Interior Running Association

2026 Operations Manual

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INTRODUCTION

This document sets out the role of the Interior Running Association (IRA), its activities, and the responsibilities of those involved in the organization.

The IRA is a not-for-profit organization and complies with the BC Societies Act (SBC 2015) and the IRA Bylaws.

The purposes of the IRA as set out in the IRA Constitution are:

- To promote road running and trail running in the Okanagan Valley, Kamloops, Salmon Arm, Revelstoke and other communities in British Columbia;
- To assist and support other existing associations, organization and programs that are not at variance with the objectives and aims of the Society;
- To promote and arrange racing competitions and to offer, grant and contribute towards prizes and awards and distinctions;
- To purchase and administer the necessary equipment to support the purposes of the Society;
- To fundraise to support the purpose of the Society;
- To ensure that the Society's finances and properties are not misused or used for purposes at variance with the purposes of the Society.

The IRA Directors, Officers, Club Representatives and Race Directors form the membership of the association.

Contact information for the IRA is as follows:

IRA Website: www.interiorrunningassocation.com

IRA Facebook: www.facebook.com/InteriorRunningAssociation

IRA Instagram: www.instagram.com/interior_running_association

IRA Email: interior.running@gmail.com

DIRECTORS AND OFFICERS

Under the incorporation of the association the IRA is required to have a minimum of five (5) directors. These positions are –

- President
- Vice-President
- Treasurer
- Secretary
- one or more Directors as required

Directors may include, but are not limited to *timing, awards, website, social media, and communications.*

Elections of directors are held each year at the annual general meeting (AGM).

Election of Directors

Directors are elected at the Annual General Meeting (AGM) by a show of hands (unless a person in attendance requests voting by ballot). Positions are held for one year at which time the incumbent may choose to let their name stand for another term. It is desirable to have continuity on the board with at least one director or officer having previous experience. Directors are not required to resign each year and can let their name stand for re-election. If there are no other nominees for a position the incumbent can be elected by acclamation.

Appointment of Officers

Officers can be appointed by the directors of the IRA to fill any of a number of roles for a period of one year. Officers can let their name stand for reappointment if they wish to continue.

RESPONSIBILITIES

President

The president presides at all association meetings and acts as ex-officio member of any committee which may be struck from time-to-time.

The president provides leadership to the executive in setting annual association goals and activities.

The president performs or delegates duties related to ensuring the smooth operation of the association including but not limited to responding to inquiries, and liaising with BC Athletics.

Vice-President

The Vice-President acts in the absence of the president and steps-in in the event the president is unable or unwilling to perform her or his duties.

Treasurer

The treasurer is responsible for the association's finances including deposits, withdrawals, and payments as required and/or approved by the executive. The treasurer sends invoices to sponsors and collects & deposits donations. The treasurer sends invoices to the race directors for fees owed to IRA for the number of runners and bids in the IRA races.

The treasurer provides financial reports at meetings and completes a fiscal year-end financial statement for presentation at the Annual General Meeting in compliance with the Society Act of British Columbia (BC).

The treasurer purchases, on behalf of the directors, annual liability insurance.

Secretary

The secretary ensures dates and locations for association meetings are communicated to the executive.

The secretary prepares agendas in collaboration with the executive and keeps minutes at each meeting. The secretary maintains copies of minutes of meetings on file and ensures they are accessible to all association members.

Following the AGM, the secretary files the association's Annual Report in compliance with the Society Act of BC.

The secretary accepts, on behalf of the association, resignations from members of the executive.

Director - Timing

The purview of the Director of Timing (DT) is the timing and results of all IRA races and events. The responsibilities of the DT are different for events that are hosted by the IRA versus those hosted by clubs/organizations participating in IRA series races.

If the IRA hosts a virtual running event, the DT is responsible for:

i. Selecting a registration platform (currently RaceRoster.com)
ii. Setting up the event and bringing registration online
iii. Communications with participants relating to the event
iv. Coordinating with other IRA directors for the communication of results and awards presentations

For in-person running races hosted by clubs/organizations participating in IRA series races, the DT is responsible for:

1. Assisting race directors with their on-line registration process
2. Providing support to event timing chiefs including:
    a. Helping with the choice of timing systems if requested
    b. Helping with the setup and use of timing systems if requested
3. Ensure that the communication of results from event timing chiefs to the IRA Director – Website is timely, is in the correct format and contains all required information to produce age category and age-graded results and for posting online to the IRA website.
4. Sending results of the IRA road races that are sanctioned and on certified courses to the BC Athletics Non-Stadia Program Manager. The results must be in a format that BC Athletics can use for their purposes (e.g. rankings, team selection, records, etc.).

In addition to the responsibilities related to individual events as detailed above, the DT has the following ongoing objectives:

- Identifying new ways to improve the experience of participants of IRA events
- Identifying new ways to save organizers of IRA series races money and/or help simplify hosting their races
- Coordinating with the Director – Communications to ensure that the Email List (MailChimp) is kept up to date with new event participants that have provided their assent.
- Maintaining ongoing communication with event timing chiefs / race directors with the objectives of mutual support and implementing standards and best practices
- Establishing and documenting best practices relating to the various methods of race timing:
    - Virtual event timing
    - How to set up an effective finish line
    - Manual timing (paper sheets for bibs and times entered into software)

  - Semi-automated timing (times entered using a device or bibs entered using a barcode scanner directly into software)
  - Chip timing
- Establishing and documenting best practices relating to race registration & results

Director – Awards

The Director of Awards coordinates the selection process and distribution of the IRA road running and trail series awards.

The IRA offers several awards for the IRA running series.

To be eligible **for IRA series age group awards** in the IRA Road Race Series, a runner must complete at least 4 of the road races, and scoring will be based on their best 6 IRA road race results. To be eligible for IRA series age group awards in the IRA Trail Race Series, a runner must complete at least 3 of the races, and scoring will be based on their best 4 IRA Trail race results. Age group series awards are based on runner's age as of December 31 of the series year and gun time results.

Any athlete who is able to complete all the races in the IRA Road Race Series is awarded the **IRA Iron Legs Award for the road race series**. Similarly, any athlete who is able to complete all the races in the IRA Trail Race series is also awarded the **IRA Iron Legs Award for the trail race series.** Any athlete who is able to complete all the races in the IRA Road Race Series **and** all the Trail Race Series is awarded the **IRA Legs of Steel Award.**

The **IRA Runner of the Year Award** criteria has changed starting in 2025. The male IRA Runner of the Year award will be based on the male runner who had the lowest average placing (based on gun time) of their 6 best placings (compared to the other males in each race) from the Road Race and Trail Races Series. Similarly, the female IRA Runner of the Year award will be based on the female runner with the lowest average placing (based on gun time) of their 6 best placings (compared to the other females in each race) from the RR and Trail Race Series. Note, the athlete must actually run in at least 6 races in the RR and/or Trail series to be eligible and volunteering at the races does not count for this award.

There is also an IRA award for the highest average age graded scores for male (**IRA Willis Greenway Cup**) and female (**IRA Heidi Muckle-Gader Cup**) for the Road Race Series. Age graded scores are based on gun time and age on day of race.

Finally, there is the **IRA Heinrich Spiller Award of Courage** to honor the runner (male or female) who best personified courage in the face of physical adversity.

A list of previous award winners has been summarized in a document titled "Compilation of IRA Awards" and also on the "Results" page of the IRA website. The Director of Awards is responsible for updating this document and the IRA Website resources page with the list of the current year winners by the end of the year.

Director - Communications

The Director of Communications (DC) is responsible for managing the Mailchimp list (e.g. adding / deleting email addresses, obtaining permissions to send emails). The DC also sends messages through Mailchimp to promote IRA events and notify participants about race results. The DC ensures compliance with current Canadian anti-spam legislation.

Director – Info Tech (IT)

The Director of Information Technology is responsible for:

- Content Management of the IRA Website
- Uploading Race Results and updating the associated pages (Athlete profile, Age Category, Age Grade, Runner of the Year, Yearly Awards)
- Administrating the Azure hosting (Website, Database, Storage)
- Renewing the website domain names

Director – Social Media

The Director of Social Media is responsible for promoting the IRA races and virtual events on various social media platforms, including but not limited to: Facebook and Instagram.

Following live and virtual events, The Director of Social Media is responsible for sharing participant photos and feedback. They also help to organize Facebook Live prize draws and notify the winners via abovementioned social media platforms.

MEETINGS

Executive

Executive meetings may be convened from time-to-time to address time-sensitive issues. Only directors have voting privileges at meetings of the executive. Guest members may attend executive meetings.

General

General meetings may be called from time to time to share information with running clubs and/or attend to business that requires input or help from these clubs.

Annual General Meeting

The association's fiscal year-end is November 30. AGMs must be held within 15 months of any previous AGM. Elections are held at the AGM and all positions are for a one-year term.

The treasurer presents a year-end financial statement and each member club provides a report of their year's activities.

Prior to the AGM, the clubs are asked to submit a nominee (male or female) for the Heinrich Spiller Award.

SOCIETY ACT ANNUAL FILING

Societies Online (bcregistry.ca)

The Interior Running Association is a non-profit society under the Society Act of BC and was incorporated on March 15, 2015.

An on-line annual report is filed by the secretary within 30 days after the Annual General Meeting. If needed, the secretary may seek legal support in filing the annual report to ensure it is done correctly and on time.

BC ATHLETICS FILING

At the end of the IRA trail race series, the President will prepare a report to BC Athletics including the information on the IRA road race series and trail race series. The President will send a copy of the report to BC Athletics before end of year (December 31) and file a copy in the appropriate folder in the IRA Dropbox directory.

REFERENCE MATERIALS

From time to time, the IRA may develop reference documents and resources to assist with the IRA activities. These may include, but not limited to:

- IRA Constitution
- IRA Bylaws
- IRA Operation Manual

- IRA Race Application Form
- IRA Post-Race Report Form
- IRA Race Directors Manual
- IRA Series Awards Criteria
- IRA Guidelines for IRA Draw Prizes
- IRA Guidelines for Promotion of Events
- Volunteer Descriptions
- Compilation of IRA Awards

A copy of the reference materials is available either from the IRA website or upon request from the IRA executive.