TOWN OF HANOVER

550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
(781) 826-2261 (781) 826-5010

Board of Selectmen

POLICY #12-3

ROAD RACE POLICY

The Board of Selectmen in order to promote the safety of the residents and visitors of the Town during Road Races declares that the following administrative procedures are to be followed in permitting Road Races in any part of the Town.

PART 1: DEFINITIONS

1. "Race Organizer" – any person acting individually or on behalf of an organization sponsors promotes, staffs, schedules or arranges a Road Race.
2. "Road Race" – any organized event occurring on one specific day characterized by voluntary participation of numerous individuals either on foot, wheelchairs or on bicycles for the purpose of traveling along public ways in the Town with the intent of crossing a finish line.

PART 2: APPLICATION

1. Race Organizers who wish to hold a Road Race on a certain day within the Town must obtain a permit from the Board of Selectmen. Application for the permit shall be made on the Road Race Application form at least six weeks in advance of the date on which the Race Organizer wishes to schedule the event. In addition to the information required on the application, the following specific information must also be provided:

    a. The course that is to be traveled including its length, all street intersections, the start and finish line locations, all stops/rest areas, including a map.
    b. The number of toilet facilities and locations (if applicable) which the Race Organizer will provide and remove, at the expense of the Race Organizer. The Race Organizer shall provide approval from the Board of Health for toilet facilities when filing the Road Race Application.
    c. A description of the type of non-permanent markings or signs which will be used and removed upon completion of the race. **NOTE:** Permanent markings of any type, including painted symbols on street pavement are **strictly prohibited**.

2. Discretion of the Board: The Board of Selectmen shall have the sole discretion in granting or denying the permit and may impose reasonable conditions on the permit as to the date of the Road Race, the designation of the area for public parking, the location of the start and finish lines, the location and number of public toilets, the number of police officers required to ensure traffic safety and where they will be assigned, the number of firefighter EMTs required to ensure prompt emergency medical service, the time the Road Race starts, the location of the first aid station, the streets to be blocked off and how that is to be done, and indicate all stops and/or rest areas.

3. Liability: The Race Organizer shall sign a statement that he/she is the agent for and has delegated authority to file this application and to bind any organization that is sponsoring the Road Race for costs incurred as follows:

    a. The cost, in excess of the deposit, of removing any permanent markings from public ways.
    b. Any clean-up costs in excess of the deposit.

4. Emergency Medical Services: If any participant in the Road Race requires medical care or transport from the Town's EMT's, the cost of such will be billed directly to the person receiving the medical care or transport.

5. Hold Harmless Clause: The Race Organizer shall execute a "Hold Harmless Agreement" which shall guarantee the Town will be held harmless against liability claims for personal injury or property damage made against it by participants in the Road Race, or from any such claims for personal injuries or property damage made by any third party. Additionally, if the Race Organizer requires that Releases shall be executed by participants in the Road Race as a condition of entry or participation is such race, it shall require that such a release or waiver of liability include Town.

6. Scheduling the Application for the Road Race Permit: Upon completion of the application and release, payment of the fee and deposit for clean-up costs, the application will be forwarded to the Police Chief, Fire Chief and Director of Public Works for comment. The application will be placed on the agenda for the next regularly scheduled Board of Selectmen meeting for review and determination.

    If approved, the Race Organizer will be expected to pay in advance for the Police Officers assigned to the Road Race by check made payable to the Town and delivered to the Town. Following clean-up, a determination will be made by the Department of Public Works, and the Race Organizer will be advised of a satisfactory/unsatisfactory clean-up before leaving the scene. The Department of Public Works will notify the Town Manager's Office of the outcome, before the deposit can be released.

7. Any race which will traverse or cross any portion of Route 139 shall be coordinated with the MASSDOT Highway Division which will issue its own permit.

EFFECTIVE DATE: June 3, 2013

Joseph Salvucci Chairman	Susan Setterland Vice Chairman	John Barry	Harold Dunn