

Princeton University Campus Recreation ***5K Checklist/Protocol***

The Princeton University Campus Recreation Office will be the clearinghouse for all internal University 5K requests. As such, all requests must be submitted to the Assistant Director of Campus Recreation for Programming at least 2 months in advance of the intended date. The submission must include an intended date (limited to only Friday afternoons and Saturday/Sunday mornings); and choice of course: Campus Recreation Course (entirely on-campus) or the Varsity Cross Country Course (at the nearby West Windsor Fields); along with contact information of the University-sponsored organization.

The Campus Recreation Office (CR) will determine, with the assistance of other offices, if the date conflicts with any other campus events. CR will also check on course availability, per your request.

The sponsoring group must adhere to the following protocol/checklist:

- Once approved, the race organizer should work with Public Safety regarding campus logistics.
- Directional signage should be displayed throughout the course as necessary. Chalking is not permitted. **ALL SIGNAGE MUST BE REMOVED AFTER YOUR EVENT!**
- You must provide marshals throughout the course as needed.
- There must be 2 water stations on the course – one at the half-way point, and one at the finish line. Volunteers should be positioned at each station to dispense water.
- Volunteers are needed to conduct the finish/timing of the event. If you would like, you may contract with a race timing service. Please see CR for more details.
- A contingency plan should be devised in the event of a weather postponement.
- All 5K's must have a First Aid Station. First Aid Station Must contain:
 - Qualified personnel to respond to emergencies. Must have at least one person who is:
 - certified in CPR/AED/First Aid
 - certified Wilderness First Responder
 - employed by Princeton University as an Athletic Trainer
 - First Aid Kit with the following supplies:

<ul style="list-style-type: none">▪ cold packs▪ 1" x 3" bandages▪ 3" x 3" guaze pads▪ triangular bandages▪ 2" Gauze Roll▪ waterproof tape▪ medical scissors and tweezers	<ul style="list-style-type: none">▪ antiseptic wipes/alcohol pads▪ non-latex disposable gloves▪ CPR face shield/pocket mask▪ Emergency First Aid Guidebook
--	---
 - Access to phone services in order to call Public Safety for life-threatening emergency (258-3333)
 - Race coordinators must contact the Princeton First Aid squad before their event to make them aware of the date/time/location of the race being held on campus.

- All non-University participants should read/sign a waiver with the following language:

“This certifies that I know and understand that my 5K race participation involves inherent risks, such as, but not limited to eye, and or face injury, scrapes, cuts or abrasions from falling, muscle or ligament strains from running, broken bones or bruises from accidental collisions with other runners, and that even when safety precautions are utilized, injuries can occur. I also understand that if I experience unusual pain or physical discomfort during my participation, I will decrease or stop running and notify a marshal of my symptoms. I can claim to the best of my knowledge I do not have any medical/physical disability that will preclude my safe participation in this program. I will abide by all rules, regulations and policies applicable to this 5K race. PRINCETON UNIVERSITY IS NOT RESPONSIBLE FOR INJURIES INCURRED IN RECREATIONAL ACTIVITIES. It is strongly recommended that all participants have satisfactory health status and appropriate personal accident coverage for any injury that might occur during event participation. Whether or not I see my physician, and in consideration of my participation in the 5K race on ENTER DATE HERE, I hereby release the Trustees of Princeton University, its trustees, officers, agents, employees and students from any and all claims which I may have as a result of personal injury or property damage arising out of or connected in any way with this event unless those claims arise as a direct result of the gross negligence or willful misconduct of Princeton University. I agree NOT TO RUN IN THE ROAD except at appropriate crossings where a Public Safety officer is present. I will follow instructions from the course marshals should any incident occur that delays or cancels the remainder of the event.”

If this is a fund-raising event, the event must be cleared through the Office of the Dean of Undergraduate Students (ODUS) for approval, and adhere to the guidelines provided by ODUS (<http://www.princeton.edu/odus/activities/organizations/policies/event/>).