Road Race Informational Packet

Race Guidelines

East Tennessee has many wonderful places for running, cycling and other road race events, so it's not surprising that these type competitions are popular here with race events taking place all across the state from spring to fall. However, as the popularity and frequency of races increase so do the possibilities for traffic disruptions and serious injury to participants and the general public. For this reason, the City of Oak Ridge has developed guidelines to permit safe racing on the city's streets and highways.

While well-planned competitive events are encouraged, it is imperative that race promoters understand the processes and cooperate with the City of Oak Ridge to ensure the safety of all involved. The process begins with the submission of a completed race application and ends with a safe and successful event. Applications are available from the Recreation and Parks Department and may be downloaded from the web site at orrecparks.oakridgetn.gov or picked up at the Recreation Center Front Desk at 1403 Oak Ridge Turnpike. The Recreation and Parks Department and the Oak Ridge Police Department will work with race organizers to ensure a safe environment is available for the race with minimal traffic disruptions.

The City of Oak Ridge has developed a city-wide system of 3 road courses for use by race promoters. Using 1 of the 3 courses and holding races on Saturday or Sunday mornings with a start time prior to 8:30 a.m. will streamline the approval process for the event as well as minimize costs to the event organizers. Each course has a recommended Oak Ridge Police Department (ORPD) staffing level, number of volunteers needed, contacts for parking/staging areas and estimated cost. Requests that include other courses, different days and times outside of the standard course setup will be considered on a case-by-case basis. The approval process could require an extended review period and will include additional staffing cost in order to ensure the safety of the race participants and the general public plus minimize traffic disruptions.

City of Oak Ridge Race Approval Procedure & Forms

The race director should meet with the Recreation and Parks Department staff to discuss the event and receive copies of the race guidelines, maps of the 3 approved road courses available in Oak Ridge and an events application. The completed events application should be returned to the Recreation and Parks Department at least 90 days prior to your scheduled event date. Contact information is 425-3450. At least 60 days prior to the proposed road race, the race director should meet with the City of Oak Ridge Special Event Committee to review the event application, submit a draft Hold Harmless Agreement, develop a cost for city services and discuss race plans, maps and arrangements. A course would be selected, staffing proposed and cones/barrels requested.

At least 30 days prior to the proposed road race, the race director should again be in contact with City staff to finalize all race arrangements.
At least 14 days prior to the approved road race, a certificate of insurance naming the City of Oak Ridge as an "Additional Insured Party" should be sent to the Recreation and Parks Department by the event insurance carrier. Contact information 865-425-3450.

The race director will meet with or be in contact with ORPD officers and other city staff in the weeks prior to the race to exchange contact information, review the approved route, road closing schedule and volunteer staffing.

The race director is responsible for paying the race invoice within 15 days after it is received.

Safety

- Oak Ridge Police officers will be required at all signalized intersections and other critical points along the course as determined by ORPD based on anticipated traffic flow, day of the week and activity levels within the race area.

- ORPD will be the primary point of contact (unless decided otherwise by ORPD) for races held in Oak Ridge and will coordinate with ACSD or RCSD if assistance is needed. Please be sure to contact ORPD prior to your race at 865-425-3503 (Monday – Friday 8am to 5 pm) if you haven't been contacted by your point of contact at least 30 days before your race.

- ORPD officers will be paid for a minimum of two hours by event organizers.

- Please contact the Oak Ridge Fire Department regarding all medical requirements for your race at 865-425-3520 (Monday – Friday 8am to 5 pm).

- Responsible volunteers (age 18+) will be required at all cross streets/intersections/congested areas along the course and must be in reflective safety vests.

- Road security volunteers will be in place before the race begins and will remain on station until either the race is completed or the last participant passes their location.

- Events that include walkers will be required to use available sidewalks to prevent long-term road closures

- Event organizers will have a vehicle leading the race and a second vehicle following the last participant.

Parking

Event organizers must make arrangements for parking at staging areas and should include these parking arrangements in the race plan.

Insurance

Event liability insurance naming the City of Oak Ridge as an additional insured party in the amount of $1,000,000 will be required. Use of non-city property at Grove Center, Jackson Square and Roane State may also require inclusion on the waiver and "additional insured party" status. The City of Oak Ridge must be included on all waivers/notices of potential injury signed by the participant. When minors are participating, the releases must be signed by a parent or guardian. Copies of these signed releases shall be submitted to the Recreation and Parks Department within 14 days of the event.

Available 5K Courses

- Melton Lake Park Course – minimum road security: 15 volunteers, 2 ORPD

- Emory Valley Course – minimum road security: 30 volunteers, 5 ORPD

- Jackson Square Course – minimum road security: 30 volunteers, 5 ORPD

ROAD RACES CHECKLIST

READY, SET, START HERE: (AT LEAST 90 DAYS PRIOR TO EVENT)

- ☐ Review the Race Application, Race Courses, & Race Guidelines (rwww.orrecparks.oakridgetn.gov)
- ☐ Contact the Recreation & Parks Department at 425-3450. Ask about open dates for your event.
- ☐ Fill out the Race Application. Submit the application to Recreation & Parks.
- ☐ Create a draft Hold Harmless Agreement (waiver) for your event and submit a copy to the Recreation & Parks Dept.
- ☐ Submit a written parade request to the Oak Ridge Police Department.

PICKING UP THE PACE: (AT LEAST 60 DAYS PRIOR TO EVENT)

- ☐ Meet with staff representatives from Recreation & Parks and the Oak Ridge Police Department at monthly special events meeting (1st Monday of the month in the Club Room of the Oak Ridge Civic Center Recreation Building, (1403 Oak Ridge Turnpike) to discuss the following:
  - Select a race course
  - Develop a cost for city services (cones/barrels, police, etc.)
  - Discuss race plans, volunteer needs, and other arrangements

THE HOMESTRETCH: (30 DAYS PRIOR TO THE EVENT UP TO THE WEEK BEFORE)

- ☐ Meet with city staff regarding final race arrangements and turn in your final copy of the Hold Harmless Agreement.
- ☐ Finalize your volunteer plans and communicate with them regarding event details
- ☐ A certificate of insurance should be sent from the event insurance carrier directly to the City of Oak Ridge which names the City as an "Additional Insured Party". Email:sstone@oakridgetn.gov (At least 14 days out)
- ☐ Oak Ridge Police Dept. will issue an approved parade permit
- ☐ Send a press release to local media which includes the race map and a message about temporary road closures (One week prior to event)
- ☐ Pick-up cones & barrels at the arranged location after lunch on Friday. Set them up according to plan.

THE FINISH LINE: (RACE DAY)

- ☐ Meet with Oak Ridge Police officers when they arrive (30 minutes before race time).
- ☐ Exchange contact information with the officers.
- ☐ Discuss the approved route, road closing, and volunteer staffing
- ☐ RACE! Follow the "Race Guidelines" for a safe, fun, and successful event.
- ☐ Clean up. Deliver cones & barrels to the arranged location.
- ☐ Pay Invoice within 15 days of issuance.