Ragnar Relay Race Bible

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OFFICIAL RACE DATES: MAY 12-13, 2017

IMPORTANT DATES & INFORMATION

REGISTER HERE - Ragnar Relay Cape Cod 2017

<table>
<thead>
<tr>
<th>Early Team Registration Period</th>
<th>8/5/2016 - 10/27/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Team Registration Period</td>
<td>8/5/2016 - 10/27/2016</td>
</tr>
<tr>
<td>Late Team Registration Period</td>
<td>8/5/2016 - 10/27/2016</td>
</tr>
<tr>
<td>Start Time Assigned</td>
<td>04/22/2017</td>
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<tr>
<td>Volunteer Registration</td>
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</tr>
<tr>
<td>Pay for Volunteers - $120 per volunteer</td>
<td>NA</td>
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<tr>
<td>Free Team Member Substitution Period</td>
<td>Until April 5th, 2017</td>
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<tr>
<td>All substitutions made after 4/05/17 will be subject to a $20 late fee. Changes after 5/7 will need to be done at the event.</td>
<td></td>
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<tr>
<td>Final Team Name Change Deadline</td>
<td>4/04/2017</td>
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<tr>
<td>Team Captain’s Meeting</td>
<td>4/27/17 Marathon Sports at 6:00 PM EST 255 Washington St, Wellesley, MA 02481</td>
</tr>
</tbody>
</table>

NIGHT TIME RUNNING HOURS | 7:00 PM – 6:00 AM EST

OFFICIAL HOLDING TIMES

<table>
<thead>
<tr>
<th>Exchange</th>
<th>Hold teams arriving before:</th>
<th>Allow held teams back onto the course at:</th>
<th>Course Takedown</th>
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<tr>
<td>6</td>
<td>Friday May 12th 9:15 AM</td>
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<td>Friday May 12th 8:30 PM</td>
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<td>12</td>
<td>Friday May 12th 2:45 PM</td>
<td>Friday May 12th 5:15 PM</td>
<td>Friday May 12th 1:45 AM</td>
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<td>18</td>
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<td>Friday May 12th 9:30 PM</td>
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<td>24</td>
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<td>Saturday May 13th 10:15 AM</td>
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<td>30</td>
<td>Saturday May 13th 3:45 AM</td>
<td>Saturday May 13th 5:45 AM</td>
<td>Saturday May 13th 3:00 PM</td>
</tr>
</tbody>
</table>
RACE DIRECTOR BIO: Mike Dionne

Mike has been the RD for the Cape Cod Relay for the past 2 years. His favorite things about the course are the beautiful seaside towns, the beaches and the people who live there. Mike grew up in NH and resides in Hopkinton, MA. When he is not working on the Ragnar Cape Cod Relay, he is working on the Ragnar Reach the Beach Relay. You want to win over your RD? Support the Volunteer fundraisers, obey the traffic laws and Ben and Jerry’s Icecream.

SECTION 2 – RACE WEEKEND

TEAM CHECK-IN

Teams may check in at either their Pre-Race Packet Pick-Up or the Start Line/Exchange 6; Start Line for Van 1, Exchange 6 for Van 2. Please see the Race Specific Handbook for your Pre-Race Packet Pick-Up timing and location, keep in mind EVERY person from your VAN must be present to check in at either the Pre-Race Kickoff or Start/Exchange 6.

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* per van (Regular team needs 4, Ultra teams need 2)
2. One (1) reflective vest per PERSON in the van (this includes Van Drivers)
3. Two (2) LED blinking tail-lights* per van (Regular team needs 4, Ultra teams need 2)

*All outstanding payments due on race day will occur at Exchange 6 for the entire team.
*Ultra teams need only check in once at the start with enough equipment for 1 van.

Teams will not be allowed to start until their safety gear requirements have been checked. Every person outside the support vehicle will be required to wear a reflective vest during the nighttime hours. It is mandatory that you have enough vests for every member of your team. *All van drivers must also have a reflective vest for night time hours.

Upon check-in at the start line or Pre-Race Kickoff, Van 1 will receive runner bibs, van numbers, 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 pay for any outstanding fees for the entire team before receiving runner bibs, van number, and crossing flags.

**FOOD ALONG THE COURSE: Love the Locals**

Every Ragnar is unique; we run through small towns, big cities, rural farmland and booming downtowns. One of the best parts about this is we get to have local schools, youth groups, boy scouts, Lions Clubs, adult sports teams, etc... get involved along the way. Often times, these groups will host fundraisers at their respective exchange location. Fundraisers are 100% owned by the local communities, and every dollar they receive is theirs to keep, every last penny! This is an incredible way the Ragnar Nation gets to love the communities that open their doors to us and give back. The Updates section of your race website will be the best place to find out what and where will be available to your team on your course. Please plan on supporting these groups, they love Ragnar and we love them!

**PHOTOGRAPHS ON COURSE - #FINDyourINNERwild**

We love seeing photos from your training, team dinners and your team dominating the course! Be sure to check out your race’s hashtags and tag us @RagnarRelay ! There will also be photographers along the course working hard to snap some action shots. On Saturday, they will be at the Finish Line taking team photos. All of these photographs will be available for FREE to you – keep an eye out for the link in your post-race email and race Facebook page.

**COSTUMES**

To all you cape-wearing, tutu-sporting, helmet-donning runners, we salute you! There is nothing better than driving down the road to our psyched up Ragnarians looking and running like a million bucks. Please be mindful of these costumes and plan on something that will stay on your body the whole time (beware of glitter, sequins and feathers!)

** While van decorations add to your adventure, be sure to keep them family friendly**

**LEG MAPS**

Each leg will have a leg map posted on the website, as well as in the app. There are 3 key features on each map that are helpful to keep an eye on:

1. **Turn-By-Turn Directions** – these will give you an idea of how long you will be running before each turn
2. **Van Directions** – some cities and counties require vans to take a different route, or if your runner is on a trail, check these directions to get your van safely to the next exchange
3. **Leg Notes** – in this section, you’ll find helpful hints like how many water stations are on the leg, or if parts of your leg are on a trail

All map information will be loaded to the Ragnar App a couple weeks before your race; click the heart icon next to your legs to make sure your map is saved locally to your phone. Now, you are prepared to run with or without service!

Every leg also has a leg rating: this classifies the difficulty of your leg, and is based off the following distance scale:

- 0.0 - 3.9 miles – Easy
- 4.0 - 5.5 miles – Moderate
5.6 - 7.5 miles – Hard
7.6 – 10+ miles – Very Hard
**Elevation changes greater than 500 feet will also be taken into consideration

**RACE COMMAND**

Race Command is a text-only number, listed in your Race Specific Handbook and in our Ragnar App. This number is hosted by our staff, who are staying up with you throughout the night to answer your questions, remind you of night time hours, and help you along the course.
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.
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.
   o 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:
   o Communication between vehicles, some segments of the race have limited cell phone coverage.
     o Make a list of all cell phone numbers and be sure that everyone brings a charger
   o What to do if runners get to an exchange and the next runner isn’t there
   o What to do if a runner and/or vehicle gets lost (find our protocol in Section 5 – Safety)
   o Where to get gas
   o Where to eat; what types of food and drink to bring along
   o 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
   o 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
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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.*

<table>
<thead>
<tr>
<th>Exchange</th>
<th>Hold teams arriving before:</th>
<th>Allow held teams back onto the course at:</th>
<th>Course Takedown</th>
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</thead>
<tbody>
<tr>
<td>6</td>
<td>Friday 11:00 am</td>
<td>Friday 2:00 pm</td>
<td>Friday 8:30 pm</td>
</tr>
<tr>
<td>12</td>
<td>Friday 3:15 pm</td>
<td>Friday 5:45 pm</td>
<td>Saturday 11:00 pm</td>
</tr>
<tr>
<td>18</td>
<td>Friday 7:30 pm</td>
<td>Saturday 9:30 pm</td>
<td>Saturday 3:00 am</td>
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<td>Saturday 12:15 am</td>
<td>Saturday 2:15 am</td>
<td>Saturday 7:00 am</td>
</tr>
<tr>
<td>30</td>
<td>Saturday 4:45 am</td>
<td>Saturday 6:15 am</td>
<td>Saturday 1:15 pm</td>
</tr>
</tbody>
</table>
SECTION 4 - RULES AND REGISTRATION

Course Information
Be sure to check your race’s Updates tab on the main website for your race as the Team Captain’s Meeting Notes (posted after the meeting). During the Safety Briefing (during check-in) you will once again hear any specific instructions, rules and helpful hints for your 200-mile adventure!

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/she must also run leg 15 and leg 27.

<table>
<thead>
<tr>
<th>LEG 1</th>
<th>1</th>
<th>2</th>
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<td>LEG 3</td>
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<td>36</td>
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</tbody>
</table>

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 the Friday 1 week post-race with the final race results. Find a full list here.**

High School Teams
To be classified as a High School Team, every 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.

Other Team Sizes
We do permit teams to run with any number of runners from 4 to 12 runners (any team wishing to run with less than 4 runners must contact the Race Director to obtain permission). Team with any number of runners other than 6 or 12 should treat the open spots as injured 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. Individual legs cannot be divided between 2 runners and will result in disqualification.

POST RACE AWARDS

Awards will be given to the top 3 finishers from each category within each division. **Team divisions and classifications are final the Friday 1 week post-race. Teams are still encouraged to check their division on their team profile the Sunday before race day to ensure they are in the correct division.**

Awards will be given to the following categories:

- **Overall**
  - Regular
  - Ultra Teams
- **Men**
  - Regular Open
  - Regular Submasters
  - Regular Masters
  - Regular Corporate/Public Service
  - Ultra Open
  - Ultra Submasters
  - Ultra Masters
  - Ultra Corporate/Public Service
- **Women**
  - Regular Open
  - Regular Submasters
  - Regular Masters
  - Regular Corporate/Public Service
  - Ultra Open
  - Ultra Submasters
  - Ultra Masters
  - Ultra Corporate/Public Service
- **Mixed**
  - Regular Open
  - Regular Submasters
  - Regular Masters
  - Regular Corporate/Public Service
  - Ultra Open
  - Ultra Submasters
  - Ultra Masters
  - Ultra Corporate/Public Service
- **High School**
  - Men
  - Mixed
  - Women

GENERAL RULES

SUPPORT VEHICLES

Support Vehicle Requirements
Support vehicles are used to transport off 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.**

Vehicle Restrictions
12 or 15 passenger vans are recommended whenever possible. Large Sedans or SUVs are also great vehicles. 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 removal from the course. For any questions about the legality of a vehicle, please contact customerservice@ragnarrelay.com.

**Regular Van Rotation**

Teams with two vehicles of six runners should utilize the following rotation:

Runner #1 from Van 1 begins at the starting line. Once the race starts, Van 1 travels to Exchange 1 where runner #2 will prepare to run. Runner 1 runs into Exchange 1, Runner 2 runs into Exchange 2... runners from Van 1 continue to run in order up to Runner 6 running into Exchange 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 line.

**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.

**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 best practices are not intended to cover the broad spectrum of issues, but are a good starting point for loving the locals. We reserve the right to dismiss or disqualify any team based on a lack of respect.

- Be respectful while driving through residential communities at all time, especially during night time and early morning hours (and all the sleeping babies and new moms said “thank you”)
- Keep all residential and business driveways clear (their schedules don’t stop for Ragnar)
- Obey all local speed limits, right of way regulations, and one-way roads (remember, driving too slow is just as dangerous as speeding)

**Save your money for a beer at the Finish Line, don’t waste it on a ticket**

**Only One Race Vehicle per Minor 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, 12-18, and 24-30. Vehicle 2 is allowed at exchange points 6-12, 18-24, and 30-36. Both vehicles are allowed at every major exchange point (6, 12, 18, 24 and 30) and
the finish line. If for some reason team vehicles need to meet, they must meet off the course or at a major exchange.

Park Only in Designated Areas
Make sure to leave room for your fellow Ragnarians, teams should only occupy one parking spot. It’s also helpful for the driver to remain in the van at tight exchanges, as this will allow for our volunteers to help move vans in an organized fashion.

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, unless directed by volunteers. After the exchange point, vehicles can park at any legal roadside that does not impede runners or traffic. Team vehicles should always stay to the right of the white fog-line when parked along the road.

If there is a limited shoulder, not all members from the van should get out to support. Keep your team and all runners safe by allowing the next runner and one other person out of the van to bring the finishing runner back. It is smart to limit the amount of time you spend on tight shoulders.

**If the leg is long, take the extra time to check out a local coffee shop, restaurant or park**

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; one for the front windshield, the other for your rear windshield. These are peel and stick numbers that must be placed on the outside of each van, according to their printed directions. Do not create a blind spot. Teams using just one vehicle should post both van numbers in both windows so they are allowed at each exchange point.

Reflective Vests / Headlamps / LEDs
Each team must have at least one reflective vests for each person in the van (yes, this includes your driver), two (2) headlamps or flashlights for each van, and two (2) LED “tail/butt” lights for each van. These must be presented at time of check in (see section 2 - Race Weekend, don’t forget extra batteries).

Injured Runners During Race
In the event of an injury, any of the remaining runners can replace the injured runner. Except for 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 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.

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.

**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 dismissed from the course and will not be invited back. Toilets will be provided at all exchange points unless stated otherwise, and trash dumpsters will be available at the major exchanges, in addition to the garbage and recycling provided at check in.

**Follow Race Officials Instructions**
Race officials include staff and volunteers at exchanges. 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, depending on severity.

**Follow Correct Route - Navigation is the Responsibility of Each Team**
Teams are responsible to make sure that their runners stay on the course. 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.
If there are specific Active Van Directions (located in app and on printed maps), vans must follow these directions to avoid a strike.
**The Ragnar App has been updated to include live tracking; runners are encouraged to run with their cell phones, and reference the app if they are unsure if they have veered off course**

**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.

**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.

Sustainability Tip: Drop off your slap bracelet at the Finish Line to be sanitized and passed along to keep the Ragnar spirit alive!

**No Pacing During Daytime Hours**
Neither foot nor bicycle pacers are allowed on the course during daytime hours.

**Van Support/No Van Support**
Part of the Ragnarian lifestyle is cheering others on, even if they are not your teammate. To help you do this in the safest way, please see Section 5 – Safety.
**NUMBER ONE RAGNAR RULE:** Have fun, be safe, and get your Ragnar on!
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. We do our absolute best to keep all runners safe on course, but nothing can replace your individual awareness and commitment to safety all weekend. Over the years, we have found the below basic guidelines and rules to help us all have a safe race.

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

1) 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. When running on the road shoulders, keep in mind single file running allows you to remain fully in the shoulder, rather than encroaching on the road.

2) 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 and crossing in crosswalks when available.

3) Running & Participating at Night
The following nighttime rules have been developed to help ensure the safety of ALL participants.
   o Official Nighttime Hours for your race can be found in Section 1 – Race Specific Information.
   o ALL runners must wear night gear during the Official Nighttime Hours – reflective vest, headlamp (or flashlight) and blinking LED taillight.
   o ALL participants must wear reflective vests during the Official Nighttime Hours if out of the team van anywhere on the course, including exchanges.
   o Pacers may be used but ONLY during nighttime hours. 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 the pacer is an unregistered runner, they are not considered part of the Ragnar race.
   o If you choose to have a van driver, who is not a runner, the driver must also adhere to these safety guidelines.
   o Nighttime Hours may be expanded due to fog or other outstanding circumstances
4) Personal Music Devices and Headphones

The use of personal music devices with headphones while running is strongly discouraged. If you still choose to use them, you do so at your own risk and must meet the following requirements:

1. You must be able to 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)

Safe Use Tactics:
• When running you should be able to hear your own footsteps, if you can’t, your volume is too high.
• Run with one earphone out and one in. Again, you should be able to hear your own footsteps.

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

5) 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 apparent temperature. The Apparent Temperature (AT) uses the Wet Bulb Globe Temperature (WBGT) index that combines air temperature, relative humidity, wind, solar radiation levels and geographical position to determine the heat stress levels on the human body. Ragnar uses this temperature measurement to determine if the race should be placed on hold until temperatures drop to safer levels.

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 NUUN. Proper hydration is obtained when the runner has clear (light lemonade colored) and copious urine. Keeping your core body temperature as low as possible is also a vital component of running in the heat. Dumping cold water on your head and neck and slowing your pace are two great ways to help keep your body’s temperature under control. Also be sure to consult your doctor if you have a pre-existing condition that may be exacerbated by running in hot conditions.

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

1) Safety Officer/Navigator
Each van is 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.
2) 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 during night time hours must wear a reflective vest. **This includes minor and major exchanges, shoulders, roadways, and parking lots adjacent to the course.** Reflective vests must be worn during the Official Nighttime Hours (see Section 1 – Race Specific Information for you hours). 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.

3) 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 after watching the safety briefing during check in. Two flags will be provided at the start to Van 1 and two flags will be provided at exchange 6 for Van 2. The Credit Card used to register the team will be charged $15 per flag if they are not returned at the finish line.
   - 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 of 3 lanes or more MUST be crossed at crosswalks
   - Please be aware of all speed limits on roads while crossing
**Your orange flags, however fabulous they may be, do not stop traffic. They merely make you more visible**

4) 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)
   - No stopping or slowing in the roadway
   - No illegal U-turns
   - Pulling off the road completely when stopping/parking
   - No parking in non-legal parking areas
     - Be sure to maintain driveway and business entrance access!
   - 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

5) No Van Support Leg Rules
If a leg along the course is labeled as a “No Van Support” leg, team participants need to obey the following rules:
   - Vans are NOT allowed to pull over and support their runners from ANY location along these legs.
   - Vans are strongly encouraged to not stop anywhere along these legs and proceed directly to the next exchange to await their runner.

**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 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.

If you are nervous to run a nighttime leg, you are free to wait for another runner at the exchange and run together. If a teammate wants some extra miles, they can run with you as well.

**6) Partial No Van Support Leg Rules**

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.”

**SAFE RACE**

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

1) 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.

2) 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. Your entire team will be disqualified if any member of the team is observed consuming alcohol along the course.

3) 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 when available. No one is allowed to sleep on the ground in any parking lot.

4) 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.

In the event of an emergency, call 911. When able, please also let a race official know and/or text Race Command (number for your race can be found in the Ragnar App).

5) Mandatory Safety Briefing at Start Line and Major Exchange 6

There will be a mandatory safety briefing at the race start line for van 1 and at exchange 6 for van 2 (Ultra teams need only attend safety briefing at the start). Each team is required to have all team members attend the safety briefing. The Safety briefing will last approximately 10-15 minutes. Each van will pick up flags and all other race materials after the briefing. Along with other items picked up, teams will pick up van bib stickers which need to be displayed on all team vehicles. Please arrive at least 1 hour early to the start line or exchange 6 to give yourself adequate time to attend the safety briefing. (This can be completed at the Pre-Race Packet Pick-Up on Thursday evening as well)

6) Bad Weather
The race will occur rain or shine. However, under certain severe weather conditions where the safety of runners is in jeopardy or where significant damage or alterations 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.

7) 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 /exchange 6 for race check-in and the safety briefing before skipping to their re-start exchange.

8) Lightning
If there is lightning at the start of the race we reserve the right to delay starts or hold the race until the lightning clears. If a Lightning hold has been determined necessary, you will receive a text from Race Command instructing you to move ahead to the next exchange where you will receive a Lightning Hold Card that will be filled out by Staff at that exchange. For every hour of Lightning, you will move ahead one exchange. This Lightning Hold Card will be used to keep track of where and when you left the course and where and when you returned to the course. Turn these in at the exchange where you restart. After the race we will 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. Runners who had to miss a leg due to the Lightning Hold may double up a leg and run with another teammate on a different leg. If runners run a leg together they must stay together for the entire leg. After the race the lightning hold cards will be used to adjust all overall race times.

9) Flooding
If a runner encounters flooded areas that are impossible to cross, get your runner into the support vehicle, and 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.

10) 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 and alert Race Command. 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.

11) Report Other Teams Breaking Safety Rules
We will have Ragnar Race Officials 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. To report violations:

**Send a text message to Race Command** *(number for your race can be found in the Ragnar App)*
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**

**RULES AND SAFETY ENFORCEMENT**
Rules are enforced based on a “three strikes you’re out” policy. There will be 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 6; if you would like to be added at a later time, simply text Race Command and they will add you). If a team receives three safety violations a race official will meet them to review the validity of each violation. If the race official deems that the violations are valid, the team’s slap bracelet, bibs, and van stickers will be confiscated and the team must leave the course.

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

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

**RAGNAR REFLECTIVE VEST REQUIREMENTS**

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. 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 on the front, back and shoulders. The pictures below illustrate what types of reflective vests are acceptable. The color of the vest does not matter, just the amount of reflective material.
The following items are **not approved for use in Ragnar races**: homemade products, reflective sleeves, reflective belts, adhesive reflective tape, or reflective piping. These are great additions, but do not meet safety requirements by themselves.
Vests with only a Reflective Belt
(Reflective straps are required)

For questions please contact the Race Director (see Section 1 – Race Specific Information)
SECTION 6 - ULTRA TEAMS

ULTRA TEAMS
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 ways:

1.) run two legs back to back three times (i.e. Runner 1 would run legs 1-2, 13-14, 25-26)
2.) Run 6 times, 1 leg at time (i.e. Runner 1 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.**

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. Team divisions and classifications are final the Friday 1 week post race for final race results.

SUPPORT
Ultra teams should make special preparations to provide support for their runners. 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. All teams should plan on being fully self-supported.

VEHICLES
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. We recommend one vehicle for Ultra teams. Teams utilizing two vans must honor the rules of rotation for regular teams (Only 1 vehicle is allowed at each minor exchange).

START TIMES
Start times for Ultra Teams are based on accurate pace predictions, so it is critical for a successful event that each runner has an accurate Half Marathon pace (pace per mile while running a half marathon) 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 4 of 6 runner paces loaded in order to be assigned a start time.**

We do our best to start Ultra Teams before 10:00 AM due to the challenge of running as a 6-man team. If you are certain your team will finish in time and would like a later start time, please contact you Race Director.

**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.
SECTION 7 – 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 local charities. Failure to fulfill volunteer requirements will result in inability to start the race and/or disqualification. Disqualified teams will be pulled from all results.

- 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 signup dates in Section 1 – Race Specific Information).
  - 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 via email (see list at end of document) to request a volunteer policy exemption.

- All Volunteers Must:
  - Be at least 16 years old (a parent/guardian will need to sign an additional minor waiver for anyone under the age of 18)
  - Individually register for a shift on the Ragnar website during the volunteer registration period noted in Section 1 – Race Specific Information
    - Volunteer shifts are first come, first serve
    - Captains and team members may NOT reserve shifts for team volunteers
      - The name registered must be the name of the volunteer
    - Volunteers may register for multiple, non-overlapping shifts
      - Unapproved duplicate shifts will be deleted
  - Provide their own transportation to and from their assigned location
  - Wear their official volunteer hat while at their assigned location
  - Be physically able to perform their assigned duties
  - Fulfill the entire length shift at the assigned/registered location
    - Just because you arrive 30 minutes early, doesn’t mean you can leave 30 minutes early. All shifts are built off expected runner times
  - Provide their own food and drink during shift (we will have bottled water and a snack for volunteers)

- Pay For Volunteers Option
  - 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 payment 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 in Section 1 – Race Specific Information). You will be charged $120 per unfilled volunteer requirement.

- SWAT (Sweaty, Wet & and Tired) Volunteers & Exchange Managers
  - Ragnar will also accept a limited number of SWAT volunteers and Exchange Managers.
SWAT volunteers will work alongside STAFF members and will be scheduled for a longer shift (usually Thursday to Saturday) with more responsibilities. A single SWAT volunteer fulfills three volunteer requirements for a team.

- Exchange Managers manage one exchange point along the course, and fulfill two team volunteer requirements.

SWAT and Exchange Managers are scheduled by application only. Positions are limited. 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.

**Volunteer Coordinator Email Contacts**

- Ragnar Del Sol: DelSolVolunteers@ragnarrelay.com
- Ragnar So Cal: SoCalVolunteers@ragnarrelay.com
- Ragnar Tennessee: TennesseeVolunteers@ragnarrelay.com
- Ragnar Cape Cod: CapeCodVolunteers@ragnarrelay.com
- Ragnar Lluckenbach: LuckenbachVolunteers@ragnarrelay.com
- Ragnar Chicago: ChicagoVolunteers@ragnarrelay.com
- Ragnar Northwest Passage: NWPVolunteers@ragnarrelay.com
- Ragnar Great River: GreatRiverVolunteers@ragnarrelay.com
- Ragnar Colorado: ColoradoVolunteers@ragnarrelay.com
- Ragnar RTB Relay: volunteers@rtbrelay.com
- Ragnar Napa Valley: NapaVolunteers@ragnarrelay.com
- Ragnar Adirondacks: ADKVolunteers@ragnarrelay.com
- Ragnar Washington DC: DCVolunteers@ragnarrelay.com
- Ragnar Hawaii: HawaiiVolunteers@ragnarrelay.com
- Ragnar Pennsylvania: PAVolunteers@ragnarrelay.com
- Ragnar Niagara: NiagaraVolunteers@ragnarrelay.com
- Ragnar South Beach: SouthBeachVolunteers@ragnarrelay.com

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