



Coffs Trail Runners Inc. - Events Policy

The purpose of the Events Policy is to set out the guidelines that govern all Coffs Trail Runners Inc. events.

The Events Policy will be enacted by the Coffs Trail Runners Inc. Committee.

Event Directors

Event Directors are the driving force behind all events organised by Coffs Trail Runners Inc. Each event undertaken by Coffs Trail Runners Inc. will have a nominated Event Director.

The Event Director must be a member of Coffs Trail Runners inc. but does not need to be part of the Committee. Event Director's roles and tasks include:

- The Event Director is responsible for ensuring procedures set out in the Risk Assessment for the race and the conditions set out by the landowner are satisfied
- The Event Director must send out a Race Briefing to all participants prior to the event.
- The Event Director must provide a verbal summarised Race Briefing at the start of the event.
- In the event of any incidents they are to be referred to the Event Director.
- The Event Director is to publish their contact details and provide to all volunteers and participants.
- The Event Director will assess any risks and hazards on the morning of the event and determine if the event will proceed, cancel or if additional safety measures are needed.
- The Event Director for the event is responsible for documenting and processing Incident Report Forms.
- The Event Director for the event is responsible for disqualifying any runners who cheat or intentionally litter.

Race Briefing

The Race Briefings must provide the following important information to participants about the event:

- A Race Briefing must be sent out to all participants prior to the race to provide adequate time for participants to read and prepare for the event.
- A summarised Race Briefing must:
 - Acknowledge the traditional custodians of the land on which the event is held on
 - Acknowledge any important people in attendance
 - Provide an overview of the race course/s
 - Outline any drink stations/aid stations/checkpoints
 - Outline emergency evacuation procedures and exit points
 - Address any relevant risks
 - Thank any volunteers, sponsors or landowners involved
 - Provide contact mobile phone number/s of the Race Director and any other relevant persons.

Equality

The Race Director and the event must carry out all functions in a manner that promotes equality of opportunity between:

- Persons of different religious belief, political opinion, racial group,
- Age, marital status, sexual orientation and gender
- Persons with a disability and persons without
- Persons with dependants and persons without
- Where prizes are given for a particular distance, they will be of equal value between male and female

Children

Trail running is a fun outdoor physical experience that benefits children's mental and physical health and well being. Coffs Trail Runners Inc. aim to create a child safe environment where families share positive experiences. Coffs Trail Runners Inc. will encourage children to participate in events under certain rules including:

- A Child is anyone who has not yet attained their 18th birthday.
- The Child's parent or legal guardian must register the Child for any given race
- The Committee of Coffs Trail Runners Inc. will decide whether each event is appropriate for children to attend and the age limits for each distance of the event if applicable

Incidents

The reporting and process for dealing with incidents will be consistent with all processes stipulated by authorities involved in the event as well as being consistent with the Coffs Trail Runners Inc. Incident Report Form.

The Event Director for the event is responsible for documenting and processing Incident Report Forms.

First Aid Officer

First Aid Officers are responsible, in some instances, for requests for first aid. The following rules apply in relation to the First Aid Officer:

- Every Coffs Trail Runners Inc. event must have a nominated First Aid Officer.
- This must be a person who holds a qualification in First Aid such as HLTAID011.
- This person could be the Event Director or a volunteer.
- The First Aid Officer cannot participate in the event at the time they are nominated as the First Aid Officer.

Environmental Policy

Coffs Trail Runners Inc. have the following environmental initiatives that attempt to "leave no trace" and reduce the environmental footprint of our events:

- All Coffs Trail Runners Inc. events will attempt to reduce the amount of waste and plastic used in organising the the event including not having plastic cups at the start, finish or aid stations
- All runners are responsible for their own waste to be carried with them and placed in approved locations
- Any runner or volunteers seeing another runner intentionally littering are to report this to the Event Director
- Any runners found intentionally littering will be disqualified from the race

Welcome to/Acknowledgement of Country

Coffs Trail Runners Inc. respect the country and First Nations peoples that our events are held across. We will acknowledge our First Nations through our events and prior to the start of each event. The Acknowledgement will include the following words -

'We acknowledge the Gumbaynggirr (insert relevant peoples country) peoples the traditional custodians of these lands on which our event is taking place and pay tribute and respect to the Elders both past, present and emerging of the Gumbaynggirr (insert relevant peoples country) nation'

Coffs Trail Runners Inc. Committee acknowledges that at some events it may be appropriate to have a 'Welcome to Country' that will be undertaken by a nominated person from the relevant First Nation peoples.

Privacy

The National Privacy Principles contained in the Privacy Act (1988) govern the way in which Coffs Trail Runners Inc. collect, use, disclose, store, secure and dispose of your personal information.

Personal information is that which identifies an individual. Coffs Trail Runners Inc. collect personal information for purposes of conducting races that may include your name, phone number, email address and home address, emergency contact details.

Sensitive information includes political beliefs, religious beliefs or health information. For purposes of managing events, we ask participants to disclose to the Event Director when signing up for an event any health conditions that may impact their ability to complete the race safely. Coffs Trail Runners Inc. do not store this information. If participants do not seek to have their photo taken they must disclose this prior to the start of the event.

Generally, Coffs Trail Runners Inc. use personal information for these purposes

- to send out event information and newsletters
- to allow activity Event Directors to safely organise activities
- to allow people to collaborate on an event such as car-pooling
- to reach emergency contacts in case of an incident
- to provide requested information to emergency services in an emergency situation

Coffs Trail Runners Inc. will not share any information about you with third parties without your permission, except where required by legislation. The Associations Incorporation Act requires that members have access to the membership register, but this is for the purposes of furthering the associations objectives including the need for members to contact other members.

Insurance

All events organised by Coffs Trail Runners Inc. are listed and insured through [Australian Ultra Runners Association](#) (AURA). This includes Public Liability Insurance, Products Liability and Errors & Omissions.

This insurance does not provide any coverage for injury or illness to entrants, volunteers, pacers or support crews. All entrants, pacers and support crews are encouraged to ensure they have medical insurance that covers them for injuries or illness sustained during Coffs Trail Runners Inc. events.

AURAs use of personal information

It is a requirement by AURA that race organisers publish within 30 days after the race, information for their database of the competitors (first name, last name, mailing address, telephone number, email address and DOB). This is for purposes of email newsletters, records and rankings and for their competitor database generally. This information will not be passed on by AURA to third parties.

Landholders

Coffs Trail Runners Inc. events are dependent on the cooperation of numerous government departments and private landholders. Without the cooperation of these parties, Coffs Trail Runners Inc. events would not get the support they do to exist. In order to gain approval, a number of their requirements are incorporated in the rules of each race and all runners are requested to abide by the rules of each race and to obey any lawful directions given by authorised members of the above organisations.

Volunteers

The success of the Coffs Trail Runners Inc. events is dependent on the help of many volunteers for which the organisers are extremely grateful. All runners must treat volunteers with respect and are encouraged to thank volunteers providing support for the event.

Waitlist

If the capacity of any Coffs Trail Runners Inc event is filled, a waitlist will be opened. Positions will be filled in chronological order of those on the waitlist.