

GULF WINDS TRACK CLUB VOLUNTEER RECOGNITION POLICY STATEMENT (Policy 2026-02)

Volunteer Recognition Guidelines

I. Purpose

Gulf Winds Track Club (GWTC or the Club) depends on volunteer service to carry out its mission. This policy establishes consistent standards for recognizing meaningful volunteer service, identifies the circumstances in which formal recognition will be provided, and places reasonable limits on the type and cost of that recognition.

II. Authority and Relationship to Existing Awards

This policy is adopted under Article IV, Section 6.H of the GWTC Bylaws, which authorizes the Board to adopt uniquely numbered guidelines and policies for the day-to-day business of the Club. Recognition under this policy is separate from the annual awards administered by the Committee on Awards, including the Race Director Award and Bill Lott Volunteer Award. Nothing in this policy changes the criteria, nomination process, or selection authority for those and other competitive awards.

III. General Volunteer Recognition

GWTC shall recognize the collective contributions of its volunteers at least annually. To the extent reasonably practical, the Volunteer Coordinator shall maintain volunteer-service information reported through Club systems. GWTC should publicly thank volunteers in a volunteer appreciation list through the Annual Awards Ceremony, newsletter, website, social media, race communications, or another appropriate Club communication. Routine event volunteering ordinarily does not, by itself, require an individually purchased plaque or gift.

IV. Formal Service-Completion Recognition

The following service shall qualify for formal recognition when the stated service ends. The recognition is based on completion of defined service rather than a comparative judgment about which volunteer contributed the most.

Service	Eligibility	Normal Recognition
Voting Board Member	End of continuous Board service after completion of at least one full elected term. Moving from one Board position to another does not trigger recognition.	Personalized plaque or comparable memento
GWTC Race Director - Sustained Service	Retirement after directing or co-directing three or more completed editions of a GWTC race.	Personalized plaque or comparable memento identifying the race and service
GWTC Race Director - Shorter Service	Retirement after directing or co-directing one or two completed editions of a GWTC race.	Certificate, letter of appreciation, or similar recognition
Non-Voting Club Official	Completion of at least three consecutive years, or five cumulative years, in the position when service in that position ends.	Personalized plaque or comparable memento
Committee Chair or Major Program Leader	Completion of at least three consecutive years, or five cumulative years, leading a standing committee or continuing Club program.	Personalized plaque or comparable memento
Extraordinary Long-Term Volunteer	At least ten years of substantial, recurring GWTC service not adequately covered above.	Formal recognition upon Board approval
RRCA 2,000-Hour Volunteer	Records reasonably establish eligibility under the current RRCA 2,000-hour recognition program.	Submission to RRCA and appropriate GWTC acknowledgment

V. Eligibility Rules and Definitions

A. Formal recognition is intended for service completed in good standing. A person removed from a role for cause under the Bylaws is not automatically entitled to service-completion recognition; the Board may determine otherwise in unusual circumstances.

B. For Board service, recognition occurs at the end of continuous Board service.

C. For Race Directors, 'retirement' means the individual no longer serves as a director or co-director of that race. A temporary absence or change in title while substantially continuing the same duties does not trigger recognition.

D. For committee chairs and major program leaders, the activity must be a continuing GWTC function with substantial responsibility. One-time event assignments and ordinary race-day volunteer positions are covered by general volunteer recognition under Section III.

E. Cumulative service need not be consecutive unless the applicable category expressly requires consecutive service. Service records may be established from Club records and other reasonably reliable evidence.

VI. Multiple Roles and Duplicate Recognition

When an individual becomes eligible for more than one formal recognition during substantially the same period, GWTC should ordinarily provide one combined recognition describing the individual's multiple contributions rather than multiple plaques or gifts. Prior receipt of formal recognition does not prevent later recognition for a distinctly different and substantial period of service, but recognition should not be repeated merely because a person briefly leaves and resumes the same role.

VII. Exceptional Service Recognition

The Board may authorize special recognition when an individual has provided extraordinary service that is not adequately addressed by the standard categories. Special recognition requires a majority vote of the Board and should be used sparingly. This provision shall not be used to replace or bypass the annual awards administered by the Committee on Awards.

VIII. Forms and Financial Limits on Recognition

A. Standard Formal Recognition. A plaque, engraved item, framed certificate, Club merchandise, or other suitable commemorative item may be used. The total cost for standard formal recognition of one individual shall normally not exceed \$100, including personalization.

B. Exceptional Recognition. Recognition costing more than \$100 requires specific approval by the President or Vice President as indicated in GWTC Policy 2023-01, Financial Controls. No individual recognition under this policy may exceed \$250 unless the Board first amends this policy.

C. Annual Budget. All purchases must be within an approved Club budget or otherwise authorized under the current GWTC Financial Policy. This policy establishes eligibility and limits; it is not independent spending authority.

D. Cash and Cash Equivalents. Cash shall not be used for service-completion recognition. Gift cards or similar cash-equivalent items should not ordinarily be used for formal service recognition, although the Board may separately approve modest volunteer incentives or drawings as part of a broader volunteer program.

E. Events and Meals. The cost of a Club-wide volunteer appreciation event or annual awards function is not treated as an individual recognition expenditure for purposes of the limits above.

IX. Approval and Administration

1. The Volunteer Coordinator shall maintain, to the extent reasonably practical, volunteer-service information and identify persons who may qualify under this policy.

2. The President or Secretary should notify the Volunteer Coordinator when Board or Club Official service ends; the Director of Race Directors should do so for Race Directors; and the appropriate Board liaison should do so for committee chairs and major program leaders.

3. Standard recognition that clearly meets this policy may be arranged by the President, Vice President, Volunteer Coordinator, Secretary, or another officer designated by the President, subject to the approved budget and Financial Policy. A recipient may not approve or authorize their own recognition.

4. When eligibility is uncertain or the proposed recognition falls outside the standard categories, the matter shall be presented to the Board.

X. Conflicts of Interest

Recognition under this policy is an expression of appreciation and is not compensation for volunteer services. A Board member or Club Official shall not approve an expenditure for their own recognition. Any Board consideration of special recognition involving a current Board member shall be handled consistently with the GWTC Conflict-of-Interest Policy, including disclosure and nonparticipation in the vote when required.

XI. Timing and Public Recognition

Formal recognition should be presented at an appropriate Club gathering when practical, such as the Annual Awards Ceremony, Holiday Party, Board meeting, race-related event, or other Club function. Recognition may be delayed and consolidated with the next appropriate Club event. GWTC should also acknowledge formal recipients through an appropriate Club communication.

XII. Recordkeeping

The Secretary, in coordination with the Volunteer Coordinator, shall maintain a record of formal recognition sufficient to promote consistent application of this policy and avoid unintended duplication. The record should include the recipient, role or service recognized, period of service, type of recognition, date presented, and approximate cost when applicable.

XIII. Exceptions, Review, and Effective Date

A. Exceptions. The Board may approve an exception when unusual circumstances warrant and the exception is consistent with the Bylaws, current financial and conflict-of-interest policies, and the purposes of the Club. Any exception involving a tangible benefit above the limits in Section VIII must be specifically approved by the Board and recorded in the minutes.

B. Review. The Board should review this policy periodically and may revise the eligibility thresholds, forms of recognition, or dollar limits as Club needs and costs change.

C. Effective Date. This policy becomes effective upon approval by the GWTC Board of Directors. The Secretary shall maintain and publish it with the Club's other official policies in accordance with the Bylaws.