

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JUNE 3, 2014 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Temporary Use Permit for 2014 Downers Grove Criterium	✓ Resolution Ordinance Motion Discussion Only	Michael Baker Deputy Village Manager

SYNOPSIS

A resolution has been prepared authorizing the Village to enter into an agreement with Prairie State Cycling Series, LLC to host a day of competitive bike races in downtown Downers Grove from 8:20 a.m. to 6:00 p.m. on Sunday, July 27, 2014.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Exceptional Municipal Services*.

FISCAL IMPACT

The Village will be providing the following services for the event:

- Public Works staff to close and re-open streets prior to and after the event
- Police & Fire staff to ensure that public safety is maintained during the event

All costs associated with the event will be billed to the applicant after the event.

UPDATE & RECOMMENDATION

This item was discussed at the May 20, 2014 Village Council meeting. Staff recommends approval on the June 3, 2014 Consent Agenda.

BACKGROUND

Prairie State Cycling Series, LLC (Prairie State) has requested approval of an agreement to host a day of competitive bike races in the downtown on Sunday, July 27, 2014. Prairie State produces a series of competitive bike races in the Chicago Metro area annually with this year's event scheduled from July 18 through July 27. The desire is for Downers Grove to be the last race in the series.

Prairie State is proposing to use the same route that was previously used by the Village when it hosted the National Championship Criterium, most recently in 2009. The figure-eight route will utilize Main Street, Maple Avenue, Lane Place, Summit Street, Washington Street and Curtiss Street. The ten race event will begin with the first race at 8:20 a.m. and conclude with a final race at 4:30 p.m. One of the races will be a children's race. The final race will conclude at 6:00 p.m. and it is anticipated that some roads will be able to re-open within a half hour of the conclusion of the event. All other roads will be open no later than 5:00 a.m., Monday, July 28, 2014.

In addition to the race course, Prairie State will have an exposition area on Main Street, north of Curtiss Street, race registration on Grove Street, west of Main Street, and a first aid tent. Spectators will be encouraged to park in the downtown parking deck. As such, Mochel Avenue between Burlington Avenue and Curtiss Street will be changed to a two-way street during the event. Police officers will be at the intersection of Mochel Avenue and Curtiss Street to direct traffic through the course to the parking deck.

Per the agreement, Prairie State is solely responsible for the administration and operation of the criterium. The Village will be responsible for closing the surrounding streets and setting up the appropriate detour routes around the race and will provide five police officers and two bike medics on site during the event. All Village incurred costs for the event will be billed to Prairie State after the event.

ATTACHMENTS

Resolution

Agreement with Exhibits

Estimated Cost

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING EXECUTION OF A
LICENSE AGREEMENT FOR THE TEMPORARY USE OF PUBLIC PROPERTY
BETWEEN THE VILLAGE OF DOWNERS GROVE AND
PRAIRIE STATE CYCLING SERIES, LLC**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (“Licensor”) and Prairie State Cycling Series, LLC (“Licensee”), for the 2014 Downers Grove Criterium bicycle race and related activities therewith, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk

**LICENSE AGREEMENT FOR
TEMPORARY USE OF PUBLIC PROPERTY**

THIS LICENSE AGREEMENT, made and entered into this 30th day of May, 2014, by and between the Village of Downers Grove (the "Licensor") and Prairie State Cycling Series, LLC (the "Licensee"),

WITNESSETH:

WHEREAS, Licensee has made application to the Village to conduct a Temporary Use as permitted under Chapter 4 of the Downers Grove Municipal Code; and,

WHEREAS, Prairie State Cycling Series, LLC shall sponsor, organize, and conduct the 2014 Downers Grove Criterium beginning at 2:30 AM, Sunday, July 27, 2014 through 10:00 PM, Sunday, July 27, 2014 for event set-up, operations and clean-up.

WHEREAS, Licensor has reviewed said application and has agreed to authorize the Temporary Use subject to the provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, conditions and agreements herein set forth, and other good and valuable consideration, the parties hereto agree as follows:

1. The provisions of the preamble are hereby incorporated into and made a part of this Agreement.
2. The following documents are hereby incorporated into and made a part of this Agreement:
 - a. Exhibit A – Temporary Use License Application/Event Proposal
 - b. Exhibit B – Site Plan/Operation Plan/Emergency Action/Severe Weather Policy
 - c. Exhibit C – Certificate of Insurance
 - d. Exhibit D – Volunteer Marshall Handbook
3. Licensor hereby grants unto Licensee a revocable Temporary Use license subject to the following restrictions:
 - 3.1. The Temporary Use shall comply with the Site Plan, Operation Plan and Emergency Action/Severe Weather Policy as depicted in Exhibit B.
 - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
 - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner or as otherwise provided for in this Agreement.
 - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use, including materials in the adjacent public right of way originating



from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the Licensee fails to promptly and properly clean and maintain such area. In such event, the licensee shall promptly reimburse the Village in taking such action. All Village streets shall be cleaned and opened by 5:00AM on Monday, July 28, 2014.

- 3.5. The applicant shall provide the Village with a cash bond or irrevocable Letter of Credit in the amount of \$5,000.00 to guarantee prompt and proper removal of any structure(s) and/or clean-up of the area. The cash bond or irrevocable Letter of Credit shall be withheld throughout the term of the license and such other period of time during which Licensee operates or is engaged in the removal of any facilities. The Village will provide notice and cure period prior to cashing security bond. Such cash bond or irrevocable Letter of Credit shall be retained until an inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.6. Prior to the beginning of the event, Licensee shall be required to schedule an inspection with Fire Prevention to inspect any tents and generators to be used. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development to ensure that there has been no damage to Village property as a result of the use thereof. The cash bond or irrevocable Letter of Credit shall be retained until any required re-inspections are complete.
- 3.7. To the fullest extent permitted by law, the Licensee shall defend, indemnify and hold harmless the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees, for any and all claims from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement or the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely release and hold harmless the Village of Downers Grove, its officers, agents and employees from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement or the Temporary Use. Such third party vendors shall provide written releases to the Village not less than one week prior to the event.
- 3.8. Licensee shall procure and maintain proof of General Liability Insurance in a form acceptable to the Village. Such insurance shall be provided by carriers licensed in the State of Illinois and maintaining a Best rating of at least A-IV. Such General Liability Insurance shall include coverage for the premises, operations, underground, collapse, explosion, products and the event, and shall name as additional insureds the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees. Such General Liability insurance shall be in the amount of One Million Dollars (\$1,000,000), per occurrence. Excess/Umbrella Liability shall include coverage for the premises, operations, underground, collapse, explosion, products and the event, and shall name as additional insureds the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees. Such Excess/Umbrella insurance shall be in the amount of Four Million Dollars (\$4,000,000), per occurrence. If the Licensee employs independent contractors, Licensee shall insure that these contractors maintain appropriate levels of insurance and that the Village is named as an additional insured under each policy. Not less than one week prior to the event Licensee shall furnish to the Village Manager the Certificates of Insurance evidencing all of the aforementioned types and limits of insurance to be in effect. The insurance policies required under this Section



shall be occurrence based and shall be maintained by Licensee through the event. Each policy of insurance shall provide that it not be canceled nor materially changed without seven (7) days written notice to the Village Manager. In addition to the foregoing, any and all third party vendors participating in the Temporary Use shall name the Village of Downers Grove, its officers, agents and employees as additional insured on all policies issued in connection with the event and shall provide copies to the Licensee who shall provide copies to the Licensor.

- 3.9. The Licensee shall not be permitted to sell or serve alcoholic liquor at the Temporary Use.
- 3.10. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
- 3.11. This Agreement shall be subject to the absolute and primary right of the Village to protect the public health, safety and welfare. The Village Manager may, in the Manager's sole discretion, order changes to the conduct of the Temporary Use, including but not limited to the immediately cessation of business, and removal of any or all equipment and facilities from the public right of way. In addition, the Village Manager may suspend or revoke any license issued under this Agreement in the event it is determined that the Licensee has failed or refused to truthfully complete the application, or if the Licensee has failed or refused to comply with the regulations of the Municipal Code, this Agreement or with other applicable law.
- 3.12. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
4. Licensee shall comply with, and be subject to, the following special conditions:
 - 4.1 Licensee shall submit a final street closure plan no later than July 3, 2014. The street closure plan shall include a course marshal staffing and management plan, a detour and no parking signage plan, and a downtown business notification plan.
 - 4.2. Licensee shall notify all affected residents and businesses of the parking ban and street closure in writing. The notification letter shall be prepared in a manner acceptable to the Village. Licensee shall send letters to affected residents and businesses twice, once by June 27, 2014 and the second by July 18, 2014.
 - i. Immediately prior to and during the parking ban the Licensee shall verbally notify all affected business and customers in a manner acceptable to the Village.
 - 4.3 Licensee shall provide the Village with Volunteer Course Marshall information. Course Marshalls shall be located throughout the site as agreed upon by the Licensee and the Village.
 - 4.4. Vendors participating in the event shall be permitted to set up July 27, 2014 after the street closure is completed and the street is cleared of vehicles, as determined by the Village.
 - 4.5. Licensee shall provide a staging area for the winners participating in the event.



- 4.6. All notifications and information provided to the vendors participating in the event shall be consistent with the terms and conditions of the License Agreement. Upon the request of the Village, Licensee shall submit copies of the information and notification materials.
- 4.7. Licensee is solely responsible for the barricading, set up and removal of the actual race course.
- 4.8. A fire lane a minimum of fifteen (15) feet wide shall be provided and maintained on the east side of Main Street, between Burlington Avenue and Curtiss Street.
- 4.9. Licensee shall provide on-site janitorial service for the general clean up of the event site. The Licensee shall remove garbage from the receptacles throughout the course.
- 4.10. Licensee shall provide generators and electrical connections in compliance with applicable Village Codes and Ordinances. All such cables shall be maintained to not cause trip hazards.
- 4.10. Licensee shall provide portable toilet units in a manner acceptable to the Village.
- 4.11. Licensee shall provide a First Aid Tent.
- 4.12. Licensee shall submit an emergency action/severe weather plan no later than July 3, 2014. The plan shall be prepared in a manner acceptable to the Village and shall include contact information and schedule for the person or persons in charge of the event with authority to close the event and cause an evacuation if needed.
- 4.13. No later than July 14, 2014, Licensee shall provide a General Liability Certificate of Insurance in the amount of \$1,000,000 and USA Cycling shall provide an Excess/Umbrella Certificate of Insurance in the amount of \$4,000,000, both naming the Village of Downers Grove as an additional insured.
- 4.14. No later than July 14, 2014, Licensee shall submit a refundable cash bond or irrevocable letter of credit in the amount of \$5,000.00.
- 4.15. Licensee shall inform the Village of any proposed food vendors no later than July 3, 2014.
- 4.16. DuPage County Health Department licensing shall be obtained if needed for service/preparation of food and drink outside.
- 4.17. Approval letters from any private property owner where their property will be utilized for the event shall be submitted to the Village no later than July 14, 2014.
- 4.18. All J.U.L.I.E. locates must be called in one (1) week prior to the event. Placements of all stakes, post, grounding rods, etc. require locates.
- 4.19. Licensee shall provide certificates of flame resistance for all tents utilized by the Licensee or its vendors. Certificates shall be submitted no later than July 14, 2014.



- 4.20. Licensee shall post appropriate conceal carry graphics at entry points to the bike race and its registration table.
 - 4.21. All streets and sidewalks must be cleaned at the conclusion of the event.
 - 4.22. The Licensee shall reimburse the Village for all reasonable personnel, services, supplies and equipment costs incurred for the July 27, 2014 event consistent with the cost estimate provided by the Village in a letter dated May 9, 2014.
5. Licensors will provide the following services for the event:
- 5.1. Police Department:

Five (5) police officers on-site from 8:00 a.m. to 6:30 p.m. on Sunday, July 27, 2014.
 - 5.2. Public Works Department:
 - i. The parking ban and road closures indicated on the site map shall begin at 4AM on Sunday, July 27, 2014. Staff shall utilize Village-owned barricades.
 - ii. Barricades shall be maintained in the approved locations throughout the event.
 - iii. A minimum of one person shall be located at each barricade location, during street closure through registration sign-in, to prevent vehicles from driving around barricades and to assist vehicles exiting the barricaded locations.
 - iv. Village staff will provide oversight of clean-up activities on the evening of July 27, 2014. Village staff will complete street closures, detour route and no parking signage placement.
 - v. Village staff will program and set up two digital message boards for traffic control.
 - vi. Village staff will change Mochel Drive between Burlington Avenue and Curtiss Street to two-way traffic on Sunday, July 27, 2014. Appropriate signage will be placed on-site.
 - 5.3. Fire Department:
 - i. will inspect the tents and event set-up.
 - ii. will provide two (2) bike medics from 8:00 a.m. to 6:30 p.m.
 - 5.4. Village staff will provide pre-event signage with "No Parking after 4 AM" to be placed on all streets along the race route one (1) day prior to road closure.
 - 5.5. The Village shall invoice the Licensee for the aforementioned costs within thirty (30) days of the conclusion of the event.



6. Any vendor additions to this contract must be submitted no later than fourteen (14) days prior to the event.
7. In the event that attendance exceeds capacity of the event or the event is operated in a manner not consistent with the public health, safety and welfare, the Licensor reserves the right to either close, cancel or modify the event at its sole discretion.
8. Failure to meet all conditions will cause the revocation of the license and therefore the event.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date herein above written.

LICENSEE:
Prairie State Cycling Series, LLC

By: 

Title: Member and Exec. Aneta

Attest:

LICENSOR:
Village of Downers Grove

By: _____
Village Manager

Attest:

Village Clerk

Exhibit K

Village of Downers Grove
2014 Application for Temporary Use/Parade/Open Air Meeting Permit

Please submit this application and any additional materials to:
Community Development Department
801 Burlington Avenue, Downers Grove, IL 60515
Ph: (630) 434-5515 FAX: 630-434-5572

PART A: APPLICANT INFORMATION

Please print clearly in ink

Name of Applicant: Prairie State Cycling Series, LLC

Address: 3618 W. Pierce St.

City: Milwaukee State: WI Zip: 53215 Phone: 414-899-9048

Email: % Tom Schuler, Managing Member, tjsplbw@gmail.com

Doing Business As (Name):

Is this business/organization a registered not-for-profit? ☐ Yes ☒ No
If yes, please provide a copy of your NFP status.

Name of Business Manager/Event Contact: Marc "Marco" Colbert

Address: [REDACTED]

City: [REDACTED] State: [REDACTED]

Email: [REDACTED]

PART B: EVENT INFORMATION

Name of Event: "Downers Grove Criterium" (working title)

Event Location: A figure-eight race course in downtown Downers Grove (see Ex. K-1)

Description/Purpose of Event: All day competitive bicycle races
sanctioned by USA Cycling.

Date(s) Requested (month and day): Sunday, July 27, 2014

Time of Event and/or Hours of Operation (Include for each day requested):

Bicycle racing from approx. 8:25 am until 6:00 pm on race day.
Race course set up starting at 5:45 am. Racecourse tear down
finished by 9:00 pm or earlier.

Type of Event:

(Check one and continue with all questions in Parts B and D, unless otherwise noted.)

- ☐ Carnival Also complete Part C ☐ Circus Also complete Part C
☐ Live theatrical or musical performance on public right of way Also complete Part C
☐ Temporary sale of merchandise ☐ Outdoor café
☐ Road race: run/walk/or bike ride ☐ Parade
☐ Festival/fair ☐ Block party
☐ Public assembly/demonstration
☒ Other (please specify)
Bicycle races

Check All Equipment That Will Be In Use:

- ☒ Tent/s: State the number that will be in use and size of each:
Between 10 and 20 sponsor or vendor tents in
designated "expo area". Tents 10' x 10' or 10' x 20'.

Must submit Certificate of Flame Resistance for each.

- ☐ Temporary sign/banner
Only one sign per street frontage is allowed. Signs are limited to 32 square feet in size.
Sign Ordinance (28.1501.05).

Text to be printed on the temporary sign

- ☐ Temporary seating
☐ Tables/Chairs:
Number proposed outdoors _____;
State the total number of tables/chairs provided indoors _____
Type of Restroom: ☒ Portable ☐ Located inside existing facility
Public restrooms must be provided.
☒ Temporary stage or other structure
☒ Amplifiers/sound system
☐ Electrical hook-up (Applicant is responsible for contacting JULIE to mark approved area.)
☐ Outdoor water use

Other Activities That Will Take Place. (Check all that apply.)

- ☐ Sale and/or consumption of alcohol
Requires Special Event Liquor License. Call Liquor Liaison (630) 434-5542 at least 60 days in advance.
☒ Sale of, cooking of, and/or consumption of food
Contact DuPage County Health Department at (630) 682-7400 for requirements ASAP.
☐ Raffle
Contact Village Clerk at (630) 434-5535 at least 14 days in advance.
☐ Fireworks
Contact Fire Prevention Bureau at (630) 434-5983 at least 30 days in advance.

Does the applicant or business own the property where the event will take place?

☐ Yes ☒ No

If "NO", please include a letter from the landlord granting use of the property.

How many participants/attendants are expected?

Estimated 400+ participants and 1,000 to 2,000 spectators.

Are street closures requested? Yes ☒ No ☐

If yes, what streets?

Streets comprising race course plus adjacent streets. See Ex. K-2

Justification for street closure

Necessary to conduct bike races.

If street closures are requested, a neighborhood notification letter is required. The notification letter must be sent out to affected residents at least two weeks prior to the event. The letter that needs to be sent out is shown below. Text in red and underlined is to be completed by the applicant. Please attach your completed neighborhood notification letter to your application for review by staff.

Event Name
5K Fun Run & Walk
Day, Date, and Time

See Exhibit K-3

Dear Area Resident,

On Day, Date, organization's name will be hosting a fun run/walk through your neighborhood. A map identifying the race route is on the back of this notice. The following is an anticipated schedule of the days events:

_____ a.m. – Race begins (road closures will begin approximately ½ hour before the start of the race)
 _____ a.m. – Anticipated completion of all race activities

a.m. - Anticipated completion of all race activities on public streets (must be within 2 hours of start of race)

(must be within 3 hours of road closures for 5K races and 4 hours of road closures for 10K races)

The race will be taking place on a non-secured route. We request that if you need to leave your home or business during the event that you respect the participants by leaving adequate space between your vehicle and the participants. If you wish to cross the route, police officers or volunteers will be at certain intersections to assist you. If participants are approaching any intersection, there may be a slight delay in your crossing.

We understand this may be an inconvenience for you and appreciate your understanding. Our organization is a 501(c)3 not-for-profit that is raising money for _____. If you would like more information about this event or have any questions regarding this event, please contact first and last name at cell phone number or via email at email.address.com. First and last name (if different than previous sentence, include phone number) will be managing the day's activities and will be on-site during the race.

Thank you for your understanding.

{Signature}

President / Race Organizer

For road races (runs, walks or bike rides), volunteers must be provided in accordance with the approved race routes. Please check the requested race route and be aware of the number of volunteers that are required to be placed along the race route as identified in the route maps. The failure to provide volunteers as required could lead to denial of permits in the future.

- | | |
|--|--|
| <input type="checkbox"/> South 5K Route #1 –
20 volunteers required | <input type="checkbox"/> North 5K Route #1 –
17 volunteers required |
| <input type="checkbox"/> South 5K Route #2 –
13 volunteers required | <input type="checkbox"/> North 5K Route #2 –
19 volunteers required |
| <input type="checkbox"/> South 5K Route #3 –
17 volunteers required | <input type="checkbox"/> North 5K Route #3 –
19 volunteers required |
| <input type="checkbox"/> South 10K Route –
17 volunteers required | <input type="checkbox"/> North 5K Route #4 –
12 volunteers required |

What is your plan for clean up and disposal of waste at the site, during and after the event? Explain:

Prairie State's work crew and volunteers will police the site throughout the event, leaving site clean.

Applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited to Police, Fire and Public Works. (Estimated at \$60/hour/person. Actual cost may vary.)

Will the location of the event displace any parking spaces? Yes ☒ No ☐ If yes, how many spaces?

All parking spaces on racecourse, plus spaces on streets blocked from traffic.

Is the event a fundraiser? Yes ☐ No ☒ If yes, name the beneficiary.

Not a fundraiser in 2014, although a charitable partner will be named.

PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Rights-of-Way)

Name (i.e. John Smith) of Amusement Operator: _____

Address: _____

City: _____

State: _____

Zip: _____

Date of Birth: _____

Driver's License #: _____

List Any Branch Locations: _____

Doing Business As: _____

Date Business Was Incorporated: _____

List the name of officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address and date of birth. (Attach a separate sheet if necessary.)

Prairie State Cycling Series, LLC, a Wisconsin limited liability company, has three owners (Members) as listed on Exhibit K-4.

List any and all managers who will be on-site, as well as their date of birth and contact information

See Exhibit K-4.

List the name/s of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- N/A
- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
 - (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
 - (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
 - (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.

Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq. as amended from time to time).

Applicant affirmatively states that he/she: has ☐ has not ☐ made similar application for other similar permits or licenses at other locations.

If so, state the location:

Indicate disposition of application:

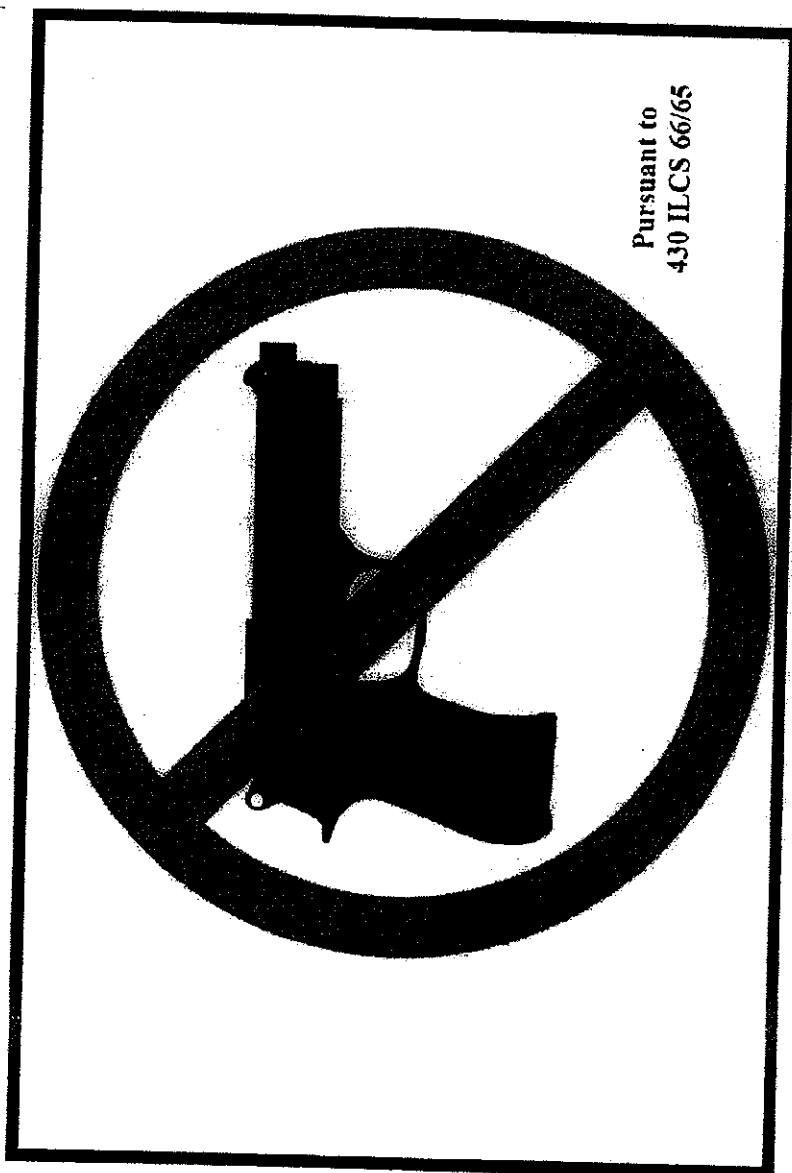
PART D: CONCEALED CARRY:

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on public property;
- are open to the public; and
- require a temporary use permit.

If your event qualifies, the Village will provide each applicant with one laminated sign that is shown below. The 4" x 6" sign shall be posted and be visible at all entrances to the event. In the case of a road race or other gathering with multiple entry points, the sign shall be posted at the information / registration table. With all road races, the Village will post additional signage at the start and finish lines of the race. For other events, additional signage may be required on a case by case basis.

Applicant affirmatively states that he/she will ensure that the required sign is posted at the event's information / registration table. Max H. Collett
Signature

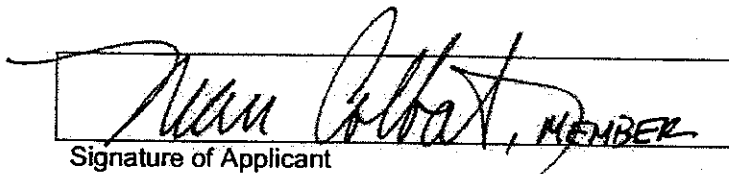
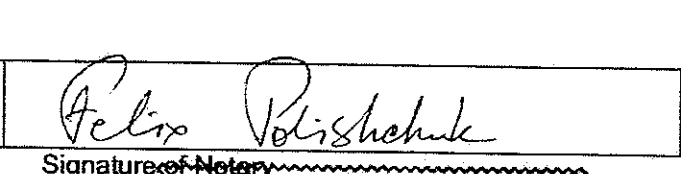


PART E: APPLICANT'S STATEMENT OF AGREEMENT:

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. **Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.**

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Downers Grove.

Prairie State Cycling Series, LLC	April 12, 2014
Print Name	Date

	
Signature of Applicant	Signature of Notary



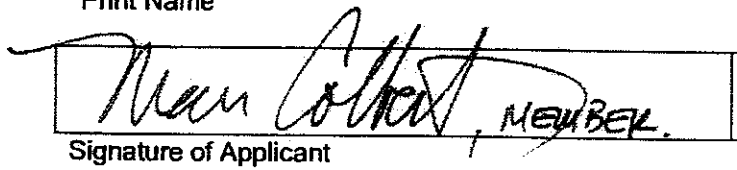
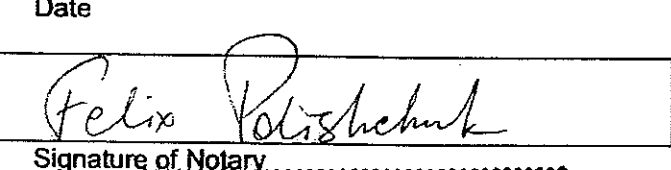
HOLD HARMLESS/INDEMNIFICATION AGREEMENT:

Prairie State Cycling Series, LLC has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, Prairie State Cycling Series, LLC
(Name of Applicant) (Name of Organization)

hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

Prairie State Cycling Series, LLC further agrees to indemnify and hold harmless and defend the Village of Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.
(Applicant and Organization)

Prairie State Cycling Series, LLC	April 12, 2014
Print Name	Date

	
Signature of Applicant	Signature of Notary



.....
[This area for office use only.]

Required Documents:

- ☐ Application
- ☐ Plat of Survey
- ☐ Site Plan
- ☐ Written Operating Plan
- ☐ Concealed Carry Plan

If applicable:

- ☐ Not for profit status (501 (c) 3 or equivalent)
- ☐ Letter from landlord
- ☐ Certificate/s of Flame Resistance
- ☐ Temporary Sign application
- ☐ Raffle License application
- ☐ Liquor License application
- ☐ License Agreement
- ☐ Certificate/s of Insurance
- ☐ Encroachment License
- ☐ Neighborhood Notification Letter
- ☐ Review of Sub-Contractor agreements

Fees to be collected:

- ☐ Temporary Use _____
- ☐ Late Fee _____
- ☐ Amusement _____
- ☐ Temporary Sign _____
- ☐ Tent _____
- ☐ Encroachment Fee _____
- ☐ Live Theatrical/Musical Performance on Public Right-of-Way _____
- ☐ Use of Public Property _____

Fees to be Invoiced:

- ☐ Police Services _____
- ☐ Fire Services _____
- ☐ Public Works Services _____
- ☐ Village Manager's Office _____

Other:

Security Deposit to be retained: _____

Total Fees Due: _____ **Date Received:** _____



Delivered via Email and Fedex

April 15, 2014

Stan Popovich, Senior Planner
Village of Downers Grove
Community Development Department
801 Burlington Avenue
Downers Grove, IL 60515

RE: Application for Special Use Permit – Operating Plan
Downers Grove Criterium Bicycle Races, July 27, 2014

Dear Mr. Popovich:

Introduction.

The Prairie State Cycling Series produces a series of competitive bicycle races in the Chicago metro area. We had our first event in St. Charles in 2012 and expanded to seven events in 2013. We are planning to have eight events this year running from July 18th to July 27th – including an event in Downers Grove on Sunday, July 27th if this application is approved. Attached as Exhibit A is a deck describing the Prairie State Cycling Series and our website can be found at <http://www.prairiestatecyclingseries.com/>. Also, here is a link to a short video showing our 2013 event in Lake Bluff, IL: http://www.youtube.com/watch?feature=player_embedded&v=3jZbvdT3Nf0.

We were expecting to conduct a race again in St. Charles on July 27th, but in January we learned that our local bike shop partner in that venue decided to focus its efforts on its cycling teams instead. So, we considered alternative venues and Downers Grove immediately came to mind. At that point we opened a dialog with several local groups such as Downtown Downers Grove, the Downers Grove Economic Development Corp. and the Downers Grove Bicycle Club, as well as with Mike Baker in the Village Manager's office, and these groups appear to view the event favorably. Thus, we are submitting this application and hope to add the "Downers Grove Criterium" to our race schedule on Sunday, July 27th.

As you probably know, a nationally prominent bike race was held in the Village for many years until 2009. We hope to revive the tradition of a successful annual bike race in the Village that will benefit not only the participants but also the residents and businesses of the community.

The events in the Prairie State Cycling Series are funded through three sources: 1. racer entry fees, 2. sponsorship income at the series level, and 3. sponsorship income at the local level. We are not expecting financial assistance from the Village for this event.

Our normal business model is to partner with a local organizing group such as a chamber of commerce, a business development district, a bike shop or a bicycle club, etc. However, because time is somewhat limited our intention is to take the lead ourselves to organize the event in 2014 but with the assistance of local groups as available. We also plan to identify a local charity as our charitable partner and any income above our operating expenses will be donated to that charity. We just initiated a discussion with Lisa Rasin at SEASPAR about the possibility of naming them as the charitable partners for the event this year.

I would like to say that the owners of my group are all active in the sport of cycling and frankly – we love cycling. Our goal is to produce first-class events that will enhance the sport of cycling and provide benefits to the residents and businesses in our venues. Further, our goal is to serve cyclists and the cycling community in the Chicagoland area.

Here is an interesting historical footnote. One of the Prairie State owners, Tom Schuler, was on the 1980 US Olympic cycling team (as well as being a two-time national cycling road champion and a member of the first American pro cycling team to race in Europe – the 7-Eleven Pro Cycling Team). In those days, Tom was a resident of Downers Grove and he attended the initial meetings with Ken Carl when the idea of having a bike race in Downers Grove was first proposed to the Village. Because of this, Tom has a particular desire to see a successful event return to Downers Grove.

Proposed Racecourse.

Attached as Exhibit B is the proposed racecourse, which is the same figure-eight design that was used for many years in the past. This is such a perfect racecourse design! The start/finish line is in the center of downtown Downers Grove that allows everyone to admire the vibrancy of the Village, and there's a challenging hill for the racers to climb on Lane Pl. plus a downhill on Main St. after that, and the classic uphill finish on Main St. to the finish line. Truly a spectacular racecourse.

Event Security/Traffic.

Because of the iconic status and popularity of the Downers Grove bike races in the past, we expect 400+ bike racers to attend throughout the race day this year. The number of spectators is harder to predict but we do expect the number of spectators to grow from year to year to equal or exceed past levels. With this uncertainty in mind, our guesstimate is between 1,000 and 2,000 spectators to attend throughout the day in 2014, with most of them concentrated in the afternoon and early evening.

We anticipate two forms of security at the event – volunteer “course marshals” at each designated pedestrian crossing on the racecourse, and a limited number of Village police officers and/or cadets at key traffic intersections. If this application is approved, then soon thereafter we would like to meet with public safety personnel from the Village to discuss this topic and make a plan that is satisfactory to the Village. This will result in an “emergency action plan”, such as the plan we did for our St. Charles venue in 2013 attached as Exhibit C. As you can see in last year's plan, the police and course marshal stations will be designated in advance after we have conferred with Village public safety officials.

We bring the following crew and staff to each of our events:

- Work crew for set-up and tear down: 8 to 10 people
- Registration staff for rider registration: 4 to 5 people (Note: we will conduct registration either in an Airstream trailer, or a tented area near the start/finish line probably on Grove St.)
- Results staff to manage race results: 2 to 3 people
- Marketing and stage management: 2 people
- Stage vendor: our race stage is provided by Tenspeeds, which is very well known in the bike racing business, and they will bring 2 to 3 people
- Prairie State partners: 3 people

Course Marshals (Volunteers).

Volunteer "course marshals" will be positioned at each designated racecourse crossing, usually in pairs on either side of the course. Training will be provided in advance for these volunteers. The Downers Grove Bicycle Club has agreed to coordinate the course marshals.

Course marshals will be scheduled in shifts – usually 3 shifts during the race day. Tentatively, we propose 7 or 8 designated racecourse crossings which equates to 14 or 16 course marshals stationed on the racecourse at all times during racing. The final numbers will be agreed after meeting with public safety.

Street Closures/Parking Restrictions.

Attached as Exhibit D is a proposal for street closures during the event where road barricade signs would be positioned. This will be reviewed at the meeting with public safety as well as the need for and positioning of road detour signage.

Road barricades will be provided either by the Village's Public Works Department, or by a subcontractor. We would like to discuss this with Public Works before making a final decision.

Our set up crew generally requires 3 hours to set up the racecourse, and 3 hours or less to tear down the racecourse. Most of this activity will take place on Main St. between Curtiss and Maple Ave., which is the "homestretch" of the racecourse. Setting up the race stage at the finish line and the overhead arch takes a good, solid 2 hours. Also, our crew will be setting up approximately 1500' of hard barricades that will line either side of the homestretch from Curtiss to Maple, plus barricades at other corners of the racecourse.

As to timing of the street closures, as mentioned we would need to close Main St. between Curtiss and Maple around three hours before the start of racing – ie, by 6 am on race day. We could pre-position some of the other street barricades at the respective intersections and then close some of those streets later in the morning. This will be discussed with public safety officials. Then, it will take up to three hours to tear down the homestretch area but other intersections can be opened 30 minutes after racing is over, or as early as 6:30 pm.

All parked vehicles must be removed from the racecourse before the USA Cycling officials will allow racing to begin. We would post no-parking signs around the racecourse in advance as recommended by public safety. Any parked vehicle still on the racecourse within 60-90 minutes of the start of racing would need to be towed.

Race Schedule.

Because the proposed event is on a Sunday, we recommend that racing be finished by around 6:00 pm on race day, as many of the spectators have to go to work the next day. With this in mind, attached as Exhibit E is the proposed race schedule. As indicated, racing would begin at 8:25 am and be finished by 6:00 pm. We pride ourselves on keeping the races on time and the USA Cycling officials will cooperate with this goal.

You will notice that the schedule contains a "local event" at 2:50 pm. This is often a kid's race or other event put on by a local group. Some think that the kid's race is the best event of the day!

Parking.

After consulting with public safety officials, we plan to designate and publicize parking areas for participants and spectators. I recall that in years prior to 2009 when I personally attended the bike races in Downers Grove that I parked in the METRA lot. I know there are also some new parking garages in the Village that may be utilized.

As mentioned earlier, no parking is allowed on the racecourse all day on race day so these parking spaces will not be available. Further, parking spaces outside of the racecourse but inside of the road barriers (see Exhibit D) will also be affected. We would recommend consultation with Downtown Downers Grove, for instance, and then perhaps designate certain parking areas that will be reserved for business customers and prohibited to bike racers. We would assign volunteers to these areas to redirect bike racers to their designated parking areas.

Emergency/Crisis Plan.

Prairie State prepares a customized emergency action plan for each of our race venues. A sample from last year is attached as Exhibit C. We will produce such a plan for Downers Grove after we have met with public safety officials. We will, among other things, identify emergency evacuation locations and then specify them in the plan.

It should be noted that bike racing continues rain or shine. Only weather emergencies like a tornado or lightning will suspend bike racing or a bike crash on the racecourse that requires medical attention. Also, other emergencies like a fire on the racecourse will suspend racing.

We will have a "first aid" tent set up close to the start/finish line. This will be staffed by a medical provider or other personnel such as certified athletic trainers to be determined. The main function of the first aid tent is to treat minor injuries sustained by bike racers and to make a determination whether a racer's injuries are serious enough to justify transportation to an ER facility.

The senior USA Cycling race official on race day is the Chief Referee. The Chief Ref is basically in charge of running the racing operations on race day and he/she stays in close contact via radio with the moto refs on the racecourse at all times. It is important for the Chief Ref to have immediate communication via radio with public safety officials who are present at the event, including the senior Police officer and/or Fire officer present at the event.

Any emergency decisions made concerning the bike racing will be made by the Chief Ref. Any emergency decisions concerning severe weather and the like will be made by the senior public safety officer on site – but it is very important to have close communications in such situations between such officer and the Chief Ref. Another important point is that medical workers should never enter onto the

racecourse to attend a crashed racer until the Chief Ref has neutralized the race – so that further injuries are prevented.

We will bring approximately 15 radios to be used primarily to communicate among our staff as well as with course marshals.

Clean Up.

We'd like to consult with the Village's Public Works Dept. about garbage disposal during and following the event and whether extra trash receptacles may be required. As mentioned above, our spectator estimate for the 2014 event is between 1,000 and 2,000 spectators. Our crew will police the venue during and after the event and restore the site to pre-race cleanliness.

Portable Restrooms.

After we consult with the Village's Public Safety Department, an appropriate number of portable restrooms and hand-washing stations will be rented by us from an outside vendor.

Electrical Needs.

Our race stage (to be located at the corner of Main St. and Grove on the west side of Main) as well as our registration trailer/tent both have modest electrical needs. If Village electrical hookups are available, that would be best but otherwise we would use our own portable electrical generators.

Sale/Cooking of Food; Expo Area.

It is possible that vendors who sell and/or cook food may wish to participate in the event. We propose to establish an "expo area" for such vendors and other non-food vendors which in past years was located on Main St. just north of Curtiss St. We will instruct any food vendors to comply with DuPage County Health Dept. requirements.

At this point, we do not anticipate any liquor sales by our group in connection with the 2014 event.

Insurance.

Two levels of liability insurance will be provided: first, the races will be sanctioned by USA Cycling, which is the national federation of the sport of cycling in the US. Each racer pays a \$3 insurance fee as part of the race entry fee and this generates a Commercial General Liability policy with \$1MM/\$3MM coverage that will name the Village of Downers Grove as additional insured. A sample endorsement from 2013 is attached as Exhibit F. (The racers also obtain modest health insurance benefits through USA Cycling as part of the insurance fee.) Additionally, Prairie State Cycling Series carries a Commercial General Liability insurance policy with \$1MM/\$2MM coverage that will also name the Village as additional insured. A sample of this coverage from 2013 is attached as Exhibit G.

Pace Car/Moto Insurance.

Besides having several USA Cycling race officials at the event who are on foot, we plan to have two officials on motorcycles who will ride generally before and after the peloton (i.e., the group of riders). Moto refs greatly enhance safety generally and they are usually the first to spot any incidents on the racecourse. Moto refs are in constant radio contact with the Chief Referee. We will obtain special "non-hired moto" liability insurance through USA Cycling for the moto refs that will name the Village as additional insured. A sample endorsement from 2013 is attached as Exhibit H.

We will seek an auto sponsor, which is usually a local auto dealership. We will encourage any such auto sponsor to provide a "pace car" that would be driven on the racecourse by one of our crew during each race. The pace car would proceed the lead moto ref and the peloton of racers. We feel that the pace car is a further safety measure in that as it proceeds around the course it toots the horn and this alerts everyone that the bike racers are coming. Although the racers are pretty quiet – they are often going quite fast. If we have a pace car, then we will also obtain special "non-hired auto" liability insurance through USA Cycling for the pace car that will name the Village as additional insured. A sample endorsement from 2013 is attached as Exhibit I.

Marketing.

Prairie State has an experienced marketing manager whose primary job is to market the event from the series level. He is particularly adept at social media. Our marketing manager will also attempt to publicize the event locally but we are also hoping to engage local groups to assist in this effort.

Letters of Support.

We have received a letter supporting this application from the Downtown Downers Grove Management Corporation, which is attached as Exhibit J. Other support letters may be available in the near future.

References.

Upon request, we would be happy to provide you with references from senior local governmental officials in several of our other venues, such as Lake Bluff, Crystal Lake, Elmhurst, etc.

Conclusion.

Thank you for the opportunity to submit this application. We are very excited about this event and grateful for the warm reception we have received thus far from several constituencies in Downers Grove. Our goal is to revive the Downer Grove bike races to equal and exceed the level attained in prior years. We intend this to become an annual summer event that will benefit residents and businesses in the Village, as well as bike racers locally and nationally who we think will be thrilled to race again in Downers Grove.

Very truly yours,

PRAIRIE STATE CYCLING SERIES, LLC

By _____

Marc "Marco" Colbert, Executive Director and Member

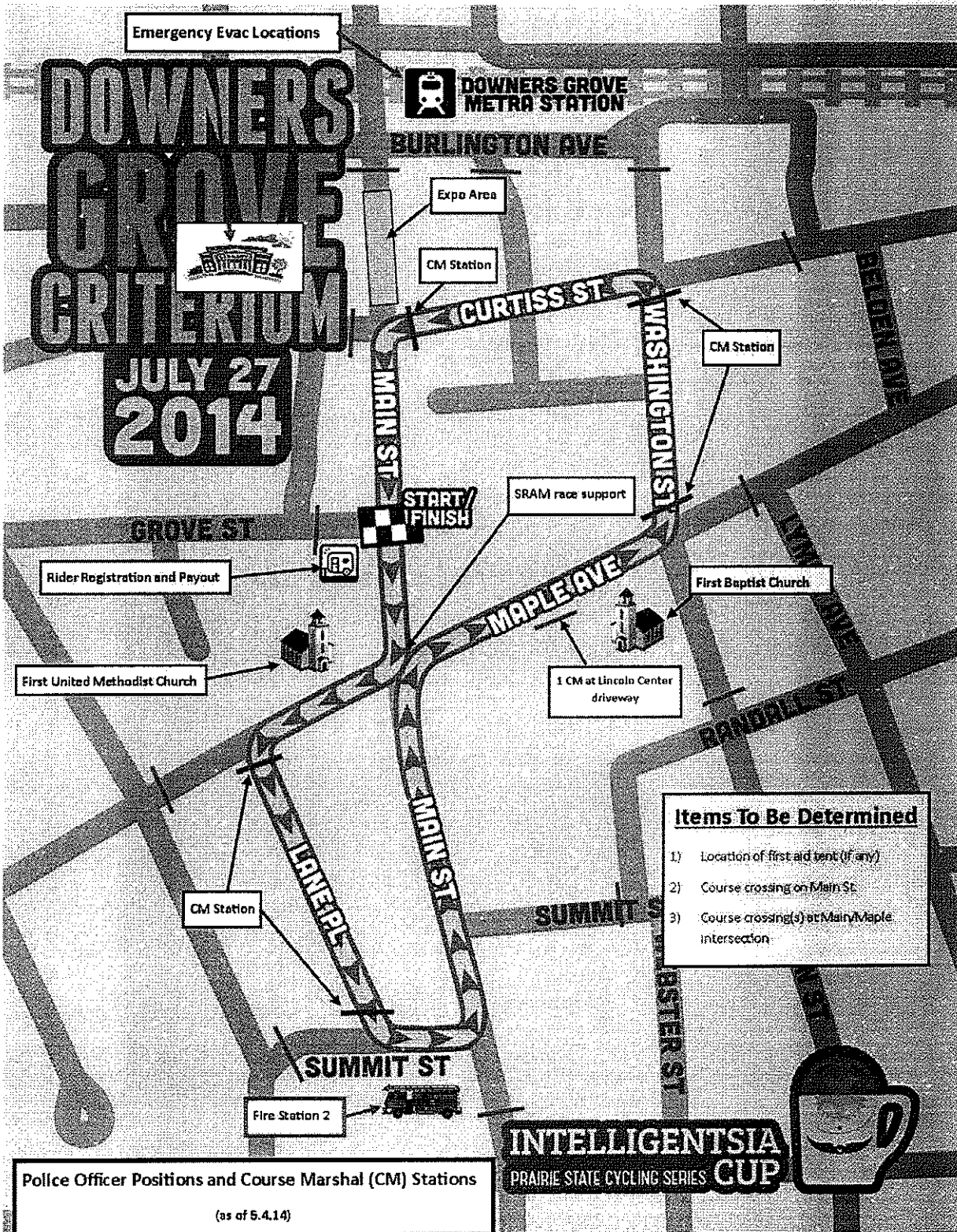
Cc: Mike Baker, Deputy Village Manager

Tom Schuler

List of Attached Exhibits:

A – Prairie State Info Deck

B – Proposed Racecourse



Race Schedule – Downers Grove Criterium

July 27, 2014

Race Category	Start/Finish	Duration
Women Cat 4	8:20am to 8:50am	30 minutes
Men Cat 5	9:00am to 9:30am	30 minutes
Women Cat 3/4	9:40am to 10:20am	40 minutes
Men Cat 4	10:30am to 11:20apm	50 minutes
Men Masters 35+ Cat 3/4	11:30pm to 12:20pm	50 minutes
Men Cat 2/3	12:30pm to 1:20pm	50 minutes
Men Masters 35+ Cat 1/2/3	1:30pm to 2:40pm	70 minutes
Women Pro 1/2	2:50pm to 3:50pm	60 minutes
Local Event (eg kids races)	3:50pm to 4:30pm	40 minutes
Men Pro 1/2	4:30pm to 6:00pm	90 minutes

First DRAFT – as of 5.4.14



**Intelligentsia Cup
Prairie State Cycling Series
2014 Emergency Action Plan**

**With Assessment of
Downers Grove Criterium**

**Downers Grove, IL
Sunday, July 27, 2014**

Contents

Emergency Action Plan

Severe Weather Policy

Assessment of Downers Grove Criterium

Emergency Action Plan

An emergency situation may arise during the Intelligentsia Cup Prairie State Cycling Series and this is an outline for how to manage those situations. The race-assigned phones/radios will be the primary form of communication between race staff, course marshals, medicals staff, and community officials (police and fire departments if present at the race location).

Emergency Action Plan Personnel

Downers Grove Police Officers – 4 officers and 1 supervisor

Downers Grove Fire Department bicycle medics/EMTs (2) – primary first aid provider

[Superior Ambulance?]

Course Marshalls (volunteers) - ___ course marshals on racecourse during racing

USA Cycling race officials

Prairie State official race staff

Roles of the Emergency Staff Personnel:

First aid provider: Downers Grove bike medics will assess injury or illness of individual and treat the minor scrapes and bruises that go along with bike racing (providing basic first aid, wound care, etc.), as well as evaluating/handling any major injuries that might occur and determine if more medical care is needed which may include contacting EMT/ambulance for medical transport.

Course Marshalls: Alert Chief Referee and medical staff of an injury/accident via radio or cell phone communications and determine appropriate action with respect to on-going race status. Course Marshalls will also be assigned to intersections and course crossings for crowd control and safety during the bike races (see diagram on last page for course marshal stations).

Official Race Staff: Help direct crowd control in the event of a significant emergency situation.

Basic guidelines for Emergency Team:

Immediate care of athlete: Most qualified individual on the scene should provide direct acute care.

Life threatening: First aid provider provides immediate care i.e. CPR, spinal stabilization, control severe bleeding, etc

Orthopedic: First aid provider to assess severity of injury and appropriate transport method i.e. ambulance, transport via cart to medical tent, athlete able to walk, etc

General medical: Transport to medical tent (located at _____)[?].

EMT/Ambulance Activation: This should be done as soon as the situation is deemed life threatening in any emergency situation. Either medical staff person or Race official should make the call to EMT. The person calling needs to remain calm and have the following information:

- Patients name, caller's name, phone #, location
- Severity of injuries, # of people involved
- What care is being provided
- Instructions to reach the scene

The communication to EMT will be made by cellular phone or race radio. Once the call is made either a medical staff person or race staff person needs to meet the emergency medical staff at the designated location. **Note: in no circumstances should EMT personnel or ambulance enter onto the racecourse until it is clear that the Chief Ref has neutralized (stopped) the race!**

Emergency Communication Equipment:

The main form of communication will be race-assigned radios and cellular phones and at each venue will be checked for level of reception/signal.

Emergency Equipment: Emergency equipment such as splints, slings, crutches, etc. will be kept at _____. [An ambulance will be stationed by the first aid tent next to _____][?]

Spectators, Media, Family Members: Event staff will maintain spectators at a distance to allow medical staff to provide care and emergency medical personnel access to the location. Sports information/marketing personnel will direct media to an appropriate site until a statement is available. Event officials will escort family members to a private area until medical staff is able to communicate the plan of care and give information about the incident.

Overall: The importance of being properly prepared cannot be stressed enough to insure the best possible care for a rider in the event of an emergency.

Severe Weather Policy

Lightening/Tornado:

The Official Race Staff in consultation with the Police Department and/or Fire Department will help to monitor weather conditions and weather alerts that may arise primarily through the use of smart phone technology. The Official Race Staff will keep the Course Marshalls informed of the weather conditions/alerts. The Official Race Staff in consultation with the Police and/or Fire Department will make the determination as to the race being delayed, postponed, etc.

In the event of a weather interruption, the Official Race Staff will work with the race announcers and Course Marshalls to direct riders and spectators to available shelter and pre-designated emergency evacuation locations (see below). This will be accomplished as follows: attendees near the start/finish line will be alerted by announcement from the stage PA system; attendees on remote sections of the racecourse will be alerted by police car loudspeakers.

Downers Grove Criterium – Downers Grove, IL – Sunday, July 27, 2014

Event Medical Staff:

Downers Grove Fire Dept. bicycle medics/EMTs (2)

[Superior Ambulance?]

Coverage times: 8:00 am to 6:30 pm

Event Medical Tent:

Located at _____ [?]

Vehicle for Medical Staff:

[ATV?]

Emergency Medical Personnel/Transport:

Downers Grove Fire Station 2

Located at southern end of racecourse at 5420 Main St., tel. 630-434-5976, with access to all areas of the racecourse. **Note: it is important that any emergency vehicle that enters the racecourse should only travel in the same direction as the racers – i.e., counterclockwise. This is to avoid a head-on collision between racers and a vehicle.**

Nearest Hospital:

Advocate Good Samaritan Hospital

3815 Highland Ave.

Downers Grove, IL 60515

Tel (630) 275-5900

[is Good Samaritan the best one? You have to cross the RR tracks to get there.....]

Located approx. 2 miles north of the Race Course

Directions: Drive due north on Main St., which becomes Highland Ave., and right onto Hospital Campus

Important Numbers: *

Hospital ER	(630) 275-1160
Ambulance	911
Police Emergency	911
Police Non-emergency	(630) 434-5600

*Downers Grove Police will be present at the racecourse so utilize the race radio or cell phone to contact them. Contact numbers listed below.

Emergency Evacuation Locations:

1. METRA Train Station located at 1044 Burlington Ave. (2 blocks north of racecourse on Main St.)
2. Downers Grove library located at 1050 Curtiss St. (1 block west of NW corner of racecourse, at corner of Curtiss and Forest Ave.)
3. _____

Downers Grove Criterium – Downers Grove, IL – July 27, 2014
Contact Sheet/Race Schedule

<u>Name</u>	<u>Title/Affiliation</u>	<u>Cell Phone</u>
	<u>Village of Downers Grove</u>	
Mike Baker	Deputy Village Manager	????
Mary Pratt	Emergency Management Coordinator	????
	<u>Race Organizers</u>	
Marc “Marco” Colbert	Executive Director, PSCS LLC	847-644-0277
Tom Schuler	Prairie State Cycling Series, LLC	414-899-9048
Jim Michler	Prairie State Cycling Series, LLC	630-258-3257
Mark Zalewski	PSCS Marketing Director	630-890-0209
Clay Bonwell	PSCS Staff	319-415-8871
Jen Agan	PSCS Staff	773-474-0484
	<u>USA Cycling Race Officials</u>	
TBD	Chief Referee, USA Cycling	????
TBD	Chief Judge, USA Cycling	????
	<u>Downers Grove Public Safety</u>	
TBD	Downers Grove Police - Supervisor	????
TBD	Downers Grove Police Dept.	????
TBD	Downers Grove Fire Dept.	????
Jeff Pindelski, Dep. Chief	Downers Grove Fire Dept. – Bike Medics	????
TBD	Downers Grove Public Works	????



2014 Prairie State Cycling Series Volunteer Marshal Handbook

(as of 5.3.14)

Volunteer Course Marshal (Marshal)– Assigned a designated area on race course to assist with the coordination and safety of the field of play, keep the course clear of pedestrians, spectators, cars, etc., act as Public Relations ambassadors for Prairie State Cycling Series (PSCS) and keep spectators informed.

Course Marshal Rules and Regulations

Marshal is a title that describes a very important group of people. In a challenging cycling event like PSCS, this position requires individuals with a wide assortment of talents and skills. A good course Marshal must be enthusiastic, informative, communicate and work well with others and react quickly and CALMLY to any problem that arises during the course of their duty. Marshals often work long hours with one major goal: to provide a safe and flawless bicycle race for the participants and spectators. These goals can be reached by following the various guidelines in this manual, being prepared for anything that may happen and most of all, using GOOD COMMON SENSE.

BE PREPARED

Don't be fooled, a Marshal's job is a HARD one. Other than clean clothes, here are a few more things that Marshals should have with them at all times. In the words of Karl Malden, "Don't leave home without them!"

- 1) Sunscreen and lip balm
- 2) Sunglasses
- 3) Rain gear
- 4) Water bottle with your favorite hydration fluids
- 5) Healthy snacks
- 6) Cool weather clothing
- 7) Course maps at road races
- 8) Comfortable footwear (no sandals)
- 9) Pen and paper

- 10) Lightweight folding chair
- 11) Current race information
- 12) Fanny pack
- 13) Cell phone
- 14) Watch/time keeping device – make sure you're on time!

POLICE AUTHORITY

The riders in the road races will depend on Marshals at almost every turn in the road. The riders will look to you for direction if a situation or caution scenario arises and you must be prepared to provide it. Standing next to you at that turn may be a local, county or state police officer. You become the "Race Interpreter" for the police representative.

The police are there to help and they know what to do in a crisis. **DO EXACTLY WHAT THE POLICE SAY TO THE BEST OF YOUR ABILITY IF A CRISIS OCCURS.** Only duly authorized officers can and should enforce the law. Never compromise the event or yourself by exceeding your authority.

If you see something suspicious at the race – report it to a police officer immediately.

MARSHAL DUTIES

Course Marshals will have slightly different duties depending on whether they are working a road race or a criterium (crit). For both groups of volunteers, specific duties will include:

- Confirming correct course direction
- Assisting a police officer with a road closure (if requested by the officer)
- Keeping vehicles from entering the course when the race is passing
- Keeping spectators, children, pets or any other number of hazards off the course
- Reporting anything on the race course that should not be there (i.e. cars, trucks, pedestrians, etc)
- Reporting accidents

BEFORE THE RACE

Marshals should check in to the volunteer tent at least one hour prior to scheduled start of volunteer shift for the road races and 30 minutes for crits. Marshals may be asked to assist PSCS staff in setting up the course or clearing road debris in preparation for each day's events. Use this time effectively to train your eye to look for safety hazards and anticipate potential needs of racers or spectators. Eliminate potentially dangerous situations by pointing out hidden hazards such as potholes, gravel and loose equipment to the PSCS staff beforehand.

WHEN YOU ARRIVE AT YOUR POST

- Make sure you are wearing your official PSCS volunteer t-shirt.
- Assess the location; note traffic patterns, the direction the race will travel and any hazards.
- Remove any debris or other obstacles that are in the way (branches, gravel, etc.)
- Introduce yourself to any police officers or other volunteers with whom you are stationed.

DURING THE RACE

A Marshal's duties during the race vary according to what part of the course he or she is responsible for. If you can assist the police, PSCS staff or other volunteer Marshals then by all means do so. Always remember that teamwork is what makes the whole event safer, more pleasant and easier for everyone.

If you have done your homework you should know the following things:

1. The day's course route.
2. Distance of race and number of laps for all race categories.
3. Location of spectator parking and feed zones (road races)
4. Rerouting of traffic patterns.
5. The race schedule.

PSCS STAGES

WHAT HAPPENS IN A CRITERIUM (CRIT)?

- Course is closed to all traffic
- Each race based on time, not distance
- Riders will pass multiple times (number depends on race category)
- Police will be positioned at some intersections to control traffic (car and pedestrian)
- If a local resident needs to leave their driveway/parking lot during the race please hold them in location and notify one of the lead Marshals or a police officer patrolling the course. **No civilian traffic is to be on the course without an escort!**
- Do not leave your post until relieved (even if it's raining!)
- Always remember to exchange any safety equipment with your relief Marshal.

WHAT HAPPENS IN A ROAD RACE?

- All roads on course remain open to all traffic
- Road races utilize the "yellow line rule" meaning race peloton must stay on right side of yellow line. Other lane (left lane) is open to traffic
- If you are stationed without a police officer, chances are it will be on a smaller, less traveled road. Once you see the lead vehicles for the race, you should attempt to hold any approaching traffic until the race passes.
- At certain intersections, there may be traffic cones or lightweight barricades. These are to be used to assist you in closing the road when the race is passing.
- Note that there may be several groups of racers with gaps in between, so please ask any traffic to proceed with caution.
- Once the main caravan passes, traffic is allowed to flow as normal until the race arrives again.
- Remember that there are multiple laps for each race and that multiple races are on the course at the same time. Please do not leave your post until relieved!
- When you are relieved, please be sure to leave your post cleaner than you found it and again exchange any safety gear you may have with your relief. IF you are the final Marshal for the day, please return your safety gear to Volunteer tent back at registration.

START/FINISH AREA

1. SPECTATORS

Spectators will lean over the barricades, stick their heads through the barricades and jam up your crossing gates...anything for a good view. When you see a safety problem with a spectator, tell them right away! ALWAYS do so with a "please" and always as a safety problem, not an attempt to spoil their fun. Many spectators at PSCS will have never seen a bike race before and aren't aware of the real dangers that exist. Most people, after they realize you're telling them something for their own good, will respond positively. But for the small percent that won't cooperate, be polite but firm and if problems persist get a police officer.

You will have the highest concentration of spectators at the start/finish line. Be alert, keep the flow going through the crossing gates as smooth as possible, and help channel people to where they want to be. If anyone asks, make the suggestion they walk a criterium course against the race traffic for better viewing. Again, with many people watching that are new to the sport, they may not know that some great action is happening on a deserted back stretch while they can't see over the heads of the people in front of them.

Turns in the course are always gathering places for fans. They are also potential accident sites and the spectators at these points should be warned about the possibility of a hazard to them. This should be done numerous times during the pre-race and race times.

Pedestrian crossing gates serve the public as well as race fans. When the race is approaching, it is imperative that you stop the flow of pedestrian traffic. Most people are not able to gauge how fast the race is approaching. You MUST make the decision and make it stand!

2. MEDIA, VIP'S AND PHOTOGRAPHERS

Always remember your job is their safety and the safety of the riders. Make sure at all times that only people with the correct credentials are on the course. Help that photographer get that once-in-a-lifetime shot, but make sure it won't cause an accident. Most photographers will welcome your help in finding a place on the course, but if a photographer is endangering himself or the riders, get him to move regardless of any credentials. Same goes for VIP's and any other press with credentials.

BACK of CRIT COURSES AND ROAD RACES

While working the back course or a remote section of a road race, remember this – even though there aren't as many spectators, the potential for danger is high. It's easy to contain a crowd at a start/finish area with fence or barricades. It's much harder to contain a curious child in a back section of a crit or remote area of a road race. With no fencing to help you, marshals working in these areas must be constantly alert for hazards. Talk with the people you see and inform them of what's about to happen. Ask the adults about children playing and loose animals that might be in the area. The dog that is snoozing on the porch 5 minutes before the pack arrives will be screaming past you when it sees all the activity. Also watch for people sitting along gutters with feet in the street and remind them the entire road can and often is used by race traffic.

Your interaction with spectators will be more one-on-one away from the start/finish line. Again, a smile will go a long way... help spectators have a great experience at the race. Be sympathetic, polite, but firm and encourage them to enjoy the race.

AFTER THE RACE

Once the race is over our final task is to clean the area and leave the site the way we found it. The most important thing to remember is that the race is a guest to the community and if we don't clean up after ourselves we may not be invited back. The only memories we want to leave are those of fun and exciting racing – not garbage!

VOLUNTEERS ARE PUBLIC RELATIONS AMBASSADORS

A volunteer's job is more than just safety. You will have more involvement with the local people, the spectators, and the people caught unaware than any PSCS employee. You are, in effect, a goodwill ambassador. It is very important to the long-term goals of PSCS that a positive impression is made on everyone involved. The manner in which you conduct yourself, deal with other people, and carry out your responsibilities will go a long way toward assuring that PSCS remains established as a world-class event.

Ninety-nine percent of all situations can be handled with a smile and a firm but polite tone of voice. Being friendly and cordial will certainly be appreciated and help us win friends for our event. If you are experiencing difficulty with someone, don't get angry or demanding. Be calm, polite but firm and let them know you mean business.

We want everyone to go away with a positive reaction from his or her experience at our race. They are here to have fun – let's enhance their experience, making it enjoyable and SAFE for all. In closing, the following tips should serve you well in bringing the race to the people:

1. Use tact.
2. Be firm, but polite.
3. Respect the communities and businesses in which we guests.
5. Say THANK YOU. A LOT!
6. Ask for help for help if you need it.
7. Above all else, have FUN!

DG Criterium - Estimated Costs - May 9, 2014

	Hours Worked	Hourly Rate	Total
<u>Labor</u>			
Public Works (Thursday, Saturday and Sunday)			
Set-up	50.0	\$ 70.00	\$ 3,500.00
Set-up message center signs on Thursday, Pre-set barricades on Saturday, no parking signs on Saturday, set-up Sunday 4am			
Take down	50.0	\$ 70.00	\$ 3,500.00
Remove street barricades and signs after event, general clean-up			
PW Subtotal			\$ 7,000.00
Police Department (8A - 6:30P)			
Sergeant	10.5	\$ 70.00	\$ 735.00
Mochel / Curtiss	10.5	\$ 70.00	\$ 735.00
Start/Finish	10.5	\$ 70.00	\$ 735.00
Curtiss/Washington	10.5	\$ 70.00	\$ 735.00
Roaming	10.5	\$ 70.00	\$ 735.00
Total OT hours	52.5		
PD Subtotal			\$ 3,675.00
Fire Department (8A - 6:30P)			
Bike Medic	10.5	\$ 70.00	\$ 735.00
Bike Medic	10.5	\$ 70.00	\$ 735.00
Total OT hours	21.0		
Medic Subtotal			\$ 1,470.00
<u>Equipment</u>			
2 message board		\$ 500.00	\$ 500.00
Trucks, signs, barricades		\$ 2,500.00	\$ 2,500.00
Equipment Costs			\$ 3,000.00
20% Administrative Overhead			\$ 2,429.00
Estimated Grand Total			\$ 17,574.00