**ADMINISTRATIVE & OPERATIONAL PROCEDURES FOR CONDUCTING**

**FORT BLISS – HALF MARATHON/5K**

**25 JAN 2020**

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

3. **WHEN:** 25 January 2020 // 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.

**Bibs 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.**

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-Registration:** Stout, Soto & Milam Fitness Centers, through 19 Jan 2020. On raceroster.com through 22 Jan 2020.

**Half Marathon**

$20 – Active Duty

$20 – Retirees

$35 – Family Members, DOD/DA Civilian

$45 – All others

**5K**

$20 – Active Duty

$20 - Retirees

$25 – All others

Children participating in run must pay for registration (kids in stroller are free, but will not receive a t-shirt or medal)

**Late Registration (Doesn’t include T-shirt or medal):** On-Site 25 January 2020, 0600-0700 at Soto Physical Fitness Center:

**Half Marathon**

$20 – Active Duty

$20 – Retirees

$35 – Family Members, DOD/DA Civilian

$45 – All others

**5K**

$20 – Active Duty

$20 - Retirees

$25 – All others

Children participating in run must pay for registration (kids in stroller are free)

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

**Kids 15 yrs. and younger can participate with a participating parent.**

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

 24 Jan. 20201630-1830 at Soto Physical Fitness Center

 25 January 2020, 0600-0700 at Soto Physical Fitness Center

**Packet pickup closes at 0700 for ALL RUNNERS, pre-registered runners and those that register day of. If packet is not picked up by 0700** bib and chip will not be issued. Runners can participate in event but will not be eligible for awards and time will not be recorded.

10. **SAFETY BRIEF:** 25 Jan 2020, 0715 at Soto Physical Fitness Center Basketball Court.

11. **START TIME:** 25 Jan 2020, 0730

12. **PROTESTS:** Protests regarding participant eligibility will be addressed immediately on site with supporting documentation to the Event Director.

13**. AWARD CEREMONY:** 25 Jan 2020, 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**. T-SHIRT SALES:** While supplies last, sales will take place for 30 minutes after the awards ceremony. Sizes are not guaranteed.

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

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

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Teia Mack

Intramural Sports Coordinator

Fort Bliss, Texas