

TEAM CAPTAIN CHECKLIST

When registration opens

If you were registered for 2020, complete the deferral process no later than November 1, 2020 to receive your 80% credit for the 2021 race. You must also re-register for the 2021 race.

Register your team and then have your team and volunteers (if applicable) enter their information in the online database. Registration is open to a select number of teams, so the earlier you register, the better.

By March 31, 2021

Recruit 1 - 2 volunteers (depending on team size) to work 6 - 8 hour shifts on the race course. If you choose to hire non-profit volunteers (\$120 each, with the fee going to the non-profit they are working for), pay for your volunteers by March 31st, 2021. You may opt in for non-profit volunteers through March 31, 2021. The cost per volunteer rises to \$200 per person after March 31st. Email sarahbrendle@sourwoodrunning.com to make this change. Registration for volunteer shifts will open in the spring. Be sure to share this information with your volunteers when registration opens so they can sign up for their preferred spot.

Make sure your teammates register, record their estimated pace and select their shirt size by April 1st to guarantee their preferred size at the finish and to ensure a proper start time.

Two Months Out

Recruit alternate runners. Check the [Wild Rogue Relay Runner Pool Facebook page](#) for runners looking for teams.

Arrange for vehicles. Vehicles over 20 feet in length are NOT ALLOWED on the course.

Recruit drivers (optional). Team support personnel **do not** satisfy the volunteer requirement.

Determine your lodging for pre and post race. More information on lodging is available on the Course Maps page.

Share the packing list with your teammates. Determine your team supply needs and assign team members to bring items accordingly. This is a fairly remote race with limited services for much of the course. You'll find more information about what's available in the Race Bible. Plan accordingly.

Review your start time. Using the leg ranking chart (in the Documents section) to assign legs and estimate paces / finishing time using the Finish Time Estimator (also in the Documents section). Use your assigned start time to complete the Finish Time Estimator. If you notice that you are predicted to finish before 10 am or after 7 pm, please email jim@sourwoodrunning.com to discuss adjusting your start time.

Decide on costumes and van decorations. We have contests and you can win prizes!

Week of Race

Remind volunteers to sign in and fulfill their 6 - 8 hour shifts or the team will be disqualified. If you opted for non-profit volunteers and you have paid, you don't need to do anything. If you still haven't paid, bring your check to check-in. You will not be able to receive any finisher's items with unpaid volunteer fees.

Review this year's race bible (in the documents section). You DO NOT need to print these for your vans. We will provide two printed copies at check-in. Any last minute course or logistics changes will be noted in this book.

Attend check-in on Thursday night at Pear Blossom Park (next to Common Block Brewing) and show required safety equipment: completed waivers for any team member who has not registered online, 2 Safety Vests (one for each van), 2 Headlamps or flash lights (one for each van) and 4 Flashing Lights (two for each van). You may make alternative arrangements to check-in at Hart-Tish park on Thursday night (if you are camping) or at the start on Friday morning. If you start before 6 am, we HIGHLY recommend you check-in on Thursday night.

Arrive at the start about 45 minutes before your assigned start time to go through the check-in process (if you do not attend check-in on Thursday night), do the final team/van organizing, and to start mingling with the other teams.