

CIVIL WAR RELAY

2011 Official Relay Handbook



Civil War Relay 2011 Race Handbook



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SAFETY WARNING

In Colorado, we have an abundance of critters called prairie dogs. Prairie dogs are notorious for choosing to wander on to roads with no regard for traffic. Thus, during the summer, prairie dog “road kills” are very common.

Staging a running relay race without encountering some traffic is impossible. And due to the nature of this event and the limited size of the runner exchanges, this is much more important. So as long as all runners and their teammates stay in the shoulders, stay alert to their surroundings, and don't pull a “prairie dog” by wandering into traffic, no one should become “road kill.”

Take responsibility and watch out for yourself, your teammates, and other runners so no one gets hurt and normal vehicle traffic is not impeded. Let's keep all “road kill” the fun kind, where you catch up and pass a runner from another team. Be smart and be safe out there.

DON'T DISQUALIFY YOUR TEAM – LEAVE YOUR IPOD IN THE VAN!



WHY ARE HEADPHONES PROHIBITED?

As runners are not on a closed course and are running with traffic, anything that blocks you from your surroundings is a safety issue. While some running races allow headphones, they are on a closed course, during the day light, where you are not sharing the road with vehicles, or for that matter, wildlife. Triathlons, which are almost always on roads with traffic, prohibit headphones with immediate disqualification a result because it is a safety issue. Triathletes acknowledge and respect that rule. Individuals who violate this rule will not only disqualify themselves, but also their team – no exceptions. However, an acceptable alternative are the little speakers that clip on to shirts, or if your MP3 player has speakers.

Be smart and safe out there. Thank you for your cooperation.



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INTRODUCTION & RELAY OVERVIEW

The *Civil War Relay* Handbook is your guide to all aspects of the event. Please read through it carefully. Yes, it is only a one-day 52-mile relay, but it is still important that each of your teammates read and become familiar with this handbook.

OVERVIEW

The *Civil War Relay* is a 52-mile, five-member team "sprint" relay run between Albany and Eugene. The university hosting the annual "Civil War" game determines the direction the relay will run.

Start: Teams will start in waves from 7:00AM – 11:00 AM. **Captains should start their check-in process at least a half hour prior to their assigned start time.**

Start times are calculated using a team's average 5K race pace. Teams are seeded to reduce congestion and ensure that teams don't end up too far ahead or behind other teams so as to not miss the fun of running with them, as well as getting out of sync with support at the exchanges.

Course: The course is divided into 25 segments called "legs" of approximately 2-miles in length. Each runner on a team completes 5 legs rotating in order.

Projected Finish Times: 1:45 PM-4:30 PM.

Towns and Communities

It is only with the cooperation of state and local governments, businesses, and individuals that the Civil War Relay can exist. Thus, we all need to be aware of our impact. We need your help to lessen this impact and ensure that we can continue to have their support.

Unfortunately, there are people who think that just because they paid an entry fee, they can behave and act any way they please without consideration for other participants, volunteers, the property owners, or surrounding residents or motorists. Please be aware of your behavior (in terms of noise coming from your vehicle) and

your surroundings (being considerate of other traffic on the road).

For safety reasons, please run on the side of the roads the CWR course arrows are placed. In a vast majority of the route, you will be running on the left side of the road facing traffic.

Please do not litter, or answer "nature's call" on private or town property; use the portable toilets and garbage containers that have been provided. Show only respect toward the volunteers acting as the race marshals. They are following the instructions of the race director and are watching out for your safety and enjoyment.

Please do everything you can to remind yourself and your fellow runners to remember these requests. Only with your cooperation will this relay be able to continue in future years.

CATEGORIES

- Men's
- Women's
- Open (any combination of men and women)
- Masters - an Open team with all members reaching the age of 40 this calendar year; a photocopy of each runner's drivers license will be required to be submitted at the Start)
- High School – open

Substitutions or additions

Captains may substitute or add additional runners to their team online at the Civil War Relay website until two weeks before the race. After that, a Substitution Form will need to be filled out and submitted at the start with a \$10 check made out to *Timberline Events LLC* for each substitution, addition, or change. There is no charge for additions or changes to your team supplied volunteers.

Team Matching

Runners may find teams and teams may find runners on the CWR Message Board. A link is available on the CivilWarRelay.com home page.



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RULES

Civil War Relay's rules are for everyone's safety. PLEASE ALWAYS USE EXTREME CAUTION during the entire race. There are no road closures, traffic control or aid stations. All runners and teammates must be very aware of vehicle traffic at all times, as several of the Exchange Points are along busy roads. Always run against the flow of on-coming traffic unless stated otherwise.

Please review all rules to avoid disqualification or time penalties. To qualify as a category winner, teams must follow all rules.

To report a rule violation, submit a Protest Form (included in this relay handbook) to a Relay official. Any protest that will affect the results must be submitted within 30 minutes of crossing the finish. Prior to submitting the form, the protesting team must notify the accused team so any misunderstandings can be settled.

Prior to the Race

- **All teams must fulfill the volunteer requirement. Failure to abide by either of the two options will result in the team being unable to participate.**
- **All waivers must be signed and returned to the Civil War Relay at the start in order to participate. If waivers are not signed by ALL runners, volunteers and van drivers, teams will not be permitted to participate – no exceptions.**
- The minimum age for participants is fourteen years of age. Participants between the ages of fourteen and eighteen as well as their parents or guardians will need to sign the waiver of liability.

During the Race

Unless directed to do so by the Race Director, teams must maintain their running order, one person running one leg at a time rotating at each exchange.

- All runners need to wear their team numbers (bibs) visibly on their front.

- Obey all Oregon pedestrian and vehicle codes. Cross roads only in crosswalks, intersections, or at the instruction of the race marshal assigned to this task. Runners and vans must stop at red lights.
- Alcohol, bicycles, headphones/ear buds on active runners, and pets along the race course are prohibited.
- Obey volunteers and respect private property. Properly dispose of trash and use the portable toilets. Incoming runners must pass batons (wrist bands) to outgoing runners only at the Runner Exchange Areas.
- If a runner makes a wrong turn, the runner must return to the course on foot to the point on the course where the error occurred and then resume the race.
- To receive your finisher's award, each team is required to turn in a completed Scoring Sheet with each runner's leg time.
- Runners must maintain the order submitted at the Start on the Roster/Waiver.
- Runners combining legs to run longer legs is prohibited. This is a sprint relay for a reason as parking at the exchanges is limited and vans need to keep moving.
- Masters teams must submit a photocopy of each runner's proving their birth date at the Start.

Vehicles

- Vehicles must drive ahead to the next Exchange Point or Van Exchange to ready the next runner. Please follow traffic laws and do not trail runners or force them onto the road by obstructing the shoulder.
- Do not stop on roads where the shoulder is narrow or where you will impede traffic or the flow of the race. Please use your good judgment on this.
- SUVs, minivans and vans are preferred. (Motor homes, campers, buses, trailers, or limousines are not permitted).



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- All vans must display a "CAUTION: Runners on Road" sign (minimum 17" x 22") on the rear of each vehicle throughout the entire race. Signs may be hand-drawn, but must be legible and clearly visible to all traffic.
- All vans must also have their team number (signs included in the Team Packet provided at the start) displayed on the outside of the front window on the passenger's side and on a side window on the driver's side.
- Decorating vans is encouraged and is part of the fun of relays. However, use good judgment and taste when considering what to write. Team vans, signs, shirts, etc. cannot sport logos, mantras or exhortations that are disrespectful of other teams or groups identified by gender, race, age, etc.

If A Runner Substitution Occurs:

- The injured runner may not run again.
- One or more runners will be required to run extra legs.
- The original order must be maintained.
- No more than one substitution per leg is permitted.
- No runner may drop out to substitute a faster runner.
- Women must run a minimum of seventeen legs or a mixed team will be reclassified

In The Event Of An Injury Or Sudden Illness:

- If a runner becomes injured or ill and is unable to finish (i.e. cannot walk), the next runner (of the same gender if a Mixed team) in the rotation may substitute at the point of injury and continue.
- A hand-off must occur at the next exchange. A runner may not complete one leg and then also run the next leg

PENALTIES

Safety and being good neighbors are critically important. The following infractions will result in Immediate Team Disqualification and expulsion from the race:

- Littering anywhere or "answering nature's call on private property.
- An active runner wearing headphones or ear buds; small speakers attached to your shirt are fine.



- **Volunteers at the Exchanges are considered Race Officials. They have authority to direct vans, runners, and inactive participants, and to disqualify a team for rules violations. Talking back or not following the instructions of the volunteers will not be tolerated as they have been instructed how to run the exchanges for your safety by the Race Director.**

What does a DQ mean?

It means your team is out of the race - you are no longer welcomed to continue. There will be no warnings; there will be no discussion. It is every team and runner's responsibility to follow the relay's rules. One person on a team breaks the rules and that runner and the entire team are done - period.

Captains, by checking in at the start, you are agreeing that your team will abide by ALL these rules and if caught breaking them, your team agrees to abandon the race in a civil manner.

The race director reserves the right to DQ any team at any time before, during, or after the relay for rules infractions.



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Late Start

If your team is late for your start time, you will not be permitted to start in a later wave. You will however be permitted to drive ahead to an exchange and to start running there (two may run at the same time so that all members get their miles in).

EQUIPMENT LIST

The following are suggested checklists for items to bring for the relay. **Items in bold will be required to be displayed at the starting line in order to receive your team's race packet.**

Required Team Equipment - bold items are required to be shown at check-in:

- **Two florescent orange or yellow reflective safety vests (required for runners on all legs – for increased visibility whether sun is out or not)**
- **"CAUTION-RUNNER ON ROAD" sign (minimum 17" x 22") to be attached to the rear of each team's vehicle(s). These can be handmade but they must be legible)**
- **First Aid kit**
- **Trash bag**

- **CWR Relay Handbook & Leg Map book**
- **Copies of ID required for "Masters" competitive teams**
- Teams are limited to one vehicle (maximum 6.5' x 19'); **No buses, campers, limousines, motor homes or extra vehicles.**
- Roll of tape to apply signs to your van(s)
- Clipboard for Team Time Record
- Watch/stopwatch
- Cell phone
- Water, electrolyte drinks, and food for each van since there are no aid stations

Team Equipment - Recommended For Each Vehicle

- Markers, pens, pencils, paper
- **Extra toilet paper, paper towels, cups**
- **Wet Wipes or Hand Sanitizer**

Do NOT bring:

- Alcohol
- Bicycles
- Children
- Pets



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PREPARING – BEFORE THE RELAY

BEFORE THE RACE

Prior to showing up at registration, there are several things that need to be completed:

- Review the material in the CWR handbook thoroughly and relay it to all of your teammates.
- Make sure all of your teammates are registered on-line by November 21st and have entered an accurate estimate of their normal 5k times. Your start time is based on this.
- Any additions/changes starting on November 22nd need to be made on the Substitution form and brought to the start. All changes after the database closes are charged a \$10 penalty fee.
Any runner registering after November 21st cannot be guaranteed their first choice of shirt size.
- **Ensure that the waivers (download from the CWR website) have been signed by each of your teammates, volunteers and drivers, and are brought to the start. ALL must be turned in at the start – no exceptions**
- **Review the required Equipment List and ensure your team has everything listed. These items must be shown to race staff at the start in order to pick up your race packets. No team will be allowed to start the race without all of these items.**
- Please enter accurate 5k race times for each runner in the online database. A team's average 5k race time is what is used to space teams to avoid congestion.

REQUIREMENTS

Equipment:

In order for teams to receive their race packet, teams **must show the following items** at the Start:

- **Two florescent red or yellow reflective safety vests – vest MUST be brightly colored; white vests will not pass inspection**



- “CAUTION—RUNNER ON ROAD” (minimum 17” x 22”) – one per vehicle
- First Aid kits - one per vehicle
- One copy of the Relay Handbook per van
- One copy of the Leg Maps per van
- Trash bag – one per vehicle.

PLEASE BRING - a roll of tape to attach your CAUTION – RUNNER ON ROAD sign AND your vehicle identification signs.

Vehicles:

- Teams are limited to one vehicle (maximum 6.5 x 19 feet); **no buses, campers, limousines, motor homes, trailers, or extra vehicles.**
- Vehicles must display their team number (provided to Captain at check in) on the **OUTSIDE** of the front window on the passenger's side and also on a side window on the driver's side, and a “CAUTION—RUNNER ON ROAD” sign on the rear of the van.

Volunteers

If a team who selected to provide a volunteer and does not recruit that volunteer, that team will not be permitted to start. If any of the volunteers for a team do not show up at their assigned locations, that team will be disqualified.



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THE DAY OF THE RACE

START

Directions to the Start – Linn Benton Community College

From I-5 South: From I-5, turn left at Corvallis-Lebanon Hwy/OR-34 W. Continue to follow OR-34 W. Take the ramp to Albany/Junction City. Turn left at Albany-Junction City Hwy/OR-99E N. Turn left at SW Allen Lane to the second or third entrance to the Linn-Benton Community College parking lot. Start is at the track which is on the west side of the campus (northwest corner of the parking lot).

From I-5 North: Take exit 234B to merge onto OR-99E S/Pacific Blvd SE toward Albany. Turn right on SW Allen Lane to the second or third entrance to the Linn-Benton Community College parking lot. Start is at the track which is on the

Parking at the Start

There is plenty of parking in the parking lot by the track. There will be a portable toilet in the parking lot.

Checking-in

There will be several steps for the check-in process. Please plan on showing up about an hour before your start time to start checking-in. Your entire team and your volunteers DO NOT need to be there.

Step 1 – Turning in Waivers

Step 2 – Safety Equipment Check

Step 3 - Packet Pick-up

In your race packet, you will receive the following:

- A bib number for each runner
- Safety Pins for attaching your race number
- Two vehicle identification signs Race Director contact phone number
- Any last minute updates and reminders

Maps and Signs

- The primary means of navigation should be the printed leg maps.
- The maps will be *supplemented* with arrows made with flour on the ground.

- One of the most common comments after a relay is how people found themselves off the course. The arrows are put in place a couple hours before runners appear. Therefore, anything can happen to them – the wind could blow them away, or some joker could alter them.
- Therefore, if you get off the route, especially if you were not carrying a map, you will receive no sympathy.

The Course

This is a form of adventure race, so please understand that any hazards on the course HAVE NOT been marked. Please run with caution.

AT EXCHANGES

Vehicle Parking

- In comparison to longer relay races, most of the CWR exchanges are very small in size. The van parking could be on the shoulder of the road, so it is important that vehicles pull off the road as far as possible so as not to impede normal traffic
- Most exchanges have a diagram on the Leg Map to show where vans should be parking.

Runner Exchange

- There will be a designated relay exchange zone at each Exchange where the runner on deck will wait to get the hand-off.
- Only the runner “on deck” should be in this area; all other participants should keep clear of the runner exchange zone.
- Not every exchange will be staffed with a Race Marshal so please help each other out.

Note: The people staffing the Exchanges are volunteers and are giving their time to help with the event. Please be courteous and



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follow their instructions. Remember to thank them.

Restrooms

- You will find portable toilets at about every third exchange, the start, and finish.
- It is suggested that you have hand sanitizer and/or wet wipes, and extra toilet paper just in case.

FINISH

Directions to Alton Baker Park

From Exchange 24: continue south on Garden Way to Martin Luther King Blvd (Centennial Blvd) and turn right (west). Follow MKL Blvd to Day Island Rd and turn left. Follow Day Island Rd to the finish line at the Pavilions.

Tradition

It is a tradition in Relays for teams to cross the finish line together. The last runner will be

entering the track and the northern end and will run the track counter-clockwise to the finish line.

Finisher Shirts

Captains may pick up the finisher's awards at the Relay HQ booth at the finish line when the team Time Sheet is turned in. Disqualified teams will not receive finisher awards.

Results

Results will be posted at the finish as available and will be online on the CWR website later in the evening.

Awards Ceremony

An awards ceremony recognizing the top finishers in each category will start at 4:30 PM

Food

Hot food and snacks will be served at the finish.



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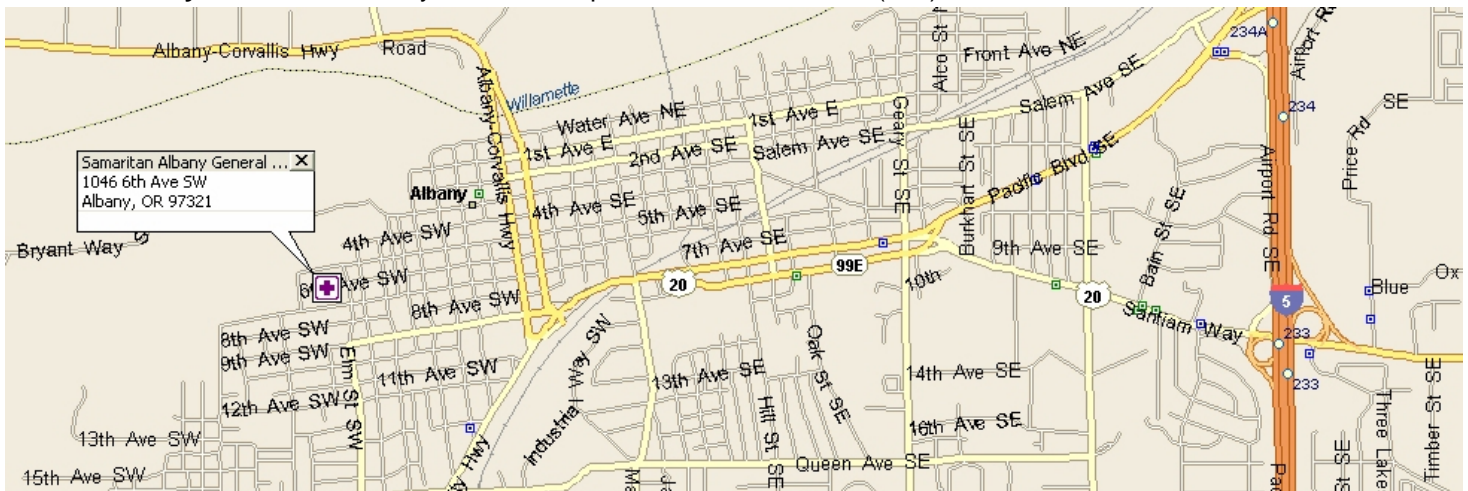
EMERGENCY INFORMATION

Your safety is our top priority. As much of the course is rural, please be aware that medical assistance will not be as timely as in major population areas. A list of local medical centers is provided below. Thus personal preparation and planning is key. If anything serious does happen to someone on your team, information is provided below to receive the quickest assistance. Consider taking the injured person to the nearest hospital rather than waiting for an ambulance to arrive.

If an emergency occurs, please:

Dial 911 and provide as much detailed information as possible.
Use the following numbers for additional assistance.

Albany - Samaritan Albany General Hospital; 1046 6th Ave SW; (541) 812-4000



Eugene - Sacred Heart Medical Center; 1255 Hilyard St; (541) 686-7300





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FORMS

TEAM ROSTER – Running Order – to be handed in at the start

Team Name: _____

Captain: _____

Category: _____

Runner	Print Name
1	
2	
3	
4	
5	
Volunteers	
1	



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TEAM TIME RECORD – a copy has to be handed in at the finish so make two copies

Team Name _____

Team Captain _____ Start Time _____

LEG	RUNNER	TIME	SPLIT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			



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RELAY PROTEST FORM

This Protest form needs to be completed and turned in with your Team Time Sheet within thirty minutes of your team crossing the finish line. Please turn this form in to the Race HQ table. Prior to submitting the form, the protesting team must notify the accused team so any misunderstandings can be settled.

Submitting Team:	Time Submitted:
Violating Team:	Rule Violated:
Where rule was violated:	How was the rule violated:
Was violation discussed with the violating team?	Their response: