



## **OFFICIAL 2014 RACE BIBLE**

[Official Ragnar Relay Series Website](#)

[Official Ragnar Relay Series Facebook Fan Page](#)

**ITEMS IN THIS RACE BIBLE ARE SUBJECT TO CHANGE.**

Registered Teams will be notified of all changes.

Race Specific Details are found on Page 6.

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## INTRODUCTION

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This packet contains important team information for the Ragnar Relay Series. Team captains are responsible to be familiar with everything contained in this packet and to educate all team members on significant information. It is recommended that all runners read through the Race Bible. All information in this document is subject to change.

## UPDATES

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ITEMS IN THIS RACE BIBLE ARE SUBJECT TO CHANGE. Registered teams will be notified of all changes. It is important that all teams make sure that they have an updated version of the Official Race Bible. Use the following list of updates to determine if the Race Bible you have downloaded is current with the one online.

- 3.11.2014: Race Information, Important Dates and Information, Volunteer Policy, Refund & Transfer Policy
- 3.24.2014: Team Name Change Deadline Adjusted
- 6.3.2014: Before the race
- 7.22.2014: Team Captain's Meeting Info
- 8.13.14: Holding Teams Times

## RACE INFORMATION

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**Race Name:** Ragnar Relay Washington D.C.

**Race Director:** Tian CK Luu | [Tian@ragnarrelay.com](mailto:Tian@ragnarrelay.com) | 801.635.8209 |

**Facebook Event:** <https://www.facebook.com/events/713150788703702/>

**Race Charity:** Girls on the Run | Team Red, White, and Blue | Back on My Feet

## IMPORTANT DATES & INFORMATION

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<b>REGISTER YOUR TEAM ONLINE AT:</b>	<a href="https://my.ragnarrelay.com/register.php?race=ragnar-relay-2014-washington-dc">https://my.ragnarrelay.com/register.php?race=ragnar-relay-2014-washington-dc</a>	
<b>Early Team Registration Deadline</b>	4.9.14	\$1260 \$840 \$350
<b>Regular Team Registration Deadline</b>	4.10.14 to 7.16.14	\$1380 \$940 \$455
<b>Late Team Registration</b>	7.17.14 to 8.7.14	\$1560 \$1080 \$580
<b>Start Time Requests</b>	7.14.14 – 8.15.2014	
<b>Volunteer Registration</b>	7.28.14 – 8.29.14	
<b>Pay for Volunteers</b>	8.29.14	\$120/vol
<b>Team Member Substitution Deadline</b>	8.15.14	Free
<b>Late Substitution Deadline</b>	8.16.14 – 8.28.14	\$10.00
<b>Final Substitutions</b>	8.29.14 – 9.11.14	\$20.00
<b>Final Team Name Change Deadline</b>	8.1.14	
<b>Team Captain's Meeting</b>	<b>Road Runner's Sports Falls Church</b> 1120 W. Broad St Falls Church, VA 22046	Aug. 26, 2014: 7 PM
	<b>Road Runner's Sports Elkridge</b> 6630 Marie Curie Dr. Elkridge, MD 21075	Aug. 27, 2014: 7 PM
<b>OFFICIAL NIGHT TIME RUNNING HOURS</b>	6:30 PM – 7 AM	
<b>AWARD CEREMONY</b>	N/A	

## OFFICIAL HOLDING TIMES

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Exchange	Hold teams arriving before:	Allow held teams back onto the course at:	Course Takedown
6	Friday Sept 12th 9:25 AM	Friday Sept 12th 12:00 PM	Friday Sept 12th 7:00 PM
12	Friday Sept 12th 3:05 PM	Friday Sept 12th 6:00 PM	Friday Sept 12th 12:45 AM
18	Friday Sept 12th 8:05 PM	Friday Sept 12th 10:15 PM	Saturday Sept 13th 5:15 AM
24	Friday Sept 12th 1:40 AM	Saturday Sept 13th 3:45 AM	Saturday Sept 13th 12:15 PM
30	Saturday Sept 13th 4:15 AM	Saturday Sept 13th 6:30 AM	Saturday Sept 13th 5:45 PM

## BEFORE THE RACE

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### **1. GETTING STARTED**

#### **1.A) To Do List**

- Start recruiting a 12 or 6 person team, plus three volunteers.
- Register and pay for the team online at [www.ragnarrelay.com](http://www.ragnarrelay.com) before the deadline.
- Register all team members online at [www.ragnarrelay.com](http://www.ragnarrelay.com) before deadline.
- Register all volunteers online at [www.ragnarrelay.com](http://www.ragnarrelay.com) before deadline. Or make the “Pay for Volunteers” donation to the official charity before deadline.
- Request start time before deadline.

#### **1.B) Organizing a Team**

The two team types to choose from are regular team (12 people running 3 legs each) and ultra team (6 people running 6 legs each). Each regular team will be classified as a male, female, or mixed team and will compete in one of several divisions. Each ultra team will compete as a male, female or mixed team.

Here are some tips that will make organizing a team easy

- If you don't know 12 runners don't worry. You probably know 3 or 4 and they probably know 3 or 4. Teams made up this way (with friends of friends) are often the most fun. By the end of the race you'll have 11 great friends!
- Find someone that is a good leader and excited about the event. Put this person in charge of filling one of the vans. Now both of you just need to find 5 runners instead of 11.
- If you do not have 12 runners or do not want 12 runners, no problem. You can have any number of runners between 4 and 12 (see section 8). Any team with less than 4 runners needs to contact the race director about procedures and rules for the race.
- Set a date by which you want to send in registration and begin collecting entry fees from members of the team. Runners will feel more committed once they fill out an entry form and give you money. Many teams commit friends, but since the friends never pay or fill anything out, they don't feel committed. When it comes time to sign up they haven't trained and they back out.
- Once you have a few firm commitments register the team. Again, this will make the team feel more committed. You shouldn't have a hard time finding the rest of your runners. If worse comes to worse, there are always last minute runners looking for teams through our team finders (see 1.C).

#### **1.C) Online Team Finders**

If a team is looking for runners, we recommend using our “Team Finder” tool located on your profile page. This tool is located on the bottom right of every runner’s profile page. Simply click the box indicating you are available to join a team. Choose the race(s) you are interested in running, your type of team preference (regular, ultra, or high school), a team gender preference, and pace preference. If you

do not have a preference, you can click multiple boxes, or none of them. When you're finished, just click update and teams looking for runners will be able to find you in the Ragnar Database.

If your team is looking for runners, the team captain can use the "Runner Finder" tool on the bottom right of their team page. Simply click the box indicating you are looking for runners, select a 10k pace range, then click the circular arrow buttons next to the paces. This will populate a list of runners in that pace range. You can send them a message and ask if they are interested. Be sure to include your contact information!

Another great resource is our [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 team on either page.

### **1.D) 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 cell phone batteries are fully charged. Some providers will get better service than others so try to have a variety of carriers. We also recommend the use of two-way radios.
- 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.
- 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.
- Resting for the off Van.
- What to do in the event of an emergency.
- Running at night.
- What starting time to request.

### **1.E) Starting times**

Starting times are based on accurate pace predictions, so it is critical for a successful event that each runner has an accurate 10K pace in their profile. Teams that misrepresent their pace will be penalized. These predictions are critical to a successful event and will allow us to place teams in starting slots that create the least amount of congestion on the course. To request a start time, captains need to do the following: 1. Log into your account, 2. Access your team's profile page, 3. Click the 'Request Start Time' button (this button will not appear until start time requests open, see page 6 for date).

To assign start times, we take each team's top three preferred starting times and the pace submitted. We try to put teams in one of their preferred time slots, but we are not always able to fulfill these requests. Start time requests are prioritized based on when a team registers. The earlier the team registers the more likely they will be to get their requested start time. It is extremely important that the pace submitted for each team is accurate.

To accurately project a team's pace, take each individual runner's 10k race pace and calculate an average team pace. If individuals have not participated in a competitive 10k recently, we strongly encourage them to run one before submitting a team pace. Alternatively, consider getting together as a team for training run at a competitive 10k pace.



**PLEASE NOTE:** Your team needs to have an average of at least an 11 minute mile pace in order to request a start time and finish in the specified timeline. If you have concerns about this for your team, please make sure and contact the Race Director.

### **1.F) Training**

Good training will help make this an enjoyable race as well as prevent injury. A training guide is available on our website at <http://www.ragnarrelay.com/training>. As with all training programs, please consult a physician first.

## **2. REGISTRATION**

### **2.A) Team Registration**

Registration is available online and should be completed by the Team Captain. Simply click the “Register Now” link 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.

### **2.B) 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.

### **2.C) Individual Team Member Registration**

Once the team has been registered and paid for online the team captain has until the substitution deadline to register each individual team member online (see registration deadlines on page 6 for more info). 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. A separate online form must be filled out for each team member and each team member must read and accept the online waiver agreement.

### **2.D) Signing Online Waiver**

All team members *must* sign a waiver in order to participate. You must first be associated with a team to sign the waiver. You should receive the waiver in conjunction with the team invite sent to you by your team captain. When accepting the invite, you will also have the opportunity to sign the waiver.

### **2.E) Participant Age Restrictions**

Any participant under the age of 18 must have a parent or legal guardian sign a waiver. 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. Those under 12 years of age are prohibited. Ragnar will consider formal requests for extraordinary circumstances through the Race Director. Specific rules apply for High School Teams, please see section 6.C.

### **2.F) Substitutions/Additions**

If team members need to be changed (substituted or added), the team captain must log onto the team page and simply click on 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 \$10 or \$20 fee per substitution or addition (see registration

deadlines for exact dates). Substitutions/additions can be made at the start line but the runner must be present to sign the waiver.

### **2.G) Refund & Transfer Policy**

Refund Policy: All entry fees are non-refundable.

Transfer Policy: Teams may transfer their registration to any Ragnar Relay, excluding sold out Ragnar Relays, 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 locations page (<http://ragnarrelay.com/events>), 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).

## **3. VOLUNTEERS**

Each team is required to fill three (3) volunteer shifts, by recruiting the volunteers themselves or paying for the volunteers to be recruited through Ragnar and its official charity. **Failure to fulfill volunteer requirements will result in disqualification. Disqualified teams will be pulled from all results.**

### **3.A) Each Team Must Provide 3 Volunteers**

If any one team member lives within 100 miles of the course, it is mandatory for the team to supply 3 volunteers. Volunteer sign-up will open up approximately six weeks before the race (see Volunteer Sign-up Dates on Page 6).

Non-local teams are exempt from this rule if **all** team members live at least 100 miles away from all parts of the course. Once all team members are registered, please contact the volunteer coordinator at [volunteers@ragnarrelay.com](mailto:volunteers@ragnarrelay.com) to request a volunteer policy exemption.

All volunteers must:

- Individually register for a shift on the Ragnar website during the volunteer registration period noted on page 6. Volunteer shifts are first come, first choice. **Captains may not reserve shifts for team volunteers.**
- Be at least 16 years old
- Provide their own transportation to and from their assigned location
- Wear their official volunteer T-shirt while at their assigned location
- Be physically able to perform their assigned duties
- Be willing to fulfill any assigned volunteer time
- Be willing to fulfill their entire shift at an assigned location
- Provide their own food and drink during shift (we will have water bottles for volunteers)

### **3.B) Pay For Volunteers**

Teams also have the option of paying \$120 per volunteer for Ragnar to recruit volunteers along the course. Ragnar’s partner charity/charities will receive a donation when they provide a volunteer for

your team. In order to be eligible for this option, teams must make their payments online by the deadline (see Pay for Volunteer deadlines for exact dates on Page 6).

### **3.C) SWAT Volunteers**

Ragnar will also accept a limited number of SWAT volunteers. SWAT volunteers will be scheduled for a longer shift with more responsibilities. A single SWAT volunteer fulfills all three volunteer requirements for a team. The SWAT crew is scheduled by-application only, and is very limited. The crew is typically built 45-90 days in advance of the race. Contact [r.fitzgerald@ragnarrelay.com](mailto:r.fitzgerald@ragnarrelay.com) if you have a volunteer who would like to apply to be part of the SWAT crew.

### **4. TEAM CAPTAINS MEETING AND MINUTES**

Three weeks before the race there will be a Team Captain Meeting. During the meeting we will discuss the rules and any concerns or comments the Team Captains have as well as last minute changes. If Team Captains are not able to attend the Team Captain Meeting, minutes will be sent out two weeks before the race.

### **5. TEAM CHECK-IN**

Van 1 must check in at the Start Line at least one hour before their official start time. Van 2 must check in at Exchange 6 at least one hour prior to starting their legs. When checking in, each van must present the following items:

1. Two (2) flashlights or headlamps\* (this means a team needs a total of 4 )
2. Six (6) reflective vests\* (team needs a total of 12)
3. Two (2) LED tail-lights\*(team needs a total of 4)

\*Ultra teams need only check in once at the start with enough equipment for 1 van.

\*All van drivers must have a reflective vest for night time hours.

*Teams will not be allowed to start until they show these items. Every person outside the support vehicle will be required to wear a reflective vest during the nighttime hours. It is mandatory and **very important** that you have enough vests for every member of your team.*

Upon check-in at the start line, Van 1 will receive runner bibs, van number, crossing flags, and a slap bracelet (used as a baton). If the team captain is in Van 2, he/she is not required to be at the start. In this event send one representative from the team to check-in instead.

Upon check-in at exchange 6, Van 2 will receive runner bibs, van number, crossing flags, and a certificate showing that they have attended safety training. This certificate must be presented at the exchange chute for runner 7 to begin his or her leg. (See section 14.F for info on safety training.)

## **TEAM TYPE**

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### **6. REGULAR TEAMS**

#### **6.A) 12 Runners**

Regular teams are made up of twelve runners. Each member of the team will complete three legs of the relay. Runners must run in the same sequence for each segment of the race – every twelfth leg. For example, if a runner runs leg 3, he must also run leg 15 and leg 27.

#### **6.B) Divisions**

There are several divisions in the Regular Team category (Open, Sub-masters, Masters, Corporate/Public Service and High School) and three classifications within each division (Men's, Women's and Mixed). To

qualify for the mixed division, teams must have at least 6 women. To be in the women's division the team must be all women. Team divisions and classifications are final on Race Day. We will not change team divisions or classifications after the race has begun.

### **6.C) High School Teams**

To be classified as a High School Team, each team member must be a student, ages 12-18. This is mandatory to qualify for High School pricing. Any participant under the age of 18 must have a parent or legal guardian sign a waiver. Please contact the Race Director for this waiver. Any vehicle with one or more participants under the age of 18 must also have at least 1 adult (25 or older) who is not running the race and is preferably serving as a driver or safety officer in the vehicle. Those under 12 years of age are restricted. Ragnar will consider formal requests for extraordinary circumstances through the Race Director.

## **7. ULTRA TEAMS**

### **7.A) 6 Runners**

Ultra teams are made up of six runners. Each member of the team will complete six legs of the course. Ultra teams can choose to run one of the following two ways 1.) run two legs back to back three times (i.e. the first runner would run legs 1-2, 13-14, 25-26) **OR** 2.) Run 6 times, 1 leg at time (i.e. the first runner will run legs 1, 7, 13, 19, 25, 31). All runners on the team must choose the same format and cannot switch formats during the race.

### **7.B) Divisions**

There are three divisions in the Ultra category: Men's, Women's and Mixed. To qualify for the mixed division teams must have at least 3 women. To be in the women's division the team must be all women. Once the race begins team divisions are final and cannot be changed. Teams are encouraged to check their division on their team profile before the race to ensure they are in the correct division.

### **7.C) Support**

Ultra teams should make special preparations to provide support for their runners. We do not provide food or water except at major exchanges (every 6th exchange.) and on non-support legs. Since team members of ultra teams are running longer legs, plan to stop frequently on support legs to give runners plenty of recovery food and drinks.

### **7.D) All Other Rules and Logistics**

Every rule that applies to 12 person teams applies to ultra teams. Please review all of the rules and logistics for 12 person teams.

## **8. OTHER TEAM SIZES**

We do permit teams to run with any number of runners from 4 to 12 runners. Team with any number of runners other than 6 or 12 should treat the open spots as injury runners. Teams may choose whichever spot they want as the "vacant runner"- but the legs must stay in the same pattern (every twelfth leg). For example, if spot #1 remained vacant, the legs that would need to be filled would be legs 1, 13, and 25. Those legs can be filled with 3 different runners, or one "super runner" can take on all three legs. Legs cannot be divided between 2 runners and will result in disqualification.

## **GENERAL RULES**

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### **9. SUPPORT VEHICLES**

#### **9.A) Support Vehicle Requirements**

Support vehicles are used to transport the runners to and from each exchange point. It is suggested that regular teams use two vehicles to make it easier, although a single vehicle is allowed if there are seatbelts for all passengers and the vehicle adheres to all applicable local vehicle safety laws. Similarly, Ultra teams may choose to use one or two team vehicles, the recommendation is one van. Teams will provide their own vehicles. Teams are not allowed to have more than 2 vehicles per team.

### **9.B) Vehicle Restrictions**

12 - 15 passenger vans are recommended whenever possible. Suburbans are also great vehicles. We recommended nothing smaller than a mini-van. We do not allow any vehicle wider than 6'6" and/or longer than 20'. Motor-homes, RV's, campers, trailers, buses or limos are not allowed on the course and/or at the exchanges by any team or spectator at any time. Failure to meet these standards will result in disqualification. For any doubts about the legality of team vehicle, please contact the race director prior to the race for approval.

### **9.C) Regular Van Rotation**

Teams with two vehicles of six runners should utilize the following rotation: Van 1 contains runners 1-6 and Van 2 contains runners 7-12. Runner #1 from Van 1 begins at the starting line. Once the race starts, Van 1 travels to the first exchange point where runner #2 will prepare to run. Runners from Van 1 continue to run in order up to exchange point 6; this is the first major exchange in the race. At exchange 6, Van 2 should be waiting. At this point, runner #6 from Van 1 will hand the baton off to runner #7 from Van 2. Then, Van 2 continues along the race course rotating runners until the next major exchange point, exchange 12, where they will hand off to Van 1 again. This pattern continues until the Finish. 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.

### **9.D) Ultra Van Rotation**

We recommend one support vehicle for Ultra Teams. Teams utilizing two vans must honor the rules of rotation for regular teams.

### **9.E) Van Drivers**

Van drivers do not need to be a member of the team; this can be nice for some teams because it allows all runners to rest between their legs. However, runners are allowed to assume the duty of van drivers, in which case driving assignments would be rotated amongst themselves. Van drivers do not count as 1 of your 3 volunteers.

### **9.F) Respect Local Residents & Communities**

While traveling through the local communities, please remember we are guests and you should treat all residents with courtesy and respect. Going out of your way to thank locals will go a long way in helping the event return each year.

The following "Do Not's" are not intended to cover the broad spectrum of issues regarding respect for local residents and businesses. Therefore, please use common sense while in residential areas (as in all areas). We reserve the right to penalize or disqualify any team based on a lack of respect for the communities traveled through.

- Do not honk horns or flash vehicle's high beams during evening and morning hours while in residential areas
- Do not block any residential or business driveways
- Do not impede traffic by driving too slowly or by not properly pulling vehicle over to the side of the road when stopping

### **9.G) Only One Race Vehicle per Exchange**

Due to limited parking, 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 exchange point (6, 12, 18, 24 and 30). If for some reason team vehicles need to meet, they must meet off the course or at a major exchange.

### **9.H) Park Only in Designated Areas**

Some exchanges have limited parking and in some cases teams will be required to park along road shoulders. In the event of roadside parking, team vehicles are not allowed to park on the same side of the road 500 feet before and after the exchange chute. After the exchange point, vehicles can park at any legal roadside that *does not impede racers or traffic*. Team vehicles should always stay to the right of the white fog-line when parked along the road.

### **9.I) Runner Drop Off**

Vehicles must drop off runners at least 500 feet prior to exchange points before parking. We ask that all runner drop-offs be brief.

### **9.J) Restricted Areas**

Vans can stop to cheer on teammates at any legal spot along the race route that does not obstruct runners or traffic.

### **9.K) Van Communication**

There may be some segments of the race where cell phone coverage will be spotty. Ask a few members of the team to bring cell phones. Make a list of all team member phone numbers and be sure that the batteries are fully charged. Some providers will get better service than others so try to have a variety of carriers. We also recommend the use of two-way radios.

### **9.L) Only 2 Race Vehicles per Team**

Each team is allowed no more than two team vehicles. Spectators may park at any legal spot along the race route or at the major exchanges. Minor exchange parking is for team vans and volunteers only, as parking will be limited. Runners may leave and return to the course by meeting separate vehicles somewhere off the course or at major exchange points.

### **9.M) Van Numbers Must Be Clearly Displayed**

Teams must clearly display team numbers on both vehicles. Entrance into certain exchanges is dependent on van number visibility. Van numbers will be distributed at check-in. These 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.

## **10. RUNNERS**

### **10.A) Runner Rotation**

Runners must run in the same sequence for each segment of the race. For example, if a runner runs leg 3, he must also run leg 15 and leg 27.

### **10.B) Reflective Vests / Headlamps / LEDs**

Each team must have at least twelve (12) reflective vests, four (4) headlamps or flashlights, and four (4) LED "tail/butt" lights. These must be presented at time of check in (see section 5).

### **10.C) Injured Runners During Race**

In the event of an injury, any of the remaining runners can replace the injured runner. With the exception of the leg in which the runner was injured, legs cannot be split in pieces. For example, if runner 3 is injured half way through his or her first leg, any member of the team may complete the leg for him or her. Any member of the team can also fill in legs 15 and 27. Those legs can be filled with different runners, or one can fill in the remaining legs. A 13th member is not allowed to join the team in order to run the remaining legs. Once a runner drops out of the race, he or she cannot enter back into the race. If an IV is administered, the injured runner is no longer eligible to run.

### **10.D) Mixed Division Injured Runners**

The same rules and regulations for Mixed Division apply as described in the above section. If, however, the injured runner is female and her dropping out causes there to be more males than females on the team, then only female runners may finish her legs for her. At least 18 legs (half) of the relay must be completed by female runners.

### **10.E) Littering & Property Damage**

Any runners who are reported to have damaged private or public property or to have littered, urinated or defecated on private or public property will be disqualified and will not be invited back. Toilets and trash cans will be provided at all exchange points.

### **10.F) Follow Race Officials Instructions**

Race officials include staff and volunteers. Course volunteers at exchanges are considered Race Officials. They have authority to disqualify a team for rule violations, abusive behavior, or a team's failure to follow instructions given by volunteers. Abusive treatment or disregard for their authority will result in a strike or disqualification.

### **10.G) Follow Correct Route - navigation is responsibility of each team**

Teams are responsible to make sure that their runners stay on the course. Vehicles may wait for their runners at critical points to direct them which way to go. If a runner gets off course, they are to return on foot or in their support vehicle to the point where they went off course and continue from there. Do not drive ahead to make up for the mileage that they may have added. Signage is occasionally moved; be prudent in your knowledge of the course.

### **10.H) Visible Race Number**

Team race numbers must be worn and visible on the front of each runner at all times while on the road. Bib numbers must be pinned to the outer most layer of clothing, including jackets, shorts, and reflective vests.

### **10.I) Use of Slap Bracelets**

The team's baton (Slap Bracelet) should also be worn at all times while the current runner is on the road. Only runners wearing a Slap Bracelet will be allowed to exit the exchange chute to begin a new leg.

### **10.J) No Pacing During Daytime Hours**

Neither foot nor bicycle pacers are allowed on the course during daytime hours (see section 12.C).

## **RUNNER ARRIVALS AND HOLDING TEAMS**

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## **11. HOLDING TEAMS DOCUMENT**

Accurate projections are critical to a successful Ragnar Relay. At any given spot along the race route we have the course set-up 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 the set-up crew.

### **11.A) 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 but your team will be issued one strike.

### **11.B) Policies and Procedures**

#### **Getting ahead of the set-up crew:**

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. If your team does get ahead of this buffer we will hold your team at one of the major exchanges. To avoid stopping your team 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. This will ensure your team stays within the blue area of the graph.

#### **Getting behind the clean-up crew:**

If a team gets behind the projection and falls behind the clean-up crew, we will usually allow the team to stay on the course and finish the race, but we reserve the right to force teams to leave the course if it becomes a safety concern.

### **11.C) Accurately Projecting Times**

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 on Page 6 of this document. If you need assistance in projecting your times and paces, please contact the Race Director.

Important locations and times ***(The following table is just an example, official times will be listed on page 6.)***

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

## **HAVE FUN! BE SAFE!**

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Safe runners – Safe support – Safe Race

**In the event of a serious emergency call 911.** Safety is our number one priority. There are many potential hazards in a race of this type including, but not limited to: automobile traffic, road and trail conditions, and weather. We ask that all teams please take appropriate precautions to ensure a fun and safe event. Please help us keep the race safe by focusing on being safe runners, safe support crews, and by helping us keep the race as a whole safe. Below are some basic guidelines and rules to help us all have a safe race.



## **12. SAFE RUNNER**

**When you are the “on” runner, abiding by the following rules and guidelines will help keep you safe.**

### **12.A) Run Against Traffic and on proper surfaces**

Runners are to run on the left shoulder of all roads (against traffic), using sidewalks or trails when available, unless signs or maps direct otherwise.

### **12.B) Be aware of traffic and obey traffic laws**

Runners are to understand that they do not have exclusive use of the roadway and are required to obey all traffic laws. This includes stopping at traffic lights.

### **12.C) Running & Participating at Night**

The following nighttime rules have been developed to help ensure the safety of ALL participants.

- Official Nighttime Hours can be found on Page 6.
- **ALL runners must wear night gear during the Official Nighttime Hours** – Reflective Vest, Headlamp (or flashlight) and Blinking LED Taillight.
- **ALL participants must wear reflective vests during the Official Nighttime Hours** everywhere on the course, including exchanges.
- Pacers may be used but **ONLY** during nighttime hours (see Page 6). Pacers **DO NOT** have to be a member of the team. Running pacers can run with the runner but **MUST** run in single file. Bike pacers may **ONLY** be used on trails. Pacers **MUST** wear the same night safety gear as the runner (reflective vest, headlamp, and LED).
- If you choose to have a van driver, who is not a runner, the driver must also adhere to these safety guidelines.

### **12.D) Personal Music Devices and Headphones**

The use of personal music devices with headphones while running is strongly discouraged. In an overnight relay, roads are not closed during the race and participants are running through the night. This format requires that all runners be alert and aware of their surroundings at all times. Wearing personal music devices causes distractions and the inability to hear what is going on around the runner.

If you still choose to use them, you do so at your own risk and must meet the following requirements:

1. Hear traffic
2. Be aware of the sounds around you
3. Be able to hear instructions from course officials when speaking at a reasonable tone (not yelling)

Strikes will be given out if you are unable to hear instructions. Three strikes on any rule may result in disqualification for your entire team.

### **12.E) Running in the Heat**

Staying hydrated is critical to having a fun and successful Ragnar race, not to mention staying healthy and avoiding a heat related illness such as dehydration, heat exhaustion, or heat stroke. Hydration becomes especially critical during times of high heat index. The heat index (HI) is an index that combines air temperature and relative humidity to determine how hot it feels. If the heat index is above 90°, heat cramps and heat exhaustion are possible. Above a HI of 105°, heat exhaustion is likely and heat stroke is probable with continued activity.

Teams must ensure their runners' safety by monitoring the condition of their runners before, during, and after each leg. Runners should pre-hydrate before each of their legs, hydrate while running, and re-

hydrate after each of their legs. Water should be supplemented with electrolytes such as Gatorade, SaltSticks, etc. Proper hydration is obtained when the runner has clear (light lemonade colored) and copious urine.

### **13. SAFE SUPPORT**

**When you are part of the support crew abiding by the following rules and guidelines will help keep you safe.**

#### **13.A) Safety Officer/Navigator**

Each van will be required to have a safety officer/navigator that is awake and alert at all times. The safety officer is responsible for helping the team behave safely during the race. He or she must be seated in the front passenger seat and must have the safety guidelines and rules within reach at all times. The safety officer responsibilities may be rotated between team members. The safety officer must be someone other than the driver.

#### **13.B) Exiting and being outside the vehicle**

Remember that these are open roads. Every member of the team (including drivers) must have his or her own reflective vest. Everyone that is out of the vehicle on the course at night must wear a reflective vest. This includes exchanges, shoulders, roadways, and parking lots adjacent to the course. Reflective Vests must be worn during the Official Nighttime Hours (see Page 6). From DUSK TO DAWN, KEEP YOUR VEST ON. Other than the driver, everyone must exit the vehicle on the passenger side. We also encourage you to wear bright colored clothing at all times of day and light/bright clothing at night. Dark clothing is very hard to see at night.

#### **13.C) Road Crossing**

Any team member crossing the road must do so with an orange crossing flag, day or night. This applies to the support crew – not the “on” runner. Teams will be given flags at the safety briefings (see section 14.F). Two flags will be provided at the start to Van 1 and two flags will be provided at Exchange 6 for Van 2. A credit card deposit of \$15 is required for each flag, but that amount will not be charged to the cards if they are returned at the finish.

- Obey all traffic/pedestrian and j-walking laws
- Cross at crosswalk if there is a crosswalk within sight
- No crossing if there is a median
- No crossing roads with more than two lanes (one lane in each direction)
  - Roads with a total 3 lanes or more may be crossed at cross walks.

#### **13.D) Vans**

Teams' vehicles are to obey all traffic laws, which include but are not limited to:

- Obeying speed limits (both minimum and maximum speed limits)
- Not Stopping in the roadway
- No Illegal U-turns
- Pulling off the road completely when stopping/parking
- No parking in non-legal parking areas
- No following runners to illuminate the road for them, or to pace them
- When parked, please turn off headlights so as not to blind oncoming traffic
- Leave parking lights on so that the vehicle is visible to regular traffic
- Please do not stop or slow down in places that will impede traffic or runners, and do not turn your hazard lights on

### **13.E) No Van Support Leg Rules**

If a leg along the course is labeled as a “No Van Support” leg (legs are labeled in the RagMag), team participants need to obey the following rules:

- Team members are not allowed out of their vehicle on the roadway. This includes the lane of traffic and the shoulder. Team members are allowed to get out of their vehicles in safe locations that are off the roadway (parking lots, parks, etc.).
- Teams vehicles may pull over where it is legal to cheer and monitor runners but must obey all traffic laws, not impede traffic in anyway, and be out of the lane of traffic. The support crew must remain in the vehicle.
- If a runner is in distress and there is a safety concern, teams may assist their runner or a runner from any other team, but must obey all traffic and pedestrian laws in doing so.

Special Note: On ‘no van support’ legs runners need to make sure they are well hydrated before starting their leg and should carry water with them to ensure proper hydration throughout their run. All ‘no van support’ legs are labeled as such in the RagMag. All ‘no van support’ legs over 4 miles long will have at least one water station. ‘No van support’ legs over 8 miles long will have at least two water stations.

### **14. SAFE RACE**

**Help us keep the race safe by abiding by the following safety rules and by helping other teams to behave safely.**

#### **14.A) Prohibited Items on the Course**

The following items are not allowed on the race course: rollerblades, unauthorized bicycles, dogs or other animals, baby joggers/strollers, scooters, skateboards, and any other device that may endanger others or put a runner at an advantage over the other participants.

#### **14.B) Alcohol**

While participating in the race, the consumption of alcohol is not allowed at any point along the course. Alcohol may be responsibly consumed at the finish line when city ordinances and permits allow.

#### **14.C) Sleep in designated sleeping areas**

Sleeping/resting must be done inside the support vehicle or inside designated sleeping areas. Major exchanges 12, 18, 24, and 30 will have designated sleeping areas. No one is allowed to sleep on the ground in any parking lot

#### **14.D) In the Event of an Emergency**

**In the event of serious emergency call 911.** We will have limited medical staff on hand. First aid personnel will be stationed at all major exchanges. They will be equipped to handle only minor sports injuries. Please be aware of this and plan ahead for how you will handle any emergencies. It is the responsibility of each team to be aware of the location of hospitals and other medical facilities and their hours of operation.

In the event of an emergency notify the nearest race official, as they will be able to communicate with nearest medical personnel or call for an ambulance if the emergency is severe enough. If you are not near any race officials, please call the Race Director. If the emergency is severe call 911, then the Race Director.

#### **14.E) Mandatory Safety Training Meeting at Start Line and Major Exchange 6**

There will be a mandatory Safety Training meeting at the race Start Line for Van 1 and at Major Exchange Six for Van 2 (Ultra teams need only attend safety training at the start). Each team is required to have all team members attend the Safety Training. The Safety Training will last approximately 10-15 minutes. Each van will receive a safety packet at the training. The safety packet will include items that

will need to be displayed in the vehicle along with the safety rules. Please arrive at least 1 hour early to the Start Line and Exchange Six to give yourself adequate time to attend Safety Training.

#### **14.F) Safety Training Certificate Needed to Check-in and Start Running**

Each van representative will receive a card indicating they have completed the Safety Training. Van 1 will need to present the card in order to check-in at the Start, Van 2 will need to have runner 7 present the card to the volunteer at Major Exchange 6 in order to start running.

#### **14.G) Bad Weather**

The race will occur rain or shine. However, under certain severe weather conditions where significant damage or altercations to the race course occur, we reserve the right to cancel the event. There will be no refunds given if the race is canceled due to weather. Conditions that may result in a race being canceled or delayed include but are not limited to the following: severe heat, electrical storm, snowfall, tornadoes, earthquakes, hurricanes, flooding, fog, etc.

#### **14.H) Heat**

If there is extreme heat during the race we reserve the right to hold teams until the temperature drops. In this scenario we would have teams skip ahead 1 leg for every 1 hour of Heat Hold. Race officials at each exchange will document teams stop and restart times. Teams will not be allowed to restart before their designated restart time. If teams restart after their designated restart time, the difference will be added to their overall result times. During a Heat Hold all teams are encouraged to get off of the course, out of the sun, and not to proceed to their next exchange until 15 minutes prior to their restart time. After the race, Ragnar will apply each team's average pace to the legs that were skipped. Note that if a Heat Hold is in place, your team is still responsible for attending the Start Line / Ex6 for race check-in and the safety briefing before skipping to their re-start exchange.

#### **14.I) Lightning**

If there is lightning at the start of the race we reserve the right to delay starts until the lightning clears. If you see lightning on the course after the race has started, get your runner off the road and into the support vehicle. Make a note of the time and the location where you exited the course. If lightning clears within 1 hour put your runner back on the road where they left and make a note of the time. If lightning persists longer than an hour, move ahead to the next exchange. For every hour of lightning, you may move ahead one exchange. Keep close track of where and when you left the course and where and when you returned to the course. At the end of the race we will have a form available for you to report these locations and times. We will then calculate your average pace and apply this pace to the segment of the course that you missed. In this way we will adjust all overall race times. Only teams that have taken accurate notes will be given official times.

#### **14.J) Flooding**

If a runner encounters flooded areas that cannot be ran through, have your runner get into the support vehicle, drive the runner ahead where the road is no longer flooded to continue running his or her leg. Keep track of how far your van drives ahead by .10 of miles and report the mileage and speed traveled at the finish line. We will take your team's overall average pace, the mileage and speed driven and adjust your team's time accordingly. Only teams that have taken accurate notes will be given official times.

#### **14.K) Wildlife/Open Range Rules**

If a runner encounters any wildlife that is aggressive on the course, get your runner off the road and into your support vehicle. The vehicle should drive ahead and let the runner out at a safe and reasonable distance ahead of the wildlife to continue his or her leg. Keep track of how far your van drives ahead by

.10 of miles and report the mileage and speed traveled at the finish line. We will take your team's overall average pace, the mileage and speed driven and adjust your team's time accordingly. Only teams that have taken accurate notes will be given official times.

**14.L) Help keep the race safe by reporting teams that are endangering themselves and others**

We will have Course Marshals out on the course monitoring teams for safety and adherence to all rules. However, with the size of the course we cannot be everywhere at once. We are asking teams to help us keep the course safe by reporting teams that are violating any of the above rules. Violations reported by teams will be taken under consideration when determining if a team will be disqualified (teams will not be automatically disqualified for violations reported by other teams). To report violations:

**Send a text message to 661-RAGNAR1 (661-724-6271)**

Please include the Who, What, Where, and When in your text message.

Please use this number to keep us informed. Send text messages if you see improper signage, unsafe conditions, if you become lost, etc.

**ENFORCEMENT**

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**15. RULE AND SAFETY ENFORCEMENT**

Rules are enforced based on a "three strikes you're out" policy. There will be 12 race officials monitoring the course to enforce rules. Teams will be notified via text message each time they violate a rule (cell phone numbers will be collected at the start line and exchange six). If a team receives three strikes they must check in at the next major exchange. A Course Marshal will meet them to review the validity of each violation. If the Course Marshal deems that the violations are valid the team's slap bracelet will be confiscated and the team must leave the course. If a team that has received three text messages fails to check in at a major exchange they will be automatically disqualified.

In addition to Course Marshals, teams will have the ability to text in rule violations. Course Marshals will determine the validity of all text messages received from teams.

Course Marshals may also disqualify teams on the spot without prior warning for what they deem to be serious rule violations.

**POST RACE**

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**16. AWARDS**

Awards will be given to the top 3 finishers from each category within each division. Once the race begins team divisions are final and cannot be changed. Teams are encouraged to check their division on their team profile before the race to ensure they are in the correct division.

## RAGNAR REFLECTIVE VEST REQUIREMENTS

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Safety is our number one priority. *Ragnar Relay* requires every runner to have a reflective vest prior to getting on the course. Any participant (not just the active runner) who is outside of their team van during nighttime hours must wear a reflective vest, even van drivers. In street clothes at night, you are only visible to drivers up to 200 feet, in dark conditions. Most reflective vests make it so runners become visible to drivers up to 1200+ feet. Adding headlamps and flashing LED tail-lights provides increased visibility and safety.

We receive many questions on reflective vest and what is acceptable. Reflective vests must have **reflective material across both shoulders AND around your waist**. The pictures below illustrate what types of reflective vests are acceptable.

### APPROVED



Standard Reflective Vest

### APPROVED



Running Reflective Vests

### APPROVED



Reflective Harness

The following items are **not approved for use in Ragnar races**: homemade products, reflective sleeves, reflective belts, adhesive reflective tape, or reflective piping.

### NOT APPROVED



Reflective sleeves

### NOT APPROVED



Reflective Belt

### NOT APPROVED



Clothing with Reflective Piping

**For questions please contact the Race Director**

## DIRECTIONAL SIGNS

Along the course there will be course signs that communicate to the runners which direction to go, on what side of the road to run, which exchange they are at, etc.

