

**Greater Fort Town Area Charity  
Presents  
The Fort Town Night Run  
Prescott, Ontario, Canada**

**Safety Protocols**

We would like to acknowledge and thank our Risk Management Advisory Team:

- Barry Moorwood, Fire Chief, Prescott Rescue/Fire Department
- Thom Brown, St John Ambulance in Brockville
- Elizabeth Gevenrod-Wood, Director, Seaway Physiotherapy Centre
- Tim Wood, Seaway Physiotherapy Centre
- Dr. Ruparelia, Family Physician
- Dr. Nikhil Bhatt, Family Physician
- Eli Silverman, Risk Assessment Specialist

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## Event Rules & Guideline

The following event rules and guidelines are intended to ensure the safety of all participants, to meet the requirements of local government permits and to be compliant with Athletics Canada recommendations for participant records and event liability.

### Participation

- As recommended by Athletics Canada, the Minimum Age Requirements is 14 years of age for a 10K.
- Each participant must sign an event waiver before participating in the event. Registrants under 18 years of age must have a statement signed by a parent or legal guardian permitting participation. In addition, parents with children under 10 years age must accompany them on the 5K course.
- All participants will need to provide Proof of Vaccination for COVID-19.
- A self-assessment tool will be sent two days prior to the event day to screen for symptoms consistent with COVID-19. A similar procedure will be repeated upon registration.
- Any participant seeking accommodations due to a disability must submit a written request to the Race Director. E-mail your request to [forttownnightrun@gmail.com](mailto:forttownnightrun@gmail.com) at least one (1) week prior to the event.
- The Fort Town Night Run maintains a no refund and no deferment policy on all race entries and other offers. Exceptions to the policy may be made only in the event of military deployment, bereavement, or critical illness. In such cases, additional documentation may be required before a refund request is processed. All requests for exceptions must be made prior to the event.
- Registration closure is determined and announced when event participation reaches the established participant capacity.

### Registration & Race Kits Pick-Up

- Participants must pick up their Race Kits during regularly scheduled hours.
- A Race Kit (Bib, Timing Device, Safety pins, gear check bag and tag, Headlamp, and T-Shirt) will NOT be released without a valid Bib Confirmation e-mail and/or valid Photo ID.
- Individuals will be able to pick up Race Kits on behalf of others, as long as the registrant provides the appropriate Bib Confirmation e-mail and/or permission letter.

### Participant Conduct and Safety

- Participants must follow instructions as given from all event officials including race directors, course marshals, medical personnel, and fire & police officials, throughout the duration of the event.
- All participants are expected to conduct themselves in a professional and courteous manner towards the community and their fellow participants during their participation in the event. This means, for example, no alcohol consumption, urinating or defecating in public except in designated toilet facilities, participant obstruction anywhere on or near the course shall be strictly prohibited.
- Every participant shall be provided with an event bib number, which shall be visibly worn on the front of the participant's outermost layer during the event. The event bib number is to be worn as issued. No participant shall be permitted to participate in the event without the appropriate bib number.
- The use of music devices (e.g. iPods), cell phones, cameras or similar devices by participants while in the event is strongly discouraged at this event. To enjoy all that our event has to offer and for the safety of all participants, the Fort Town Night Run encourages a headphone-free environment during the running of this event. Volunteers will be providing directions to help you to the finish line. The event officials reserve the right to disqualify any participant using such devices who poses a safety hazard on the course.
- For the safety and enjoyment of all event participants, the courses are restricted to registered runners/walkers, wheelchair division participants and official race personnel only.
- The use of wheeled devices by participants or any other person authorized to be on the course shall be strictly limited to (a) wheelchair division participants, (b) authorized course officials, and (c) authorized course marshals on bicycles. Skateboards, rollerblades, unauthorized bicycles or any other wheeled device will not be permitted on the course. Baby joggers and strollers are not permitted on the 1K Kids Fun Run course. However, participants who chose to use baby joggers and/or strollers in the 5K and 10K are asked to start towards the back of the pack at the start line, need to yield to faster runners and cannot impede other runners' progress. The event officials reserve the right to disqualify any participant using such devices who poses a safety hazard on the course.
- No dogs/pets allowed at the FTNR, except for service dogs. The Event Organizers may ask if a dog is a service animal and will respect and abide by Bill 80, Ontario Service Dogs Act, 2016. Event organizers reserve the right to ask animal owners to be removed from event areas (exception with service animals), especially in the event's common spaces (e.g., start/finish area, Runners' Area). Animal owners are encouraged to understand and abide by the By-Law 23-94 of the Corporation of the Town of Prescott (Being a by-law to prohibit and regulate the keeping of animals within Prescott).
- Participants must begin the event during the official recognized starting times. The course will remain secured until the Official End vehicle crosses the finish line. At that time, the event is officially concluded, there will be no traffic protection and course Aid Stations will cease operations.
- In order to avoid congestion, please try not to stop in front of a water station. Take your cup and keep moving forward or move to the side. Allow runners behind you to get their water.
- Please keep the line chute area clear by continuing to jog or walk after crossing the finish line; wait for friends after the chute area.

- Medical personnel authorized by the event may examine any participant who appears in distress. If, in the sole opinion of authorized medical personnel, it is in the best interest of the participant's health and welfare, medical personnel may remove a participant from the event.
- Participants must retire at once from the race if ordered to do so by a member of the event staff, medical staff, or any governmental authority, including fire and police officers.
- Event officials reserve the right to delay, cancel or suspend the race due to factors in accordance with Emergency Protocol on severe emergencies and/or weather.
- Participants should familiarize themselves with the Event Alert System (EAS) and adjust their race plans accordingly.
- Participants are responsible for the recognition and understanding of event signage, symbols, and colours relating to participant warnings, maps facilities and directions.

### **The Start**

- All participants are responsible for knowing the race's start time and check-in method. All participants must be present at the appointed time to receive instructions and to participate in the Official Start of the race.
- Participants shall assemble in Fort Wellington for the race no less than 15 minutes prior to the race start.
- All participants must be positioned behind the Official Start line and timing mat prior to the race start.
- Line up according to your ability. If you are running an eight (8) plus minute kilometre pace, then you should not be in the front, as you might interfere with faster runners and potentially cause an accident. Participants with baby joggers and strollers are asked to position themselves at the back of the pack and be mindful of safety when running.

### **Course Monitoring**

- Any participants who refuses to follow the directions of event officials, including fire and police officials, city officials or course marshals, or who conduct themselves in an unsportsmanlike manner, or who is offensive by action or language to officials, volunteers, participants or spectators may be disqualified by the event and from future participation at the discretion of race officials.
- No participant, after leaving the course, shall be allowed to re-join the race for gaining a place.
- Any participant who has been found by a course marshal or event official to have gained an unfair advantage by intentionally shortening the race route ("cutting the course") shall be immediately disqualified from the event.
- Any person who participates in the event without a current official event bib number or timing advice, or a bib number or timing device not officially assigned to them, is subject to removal and disqualification from future events.
- A hands-on medical examination during the progress of an event by officially designated medical personnel shall not be considered assistance and will not result in disqualification if participant is deemed medically fit.

### **Result Timing**

- All participants are assigned an electronic timing device prior to the event in their Race Kits.
- Participants must wear their assigned timing device continuously to receive an accurate finish time.
- Bib number must be visible and worn on the front of the torso to receive an accurate finish time.

### **Timing Disqualification**

- Participants found to be wearing two or more event-issued electronic timing devices during the race will be disqualified and their results will not be recorded.
- All participant finish times are reviewed by race officials before times are designated official and published.
- Participants must begin the event during the official recognized starting time in order to register an official course completion time.

### **Awards**

- Clock time (gun time) is the official time for determining 1st, 2nd, and 3rd overall place awards in both races.
- Age group awards are based on one's age on race day.
- Age group and Team awards are based on official net time.

### **Exceptions**

- Any individual requesting a waiver of any of these rules from the event shall submit a written request no less than thirty (30) days prior to the event date specifying the nature of and the reasons for the request.

### **Amendments/Reservations/Acknowledgments**

- The Trustees reserve the right, in accordance with the Risk Management Advisory Team, to modify, supplement or waive all or part of the event rules without notice.
- Participants shall be bound by any modification or supplement of the event rules published prior to the event.
- Failure to follow these event rules, as may be amended, will result in immediate disqualification, loss of awards and removal from official results.

## RELEASE OF LIABILITY, WAIVER OF ALL POSSIBLE CLAIMS, AND ASSUMPTION OF RISK (“RELEASE”)

In consideration of participating, or the participation of those whom I am registering, in any and all activities, events or services (collectively, the **“Event”**) in any way provided, organized, sponsored or authorized by the Greater Fort Town Area Charity, and its trustees, members, representatives, sponsors, contractors, volunteers and any other person or organization assisting therewith (collectively, the **“Event Organizers”**), I, on behalf of myself and/or those whom I am registering, and my/their successors, heirs, assigns, hereby agree:

- that (a) I am over the legal age of majority, and that if I am registering a minor, I am the parent or guardian of such minor; (b) if I am registering third parties, I have been duly authorized to act on behalf of such parties and that I will provide a copy of, or make communicate the contents of, this Release to any such individuals; and (c) that the terms of this Release shall apply equally to me, any minor and to any third parties for whom I am acting and the participation in the Event by a third party shall be their confirmation that I was acting as their agent;
- to acknowledge that running (volunteering for) a road race is potentially hazardous activity, which could cause injury or death. I will not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good health, and I am properly trained;
- to abide by any decision of an Event official concerning participation in an Event;
- to assume any and all risks associated with the Event, including but not limited to, falls, contact with other persons or objects, contact with communicable diseases, the effects of weather, including high heat and/or humidity, traffic and course conditions, and acknowledge that the sport of running and its programs and activities are, by their nature, risky and hazardous and accept personal responsibility for those risks and hazards;
- to acknowledge that bicycles, skateboards, roller skates or roller blades, animals (exception for service dogs), and personal music players are not allowed in the race and I will abide by all race rules;
- to assume any and all risks associated with the use of strollers and baby joggers, including but not limited to, falls, contact with other persons or objects, the effects of weather, traffic and course conditions, and acknowledge that the use of baby joggers and strollers are, by their nature, risky and hazardous and accept personal responsibility for those risks and hazards to self, children, participants, spectators, volunteers, others and property;
- to consent to permit, and accept responsibility for emergency treatment in the event of injury or illness;
- to waive and release the Event Organizers from all present and future claims and all liabilities of any kind, known or unknown, arising out of participation in an Event, even though such claim or liability may arise out of negligence or fault on the part of the Event Organizers;
- to hold harmless and indemnify the Event Organizers from any and all liability from any property damage or personal injury to any third party resulting from participation in the Event;
- not to commence litigation or otherwise recover damages or compensation for personal injury or loss of property against the Event Organizers arising out of participation in the Event and that the Event Organizers can rely on this Release as a complete defense to any and all claims, damages, causes of action, or recourse or liability that may arise at any time;
- to allow the Event Organizers to use my/their personal information including name, results, age category during the Event, and further consent to disclosure of the personal contact information collected during entry or registration to the Event to official partners for the purpose of providing contracted services such as photography, video and medal time tab;
- that any photographs, videos or other recorded images taken of me/them by the Event Organizers before, during or after an Event shall remain the property of the Event Organizers and that the Event Organizers will have the right to use in any form and in any manner of media, such photographs, videos and recordings without remuneration, compensation or other obligation, at any time and from time to time for the purpose of marketing in connection with an Event;
- to agree that the Event Organizers reserve the right to cancel the Event in the event of weather (including, but not limited to, heat, tornadoes, earthquakes, fires, storms, lightning and floods), accidents, acts of war or terrorism, military conflicts or riots, or for any reason that would affect the safety and security of Event participants and/or spectators or the feasibility of the Event to be held. You agree to hold the Event Organizers harmless from any liability, claim, demand, cause of action, damage, loss, or expense (including court costs and reasonable attorney’s fees) of any kind or nature, related to any cancellation or disruption of the Event; and
- that there will be no refund of any money paid to the Event Organizers under any circumstance including, but not limited to, if an Event cannot be held as scheduled for any reason, or if I am/they are unable to attend an Event for any reason, and that all promotions and special registrations are non-transferrable and non-refundable, unless otherwise noted, and cannot be listed on the bib market or be combined with any other discount.

**I have carefully reviewed this Release and acknowledge that I fully understand the terms as set out above. I acknowledge that I am EXECUTING this Release voluntarily.**

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Parent’s Signature if under 18 years:\_\_\_\_\_

Date:\_\_\_\_\_





## Event Alert System

The EAS is a color-coded classification that broadcasts the risk level of course conditions leading up to and on race day. The levels range from low (green) to moderate (yellow) to high (red) to extreme (black) based on a variety of factors. (See chart below for further explanation.) This system is mainly used to reflect weather conditions but can also be used to alert runners and volunteers of any possible race concerns that may occur.

A few steps can help make this happen. First, the race should have information about the EAS prominently displayed on its website. Next, organizers should email all participants during race week to inform them of the current EAS status and provide preparation tips based on advance weather forecasts. Once race weekend arrives, runners should receive EAS status updates via handouts at registration, announcements over the loudspeakers, and/or flags displayed at the event.

On race day, the current EAS status should be communicated via public address announcements and color-coded signs and/or flags at the start and finish areas and along the course at each hydration station and/or First Aid station.

This system is best practice. It may assist in changing a runner's behaviour or adjusting their pace on moderate to severe risk days.

Event Alert System		
Alert Level	Event Conditions	Recommended Actions
 Extreme	Event Cancelled Extreme & Dangerous Conditions	Participation Stopped Follow Event Official Instruction
 High	Potentially Dangerous Conditions	Slow Down Observe Course Changes Follow Event Official Instructions Consider Stopping
 Moderate	Less than Ideal Conditions	Slow Down Be Prepared For Worsening Conditions
 Low	Good Conditions	Enjoy The Event Be Alert

These adverse conditions are most usually related to heat stress. However, the system could also be used to warn of other potentially dangerous situations, such as cold, storms, tornadoes, or even non-weather situations like auto accidents or fires on or near the course.

This system, and the scientific measurements behind it, was originally developed by the United States military, as a guide to the level of heat stress soldiers might experience during training exercises in varying weather conditions. The American College of Sport Medicine adopted the system and now the RRCA is encouraging all events to implement a similar system.

## Heat Stress Calculation

The heat stress is calculated using a special scientific instrument, designed for that purpose. There are versions that can be permanently mounted in a fixed position, such as the side of building, and there are portable, handheld versions. The proper term for what is being measured is the Wet Bulb Globe Temperature Index, or WBGT Index. This index is expressed in either degrees of Celsius or degrees of Fahrenheit, depending on how you want your device to report. The WBGT Index is calculated using an accepted mathematical formula that takes into account the following variables:

- Ambient temperature (the usual “weatherman forecast” temperature)
- Relative humidity
- Solar radiation (not the “glow in the dark” kind, but rather the “sunshine on a black car hood” kind)
- The cooling effect of wind

The colour codes correspond to specific parameters of the WBGT Index, with each colour changing as the severity of the WBGT Index rises.

- Green – low risk – a WBGT Index of less than or up to 84.9F (29.3C)
- Yellow – moderate risk – a WBGT Index of between 85F to 87.9F (29.4C and 31C)
- Red – high risk – a WBGT Index of between 88F to 89.9F (31.1C and 32.1C)
- Black – extreme risk – a WBGT Index of more than 90F+ (32.2C)

On race day, place the EAS near your start line to indicate the current Event Alert code. Take readings several times during the course of the event hour and change the colour codes on signs or flags as the WBGT Index readings change. Place EAS signs or flags at several locations along the course. These signs should be placed close to aid stations, as most participants tend to slow down near aid stations and instructions can be given if the EAS code is red or black. Ensure you have a system in place and a volunteer ready to update the EAS codes as weather conditions on the course change.

If the course needs to be closed to due to “black” conditions, follow these guidelines:

- Have a course closure plan in place well before your race day.
- Have the announcer at the start/finish line announce that the race has been shut down due to dangerous heat/weather conditions.
- All Event Alert System signs on the course will be changed to the black colour code.
- On-course personnel, Race Marshals & Zone Captains, and aid stations will be informed of the course shut down so that they can then communicate the information to participants on the course.
- Require ALL AID STATIONS TO REMAIN OPEN until the course has been cleared of participants and the aid station receives official instructions to close down.
- Follow-up with participants following the event to remind them that safety is paramount and apologize for making the tough call to cancel the event due to dangerous weather conditions.

## Risk Management for Lightning, Thunderstorms, and Tornadoes

If a severe **watch** is in effect: A watch indicates that conditions are favourable for severe weather to develop. The weather watcher will communicate this information to the venue management, indicating that elevated weather condition monitoring is occurring. Vital information to be shared will include the threats with the watch and the time that it is in effect until.

If a severe **warning** is in effect: A warning means that severe weather has been detected and may be imminent in the locale. The weather watcher will communicate this information to the venue management, indicating that the weather condition may be imminent. Vital information to be shared will include the threats with the storms and the time that the warning is in effect until. If the threat is imminent, an evacuation of the venue will take place.

**Severe thunderstorm watch:** Conditions are conducive to the development of severe thunderstorms in and around the watch area. These storms produce hail of  $\frac{3}{4}$  inch in diameter and/or wind gusts of at least 58 mph.

**Severe thunderstorm warning:** Issued when a severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. These warnings usually last for a period of 30 to 60 minutes.

**Tornado watch:** Conditions are favorable for the development of severe thunderstorms and multiple tornadoes in and around the watch area. People in the affected areas are encouraged to be vigilant in preparation for severe weather.

**Tornado warning:** Spotters have sighted a tornado or one has been indicated on radar, and is occurring or imminent in the warning area. When a tornado warning has been issued, people in the affected area are strongly encouraged to take cover immediately.

1. “When thunder roars, go indoors.” The National Oceanic and Atmospheric Administration (NOAA) strongly recommends avoidance, because there is not much you can do when you are already out in a storm. So, when you are planning a run, listen to the forecast and look online at the radar. Watch the sky for first signs of a developing thunderstorm. The sound of thunder is a sign the storm is close enough to strike you. Stay inside until 30 minutes after the last sign of lightning or thunder.

Steps for Prevention:

- Monitor forecast models for the day of the race;
  - Monitor online radar systems;
  - Monitor visuals on developing weather conditions;
  - Update the Event Alert System;
  - If it thunders, delay the race for a minimum of 30 minutes;
  - If a thunderstorm is imminent, cancel the event due to weather conditions.
2. If the lightning happens during the race, all are encouraged to get to a safe place, such as inside a car or a substantial building, as soon as possible, which means keep running to get out of the storm. Seek out a hard-topped metal vehicle, or a substantial building. If lightning strikes a car, the electricity passes through the outer shell of the car and does not significantly harm the people inside. Being safe in a car has nothing to do with the fact that it has rubber tires. If you are far from a car or a building, squatting should only be used in desperation because it is insignificant in reducing the risk, since ground current kills or injures more people than a direct strike.

Steps for Prevention:

- Race Organizers will instruct all on Fort Wellington grounds to go inside Designated Shelters (i.e., the museum, the Leo Boivin Community Centre – Arena, the barracks, and/or the Caponnière);
- Do not stay under tents with metal poles;
- Volunteers on the course will instruct participants to come take shelter in nearby homes or in their nearby hard-topped medal cars with windows up;
- Do not take shelter under a tall or isolated tree, near outdoor metal objects (e.g., flag poles, fences and gates, high mast light poles, antenna tower, metal bleachers, machinery, etc.); you increase your risk of danger in doing so;
- Avoid trees, water, open fields, temporary structures and shelters (especially metal structures), close to a large body of water, and high grounds;
- Avoid anything that increases a person’s height (e.g., umbrellas);
- Avoid use of any type of telephone.



There are many ways lightning can hurt people. A direct strike is rare, but other forms include:

- A side flash (lightning strikes taller object and part of current jumps to the victim, which is why you shouldn't take shelter under a tree)
- A ground current (lightning strikes nearby, travels through the ground, and enters the body at the contact point closest to the lightning strike, travels through cardiovascular and/or nervous systems and exits the body at the contact point farthest from the lightning...the most common among deaths and injuries)
- Conduction (lightning travels a long distance on something metal, which doesn't attract lightning, but does allow it to travel...Don't touch metal indoors that extends outside, like plumbing or electrical outlets during a lightning storm).

3. If struck by any form of lightning:

- Call 911;
- Contact your Course Captain;
- Contact the Volunteer Coordinator;
- Volunteer Coordinator will mobilize EMT to the area;
- Course Marshall or Course Captain will remain with person in distress and the other will re-route traffic around the scene to maintain a clear opening for EMT services;
- CPR and Automated External Defibrillators are used to treat lightning victims.

4. **Know the signs of a tornado:** Weather forecasting science is not perfect and some tornadoes do occur without a tornado warning. There is no substitute for staying alert to the sky. Besides an obviously visible tornado, here are some things to look and listen for:

- Strong, persistent rotation in the cloud base.
- Whirling dust or debris on the ground under a cloud base -- tornadoes sometimes have no funnel!
- Hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and cannot be seen.
- Day or night - Loud, continuous roar or rumble, which doesn't fade in a few seconds like thunder.
- Night - Small, bright, blue-green to white flashes at ground level near a thunderstorm (as opposed to silvery lightning up in the clouds). These mean power lines are being snapped by very strong wind, maybe a tornado.
- Night - *Persistent* lowering from the cloud base, illuminated or silhouetted by lightning -- especially if it is on the ground or there is a blue-green-white power flash underneath.

If a tornado is imminent, the following is recommended:

- You should make every attempt to get to a Designated Shelters or a home with an underground safety area during a severe storm, either in a basement or in storm shelter. If neither is possible, head to the innermost room or hallway on the lowest floor of the building. The goal is to put as many walls between yourself and the outside world.
- If you are on the road, you should make every effort to find a safe building for shelter. If you cannot find one, NEVER hide under an overpass. Instead, find a ditch, get down and cover your head. Get as far from vehicles as you can to prevent it from being blown onto you.
- For all volunteers, follow the steps for prevention above.

After the tornado:

- Keep yourself and those around you together and wait for emergency personnel to arrive. Carefully render aid to those who are injured. Stay away from power lines and puddles with wires in them; they may still be carrying electricity! Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged houses or buildings; they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm and alert, and listen for information and instructions from emergency crews and/or local officials.

## **Risk Management for Snow and/or Slippery Conditions**

As previously mentioned, weather conditions are monitored before and during, the courses are inspected before the event, and decisions concerning the race will be reflected in the Event Alert System. The following are steps to consider for the safety of all:

- Monitor forecast models for the day of the race;
- Monitor online radar systems;
- Monitor visuals on developing weather conditions;
- Update the Event Alert System;
- Safety briefing before the race starts to indicate potential hazards on the course and highlight responsibilities;
- Recommend to participants that they wear appropriate clothing and footwear, ideally trail running shoes or running shoes with grips;
- Tell runners in front to warn those behind of possible hazards;
- Participants will be reminded to take care when changing levels (e.g., curbs, descending a hill) and to walk if conditions are particularly difficult.
- Participants will be reminded to run/walk carefully and responsibly, keeping a sensible distance between themselves and the participant ahead of them.
- Participants are encouraged to shorten their running stride and keep their feet lower to the ground. This approach might help them run more efficiently and reduce the risk of slipping, falling or straining muscles.
- Participants will be reminded that on challenging weather days to throw their planned pace out the window and slow down. It is better to focus on getting in a solid run safely than to hurry their pace and risk getting hurt. They will be working a lot harder than their normal runs and the intensity will be much higher.
- Participants will be reminded that they might experience muscle soreness they did not expect. Running in snow and ice requires their stabilizing muscles on the inner and outer legs to work twice as hard as they work to keep them upright.
- When in doubt, they are strongly encouraged to walk through an icy stretch.
- Participants are encouraged to relax and focus on the road ahead. Part of the tranquility of running in the snow is that it requires them to be in the moment and focus on every step they take.

## **Emergency Situations (e.g., Pandemic of 2020)**

In an emergency situation, which might occur on the day of the event or previously and has an impact on the day of the event, a meeting of the Risk Management Advisory Team and the Trustees of the Greater Fort Town Area Charity is called upon to assess the situation and to explore potential solutions to remedy the matter. In assessing the situation, we will rely upon the professionals and Government regulations.

If the event is to be postponed, potential dates are discussed at the Trustees Emergency Meeting. The following critical services need to be informed and a consensus in order to successfully change the date of the event:

- Town of Prescott;
- United Counties of Leeds & Grenville;
- Township of Edwardsburgh/Cardinal;
- Fort Wellington/Parks Canada;
- Running Goat Timing (or timing company used for the event);
- Port of Johnstown;
- Coco Paving;
- OPP;
- Prescott Fire Department;
- St John Ambulance;
- Leeds & Grenville Health Unit.

When confirmation of a date is obtained, the following tasks need to be completed within 24 hours of the decision:

- Changes made to the Facebook page and events section;
- Changes made to all websites (Fort Town Night Run, Fort Town Steampunk Festival, & the Greater Fort Town Area Charity);
- Changes made to Eventbrite tickets and events;

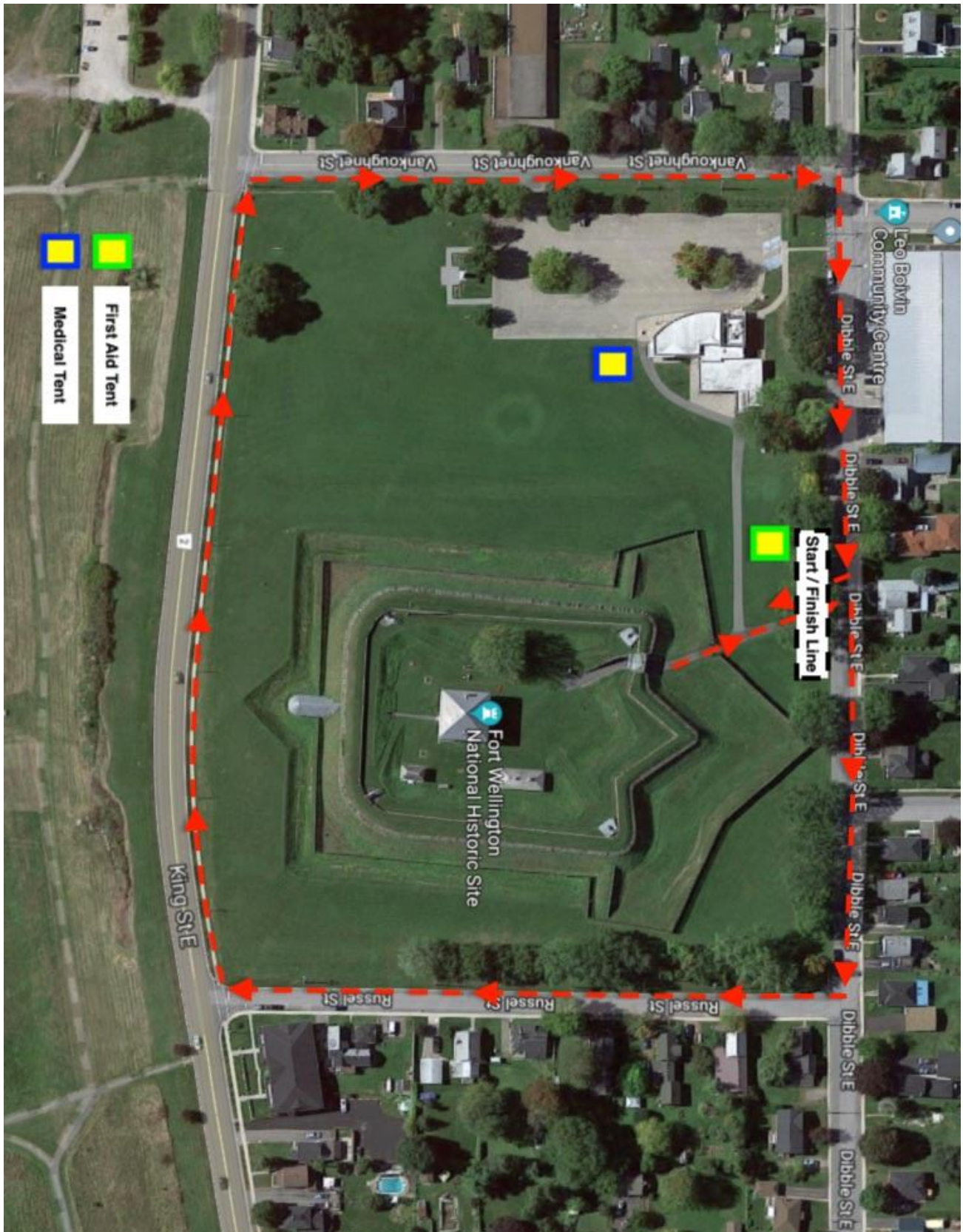
- An email sent to all ticket holders.

No refunds will be granted, as per the waiver and our policies. However, registrations can be transferred to next year's event if a participant is unable to attend the new proposed date or changed to a Virtual Run.

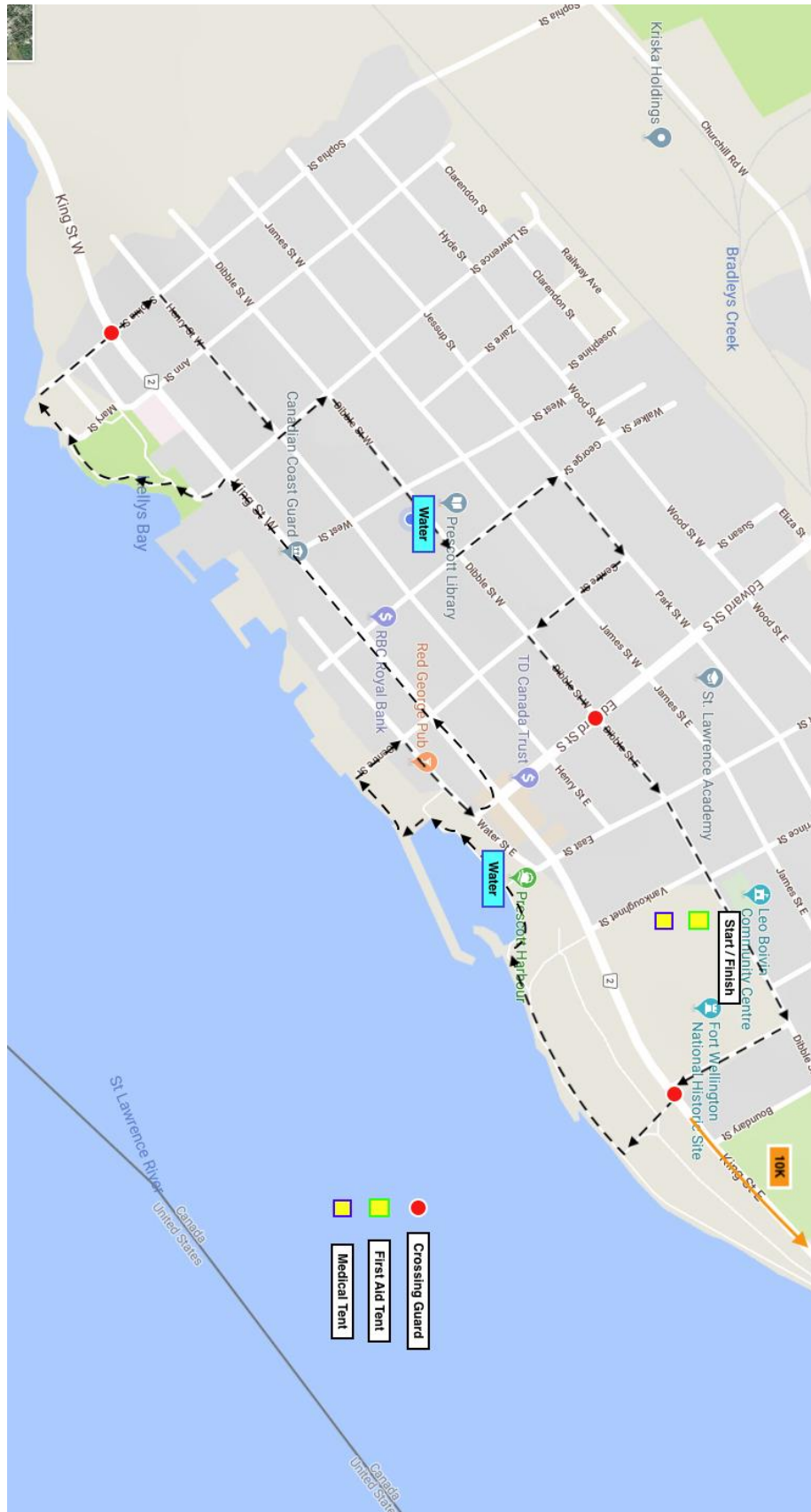
The following additional tasks need to be completed:

- Inform all volunteers of the change of date and make arrangements;
- Inform all SWAG companies (i.e., medal, T-shirt, headlamp, string bags). Changes to the logos might be needed;
- Inform all Sponsors;
- Inform all Booths;
- Inform all Vendors;
- Inform newspapers, community media, social networking platforms, and other forms of publicity.

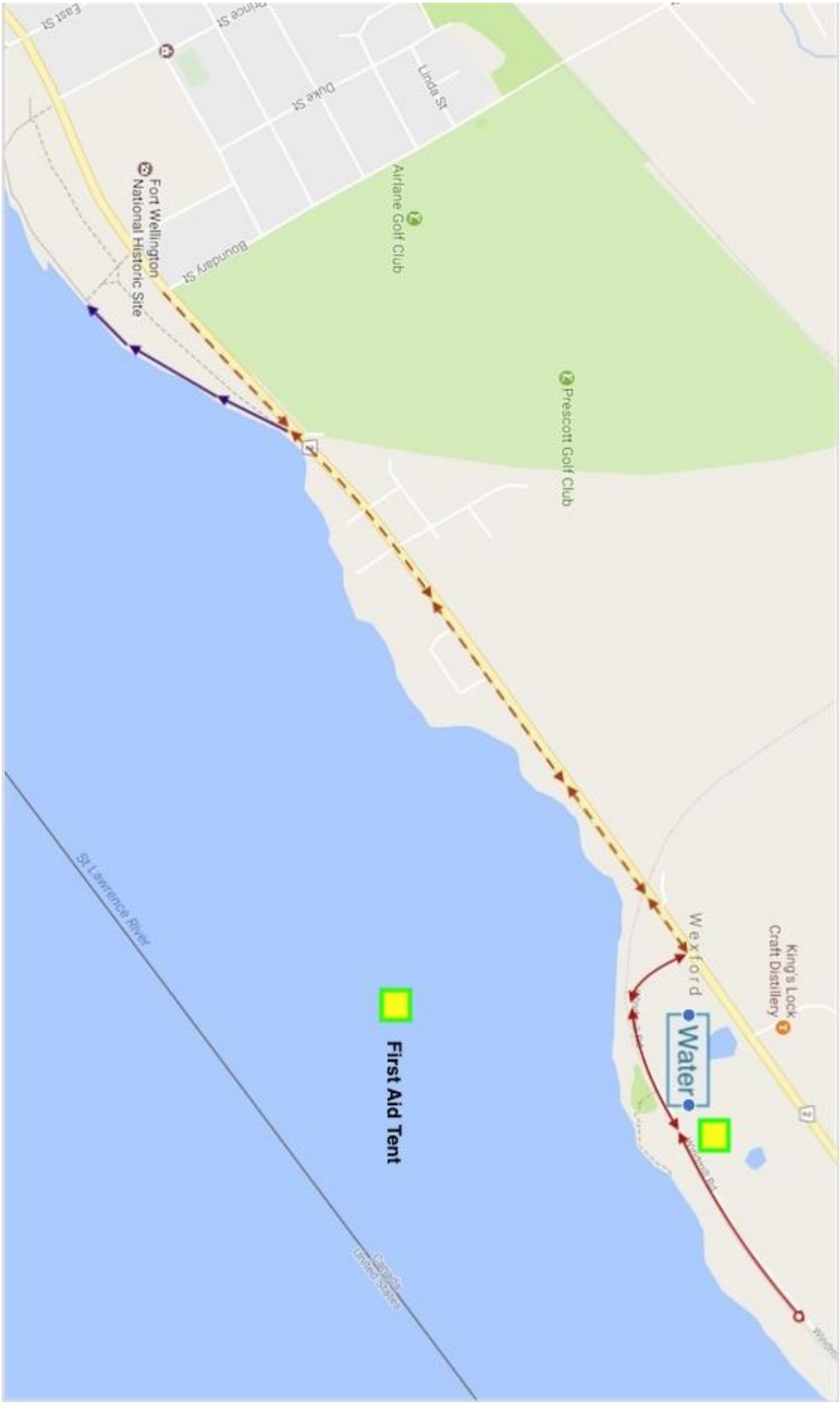
# Course Maps: Kids 1K Fun Run



# Course Maps: 5K

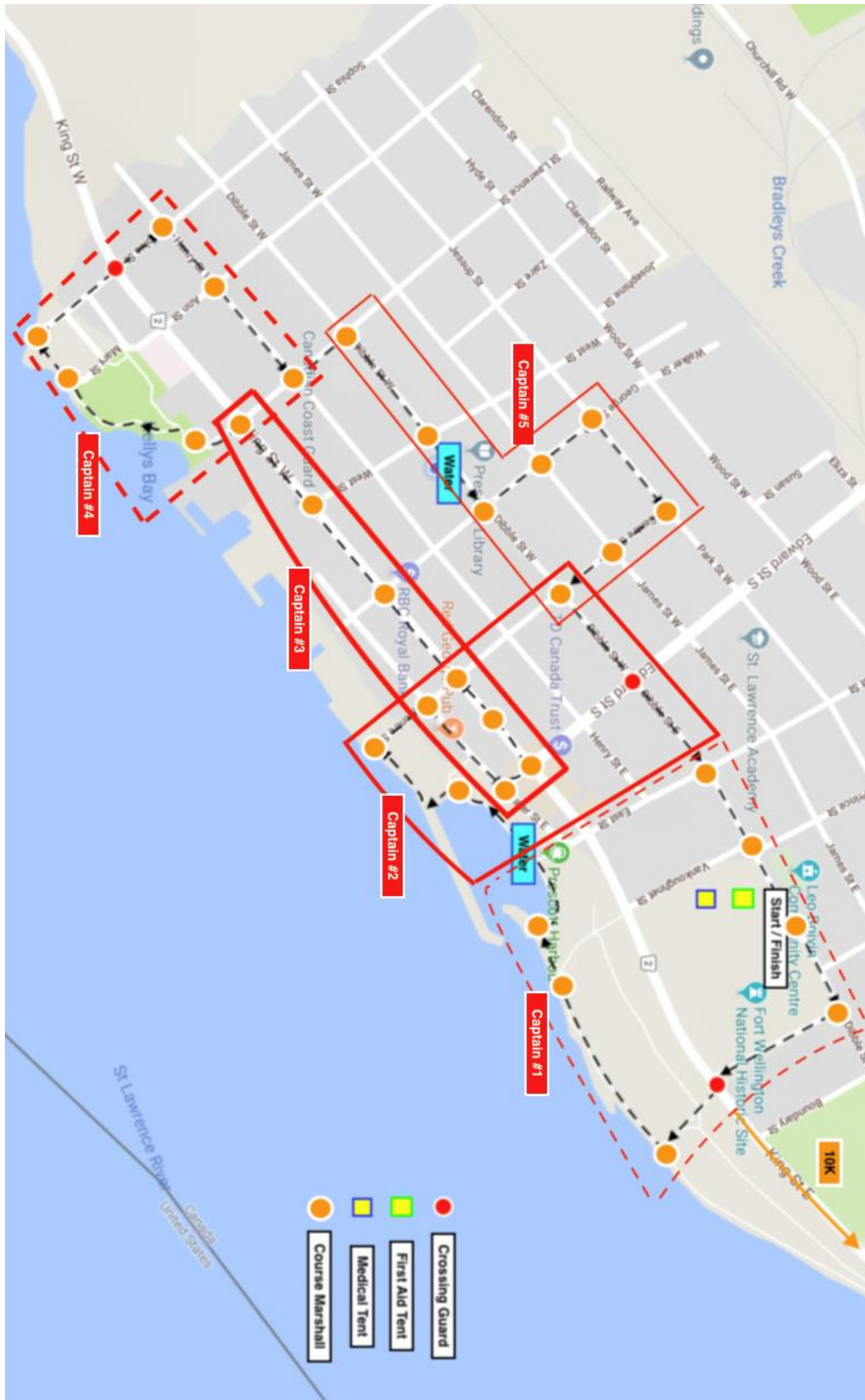








## Course Maps: Positioning of Course Marshalls & Zone Captains for the 5K





Course Maps: Positioning of Course Marshalls & Zone Captains for the 10K



Course Maps: Positioning of Course Marshalls & Zone Captains for the 15K



## Corridors for Participants

At the Fort Town Night Run, many of the courses do not have proper sidewalks and due to the number of participants and the annual growth, we developed a system to maintain safety while giving participants a good running surface. They are called corridors. Traffic cones are delivered in the morning and positioned near/on the curb throughout the course. The cones have attached with signs that inform the public that the side of the road in which the cones are located will be a **No Parking Zone** from 6pm to 11pm on the day of the event.

The courses will be inspected on the morning of the race to minimize unexpected hazards/obstacles and race organizers will consider rerouting when required.

At 6pm, Course Marshalls will make their way to their designated spaces. Course Marshalls are responsible for the following tasks:

- Their first task is to move the cones into the streets between 4 & 6 feet from the curb. This would equal to the space used by a parked car if they were in that space. If a car is on the road, the Course Marshalls are asked to speak with local neighbours to find the owner and politely ask to move the car out of the space.
- On County Road 2, from Boundary Road to Windmill Road, the eastbound road (south side road) will be reserved for runners, as traffic westbound (north side road) will be controlled by OPP. The cones are to be placed on the median;
- When the corridors are completed and secure, Course Marshalls are asked to clear the space of any debris. Garbage bags will be available with each Zone Captain.
- When the last participant has passed their space, Course Marshalls are asked to push the cones back to the curb, remove the no parking signs and dispose them in the garbage bag. Volunteers in a truck will quickly pick up the cones.
- When their responsibilities are completed, Course Marshalls are asked to return to the grounds of Fort Wellington.

If there are any issues with the cones, unexpected hazards (e.g., roadwork, cyclists, bollards, overhanging foliage, dog mess, road signs, fallen trees, fallen walls, and holes), and/or parking issues, Course Marshalls are instructed to inform their Zone Captains and they will relay with the Volunteer Coordinator and the Race Director for further instructions.

### Visibility:

The race is run at night. All participants are provided a headlight and a bright T-Shirt as part of their SWAG and are expected to use them appropriately. An additional headlight will be available if there is a problem with the one given to them. In the streets, there are lights and volunteers to keep runners on the course. On the Heritage Trail, the path will be outlined.

## Traffic Management

Course Marshall's primary responsibility is to instruct runners to remain in the corridors for their safety. In doing so, this allows traffic flow to continue on the streets in a safe manner. Course Marshalls are positioned at most intersections. They will be equipped with glow sticks, LED lights, and traffic vests for their safety. Trained cross guards with stop signs will be positioned at the major intersections (Russell & King; Edward & Dibble; Sophia & King).

Warning signs will be positioned at the three main entrances to Prescott and on main streets in town.

The cones for the corridors will be positioned within 25m of each other and with the addition of Course Marshalls, the courses should be very visible to prevent "getting lost."

Course Marshalls are encouraged to prioritize the passing of emergency vehicles and stop participants when needed. Emergency vehicles include but are not restricted to police, ambulance, EMT, volunteer fire fighters (green light), and fire trucks. The local OPP will be well informed about the event prior to the race.

Course Marshalls on County Road 2 need to advise Zone Captains when a resident wants to access the road, to coordinate with OPP and avoid any traffic issues.

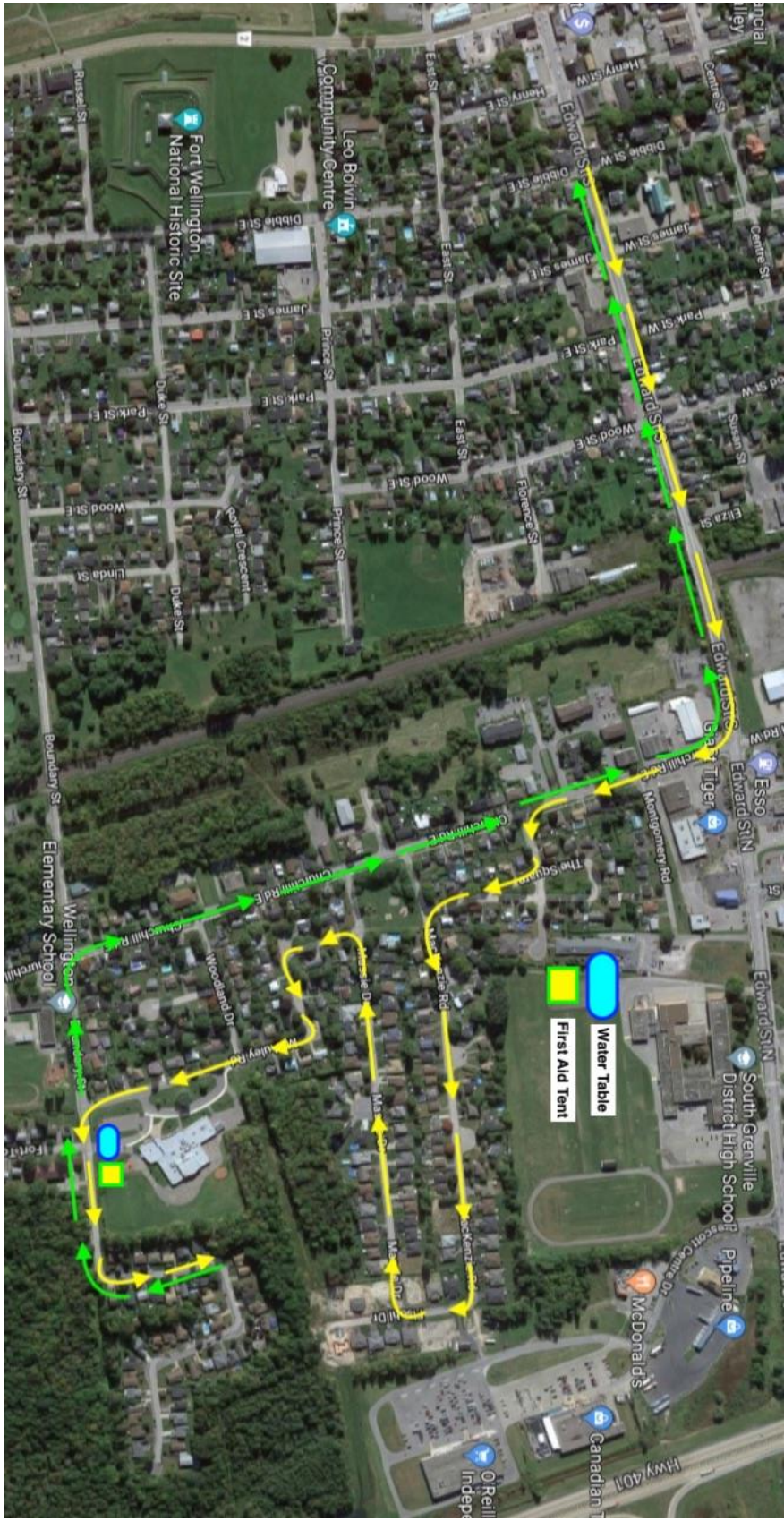
Organizers will recommend the following:

- Participants will be strongly encouraged to wear bright (such as their SWAG T-Shirt)/reflective clothing and to remain in the corridors for their safety;
- Everyone is advised to check for traffic, don't just follow the crowd;
- Race organizers will plan the courses with crossing guards for added safety at major traffic interchanges and Course Marshalls at each intersection;

- Lead runners are encouraged to shout warnings to those following if there is traffic or hazards on the course;
- The police will be informed that the event is taking place. Advice will be sought from the police of any issues.

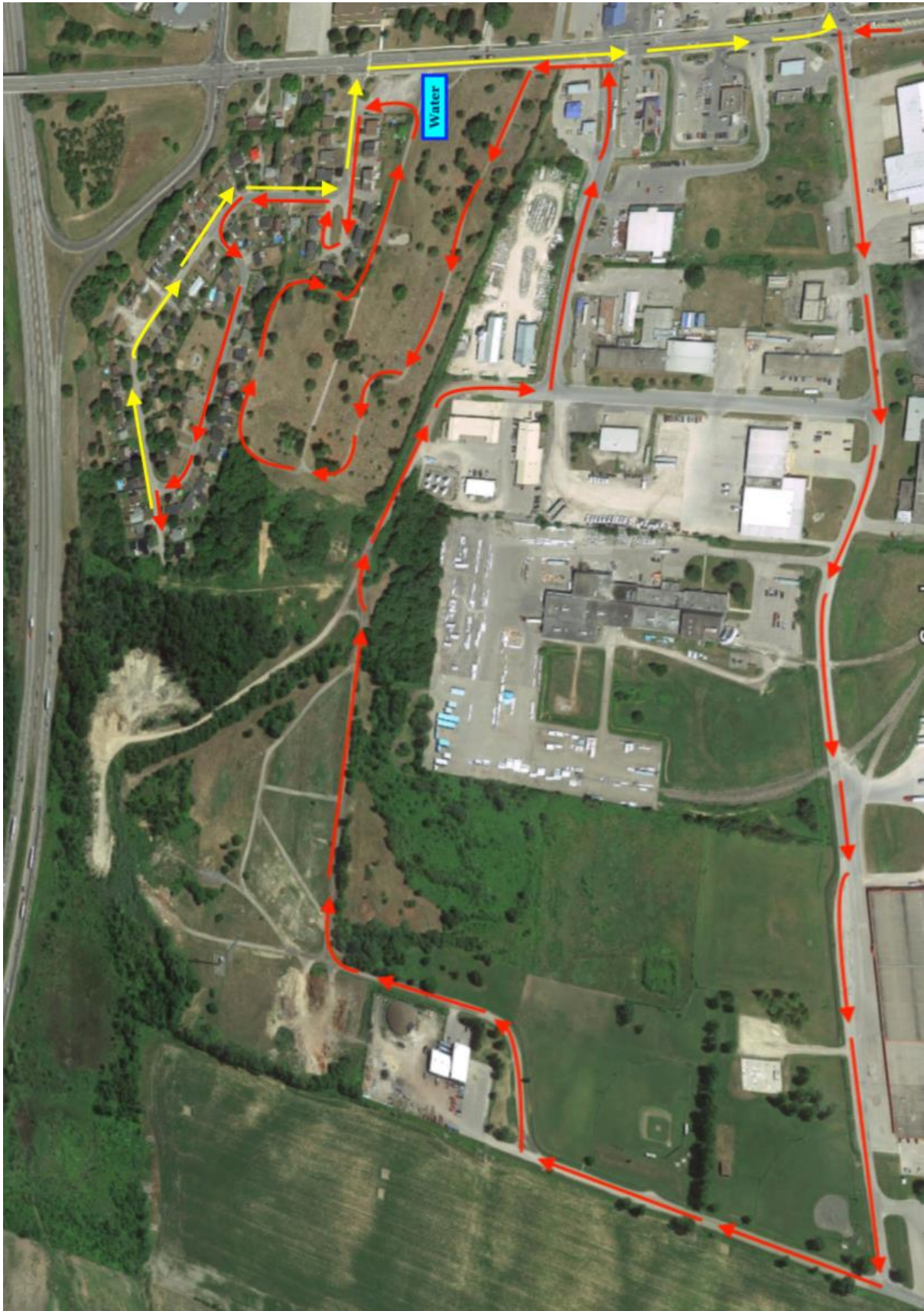


### Emergency Detour Route (10K)





Emergency Detour Route (15K)

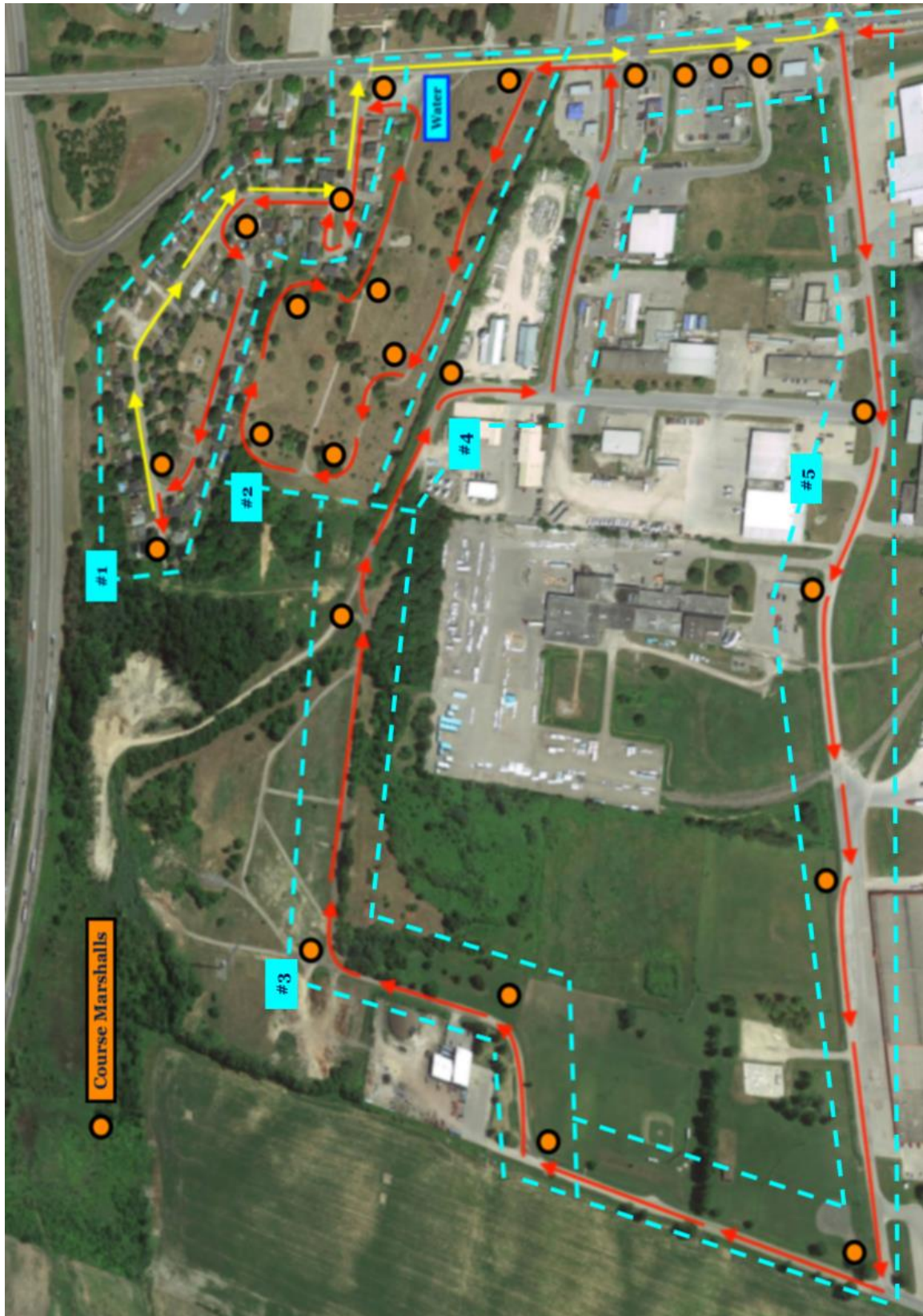


Course Maps: Positioning of Course Marshalls & Zone Captains for the EDR (10K)



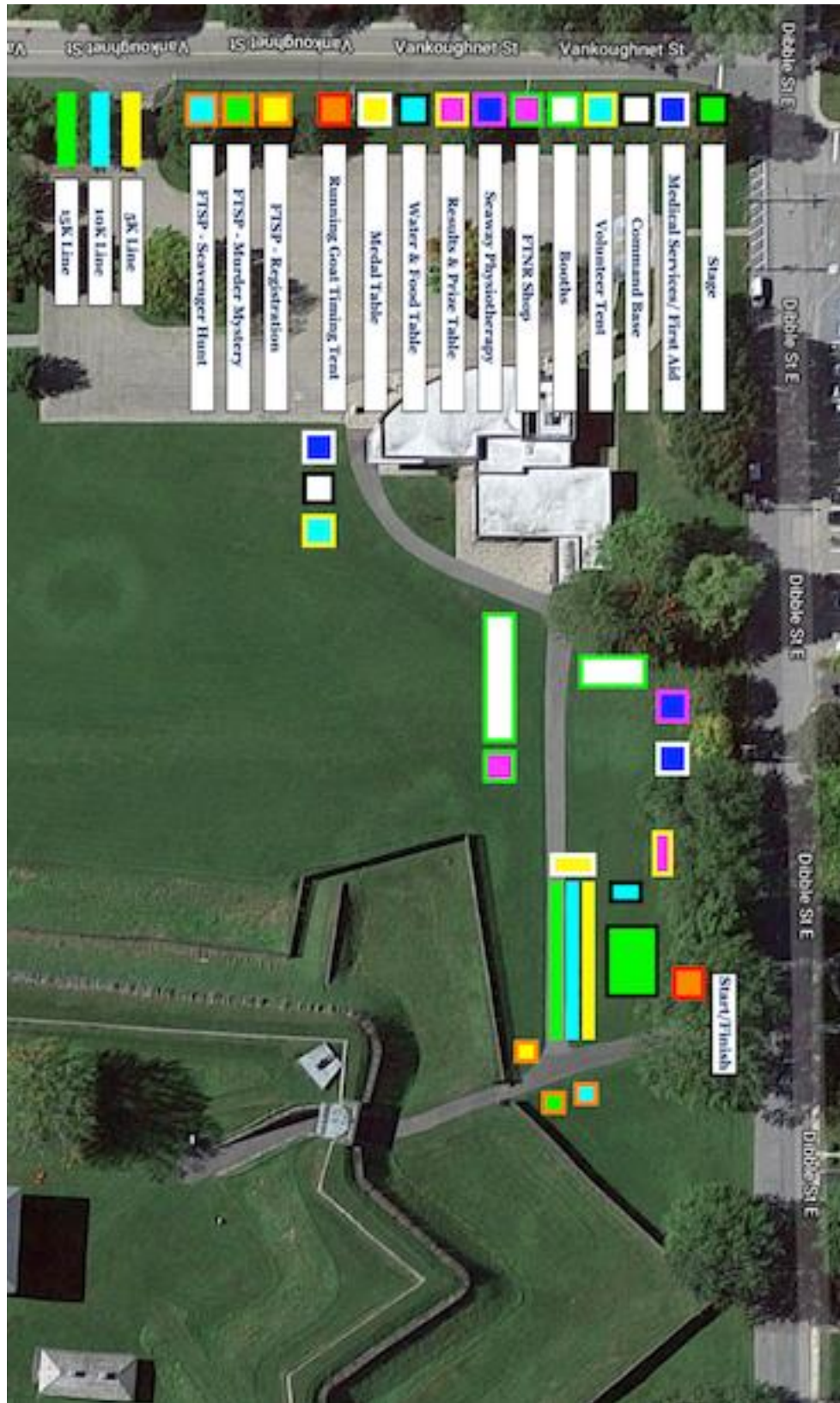


Course Maps: Positioning of Course Marshalls & Zone Captains for the EDR (15K)

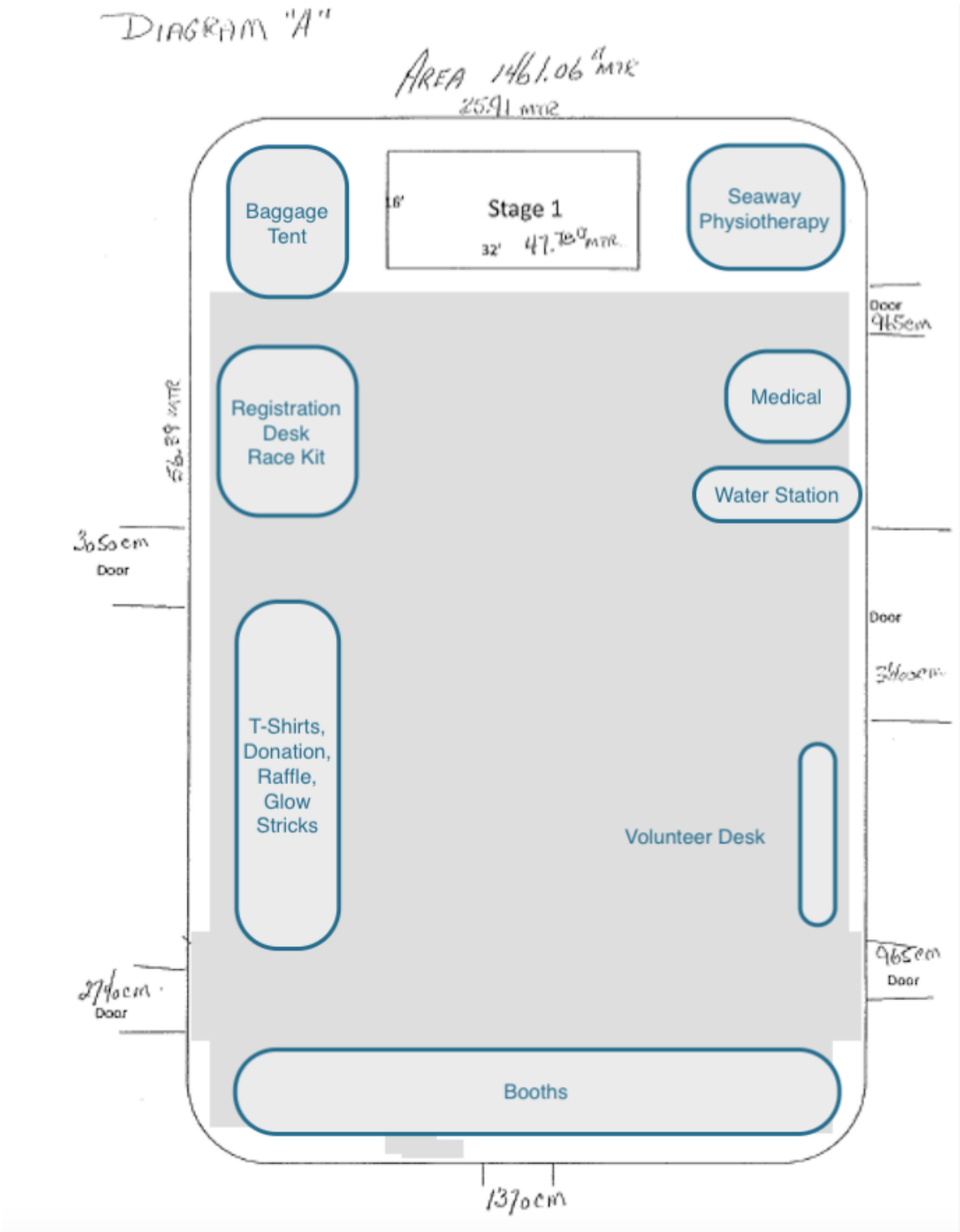




## Fort Wellington Ground Plan



Fort Wellington Arena Plan



## Facilities

### BATHROOM



Providing bathrooms is very important at the start/finish area of the race and will be accessible on the course. Participants will consciously “hydrate” themselves before the start and this may result in heavy demand for bathrooms immediately before the start and in the first few kilometres of the race. Signage will be used to make runners aware that they are approaching bathroom locations.

For bathrooms:

- We have access to the Fort Wellington’s Visitors complex;
- When approved and accessible, we will have access to the Town of Prescott’s Marina and the Leo Boivin Community Centre (Arena);
- When there are more than 500 registered participants, we will arrange to have portable toilets on and/or near Fort Wellington grounds.

### Start/Finish Line & the Runners’ Area

The start line provides an important opportunity to communicate safety information to the race participants. Safety considerations to review at the start line are as follows:

#### Water:

Providing water at the start of the race will assist participants in maintaining hydration. This should be a priority for the race, not just when it occurs on hot and humid days.

#### Communicate with Participants at the Start:

The Start/Finish Area is located at the north end of the path leaving Fort Wellington. Participants are asked to enter Fort Wellington. When the cannon/gun is blown, participants run through the tunnel and the path will be outlined by tape to the start line to avoid any participant from running outside of the chip-timing zone. A public address system or megaphone to amplify the Director’s voice will be utilized to ensure that participants in the back can hear the announcements. Pre-race instructions will include how the race will start, address any warnings concerning possible hazards, the use of corridors and caution with moving traffic, course conditions, water stations, weather, First Aid tents, and asking for help from a Course Marshall when one feels in distress. We shall give a reliable countdown starting several minutes before the start to make sure the participants are given ample time to assemble for the start in Fort Wellington.

#### Waves:

When there are large crowds of participants (>750), we will use waves. That is, the first wave will be positioned in Fort Wellington for the first start time. When this first wave has left Fort Wellington, a second wave, which was waiting on the west side of the grounds, will enter Fort Wellington. This process will repeat until all participants have had a chance to enter Fort Wellington, get the start instructions by the Race Director, and leave the Fort at the sound of the starting instrument (e.g., canon, gun, or horn).

#### Congestion:

Due to the unique environment and atmosphere to our event, the start has an interesting obstacle: A limited space (the tunnel) for participants to run out of Fort Wellington. However, in creating the design for the course, we anticipated this matter. This matter allows fewer participants to rush onto the narrow path (which is about the same width as the tunnel. In pushing the Start Line where the path meets the street, where the runner is situated will have an insignificant impact on their time. The start process also allows participants to navigate the corridors, which are of similar width, to not struggle with the impact of congestion. However, in races there seem to always be slower runners in front of faster runners at the start. This situation will be addressed during the start line instructions as well as with posting pace markers, from fast to slow from the start line back, at various spaces leading back from the start line. Participants are encouraged to position themselves in the Fort depending on their level and speed for running. All walkers and participants with strollers and baby joggers are encouraged to begin at the back of the crowd; otherwise, they might obstruct the course to faster participants.

#### Wheelchairs and Hand Cycles:

Many races include a disabled/wheelchair athlete division into their events. Special logistics need to be incorporated to ensure the safety of all participants. The actual time between starts is dependent on several factors including: the number and ability of wheelchair athletes, the race distance, and the course configuration. Most large events will start their wheelchair athletes 15 – 30 minutes before the runners. A longer interval between starts may result in logistical issues with municipalities for small, local events, which would require the closing of roads for a longer period of time. In these situations, race organisers will likely start the wheelchair athletes 2-5 minutes prior to the other athletes. Events with a downhill start may utilise a controlled start for the wheelchair athletes to prevent accidents. Other safety modifications may need to be made to potentially dangerous turns and hills throughout the course. Non-wheelchair disabled athletes will often need more time and “assistance” to finish a race than the other participants. Event organisers will often provide them with an early start in addition to allowing other individuals escort them through the course.

The following are matters that should be considered for the **finish area** of the event:

#### Wheelchairs and Hand Cycles:

The finish line should consider the width of the wheelchairs and hand cycles finishing the race. It is important that they move quickly through the finish line process and not cause a delay or bottleneck of finishers. If needed, we will change the Start/Finish Line location onto the Dibble Street West, in the area closed by the Town of Prescott.

#### Lead Car:

The lead car will turn off the racecourse prior to entering the finish area. This can be ensured by having them turn off in the south parking area of the Leo Boivin Community Centre (Arena). We will make sure there are Course Marshalls at the turn-off point to direct the lead runners into the finish line area. The finish line should be clearly marked and visible from a distance.

#### Anticipate Mid-Pack Surge:

The work of the finish line volunteers will intensify and be tested as the middle of the pack comes in. The volunteers should be warned of this from the beginning so that they are not caught unaware and can avoid a pile-up in the runners’ area.

#### Persons Present In Finish Line Area:

Only those persons essential to the finish line operations and associated with the finish line medical team should be in the finish line area. All others should be in spectator areas and on the grounds of Fort Wellington, outside of the Runners’ Area. Along with the start, the finish line is the highest profile area of a road race. Every effort should be made to keep these areas free and clear of people who have no necessary role. It is best if only the designated “tape holders” be at the finish line when the winners finish. Areas off to the side of the finish line (out of the view of the media) should be set up for officials and timekeepers. Additional zones at least 200m beyond the finish are designated for post finish logistics. When participants return to the finish line, they are encouraged to keep moving across the line and walk to the Medal Table, which is located 200m away from the line to prevent crowding. To avoid confusion at the finish line, we have course marshals to direct participants to help so everything moves smoothly and we can collect timing data quickly.

#### Water:

A water station is readily available for all finishers in the Runners Area, after they have crossed the Finish Line.

#### Runners in Distress:

The finish line volunteers are instructed in the necessary procedures to contact the First Aid and/or EMT in the event that a finishing runner is in distress.

#### Equipment:

Volunteers in charge of the finish line equipment are instructed to make sure all equipment is protected and secure. Safety is a priority. Secure all trip hazards and make sure arch is secured to prevent damage caused by high winds. In case of a blow-up arch, we will make sure we can react quickly to move the arch out of the way of runners in case the power fails. If winds are too strong, we will not put up the arch; or if winds increase during the event, we will bring it down as a safety measure. We will secure the power connections to the arch or other devices to avoid accidental disconnections. In case of a wet event, we will secure all electrical connections to avoid electric shock.

#### Special Considerations for Children’s Events:

Kids 1K Fun Run is a special non-timed start 30 minutes before the official start of the race for distances of 5k or more. Untimed, non-competitive, medals/ribbons are given to all participants. All children runners wear bibs #1.

We aim to do a thorough job of cleaning the start-finish area and repairing and restoring the paths used in the event. We have a plan to pick up all course markings immediately after the event.

#### Start/Finish Line Manager:

- To facilitate the effective functions of the volunteers at the Start/Finish Line, a manager needs to be aware of the following:
  - All runners need to place their bib in front of their chest area. This helps volunteers to see your numbers for medal distribution and to timing company to capture the chip for timing purposes.
    - Bibs numbers are assigned as follows:
      - Kids 1K Fun Run: The bib will indicate the number 1.
      - 5K: The bib will indicate a number between 100 and 999. If we exceed 900 runners, we will change this protocol to reflect the number of participants.
      - 10K: The bib will indicate a number above 1000.
      - 15K: The bib will indicate a number above 5000.
    - If a medal's ribbon needs to be changes, the extra ribbons will be located at the medal stand and a volunteer needs to be assigned to change the ribbon when needed.

#### Photographers' Area:

- A secure area approximately 20+ metres beyond the finish line will be set up for photographers. A volunteer/race organizer will be assigned to control the positioning and movement of the photographers. We will erect an area beyond the finish line, in the Runners' Area, for photographers and TV. This greatly reduces the number of people and provides for an uncluttered finish area.

#### Post-finish runners' amenities:

- Even though the race is over participants will need to be provided with essentials such as fluids and heat blankets. Race organisers have created a post-finish "Runners' Area" and provide enough space to implement it in such a way that there is no backing up. The Runners' Area is on a large field at the north end of the Fort Wellington grounds with the following amenities: Water station, blankets, First Aid, Physiotherapy Tent, and Photography area

### **Water Stations**

Water stations are an expected necessity for participants to remain healthy, even when the weather turns cold.

#### Distance between and location of water stations:

- The beginning of May presents a number of unpredictable factors when attempting to consider the potential impacts of weather on the event. Therefore, we have located a water station on the grounds of Fort Wellington for participants to access at the beginning of the race.
- When completing the 15K course, the first water station is located on east pier, located around the 3K mark of the course. The second water station is accessible for both 15K & 10K courses and located in front of the Battle of the Windmill on Windmill Road, which is about 6K & 3K (respectively). The third water station is located at south of the Rotary Lighthouse on the Prescott Marina path and accessible to the 15K, 10K, & 5K courses, around 11K, 6K, & 1K, respectively. The fourth water station is located at the Town Hall/Municipal Building, around the 13.5K, 8.5K, & 3.5K (respectively). The final water station is located in Runners' Area after participants have completed the race and crossed the finish line. The following pictures depict the placement of the tables.



Add picture of 15K Port of Johnstown water station with table after FTNR 2020

- Each station is positioned where there is sufficient room for participants to slow and get the water while other participants who chose to bypass the station can run unobstructed past the slower or slowing participants.
- Water stations are not positioned on a downhill, not exactly on the kilometre marker (as the attention of many participants will be diverted to their watches instead of watching for participants who have slowed to drink), and are not at intersections or high traffic areas.

#### Staffing:

- Water station volunteers should arrive for 7pm in order to fill enough cups before participants begin to arrive. People with obvious signs of sickness will not be handing out water, and everyone handling water will wear plastic gloves.

#### Cups:

- As a rule of thumb, have, at a minimum, one cup per entrant at each water station. If a hot and humid day is predicted have as a minimum two cups per entrant at each water station (anticipate that the runners will drink one cup and dash the other on themselves to help cool off).
- In order to minimize the amount of spillage use a smaller cup, 7-8 ounce cups are recommended. Always try to use paper cups in place of hard plastic cups or Styrofoam cups. The hard plastic cups and Styrofoam cups tend to break when grabbed by the runners and are not biodegradable. Be sure that the water station volunteers have been instructed in proper cup handling.
- Cups should be filled no more than  $\frac{1}{2}$  full, and placed on the palm of the hand or held gently on the sides of the cup when held out to passing participants.
- For each water station, have rakes on hand so that cup debris can be cleared from the road as soon as possible. Make sure that specific volunteers are assigned to the task of continually removing the debris from the course. Locate trash receptacles strategically at the end of the water tables and a few yards past the water tables to encourage runners to discard the cups there. Make sure to provide plastic trash bags for clean up, and recycling of the paper cups.

#### Water and other replacement fluids:

1. Replacement fluids will only be offered at the last water station in the Runners' Area.
2. Arrange for water and any replacement fluids (e.g., Nuun, Gatorade) to be delivered to the water stations several hours before the start of the race (i.e., by 6pm).
3. Be sure any concentrate, coolers, and stirring sticks are also delivered along with mixing instructions.
4. Pay special attention that water is placed in a different cup than the electrolyte replacement drink and is located in a different section of the water station. That is, water should be offered at the first table, and the replacement fluid at the last.
5. Make sure concentrated mixes are mixed correctly with the proper ratio of water to product.

#### A Special Note, for races held during winter months:

One potential hazard of a water station in a freezing location is the water left on the ground from spilled cups can freeze causing runners to slip and injure themselves. Plan to supply these water stations with salt or sand to toss on the ice if this occurs.



## Lead & End Vehicles

At our event, there are two types of vehicles.

The first is the bicycle:

- Four (4) volunteers are assigned to bicycles.
- Three (3) volunteers are assigned to follow the lead runners of the 5K, 10K, & 15K. They are assigned with the task of observing and providing feedback to course marshals, zone captains, and race organizers.
- One (1) volunteer is assigned to follow the last participants of the 15K. They are assigned to observe and provide feedback to course marshals, zone captains, and race organizers. They are also known as “sweepers.” They are an effective tool to know that all participants have returned and no one is left out on the course. The sweepers can also act as a “green team” caller and inform course marshals and zone captains to collect all trash and equipment left behind. This system allows the race to “be picked up” as the last participant runs by, making the clean-up process more effective and returning volunteers to the grounds of Fort Wellington in a timely manner.

The second is the truck to gather the cones:

- As the sweepers announce the “green team” call, the truck (positioned at the Battle of the Windmill before the race begins) will follow the sweeper and gather the cones. Once more, this provides an effective process for all equipment and trash to be gathered in a timely manner and allow the flow of traffic to return to normal.

## Spectator Management

In maximizing the safety of race spectators, we shall consider the following matters:

- Spectator Barriers. Course Marshals and Zone Captains will provide spectators with clear suggestions to keep spectators off the racecourse and out of the flow of traffic. Where an area needs only to be designated for non-access (Runners’ Area), cones and tape may be appropriate in place of a solid barricade.
- Finish Line Area. The start/finish line area is most likely to encounter large crowds. Near the start/finish line area, we will outline a spectator zone using tape and cones and have additional Course Marshalls returning to the grounds to support in clearing this area. We will attempt to make sure spectators do not stand in front of the clock and that they do not crowd the finish line so participants can freely cross the finish line.
- Volunteer Instruction. Volunteers will wear their orange T-Shirts to identify themselves to spectators & participants and their safety vest when in the role of Course Marshall or Zone Captain.
- Police. For our race, we plan to have police present to control the flow of traffic on the north side of County Road 2. After the green team has cleared the area of cones and trash, police officers will be asked to return to the grounds of Fort Wellington. If the race gathers an anticipated large number of participants and spectators, having police presence at the start and the finish where the crowd will be the biggest can help gain the attention of spectators who fail to heed the barriers and requests of the volunteers.

## Lost Children’s Policy

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point (Baggage Tent) as appropriate.

### Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point (Baggage Tent), where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant’s names, where they last saw them and a description of their them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Command Base in person or via 2-way radio, who will then organise a search.

- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could ..... (Name of person) please come to the collection point located at the Baggage Tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the Baggage tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "Pixie Dust" (example, Baggage to Command Base, we have "Pixie Dust" at the Baggage tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "Comet in the sky".
- If a parent /carer /personal assistant is not located with 30 minutes, Command Base will inform the police.

#### **Parent/ Guardian /Personal Assistants reporting lost children**

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found. Ask them for a contact number (e.g., cell phone), to provide updates when needed.
- Using the code word "Comet in the Sky looks like," radio a message to Command Base and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Command Base will organise a thorough sweep of the whole site with volunteers.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united.
- If a child or vulnerable person is not found within 30 minutes, Command Base will inform the police.

#### **Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults**

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all Zone Captains, Managers, volunteers and police will be informed immediately.

#### **Lost persons log**

- All lost persons / children's incidents must complete an Incident Report.





## Animal Management



### Guidelines for Dogs at/or in Events

The Road Runners Club of America strongly recommends that event organizers should have a "no dogs/pets allowed" policy for volunteers, spectators, and participants in the start and finish areas of an event. Only service dogs should be allowed at an event with a participant or spectator, and an event organizer may ask if a dog is a service animal.

Yes, people have been bitten by dogs at events. Yes, good dogs have had skirmishes with other dogs at events resulting in injury to either the dogs and/or their owners. Yes, irresponsible dog owners have created unsafe situations for others at events. In crowded, unfamiliar places, even well-mannered dogs can become unpredictable and protective of their owner. Dog owners that disregard "no dogs allowed" rules and show up with dogs dramatically increase the liability exposure for event organizers, especially if an event organizer does not remove them from the event or the event's common spaces (start/finish area).

Event organizers should consult with their permitting entity, as many municipalities prohibit dogs/pets, leashed or unleashed, from being allowed in events or on city property utilized as common space for the event (start/finish areas). Event organizers should do as much as possible to enforce a "no dogs/pets allowed" policy, especially if it is required in the event permit. However, should anyone bring a dog, the dog is expected to remain on a lead at all times and be under the control of the handler. The lead must be 2 meters or shorter – dogs on longer leads will not be permitted due to tripping hazard. Dogs considered not to be under appropriate control or that in the opinion of event organizers present a risk, will be asked to leave the event.

The course was planned to avoid animals as far as possible.

Race organizers will consult with farmer, venue staff, and other relevant parties when planning the course route.

In the Event Rules & Guidelines for the Fort Town Night Run, we have written the following to reflect our risk protocols:

- No dogs/pets allowed at the FTNR, except for service dogs. The Event Organizers may ask if a dog is a service animal and will respect and abide by Bill 80, Ontario Service Dogs Act, 2016. Event organizers reserve the right to ask animal owners to be removed from event areas (exception with service animals), especially in the event's common spaces (e.g., start/finish area, Runners' Area). Animal owners are encouraged to understand and abide by the By-Law 23-94 of the Corporation of the Town of Prescott (Being a by-law to prohibit and regulate the keeping of animals within Prescott).



## Headphones



### RRCA Guidelines on Headphones in Events

The Road Runners Club of America does not usually dictate rules to our members; they offer guidelines on general safety that race directors and club leaders are encouraged to adopt as guidelines, rules or policies for their local events. Since the mid 1980's the RRCA has maintained a long-standing guideline against the use of headphones in running events and group training runs. This is a safety precaution and a risk management responsibility for race directors and run leaders. As such, race directors and group run leaders are encouraged to ban or strongly discourage the use of headphones in races and group runs.

Advising participants to leave headphones and audio devices at home or in the car is part of the risk management responsibility of a race director. Many participants do not understand or respect the awesome responsibility a race director shoulders to ensure the safety of every single participant in an event. Respecting an event director's choice to prohibit headphones in an event or a group run is a shared responsibility of every participant to ensure the safety of all runners, the future success of the event, and the sport as a whole.

In the Event Rules & Guidelines for the Fort Town Night Run, we have written the following to reflect our risk protocols:

- The use of music devices (e.g. iPods), cell phones, cameras or similar devices by participants while in the event is strongly discouraged at this event. To enjoy all that our event has to offer and for the safety of all participants, the Fort Town Night Run encourages a headphone-free environment during the running of this event. Volunteers will be providing directions to help you to the finish line. The event officials reserve the right to disqualify any participant using such devices who poses a safety hazard on the course.

In the Waiver for the Fort Town Night Run, we have written the following to reflect our risk protocols:

- to acknowledge that bicycles, skateboards, roller skates or roller blades, animals (exception for service dogs), and personal music

players are not allowed in the race and I will abide by all race rules;

We believe that participants' race experience and those around them will be greatly enhanced by leaving the headphones at home or in the car. Running headphone-free allows opportunities to develop camaraderie with fellow runners and to enjoy everything the race has to offer. Moreover, volunteers and spectators will be on course cheering on and providing directions to help get them to the finish line.

Runner safety has always been, and will continue to be, a top priority for our event. We ask that participants be mindful of the other participants and respect the race personnel to ensure a safe and enjoyable race for everyone.



Baby Joggers & Strollers



### **RRCA Guidelines on Baby Jogging Strollers in Races**

First and foremost, the RRCA recommends that events clearly outline age restrictions for events, especially events that exceed 5K as part of managing stroller use in events. The RRCA strongly recommends against the use of baby strollers/joggers by participants in road races if the child does not meet the age restriction outlined for the event. We discourage race organizers from creating baby stroller/jogger divisions or events. The reason for this recommendation is that the inclusion of strollers in races increases the potential for injury to race participants and children.

The RRCA has no objection to and does not discourage the safe and prudent use of strollers or baby joggers in individual training situations, but we discourage them in group training runs/programs. If allowed in a race, strollers or baby joggers or similar devices should be started at the back of the runners and walkers. A participant pushing a stroller should sign an additional waiver accepting the responsibility for injury up to death of a child in a stroller.

For events that allow for adaptive wheelchairs for people with disabilities, a waiver should be signed for the person pushing the wheelchair along with a waiver accepting responsibility for injury up to death of a person in the wheelchair. If the age of the person in the wheelchair were below the age restriction for the event, then the age restriction and a no stroller policy would apply. For example, a 3 year old would not be eligible to be pushed in a stroller/wheelchair at a marathon if the event has an age restriction of 16 or 18 and older for all participants.

In the Event Rules & Guidelines for the Fort Town Night Run, we have written the following to reflect our risk protocols:

- The use of wheeled devices by participants or any other person authorized to be on the course shall be strictly limited to (a) wheelchair division participants, (b) authorized course officials, and (c) authorized course marshals on bicycles. Skateboards, rollerblades, unauthorized bicycles or any other wheeled device will not be permitted on the course. Baby joggers and strollers are not permitted on the 1K Kids Fun Run course. However, participants who chose to use baby joggers and/or strollers in the 5K and 10K are asked to start towards the back of the pack at the start line, need to yield to faster runners and cannot impede other runners' progress. The event officials reserve the right to disqualify any participant using such devices who poses a safety hazard on the course.

In the Waiver for the Fort Town Night Run, we have written the following to reflect our risk protocols:

- to assume any and all risks associated with the use of strollers and baby joggers, including but not limited to, falls, contact with other persons or objects, the effects of weather, traffic and course conditions, and acknowledge that the use of baby joggers and strollers are, by their nature, risky and hazardous and accept personal responsibility for those risks and hazards to self, children, participants, spectators, volunteers, others and property;

### **Guidelines to Facilitate Participation by Athletes with Disabilities**

The organizers of the Fort Town Night Run are committed to breaking down the barriers between people with disabilities and able-bodied participants by offering races that are fun, safe and inclusive for everyone.

To accomplish this goal, the organizers strive to offer the same level of access to opportunities and activities, so athletes, both able-bodied and disabled, can accomplish their goals and achieve their full potential.

All disabled athlete who would like to participate in the race weekend, please email [forttownnightrun@gmail.com](mailto:forttownnightrun@gmail.com).

#### **Visual Impairment**

We encourage runners who are blind or visually impaired to register for the Fort Town Night Run. Guide runners may participate along with blind and visually impaired athletes at no additional cost through a special registration form.

### Wheelchair Participants

The Fort Town Night Run welcomes the participation of athletes requiring the use of a wheelchair. There are two categories for wheelchair participation: Racing Wheelchair and Recreational Wheelchair.

#### **Racing Wheelchair (Push Rim only)**

The Racing Wheelchair division is open to competitive wheelchair athletes who are using a wheelchair designed for road racing competition in accordance to the Wheelchair Requirements as set out in section 14 of the [International Paralympic Committee's Athletics 2014-2015 Rules and Regulations](#). It is the athlete's responsibility to remain up-to-date on the rules and wheelchair requirements outlined by the IPC. Wheelchairs may be examined prior to start or after the finish of the event.

Racing Wheelchair participants must wear a helmet. Racing Wheelchair participants will start ahead 10K.

Note: The use of hand cranks, levers, motors or mechanical gears (e.g. hand cycles) are NOT permitted in the Racing category.

#### **Recreational Wheelchairs**

The event is open to all recreational wheelchair participants. Recreational Wheelchair participants will start in the back of crowd in the Fort.

- For the safety of all participants, wheelchair participants must follow the rules and regulations that apply to other participants, and should follow accepted runners' etiquette in sharing the road. Motorized wheelchairs are permitted as long as they are used at a pace safe for other participants. Motorized wheelchairs are placed at the back of the crowd in the Fort. They are not permitted at the front of the crowd. All wheelchair participants are strongly encouraged to wear a helmet. Wheelchair participants must also ensure that their wheelchair is in good condition and can be controlled on any incline or decline that may be encountered on the course.
- Recreational Wheelchair participants use the same online registration system as other participants and are encouraged using the medical information section of their bib to provide any critical medical information to officials.

#### **Course Terrain**

The Fort Town Night Run organizers are currently and continue to work with the Town of Prescott, the Edwardsburg/Cardinal County, and the United Counties of Leeds & Grenville to satisfy the following issues:

- Unacceptable surfaces for wheelchairs to race on: long distances on grass, uneven pavement (i.e. curbs, potholes, cross-country trails) and narrow bike paths.
- Undesirable surfaces, which can still be used by wheelchair athletes: roadways with railroad tracks, speed bumps, and similar obstructions.
- Desirable surfaces: smooth pavement (i.e. roadways, wide bike paths, track surfaces); small hills are tolerable.
- Elevation: Most courses do not present a problem in this area. However, hills with severe elevation changes (greater than 10%) might be difficult for some wheelchair athletes to negotiate. This information can be given to the athlete in advance either verbally (i.e. athlete may call a telephone number listed on the application) or by use of an elevation profile displayed on the event website in the race entry form.
- No sharp or abrupt turns at the bottom of hills
- Well marked turn-around points. This is especially true with U-turns around cones.
- Avoid finish lines at the bottom of a hill.
- In the event of wet weather, wheelchair athletes and the event director should discuss whether to proceed. The determination of the event director is final.
- Event directors should consider consulting with athletes with disabilities in the planning stages of the event to provide a safe and manageable course.

#### **Incident Reporting**

From time to time incidents, including death, do happen at races and group training runs. It is important to understand the steps your organization needs to take should an incident happen at your race or training runs.

**1st:** Acknowledge the incident but do not go into details with the public. Be sensitive to the parties involved. Appoint a spokesperson who is the only person authorized to talk to the press. Avoid posting anything on social media. Make efforts to protect the privacy of the parties involved.

**2nd:** Document details about the incident and collect statements from the parties involved, witnesses, and race personnel with knowledge of incident while it is still fresh in everyone's mind. Secure the copy of the race waiver, either paper or electronic copy. Keep it in the file regarding the incident for several years based on the [statute of limitation](#) in Ontario.

**3rd:** The day after the event, race organizers will complete the form and submit it to our insurance as instructed in a timely manner. Avoid sharing the incident report information with a large group of people, as it will contain personal information about the parties involved.

**4th:** In the unfortunate event that a lawsuit is filed, and someone from the Trustees is served, we will ensure that the FTRN assigns legal counsel and remains in contact with their insurance provider.

### **Communications**

A reliable communication system is essential to the coordination of all aspects of a race in progress.

The FTRN organizers have developed the following communication protocol to ensure effective communication between key parties:

1. Command base, key personnel (e.g., Race Director), all medical aid stations (3 – two First Aid tents and one Medical Service tent), and all Zone Captains will coordinate through handheld communication devices in order to address any emergency that may arise. All persons who are to use the communication system should be made familiar with its operation prior to the start of the event. The radios should be tested, and the power supplies checked in advance of the race date.
2. Participants can inform at any time any Course Marshal or Volunteer of a problem and request assistance.
3. All Course Marshalls will have access to a distress whistle to inform Zone Captains when needed.
4. All personnel connected with the race, in any capacity, should know where the radios are located and where the radio operators are stationed.

Cell phones can be a great way to communicate before and after a race but **should not be relied upon** as a primary means of communication during a race. Walkie-talkies (with fresh batteries) are the preferred form of communication, as all key race personnel can be alerted at once if a problem should arise. This will result in more expeditious problem solving.

## Medical Protocols

### Medical Mission Statement

- Stop or slow progression of injury or illness (triage, treatment, transfer)
- Rapid/appropriate response to all locations
- Do no harm/stay within training levels
- Emergency Action Plan – EAP
- Prevent emergency room overload
- First Aid and EMT services are available before, during and after the race and an action plan in place to get people treated as soon as possible.

### Roles

#### Command Base:

Located near or at the EMT station, lead by the Volunteer Coordinator, the Command Base is the strategic post in relaying communications, logistics, and risk management services throughout the event.

#### Zone Captains:

A volunteer, who has completed the Volunteer Training Day, and whose responsibility is to be the communication liaison between the volunteers in a designated location and Command Base.

#### Course Marshalls:

A volunteer, who has completed the Volunteer Training Day, and who is responsible to maintain communication with participants on the course, to encourage the use of the corridors, to maintain safe traffic management practices, and to inform their Zone Captain of any risk/safety issues.

#### Medical Aid Stations:

- A major medical aid station is located on the grounds of Fort Wellington, near the parking lot where access to the road and quick access to all locations on the course is possible. It is equipped and staffed by the St. John's Ambulance.
- Minor aid stations are located in the Runners Area on the grounds of Fort Wellington and at the Battle of Windmill in conjunction with water stations to provide first aid and relief from minor discomfort (such as blisters and chafing) and to stabilize and connect with the Major Medical Station when transport of any serious cases when needed.
- Minor aid stations (i.e., First Aid Tents) are located in the Runners' Area and a mobile team at the Port of Johnstown, which will follow the "sweeper" (last runner of the 15K);
- The major medical aid station (i.e., Medical Services Tent) is located south of the Fort Wellington's Visitors Pavilion, near the parking area. Emergency vehicles have access to the road.

Due to the nature of the event, runners may sustain any number of common injuries. Runners will be advised to warm up thoroughly and only compete if they are able to. The decision whether to run or not is left to the discretion of the individual but they run at their own risk.

### Potential Medical Concerns

- Dehydration
- Cardiac events
- Respiratory distress
- Hyper/Hypothermia
- Postural hypotension
- Hyponatremia
- Hypoglycemia
- Podiatric issues
- Overuse Injuries
- Others

#### Location of defibrillators:

- St John Ambulance has a defibrillator in their ambulance;
- Visitor Centre of Fort Wellington has a defibrillator next to the visitor reception desk. It is checked monthly as per their Health & Safety policies.

- Port of Johnstown – main administrative building.

Catastrophic Event: Any incident that includes, but is not limited to, the following: cardiac events, respiratory distress, participant struck by vehicle, any large amounts of blood, and head trauma.

**Steps to follow:**

1. Course Marshall to respond to the emergency;
2. Course Marshall to call 911;
3. Course Marshall to blow distress whistle and set headlight to strobe;
4. Zone Captain to respond and inform Command Base of the incident;
5. Command Base to send EMT at the scene;
6. Zone Captain to continue directing traffic away from the incident, crowd control, and create space for EMT to arrive;
7. EMT to secure the location and provide medical treatment as necessary;
8. EMT to transfer patient to Ambulance to be sent to the Hospital;
9. EMT to provide Zone Captain with Emergency Contact information for Command Base to contact them;
10. FTNR representative to make a statement for the press and Social Media when needed;
11. Debriefing with all parties involved – Incident Report to complete.

Define Person in Distress:

Any person that is experiencing pain, discomfort, needs support, and is not defined as experiencing a Catastrophic Event.. Common injuries associated with this form of activity (sprains, strains, pulled muscles, dehydration, etc.).

**Steps to follow:**

1. Course Marshall to respond to the emergency;
2. Course Marshall to blow distress whistle and set headlight to strobe;
3. Zone Captain to respond and inform Command Base of the incident;
4. Command Base to send EMT at the scene;
5. Zone Captain to continue directing traffic away from the incident, crowd control, and create space for EMT to arrive;
6. EMT to secure the location and provide medical treatment as necessary;
7. FTNR representative to make a statement for the press and Social Media when needed;
8. Debriefing with all parties involved – Incident Report to complete.

Medical questionnaire:

- In the hopes to support effective medical treatment when needed, registrants will be asked to complete the following questions on the back of their bib:
  - Do you have any medical condition(s)?
  - Are you prescribed any medication(s)?
  - Emergency contact (Name/Number):
- This information will remain on their person and only be accessed by assigned medical personnel when needed for medical care purposes.

Protocol for maintaining records:

- Since the medical information provided by the registrant is maintained on their person and in situations of medical emergency will remain on their person during treatment, there are no records maintained by the Fort Town Night Run.
- Privacy & Confidentiality. Have a plan; your medical team coordinator needs to be aware of the HIPAA Privacy and Confidentiality of medical information. Volunteers should not speak to the media or answer inquiries about a participant's condition or treatment. A specific person should be designated as the spokesperson. At the FTNR, the representative is the Volunteer Coordinator.