Niagara 2017
TEAM CAPTAIN MEETING

RAGNAR RELAY SERIES TAKES STRIDES TO GO GREEN

This year one of our major priorities is to make the Ragnar Relay Series more sustainable. We are determined to make small changes that will add up in a big way. Here are some ways we will improve sustainability across the Ragnar Relay Series this year:

- **CUPLESS RACE** - Ragnar Relay events are cupless races. Every participant (runner, volunteer, friend, family, crew, etc.) should bring two cups, one for cold liquid and one for hot liquid. We will provide water, hot chocolate, and coffee but you need to bring the container, this includes WHILE YOU ARE RUNNING.

- **Trash Liners for Each Van:** Van 1 and Van 2 will receive three clear trash liners, and one blue trash liners at the start line and Exchange 6. There will NOT be trash at Minor Exchanges, instead, please use the trash liners and dispose of the trash properly at designated dumpsters at the Major Exchanges.

- **Recycling:** We will have recycling at the finish line parking lot. There will be a dumpster there and as long as your recycling is dumped in the specific blue bags provide by Ragnar, it will be separated by The Niagara Parks Commission and dealt with appropriately.

  *Please use the blue trash liners for recycling items and dispose recycling at recycling bins at these locations.

- **Re-useable Water Bottles:** We are strongly encouraging runners to use re-useable water bottles. Bring a big cooler of water in your van, and fill up your smaller water bottles as needed. At the Major Exchanges we ask that you use your own water bottle to reduce the amount of paper cups at our race.

Sustainability and YOU

We're all in this together. Just like conquering a Ragnar Relay wouldn't be possible without your team; our mission to become more sustainable won't be possible without you. Here are some other tips for how to be more sustainable during the most unforgettable weekend of the year!

- **Don't Idle:** When you are pulled over on the side of the road cheering for a teammate, or waiting at an exchange area turn your car off.
- **Be Costume Conscious:** Feather boas, sparkles and streamers are all things that can accidently trash the course. When you are coming up with team costumes and van decorations, make sure that nothing could inadvertently fly off and cause a mess.
- **Drive the speed limit:** Driving the speed limit is not only the safe thing to do, you also won't be using excess amount of fuel.
- **Reusable Grocery Bags:** Most Ragnarians will bring at a minimum energy bars, fruit and snacks in their van. Instead of using plastic bags to transport your food from the grocery story to the van, use reusable grocery bags. (Remember you'll have the liners to dispose of trash that accumulates in your van).

- **Carpool:** By running a Ragnar Relay, you'll automatically be carpooling as you traverse some of the most beautiful areas the country has to offer. What about carpooling to the start line, finish line, pre-race party and training runs? It's more fun to have a co-pilot anyways.
- **Leave it better than you find it:** See a GU packet or gum wrapper on the course? Maybe someone accidently dropped trash from their van? These things happen. Pick it up and leave it better than you find it! (Bonus: karma points for you.)
- **Support Locally Owned Businesses:** Along the Ragnar Relay courses you'll have the chance to *taste* the local flavor. Local businesses and restaurants keep the money flowing within communities, create jobs, use local produce, and are all around a solid pick when stopping for dinner, coffee or snacks. Most of our courses have at least one or two community groups who cook up a delicious meal to raise money for their cause.

OTHER VERY IMPORTANT ITEMS

- Like all runners, we've got drawers full of technical shirts – many smell bad. This year we wanted to have a race shirt that looked amazing, felt awesome and was something we would be proud to wear, no matter the cost. The shirts are a 40/60 cotton-poly blend that is soft, will hold up over time and still has a slight technical feel. No stiff cotton for you. In the end, we spent more money on shirts than we have before but we ended up with something you'll be proud to wear during and after your run.
- T-shirts will be given out at the Pre-Race Party and Exchange 6 only. T-Shirts will be distributed based on the registered size. Any participant wanting to exchange a t-shirt can do so at the finish line.
- If you need to update your t-shirt size, please contact customerservice@ragnarrelay.com.
- Volunteers – Pay for volunteer option closes on **May 5, 2017**. If your volunteers don't show up for their shift, your team will be disqualified. We would rather not disqualify teams so please sign up your volunteers.
- Your volunteers can get a copy of the Volunteer Packet by emailing NiagaraVolunteers@ragnarrelay.com. Additionally, final volunteer confirmations with a copy of the packet are scheduled to go out via email 7 days before the race, and will connect your volunteers with their shift manager(s). Please have your volunteers contact the volunteer coordinator at NiagaraVolunteers@ragnarrelay.com., if they do not receive this confirmation
- Turn Signs: We have many signs along the 200 mile-ish course. Some signs will inevitably get turned, knocked down, and/or stolen. We will have Ragnar Staff patrolling the course to keep the signs maintained during the race but teams should keep track of maps and runner's locations.
- Final deadline to electronically add runners: **Sunday May 14th, 2017**. After this date, you may add runners and have them sign waivers on site race day. You will be charged $20 per registration on race and all payments will be made at exchange 6 for the entire team.
- $20 Late Runner Registration Fee applied to any runner added between: Date following the close of Late Registration (**April 22nd, 2017**) and Friday race morning **(May 19th, 2017)**. All payments will be made at Exchange 6.
- Lost and Found at the Race: We often have clothing items, electronics, wallets and other personal effects turned in to the staff. Those items are collected and taken to the finish line. Participants can check in at the Ragnar HQ tent at the finish line to see if a lost item has been turned in. If not claimed at the finish line, important items such as wallets will be sent to the Ragnar Office. All clothing items will be donated to the race charity the Saturday evening of the race. If you do not claim your items at the race, you can request them through Ragnar Customer Service at **customerservice@ragnarrelay.com**
- Preventing theft: whenever your team gets out of the van at an exchange, be sure to lock the doors behind you (make sure someone has the keys with them, and not the next runner!). While it is easy to be trusting of a sea of people wearing superhero costumes and tutus, you are leaving a lot of valuables (electronics, cash, etc) in the car and our events are not without theft.

PRE-RACE PACKET PICK UP (This is optional but attendance will make your race day run more smoothly)

1. Van 1 (runners 1-6) and Van 2 (runners 7-12) can both check in at the Pre-Race Packet pick up on **Thursday May 18th, from 4.00pm to 8.00pm.** This will be at **The Running Room, 80 Thickson Road S., Whitby, ON M4W 2L5**
2. You do not need both vans present. Vans can check in separately. You do need all members of the van to be present and you must have your safety gear with you.
3. Registration – You will be using your team number to check in. Come prepared knowing what your team number is to expedite the process
    a. *Step 1:* Check In/Safety Gear Check – Each van will need to show that they have – 2 Flashlights/Headlamps (4 total per team), 6 Reflective Vests (12 total per team), 2 LED Tail Lights (4 total per team). Jackets and shirts with reflective piping are not reflective enough. If teams do not have these items at the start line they will not be allowed to start the race.
    b. *Step 2:* Safety Briefing All members on your team are required to attend a 10 minute Safety Briefing Video.
    c. *Step 3:* Flag Check out Each Van will check out 2 flags. (more info in the safety section)
    d. *Step 4* Goodie Bag Each Van will receive 6 race numbers, and 1 Goodie Bag
    e. *Step 5:* T-Shirts- Distributed by individual participant, by Van, or to the Team Captain.

RACE DAY CHECK IN

1. Van 1 (runners 1-6) will Check In at the Start Line. Van 2 (runners 7-12) will Check In at Exchange 6. Ultra-teams will check in at the Start Line regardless if they are using 1 van or 2. Check in Process will be the same as listed above.
2. Teams should plan on arriving to the Start Line 1 hour prior to your scheduled start time OR Exchange 6, 1 hour prior to when you expect runner 6 to arrive at exchange 6.
3. T-shirts distributed at Exchange 6.

SAFETY

Our safety rules are continually updated in order to minimize the inherent risks associated with an overnight relay. Here are the highlights:

1. Each of the 36 legs have been designated one of three ways: Support, Partial No Van Support or No Van Support/No Pulling Over. On support legs, teams are allowed to support their runner along the course.
    a. Partial No Van Support: If a leg is designated as "Partial No Van Support" the same "No Van Support" rules will apply only to certain sections of the leg. These sections will be marked on the leg maps found online and within the Ragnar App.
    b. "No Van Support/No Pulling Over: Vans are NOT allowed to pull over and support their runners from ANY location along these legs. Vans are also NOT allowed to stop anywhere along these legs and must proceed directly to the next exchange to await their runner.

2. NO VAN SUPPORT/NO PULLING OVER legs: **2, 30, 34**
   Partial No Van Support legs: **9.**
3. All NO VAN SUPPORT legs that are over 4 miles will have at least 1 water station between exchanges. **Water Stations will be on Legs 2, 30, 34 and three Water Stations on Leg 36.**

4. Any team member, who is not currently the "runner", must carry an orange reflective flag when crossing any street, day or night. Van 1 will check out 2 flags at the Start Line; Van 2 will check out their 2 flags at Exchange 6. Flags must be returned at the finish line, or a $15 charge per flag will be charged to the Team Captain. For more information on road crossing safety, refer to the Race Bible.
5. ***NIGHT TIME HOURS*** – **7:30pm -6:15am**
6. There will be race officials monitoring all race rules along the course. Teams will be observed throughout the race to make sure they are following the rules. Teams will be notified by text message when a rule violation has occurred. If a team receives 3 violations they will be disqualified. Race officials may also disqualify teams on the spot without prior warning for serious rule violations.
7. No sleeping in parking lots. You must sleep on the grass, in designated sleeping areas, or in your vehicle at exchanges. Sleeping in parking lots will result in a violation for your team.
8. If you see a team cheating or violating any rules you may report teams by sending a text message to the Ragnar Safety Hotline, **661-RAGNAR1 (661-724-6271).** Instructions regarding this process will be covered in the safety briefing on race day.
9. *Note on Race Number:* All runners must have their team number pinned to the front of their shirt or shorts, on the outer most layer of clothing. When you are running at night we suggest that you pin your team number to your reflective vest in a way that doesn't cover reflective material. If you put a sweatshirt or jacket on in the colder hours, make sure to pin the number to the sweatshirt or jacket. The volunteers must be able to identify the runner as they arrive at exchange points.

WEATHER

- HEAT:
    - PRE-HYDRATE, HYDRATE, RE-HYDRATE - Each van should carry a cooler for water and/or sports drinks. Runners should pre-hydrate before each of their legs, hydrate while running, and re-hydrate after each of their legs. Supplement water with electrolytes such as Nuun, saltsticks, etc. Proper hydration is obtained when the runner has clear (light lemonade colored) and copious urine. But please, use the portable toilets.
    - OBSERVE YOUR RUNNER – Closely monitor the condition of your runners before, during, and after each leg. If the heat index is above 90°, heat cramps and heat exhaustion are possible. Above a heat index of 105°, heat exhaustion is likely and heat stroke is probable with continued activity.
    - SUNSCREEN – Lathering up is cool. Especially if you are wearing a Speedo.
- INCLEMENT WEATHER:
    - Race Command monitors weather conditions continuously throughout the race and should there be adverse weather such as lighting or flooding on the course at any time, Ragnar will enforce a weather hold. We will have staff on the course giving instruction and make sure everyone is clear on procedure, but so that you are aware of the basics:
        - If a hold is necessary on part of our course, as teams arrive at the exchange before the hold area they will be given a hold card which tells them how many hours to hold and which exchange to restart at.
        - Stay safe and off course and skip one leg for every one hour of hold.
        - When it is your time to restart (time will be listed on your hold card) you will drive to the exchange and send that runner off. Be sure to turn in your hold card to the volunteers at that exchange so that we can make the necessary timing adjustments.
        - Runners who missed a chance to run can double up and run any other later leg.

FIRST AID

- There will be first aid stations at all the major exchanges (6, 12, 18, 24, 30) and at the finish line. First aid personnel will be able to respond to minor injuries and heat exhaustion.
- If your heat exhaustion is severe enough to require an IV you will be transported to the nearest hospital to receive it and will not be allowed to run your remaining legs.
- In the event of a major-medical emergency (i.e. any life-threatening condition or injury that requires immediate medical attention) call 911. Once you have called 911, please notify Race Command via text (661-RAGNAR1) as soon as possible so that we can provide you with assistance.

EMERGENCY MEDICAL FACILITIES
There will be a list of the closest ER to each major exchange listed in the Ragnar App. Should you need one of them, refer to that list.

OTHER EMERGENCIES
Should there be any other type of serious emergency, please call 911 first and then text Race Command (661-Ragnar1).

RUNNING ON THE COURSE

1. All runners must run on the left side of the road (into traffic) unless directed otherwise. Always run on the side walk if it is an option.(3)
2. ***Follow the Signs.*** There will be signs at intersection where you will be changing direction (and in confusing sections of the course). Ragnar turn signs are 'Touch and Go'. This means that runners should not turn until they are close enough to bear hug the sign. By following the 'Touch and Go' method you will always be on the correct side of the road. If you turn too early you may be on the wrong side of the road and may miss the next sign.
3. Runners must run in the same sequence for each segment of the race. For example, if a runner runs leg 3 he/she must also run leg 15 and leg 27. In the event of an injury any of the 11 remaining runners can replace the injured runner. You are not allowed to bring in a 13th member of the team to run the remaining legs. If you are a mixed team and a woman is injured, at least 18 of the legs must be run by women.
4. Vehicles are not allowed to follow racers to illuminate the road for them, or to pace them. Bike pacers are not allowed on this course. Foot pacers during night time hours must also wear the required safety gear along with runner.
5. ***Be Respectful.*** We depend on the cooperation of local communities and ask that you be respectful and help us maintain a good relationship. Any runners who violate this rule (i.e., littering, defecating, and honking in residential areas at night) will be disqualified and will not be invited back.
6. ***Lost Runner Protocol.*** If you believe your runner is lost text Race Command your team number, leg number, and area you believe your runner ran off course. Leave your next runner and a teammate with a cell phone at the exchange and send the van out to look for the runner. If you have not found your runner after 20 mins' text Race Command and Ragnar will send out staff to assist.
7. ***Supporting Your Runner.*** We encourage each team to spend time out on the course supporting their runner. When supporting your runner please park off the side of the road in a safe and legal parking area. Do not park on private property. Any teams driving at unsafe speeds, slow or fast, will be given a penalty. Always use your crossing flags when crossing the road to give support.

EXCHANGE PROTOCOL

1. **Only one vehicle per team is allowed to park at each minor exchange point.** Vehicle 1 is allowed at exchange points 1-6; Vehicle 2 is allowed at exchange points 6-12 etc. Both vehicles are allowed at every Major Exchanges (6, 12, 18, 24 and 30). Van numbers will be distributed at check-in. These

numbers are peel and stick numbers that must be placed on the outside rear window of each van. Do not create a blind spot. Teams using just one vehicle should post both van numbers in their windows so they are allowed at each exchange point.

2. Absolutely no "off" vehicles will be allowed at the minor exchanges. Van numbers will be distributed at check-in. These numbers are peel and stick numbers that must be placed on the outside rear window of each van. Do not create a blind spot. Teams using just one vehicle should post both van numbers in their windows so they are allowed at each exchange point.
3. When you come to an exchange, please look for direction from volunteers, park in designated parking area – please parking within the lines and pull as far forward as possible. If the parking spots do not have lines, please park as efficiently as possible.
4. No vehicles longer than 20'. Motor homes, pulled trailers, buses or limos are not allowed on the course by any team or team support (15 Passenger Vans are allowed). If you have doubts about the legality of your vehicle, please contact customerservice@ragnarrelay.com.
5. Portable Toilets. We have toilets at every minor exchange, with the same or more units available at the major exchanges. Utilize the facilities provided, do not invent a toilet on the side of the road or next to the portable toilets provided.

PACE PROJECTIONS & HOLDING TEAMS DOCUMENT

Be aware of your team's pace as they will move through the course. If you don't already have it, you can download a pace calculator from the Updates page. The next timing tool to use is the Holding Teams Document, which is also on the Updates page, in the Race Bible, and listed in the App.

Using the Holding Teams Document and Pace Calculator:

- Make sure your team does not arrive at major exchanges before the hold time. Your team will be held back for 2.5 hours and will receive a time penalty.
- Make sure that your team will not fall behind the "Course Takedown" times
- Your team should be arriving at the finish line by **8:00pm.**

TEAM DIVISION & CLASSIFICATION

By default, all teams are listed as "mixed open", so if your team is competitive, it is important that you make sure your division and classification is listed correctly on your team page. There are many divisions. Use the table below to see where your team belongs.

DIVISION	REQUIREMENT
Open	One or more under 30
Submasters	All 30 or over
Masters	All 40 or over
Corporate	Nine employees or family of employees
High School	Students ages 14-18
Public Service	Nine military/firemen/law enforcement officers

Within in each division there are 3 gender classifications. View the table below to see where your team belongs.

CLASSIFICATION	REGULAR (Teams of 12)	ULTRA (Teams of 6)
Men	7-12 men	4-6 men
Women	All women	All women
Mixed	6 or more women	3 or more women

All divisions and classifications can be adjusted by the team captain on your team page. The last day to change divisions and classifications will be: **Friday 1 week post-race, (May 26th, 2017) for final results**. **After that date, adjustments can no longer be made.** We encourage teams to have this updated the Sunday before the race.

VAN DECORATIONS & VAN TAGGING

The Ragnar Relay Series promotes fun and creativity; but please be sensitive to others as you are decorating your vans. Many of our exchange points are located in the parking lots of elementary schools and churches and without their support these great races would never happen. Here are a few guidelines to keep in mind:

- NO curse words or inappropriate phrases on your vans. (You know what the words and phrases are!)
- Sexual innuendoes... NO.
- Absolutely no racial slurs. (These are just classless and we know that our runners are full of class.)
- At Ragnar, we try to be environmentally friendly and do our best to keep the route clean. The goal is to always leave it better than we found it. We love decorations, but make sure those decorations stay on your van.

If those aren't specific enough… Please do not decorate your van with anything that you would not want to explain to a group of kids.

We understand and encourage the idea of tagging other vans that you see along the course. We just ask that you do so in a way that will not harm another vehicle. Tagging is forbidden when it does damage to the paint, wrap on the vehicle, or vehicle itself. Teams found tagging vehicles in a harmful way may be charged for damages. Instead we encourage you to:

- Make awesome team magnets and stick them on cars when you see them in the parking lots or along the course.
- Use washable paint markers and mark on vehicle windows only. Make sure it is not offensive!
- Have decals made that are reusable. You can stick them on a surface and they can be peeled off without removing any paint etc.
- Make team gear (hats, shirts, cups, water bottles, etc.), have extras, and share the wealth! Pass them out along the course.
- Get creative! Do anything you can think of, just make sure it isn't permanent and won't damage the vehicle you're sticking it to.

SWEET HAPPENINGS

Refer to "Sweet Happs" on the Ragnar App or "Exchanges" section on the Website.
Some key "Sweet Happs" are as follows: -

- Major Exchange #6: Two Food Trucks (menus on Event site) / Restaurant close by on the Waterfront
- Major Exchange #12: BBQ Food Fundraiser
- Major Exchange #24: Food Stand, Sleeping Area and Showers available
- Major Exchange #30: Breakfast Food Fundraiser, Washrooms ($2 per person)
- Finish Line: Food and Beer: Food and Beer will be served by Niagara Parks Commission (NPC). Menu and prices can be found in "updates' on the Event Page.

FREQUENTLY ASKED QUESTIONS

Q: What are the earliest and the latest start times?

A**: 5:00 a.m**. is the first available start time; last start time is at **1:00 p.m.**

Q: Can I leave my personal vehicle at Start or Exchange 6 on Friday and then come back to pick it up later in the weekend?

A: No. You cannot leave your personal vehicle at any of the major or minor exchanges to be picked up at a later time. We suggest riding to Start/Exchange 6 in your team vehicle. Or, if you must drive your personal vehicle to meet your team, find a public parking lot where you are sure your vehicle will not be ticketed or towed.

Q: Why do the legs and course maps change?

A: From year to year, we need to adjust things to accommodate additional teams. In addition, with permitting through some of the different cities, we rely on the local towns to accommodate the race; it is a give and take relationship. With that, we ask teams to respect residents at night and avoid honking their horns, playing loud music, or making too much noise near houses.

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Q: What is the van parking like at the major exchanges, can friends and family park and come hang out?

A: No, We really do not have extra parking. The best place for them is at the Finish line.

Q: How early do we need to be at the start line before our start times?

A: It is best to usually get there about one hour before your assigned start time so you have enough time to do the safety briefing.

Q: How many teams are starting at each time?

A: Generally, around **20-30** teams leave at each available start time. We post start times online. At Niagara, there are a lot of time slots that only have a few teams starting, especially the late teams, which are the fastest teams.

Q: How many race bibs does each team receive?

A: Regular teams receive 12 bibs and Ultra teams receive 6 bibs – there should be one for each runner.

Q: Can a team use just one vehicle?

A: Absolutely – teams often like to use one vehicle to save on costs, fuel consumption, emissions, etc. If you choose to use only one van, remember to place both van numbers in your vehicle so that you are allowed at every exchange.

Q: What do the runners hand off with?

A: Teams will receive slap bracelets that they will pass from runner to runner at each exchange.

Q: What if we lose the slap bracelet?

A: If you lose the slap bracelet, you can simply touch/slap/clap hands in the exchange chute and continue. Just let Race Command know you are running without one.

Q: How many mile markers do you have? How do you mark the course?

A: We place "**one Km to go**" signs before every exchange. We do everything we can to make them accurate, but they might vary by a tenth of a mile in some cases. Our course directional signs are 12" x 42" blue reflective vertical panels. At night, we place red LED lights on each sign so that runners know they are approaching a course marker.

Q: What happens if a sign gets taken?

A: We have course managers and staff patrolling the course throughout the race who maintain the signs and replace any that may be stolen, knocked over, turned, etc. Still, the best plan is to make sure your runners know their legs – this is the best way to avoid getting lost.

Q: Where and when do we take the team photos?

A: We take team photos at the finish line after the runners receive their medals, and we will post after the race.

Q: Will there be beer at the finish?

A: NO. Ragnar's now supports local charities with beer sales.

Q: Do all 12 runners have to be at the start line?

A: No, only your first van needs to be at the start. They will receive the bibs, safety pins, goodie bags for Van 1. T-shirts will be handed out at Exchange 6 for Van 1 & Van 2.

Q: Will there be Ragnar Merchandise for sale at the race?

A: Yes, Ragnar Merchandise will be for sale at the Exchange 6 and at the finish line.

Q: Are there Showers?

A: Showers are available at Exchange 24. Washrooms available at Exchange 30 - $2 charge per person

Q: What about the safety of the road sections of the course:

A: We do everything we can to keep the course safe. We have Police Officers stationed along the course in crucial areas and caution signs to notify drivers.

Q: Where do you have water along the course?

A: We have water at all of the major exchanges and on some non-support legs with water stations. Specifically, **Water Stations will be on Legs 2, 30, 34 and three Water Stations on Leg 36.**

Q: Do I need to submit a roster or report the order my runners will run in?

A: No, you are not required to submit a roster. You can change the order your runners run in up until you start the race. Once you start, runners are to stay in sequential order.

Q: What is the rule regarding the orange flags?

A: The large orange flags are checked out at the Start Line and Exchange 6. They are to be used when any team member, not running at the time, crosses a road. Flags should be used day or night. Runners are not expected to run with the orange flags.

Q: What if we lose reception or there is bad reception on the course and we can't access the Ragnar App?

A: Fortunately our app and all of the information can be pre-loaded. Prior to the event (we recommend Thursday night before the race) you can open the app **using a reliable wi-fi network**, click on your race, and click on each page to pre-load the contents. Make sure that each button/topic you anticipate using gets opened. Leg Maps can be further bookmarked by clicking on the small heart at the top right corner to favorite a leg map.

Please remember to thank the volunteers. Along with our runners, they are really the heart and soul of the race, and we couldn't do it without them!!