



FLORIDA STATE UNIVERSITY  
**POLICE**



and



# How to Plan a 5k Race at Florida State University



# FSU 5K RUN/ WALK POLICY

Revised January 2015

## **I. Introduction**

The FSU 5K Run/Walk Policy pertains to 5K runs or walks held by Recognized Student Organizations (RSOs), Student Government Association (SGA) groups, University Departments, and University Affiliates. These groups will hereafter be referred to as “race sponsor” in this policy.

Neither the University, nor any of its personnel, agents, or representatives, including the FSU Police Department and/or Board of Trustees, absolutely guarantee or in any way represent that the 5K Run/Walk routes and/or surrounding areas are completely safe and secure or will be completely safe and secure during a 5K Run/Walk. Student organizations, university departments, or university affiliates and university personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.

## **II. Guidelines**

### **A. 5K Run/ Walk Eligibility & Requirements**

- a. All races must be approved by FSUPD.
  - i. Race sponsor must meet with FSUPD designee for approval of race date and course.
    - i. The event coordinator from the sponsoring group or organization must remain consistent throughout the race planning process and must be present at the event the day of the race and remain for the entirety of the race and post-race cleanup.
  - ii. FSUPD will begin taking reservations for race dates 30 calendar days before the semester in which the race will occur.
  - iii. Each organization is only allowed to sponsor one (1) 5K Run/ Walk per academic year (July- June) as the sponsoring or the co-sponsoring organization.
  - iv. No races will be allowed on FSU home football game weekends (Saturday).
  - v. Non-University Persons, Groups, and Organizations are not permitted to host a race/ walk on campus unless they are invited to co-sponsor the event by a RSO or University entity.
  - vi. Races are not allowed the same day as the Tallahassee Marathon or Springtime Tallahassee.
  - vii. All Runs/ Walks that are not 5Ks must be approved by FSUPD designee.
- b. Races may only be held on designated Run Weekends (Saturdays and Sundays).
  - i. Run Weekends are determined by the Student Activities Center in conjunction with Oglesby Union Guest Services, FSUPD, and other University partners.
  - ii. Race weekends will have two (2) classifications: Category 1 and Category 2 (see section B)
  - iii. The list of dates will be sent out and posted on the Student Activities website at least 30 days before the start of the semester.
  - iv. No more than 1 race may occur in a day.
  - v. Races must take place between the hours of 8am-11am EST (unless otherwise arranged with FSUPD).
  - vi. The actual running of the race must begin by 9am at the latest.
- c. The start and finish locations for the race must be reserved by the race sponsor through the appropriate department as outlined in the Use of Campus Facilities Policy 6C2R-2.007.

- i. <http://regulations.fsu.edu/content/download/42913/277157/6C2R-2.007%20Use%20of%20Campus%20Facilities.pdf>
- d. All race events must be processed and approved through the Event Permitting process through Student Activities Center.
- e. Race sponsor must have a minimum of 50 runners pre-registered for final approval of race. Proof of the 50 runners must be provided to the Student Activities Center (SAC) designee at least 5 business days prior to the race.
- f. If a race sponsor believes they cannot meet the 50 runners requirement they may co-sponsor the event with another organization/ department. Arrangements must be made at least 30 days in advance of the race date.
- g. The Office of Student Activities reserves the right to cancel any 5K race/ walks that do not have a fully approved Event Permit within 24 hours of the aforementioned deadlines (at least 5 business days prior to the race).
- h. The race sponsor is responsible for refunds of any amount to participants and/or sponsors in the event that the race is canceled.

## **B. Race Weekend Classifications**

- a. A Category 1 5K Run/Walk is defined as a 5K that is occurring for the first time or a 5K that has had attendance fewer than 50 people within the last 3 years.
  - i. A Category 1 5K Run/Walk must be co-sponsored with another RSO or university department.
- b. A Category 2 5K Run/Walk is defined as a 5K that has within the last 3 years had more than 50 participants.
  - i. A Category 2 5K Run/Walk may be co-sponsored
- c. Both classifications require the race sponsor to have a minimum of 50 runners pre-registered for final approval of race. Proof of the 50 runners must be provided to the Student Activities Center (SAC) designee at least 5 business days prior to the race.

## **C. Health, Safety, & Sanitation Requirements**

- a. All races must be run in the same direction as traffic.
- b. In the event of inclement weather (including, but not limited to: thunderstorms, extreme heat, extreme cold, excessive rainfall, flooding, smog, or any other weather conditions deemed hazardous or unsafe) on a race day, the decision to proceed will be made by the FSUPD Shift Command, in consultation with Emergency Management.
  - i. The decision is within the sole discretion of the FSUPD Shift Command and/ or Emergency Management and is not subject to debate or appeal.
- c. Two (2) water stations are required in all races (at the middle and end of the route).
  - i. In instances of extreme heat, additional cooling and medical resources may be required after consultation with Emergency Management and Medical Response Unit.
- d. Volunteers and appropriate signage (directions, water stations, etc.) must be positioned throughout the race course as determined by FSU Emergency Management and FSUPD. The use of spray chalk is prohibited.
- e. Run/Walk routes must be confined to paved surfaces (roadways / sidewalks) and avoid grass, dirt, gravel or other landscaped areas.
- f. Runners must run on the sidewalk unless they are crossing a road in a crosswalk.
  - a. Unless the police are present, runners cross the road at their own risk.
- g. Deployment of any colored cornstarch or similar colored powder product is prohibited on campus.

- h. Run/Walk events involving or promoting the binge consumption of any food or beverage is prohibited on campus.
- i. Race sponsors are responsible for arranging appropriate cleanup of any biological hazards (e.g. vomit) in accordance with University health and safety policies and procedures.
- j. Race sponsors are responsible for cleanup of any non-organic litter or debris generated by the Run/Walk including, but not limited to: cups, confetti, wrappers, and signage.
- k. A pre-race meeting with SAC staff to outline each group/organization's responsibilities for the race is required if the race will be co-sponsored.
- l. Sponsoring organization(s) must follow the rules, regulations, and parameters of FSU 5K Run/Walk Policy.
- m. FSUPD and Medical Response Unit must be present at event.
- n. Each participant must sign a university-approved waiver/statement of consent before participating in the race. The waiver/statement of consent must be signed by a parent/guardian if the participant is under the age of 18.

**D. General 5k Run/ Walk Information**

- a. Violations of this policy may result in sanctions and a report to at least, but not limited to, the following campus departments: Student Activities Center, Student Rights & Responsibilities, Oglesby Union Guest Services, FSUPD, and the related Academic Dean or Vice President. The individuals signing this policy are responsible for educating the members of their student organization/ department on the aforementioned policies and procedures.
- b. Race Sponsors are encouraged to contact local track and field or running clubs for race timing and results equipment and materials (e.g. Gulf Winds Track Club).

# PLANNING YOUR 5k

## Things to Consider Before You Start Planning

### Eligibility

- Recognized student organizations and FSU university departments/entities are eligible to book and hold 5k races on the FSU campus. Dates are reserved on a first-come, first-served basis for eligible groups.

### Dates and Times

- Designated race dates will be sent out at least 30 days prior to the start of the semester.
- You must get approval for your 5K Race from FSUPD and the Student Activities Center PRIOR to posting on any public race or event calendars or websites. (i.e. Gulf Winds Track Calendar, etc.)
- Contact FSUPD about your interest in a race event at least one month in advance of the race to make sure the race date is available. Race date scheduling is available starting 30 days prior to the start of the semester in which a race is to be held.
- Races must take place between 8am-11am EST.
- Provide FSUPD with the pertinent information of your 5K Race event. (i.e. Start/ Finish location; Registration time; actual race start time/s; race route; any post-race event times; etc.)
- Be flexible in your planning. If possible, have several dates and times in mind that you would be able to host your event. Generally, multiple races are not allowed to be held on the same day. Races will not be scheduled on home football game days, university holidays when the university is closed, or dates in which large-scale campus or city events are scheduled (i.e. Springtime Tallahassee, Tallahassee Marathon, etc.)
- Look at other known university events such as football games and alumni weekends when planning your event to avoid unnecessary conflicts.
- Annually-held, community, or university sponsored events may take precedence over your event and/or may affect your planned event location.

### Cost

- Set the cost per participant based on your overhead costs and your fundraising goals. You will want to take into consideration event t-shirts, food, water, table rental, FSUPD overtime (if applicable), any electronic or PA equipment used, etc...

### Number of Participants

- You must have a minimum of 50 runners pre-registered for your race with proof submitted to the Student Activities Center 5 business days in advance of day of the event.
- Try to have an accurate gauge of how many participants you expect. While not always accurate, past races, other events occurring, or pre-registration numbers may give you an idea of the numbers to expect.
- This will help determine whether or not you might need FSUPD to provide extra-duty officers at a cost to you or your organization. (approx \$30/hr per officer)

# Pre-Planning for Your 5k

## Routes

- Routes must be approved by FSUPD in advance. (3 weeks minimum)
- Groups must make all efforts to keep routes on sidewalks and must make sure the route is ADA accessible.
- Several commonly used campus routes are included in this packet. Some are 5k in length while others may be shorter or longer.
- Routes included in this packet are not considered as “Certified” for length unless so indicated or done so thru other resources. (Gulf Winds Track Club) Gulfwinds Track Club has other routes, especially if runners want a certified 5k race.
- Routes may not start or end at Westcott or Landis Green.

## Traffic Concerns

- Streets used for 5k's or other races are generally NOT CLOSED to normal vehicular traffic during the event. One lane will normally be used for runners, the other for normal traffic. In most circumstances, the FSU Police Department will provide traffic assistance at intersections and other critical areas along the route; however, this does not replace the need for race workers along the route.
- Runners should stay on the sidewalk.
- Limit the number of intersections that would pose traffic concerns.
- As a general rule, campus streets will not be closed off for your race event. If, however, you are requesting to close off a street for your race or any part of your event, you will need to contact FSUPD early in the process.
- The closing of City streets requires a City permit. There is a \$25 non-refundable application fee and the hiring of police officers (FSUPD or TPD) may be required.
  - <http://www.talgov.com/Uploads/Public/Documents/tpd/pdf/se-permit-app.pdf>
  - Tallahassee Police Department- Special Operations Division
  - [tpdspecialevnts@talgov.com](mailto:tpdspecialevnts@talgov.com)
  - (850) 891-4261
- The City of Tallahassee may not approve due to other events or activities occurring at the same time. FSUPD can provide assistance in this process.
- Volunteers must be posted at each driveway, intersection, and/or road closing.

## Medical Response Unit

- The Medical Response Unit (MRU) functions as a basic life support and quick response unit at Florida State University. They offer first aid services and/or support to existing emergency medical and safety units during campus events, to include 5k races.
- To contact the Medical Response Unit for event scheduling call 644-3349, email [medicalresponse@admin.fsu.edu](mailto:medicalresponse@admin.fsu.edu), or visit their website at <http://www.tshc.fsu.edu/fru/welcome.htm>

## Security

- Will the number of participants warrant security for the event? FSUPD will determine if or what type security may be required.

- If additional security is needed, *Contemporary Services Corporation, (CSC)* is the ONLY authorized vendor for FSU campus events. They may be contacted thru the FSU Police Dept. (Lt. Maloy, [jmaloy@fsu.edu](mailto:jmaloy@fsu.edu), 644-1343) or directly at (850) 728-6350 or [luribe@csc-usa.com](mailto:luribe@csc-usa.com).
- If you are collecting money for this event, a plan should be in place to collect it in a securable money box to put it in as well as a securing a reliable means to get it to the bank.

### **Restroom Facilities**

- Identify nearby restroom facilities by contacting staff in nearby buildings regarding access and building hours.
- If restrooms are not available, you may want to consider renting portable toilets
- Have you asked nearby businesses if you can use their restroom facilities?

### **Registration**

- Pre-registration online or in person is suggested. On-site registration for participants the day of the race is acceptable as well. Don't forget to outline when and where on-site registration will take place.
- Tables and chairs will be required for on-site registration. The university may be able to assist, but may depend on the location desired and may involve a cost to your group or organization. You may want to consider renting equipment from a properly insured company. The Student Activities Center can provide information about requirements and local vendors.
- A cash handling plan should be in place and monitored closely. It is recommended to have security present where money is exchanging hands.
- Have extra copies of waivers available for on-site registration or those who forgot to bring a signed copy (must be signed by a parent/guardian if participant is a legal minor).

### **T-Shirts**

- Many races provide runners with a t-shirt. You may want to consider language indicating t-shirts may not be available 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.

### **Food**

- Many races have snacks or food available for participants at the end of the race.
- You will need to know where the food is coming from and what will be served in order to get a Temporary Food Permit (part of the overall Event Permit request in Nole Central).
- Secure garbage/recycling receptacles for boxes, cartons, etc.

## **At Least 10 Business Days in Advance**

### **Event Permit/Waiver**

- Have you filled out an Event Permit with the Student Activities Center? (due at least 10 business days in advance; a month is preferable)
- You will be required to use the FSU-provided waiver for your participants (see sample waiver form at <http://union.fsu.edu/sac/eventplanning/forms-for-events/>)

- If you plan to have any pre or post-race events, let SAC staff know through your Event Permit. Consider any setup needs such as tables, chairs, speakers, microphones, etc...

## Day-of Event Logistics

### Marking Your 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.
- ONLY powder-based chalk sticks or chalk dust that can easily be washed or swept away are to be used on streets or concrete sidewalks. **NO MARKINGS are to be used on any bricked areas (around the Integration Statue, Westcott Plaza, etc).** **Spray chalk is NOT ALLOWED at any time and may result in clean-up fees.**
- Signs or posters may be used to mark portions of the route not able to be chalked, but signs or posters are to be removed at the conclusion of the race/event. Signs and posters cannot be placed in or on areas that will be damaged or defaced by such placement. (statues; plaques, etc)
- Organizations that mark routes in any manner that causes damage or defaces university property could result in disciplinary action; monetary charges for any resulting repair costs; and/or loss of future event privileges.

### Water Stops

- 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.

## Cancellations

- If your organization decides to cancel the planned & scheduled event due to weather or other issues, as much notice as possible should be provided to the FSU Police Department and Student Activities Center. If for reasons other than weather, this could allow for other events or activities to be held, that might not have been held otherwise.
- Alternative dates for cancelled events may or may not be available.
- FSUPD reserves the right to cancel or postpone the race in the event of severe weather.



# 5k RACE CHECKLIST

For a successful race, you'll need...

- Determine the preferred date, time and location for your race. Have alternates in mind.
- Contact the Florida State University Police Department to secure a race date. Scheduling begins 30 days prior to the start of the semester in which you plan to hold your 5k. Contacting FSUPD early in the process may provide you with vital information about street closures, construction, etc. and can help you to make your event a success.  
(FSUPD Special Operations – Lt. Justin Maloy, [jmaloy@fsu.edu](mailto:jmaloy@fsu.edu), 644-1343)
- Coordinate with FSUPD – (Lt. Maloy) with the proposed Route of your 5K. Some routes may not be available due to other scheduled events, road construction, etc).
- Obtain an Event Permit from the Student Activities Center at <http://union.fsu.edu/sac/eventplanning/> *Event Permit requests should be submitted at least 10 business days in advance of your race, but at least a month is advised.*
- View the [Inclement Weather Planning Guide](#) and begin to outline your plans in case of weather events. Dave Bujak in Emergency Management is a good resource.
- Re-visit the number of participants you expect in order to address parking needs. Planning your route near easily accessible parking lots is encouraged. Contact the FSU Parking and Transportation office if you need to reserve parking or purchase permits.
- Determine if restrooms are available nearby at your race time. Check on hours of buildings nearby. You may want to consider renting portable toilets.
- Setup online or prior registration systems. Consider needs for on-site registration such as tables, cash handling processes, etc.
- Determine water stop locations (at least half-way through the route and at the end are recommended, more if it is warm). Gather coolers, cups, and materials needed to clean these areas.
- Secure and finalize food if you choose to provide it. The Temporary Food Permit is part of the Event Permit request. Make sure you update EH&S Biological Safety with any last minute changes in food plans.
- Recruit and train volunteers for roles as needed. Volunteers should be posted at all route locations where the route crosses a major thoroughfare. Gulf Winds Track Club may be able to provide volunteers. <http://www.gulfwinds.org>
- Submit list of 50 pre-registered participants to the Student Activities Center

If you have questions, contact: Student Activities Center 644-6673 or FSU Police (Officer Maloy) 644-1343

## CONTACTS

- Student Activities Center (850)644-6673  
<http://union.fsu.edu/sac/eventplanning/>
- Event Planning (Dorsey Spencer) (850)645-7364  
[dspencer2@fsu.edu](mailto:dspencer2@fsu.edu)  
<http://union.fsu.edu/sac/eventplanning/>
- FSU Police Special Operations (Lt. Justin Maloy) (850)644-1343  
[jmaloy@fsu.edu](mailto:jmaloy@fsu.edu)
- FSU Police (Dispatch) (850)644-1234  
<http://www.police.fsu.edu/>
- FSU Emergency Management (Dave Bujak) (850)644-7055  
[dbujak@admin.fsu.edu](mailto:dbujak@admin.fsu.edu)  
<http://police.fsu.edu/Emergency-Management>
- FSU Env. Health & Safety (food permits) (850)644-6895  
<http://www.safety.fsu.edu/>
- Medical Response Unit (850)644-3349  
[medicalresponse@admin.fsu.edu](mailto:medicalresponse@admin.fsu.edu)  
<http://www.tshc.fsu.edu/fru/welcome.htm>
- Gulf Winds Track Club <http://gulfwinds.org/>
- Tallahassee Police Dept. (850) 891-4261  
[tpdspecialevnts@talgov.com](mailto:tpdspecialevnts@talgov.com)  
<http://www.talgov.com/Uploads/Public/Documents/tpd/pdf/se-permit-app.pdf>

# WEATHER CONTINGENCY PLANNING FOR 5ks

**Contingency Criteria #1 – Tropical Weather:** Clearly if we are under any tropical weather watches or warnings, the event should be cancelled outright. August is the peak of hurricane season and we're looking at a potentially very active season this year.

**Contingency Criteria #2 – 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://www.spc.noaa.gov/products/outlook/>). 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 we really need to take a close look at the forecast details (see #3 below) as to the timing for any potential severe weather.

If the area is shaded in green, that indicates the chance for thunderstorms that could become strong, but should remain less than severe (see #3 below).

**Contingency Criteria #3 – Lightning:** The official National Weather Service (hour by hour) forecast for campus can be found here:  
<http://forecast.weather.gov/MapClick.php?w0=t&w1=td&w2=hi&w3=sfcwind&w3u=1&w4=sky&w5=pop&w6=rh&w7=thunder&w8=rain&w10=lal&w11u=1&w12u=1&AheadHour=0&Submit=Submit&FcstType=graphical&textField1=30.44079&textField2=-84.28835&site=all&unit=0&dd=0&bw=0>

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, we will have to monitor conditions 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 #4 – 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.

Remember that Heat Index is a measure of the air temperature PLUS the humidity to calculate a “feels like” temperature. Details:

<http://pub.extranet.fsu.edu/sites/safety/safetywiki/Wiki%20Pages/Emergency%20Management-Extreme%20Heat.aspx>

With that being said, it should be safe to assume that if the National Weather Service has issued a “Heat Advisory” due to forecasted heat indices of 108-112’F or a “Excessive Heat Watch/Warning” for heat indices greater than 113’F, then we’ve probably exceed most people’s tolerances and the event should be cancelled outright.

Additionally, race organizers should plan critical resources accordingly for the heat, especially in August. Higher heat indices (90’F+) will require more watering stations, more medical staff on-hand, and cool down stations at the finish line. People might still be willing to run, but there will be more cases of heat exhaustion as a result.

**Contingency Criteria #5 – FSU ALERT Warnings:** If we’ve done a good job in planning and monitoring, we should never get to this one. However, it should be clear that if there are any FSU ALERT warnings issued during the race, the race shall cease immediately and all runners seek shelter in the nearest accessible building. NOTE that residence halls are not accessible to the public.

FOR MORE INFORMATION, CONTACT:

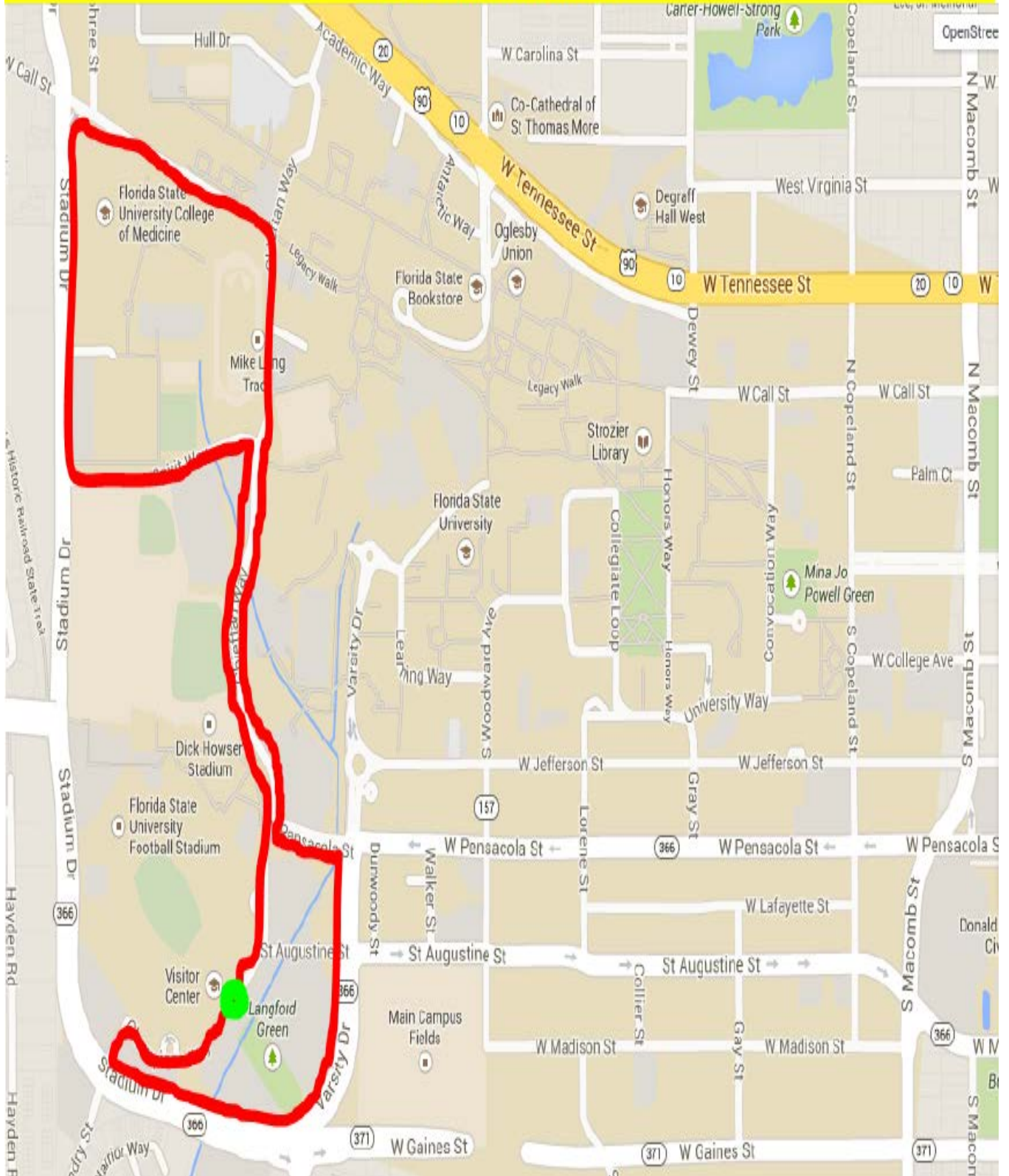
Dave Bujak, Emergency Management

(850)644-7055

[dbujak@admin.fsu.edu](mailto:dbujak@admin.fsu.edu)

<http://police.fsu.edu/Emergency-Management>

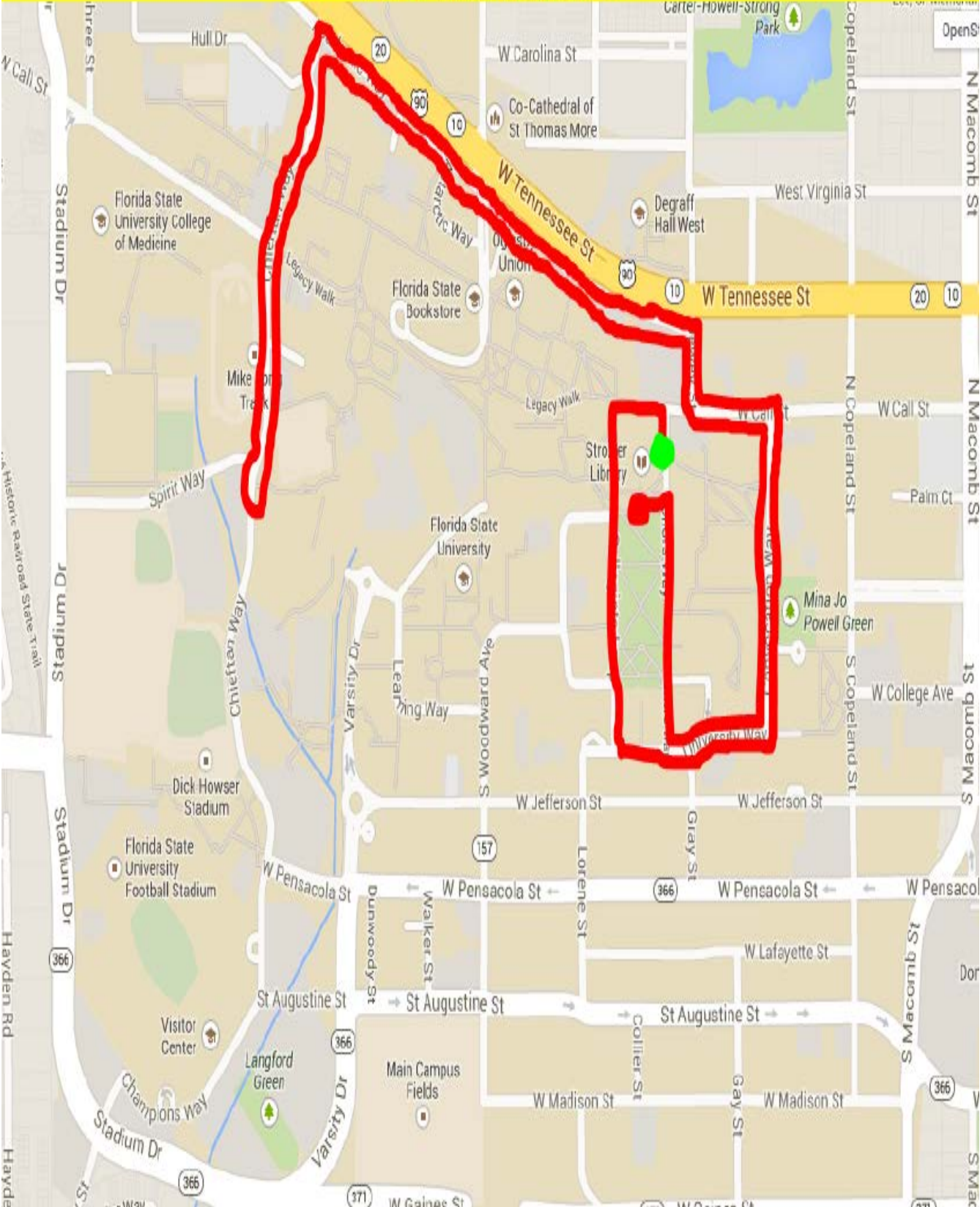
# FSU 5K Route #1



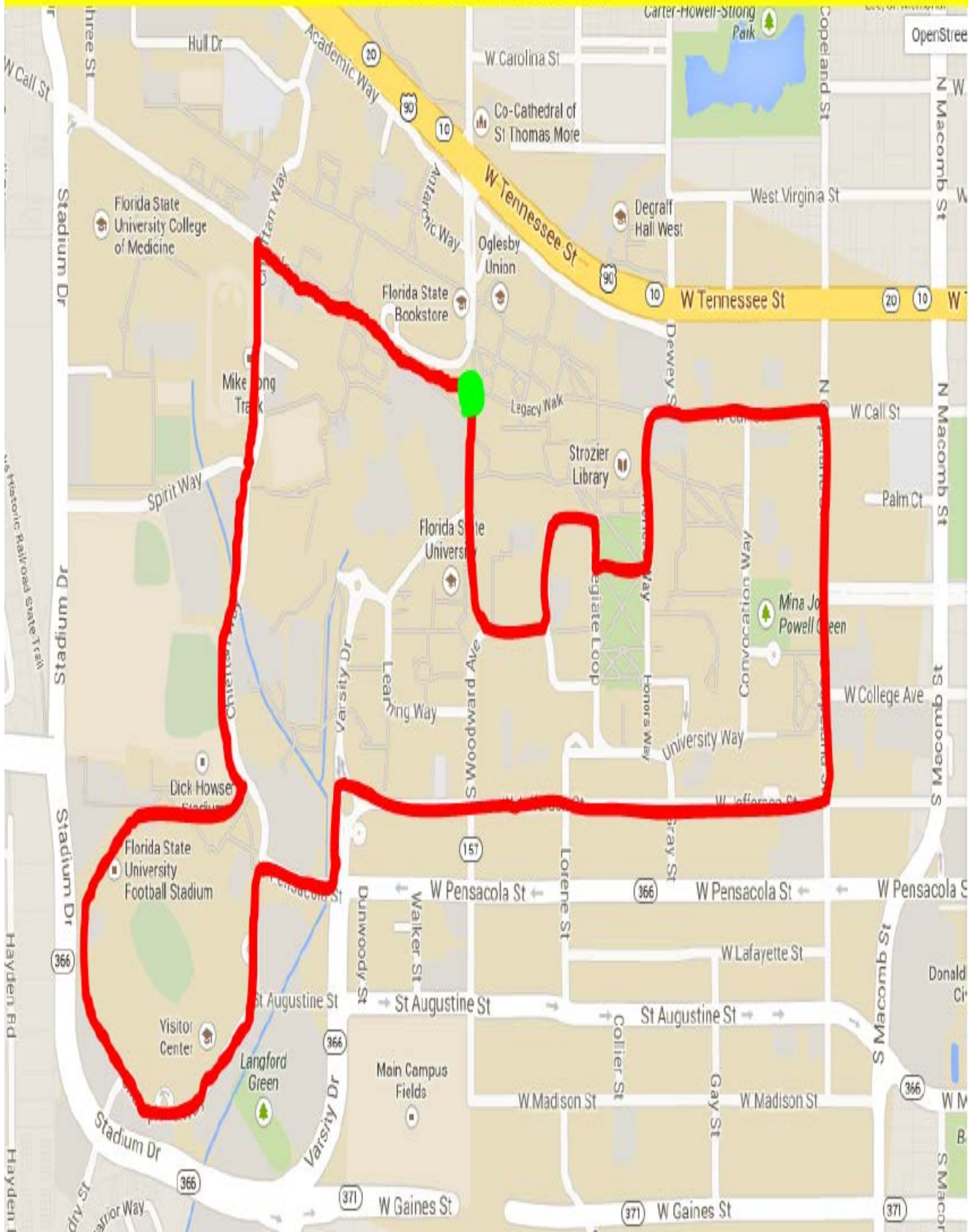
# FSU 5K Route #2



# FSU 5K Route #3

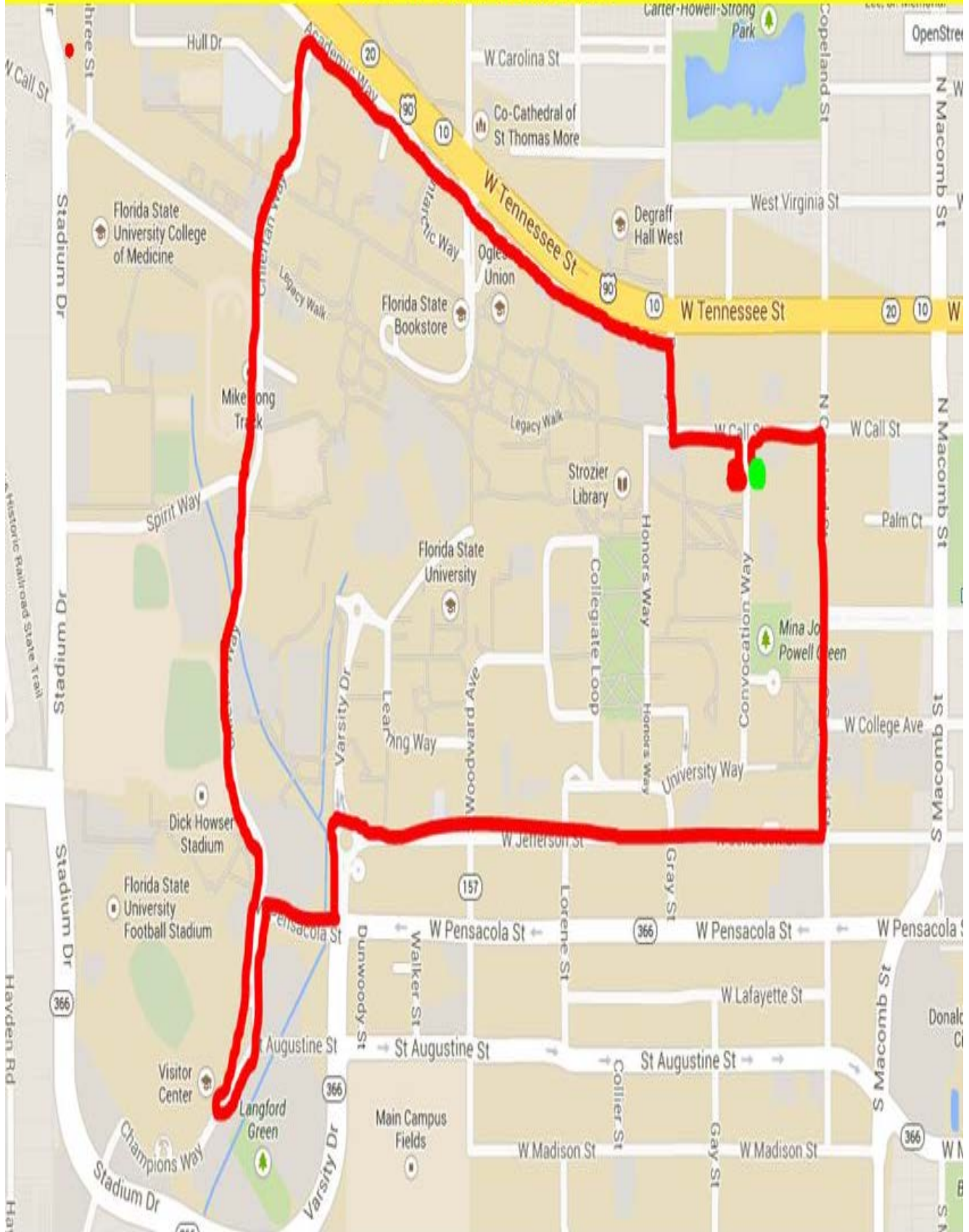


# FSU 5K Route #4





# FSU 5K Route #5



# FSU 5K Route #6

