

VIII. RACE EVENT PLANNING TIMELINE & CHECKLIST

120-365 DAYS PRIOR TO RACE EVENT

- Determine type of race to be held (walk-a-thon, cycling event, running race and desired distance)
- Visit www.pavingtheway.com to find out about construction that could impact the race
- Check to see what other activities are scheduled on the proposed date of your race
- Select a date
- Contact Recreation & Parks to discuss permit requirements
- Reserve location and course with Recreation & Parks
- Prepare race budget
- Obtain city permit applications
- Post the race date, location and contact information on area web sites and event calendars

90-120 DAYS PRIOR TO RACE EVENT

- Secure liability insurance
- Recruit volunteers

60-90 DAYS PRIOR TO RACE EVENT

Begin logistical arrangements:

- Work with Columbus Fire to develop a first aid plan
- File city race event application, pay fees, and submit support materials
- Rent portable restrooms
- Develop a recycling plan
- Rent tents and file for necessary city permit
- Rent traffic barricades and equipment
- Rent tables and chairs
- Rent communications equipment (radios)

30-60 DAYS PRIOR TO RACE EVENT

- Obtain property owner signatures on Street Closure Application (if street will be closed for start/finish)
- Develop a detailed site map if using a park
- Verify accessibility for persons with disabilities
- Develop an emergency plan and submit to the Division of Fire Special Events Office for review
- Locate parking for support vehicles, race staff, volunteers, and VIP's
- Secure police

Arrange litter/site management:

- Secure temporary trash receptacles and liners or recycling containers

- Rent dumpsters
- Secure labor/volunteers to perform clean up

30 DAYS PRIOR TO RACE EVENT

- Confirm all city requirements have been met and permits obtained
- Confirm use of park

15 DAYS PRIOR TO RACE EVENT

- Hand deliver "Notification of Intent" to all properties directly affected along course (for all races utilizing streets).
- Confirm arrangements and equipment for street closures
- Confirm arrangements for police (traffic officers)
- Confirm delivery time and drop-off location for all services/rentals
- Confirm arrangements for First Aid and emergency medical services
- Print race signage

Best Management Practices For Race Events

During a rainfall event, water flows from the race site via storm drains and directly into the rivers without any treatment. The rain water will pick up pollutants such as trash, oil, or anything else left behind from your vendors and guests of your race. As a participant, your organization can be proactive and prevent any stormwater violations. The cost to clean up pollutants once they are in the storm line or Waters of the State can be several thousand dollars. To help you comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices for you and your vendors to follow.

It is your responsibility to inform all vendors and participants at your race of proper stormwater management practices.

Best Management Practices

The objective in stormwater protection is that only rain goes down the drain. Best Management Practices are specific steps that are taken in order to prevent pollution from entering the storm sewer system at your race. All employees and vendors shall review this information sheet as a training tool and make every possible effort to keep pollutants from entering the storm sewer system.

Contact Information:

To report an illicit discharge, contact the City of Columbus Stormwater Hotline at 614-645-STREAM (7873)

Contracts and Leases

- If you have contracts with vendors participating in your race or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management.
- Put this language in any contract into which you enter.

Waste Management and Disposal

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter.
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes.
- Do not wash out any receptacles outdoors unless wastewater is collected and disposed of properly.
- Be sure containers are emptied as needed to prevent overflow.
- It is also important they are emptied at the end of each day.

Portable Toilets

- Be sure they are serviced frequently to prevent any overflows or leaks.
- Require your vendor to take the means necessary to prevent the portable toilets from being knocked or blown over.
- Do not place toilets next to or over a storm drain.

Grease Management

- Have spill cleanup material on hand and clean up spills immediately.
- Protect the ground under and around your cooking area using tar paper or cardboard.
- Properly dispose of all grease into an approved collection bin.

Waste Water Management (Gray Water Containers)

- Provide disposal containers for your vendors to prevent having this waste water discharged to the environment.
- Keep the disposal containers out of sight of the guests to prevent them from using the containers as trash cans.

Pressure Washing and Outdoor Cleaning

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. "Oil-Dri," kitty litter, rags, sand, etc.), sweeping, and scraping off dried debris.
- Prior to pressure washing, identify where all storm drains are located. Wash water must not be discharged onto paved surfaces or allowed to enter the storm drains.
- Determine where water will pool for collection.
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms/ berms, portable containment areas, storm drain covers, inflatable sewer plug, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacs is also another acceptable method of collection.
- Once water is collected, dispose of it properly.

For additional information or questions in regards to stormwater pollution prevention, please contact Jeff Vesco with the City of Columbus Stormwater Section at 614-645-0362.

PLANNING FOR SUCCESS CHECKLIST

Did you...

*All listed phone numbers are (614) area code

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| 1. Develop a race event budget? | Set aside funds for emergencies |
| 2. Arrange use of a park facility? | Recreation and Parks - 645-7855 |
| 3. Verify insurance coverage required by City? | Recreation and Parks - 645-7855 |
| 4. Obtain a Temporary Event Permit? | Division of Fire - 645-7641x5602 |
| 5. Obtain a Marine Event Permit? | Recreation and Parks - 645-3337 |
| 6. File a Tent Registration? | Building & Zoning Services Dept. 645-4685 |
| 7. Obtain an Electrical Permit? | Building & Zoning Services Dept. 645-4685 |
| 8. Get a Fireworks/Pyrotechnics Permit? | Division of Fire - 645-7641x75602 |
| 9. Get a Temporary Food Service Permit? | Columbus Public Health - 645-7005 |
| 10. Obtain a Commercial Sales/Promoter License? | License Section - 645-6009 |
| 11. Obtain permission for alcohol sales? | Recreation and Parks - 645-3335 |
| 12. Arrange use of parking meters? | Parking Violations Bureau - 645-4070 |
| 13. Obtain temporary water service? | Division of Water - 645-3034 |
| 14. Arrange for power to support street vendors? | Division of Power - 645-7688 |
| 15. Hire special duty police? | Division of Police – 645-4844 |
| 16. Arrange EMS or first aid providers? | Division of Fire-EMS – 645-221-3132#75010 |
| 17. Arrange for refuse containers? | Refuse Collection Division - 645-5930 |
| 18. Get enough trash bags/liners? | Change liners often during events |
| 19. Create signage? | People need to know basic locations |
| 20. Obtain sound equipment? | Sound does not carry well outside |
| 21. Rent portable restrooms? | Labor/staff need access to facilities |
| 22. Secure sufficient parking? | Parks have limited parking - rent extra lots |
| 23. Arrange for street cleaning? | Street Maintenance Operations - 645-7999 |
| 24. Obtain staff for ground maintenance? | Events require constant ground attention |
| 25. Secure fire extinguishers? | Fire Division requires these in tents, etc. |
| 26. Plan race access for the disabled? | Restrooms, parking, seating, ramps, etc. |
| 27. Recruit enough volunteers? | Get twice as many as you think you need! |
| 28. Develop an emergency plan? | Tornado, blizzard, thunderstorm, fire, etc. |
| 29. Develop a detailed site map? | A must in parks, a strategic foundation |
| 30. Recognize sponsors and supporters? | Essential for starting next year's race |

Conclusion

Planning a successful race event takes a tremendous amount of time, energy, money, and organizational skill. As a Race Coordinator you are responsible for all aspects of the race event. The above lists were intended to be used as a guide, but are by no means all-inclusive as every race event is different. Several things you can do to create a successful race event include developing a dedicated, responsible committee, consult with all involved city departments, keep all details organized, make provisions for the unexpected and follow through on all plans and arrangements. It is our goal to assist Race Coordinators and organizing committees in planning safe and successful race event that create a minimal impact on the communities surrounding the race course while providing fun and enjoyable experiences for the residents of Columbus. On behalf of the City of Columbus, we thank you for contributing to the spirit and vitality of Columbus through the staging of your race event in Columbus. Best wishes for a successful race event!
