

SECTION 3 – TEAM CAPTAIN

BEFORE THE RACE

The 4 Responsibilities of a Team Captain:

1. Recruit a 12 or 6 person team, plus 3 volunteers.
2. Register your team online at www.runragnar.com before the deadline.
3. Invite all team members online through your www.runragnar.com profile before deadline.
4. Sign up all volunteers online at www.runragnar.com before deadline. Or make the “Pay for Volunteers” payment.
 - For more information on Team Volunteers, please see the Volunteer Handbook

For deadlines, see Section 1 – Race Specific Information

ORGANIZING A TEAM

The three team types to choose from are Regular Team (12 people running 3 legs each), Ultra Team (6 people running 6 legs each), and a 6 Pack Team (in some markets) (paired with another 6 Pack Team, running 3 legs each). Each team will be classified as a Male, Female, Mixed, or High School team and will compete in one of several divisions; all divisions and classifications are listed [here](#).

Need some tips for putting together your dream team? [Check out our blog](#)

Already have the team but want to dot your i’s and cross your t’s? [Check out our Captain's Checklist](#)

ONLINE TEAM FINDERS

If your team is looking for runners, the team captain can use [The Ragnar Relay Series Facebook Fan Page](#). Within the fan page, each race is listed under the “events” section. Reach out and communicate with runners and teams on either page.

GETTING READY

Once a team has been organized we recommend the team meet several times prior to the event to work out logistics. It may be helpful to discuss the following things:

- Communication between vehicles, some segments of the race have limited cell phone coverage.
 - Make a list of all cell phone numbers and be sure that everyone brings a charger
- What to do if runners get to an exchange and the next runner isn’t there
- What to do if a runner and/or vehicle gets lost (find our protocol in Section 5 – Safety)
- Where to get gas
- Where to eat; what types of food and drink to bring along
- What types of clothing and equipment everyone should bring; weather is uncertain, be prepared for hot and cold weather extremes as well as rainy weather
- Running at night, and if anyone is willing to run extra miles as a run pacer.

START TIMES

Start times are based on accurate pace predictions, so **it is critical for a successful event that each runner has an accurate 10K mile pace (pace per mile while running a 10K) in their profile**. This should

be formatted as minutes per mile, i.e. 8 min/mile pace. Accurate paces allow us to place teams in starting slots that create the least amount of congestion on the course. To be assigned a start time, captains need to do the following:

1. Log into your account
2. Access your team's profile page and ensure all paces are present and accurate

****You must have 8 of your 12 runners on a regular team or 4 of 6 for Ultra teams and 6 Packs in order to be assigned a start time.****

PLEASE NOTE: Your team needs to have an average of **at least an 11 minute mile pace** in order to finish the course in the specified timeline. Should your team fall far enough behind pace that you are falling behind course closure times listed in the Ragnar app, Ragnar staff will work with your team to get you back within the course support limits. If you have concerns about this for your team, please make sure and contact the Race Director.

REGISTRATION

Registration is available online and should be completed by the Team Captain. Simply click the "Register" link next to the race on the [Registration](#) webpage and follow the instructions. After completing the registration process the team captain will receive an email confirming registration and assigning team number. A ***non-refundable entry fee*** is due at the time of online registration.

TEAM NAME

When selecting a team name, please remember that Ragnar Relays are family friendly events. Teams will travel through sensitive communities and schools. Teams are also encouraged to bring their families, friends, and support crew to the finish line. We encourage you to think about how children might respond to your team name when the announcer calls it over the loudspeaker. Please help us in respecting everyone at the event and the communities who graciously host us. If we feel your team name is inappropriate you will receive an email from the Race Director asking you to select another name.

INDIVIDUAL TEAM MEMBER REGISTRATION

Once the team has been registered, the team captain should invite each individual team member online (see Section 1 – Race Specific Information for registration deadlines and fee periods). A separate online form must be filled out for each team member and each team member must read and accept the online waiver agreement.

- In order to be a fully registered team, each team member must have done the following:
 - Accepted your invitation to join your team
 - Add or update their pace in their profile (min per mile)
 - Add or update their T-shirt size (Unisex shirts; to update this, please email CustomerService@RagnarRelay.com)

****If the team registers during the late registration period, then team members will need to be registered within two weeks of the date that the team registered****

AGE RESTRICTIONS

Any participant under the age of 18 must have a parent or legal guardian sign a waiver. The waiver will be emailed to the participant's registered email address several weeks prior to race day. Those under 12

years of age are prohibited. Ragnar will consider formal requests for extraordinary circumstances through the Race Director.

Any vehicle with one or more participant(s) under the age of 18 must also have at least 1 adult (25 or older) preferably serving as either a driver or safety officer in the vehicle. The individual over 25 doesn't have to be a runner, but can be.

SUBSTITUTIONS AND ADDITIONS

If team members need to be changed (substituted or added), the team captain must log onto the team page and simply click on the Invite Runners button and fill out the new team member's information. There is no charge for substitutions/additions made before the substitution/addition deadline. Late substitutions/additions can be made for a \$20 fee per substitution or addition (see Section 1 – Race Specific Information for exact dates). All late substitutions/additions can be made at the start line or Exchange 6, but the runner must be present to sign the waiver. All payments will be collected on race day at Exchange 6.

****For substitutions, Captains must remove old runner before inviting the replacement runner****

REFUND & TRANSFER POLICY

Refund Policy: ***All entry fees are non-refundable.***

Transfer Policy: Teams may transfer their registration to any Ragnar Relay or Ragnar Trail, excluding sold out Ragnar Events, within 12 months of the Ragnar Relay for which they were originally registered. Teams may only transfer a registration once. When a transfer is made, the original price paid will be applied to the new relay registration fee. In cases where the new relay registration fee is more than the original price paid, the team will be required to pay the difference. In cases where the new relay registration fee is less than the original price paid the difference will not be refunded.

If a transfer request is made after regular registration ends, a \$400 transfer fee (\$275 for ultra) will be deducted from the original price paid. If a Ragnar Relay reaches "wait list" status, as indicated by a wait list button on the Ragnar Relay [Registration](#) webpage, teams may only transfer to another Ragnar Relay if a replacement team is found. If a transfer is made after a Ragnar Relay is in "wait list" status, a \$400 transfer fee (\$275 for ultra) will be deducted from the original price paid. All transfers must be approved two weeks prior to the day before the race starts (Thursday).

TRANSFERS AND LOTTERY RACES:

A refundable \$25 fee is charged to enter a Ragnar Relay lottery. This \$25 charge will be refunded to all individuals not awarded race entry.

Upon close of a Ragnar lottery, the remaining entry fee (less the \$25 submitted) will immediately be charged to all teams awarded entry. No additional communication from Ragnar is required prior to this charge. Ragnar strongly urges teams to submit only one lottery entry per team, as each lottery winner will be awarded and charged for a full team entry upon lottery drawing.

Awarded lottery teams may transfer only if a replacement team is found. If a transfer is made for a lottery race, a \$400 transfer fee (\$200 for Ultra) will be deducted from the original price paid. All transfers must be approved two weeks prior to the day the race starts.

SWAT VOLUNTEERS & EXCHANGE MANAGERS

Ragnar will also accept a limited number of SWAT volunteers, including Exchange Managers. SWAT volunteers will be scheduled for a longer shift with more responsibilities. A single SWAT volunteer fulfills 2-3 volunteer requirements, depending on position. SWAT are selected by application only. The crew is typically built 45-90 days in advance of the race. If you have a volunteer who would like to be a part of the crew, please have them fill out [this application](#).

4. TEAM CAPTAINS MEETING & MINUTES

Three weeks before the race there will be a Team Captains Meeting. During the meeting, we will discuss the rules and any concerns/comments the Team Captains have, as well as course specifics and/or changes. If Captains are not able to attend the meeting, they are welcome to send another team member in their place, and/or meeting minutes will be posted online under the updates section after the Team Captains Meeting has taken place. Please see Section 1 – Race Specific Information for the exact date(s) and location(s) for your Captain’s Meeting.

RUNNER ARRIVALS AND HOLDING TEAMS

HOLDING TEAMS DOCUMENT

Accurate projections are critical to a successful Ragnar Relay. At any given spot along the race route we have the course and volunteers in place for 6-12 hours. Based on your projections, we will start your team in a way that will keep you within this window. If a team runs just one minute per mile faster than they projected, they will be 3 hours ahead of their projection by the end of the race. For some teams this could mean that they will be ahead of volunteers and course support.

PENALTIES

If your team gets too far ahead of projections we may be forced to hold your team at one of the major exchanges for a couple of hours. If your team is held, we will subtract the total time that you were held from your overall time.

Getting ahead of the course:

We understand that it is impossible to perfectly project your team’s pace. We give teams a buffer zone before forcing them to stop at an exchange, according to provided paces. If your team does get ahead of this buffer we will hold your team at one of the major exchanges. To prevent your team from getting ahead of the set up crew again later in the race, we will determine the amount of time to be held by taking into account your current average mile time as well as the miles left to run.

Getting behind the course:

If a team gets behind the projection and falls behind the exchange closing times, staff and Race Command will work with teams to get you back on track within those close times.

ACCURATELY PROJECTING TEAM PACES

It is very important to accurately project the times when you will arrive at major exchange points along the course. Please refer to the ‘Official Holding Times’ table in Section 1 – Race Information. If you need assistance in projecting your times and paces, please contact Customer Service.

(The following table is just an example, official times will be listed in your Race Specific Handbook.)

Exchange	Hold teams arriving before:	Allow held teams back onto the course at:	Course Takedown
6	Friday 11:00 am	Friday 2:00 pm	Friday 8:30 pm
12	Friday 3:15 pm	Friday 5:45 pm	Saturday 11:00 pm
18	Friday 7:30 pm	Saturday 9:30 pm	Saturday 3:00 am
24	Saturday 12:15 am	Saturday 2:15 am	Saturday 7:00 am
30	Saturday 4:45 am	Saturday 6:15 am	Saturday 1:15 pm