**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 (show your PHS colors in every event and every time you exercise).

**WHAT TO DO:**

1. **Selecting your Event.**

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

* Running: 5K or greater
* Walking: 10 miles or greater
* Biking: 25 miles or greater
* Hiking: At least 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).

-Other disciplines and events may also be approved and will be evaluated 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

-Additional event guidelines and information can be found at the PHS Athletics website dcp.psc.gov/osg/phsa

-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 area.

**2. Submitting your Event.**

-Prior to the event, send the event information to PublicHealthServiceAthletics@gmail.com in the following format:

**Description:**  Name of event. Catchy short blurb about event and should include mention of the team displaying PHS pride (i.e., PHS gear) during the event

**Event Leader:**  Name, rank, ***personal email****, your category*

**When:**

**Where:**

**Website:**

-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.

-Also of note, Qualifying Events will 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 also 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 “PHS’y”.  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”.

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

**5. After your Event.**

-Complete the Participation Log, **which is due 30 days after completion of the event.** **ALL** of the information must be complete.  Please make sure that the 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 pictures of the event and a short blurb describing your experience. The photos and blurb will be used for our social media posts about your event. If your pictures include civilians and/or minors, please complete the Photo Release Form as well.

**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 two or more events (including walking in a running event <10 miles distance) or supporting one event and participating in a second.