



## **Is your municipality hosting a 5K?**

Many local communities host races and other athletic competitions to benefit the community. While these events raise funds for charitable organizations, boost tourism and promote healthy lifestyles, they can create an increased exposure for injury to participants, spectators and volunteers. NYMIR provides the following check list for members as a guide when organizing and hosting these events:

- ⇒ 1. Make sure road conditions are checked by your Highway/DPW department or other appropriate departments to ensure the route is free of obstructions.
- ⇒ 2. Have each runner sign a waiver of liability.
- ⇒ 3. Make sure proper signage is visibly posted.
- ⇒ 4. All runners, participants and volunteer personnel should be easily identifiable; such as by wearing brightly colored STAFF shirts or orange vests.
- ⇒ 5. Make sure several, if not all volunteers, are trained in CPR/AED use, EMS personnel should be placed at strategic locations along the route.
- ⇒ 6. Volunteer staff should be in communication with each other and other staff at all times via cell phones or radios.
- ⇒ 7. Runners need to be hydrated; there should be water or Gatorade stations spaced throughout the race.
- ⇒ 8. An EMS station should be placed at the end of the race along with a mobile EMS truck traversing the race route.
- ⇒ 9. The end of the race should have adequate shade and shelter along with food and water.
- ⇒ 10. Volunteer staff should ensure the finish line remains clear of spectators and debris for runners finishing the race.
- ⇒ 11. Have portable toilets on-site (one per every 50 participants and spectators).
- ⇒ 12. Consider law enforcement providing a pace vehicle for the safety of the participants and spectators . Law enforcement should be available along the route to provide any other necessary traffic controls.
- ⇒ 13. Have volunteer staff prepared to alter the course, remove debris and keep runners informed in case of severe weather.

Before considering sponsorship of a 5K in your community, it is important for you to review your policy with your insurance representative. There may be exclusions or limitations in your policy for these events. Some events may require additional premium based on the exposure.

Please also note the following helpful links to organizing a 5K:

<https://www.raceentry.com/how-to-organize-a-5k>

<http://www.active.com/running/articles/how-to-organize-a-5k-a-guide-to-planning-your-first-race>

