



RELAY PLANNING GUIDE



Sinister 7, Alberta



Oregon Epic Relay



Red Rock Relay, UT

More information is available at www.runningrelays.com.



Congratulations on signing up to be a team captain for your upcoming relay!

Planning a successful relay is not an easy task, but with a little bit of help, you can make sure you have all of your bases covered on race day. The following guide is meant to assist you in the planning process. It is based on the lessons that I have learned from being a team captain for multiple teams in multiple relays. There is a lot of planning information here—probably more than you need. Pick and choose what is helpful to you.

If questions come up during your planning process, don't forget to ask your race director. Race directors are always happy to help you out and answer any questions you may have. You will also find information on the [runningrelays.com blog](http://www.runningrelays.com/blog), and you may always email me a question at teri@runningrelays.com.

Good luck in your upcoming race. I am looking forward to hearing about your successful relay experiences!

Your partner in relays,

Teri

Teri S.
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1. Select a race and sign up.

Pay attention to sign up deadlines. Most races offer an early registration discount, and most will assess a late signup penalty if you wait too long to sign up.

Race Name: _____

Dates: _____

Race director name: _____

Email: _____

Deadline for registering runners: _____

Other pertinent deadlines: _____

Other notes:

Registration completed

Registration paid for

2. *Pick a team name.*

This step often happens before you sign up, but there are plenty of teams who end up changing their name after the original signup. Most race directors are going to be cool with changing your name as long as you do it well before race day. Picking a name may be the hardest part of this job - especially since it can influence your costumes and vehicle decorations. You'll find lots of ideas on the site, but here are some questions to help you get the creative process in motion. A great way to do this is to bring the team together at the local pub and brainstorm together.

How many people will be running on your team? Think of number related names (8 Is Enough, Baker's Dozen, 36 Legs/24 Feet, etc)

How do you all know each other? Are there any ideas there?

Favorite movies or movie quotes. How can you play with the name of your favorite movie?

Favorite songs. If you had to pick one song to play at your start time, what would it be? Can that song be incorporated into a name?

Favorite foods or beverages. Could this be incorporated into a team name or decorating theme?

Speaking of decorating and costumes, is there an outfit you've always wanted to run in? Think about how you could incorporate how you want to dress up with a team name.

Are you a fan of puns? If so, think about puns about running, feet, vans, smells, roads, miles....

What are some of your favorite words? Can you make an acronym from that word?

Who are your heroes (running or otherwise)? Can you pay homage to them with a team name?

Are you an old team or a young team? Hot or homely?
Can you play up your team's features with a name?

Team Name:

3. Find and confirm runners.

This can be a difficult step. The best way to get a real commitment is to require your runners to pay in advance and to get a refund only after they have found a replacement. It sounds harsh, but it works.

Runner Name	Email	Phone	10k Pace	Paid?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Alternates
1
2
3
4
5
6

4. *Determine volunteer requirements.*

Each relay race has different volunteer requirements. East Coast races are more likely to not have any volunteer requirements, while West Coast races usually do. Some race directors offer the option to pay for volunteers, which they hire from local non-profits. In races that do require volunteers, not providing any can result in disqualification, so it is important that you do make sure this step is covered. In most cases, the earlier you sign up your volunteers, the better the job they will get. You should also think of an appropriate thank you gift for these people. Without them, the races cannot be pulled off, and they are often stuck in the dark in the middle of the night with cranky runners. Many races offer discounted race shirts or other swag for volunteers.

Number of volunteers required: _____

Team discount if volunteers provided?: Yes No

Pay option?: Yes No If yes, are we using this option? _____

Sign up for volunteers begins: _____

Training dates / info: _____

Volunteer Information

Volunteer #1

Name: _____ Phone: _____

Desired time/location: _____

Possible thank you gift: _____

Volunteer #2

Name: _____ Phone: _____

Desired time/location: _____

Possible thank you gift: _____

Volunteer #3

Name: _____ Phone: _____

Desired time/location: _____

Possible thank you gift: _____

<input type="checkbox"/> Volunteers confirmed
<input type="checkbox"/> Volunteers registered

5. *Determine team transportation.*

Riding in style and comfort makes a world of difference on race day. The earlier you can determine how you are going to transport yourselves, the better off you will be. In popular races like the Hood to Coast and Ragnar Wasatch Back, rental vans are very difficult to find. Make your reservations as early as possible.

Van #1 Vehicle:

Rental info (if applicable): _____

Pick up time: _____

Will it need a roof carrier? Yes No
If yes, who is providing?

Is there an inverter for this vehicle? Yes No

Is there room for drawers? Yes No

Decorations:

Van #2 Vehicle:

Rental info (if applicable): _____

Pick up time: _____

Will it need a roof carrier? Yes No
If yes, who is providing?

Is there an inverter for this vehicle? Yes No

Is there room for drawers? Yes No

Decorations:

<input type="checkbox"/> Vehicles confirmed/rented
<input type="checkbox"/> Vehicle extras (carriers, etc) confirmed

6. Track team expenses.

To avoid being stuck with the lion's share of expenses, it is important to start a simple tracking system for the money that you are spending on the race. An Excel or Google spreadsheet will work well, or you can even keep track on paper. If you are an established team, you may want to start a separate bank account and have all money go in and out through that account. Here's a simple worksheet to get started with.

Registration fees	
Volunteer pay option	
Van rental	
Gas	
Decorations	
Team Uniforms	
Lodging—pre event	
Lodging—post event	
Volunteer gifts	
Misc	
TOTAL	
Per person	

- Registration fees collected
- Additional expenses collected

7. Help your team with training.

Figuring out how to train for a relay can be confusing, and there is not a lot of good information about the best way to prepare. If you have a team with a lot of new runners, they will have lots of questions. [More training plans can be found on the site](#), but here are two basic plans to get your team started.



One great way to bring your team together is to use www.dailymile.com to track training and motivate each other. Dailymile is like Facebook for runners—you can see each other’s workouts and comment on them, post photos, create challenges. It’s a great way to build team unity.

Beginner Plan

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OFF	1	2	1	2	OFF	4
OFF	1	2	1	2	OFF	5
OFF	1	3	1	2	OFF	6
OFF	1	3	1	3	OFF	7
OFF	1	4	1	3	OFF	8
OFF	1	4	1	4	OFF	9
OFF	1	4	2	4	OFF	10
OFF	2	4	2	4	OFF	5 AM 5 PM
OFF	2	5	2	5	OFF	10
OFF	2	5	2	5	OFF	5 AM 5 PM
5	0	2	2	5	0	6
OFF	2	3	0	RACE DAY		

Intermediate Plan

Assumes runner is able to run 8 mile long run. Should have an established base of 15 - 18 miles per week before starting this plan.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OFF	2	6	2	6	OFF	8
OFF	3	6	3	6	OFF	9
OFF	4	6	3	6	OFF	10
OFF	4	6	4	6	OFF	12
OFF	4	6	4	6	2	12
OFF	4	6	4	6	2	14
OFF	4	7	4	7 @ goal pace	3	15
OFF	4	7	4	7 @ goal pace	3	8 AM 7 PM
OFF	4	7	4	7 @ goal pace	3	15
OFF	4	7	4	7 @ goal pace	3	8 AM 7 PM
OFF	4	7	4	7 @ goal pace	3	10
OFF	4	3	2	RACE DAY		

Experienced runners can use half marathon plans to structure training. There is debate over whether “daily doubles” are really necessary. Many believe that they create too much injury risk, so they should be limited to once a week unless a runner is already training at a high volume of mileage. More important is to lay down a solid base of miles before a race; this will reduce your overall risk of injury and improve your performance more than running a few doubles in preparation for a relay.

- Training plans shared with team members
- Training runs scheduled

8. Hold an introductory meeting.

An introductory meeting is especially important for a team with many runners who have never done a relay before. You can meet locally if the team is from one area, or you may use a service like [Talkshoe](#) to create a community call. Discussion points may include:

Explanation of how the relay will work.

For team members who have never done a relay before, this is an important piece of information. It is easy to forget what that first relay was like after we have been doing them for awhile. Explain how the exchanges, rest areas, leg rotations and so forth will work during the race.

Figure out your vehicle situation.

If you haven't already done so, figure out which vehicles you will be using for the relay. The earlier you know this, the earlier you can make arrangements for car top carriers, rentals or anything else you might need to make your relay experience more comfortable.

Van assignments.

If you have a full team of runners, assign vans so that you can pick van captains and start to make travel arrangements.

Leg assignments.

I would say that more often than not, your teammates would like to know which legs they are running. I know some teams leave this assignment to the last minute, but even if you assign legs early on, they can always be changed. Runners new to relays want to know what they are getting in to—you can help them to feel more comfortable by giving them something to expect.

Assign pre-relay jobs.

Delegate your responsibilities and let others take part in the planning. Some possible team jobs are listed in the next section.

Collect money.

This is the best way to get a commitment out of your team members.

Talk uniforms, van decorations, and other silly stuff.

This is the time to figure out how silly your team wants to get. Will you be the team wearing underwear over your compression tights, or are you going to be the sedate team wearing whatever running clothes they throw in your bag? It's best to get on the same page at the earliest possible date. This is also the time to convince the new runners that they will have more fun if they get a little silly.

Intro meeting scheduled for:

Date: _____

Location: _____

9. *Assign pre-relay jobs to team members.*

Van Captain _____

You should have a captain for each van. This person does not have to be the driver, but it should be the one who makes sure that all the details are accounted for and that everyone has what they need. You may be the team captain, but you can't be in two places at once. You'll want to find someone to step into a leadership role in the van you are not going to be riding in.

Director of Food _____

This person can be from each van or for the whole team. Put one person in charge of either buying food for the entire team or for helping the others make sure that they have the supplies they need for the race. You may want this person to make purchases of flats of water or bananas in bulk. You can also have this person be in charge of determining where food stops are along the route and when they close. You don't want to be stuck in the middle of nowhere at midnight with no food.

Director of Fun _____

This is the person who will be dreaming up crazy costumes and crazy sculptures to attach to the top of your vehicle. Creativity is key. Let someone else take on the role of dreaming up different ways to entertain your team along the way. This person can be in charge of buying the water guns for shooting warm runners with water, or with creating hand written magnets to stick on other people's vans.

Travel Arrangements Supervisor _____

This is the person who will make sure you have a place to stay after the race, or a place to camp the night before. Let this person coordinate arrival schedules if you are coming in from out of town or help out of town team members find a good place to stay near the start.

Media Coordinator _____

Every good team has a photographer in each vehicle so that there are plenty of memories captured on film. Assigning someone to be in charge of taking photos and perhaps even creating a video at the end will help ensure you don't get to the finish line and then realize no one recorded one moment of the trip. If you have a tech minded person, this can also be the person who helps get everyone synched up on Twitter, Google Wave, Facebook or Dailymile.

Rules Captain _____

It never hurts to put someone in charge of scouring the list of rules to make sure that none of them are violated. This person can brief the team about major rules the night before the race. In our case, we only learned about a change concerning tents in major exchanges because a person new to the race took the time to read that year's rules. We need to pay attention to rules because they are put in place for our safety. A rules captain can help make sure everyone knows what they need to do to stay safe.

Jobs assigned

10. Make sure your runners are registered for the race and enter accurate 10k times.

Entering an accurate 10k pace is important. Race directors must plan when to open exchanges based on the times you submit; if you are wrong about your pace and come in much faster than expected, you may hit exchanges that have not been opened up yet. Here are some tips for getting good pace estimates from your runners.

Ask your team members to share recent race times with you. Most races want your 10k pace because they figure this is going to be closest to your average pace over the course of the legs. (Half- marathon pace gets used a lot too, especially if the course is longer.) They may do a little math depending on the toughness of the course, but that's the basic premise they are starting from. If a team member doesn't have any recent race results, have them time a run they know the distance running a bit harder than normal (remember – that competitive drive will kick in!). Use a pace calculator to translate that pace to the 10k distance.

If you can't get any race times out of your team, take your best guess. Look at the results for the previous year; how do your runners compare to other average runners? If you think you are middle of the pack, see where the middle of the pack fell for the race. It's probably better to predict yourself in the middle of the pack if you really have no idea; you probably won't be speedier than the fastest teams, and you also probably won't be slower than the slowest teams.

If you have to make last minute substitutions, be prepared to not have the right shirt sizes. Race directors submit their shirt orders months before race day, so while they may have a few extra in each size, there are no guarantees that you will get the size your last minute replacement wanted. This is just how it goes.

- 10k pace times collected
- Average pace submitted for start time

11. Predict your pace for planning purposes.

Once you have a start time, you'll want to create a pace prediction worksheet so that you can have a general idea of when Van #1 will be active, and when Van #2 will be active. Once you have runners plugged into their legs, they will be able to get a better feel for the time of day they will be running so that they can pack the appropriate attire and food.

1. Find your spreadsheet application.

If you have Microsoft Excel, great! But if you don't, not to worry. Google Docs has a great free spreadsheet that is easy to share with the team. Build your spreadsheet, email the link, and your whole team can have access to your predicted times. You don't need to have a Gmail account to use this product; you can use your current email to register.

2. Setup the spreadsheet columns.

You'll want a column for the Leg #, the runner name, the leg distance, start time (actual time of day), finish time, leg time (time in hours running), pace (per mile) and total time (accumulated hours running). The start time and finish time should be formatted as full time – i.e. 5:45:00 AM. The leg time, pace, and total time columns should be formatted as hours.

3. Enter the race's leg information.

This can usually be found in the race handbook. Enter the distance in miles for each leg.

4. Enter your team's pace information.

Fill in the predicted pace for each runner on each leg. You can make adjustments to each leg depending on how fast or slow you think they might be on that particular leg. Remember that runners tend to go out very fast with the adrenaline; 2nd and 3rd legs tend to be slower than the first. Night legs also tend to be slower, and big hills, of course, will affect performance. You don't have to go too nuts figuring it out; an average 10k pace is probably close enough for planning. I put the pace info into an hour format – i.e. 9:00:00 for a 9:00 minute mile. The calculations work out for me.

5. Enter your Start Time.

Your assigned start time goes in the first row under Start Time. If you don't know your start time, you can just plug in your approximate time. Take a look at finish times for similarly paced teams from the year before; you'll probably be seeded with teams with the same predicted pace.

6. Set up your calculations.

This is where things can get a little bit tricky.

- Leg Time
This calculation starts on the first row. Leg time is Pace x Leg Distance. Remember to have it formatted in the hour format. Fill this calculation down the spreadsheet.
- Finish Time
This calculation starts on the first row. To determine finish time, add the Start Time and the Leg Time for that row. Fill this calculation down the spreadsheet.
- Start Time
This calculation starts on the second row. The Start Time after the first row is the Finish Time on the row above. Fill this calculation down the spreadsheet.
- Total Time
This calculation starts on the second row. The Total Time after the first row is the Total Time from the row above + Leg Time on the current row. Fill this calculation down the spreadsheet.

7. Review your predicted pace.

Hopefully the calculations are all working at this point. Once you have the spreadsheet up and running, you can play around with different paces and scenarios. You can also get a general idea of when you will want to eat and sleep so that you can plan your race.

	Runner	Distance	Start Time	Finish Time	Leg Time	Pace	Total Time
Van #1							
1	Tom	8.6	5:45:00 AM	7:02:24 AM	1:17:24	9:00:00	1:17:24
2	Dick	3.4	7:02:24 AM	7:31:35 AM	0:29:11	8:35:00	1:46:35
2b	Harry	7	7:31:35 AM	8:34:35 AM	1:03:00	9:00:00	2:49:35
3	Barney	7.6	8:34:35 AM	9:42:59 AM	1:08:24	9:00:00	3:57:59
4	Fred	6.6	9:42:59 AM	10:30:50 AM	0:47:51	7:15:00	4:45:50
5	Wilma	8.7	10:30:50 AM	11:49:08 AM	1:18:18	9:00:00	6:04:08
6	Betty	5.4	11:49:08 AM	12:37:44 PM	0:48:36	9:00:00	6:52:44

Check your relay's website to see if they have built a spreadsheet for their race. Many relays offer this calculation worksheet already. If you have Google Docs, you can convert an Excel spreadsheet to a Google Docs worksheet and share it with team members. Look for pace prediction spreadsheets on the runningrelays.com blog as well.

Another great piece of technology is the HTC Clipboard timing program. This piece of software, which runs on Palm devices, acts as both a stopwatch and your timing spreadsheet you fill out during the race. You simply press a couple of buttons when a runner comes in and their pace and leg time are automatically calculated. The program has files for several relay races around the country. [More information can be found on their website.](#)

Rumor has it that this awesome piece of software is being developed for the iPhone. If so, I highly recommend using it. It makes keeping track of timing easy.

- Pace prediction worksheet created & distributed
- Timing method determined (software or stopwatch)

12. Gather team supplies.

It can make a lot of sense to prepare a van supply box – shared supplies to be used by all team members in that particular vehicle. Do you really need six bottles of ibuprofen? If you are a team that regularly relays together, keeping a van supply box in the garage cuts down on your preparation time immensely. If you're building a box for the first time, you'll find that between your various team members, you probably have everything on the list.

Basic Item Checklist

(cross off any items you don't plan to provide)

- Flashlights
- Headlamp
- First aid kit
- Clipboard
- Runner on road sign
- Reflective vests (2 – 3)
- Antibacterial soap
- Extra garbage bags
- Fix a flat
- Space blanket
- Tea tree oil (or similar) for repellent
- DEET repellent
- Vaseline
- BodyGlide
- Icy Hot
- Excedrin
- Ibuprofen
- Benadryl
- Sunscreen
- Extra batteries
- Blister care kit (Moleskin, secondskin, bandaids)
- Wound / sprain care kit (gloves, tape, bandaids, antiseptic wipes, prewrap)
- Toilet paper
- Scissors
- Pens
- Reflective tape
- Masking tape
- Spray bottle
- Paper towels
- Plastic eating utensils
- Babywipes
- Pepper spray
- Flares

- Box for van #1 complete
- Box for van #2 complete
- Not using van boxes

13. Send an individual packing list to your teammates.

Clothing -

- (Place each legs' clothes in separate Ziplock bag and label which leg they are for. This really helps to keep your bag organized!!!)
- 1st leg – shorts or other running bottoms (weather appropriate), top, sports bra, underwear, socks
- 2nd leg – shorts or other running bottoms (weather appropriate), top, sports bra, underwear, socks
- 3rd leg – shorts or other running bottoms (weather appropriate), top, sports bra, underwear, socks

- All legs: running shoes (you may want trail shoes if you are going to be on a trail; some people like to bring two pair)
- Between legs: Flip flops or other non-running shoes, rain proof jacket, sunglasses, hat, gloves
- Post race: Warmup pants, jacket, shirt, underwear, socks, bra

- If staying the night Saturday night: full change of clothes for the next day, swimming suit if there is a hot tub or swimming pool
- Costume (if you're that kind of team!)

Health & Beauty Aides

- Deodorant
- BodyGlide
- Make-up (?)
- Hair brush/Comb
- Glasses / eye care
- Toothbrush & Paste
- Face cloth & Towel
- Soap, shampoo, conditioner
- Sunscreen
- Band aids
- Lip balm
- Personal medications/hygiene items
- Little Hotties (handwarmers)
- Small roll of T.P.

Food Items

- Lunch for first day (sandwich, roll, yogurt)
- Snacks – protein (peanuts, string cheese), carbs (bananas, bagels), sugar (red vines, cookies)
- Gum (if you are a gum chewing type of runner)
- For a more complete idea of what food to bring, check out this article.
- Drinks – Sports drink, water

General Items

- Sleeping bag & pillow
- Blanket (especially if forecast calls for cold weather at night – wrap up while you are cheering on your runner)
- Music/ Ipod
- Flashlight, headlamp or waist lightbelt
- Reflective vest (if you aren't sharing)
- Spending \$ (beer garden, Sat & Sun food \$)
- Alarm clock
- Driver's license, bank card
- Batteries for flashlight, music
- Camera
- Writing pen or pencil
- Garmin/ training tool
- Cell phone
- Ear plugs, sleep eye covers (esp for early legs) – If you really want to sleep, bring the industrial strength ear protectors you use with a leaf blower!
- Wallet
- Music CDs for vans or Ipod car adapter
- Large trash bag – emergency rain poncho & great for cleanup

Individual packing list distributed

14. Determine your food plan.

It's a good idea to decide as a van when you will stop for restaurant food and when you will be eating from van provisions. Let them know what the plan is and then help them determine what else they should bring using a food chart. Food charts are very useful for helping to plan proper fueling to avoid major stomach issues. Share this worksheet with your team if they are looking for some planning help.

Day 1
Breakfast
Lunch
Dinner
Snacks

Day 2
Breakfast
Lunch
Dinner
Snacks

Running
Post Run #1 (Recovery)
Post Run #2 (Recovery)
Post Run #3 (Recovery)
Electrolytes

Ideal recovery nutrition should be near a 4 / 1 carb / protein ratio, eaten within 2 hours of running. Chocolate milk is a popular choice, but you need to find what works for you. Experiment with food choices before you get to the relay!

- Restaurant stops planned & info shared with teammates
- Food plan worksheet distributed

15 Add a little fun to your relay experience.

You may have appointed a Director of Fun on your relay team, but as team captain, making sure you have some fun along the way is ultimately on your shoulders. There are many ways you can goof around together—here are just a few ideas to get you thinking.

1. Create van music mix CDs.

Yep, it's just like high school again, and you're picking out the best songs for your friends to listen to. Think classic rock or disco—any music that you enjoyed back in college or any music you love to tap your feet to now. Music blasted at loud decibels during a hilly section can do wonders for your teammate's morale.

2. Bring a disco ball.

A small disco ball hanging from the center of your van can create a nightclub effect when flashlights are shined directly on it. Add the music from your mix CD, and you are ready to roll in the middle of the night.

3. Design some magnets and mess with other teams.

Order some inexpensive car magnet material, write out a clever message, and then stealthfully leave the magnets on the vans of other teams. It's a fun way to interact with other people, and the stealth aspect only adds to the fun.

4. Don't forget the water guns.

If you're running in hot weather, water guns can be fun and helpful. Offer to squirt other runners (always ask first, though!) and always be on the lookout for another team to engage in a water fight.

5. Throw in some props.

If your team isn't all that excited about running in full disco attire, bring a couple of funky wigs, large sunglasses and other dress up items and have them available for later on during the race. You'd be surprised how entertaining these items can be when everyone starts getting loopy during the wee morning hours.

6. Don't forget some junk food.

It's all fine and dandy to be a serious team with worthy goals, but you've got to be willing to have a little fun too. Bring some licorice or M&M's and then share them with the group. The point is to have fun, not to win—right?

7. Assign team nicknames.

It's a simple way to bring out alter egos when you assign nicknames to your runners. Who doesn't love a cool nickname?

8. Don't forget window writers.

Okay, so not everyone wants to plaster their minivans with oversized photos of Superman, but at the very least, bring along some window writing pens so that the creative person in your group can add some flair to your van. You can certainly think of a clever saying, right?

Fun extras planned

Fun? No way.

16. Create an emergency checklist with copies for both vans and one at home at a central contact.

Runner Name	Emer Contact	Phone
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Safety Item Checklist

- Band-aids
- Instant ice packs
- Athletic tape
- Blister kit
- Painkillers
- Reflective vests
- Benadryl or other antihistamine
- Sunscreen

Will you adopt extra safety precautions as a team? These may include:

- Reflective vests or gear for all team members out of the van at night
- Wearing flashing LED lights on back while running
- Carrying own water on busy legs—no van support
- Van support only when a parking space is available on the same side of the road as the runner
- Not using iPods even if the race allows them

- Emergency list complete with copy given to someone at home
- Safety items packed
- Additional safety rules adopted by team

17. Schedule a “pass-off”, pre-relay meeting or celebration.

The night before the race is the best time to discover that you’ve forgotten some important supplies, rather than the morning of the race. Hold a pre-race get together—even if it is only in a parking lot central to everyone’s location—to go over supply lists and last minute checks of equipment. Have people bring sleeping bags and other items they won’t need the next morning to load up in the vehicles (or to store in a central place if you are renting vans). The simple act of having to remember those items for that meeting will help everyone remember all of the other things they are supposed to bring. If packet pick-up happens prior to the race morning, this is a good time to hand out t-shirts and coupons. Save the race numbers to attach to clipboards with race maps on them.

You can turn it in to a celebration by inviting families and having a potluck if you are so inclined. For teams coming in from out of town, it’s a great time to meet for dinner and to get to know each other in a casual setting. Any last minute instructions from the race director can be reviewed and any changes to leg assignments can be made.

Required Items Checklist—To Confirm Night Before Race (Fill in as necessary)

<input type="checkbox"/>	Two reflective vests	_____
<input type="checkbox"/>		_____

Pass off meeting location:

Time:

<input type="checkbox"/> Required equipment confirmed
<input type="checkbox"/> Final leg assignments made
<input type="checkbox"/> Race packet goodies distributed
<input type="checkbox"/> Non-essential items loaded into vehicles
<input type="checkbox"/> Last minute instructions from race director shared
<input type="checkbox"/> Costumes / decorations passed out
<input type="checkbox"/> Timing method confirmed charged/packed
<input type="checkbox"/> Clipboards with leg information, maps, emergency contact info to each van captain

18. Assign van duties to keep your team running smoothly.

Driver

Van #1 _____

Van #2 _____

The question of whether or not to have a van driver who is not a runner is a good one. For smaller relays, navigating the course and finding a place to park is not that difficult. But in a large race where the traffic is heavy and parking is tight, a driver can take the burden off the shoulders of tired runners who can focus on running. If your vehicle is large enough to accommodate a driver, it can be a wonderful thing. However, be sure to get someone who has patience, great parking abilities, and a sense of humor!

Navigator

Van #1 _____

Van #2 _____

The navigator is the person in charge of reading the maps and figuring out where the exchanges are. This person should have eagle eyes for parking spots and good judgment for whether a van is completely off the road or not.

Timekeeper

Van #1 _____

Van #2 _____

The timekeeper is in charge of recording leg finish times and calculating paces on the timesheet. If using technology, this person should know how to make the program work after others have messed it up while they were running.

Chief Organizer

Van #1 _____

Van #2 _____

Living in a van for 24 hours is a messy business. Assign one person to be in charge of organization and clean up at the exchanges. Help this person keep things clean, and you'll be much happier for it.

Chief Crew Member

Van #1 _____

Van #2 _____

As the hour grows late and runners complete their second legs, hopping out of the van to support the active runner gets tougher and tougher. The Chief Crew Member is the person who will stay awake to make sure that the person on the road has everything he or she needs. This person should also help keep the driver awake on the drive to the next rest exchange.

Van duties assigned

19. *Enjoy your race day!*

If you have done a good job of planning the race, you should be able to relax and enjoy the day. It's always best to keep an open attitude to what the race will throw at you—if you get too caught up in making a certain pace or needing to control the race, you will be frustrated and your team will probably not appreciate it. At this point, the race is out of your hands. Run the best you can, go with the flow and enjoy a good finish line party.

Team start time: _____

Check in by: _____

Other race day notes:

A cool tradition you might want to consider if the relay allows it is to exchange a cold beer for the baton or wristband on the last leg. (Be sure that alcohol is allowed on the course before trying this one!) It's a wonderful way to finish off a tough race.

Good luck!

20. *Tie up loose ends after the race.*

Hopefully you're now relaxing in the beer garden, sharing stories and celebrating a good race. Don't forget to tie up any loose ends before everyone goes their separate ways.

- Collect any outstanding money or receipts that need to be reimbursed. Make payment arrangements as necessary.
- Determine if team wants to return for the race next year. There are often priority registration periods for returning teams, including race discounts, if you sign up early.
- Deadlines for next year's signup: _____
- Debrief this year's race experience. What worked?

What needed improvement? Suggestions for next year: