**ADMINISTRATIVE & OPERATIONAL PROCEDURES FOR CONDUCTING**

**FORT BLISS – HALF MARATHON/5K FUN RUN**

**26 JAN 2019**

1. **REFERENCES:** a. AR 215-1, Non-appropriated Fund Instrumentalities and, Morale, Welfare and Recreation Activities, 24 September 2010.

2. **WHAT:** Fort Bliss – Half Marathon/5K Fun Run

3. **WHEN:** 26 January 2019 // 0730

4. **WHERE:** Soto Physical Fitness Center, BLDG 20751.

5. **ELIGIBLITY:** Open to Active Duty, Family Members, DOD/DA Civilians, Retirees, and the El Paso Community.

6. **CATEGORIES:** Individual Men’s and Women’s Age Category. Men’s and Women’s Overall Category for the half marathon.

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

50-59 years of age

60+

8. **REGISTRATION: Pre-register** at Stout, Soto & Milam Fitness Centers, through 20 Jan 19.

$15 - Active Duty/ Retirees - Half Marathon or 5K.

$40 – All others – Half Marathon.

$15 – All others – 5K

 On **raceroster.com through 23 Jan. 2019.**

**Late Registration:** On-Site 27 January 2019, 0600-0700 at Soto Physical Fitness Center:

$25 – Active Duty/Retirees for Half Marathon or 5K

$50 – All others for Half Marathon

$25 – All others for 5K

**Kids 16-17 yrs. must have waiver signed by parent.**

**Kids 10-15 yrs. can participate with a parent present at event/signed waiver by parent.**

**Kids 9 yrs. and younger can participate with a participating parent.**

**Pets are only allowed on 5K route.**

**Courses close at 1130. Those still on a course may request to be picked up and dropped off at starting point or continue without support.**

 9. **NUMBERS: Numbers will be required of all runners and bib pickup will be available at the Soto Physical Fitness Center the morning of the event. 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.**

10. **PACKET PICK UP:** On-Site Packet Pick Up:

 25 Jan. 2019, 1100-1300 & 1630-1830 at Soto Physical Fitness Center

 26 January 2019, 0600-0700 at Soto Physical Fitness Center

11. **SAFETY BRIEF:** 26 Jan 2019, 0715 at Soto Physical Fitness Center Basketball Court.

12. **START TIME:** 26 Jan 2019, 0730 (Half Marathon)

13**. AWARD CEREMONY:** 26 Jan 2019, approximately 1030

14. **AWARDS:** a. Individual - First, Second and Third place awards for all men’s and women’s age categories for Half Marathon.

b. Overall Male & Female for Half Marathon.

c. Finisher Medals for Half Marathon

d. T-shirts for all 5K & Half Marathon participants. Sizes are not guaranteed.

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

16. **EVENT DIRECTOR:** Teia Mack, 744-5785/Stacey Hernandez, 744-2444.

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Teia Mack

Varsity and Intramural Sports Coordinator

Fort Bliss, Texas