**ADMINISTRATIVE & OPERATIONAL PROCEDURES FOR CONDUCTING**

**FORT BLISS – COMMANDERS CUP 5K POST CHAMPIONSHIP**

**7 FEBRUARY 2020**

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:** 7 February 2020.

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

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

 **Walkers, strollers, and pets are prohibited.**

**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. 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:** At all Physical Fitness Centers through 2 FEB 2020 and

on raceroster.com through 4 FEB 2020.

**Please note: For this Commander’s Cup event preregistration is encouraged.**

**Late Registration:** On-Site Registration 7 February 2020, 0515-0600 at Soto Physical Fitness Center Basketball Court, BLDG # 20751.

9. **PACKET PICK UP:**

**On-Site Packet Pick Up:** 6 FEB. 2020 1630-1830 at Soto Physical Fitness Center

 7 FEB 2020, 0515-0600 at Soto Physical Fitness Center

**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:** 7 February 2020, 0615 at Soto Physical Fitness Center Basketball Court

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

11. **START TIME:** 7 February 2020, 0630.

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

13**. AWARD CEREMONY:** 7 February 2020, 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: First place awards will be presented to the top male and female finishers.

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 DIRECTORS:**  Teia Mack, 744-5785/Stacey Hernandez, 744-2444.

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Teia Mack

Intramural Sports Coordinator

Fort Bliss