

City of Sherwood

Special Athletic Event Resource Guide

INFORMATION PACKET



Community Service Department
22560 SW Pine Street
Sherwood, OR 97140
Event Coordinator
(503) 625 4207



City of Sherwood
Special Athletic Event Resource Guide

CONTENTS

GUIDELINES AND REGULATIONS

Policy for Organized Runs, Walks, and Bicycle Events

Definition	3
Event Permit Requirements	3
Course/Event Requirements	4
Information	5
 COURSE MARSHALS	6

SECTION I – GUIDELINES AND REGULATIONS

POLICY FOR ORGANIZED RUNS, WALKS, AND BICYCLE EVENTS

Definitions

Biathlon – A competition that commonly combines running and bicycling to form one event. A triathlon consists of three events, normally adding swimming as the third race element. Traffic impact is the same as run or bike race.

Bike-a-Thon, Bike Rally, or Club Bike Ride – A group of persons permitted to ride bicycles on a public right-of-way as a group along a specific route and required to obey all traffic laws and traffic control devices.

Fun Run, Road Race, Run or Bike Race – A competition that involves either running or bicycling along a specific route or course. Participants in this type of event are given special preference and privileges over all other vehicle or pedestrian traffic, in public right-of-ways. Traffic delays and detouring the street closures are normally required to conduct this type of event.

Jog-a-Thon, Walk-a-Thon or Walking Event – A group of persons permitted to jog or walk as a group on the sidewalk along a specific route and required to obey all traffic laws and traffic control devices.

Permit Requirements for Special Athletic Events

All persons who organize or sponsor a run/bicycle event on a public right-of-way that involves the interruption of normal motor traffic flow, closure of a street or promotes (by the nature of the event) violations of any traffic laws or ordinances, is required to have an approved City of Sherwood Special Event Permit. All regulations and guidelines as listed in the Special Events Permit Policy and Resource Guide apply to Special Athletic Events.

Special events shall be held on routes suggested by the City of Sherwood. Applicants may request exceptions to established routes which will be reviewed for approval by City Staff. After a route has been approved for a special event, no changes may be made without specific permission of the Community Services Department.

Approval of special events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other roadway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience other roadway users. Reasonable safety implies that the racers, spectators and other roadway users have been accommodated by planning in such a manner as to not be placed in conflict with one another. The City of Sherwood reserves the right to determine the event type/level based on complexity, impact and required City services. Final decision of level of permit can be appealed to the City Manager by giving a written request to the Community Services Director within 10 days of denial.

If the event requires use of a City facility or additional City permits, the event organizer is expected to also pay the appropriate fees and charges as they apply to that permit/facility/area.

SECTION I – GUIDELINES AND REGULATIONS (CONTINUED)

COURSE/EVENT REQUIREMENTS

Course Marshals (Flaggers)

Course marshals, as they are referred to in bicycle racing, are flaggers. Their duty is to direct non-race traffic during a race event, just as a flagger directs non-construction traffic during a construction project. This is a serious duty since it is possible that the lives of the participants rest in their hands.

General Knowledge

Course marshals need certain information in order to do their jobs effectively. They will need to know:

- a. The time and directions to expect racers through their intersection
- b. The entire race course, starting times, and estimated ending times in order to be prepared to answer motorists' questions.
- c. How to direct traffic, including the use of the STOP paddle, the manner with which to stop motorists, the need to act in a professional and commanding nature, using common sense.
- d. That advance warning signs ("flagger ahead" etc.) should be turned away from the road when the course marshal is not available or if there is a long wait until the race returns through the intersection.
- e. A fluorescent vest with reflective stripes must be worn while directing traffic.

Trained Flaggers

A police officer or trained flagger (state-approved training course) will be needed to direct traffic if traffic control devices are disregarded. If a course marshal is simply holding stopped traffic longer at a stop sign on an approach road, a trained flagger is not needed. If traffic signals are to be overridden, police will have to turn them off or provide officer directed traffic control.

Walking Event Requirements

- a. Routes shall be on sidewalks and cross public streets only at legal crossing points. The City will not close streets or divert traffic for participation in walking events.
- b. Sponsor shall organize the walking event to ensure that all participants remain on the sidewalk and obey all regulations along the entire length of the route, especially at the starting point. Sponsor shall submit a plan to the City on how this is to be accomplished.

Sign Standards

Whenever signs are used on state and local roads, certain standards must be adhered to in order to provide road users with easily understood and legible messages. This insures that the message is clear and that the sign installers gain credibility.

Temporary signs may require a City of Sherwood Temporary Portable Sign Permit which can be obtained from the Planning Department (503) 625-4202. Please review the Sign Code for more information. All signs must be removed after event.

SECTION I – GUIDELINES AND REGULATIONS (CONTINUED)

Non-Police Personnel

See the section on Course Marshals for the number of non-police personnel required to attend each particular course. Each run, walk, or bicycle race will require a leader to show direction of course (preferably on a bicycle), and a vehicle to bring up the rear to check on all participants involved.

Race Starting Time

The preferred starting times are between 8:00 am and 10:00 am. No races may begin after 12:00 Noon for events that originate in Sherwood, Oregon.

Course Direction

Arrows may be placed on the road surface to show course direction (chalk or gypsum preferred - NO PAINT). **No paint or chalk will be allowed on the bridges, trees or trails.**

First Aid

Each event must have a first aid kit at the finish line and on the vehicle that brings up the rear of the race.

Clean Up

All event areas, courses, and aid station areas MUST BE cleaned of litter, cups and pole mounted signs and arrows. Failure to do so may result in your group being charged for this service by the City.

INFORMATION

Water Stations

Water stations are encouraged. We ask that no glass or Styrofoam containers be used, and that all areas be cleaned up afterward.

Portable Radios

Portable radios are useful in checking on runners and calling for first aid if necessary.

Emergency Personnel

The City of Sherwood Police and Fire Departments will be available to assist with emergencies.

Resources

Several resources are available to assist the event sponsor.

- a. Flagger Training. The Safety Section of the State Highway Division keeps a current list of flagger trainers for the state. Their number is (503) 378-2636.
- b. United States Cycling Federation. Most bicycle road races are sanctioned by the United State Cycling Federation (USCF). The organization has official racing rules including such details as wearing an ANSI-approved bicycle helmet, following the rules of the road unless under escort or with roadway agency approval, and staying on the right side of the yellow center line of a roadway in a road race. These rules are enforced by USCF-trained Race

Officials who closely monitor each race. The USCF also provides insurance for all participants and can extend coverage to others.

- c. Oregon Cycling Association. The Oregon Cycling Association is designed to serve racers and race organizers of the State of Oregon and can provide race equipment, press release writing and media mailing lists, and other assistance. Their current address can be obtained from bicycle shops or the USCF.

Non-police personnel are required at specific intervals on each course to monitor the control of traffic and to ensure the safety of participants.

A Facility Use Agreement is required for any course that utilizes Sherwood District School fields, tracks or gyms. Outside of regular school hours, event coordinators must submit a Facilities use Agreement and payment with the City of Sherwood Recreation Coordinator (503) 925-2332. All school facilities are alcohol and tobacco free.