage the race budget, including registration fees, expenses, and sponsorships.
- Work with the Treasurer to track expenses and ensure financial accountability.

### 3. Volunteer Management

- Recruit, assign, and train volunteers for key roles (course marshals, aid stations, registration, etc.).
- Ensure volunteers are briefed on safety protocols and responsibilities.

### 4. Registration and Communication

- Set up and monitor race registration systems.
- Communicate race details clearly to participants through the club website, email, and social media.
- Respond to participant inquiries in a timely and professional manner.

## 5. Course and Safety Management

- Ensure the race course is clearly marked, safe, and adequately staffed.
- Coordinate aid stations, traffic control, and medical support if needed.
- Implement safety protocols, including emergency response plans.

## 6. Race Day Execution

- Oversee setup and teardown of race infrastructure (start/finish line, signage, timing, etc.).
- Ensure the race starts on time and runs smoothly.
- Monitor volunteer and participant needs throughout the event.

## 7. Post-Race Duties

- Coordinate clean-up and return of rented or borrowed equipment.
- Ensure results are posted and communicated.
- Thank volunteers, sponsors, and participants.
- Submit a post-race report with recommendations for future improvements.

# Assistant Youth Instructors

## Requirements & Responsibilities

Updated Nov 4, 2025

As an Assistant Instructor in the Russell Run Club's Youth Running and Run Jump Throw Program, you will support the Head Coach and help ensure the program's success. This volunteer position provides a unique opportunity to gain valuable coaching experience while contributing to developing young athletes and the community.

### Key Responsibilities & Expectations:

- Assist the Head Coach in executing sessions, setting up and taking down equipment, and ensuring smooth activity transitions.
- Review the training plans before each session to ensure you are ready to assist effectively and provide the best support to participants.
- Provide clear demonstrations of running, jumping, and throwing techniques to help participants learn safely and effectively. Offer individual feedback to participants to help them refine their skills.
- Ensure participants are safe and engaged and follow instructions throughout the session.
- Foster a positive and encouraging environment, motivating young athletes to enjoy and improve in the sport.
- Creating an inclusive environment, ensuring all participants feel valued and supported.
- Maintain respect for all participants, fellow coaches, and parents, and demonstrate professional behaviour.

### Requirements:

- Ability to complete a police check.
- Current membership with the Russell Run Club and Athletics Ontario/Canada.
- Experience in running, track and field, or similar sports.
- Previous experience with youth in sports or physical education is an asset.
- Understanding children and adolescents' physical, emotional, and social growth.
- Effective interaction with children, parents, and fellow instructors is essential.
- First Aid/CPR Certification is an asset.



# Group Run Coordinator

## Requirements & Responsibilities

Updated May 24, 2025

The Group Run Coordinator is an organized and community-minded leader who oversees the planning of the Russell Run Club's group runs. Working under the Head Coach, this role ensures that group runs are safe, welcoming, consistent, and aligned with the Club's vision and training goals. The Coordinator oversees and supports the [Group Run Leads](#), helping foster a strong, inclusive running community and ensuring runs align with the club's [policy](#), [values](#), and training plans.

### Key Responsibilities

#### Organize and Coordinate Runs

- Create and maintain a schedule of weekly runs, routes, and lead assignments. Provide to the Club Administrator / Head Coach for distribution on Social Media / Website
- Monitor run attendance and collect information on new participants
- Ensure waivers and participant information are submitted to the Club Administrator

#### Support and Train Group Run Leads

- Recruit new run leads and help match them to appropriate groups
- Provide orientation, safety guidance, and ongoing support

#### Promote Safety and Inclusivity

- Reinforce adherence to the Club's [Group Run Guidelines and Safety & Etiquette](#).
- Help troubleshoot any issues that arise during group runs

#### Communication and Engagement

- Ensure Group Run Leads stay informed about club updates and help communicate with participants
- Be the main contact point for inquiries about group runs

#### Represent and Promote the Club

- Act as an ambassador for the Russell Run Club
- Promote upcoming events and programs during group runs

## Qualifications, Skills and Commitments

- **Membership:** Must be a current member of the Russell Run Club
- **Training:** Complete the [RRCA Run Lead Badge](#) or [Athletics Canada's Running Leader Course](#) (or commitment to complete within 3 months). The Club will reimburse fees with proof of successful completion.
- **Communication:** Must maintain a Facebook account for coordination and communication.
- **Leadership:** Strong organizational and interpersonal skills to lead and support a team of volunteers
- **Reliability:** Ability to maintain a consistent schedule and provide timely updates
- **Experience:** Previous experience leading or organizing group runs preferred
- **Community-Minded:** Committed to building a welcoming, supportive, and inclusive running environment
- **Safety Knowledge:** Understanding of safe running practices and basic emergency procedures



# Group Run Lead

## Requirements & Responsibilities

Updated Nov 4, 2025

### GroupRun.LeaderRoles&Responsibilities

The Group Run Lead is an enthusiastic and experienced runner who organizes and guides group runs, ensuring a safe, enjoyable, and inclusive experience for all participants. This role is critical to fostering a supportive running community and promoting the values of the Russell Run Club.

## Key Responsibilities

### 1. Report to the Group Run Lead Coordinator and Head Coach

- Adhere to the [RRC's Group Run Guidelines, Safety & Etiquette](#)

### 2. Lead and Manage Runs:

- Take attendance. Provide the Club Administrator with new runner information (name, email, and address) and signed waivers.
- Organize and lead group runs on predetermined routes.
- Set and maintain a pace suitable for the group, ensuring no one is left behind.

### 3. Safety First:

- Ensure the safety of all participants by following traffic rules and adhering to safe running practices.
- Respond to emergencies, including minor injuries or unanticipated issues.

### 4. Foster a Welcoming Environment:

- Welcome new members, introduce them to the group, and create a positive, inclusive atmosphere.
- Encourage camaraderie and interaction among participants.

### 5. Plan and Communicate Effectively:

- Share route details, pacing expectations, and safety guidelines before the run.
- Adjust plans as needed based on group dynamics, weather, or other factors.

## 6. **Motivate and Support:**

- Provide encouragement and advice to runners of all abilities.
- Be attentive to the needs of the group, offering support when needed.

## 7. **Promote the Club:**

- Act as an ambassador for the Russell Run Club, sharing updates, promoting events and programs, and representing the club's [values](#).
- Stay informed on club communications. Group leaders must commit to reading weekly newsletters, following social media and other communications and helping communicate important information to participants.

# Qualifications, Skills and Commitments

- **Reliability:** Punctual and committed to leading scheduled runs. Must commit to consistent attendance and avoiding unnecessary absences (i.e. due to unfavourable weather)
- **Availability:** Availability to lead 1-2 sessions per month minimum.
- **Membership:** Hold a current membership with the Russell Run Club
- **Training:** Willing to complete the [RRCA Run Lead Badge](#) training or Athletics Canada's Running Leader Course. The Club will reimburse fees with proof of successful completion.
- **Running Experience:** A passion for running and the ability to lead at various paces (slow to moderate).
- **Leadership Skills:** Strong interpersonal and communication skills to guide and motivate groups.
- **Safety Awareness:** Knowledge of safe running practices and basic first aid (First Aid/CPR certification is a plus).
- **Community-Minded:** Friendly and welcoming, wanting to build a supportive community. Positive attitude, be encouraging, and be ready to lead in a way that promotes a positive experience for program participants.
- **Acknowledge that Group Runs are not your Training Runs:** Adjust your pace and distance as required for the group.



## Appendix C Conflict of Interest



# Conflict of Interest Declaration

*For Board Members, Officers, Contractors, or Volunteers*

Updated Nov 4, 2025

I wish to disclose the following potential conflict of interest:

I currently have a [business/personal/professional] relationship with [individual, organization, or company name], which may be perceived as a conflict with my role as [your role] with the Russell Run Club.

This relationship involves:

[Brief description – e.g., shared financial interest, service provider relationship, family connection, etc.]

I am bringing this to the board's attention and agree to recuse myself from any discussions or decisions related to this matter in accordance with the Club's [Conflict of Interest Policy](#).

**Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

## Appendix D Group Run

# Group Run Safety & Etiquette

Updated Nov 4, 2025

## GroupRun.Safety&Etiquette

Group runs are a fantastic way to stay motivated, meet new people, and build community. However, they also require some basic guidelines, etiquette, and safety practices to ensure everyone has a positive experience.

Remember, you represent the sport and our running club every time you run with us.

## Guidelines

- **Be on Time:** If you're running late, let a group member know your estimated arrival time and if you need them to wait.
- **Sign Up and Check-Out:** Let us know you're joining by commenting on our social media posts, emailing (info@russellrunclub.ca), or RSVPing on our website (<https://www.russellrunclub.com/group-runs-workouts>).

Inform the Run Leader or another group member if you leave before the end.

- **Listen to the Run Leader** during route and safety instructions.
- **Music:** Use headphones; don't play music out loud unless the group agrees.
- **Dogs:** Please leave your pet at home. Some people are not comfortable around dogs.
- **Strollers are Welcome:** You can even bring the kids.
- **Know the Run's Purpose:** Ensure the pace and distance match your training goals. If the group's pace is slower than yours, you must adjust to their pace.
- **Respect Others:** When passing pedestrians, move to a single file and call out "passing on your left." Give sufficient space when passing. If you hear faster runners approaching, move to the right

# Safety

- **Stick to the Route:** The weekly routes have been created for safety and inclusivity.
- **Run No More than Two Abreast:** Avoid blocking the path, especially on busy roads. Move to a single file if a car approaches you. Acknowledge motorists or other users who give way.
- **Run Against Traffic:** Stay on the outer edge of the road and always be alert.
- **Cross Roads Safely:** Obey traffic signs and use proper crossings. Never assume drivers will stop, even if you have the right of way.
- **Shout “CLEAR” at Junctions:** Signal to those behind you if there’s no oncoming traffic.
- **Be Visible:** A reflective vest is mandatory for evening runs. A headlamp is recommended in poorly lit areas—be mindful not to shine it in others’ eyes.
- **Weather:** Cancellations due to poor weather will be determined using [Athletics Ontario’s Extreme Environmental Guidelines](#)

# Etiquette

The club exists because of its members and its growth depends on attracting and retaining new members. Here are some guidelines to help ensure success group runs:

- **Engage with the Group:** Introduce yourself to new runners, make them feel welcome, and be supportive. Respect our club’s code of conduct and be mindful of your language.
- **Bring a Positive Attitude:** Positivity is contagious and helps create a fun atmosphere.
- **No One Left Behind:** Use the buddy system. If someone needs to slow down or stop, ensure they have a companion.
- **Double Back if Necessary:** If you get ahead, periodically loop back to keep the group together.
- **Greet Fellow Runners and Walkers:** A nod or wave goes a long way in building camaraderie and attracting interest in the club.
- **Help Others:** Check in on any runner who may seem to be struggling, even if they’re not part of our group. Your kindness can make a big difference.
- **Avoid Giving Unsolicited Advice:** Unless someone specifically asks for feedback, refrain from offering tips or critiques on form, pace, gear, or training. Even well-meaning advice can come across as criticism and may not suit that person’s needs.



## Appendix E Emergency Action Plans

## Appendix F Waivers

# Waivers

Updated Nov 4, 2025

## [Waiver.Adult](#)

I understand that through participating in this sport there is a risk that I may be injured through participation I confirm I have properly noted any medical conditions that I may have. I confirm that I am able to physically participate in the sport I have registered for. I know that I should not run unless medically able. I agree to abide by any decision of the program director relative my ability to safely complete the risks associated with running in this program including, but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road or track, all such risks being known and appreciated by me. I understand that if I receive a concussion in the event or elsewhere, I will not be permitted to continue to participate until I am physically able and have consulted a medical professional. Participants are expected to act in a manner that is in line with the Russell Run Club values and fair play. Participants who are removed from the program due to inappropriate or harmful behavior will not be granted refunds.

In consideration of the acceptance of my entry in the event(s) of the Russell Run Club, including any pre or post run activities, on behalf of myself my heirs, executors, administrators, successors and assigns, I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE, and UNDERTAKE to hold harmless and indemnify against any and all liability incurred by the Russell Run Club organizers sponsors and partners, contributors, and all other associations, sanctioning bodies and sponsoring companies, and all their respective agents, officials, servants, contractors, representatives, appointed officials, successors and assigns from any and all claims, demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property however caused, arising or to arise by reason of my participation in the said event(s), and notwithstanding that same may have been contributed to, or occasioned by, the negligence of any of the aforesaid.

In further consideration of the acceptance of my entry in the event(s) of the Russell Run Club ACKNOWLEDGE that my image may be recorded (by video or photograph) during the event(s) and I AGREE to the use of my name, results, age category and my image from the event in any form in broadcasts, newspapers, brochures, promotional material and other media without compensation.

By submitting this entry, I ACKNOWLEDGE that I have read, understand and agree to be bound by the terms of this waiver, and that I am signing it voluntarily without duress or undue influence from anyone. I WARRANT to the use of the personal information contained in this registration form for the purpose of soliciting by participation in future Russell Run Club events.

---

Name of Participant

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Date

---

Signature (of parent if under 18)

---

Email Address

---

City





## Appendix G Volunteer Appreciation



# 2025 Volunteer Appreciation Program

Updated Nov 4, 2025

## Purpose

This policy outlines how the Russell Run Club recognizes and appreciates volunteers, including Group Leads, Event Volunteers, Volunteer Instructors, and other approved roles.

## Guiding Principles

- Volunteers are vital to the club's success.
- Recognition will be fair, transparent, and proportionate to time contributed.
- Appreciation may include non-monetary perks, acknowledgments, and small tokens of thanks.

## Requirements for Eligibility

- **Volunteers must hold a current membership in good standing.**
- Volunteers must complete any required orientation or training for their role.

## Eligible Roles

- Group Run Leads
- Event Volunteers
- Assistant Instructors
- Other roles approved by the Board

## Ineligible Roles

- Board of Directors (unless fulfilling a role outlined above)
- Race Director, Club Administrator, Group Run Coordinator and other officers\*
- Positions receiving financial compensation.
- **Volunteers without a current club membership.**

\*Appreciation for these roles shall be provided under a separate agreement as approved by the Board.

## Recognition Tiers

| Annual Volunteer Hours | Recognition & Perks                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| Up to 10 hours         | Name listed on the club website and in the newsletter.                                                    |
| 11–24 hours            | Above, plus a club swag item (e.g., hat or buff) or discount on club apparel.                             |
| 25–49 hours            | Above, plus complimentary membership for the following year.                                              |
| 50+ hours              | All above, plus a custom club apparel item (e.g., jacket) and recognition at the AGM and on social media. |

## Special Recognition

- **Volunteer of the Year:** Selected by the Board and/or nominated by members and recognized with a commemorative award.
- **Milestone Awards:** Acknowledgment for significant cumulative volunteer hours (e.g. 50, 100, 200, 500 hours).

## Tracking and Reporting

- Hours are tracked by the Group Run Coordinator, the Race Director or the Head Coach and submitted to the Club Administrator.
- Hours must be logged and submitted by December 31 each year.
- Hours volunteered with parkrun are not included.
- Volunteers may request an update on their logged hours at any time.
- A year-end summary will be provided in December.

## Redeeming Perks

Volunteers can redeem perks by contacting the Club Administrator. All perks must be claimed by March 31 of the following year.

## Notes

- Perks are non-transferable and have no cash value.
- Volunteers may decline any perks if they prefer.
- The club reserves the right to adjust this policy based on budget and capacity.