

EOU Hosted 5K-Fun Run Guidelines

Purpose:

These guidelines are safety measures for the protection of those participating in an EOU hosted 5K-Fun Run.

Scope:

Following these guidelines will help ensure a safer event for participants. As will all safety measures these guidelines must be considered minimum and additional measures adopted as the situation warrants. It is a shared responsibility of the sponsoring department and race director to ensure they are doing everything possible to deliver a well-planned event. If the guidelines are not followed, the University may cancel the event.

Guidelines:

Before advertising the event the sponsoring department and race director must plan the event according to the following:

Site Review: Identify and have approved a route for the race. Preferred and recommended routes are ones that do not impede pedestrian or vehicular flow. NOTE: You must notify the City of La Grande of plans.

Day of the Event:

Route must be adequately marked.

Communicate and review rules of the race with the participants.

Route must be adequately staffed for safety.

A water station along the route and at the finish line is required.

The race shall not take place in stormy weather or when the threat of lightning exists.

The race may be halted at any time if there is a safety issue.

Equipment:

Water

Cups

Garbage Cans

Shelter (if needed)

Communication devices (cell phones, etc)

Participants:

Participants must sign waiver/entry form.

The sponsoring organization will:

Provide an EOU staff member to be on staff during the event.

Share these guidelines and any other pertinent safety measures with all participants.

Assign a volunteer coordinator to gather and assign volunteers to specific jobs and train the volunteers.

Recruit volunteers well in advance of event date.

Ensure all volunteers have signed a waiver.

Organize key volunteers to lead various areas of the race and make sure they fully understand the needs of their group.

The volunteer coordinator should meet volunteers at the designated volunteer check-in location and direct volunteers to their posts and review duties.

Provide Acknowledgement of Risk and Waiver of Liability participants. These must be completed prior to participation in the event.

Ensure clean-up of all trash and litter is satisfactory and completed the same day.

Notify Risk Management if there were any incidents.