

The Cliff Notes on Being an Event Leader

WHAT TO KNOW:

1. The Goal of PHS Athletics: Health Promotion through Fitness.
2. Core Values: Leadership (get fit and stay fit), Outreach (get others excited about getting fit and staying fit), Visibility (represent PHS in every event and every time you exercise).

WHAT TO DO:

1. Selecting your Event.

-Find an event you wish to lead and participate in, while keeping in mind the Standard Distance Minimums for qualifying events. For example:

- Running: 5K (3.1 miles) or greater
- Walking: 10K (6.2 miles) or greater
- Biking: 20K (12 miles) or greater
- Hiking: At least 8K (5 miles) with a numerical rating of at least 100 using the formula: square root of (elevation gain in feet x 2 x distance in miles).
- Virtual: Meet standard distance and participation minimums **and** also have **either** at least 3 virtual sites with at least 3 participants each **or** at minimum 30 total participants.

-See Qualifying Event Criteria table for additional event types and requirements, including virtual event criteria. Other event types may be approved on a case-by-case basis by the PHS Athletics Operations Co-leads and/or Executive Directors. Submit requests via email to publichealthserviceathletics@gmail.com.

-When selecting an event, also keep in mind the Standard Participation Minimums needed for a **qualifying event**:

- At least 5 officer participants **OR**
- At least 10 total participants (with a minimum of 2 officers)
- Other scenario examples meeting the minimum (using the equation 3 civilians = 1 officer)
 - 4 officers, 3 civilians
 - 3 officers, 6 civilians

-Participants can be anyone: officers, civilians, kids. Don't give up if minimums are not met right away. It can take a while to grow an event or find the perfect event(s) for your geographical area or community.

2. Submitting your Event.

-A minimum of 1-2 weeks prior to the event, submit event information to publichealthserviceathletics@gmail.com in the following format:

Description: Name of event. Catchy short statement about the event and should include mention of the team displaying PHS pride (i.e., PHS gear) during the event. Include meeting location for group photos, if applicable.

Event Leader(s): Rank, Name, **government email**, your PHS category

When:

Where:

Website: If available.

-Please do not include information regarding charities. As a government organization, we are not permitted to be perceived as endorsing/supporting one charity over another.

-Qualifying Events typically have no more than two Event Leaders per event. Exceptions to this limit may be approved by the PHS Athletics Operations Co-leads and/or Executive Directors on a case-by-case basis.

3. Setting up your Event.

-Once your event is accepted and approved by PHS Athletics, your event will automatically be posted on the PHS Athletics website calendar, the weekly email digest, and PHS Athletic social media sites. Event Leaders will be provided with a blank copy of the required Participation Log and a Photo Release Form to use for their upcoming event.

-The Event Leader(s) can then decide how they wish to further recruit and coordinate their team.

4. Day of your Event.

-Event Leaders should meet with the team before and after the event, if possible. After the event may be more difficult because of differences in abilities - especially for the longer events. You won't get 100% participation before the event either, but the Event Leader should make the effort. This is an opportunity to take the team picture and crank up the team spirit.

-Visibility: Everyone is expected to wear something representing USPHS. Be creative – t-shirts, hats, banners, flags, etc. The PHS Athletics Executive Directors must approve any t-shirt that says "PHS Athletics" and/or "Surgeon General's Fitness Team". Avoid wearing uniform components (i.e. rank ball cap), except when following the guidelines for appropriate wear of the uniform. <https://dcp.psc.gov/ccmis/ccis/documents/CC412.01.pdf>

-Don't forget to take some pictures and have fun!!!

5. After your Event.

-Complete the Participation Log and submit within **30 days after completion of the event**. All of the information must be complete: PHS SERNOs for all PHS officers are listed, as well as the email addresses for the non-officers. **It must be filled in electronically and submitted as an Excel spreadsheet.**

-Send the completed Participation Log to publichealthserviceathletics@gmail.com along with any photos (.jpeg or .png format) of the event and a short statement describing your experience. The photos and summary statement will be used for our social media posts about your event. If your pictures include civilians or minors, please complete and include the Photo Release Form. Please be aware that some photos may be edited or omitted based on several factors, such as appropriateness, correctness, picture quality, privacy concerns, and/or operations security (OPSEC).

WHAT TO EXPECT:

-Completed events and participation logs will be evaluated for qualifying status and added to the PHS Athletics database.

-Upon completion of the Athletic Year (June 1 – May 31), the database will be analyzed, and certificates will be distributed prior to the end of the calendar year (December 31).

-There are 3 levels of certificates for events that qualify for the Surgeon General's Fitness Team Roll Call:

1. Event Leader Certificate: for an individual who leads 2 or more Qualifying Events per Award Year (1 June through 31 May)
2. Participant Certificate: for an individual who participates in 2 or more qualifying events per Award Year (1 June through 31 May)
3. Supporter Certificate: for supporting 2 or more events (including walking in a running event <6.2 miles distance) or supporting one event and participating in a second.

U.S. Public Health Service Athletics Qualifying Event Criteria

Standard qualifying requirements for any single event include type/distance minimums and minimum participation of:
5 PHS officers -OR- 10 total participants (minimum 2 officers) -OR- other scenarios using 3 civilians = 1 officer

Event Type	Effective June 1st, 2023
Cycling	USA Cycling sanctioned events, or comparable level events of at least 12 miles (20K) in distance.
Hiking	At least 5 miles (8K) with a numerical rating of at least 100 using the formula: Square root of (elevation gain in feet x 2 x distance in miles). For example, a 5-mile hike that gains 1,500 feet in elevation would have a numerical rating of 122.5. <i>Events with a numerical rating of less than 100 will be identified as walking events.</i>
Obstacle Course Events	Public events totaling at least 3.1 miles (5K) in distance.
Running Events	USA Track and Field (USATF) certified events, or comparable events of at least 3.1 miles (5K).
Running (track/meet) Events	USATF certified or comparable events. Must compete in at least two events per meet, regardless of distance.
Swimming (pool/meet) Events	U.S. Masters Swimming or USA Swimming certified or comparable events. Must compete in at least two events per meet, regardless of distance.
Swimming (open water or pool) Endurance Events	U.S. Masters Swimming or USA Swimming certified or comparable events of at least 0.5 miles (800m or 900 yards).
Triathlon Events	USA Triathlon certified events, or comparable events of at least Sprint distance (0.5-mile swim, 12-mile bike, 3.1-mile run).
Triathlon Relay/Team Relay	Each member must complete the PHS Athletics minimum distance for that sport (for the leg completed) to be considered a participant, otherwise they shall be considered a supporter.
Stair Climb Events	Public events covering at least 1500 steps per person.
Virtual Events	<ol style="list-style-type: none"> 1. Must meet standard minimum requirements for any single Qualifying Event <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. Must fully meet the requirements of <u>either option A or B</u> as outlined below: <ol style="list-style-type: none"> A. Have a minimum of <u>three</u> participating virtual sites (same CITY/STATE) with at least <u>three</u> participants per site (i.e., 1 officer plus at least 2 other participants (officers or civilians) at that site), <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> B. Have a minimum of <u>30</u> total virtual participants (regardless of city/state). <p>**Requests for both a live and virtual component for the same event requires a separate event request and separate Participation Logs. Event leaders may be the same or different.</p> <p>**Only one virtual event per day, unless approved by the Executive Directors. See our website for a calendar of approved events: https://dcp.psc.gov/OSG/phsa/eventcalendar.aspx</p>
Walking or other Endurance Events	USATF sanctioned events or comparable events at least 6.2 miles (10K) in distance.
Weightlifting Events	USA Powerlifting, USA Weightlifting sanctioned or comparable events. Must compete in at least two events for USA Weightlifting and three events for USA Powerlifting per meet.
Other events (e.g., rowing, indoor climbing, cross-country skiing, ropes course, etc.)	<p>The event proposal must be clearly defined and include the following:</p> <ul style="list-style-type: none"> ● Duration of event(s) ● Documentation of participation (i.e., how will the participants be followed to record the amount of time they participated in the event) ● Difficulty level ● Comparison to already approved event types

Note: All events may be subject to evaluation by the U.S. Public Health Service Athletics Executive Directors prior to approval. Events submitted that are not identified/included above, are non-sanctioned, or below the distance or minimum requirements outlined above will be evaluated by the Executive Directors on a case-by-case basis.