



**APPLICATION FOR USE OF  
PUBLIC RIGHT-OF-WAY FOR EVENT**

The following special event has been approved by the Special Events Committee.

Submitted by: Denise Miller

Event name: Sunburst Races

Event Date: May 30, 2026

Street Closure: Rolling closures behind participants.

Route begins and ends at Century Center.

Route attached to application.

Closure Times: 7:00 am to 11:00 am

Sidewalk Closure:  Yes  No

Comments: Sunburst Races directly benefits children and families at Beacon Children's Hospital. This is the 41st annual Sunburst Races.

**CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS**

*Elizabeth A. Maradik*

Elizabeth A. Maradik, President

*Murray L. Miller*

Murray L. Miller, Member

*Abigail E. Magas, P.E.*

Abigail E. Magas, Member

*Joseph R. Molnar*

Joseph R. Molnar, Vice President

*Breana N. Micou*

Breana N. Micou, Member

*Hillary R. Horvath*

Attest: Hillary R. Horvath, Clerk

Date: February 24, 2026



## City of South Bend Special Event Application

### City and Regional Event

\$50 application fee if filed 60 days or greater (up to 360 days) in advance of event

\$100 expedited application fee if filed 30-59 days in advance of event

**Please Bring Completed Application and Payment to:**  
**Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN**

**Review the Instructions on the Special Events page before completing the application. City and Regional Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.**

#### Section A – Applicant Information

Date of Application: 2-2-26 Organization Name: Sunburst Races

Applicant (Contact) Name: Courtney Kipker

Applicant (Contact) Phone: 574-514-4176 Contact Email: CKipker@beaconhealthsystem.org

Address: 3221 Beacon Parkway City/State/ZIP: Mishawaka, IN 46530

List any professional event organizer, event service provider or commercial fundraiser that is authorized to work on your behalf to plan, produce and/or manage your event.

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

**Section B – Event Information**

Event Name: Sunburst Races Event Type: (Festival, Race, Parade, Other): race

Event Classification:  Non-Profit\*  For-Profit

City (Civic) Sponsored  Other (If Other, please describe): \_\_\_\_\_

\*The Special Events Committee may request proof of non-profit status.

Provide a brief description and timeline of event (Note: A detailed map plan is required in Section H of this application. The description should be a summary overview.)

Race day is 5-30-26 with all events starting and finishing at Century Center. Current plan - half marathon & 5K run start @ 7:00 AM, 10K run @ 7:35 AM, 5K walk @ 9:00 AM.

Date of Event Setup [mm/dd/yy]: 5-30-26 Time: by 5:00 AM

Date of Event [mm/dd/yy]: 5-30-26 Begin Time: 1st events @ 7:00 AM

End Date of Event [mm/dd/yy]: 5-30-26 End Time: finish line closes @ 11:00 AM

Event Cleanup Completion [mm/dd/yy]: 5-30-26 Time: 3:00 PM

Rain/Alternative Date: If yes, please provide the date: —

Total anticipated attendance: 5,500 participants

The proposed event will require the closing of:  Streets  Sidewalks

Is the event ticketed or includes fees?  Yes  No

IF YES:

- List fees and fee groups below:

There are three registration periods with prices ranging from \$35 - \$95.

Does the event have any partnered sponsorships?  Yes  No

IF YES:

- List the number of sponsors at each level of partnered sponsorship:

Will include list of sponsors in application email

Is this a returning special event or part of a series of special events?  Yes  No

IF YES:

- Provide the date, location, and attendance of past special events and/or future planned events in the series:

our 2025 date was 5-31-25. All events took place at Century Center. We had 4,550 participants.

Sunburst staff will meet at Century Center by 3:00 AM for race day preparations and will begin setup of course cones and signage by 5:00 AM. Hard traffic closures to begin by 6:30 AM.

Finish line closes @ 11:00 AM.

\* We do request an early closure of Wayne St. / Jefferson Blvd. on 5-29-26

to prepare the start and finish line structures.

We ask for this closure by 6:00 PM on 5-29.

**IF YOUR EVENT IS A PARADE, RACE, OR OTHER PROCESSIONAL-TYPE EVENT, complete Section C. Otherwise, continue to Section D.**

**Section C – Parades, Races, and other Processional Events**

What is the estimated number of parade/race spectators on the proposed route? 500

Describe any sound equipment that will be used in the parade/race:

DJ/live band at the start and finish; DJ on the course (location TBD) and we are looking to secure a few local musicians and spirit stations - these groups will likely have small sound systems.

Does the event have participant categories? For example, a run that has different race divisions or a parade with separate walking/marching groups.

Yes  No

IF YES:

- List categories and anticipated participants per category:

half marathon - 900  
10K run - 900  
5K run - 2,000  
5K walk - 1,700

IF YOUR EVENT IS A PARADE, please provide a supplement writing describing the approximate number and type(s) of animals, vehicles, and floats participating in the parade? (Note: If using animals in a parade, event organizers are responsible for cleaning up animal waste left on the parade route.) Describe parade participants below:

**Section D – Equipment, Set-up, and Logistics**

Are you hiring a company to provide entertainment, games or inflatables?  Yes  No

IF YES:

- You must submit proof of insurance for all stage and entertainment companies three (3) weeks before the event. *no stages besides SBVPA's Boomer (if available)*

- Describe any hired entertainment:

*DJ/live band at the start and finish; DJ on the course (location TBD) and we are looking to secure a few local musicians and spirit station teams.*

Will you be staking any tents, inflatables, portable restrooms or any other anchorings?  Yes  No

IF YES:

- You must provide proof of locates (locate number) two (2) weeks prior to your event. Locates can be found by calling 811.

Does your event include the use of fireworks or other pyrotechnics?  Yes  No

IF YES:

- Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).
- Only consumer grade fireworks can be used during certain time frames (July 4<sup>th</sup> and New Year's).
  - A permit must be applied for with the Indiana Department of Homeland Security for Commercial Grade Fireworks show.
- All entertainment events should have a permit from the [IDHS Amusement and Entertainment Permit](#).
- Describe the event's proposed fire-related entertainment:

Will there be any musical entertainment features at the event?  Yes  No

IF YES:

- Describe the type of music, schedule of sound check/performances, and the names of any artists performing:

*All music will be upbeat and family-friendly. DJ and live band (TBD) will begin sound checks around 6:00 AM at Century Center. We have not secured local musicians yet - working on that.*

For stage inspections, contact the Department of Homeland Security at 317-232-2222.

IF YOUR ROUTE CROSSES OVER A STATE ROAD OR A BRIDGE, please contact the following for permission:

State, INDOT: Michael Hurt, [mhurt1@indot.in.gov](mailto:mhurt1@indot.in.gov), 219-851-1426

County Bridges: Andy Hayes, [ahayes@co.st-joseph.in.us](mailto:ahayes@co.st-joseph.in.us), 574-235-9626

*Travis will handle*

**Section E – Food**

Are you having food at your event (food vendors, caterers, food trucks, etc.)?  Yes  No

IF YES:

- The event coordinator must apply for and receive a St. Joseph County Health Department Temporary Event Permit.
- Vendor(s) must have a City of South Bend business license for Food Vending Vehicle. (Contact Michelle Adams at [Madams@southbend.in.gov](mailto:Madams@southbend.in.gov))
- Vendor(s) must also apply for and receive a St. Joseph County Health permit. Health Permits must be filed with the county 30 days prior to the proposed event. Each vendor must obtain necessary permits to serve on-site and display these permits at the event.
- All applications and guidelines can be found at the St. Joseph County Health Department Food Service website: [sjchd.org/food-service](http://sjchd.org/food-service).

Please select food sales types:  Food Vendor  Caterer  Food Truck  Other: race sponsors

IF A FOOD TRUCK, please list company name:

We are in the process of securing food trucks for ~~adale~~, but will work the food truck vendors and Century Center staff.

to provide snacks in the Meijer food tent and the corporate tent

Describe how food will be cooked and served as well as any preventative safety measures:

Meijer - providing pre-packaged snacks for all finishers in the food tent

Jimmy John's - providing mini sandwiches and chips in the corporate tent. Sandwiches are prepared in their restaurant and brought over throughout race morning.

Martin's - will likely provide donuts in the corporate tent

The stores/restaurants will follow their food safety regulations. We will provide hand-washing stations, hand sanitizer and utensils.

**Section F – Alcohol**

Will alcohol be served or sold?

Yes  No

*beer garden led by Century Center*

IF NO: Please continue to Section G – Contingency and Strategic Planning.

IF YES:

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Indiana ATC forms are located at [in.gov/atc/2409.htm](http://in.gov/atc/2409.htm). (Temporary Permits are near the bottom of the form list.) Forms must be filed with the district ATC office five (5) days prior to the requested event date.
  - Application cannot be processed without a copy of this license.
- A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
  - Application cannot be processed without deposit. Deposit will be returned upon inspection of event area by the Board of Public Works.
- Events with have alcohol sales must provide security. If your event will be hiring a security company, please provide its contact information in sub-section (a) below. Otherwise, please list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in the fields provided in sub-section (b).

Company Name: *all security provided by Century Center* Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section G – Contingency and Strategic Planning

For each of the following, please provide detailed descriptions. If you run out of space, attach a response to this application submission:

- 2025 EAP included with our application for your review
- **Emergency Safety Plan** – This plan should include, but is not limited to:
    - The number of public safety personnel.
    - If hiring a private security service, provide contact information, proof of insurance and the number of hired event personnel.
    - Proposed internal communications systems and public address systems.

Emergency services/plan to be discussed with Brad Rohrscheib, Andy Meijer, and Gerard Ellis. Packet pickup and race day security provided by Century Center. Sunburst staff to utilize cell phones and radios along with police for necessary public address. We can also send out emergency alert text messages to participants.

- **Proposed Cleanup Plan** – This plan should include, but is not limited to:
  - Measures in place to collect and remove trash, litter and recyclables.

Sunburst staff - including logistics and crew members and aid station volunteers are responsible for clean up and trash removal on the course. Clean up at the start/finish completed by Sunburst and Century Center staff.

- for more details, SOP included with our application for your review
- **Inclement Weather Plan** – This plan should include, but is not limited to:
    - Safety measures that will be taken in the event of a tornado warning, tornado watch, thunderstorm, and extreme temperatures.
    - Rain date.
    - Weather information and forecasts can be found at <https://www.weather.gov/>

With the assistance of a WSBT meteorologist, weather is monitored by Sunburst staff and our medical director, Dr. Mansfield, and Beacon athletic trainers. Weather conditions — Green = good conditions. Yellow = less than ideal conditions. Red = potentially dangerous conditions. Black = event cancelled/ extreme and dangerous conditions - participation is stopped, follow event official instructions.

- **Proposed Lost and Found Plan** – This plan should include, but is not limited to:
  - A description of the use of signage, announcements on public address systems or pre-event handouts.

During the event, lost and found items are stored at the registration/information tent. At the conclusion of the event, any items not claimed will be given to Century Center security. Lost items can be claimed by contacting them directly.

## Section H – Site Plan / Route Map

### Site Plan / Route Map - For All Events:

Provide an attached map with the geographic locations of all event items listed below.

- Outline of entire event venue including the names of all affected streets and areas.
- Clear markings for street closures and a schedule for each. **Applicants should ensure all roadway (right of way) closure times are specific and separate from the event setup and event start/end times (i.e., roadway closures times may not be perfectly identical or linked to the duration of the event).**
  - All bridge closures require County Engineering approval. (*County Bridges: Andy Hayes, ahayes@co.st-joseph.in.us, 574-235-9626*)
  - All state road Closures require INDOT approval. (*State, INDOT: Michael Hurt, mhurt1@indot.in.gov, 219-851-1426*)
- Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.
- Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, vehicles, trailers, and other temporary structures. **Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.**
- The location(s) and number of all portable toilets and wash stations.
- The location(s) and number of all trash and recycling containers, including dumpsters.
- The location of generators or any source of electricity.
- Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking areas, and considerations for TRANSPO bus route changes.

**Section I – Mitigation of Impact**

IF YOU ARE USING AND/OR CLOSING PUBLIC SIDEWALKS OR STREETS:

- You are required to notify area business owners and residents in writing 15 days prior to the event.

**Attach a copy of the brochure or door hanger distributed to all affected residents/businesses/neighborhood groups describing the event purpose, date and time.**

**Section J – Insurance**

A Certificate of Insurance (copy) confirming the existence of a liability policy (General Liability and Automobile Liability) of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, which specifically names the City of South Bend, IN as an additionally insured for the event must be submitted. Copy of Certificate of Insurance must be submitted two (2) weeks prior to the date of the event.

**Section K - Indemnity & Hold Harmless Agreement**

**City of South Bend Special Events Committee**

**Indemnity & Hold Harmless Agreement**

Date: 2-2-26 Event Date: 5-30-26

Event Name: Sunburst Races

Organization: Beacon Health System

Applicant (Contact) Name: Courtney Kipker, Travis Bladecki

Applicant (Contact) Phone: 574-514-4176 Alt. Phone: 219-393-9511

Email: ckipker@beaconhealthsystem.org; travis@mrmevents.co

Address: 3221 Beacon Parkway City/State/ZIP: Mishawaka, IN 46530

Event Location (Please describe):

Races start and finish at Century Center. See tentative 2026 course maps for event routes.

Length of Event (Dates/Times): 5-30-26 7:00 AM start; finish line closes @ 11:00 AM

Insurance Amount: This event is insured for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate, and the certificate of insurance includes a rider naming City of South Bend, Special Events Committee, and Board of Public Works as additionally insured for the event.

**Organization Name:** Beacon Health System agrees to indemnify, defend and hold harmless the City of South Bend, Indiana, its agents, officers, and employees (collectively ("City"), from any liability, loss, costs, damages or expenses, including attorney fees, which the City, may suffer or incur as a result of any claims or actions which may be made against the City, its agents, employees, or subdivisions by any person, including a participant in the activity, arising out of the approval of this request by the City, through the Board of Public Works, to close a portion of the public right-of-way for the event described above, or for any harm or damage alleged to have occurred because of the holding of the special event. The undersigned certifies that he/she is authorized to bind the APPLICANT to these terms.

Signed on this Date: 2-2-26

Authorized Organizer Signature: Courtney Kipker

Printed Name and Title: Courtney Kipker, Sunburst Races Director

**Section L – Permit & Agreement**

1. Pursuant to Local Ordinance No. 10628-18, there is a \$50.00 non-refundable fee for Tier II and III event applications filed 60 or greater days in advance of the event, or a \$100 non-refundable expedited fee for applications filed between 30 and 59 days in advance of the event.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT must obtain signatures from and/or make an attempt to notify all residents that reside in the area impacted by the event. **A copy of a brochure or door hanger distributed to all affected residents/businesses describing the event purpose, date, time and contact information must be included with the attachments to this application.**
4. The APPLICANT shall reimburse the City for the actual cost of the event, if the City incurs unexpected, undisclosed expenses related to the event.
5. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Special Events Committee.
6. The APPLICANT shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and the City of South Bend, Special Events Committee, and Board of Public Works listed as an additional named insured for this event.
7. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
8. The APPLICANT will follow the City of South Bend Noise Ordinance, which is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating radio receiving sets, musical instruments, and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace.
9. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the South Bend Police Department and such times will be strictly enforced.

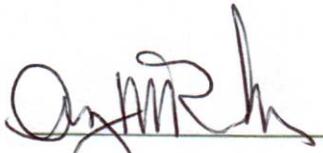
I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

Date: 2-2-26

Applicant Signature: Courtney Kipker

Printed Name: Courtney Kipker

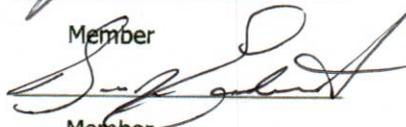
**SPECIAL EVENTS COMMITTEE APPROVAL**

  
\_\_\_\_\_  
President

Member

  
\_\_\_\_\_  
Member

Member

  
\_\_\_\_\_  
Member

Member

  
\_\_\_\_\_  
Member

Member

2/11/26

Date

# **SUNBURST races**

**COMING YOUR WAY!**

**Saturday, May 31**

Saturday morning, 5/31/25, thousands of runners and walkers will compete in the 41st annual Sunburst Races.

Your home or business is on or near the race route. When you see these hardworking folks (of all ages) coming your way – head outside and cheer them on! A strong showing of neighborhood and community support makes race day extra meaningful and fun for participants.

Not sure how to support? It's easy! Clap, cheer, smile, wave, give high fives, create posters, ring a cowbell, play music, put a sprinkler out, dress in a fun costume, encourage runners by calling out their bib numbers, etc. These small gestures of support can boost a runner's mood and help get them to the finish line.

Sunburst Races directly supports the kids and families at Beacon Children's Hospital (like Gianna pictured below).

Please follow parking and traffic directions from South Bend and Mishawaka police officers along the routes. Your cooperation is greatly appreciated.

Map and closure details are listed on the backside of this sheet.

## **Maps & Questions?**

Interested in walking, running or volunteering?

<https://runsignup.com/Race/IN/SouthBend/SunburstRaces>



PRESENTED BY

**KeyBank** 

 **BEACON CHILDREN'S HOSPITAL**

Both lanes of these roads will be closed on Saturday, May 31st at the times listed

Road Closure	From	To	Closure Time	Anticipated Opening
Wayne St. / Jefferson Blvd.	Dr. MLK Jr. Blvd.	Niles Ave.	3:00 a.m.	1:00 p.m.
Jefferson Blvd.	Niles Ave.	Frances St.	6:30 a.m.	11:00 a.m.
St. Peter St.	Colfax Ave.	Northside Blvd.	6:30 a.m.	11:00 a.m.
Wayne St.	St. Louis Blvd.	Twyckenham Dr.	6:45 a.m.	10:45 a.m.
St. Louis Blvd.	Cedar St.	Northside Blvd.	6:45 a.m.	11:00 a.m.
Northside Blvd.	St. Louis Blvd.	Louise St.	6:45 a.m.	9:45 a.m.
Sample St./Beyer Ave.	Lincolnway	Mishawaka Ave..	6:45 a.m.	10:30 a.m.
Longfellow Ave.	Mishawaka Ave.	Twyckenham Dr.	6:45 a.m.	10:30 a.m.
Northside Blvd./Pleasant St.	21st St.	27th St.	7:00 a.m.	9:30 a.m.
27th St.	Pleasant St.	Northside Blvd.	7:00 a.m.	9:30 a.m.
Northside Blvd.	27th St.	Logan St.	7:00 a.m.	9:15 a.m.
Sunnyside Ave.	Wall St.	Jefferson Blvd.	7:00 a.m.	10:15 a.m.
Notre Dame Ave.	Quimbly St.	Cedar St.	7:00 a.m.	11:00 a.m.
Washington St.	Frances St.	Hill Dr.	7:00 a.m.	11:00 a.m.
South St.	Sunnyside Ave.	Twyckenham Dr.	7:15 a.m.	10:00 a.m.
Wall St.	Chester St.	Cesar Chavez Dr.	7:30 a.m.	10:15 a.m.
Greenlawn Ave.	Wall St.	Southwood Ave.	7:30 a.m.	10:15 a.m.
Southwood Ave.	Greenlawn Ave.	Twyckenham Dr.	7:30 a.m.	10:15 a.m.
Twyckenham Dr.	Mishawaka Ave.	Jefferson Blvd.	7:30 a.m.	10:15 a.m.
Monroe St.	Twyckenham Dr.	Sunnyside Ave.	7:30 a.m.	10:15 a.m.
Cedar St.	Notre Dame Ave.	St. Louis Blvd.	7:45 a.m.	10:45 a.m.

No-parking enforcements will be in place throughout portions of the course - please follow appropriate signage and direction to avoid the risk of being towed.

All times are approximate.

Closures may occur earlier or remain in place later as deemed necessary by local law enforcement.



# SUNBURST races

## 2025 ALL RACES



### RACE INFO

**Start Times**  
 5K Run: 7:00 am  
 Half Marathon: 7:00 am  
 10K: 7:35 am  
 5K Walk: 9:00 am (strollers permitted in this event only)

**Finish Line**  
 Closes at 10:45 am (spectators allowed)  
 Runners must maintain a 16 minute per mile pace

**Post-Race Party**  
 Bib required for access to Meijer food tent  
 Must be a registered corporate team participant for access to corporate area  
 Live band: 7:15 am - 11:00 am  
 Beer Garden (cash bar), adults 21+ (ID required): 7:15 am - 11:00 am  
 Family Fun Zone (free activities for kids) 8:00 am - 11:00 am

**Award Winner Recognition**  
 5K Run Awards: 8:00 am  
 10K Run & Half Marathon Awards: 8:45 am  
 Located at 'Boomer' stage, presented by Fleet Feet Mishawaka

### PARKING

Parking available in downtown parking garages.  
 Find parking at [beacon.health/DTSBparking](http://beacon.health/DTSBparking)  
 No parking in the Century Center parking lot for packet pickup or on race day.

### RACE MAP KEY

- Medical / First Aid
- Water Stop & Restroom
- 5K Run/Walk Course & Mile Marker
- 10K Run Course & Mile Marker
- Half Marathon Course & Mile Marker



SCAN TO VIEW THE MAP ONLINE



# SUNBURST races

## 2025 START/FINISH LINE AREA MAP



# Standard Operating Procedure

**Document Title:** Sunburst Races Cancellation/Black Flagged

**Document Number:** [1]

**Version:** 1

**Effective Date:** May 16, 2025

**Review Date:** April 1, 2026

## 1. Document Control

*This section details the control of the document, including the author, approver, and revision history.*

Author	Approver	Revision History
Courtney Kipker, Sunburst Races Director	BHF Management Team	May 16, 2025
Courtney Kipker, Sunburst Races Director	BHF Management Team	August 5, 2025

## 2. Purpose

*This section outlines the purpose of the SOP.*

The purpose of this Standard Operating Procedure, titled "Sunburst Races Cancellation/Black Flagged" details the process for reviewing weather and potentially cancelling the races due to severe conditions.

The objective of this SOP is to ensure that weather conditions are monitored and labeled (using our 4-color flag system) throughout race morning. Green = clear, Yellow = caution, Red = extreme caution, Black = race cancelled; timing is turned off. If threatening or potentially dangerous conditions exist, the SOP lists the steps taken to review conditions, consultation regarding cancellation, the decision-making process/chain of command, and the process of informing all parties.

## 3. Scope

*This section describes the scope of the SOP, including the areas, departments, or sectors to which it applies.*

The scope of this Standard Operating Procedure is all areas participants, volunteers, spectators, community partners and staff are present – start and finish lines, all other operational areas and on course.

## 4. References

*This section lists all external and internal references used in this SOP.*

**Item 1:** Timing Analysis (shows timeline, location and summary of runners/walkers on course)

**Item 2:** Heat and humidity monitoring device (wet-bulb globe temperature) at each aid station on course (provided by athletic trainers) and in the medical tent

**Item 3:** Consultation with local weather expert, i.e. WSBT (race media sponsor) meteorologist

**Item 4:** Beacon Heat and Humidity Monitoring/Modifications Policy – the following will receive a copy of the policy

- a. Race Director
- b. Course Manager
- c. Medical Director
- d. Committee Chair
- e. Medical Tent Lead
- f. Bike Patrol Lead
- g. Athletic Trainers

## 5. Definitions

**Term 1:** “Severe Weather Conditions” – including but not limited to: thunderstorm, lightning, tornado watch, tornado warning, dangerously high temperature, wind or humidity.

**Term 2:** Wet-Bulb Globe Temperature – WBGT. According to the National Weather Service, the wet-bulb globe temperature is a heat stress monitoring measurement that is considered the gold standard of actual temperature by estimating the effect of temperature, humidity, wind, speed and visible and infrared radiation on the human body.

**Term 3:** Beacon Heat and Humidity Monitoring/Modifications Policy

**Term 4:** Not applicable.

## 6. Procedures

*This section provides a detailed, step-by-step description of the procedures to be followed.*

1. Beginning at the start of race week, the Sunburst Races Director, Sunburst Course Manager, Sunburst Medical Director and Sunburst Committee Chair start reviewing the race day forecast to have an idea of forecasted weather conditions and take necessary steps if potentially problematic weather is forecasted.
  - a. Sunburst Races – ensures adequate ice is reserved for medical needs, adequate hydration is present, communication is provided to participants (encouraging them to take appropriate actions and the weather flag system), emergency text feature is setup via RunSignup and pushed to participants and volunteers.
  - b. Michiana Bike Patrol – ensures adequate supplies are on hand, extra vigilant in monitoring participants on course.
  - c. Local EMS – mindful of the forecast and prepared for high volume of calls, possibly add staff/ambulance on course.
  - d. Sunburst Medical Director and team, including Athletic Trainers – mindful of the forecast and ensure adequate stock of supplies – ice baths, cooling packs, thermometers, IV solution, etc., add staff if necessary.

2. Race morning (as early as 2:00 AM)
  - a. If threatening weather is occurring or forecasted, the Sunburst Races Director, Sunburst Course Manager, Sunburst Medical Director and Sunburst Committee Chair touch base and begin consulting, reach out to local meteorologist for more in-depth forecast.
  - b. Regardless of conditions (unless severe/dangerous at the time) Athletic Trainers onsite at scheduled aid station at least 90 minutes before the arrival of first participant – begin monitoring weather with use of WBGT. If any threatening conditions exist, immediately check-in with the Sunburst Races Director, Sunburst Races Course Manager, Sunburst Medical Director and Sunburst Committee Chair. Further consultation takes place, including looping in race day police/EMS contacts.
  - c. If lightning occurs or temps @ 70 degrees or above, the Athletic Trainers check-in and provide updates at least once every 30 minutes for temps, 15 minutes for lightning. They follow the established guidelines in the Beacon Heat and Humidity Monitoring/Modifications Policy.
  - d. Conditions are marked at each station by the posted weather flag, this is done by the Athletic Trainers.
  - e. If weather is considered green or yellow, proceed as normal. Athletic Trainers to continue monitoring temps throughout race morning and communicate any changes as they occur.

3. If conditions warrant a red flag (extreme conditions), group consultation immediately takes place. If the race has not started, the current and projected forecast is discussed keeping in mind the closing time of the finish line.
  - a. Will delay up to 60 minutes if conditions warrant – participant and volunteer communication is done via RunSignup text messaging and social media updates. Volunteers will be notified ahead of time via their registration/reminder emails that if the race is delayed, we ask them to stay to ensure adequate coverage.
  - b. Timing analysis is reviewed along with group consultation.
  - c. Team updates are sent via radios.

4. If conditions warrant a red flag (extreme conditions) while races are in progress, group consultation immediately takes place.
  - a. Update from on course Athletic Trainers regarding heat and humidity levels and state of participants they are seeing on course.
  - b. Update from Sunburst Medical Director regarding status of medical tent.
  - c. Update from EMS – status check
  - d. Update from bike patrol – status check, state of participants they are seeing on course.
  - e. Update from police – status check
  - f. Update from Course Manager – status check
  - g. Review of timing analysis by Race Director and Course Manager – number of participants still on course/estimated finish times.
  - h. Caution announcements made by DJ at start/finish, on course by police.
  - i. Red flags posted at aid stations.
  - j. Decision is made to proceed with race at red flag status or move to black flag and turn off timing.

5. If conditions warrant a cancellation, Sunburst Races Director makes the final decision after status updates and consultation with all parties listed in #4 above.
  - a. Message communicated to team via radios – channels 1 & 2.
  - b. Mass text message sent via RunSignup.
  - c. Flags changed to black on course and at start/finish.
  - d. Aid station captains notify volunteers and have them begin verbally notifying runners in near proximity.
  - e. Cancellation posted on Sunburst socials.
  - f. Timing is turned off.
  - g. Announcements made at start/finish by DJ, video board sound system, Boomer sound system.
  - h. On course announcements made by police.

- i. Participants, volunteers, spectators, community partners and staff to seek nearest shelter if necessary. It is the responsibility of all parties on course to find their own shelter. Those at the start/finish may seek shelter inside Century Center.

## 7. Responsibilities

*This section outlines the roles and responsibilities of individuals or teams in executing the SOP.*

1. **Sunburst Race Director, Sunburst Course Manager, Sunburst Medical Director, Sunburst Committee Chair:** Responsible for all 5 steps.
2. **Sunburst Medical Team and Beacon Athletic Trainers:** Responsible for steps 2-5.
3. **EMS, Bike Patrol, Police, DJ:** responsible for steps 4-5.
4. **Video Board Vendors:** responsible for step 5.

## 8. Revision History

*This section records changes made to the document, including the date, summary of changes, and names of approvers.*

Date	Approvers	Summary of Changes
5.16.25	Courtney Kipker, Sunburst Races Director	Created Document
8.5.25	Courtney Kipker, Sunburst Races Director	Made suggested changes/updates per Alan Loyd.

## 9. Appendix

*This section contains any additional information, charts, diagrams, etc., that support the SOP.*

\*Looking for centrally located facility to house participants and volunteers if severe weather – St. Joe High School, The Armory, IUSB, Century Center

## 2026 Sunburst – South Bend, Emergency Action Plan

### Emergency Contact Leads

Operations Section	Name	Phone Number	Radio Communication
Race Director	<i>Courtney Kipker</i>	<i>574-514-4176</i>	Channel 1
Course Manager	<i>Travis Bladecki</i>	<i>219-393-9511</i>	Channel 1
Medical Leads	<i>Dr. Linda Mansfield</i>	<i>574-303-2650</i>	Channel 2
	<i>Lauren Burish</i>	<i>765-434-0384</i>	
	<i>Alan Loyd</i>	<i>574-229-0790</i>	Channel 1

### Sunburst Races - Event Morning Practices

- Event team to check out radio, safety vest, credential, and any supplies necessary for race day role (if not already completed prior).
- Race Director to check on timelines.
- Course Manager to check road closures are implemented.
- Race Director to ensure local authorities and emergency personnel are properly accounted for.
- Course Manager to lead road closures and implement the race course activities.
- Course Manager to provide all clear with police and traffic control for on-time start.

### Closest Emergency Hospital

*Memorial Hospital of South Bend  
615 N. Michigan St., South Bend, IN 46601*

### Venue Specific Details

- **Staff Meeting Point**
  - *Century Center – Information Tent*
- **Staff Parking for vehicles not used for event**
  - *Century Center – behind Meijer food tent (limited number of spaces)*
- **Distress Meeting Point**
  - *Century Center – Information Tent*
- **Staff Shelter**
  - *Century Center – Inside facility and/or vehicles*
- **Participant/Volunteer Shelter**
  - *Century Center – Inside facility and/or vehicles*
- **Emergency Medical Locations**
- *In case of a medical emergency, staff & communication will be located at the finish line/medical tent and five aid stations along the course.*

- **Main MEDICAL: Medical Tent** (Near Finish Line at Century Center)
- **AID 1 & 4: Northside Trail @ 20th** – Half course only (X2)
- **AID 2 & 3: Northside/36th** – Half course only (x2)
- **AID 5: Wall St.** – 5K, 10K & Half courses
- **AID 6: Sunnyside & South** – Half & 10K courses
- **AID 7: St. Louis & Cedar** – Half & 10K courses

## Emergency Radio Communication

*In the case of emergency call for:*

- **MEDICAL** for situations pertaining immediate need for medical attention.
- **COMMAND** for situations pertaining to security, weather, race activity, and all other immediate needs.

*Procure for calling an emergency:*

1. Staff member making initial emergency calls for **COMMAND or MEDICAL**.
  - All other staff **clear** the radio communication for the emergency to take priority.
  - When calling command: state your “name/area of activity to command.”
  - When calling for medical emergency: **clear** the radios wave by calling “MEDICAL, MEDICAL, and MEDICAL.”
2. When calling for medical, please be prepared with your location and bib number. Communicate with medical responder, and switch to an open radio channel to discuss care needed.
3. When calling for command, please be prepared with concise need for command, and listen for direction. All staff be prepared for direction from command.

## Weather

The race director, in conjunction with race medical and local emergency service agencies, will determine the appropriate condition status based on weather conditions and other influencing events. If the race conditions change, either due to weather or other external factors, the race director will notify participants and spectators throughout the event area. If the race must be canceled midway through the event, all timing mats will be turned off and no times will be recorded, even for participants who have already completed the event. Any participants who continue on course after race cancellation will do so at their own risk

### **Lightning Guidelines**

*If lightning is spotted prior to the event start, the start will be delayed by 30 minutes or until the lightning has cleared. If lightning is spotted during the event, race management for Sunburst, EMS, and the medical director, will determine if participants and volunteers must be removed from the course.*

## Evacuation

All personnel will be informed of an evacuation via course and site radio channel by command. Immediately stop race activity and support the course evacuation.

Announcers and entertainment immediately stop music and provide instruction to participants on appropriate action that is needed. Staff support communicates action to volunteers and other stakeholders at the event. Command will support race announcements through marketing channels such as social media, text alert, and email. Once it is deemed safe to return to the event, an announcement will be made instructing those seeking shelter to return to the event.

Race and event alterations will be at the discretion of commanding public authority, and event personnel should pay attention to radio communication to best inform other stakeholders of changes to the event.

### **Race Evacuations**

*In the event of evacuations, please refer to race specific details, and ensure all stakeholders evacuate. Note that race site tenting is not considered safe shelter for a weather evacuation. Listen to the details from command, and ensure all participants, volunteers, and vendors have evacuated prior to leaving your area of activity.*

6749401  
CITY OF SB SPECIAL EVE  
731 S LAFAYETTE BLVD  
SOUTH BEND, IN 46601

02/05/2026

10:31:49

CREDIT CARD

MC SALE

Card #	XXXXXXXXXXXX3229
SEQ #:	1
Batch #:	55
INVOICE	1
Approval Code:	077419
Entry Method:	Manual
Mode:	Online
Tax Amount:	\$0.00
Cust Code:	
Card Code:	M

SALE AMOUNT \$50.00

CUSTOMER COPY

6749401  
CITY OF SB SPECIAL EVE  
731 S LAFAYETTE BLVD  
SOUTH BEND, IN 46601

02/05/2026 10:31:49  
MID: XXXXXXXXXXXX401 TID: XXXXX371

CREDIT CARD

MC SALE

Card # XXXXXXXXXXXX3229  
SEQ #: 1  
Batch #: 55  
INVOICE 1  
Approval Code: 077419  
Entry Method: Manual  
Mode: Online  
Tax Amount: \$0.00  
Cust Code:  
Card Code: M

SALE AMOUNT \$50.00

I agree to pay above total amount  
according to card issuer agreement.  
(Merchant agreement if Credit Voucher)

X \_\_\_\_\_

MERCHANT COPY