**Planning a Run/Walk Worksheet**

**Gaining Approval**

* Complete the Request for Run/Walk Event
  + The form will be routed to the Student Involvement & Employment Office, Risk Management Office, Campus Reservations, Schmeeckle Reserve, Protective Services, and the Stevens Point Police Department.
  + Event planners can expect a response within two weeks of the request.

**Reserving Space**

* Campus Reservations (can also reserve tables, chairs, garbage cans for a fee for your event)
* Schmeeckle Reserve
* City of Stevens Point

**Plotting Your Route**

* Work with the host site to determine the best route for your participants. Events in Schmeeckle require utilizing 10 foot trails.
* Identify a start, mid-point, and end to your route
  + Consider where registration tables, water tables, and end of race set up will function.
  + Plan for easy access for emergency vehicles
* Ensure there are adequate restroom facilities for participants and volunteers.
* Orange traffic cones can be borrowed from Protective Services.
* Notify Protective Services/SPPD of your final route
* It is important that your race route be marked or signed so that runners or walkers who get separated from the main group do not lose their way.
* Organizations that mark routes in any manner that causes damage or defaces university property could result in disciplinary action; financial restitution for any resulting repair costs; and/or loss of future event privileges.
* Volunteers must be posted at each driveway, intersection, and/or road closing.

**Registration**

* Include cost of set up (tables, food, printing of posters/registration forms, insurance, t-shirts, etc.)
* Determine a minimum number of registrants needed to move forward with the event.
* Checks should be made out to UWSP and deposited immediately.
* If you will be using a number system, order numbers well in advance of event.
* Registration forms
  + Name
  + Address
  + Phone
  + Email
  + Gender
  + Age Group
  + T-shirt size
  + Payment Information
  + Date, location, time of event
  + Contact Information (who to contact if they have questions)
  + Refund policy
* **ALL** participants (runners and volunteers) **MUST** complete an *Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment* (maybe printed on the opposite side of your registration form)
  + For people under 18, a parent or guardian must sign for them. Minors must be accompanied by a parent/guardian at all times.
* Include race instruction on the registration form (i.e. stay on path,
* Will you be handing out numbers?
* Will you be handing out t-shirts? Other items?
* On-site registration?
  + Cash box (request from University Information & Tickets at least 3 days in advance)
  + Who will be responsible for depositing funds at the end of registration? (Hire Campus Activities and Recreation ushers to manage your cash box)
* What set up will you need?
  + Several tables & chairs (reserve through Campus Reservations – 2 week notice)
  + Pens/highlighters
  + Blank Registration forms/hold harmless
  + Completed registration and hold harmless forms
  + Plastic gloves for clean up and food distribution (if necessary)
* Consider two registration tables
  + Pre-registered people
  + Day of registration

**Risk Management Requirements**

* Emergency plans established that address (SEE [UWSP EMP](https://www3.uwsp.edu/rmgt/Pages/em/procedures/default.aspx) FOR RESOURCES) :
  + Medical Emergency Response Plans
    - Call list provided to all volunteers along course
    - Medical Assistance station
      * Trained individuals/volunteers/organization members
      * First Aid Kit on site/Where is the nearest AED?
        + cold packs
        + 1" x 3" bandages
        + 3" x 3" guaze pads
        + triangular bandages
        + 2" Gauze Roll
        + waterproof tape
        + medical scissors and tweezers
        + antiseptic
        + wipes/alcohol pads
        + non‐latex disposable gloves
        + CPR face shield/pocket
        + mask
        + Emergency First Aid
    - Accident Forms, see [non-employee injury report](https://campus.uwsp.edu/sites/rmgt/campus/_layouts/WordViewer.aspx?id=/sites/rmgt/campus/Workers%20Compensation/Injury%20Reporting/Non-Employee%20Injury%20Report.doc&Source=https%3A%2F%2Fcampus%2Euwsp%2Eedu%2Fsites%2Frmgt%2Fcampus%2FWorkers%2520Compensation%2FForms%2FAllItems%2Easpx%3FRootFolder%3D%252Fsites%252Frmgt%252Fcampus%252FWorkers%2520Compensation%252FInjury%2520Reporting%26FolderCTID%3D0x0120006A43AACAD6B8184FB8645F08DC9CDA89%26View%3D%7B8765D9E7%2D40DC%2D49C1%2D96D8%2DA9D7DBAE3060%7D&DefaultItemO).
* Severe Weather Plans
  + - Weather Monitoring and notifications – See Appendix A
    - Lightening/Storm Policy Of Continuation – See Appendix A
* Other – Personal Safety (Jeff – what kind of things do you envision here?)
* Event Cancelation Procedure – how will you notify participants if the event is cancelled?
* Emergency response vehicle availability and access

**Determining Cost**

Planning a Run/Walk to either make money or to break even requires planning for all costs.

* Special Events Insurance
* Cost of ambulance crew for event
* Rental of tables, chairs, garbage cans, portable toilets
* T-shirts or other item
  + If you are selling/giving away items with the UWSP name or other licensed logos, they must be purchased using your SGA account. You may only purchase these items from vendors on the approved vendor list.
  + Many races provide runners with a t-shirt. You may want to consider language indicating t-shirts may not be available/or are limited during on-site registration.
  + Make sure you have an idea of how many participants you expect at the event to confirm printing numbers in advance.
* Cost of numbers for event participants
* Higher the cost, the more runners will expect from the race
* How many people do you expect?
* Publicity costs
* Refreshments

**Refreshments**

* How much do you need? How many people are you expecting?
* If you are hosting on campus/Schmeeckle, you will need to complete a Food Waiver form/Sales Form for Dining and Summer Conferences.
* How many tables will you need (Campus Reservations)
* Will you be asking local businesses for donations?
* Secure garbage/recycling receptacles for boxes, cartons, etc. These can be reserved through Campus Reservations for a fee.
* You must provide at least two water stations for your event, one half-way through the race. One at the end is recommended as well. Additional water stations are recommended during the warmer months.
* Volunteers should be provided at each water station.
* Secure trash bags and gloves to use to pick up empty water cups.

**Volunteer Staffing**

* How many will you need?
  + Registration table (2-4, or more depending on number of registrants)
  + ½ marker
  + End of Race (timers? Runner assistance?)
  + Refreshments
  + At each crossing
  + Clean up
* Must have working cell phone with contact list

**Volunteer Training**

* What are their specific responsibilities for their particular position?
* What should they do in case of emergency? Accident Report Forms
* Who do they report to?
* How do they get a hold of someone to answer questions?

**Day of Event Staffing**

* Volunteers/staff need to be present at each thorough-fare crossing.
* All staff/volunteers need to be wearing easily-identifiable clothing/safety vests. vests (SAFETY VEST REQUIRED FOR ALL INDIVIDUALS WORKING ON OR NEAR ROADS – you can reserve these through Protective Services).
* End of race site must be appropriately staffed. (ratio x runners: x volunteers)

**Request to Host a Walk/Run**

Exact Name of Sponsoring Organization(s):

Title of Event:

Description of event (include brochures, flyers, websites, etc.):

Date and Time of event:

Location of event:

Expected number of attendees:

Attach the desired route

Attendees will be:

* UWSP Students
* Community Members
* Persons under the age of 18

Registration fee? YES NO If yes, what is the fee?

Type of desired insurance coverage

* General Liability Coverage for sponsors
* Medical/Accident coverage for participants
* Other

Severe Weather Plan

Will this event be sponsored or co-sponsored along with a UWSP Department or Unit? If Yes, provide name of area and contact person.

Signature of host organization(s) president(s):

Signature of host organization(s) adviser(s):

**Office Use Only**

**Event Approved/Denied**

**Event Insurance Required YES/NO**

**Notification: Risk Mgt, Protective Services, SPPD, Campus Reservations, Schmeeckle Reserve**

**Number of Volunteers Required to Host Event**

**Weather Contingency Planning**

**Contingency Criteria #1 – Severe Weather:** Severe weather is defined as tornadoes, damaging winds, or large hail. The Storm Prediction Center (SPC) issues an outlook for severe weather potential (<http://forecast.weather.gov/MapClick.php?CityName=Stevens+Point&state=WI&site=GRB&lat=44.543&lon=-89.564>) If the Day 1 or 2 Outlook covers the area with “Moderate” (red) risk for severe weather, the race should definitely be cancelled. This is an indication of an unusually increased chance for severe weather for our region.

If it is a “Slight” risk (yellow), then close monitoring of the forecast details (see #3 below) is necessary to determining the timing for any potential severe weather.

**Contingency Criteria #2 – Lightning:** The official National Weather Service (hour by hour) forecast for campus can be found here: <http://www.crh.noaa.gov/grb/warn.php>

If the forecast for the race period (from pre-race registration through the last runner crosses the finish line) includes any of the following, the race should be postponed or cancelled:

- Thunderstorm Potential of “Likely” or higher (50%+)

- Lightning Activity Level of 4 – 6.

If the forecast includes either of the following, conditions must be monitored on a hour-by-hour, minute-by-minute basis and make decisions on the spot:

- Thunderstorm Potential of “Chance” (30-50%)

- Lightning Activity Level of 2 – 3.

**Contingency Criteria #3– Extreme Heat:** Most runners know their own personal thresholds and tolerances for heat. Most check the forecasts and make personal decisions based upon that. Regardless, it would be best if race organizers announce current and forecasted weather conditions to the runners prior to the beginning of the race.

**Contingency Criteria #4– Extreme Cold/Ice/Snow covered route:** Most runners know their own personal thresholds and tolerances for cold. Most check the forecasts and make personal decisions based upon that. Regardless, it would be best if race organizers announce current and forecasted weather conditions to the runners prior to the beginning of the race.

**Campus Resources**

**Student Involvement & Employment Office**

Susan LeBow ([slebow@uwsp.edu](mailto:slebow@uwsp.edu)) 715-346-2174

* General planning
* Resources

**Campus Reservations**

(campres@uwsp.edu) 715-346-4421

* Reserve space
* Reserve tables, chairs, garbage cans

**Protective Services**

Bill Rowe ([browe@uwsp.edu](mailto:browe@uwsp.edu)) 715-346-3456

* Planning and notification of route
* Borrow safety vests and traffic cones

**Risk Management**

Jeff Karcher ([jkarcher@uwsp.edu](mailto:jkarcher@uwsp.edu)) 715-346-3901

* Insurance coverage and purchase
* General planning

**Schmeeckle Reserve**

Ron Zimmerman ([rzimmer@uwsp.edu](mailto:rzimmer@uwsp.edu)) 715-346-4992

* Reserve Space
* Route Planning/Approval

**Stevens Point Police Department**

Sgt. Tony Babl, Community Relations Officer 715-346-1500

* Route Planning/Notification/Approval

**University Information & Tickets**

[http://www.uwsp.edu/centers/shoppingservices/Pages/uit/Info-Center-Services.aspx](https://www3.uwsp.edu/centers/shoppingservices/Pages/uit/Info-Center-Services.aspx)

* Registration sign up
* Request change fund for day of event

**Ushers**

[http://www.uwsp.edu/centers/shoppingservices/Pages/uit/Info-Center-Services.aspx](https://www3.uwsp.edu/centers/shoppingservices/Pages/uit/Info-Center-Services.aspx)

* Student staff available to collect funds for day of event, small fee

**Planning a Run.docx**