**ADMINISTRATIVE & OPERATIONAL PROCEDURES FOR CONDUCTING**

**FORT BLISS – COMMANDER’S CUP 5K POST CHAMPIONSHIP**

**3 FEBRUARY 2023**

1**. REFERENCES:** a. AR 215-1, Non-appropriated Fund Instrumentalities and, Morale, Welfare

and Recreation Activities, 24 September 2010.

2. **WHAT:** Fort Bliss Sports, Fitness & Aquatics – Commanders Cup 5K Post Championship.

3. **WHEN:** 3 February 2023.

4. **WHERE:** Stout Physical Fitness Center

5. **ELIGIBLITY:** Active-duty military personnel, Army Reserve, and National Guard Soldiers in active status assigned or attached to Fort Bliss.

 **This is a competitive event. Walkers, strollers, and pets are prohibited.**

**Bibs will be required of all runners. Bib Tags must be filled out to include: name, age, and gender. Bibs must be placed mid-chest and chip on shoe. Runners not following these guidelines will not receive an official time for the race and will not be eligible for awards.**

6. **CATEGORIES:** Individual Men’s and Women’s Age Category. Men’s and Women’s Overall Category. Commanders Cup winner and Runner Up.

7. **DIVISIONS:** MEN and WOMEN AGE CATEGORIES

19- Under years of age

20- 29 years of age

30-39 years of age

40-49 years of age

50 + years of age

8. **REGISTRATION:** PRE-REGISTRATION CAN BE DONE AT ACTIVE.COM AND ALL PHYSICAL FITNESS CENTERS AND IS HIGHLY ENCOURAGED THROUGH 31 JANUARY 2023.

LATE REGISRATION WILL BE HELD AT STOUT PHYSICAL FITNESS CENTER:

1 Feb, 1630 – 1830

2 Feb, 1100 – 1300

3 Feb, 0500 - 0600

9. **PACKET PICK UP:** Stout Physical Fitness Center

 1 Feb, 1630 – 1830

 2 Feb, 1100 – 1300

 3 Feb, 0500 - 0600

**3 February - Packet pickup closes at 0600 for ALL RUNNERS, pre-registered runners and those that register day of. If packet is not picked up by 0600 bib and chip will not be issued. Runners can participate in event but will not be eligible for awards/points and time will not be recorded.**

10. **SAFETY BRIEF:** 3 February 2023, 0615 at Stout Physical Fitness Center parking lot.

**Course closes at 0730. Anyone remaining on course may continue without support or request to be taken back to starting point.**

11. **START TIME:** 3 February 2023, 0630.

12. **PROTESTS:** Protests regarding participant eligibility will be addressed immediately on

 site with supporting documentation to the Event Director.

13**. AWARD CEREMONY:** 3 February 2023, approximately 0730.

14. **AWARDS:** a. Individual - 1st thru 3rd place awards will be presented in all men’s and women’s age categories.

b. Overall Male & Female

c. Commanders Cup winner and runner up.

Points will be awarded to the top finishers’ units in each age division.

 7 points = 1st place, 5 points = 2nd place, and 3points = 3rd place.

 Participation Points for Running Events:

 1-25 participants = 10 points

 26-75 participants = 20 points

 76-150 participants = 30 points

 151-250 participants = 40 points

 251+ participants = 50 points

 15**. MEDICAL SUPPORT**: Medical coverage will be provided.

 16. **EVENT DIRECTOR:**  Teia Mack, 744-5785

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Teia Mack

Assistant Sports Director

Fort Bliss