



RACE AND SPECIAL EVENT PERMIT APPLICATION

PLEASE SUBMIT:

1. RACE AND SPECIAL EVENT PERMIT APPLICATION
*Note: A new application packet must be requested for each event.
Do not retain or copy packet. Fee changes or routing information may change.*
2. PERMIT APPLICATION FEE (\$118.00 non-refundable) INSURANCE CERTIFICATE
(Note: See step 1 of Permit Application)
3. WASHINGTON COUNTY INDEMNITY AGREEMENT
4. WAIVER OF LIABILITY – each entrant must sign the waiver and all waivers must be returned to Traffic Engineering immediately following the event

MAIL TO:

WASHINGTON COUNTY SHERIFF'S OFFICE
ATTN: LIEUTENANT KELLY JONES
DEPARTMENT OF PUBLIC SAFETY
215 SW ADAMS AVENUE
HILLSBORO, OR 97124
PHONE 503-846-2700

- If your event requires submittal of other documents (map, parking plan, traffic control plan, etc.) they should accompany the permit application packet.
- Make check payable to “Washington County” for the Special Event Permit Fee (\$118.00). Attach payment to the application. The Sheriff’s Office will forward your packet to the Department of Land Use and Transportation once they sign off on your application.
- Permits are issued by the Department of Land Use and Transportation, Traffic Engineering Section. If you have any questions concerning the process, please call 503-846-7950.
- **Hagg Lake Events Only** – Sponsor must present an event specific endorsement of Certificate of Insurance which additionally insures Washington County, it’s commissioners, employees and agents, Bureau of Reclamation, and the Department of the Interior, no less that (7) days prior to the event. If alcoholic beverages will be dispensed, additional insurance must be provided by the sponsor who meets the minimum liabilities established by the current Region Liquor Laws and shall additionally insure Washington County, it’s commissioners, employees and agents, Bureau of Reclamation, and the Department of the Interior.



RACE AND SPECIAL EVENT PERMIT APPLICATION (cont'd)

Application and Permit Fee: \$118.00 Non-refundable

EVENT NAME: _____ EVENT DATE: _____ HOURS: _____

The following eight steps must be complied with and completed prior to the issuance of a permit (Allow four weeks processing time):

1. A certificate of insurance **must** be submitted with the permit, which names Washington County, its commissioners, employees and agents as an additional insured and certificate holder for liability limits of ORS 30.272 & 30.273. (\$566,700 per person and \$1,133,300 for all claims arising out of a single incident for personal injury; and \$100,000 per person and \$500,000 for any number of claims arising out of a single incident for property damage).
2. Each participant, or the participant's legal guardian if less than eighteen years of age, must sign a waiver of liability release for the county to keep as a legal document. The enclosed waiver must be used for this purpose.
3. A signed Washington County Indemnity agreement must be submitted with the permit.
4. A map of the route or area involved must be submitted with the permit.
5. Applicant is responsible for obtaining approval from the Department of Public Safety (Sheriff's Office). The Department of Land Use and Transportation must receive this approval prior to issuing the permit.

It will be the responsibility of the Department of Public Safety to determine whether Sheriff's deputies will be needed and, if they are, to work out arrangements for public safety with the event's representative. Contact Washington County Sheriff's Office, Department of Public Safety at 503-846-2700.

6. Traffic control and parking plans must be submitted with the permit.
7. Applicant agrees to promptly clean the course or area of all debris left by the participants or observers of the event.
8. ATTACH \$118.00 PERMIT FEE CHECK TO APPLICATION

If the above conditions are met and the necessary materials are submitted with this form, please sign below as indicated.

APPLICANT: _____ DATE: _____
(Signature of Event Representative)

ADDRESS: _____ EMAIL: _____

NAME: _____ PHONE: _____
(Contact Person for Problem Resolution)

Office Use Only

(WASHINGTON COUNTY SHERIFF'S OFFICE) DATE: _____

(WASHINGTON COUNTY ENGINEERING DIVISION) DATE: _____

Original – LUT (Traffic Engineering); Copy – Dept. of Public Safety; Copy – Applicant

WASHINGTON COUNTY, OREGON INDEMNITY AGREEMENT

This Indemnity Agreement is presented to Washington County on the behalf of:

(Fill in name of event and sponsoring organization here)

To be held on (date): _____

The undersigned ("Applicant") has applied to Washington County, Oregon ("County") for permission to occupy the public right of way or other public property owned or controlled by the County ("the property") for use for a private event. The Applicant understands and agrees that such use of the property may present risks of personal and bodily injury and property damage to participants in the event and to the public at large different from or greater than the risks of using the property for its usual purpose. The applicant understands and agrees that the County has not inspected the property and makes no representations whatsoever regarding its condition or fitness for any particular use. Further, the County has neither the obligation nor the resources to supervise the event or otherwise protect persons from such different or additional risks of injury or damage.

In partial consideration for the County's permission to use the property for a private event, the Applicant by his/her signature agrees that he/she shall hold the County and its agents and employees harmless from, indemnify and defend it against any and all claims, actions or suits of any kind or nature brought by any person for personal or bodily injury or property damage arising out of the event and not caused solely by a wrongful act of the County. Applicant further agrees that he/she shall not represent to anyone that the event is sponsored by or shall be supervised or controlled in any manner by the County and that any such representation is cause for immediate revocation of any permit granted to Applicant by the County for such event.

By: _____
(Print name of Authorized Agent)

By: _____
(Signature of Authorized Agent)

Date: _____, 20____

WASHINGTON COUNTY, OREGON WAIVER OF LIABILITY

(Name and location of event)

(Date(s) of event)

All entrants are required to sign this waiver prior to participating in event.

I, the undersigned ("Applicant") have applied to participate in a privately-sponsored event that will use public right of way or public property under the jurisdiction of Washington County, Oregon ("the County"). I am aware that a private sponsor has assumed supervision and control for the duration of the event and that emergency medical services will not be standing by unless provided by the sponsor. I have informed myself as to the level of supervision and control and the type of medical services that will be available. I understand that use of the County's name with the event does not mean that the County will supply any of those services but, instead, the County only has allowed the sponsor to use public right-of-way or public property for the event itself.

The County has not inspected the property and makes no representations whatsoever regarding its condition or fitness for a particular purpose.

I understand and agree the County intends to rely on these representations and my knowledge of the event.

In partial consideration of permission for me to enter this event, I hereby hold harmless, WAIVE, RELEASE and COVENANT not to sue the County, its officers, employees and agents for myself, my heirs, executors and assigns, for any and all claims that may be legally obtainable for personal or bodily injury or property damage that I may suffer arising out of my participation in this event not caused by solely a wrongful act of the County. By my signature I certify that I am 18 years of age or older or am the parent or legal guardian of the applicant and make these representations on behalf of my child or ward.

THIS IS AN IMPORTANT LEGAL DOCUMENT

READ IT CAREFULLY BEFORE SIGNING

(Signature of Applicant/Parent or Guardian)

(Date)

(Name of Participant, if different)

(Date)

RACE AND SPECIAL EVENT PACKET

No special event shall be held on County right-of-way without an approved County Permit.

INTRODUCTION

Washington County has recognized the growing interest in bicycle racing and special events. Bicycling has become a popular form of transportation and recreation in Oregon, and bicycle racing is an expected outcome of these activities. Other special events have become a popular means for fostering community spirit, providing recreational opportunities and raising money for worthy causes. Washington County recognizes the road agencies' responsibility to accommodate all roadway users, as well as the race promoter's need to have simplified standard procedures for obtaining special event permits.

Section 810.090 of the Oregon Revised Statutes allows bicycle racing on any highway in the state upon the approval of, and under conditions imposed by, the road authority for the highway on which the race is held. These guidelines should offer useful procedures, which will allow races and special events with minimal disruption for other road users and provision of a reasonably safe race course. The Oregon Bicycle Racing Association (OBRA – See Supplement Section) sanctions most road races in Oregon.

State Highway Division personnel are required to follow Oregon Administrative Rules (OAR) 734-20-155 through 734-20-170 when issuing bicycle race permits. Washington County has chosen to follow a similar process as outlined in this information packet for the issuance of permits for special athletic events on County roadways. The following information provides the County's process for issuance of a permit to utilize a County facility for an athletic event. It is important to remember that each event will be unique in size, location, speed and other considerations or controls.

GENERAL DEFINITIONS:

1. "Applicant" means the individual or individuals, corporation, company, firm, business, partnership or agency named in and signing the permit and to whom the permit is issued.
2. "Bicycle race" means any sanctioned, competitive or timed-bicycle event.
3. "Special event" means any planned activity that brings together a community or group of people for an expressed purpose, including, but not limited to, parades, bicycle races and road runs that may result in total or partial closure of county roadways.
4. "Right-of-way" means the entire width between the exterior public property line including the paved roadway, surface, shoulder area, ditches and other drainage facilities.
5. "MUTCD" means "Manual on Uniform Traffic Control Devices for Streets and Highways."

EVENT DEFINITIONS:

Biathlon/Triathlon. 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 a run or bike race.

Bike-A-Rama or Bike Rodeo. A competition through a course that is designed to measure individual bicyclist's skill levels at riding straight, in a circle, weaving, and their knowledge of rules of the road, etc. This event is normally held in a parking lot or playground.

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 delay, detouring and 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.

Parade. A permit issued for parades.

Bicycle Racing. Means any competitive or timed-bicycle event.

The following activities constitute Bicycle Racing:

- a. **Time Trials.** Time trials are events in which each bicycle rider rides the same route and distance (usually on an out-and-back or circuit course) alone with individual times being recorded to determine finish order. Normally the riders are started at preset intervals. Course selection should reflect a road with few intersections with other roads, a paved wide shoulder (minimum 4'), a safe turnaround, and a smooth road surface.
- b. **criteriums.** Criteriums are mass-started, high-speed bicycle events where riders race around a closed circuit course for order of finish. Most criterium are usually held on closed urban or suburban public streets and the circular course is normally one-half to one mile in length. Route selection should include consideration for minimizing impact on homes and businesses along the route, a minimum of road

problems, smooth road surface, safety for cyclists, and a minimum of impact on other road users.

- c. **Road Races.** Road races are mass-started, point-to-point bicycle events where riders compete for order of finish. They are usually held on suburban or rural courses, which may be from point-to-point, one large circuit, or repeated shorter circuits. Route selection should include considerations for road width, time of day (work around school bus routes, construction and logging operations, traffic peak hours), traffic volumes, number of intersections, and safe Start-Finish location. Promoters should provide front- and back-escort vehicles for the pack on major races.

POLICY FOR ORGANIZED RUNS, WALKS AND BICYCLE EVENTS

I. Event Permit Requirements

1. 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 nature of the event) violation of any traffic laws or ordinances, is required to have an approved Washington County Special Athletic Event Permit.
2. Priority for event dates will be given to those applicants who satisfactorily complete the permit process on a first-come, first-served basis.
3. It is the responsibility of the event applicant to obtain any State or City permits or approvals that may be required in addition to a county event permit.
4. Special events shall only be held on routes established by the applicant and approved by the county. After a route has been approved for an event, no changes may be made without specific written permission from the Department of Land Use and Transportation.
5. The person in charge of the event (the signer of the application) will be responsible for seeing that the county policy on events is followed.
6. Approval of special events shall be granted only under conditions, which assure reasonable safety for all race participants, spectators and other roadway users. Careful planning must prevent unreasonable interference and conflicts with traffic flow, and serious inconveniences for other roadway users.

7. Any use of private land shall have the owner's written approval and may require a Festival Permit. The road authority may wish to see this in writing, and will direct the applicant to the Land Development Division for a Festival Permit.
8. The promoter shall distribute the news release, which will announce the race and warn residents of potential travel delays. A copy must be provided to the county. The news release should include dates, times, roads, which will be affected, and an estimate of the length of delay.
9. Banners (start/finish and advertising) are not allowed over county roadways.
10. If the projected speed of the racers will exceed the posted or prevailing speed of traffic on the road, the road should be closed to other traffic when racers are present.
11. Prior to the event, the organizer must review the course to determine potential problems that could endanger riders and equipment. The organizer is responsible for noting these problems to the participants, and if severe enough, shall cancel the race.
12. Adequate parking, restrooms, and spectator space must be provided at the start/finish line to avoid parking and spectator spillover onto the road.
13. Insurance coverage shall be provided at least to the Tort Claims Act Limits and naming Washington County, it's commissioners, employees and agents as an additional insured.
 - **Hagg Lake Events Only:** Sponsor must present an event specific endorsement of Certificate of Insurance which additionally insures Washington County, it's commissioners, employees and agents, Bureau of Reclamation, and the Department of the Interior, no less than (7) days prior to the event. If alcoholic beverages will be dispensed, additional insurance will be provided by the sponsor which meets the minimum liabilities established by the current Region Liquor Laws and shall additionally insure Washington County, it's commissioners, employees and agents, OR and the Bureau of Reclamation.

II. Permit and Review Process

1. Submit completed permit application, related documents, fee, and insurance coverage to the Washington County Sheriff Office. The person designated as chairperson or head of the event shall sign these documents. Staff will start the review and approval process at this time. Allow four weeks for this process to be completed.
2. Each permit must meet the following criteria:

- a. The event, as proposed, can function safely.
 - b. The diversion of Police resources to support the event will not deny reasonable police protection to the County.
 - c. County resources, if required, are on an as available basis and may be furnished at cost to stage the event.
 - d. The event will not cause undue interference with previously approved or ongoing construction, maintenance, or other activities.
 - e. The event will not cause undue interference with public transit systems or use of rights-of-way by the general public.
3. If other jurisdictions/authorities are affected (i.e., State of Oregon, Counties, Cities, etc.) demonstrate that concurrent permit applications are in process with these affected agencies.
 4. Upon review by the Washington County Sheriff's Office and approval by the Department of Land Use and Transportation, the event permit shall be issued by the Department of Land Use and Transportation, Traffic Engineering Section. (Approval may be contingent upon permit approval by other agencies – as described in this section.)

III. Responsibility

The adoption of these policies and review, approval and issuance of permits by Washington County is intended only for the benefit of the public generally rather than any specific individual. Such acts do not constitute any representation or assurance that the event is safe. Event sponsors and participants are solely responsible for their own safety and the safety of non-participants.

COURSE/EVENT REQUIREMENTS

***Course Marshals - If a course Marshal is only directing event racers a trained flagger is not needed.**

1. **Course Marshals (State certified 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.
2. **General Knowledge.** Course Marshals need certain information in order to do their jobs effectively. They will need to know:
 - a. The time and direction to expect racers through their intersection.
 - b. The entire racecourse, 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 florescent vest with reflective stripes must be worn while directing traffic.
3. **Flagging Intersections.** It is illegal to control traffic by flagging in conflict with normal intersection traffic control. Conflicting regulatory signs (stop, yield, etc.) shall be covered. Only uniformed police officers may control traffic by flagging in conflict with normal intersection traffic signal operation under the Oregon Law. See ORS 811.265. **See Oregon Temporary Traffic Control Handbook sections 1.515 and 1.516** updated May 2006, or current version and reference sections. ODOT Internet web page:
http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/publications_traffic.shtm1#Work_Zone_Related

SPECIFIC EVENT REQUIREMENTS

I. Walking Event Requirements.

1. Routes shall be on sidewalks and cross public streets only at legal crossing points.
2. The County will not close streets or diverts traffic for participation in walking events.
3. 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 County on how this is to be accomplished.

II. Time Trials.

1. No field limits are necessary since cyclists will be riding single file at timed intervals.
2. A road closure is generally not necessary.
3. Riders shall follow rules of the road unless special traffic control is provided.
4. If special traffic control is used, trained flaggers shall be placed at intersections where cyclists will be disregarding the traffic control devices. Corner marshals will also be needed at the turnaround point and at the start/finish line.
5. Pre-race information signs are not required, but may be helpful. (See section on Signing Standards.)

III. Criteriums.

1. Field size is not an issue on the permit since roads will be closed.
2. Complete closure of streets is required. However, if multi-lane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic must be provided with approved cones or barricades. Generally, parked vehicles cannot be allowed on the race course, so the promoter will need to follow the road agency's regulations on advance notice before towing of vehicles from the course is allowed.
3. A reasonable detour around the course shall be available before the site can be approved. Promoter will need to provide detour signing as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

4. The promoter between one month and one week prior to the event, depending on the road authority's discretion shall notify businesses and residents in writing.
5. Corner marshals shall be placed at all street intersections to control pedestrian flow and monitor motorist use of the detour.
6. Police presence is advised in urban areas with high traffic volumes.

IV. Road Races.

1. Field size should not exceed 100, unless the road authority finds the road to be wide enough to accommodate a larger number of riders.
2. A complete road closure should be set up for national class events.
3. A rolling closure by police escort may be necessary for a field size of approximately 100 or when the race is located in a heavy traffic area or under special circumstances.
4. The promoter shall provide front- and back-escort vehicles for races when field size, road alignment and traffic considerations dictate. Both vehicles shall display "BICYCLE RACE IN PROGRESS" signs, shall operate rotary beacon lights, and stay with the main pack. Riders who drop off the back of the pack shall follow the rules of the road.
5. Approaches to all intersections shall be closed with type III barricades and signed with the appropriate detour information. A Road Closed Ahead sign shall be in place prior to the street closure. Volunteers used at these locations are only used for informational purposes; they may not direct traffic.
6. State certified flaggers shall be placed at all major street intersections that are not closed to through traffic, to direct and control vehicle and pedestrian traffic.
7. The promoter shall provide and display 2-3 advance warning signs on all approaches to all intersections controlled by certified flaggers, as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

V. Biathlons/Triathlons.

Refer to the appropriate race classification which best fits the bicycle race portion of the event.

VI. 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.

1. MUTCD Standards. All signs and their lettering used for a race shall conform in size and shape with the Manual on Uniform Traffic Control Devices. The road agency shall advise race promoters on current standards; these shall be similar to those used in road construction. Internet web page is <http://MUTCD.fhwa.dot.gov/>
2. Sign Clearance Regulations. Start/Finish banners are not allowed over county roads.
3. Advance signs shall be placed along the route one week prior to the event and shall state affected dates, time of day, and potential for traffic delays. These signs should have a yellow background and black letters. Sign size must be 18" x 24" or larger with a minimum 3 inch letter height. These signs can be mounted on temporary stands or on wood stakes, but cannot interfere with vehicle or pedestrian traffic and shall be monitored by the event sponsor. The county reserves the right to require post mounting of any or all signs based on conditions. An example follows:

BICYCLE RACE
JULY 4TH 11 A.M. - 2 P.M.
EXPECT TRAFFIC DELAYS

4. Road closures must be approved through a Road Closure permit. All signing must conform to MUTCD standards.
5. State certified flaggers shall be placed at all major street intersections that are not closed to through traffic, to direct and control vehicle and pedestrian traffic
6. The promoter shall provide and display (2-3) advance warning signs on all approaches to all intersections controlled by certified flaggers, as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

EVENT
BE PREPARED TO STOP
FLAGGER AHEAD (SYMBOL)

7. Signs shall be placed between 150 feet and 400 feet apart. Refer to the Manual on Uniform Traffic Control Devices, "Part 6 Construction Signing", for specifications on sign placement. (URL <http://MUTCD.fhwa.dot.gov/>)
8. Police presence is advised in urban areas with high traffic volumes.
9. Race Pauses. Signs should be turned away from the street when the corner marshal is not available or if there is a long wait until the race returns through the intersection. The promoter must give clear instructions and the expected timetable to corner marshals.
10. Escort Vehicles. Escort vehicles, which operate with a race pack, shall display a warning sign on the back (or front for the front vehicle). It shall be rectangular in shape and have black letters on an orange background. An example follows:

BICYCLE RACE
IN PROGRESS

11. Each escort vehicle must have an approved amber rotary beacon light on its roof, clearly visible from both directions of travel.
- VII. 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.
- VIII. Race Starting Time.** The preferred starting times are between 8:00 a.m. and 10:00 a.m. No races may begin after 12:00 Noon.
- IX. Course Direction.** Arrows may be placed on the road surface to show course direction. (Chalk or gypsum preferred.) NO PAINT.
- X. First Aid.** First aid is available at the local Fire Station. Each event must have a first aid kit at the finish line and on the vehicle that brings up the rear of the race. Additional first aid or medical support may be required depending on the specific event.

XI. Publicity.

1. Sponsors are advised not to publicize tentative events until after receipt of the permit from County to avoid publication of misinformation. Sponsors who disregard this precaution will not receive special consideration in determining approval for the requested event because of advance preparation or expenditure of money.
2. Sponsors of events shall notify residential complexes, neighborhood groups, businesses and churches that are affected by the event.
3. The notification shall be made not less than seven (7) days before the event. The notification shall be in writing and include the name and phone number of the race coordinator, to contact in case of questions or concerns. A copy of the notification shall be sent to County with a list of those notified.
4. The sponsor shall provide all road authorities involved with the event, a copy of a news release, which will announce the race and warn residents of potential travel delays. The news release should include dates, times, and road which will be affected, and an estimate of the length of delay.

XII. 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 County.

XIII. Street Cleaning. If sweeping is needed on improved streets, the promoter must arrange for this service.

XIV. Road Repair. The special event coordinator's responsibility is to preview the route well in advance and immediately prior to the event and coordinate all necessary actions in order to make the route reasonably safe for the participants, spectators and general public. The promoter should alert the road agency as soon as possible if there are road hazards, which need repair. If they cannot be repaired in time for the race, the promoter should place traffic cones so those racers can avoid them or cancel the event.

RACE AND SPECIAL EVENT SUPPLEMENT

COURSE SUGGESTIONS AND INFORMATION

1. **Water Stations.** Water stations are encouraged. We ask that no glass or styrofoam containers be used and that all areas be cleaned up afterward.
2. **Portable Radios.** Portable radios are useful in checking on runners and calling for first aid if necessary.
3. **Emergency Personnel.** The Police and Fire Departments should be contacted to assist with emergencies, this is the responsibility of the special event coordinator.
4. **Resources.** Several resources are available to assist the event sponsor.
 - a. **Flagger Training.** Chemeketa Community College, Training & Economic Development Center maintains a current list of certified flaggers and flagging instructors for the state. Their telephone number is 1-503-399-5181
 - b. **Manual on Uniform Traffic Control Devices.** The road agency from whom you are applying for a permit should have a copy of the "Manual on Uniform Traffic Control Devices." It is also available on the Internet at:
<http://MUTCD.fhwa.dot.gov/>
 - c. **Oregon Bicycle Racing Association (OBRA):** In Oregon nearly all bicycle road races are sanctioned by OBRA. 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 roadway centerline in a road race. These rules are enforced by OBRA trained race officials who closely monitor each race. The OBRA also provides insurance for race promoters, but not for race participants. The Oregon Bicycle Racing Association can be reached online at: www.obra.org

EVENT PLANNING CHECKLIST

Below is a handy checklist that includes most of the details that will need to be seen to when planning a run, walk, or bicycle race.

I. Stage One--Initial Planning

1. Select sponsor
2. Establish planning committee
3. Prepare budget
4. Select event, course, and date
5. File permit applications with the County.
6. File permit applications with any other necessary agencies, i.e. State, County, Park District, etc.
7. Decide on souvenir - type, color, content

II. Stage Two--Planning and Preparation. (Begin this stage after you have received permits from all necessary agencies.)

1. Flyer/Entry form:
 - a. Design/preparation
 - b. Distribution (sports shops, running/biking clubs, other races, etc.)
2. Souvenir:
 - a. Logo/graphic design and preparation
 - b. Order
3. Solicit prizes
4. Order special awards or trophies
5. Order bottled water for aid stations
6. Reserve timing devices (chronomix, stop watches, clocks)
7. Reserve start and finish banners
8. Order race chest numbers
10. Solicit volunteers (start early, you will need them)
11. Early publicity (try to get on race calendars, etc.)

III. Stage Three--Planning and Preparation

1. Publicity (news releases, etc.)
2. Pick up equipment
3. Order portable restrooms if necessary

4. Reserve traffic control equipment
5. Volunteer organizational meeting (a few days before the race)
6. Mark course the day before the race with chalk or gypsum directional arrows, mileposts, etc.
(Do not mark course with paint!)
7. Review course for potential problems/hazards (handle as required).

IV. Race Day Preparation

1. Equipment Checklist:
 - Stop paddles
 - Traffic cones
 - Course arrow signs
 - Barricades
 - Traffic vests
 - Timing devices
 - Tables and chairs
 - Two-way radios
 - Support vehicles (pace car/bike, etc.
 - Megaphone
 - Pens, pencils, clipboards
 - Safety pins (for chest numbers)
 - Flagging, banners, pylons
 - Restrooms
2. Aid Stations:
 - Cups and water
 - Tables
 - Garbage cans and bags
3. Miscellaneous:
 - Time sheets
 - Age category sheets
 - Age group tags
 - Cash box
 - Other?

V. Set Up

1. Sign Up Tables:
 - Race Number/Entries
 - T-Shirts/Maps/Flyers

2. Course:
 - Cones/Barricades
 - Timing/Start/Finish
 - Tables: Scoring/Awards
 - Aid Station/Restrooms

VI. Post Race Follow-up

1. Race Day:
 - Ceremony - prizes, awards, trophies
 - Clean-up of litter and equipment

2. After Race Day:
 - Mail out of race results (optional)
 - Send thank you notes to proper parties

VII. APPENDIX

OREGON ADMINISTRATIVE RULES CHAPTER 734 Division 20 Traffic Control

BICYCLE RACING

(Approved by the Oregon Transportation Commission
June 19, 1990)

GENERAL POLICY:

OAR 734-20-155 It is the policy of the Oregon Transportation Commission to establish uniform statewide criteria for conducting bicycle racing on the state highway system. Pursuant to ORS 810.090, all persons or organizations desiring to conduct any form of bicycle racing on the state highway system shall comply with the regulations, conditions, and guidelines imposed by these administrative rules.

DEFINITIONS:

OAR 734-20-160 "Bicycle Racing" means any competitive or timed-bicycle event. These rules apply to the following bicycle racing definitions:

- 1. Biathlons/Triathlons & Other Competitions** - Biathlons/Triathlons and other competitions which have a competitive or timed-bicycle component are included as a form of bicycle racing.
- 2. Criteriums** - Criteriums are massed-start, high speed bicycle events in which riders race around a closed-circuit course to compete for order of finish. Criteriums are usually held on closed urban or suburban public streets and the circular course is normally one-half to one mile in length.
- 3. Road Races** - Road races are massed-start point-to-point bicycle events in which riders compete for order of finish. They are usually held on suburban or rural courses, which may be point-to-point, one large circuit, or repeated shorter circuits.
- 4. Time Trials** - Time trials are events in which each bicycle rider rides the same route and distance (usually on an out-and-back or circuit course) separately, with individual times being recorded to determine finish order. Normally, the riders are started at pre-set intervals.

BICYCLE RACING PERMIT REQUIRED:

OAR 734-20-165 All persons or organizations desiring to conduct any form of bicycle racing on the state highway system shall apply for a bicycle race permit from the appropriate Highway Division District Manager at least 60 days prior to the event. The District Manager may waive this 60-day requirement under special conditions. No bicycle race event may be held without an approved bicycle race permit.

PERMIT CONDITIONS:

OAR 734-20-170 (1) Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users. Reasonable safety implies that the racers, spectators and other highway users have been accommodated in planning in such a manner as to minimize the possibility of placing one in conflict with the other.

2. Requests for approval of bicycle race events must include a race description stating all information pertinent to an understanding of the event. The request must include a map showing the roadways on which the race will be held.
3. If the racecourse involves other road authorities, approvals must also be obtained and coordinated with those road authorities.
4. In the event the racecourse only crosses a state highway, the District Manager may waive the need for a state bicycle race permit, providing the race permit from the other road authority assures reasonable traffic control and safety at that highway crossing.
5. Bicycle racing will normally not be allowed on the Interstate Highway system.
6. The permittee shall provide indemnification for the State of Oregon.
7. The permittee shall provide insurance coverage in an amount and to the extent required in the permit.
8. Requests for bicycle race permits must comply with the current Highway Division "Guidelines for Administration of Bicycle Racing on Oregon Roads."

A copy of the referenced guidelines may be obtained from any State Highway Division Maintenance office or from the Bikeway Program Manager, 204 Transportation Building, Salem, OR 97310.