

RRR Event Directors Code of Conduct

Addendum E – Adopted 3-4-2015

The RRR Event Directors Code of Ethics outlines the expected standards of conduct of any person or a group of people that conduct an Event, road race, trail race, or other similar type of Event whether it is fee based or a free Event hosted by RRR. All Event Directors in the RRR membership and receiving insurance through the RRCA insurance program must agree to abide by the RRR Event Directors Code of Ethics as follows:

1. Event Directors shall put the safety of runners, walkers, volunteers and spectators ahead of all other aspects of the Event and abide by the **RRR Guidelines for Safe Events** as much as possible.
2. Event Directors should demonstrate honest communication and not make false or misleading statements to any person or business associated with their Event including but not limited to the RRR, elite athletes, Event participants, sponsors, local government, local businesses, and other related parties.
3. Event Directors should conduct all financial transactions in an open and transparent manner, especially when partnering with other nonprofit organizations and when accepting funds or special services from government entities.
4. Event Directors must keep current and accurate records of all financial transactions.
5. Event Directors, who are voluntarily directing an Event on behalf of our nonprofit running club, or other nonprofit Events, or other nonprofit organization, will not use their positions to profit personally nor perform business transactions known to represent a conflict of interest with the Event organizers, sponsors, vendors or staff.
6. Event Directors should preserve and protect the Events assets by making prudent and effective use of those assets as well as accurately reporting on their financial condition, as applicable.
7. Event Directors should not personally utilize the Events assets if the assets are owned by RRR a nonprofit running club, other nonprofit or related partner. Assets include but are not limited to capital assets, contact information, trademarked items, etc.
8. All property and business of an Event owned by RRR a nonprofit running club, nonprofit organization, or other partner should be conducted in a manner to further the Event's interest rather than the personal interest of any individual.
9. Event Directors should respect the Events proprietary information. The Event Directors or Event staff should not disclose trade secrets, either during or after their employment, association or completion of consulting arrangements, except to individuals authorized by the Event.
10. Event Directors should make a commitment to environmental compliance as outlined in Event permits. Event Directors should make reasonable efforts to conduct Events in a manner that conserves natural resources within the budget of the Event.
11. Event Directors should make a commitment to encourage entrants to follow a “drug free” Event policy and Event Directors should have athletes competing to win the Event and/or earn prize money attest to being “drug free.”
12. Event Directors must ensure that any alcohol served in conjunction with the Event is dispensed and monitored in a manner consistent with safety and adherence to all local, state, and federal requirements.
13. Event Directors should be sensitive to the acceptance of gifts or gratuities attempting to influence decision-making. If there is any possibility that giving or receiving the amenity could be viewed or later construed as a bribe or improper inducement, Event Directors or staff should not give or accept the amenity.

14. Event Directors need to be aware of local, state, and federal laws that pertain to the Event and Event Directors must adhere to all such laws.
15. Event Directors should keep informed and be sensitive about how their Event affects the community in which their Event is held. Event Directors should share that information with their staff, Event committee or interested persons. They should be sensitive to community needs and work in partnership to better the health and wellness of the community and not be disruptive to citizens.
16. Event Directors should demonstrate a commitment to a nonpartisan agenda in the conduct of their Event and prohibit discrimination and harassment of participants based on the basis of race, color, national origin, disability, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, economic status, citizenship, veterans, military status, gender identity, gender, or age. *RRR Event Directors may place minimum age levels on Events for minors in accordance with the RRCA FUNDamentals of Youth Running.*
17. Event Directors should make reasonable accommodations for adults in accordance with the ADA and USATF rules for athletes with disabilities. Event Directors should make reasonable accommodations for minors with disabilities if the minor is at or above the minimum age to participate..
18. Event Directors are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with all laws, permit regulations and or internal policies that govern their conduct with others both inside and outside the community.

Record of Adoption and Revisions:

Adopted 3-4-2015 - Addendum E – Event Directors Code of Conduct