

EVENT OVERVIEW

Event Name	6th ANNUAL JAIMIE COX MEMORIAL 5K RUN/WALK
Event Location	ROSCOE MIDDLE SCHOOL
Event Date	OCTOBER 19, 2024
Organization	JAIMIE COX MEMORIAL FUND
Document last updated	09/13/2024



Event overview

The Jaimie Cox Memorial 5K Run/Walk is a fundraising event that will take place on October 19, 2024. Proceeds raised from this event (via registration fees and monetary donations) will be received by The Jaimie Cox Memorial Fund. The Jaimie Cox Memorial Fund has partnered with the Rockton (IL) Police Association's Jaimie Cox Memorial Scholarship Fund.

Required Document Checklist

Checklist	Yes	No	N/A
Special Event Permit Application – Village of Roscoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kinnikinnick CCSD No. 131 Facility Use Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Special Event Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key event contacts

Name	Role	Responsibility	Contact Details
Adam Cox	Event Director	Oversight of all planning and event day operations	
Emily Cox	Volunteer Coordinator	Acquisition and assignment of all volunteers.	

Key event contacts con't:

Organization	Contact	Service	Notes
ROSCOE POLICE DEPARTMENT	815-623-7338	On call	Always available via 911 in case of emergency.
Organization	Contact	Service	Notes
HARLEM-ROSCOE FIRE PROTECTION DISTRICT	815-623-7867	On call/On-site medical services	Will have certified medical personnel on site if available during event hours. Always available via 911.

Event Schedule

Time	Task
0730	Course Preparation (Route guidance sign placement, Water Station Set-up w/ trash receptacle, Route safety check).
0800	Preparation of event grounds: Registration table set up, Placement of sound system, and start/finish chute
0830	Day of race registration and packet pick up opens
0945	Day of race registration and packet pick up closes
0955	Director Speech and National Anthem
1000	Runner start
1115	Course Closed – Removal of all route guidance signs, water stations, on-course trash receptacles
1115	Clean up of event site
1200	Event closed

Event Insurance Information

See Attachment

Site Plan

See Attached

First Aid

See pages 6 and 7 of this document

Toilet Facilities

Roscoe Middle School has graciously offered use of their west end restroom facilities to our participants. In the event these restrooms are unavailable, event host will provide two portable toilets on site for participant use.

Traffic, transport and parking

On site parking will be available, although limited. Additional parking available at Life Church, 5910 Elevator Rd, Roscoe IL.

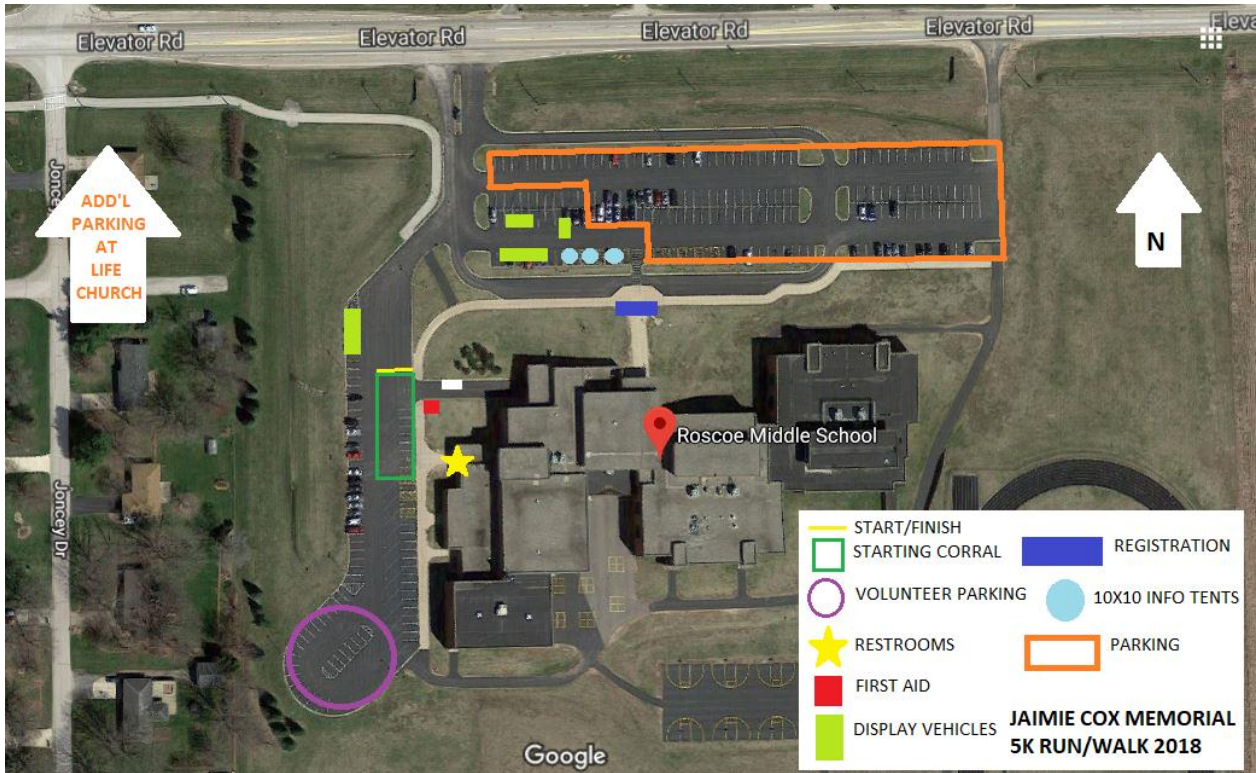
Waste management

The event director will coordinate placement of trash receptacles on the event site. Trash receptacles will also be available along the running route and at any water stations.

Weather

Severe weather and event cancellation

In the event of anticipated inclement weather, the event director will maintain communication with the on-site Fire Department representative. If it is determined that the event shall be delayed due to inclement weather; one 60-minute delay will be permitted. If, after one 60-minute delay, the weather remains unsatisfactory for event safety and participation, event will be cancelled.



FIRST AID PLAN

Day of Event:

First Aid Station will be located at event registration site. Volunteers will be positioned along the run/walk route. Each volunteer will have Event Director contact information so that Event Director can be notified of any medical emergency. Event Director will be located near the established Ambulance staging area and will summon Emergency Medical Services (EMS) during the event of a medical emergency.

The ambulance staging area will be located on the main event grounds. An emergency traffic only route will be maintained during the duration of the event. This route will allow EMS access to the running path and to Elevator Rd.

In the event that EMS is summoned to the location of an injured participant and treatment is either refused, or initiated and then refused, the participant will be required to sign the Waiver of Emergency Medical Treatment.

See site plan attachment for location of the following:

Registration tent is indicated by a **BLUE RECTANGLE** symbol.

EMS staging area is indicated by **WHITE** rectangle.

Closest Medical Treatment Facilities:

Harlem- Roscoe Fire Protection District (1.8 miles)

10544 Main St

Roscoe, IL 61073

815-623-7867

EMERGENCY: 911

Beloit Memorial Hospital (13 miles)

Address: 1969 W Hart Rd

Beloit, WI 53511

(608) 364-5011

MercyHealth Hospital – Riverside Avenue

Address: 8201 E. Riverside Blvd.

Rockford, IL 61114

Phone: (815) 971-5000

OSF Saint Anthony Medical Center (13 miles)

Address: 5666 E State St.

Rockford, IL 61108

Phone: (815) 226-2000