

6 - TEAM CAPTAINS ~ 2018

In order to assure a safe and enjoyable race, the Race Committee depends heavily on the attention given to the Race by the Team Captains and the Co-Captain. With the number of People & Vehicles in the field, we are depending upon YOU to help make this a successful and SAFE race.

- ❖ The following is a general guide to the responsibilities and functions that a Team Captain is expected to exercise.

BASIC INSTRUCTIONS

Please read all of the rules and make certain that ALL of your team members, volunteers, support people & visitors read, understand and agree to abide by them.

- ❖ It is strongly urged that you duplicate specific chapters of this manual and distribute them to the appropriate team members & family members who will be attending the race.

If your team will have boosters, family members, and or spectators in the field, it is mandatory that they mark their vehicles with the team numbers and that they be informed of the rules.

- ❖ They must conform to the rules or their team will be held accountable and will suffer the penalties.
- ❖ Make sure each team member understands these rules!

Each Captain must have a Co-Captain as a matter of official record.

- ❖ Only the Captain or Co-Captain is the official spokesperson for the team.
- ❖ One of the Captains must attend all scheduled pre-race meetings to represent their team.
 - Unless specifically exempted by the Race Committee.

Eligibility

The Cutoff date for employment is January 1, 2018. The Cut-off for Lateral Transfers is February 15, 2018. LAPD Deployment Period # 13 December 24, 2017 all personnel listed on the DP Roster is eligible to run. For the Station Categories, only these listed personnel are eligible.

Your Preliminary Run Plan must be submitted ***On Line*** by 10:00am on the Monday preceding race day.

- ❖ Once your Preliminary Run Plan is submitted, no telephone, fax or E-Mail changes will be accepted. They will be discarded without notice!
- ❖ Changes must wait until the Race Day Briefings

Each Team Captain will provide the Race Coordinator with the name of one Sworn Officer/Civilian who shall be assigned to work at one of the stage locations or special functions.

- ❖ For your planning ease, we will attempt to assign the workers to their posts prior to the last Team Captains meeting.
- ❖ Preference for assignments will be given to teams in the order of receipt of Team Entrance Fee.
- ❖ **Any runner, who intends to compete in the Baker to Vegas Race and was transported to Hospital during last year's Baker to Vegas race, must present a letter from their doctor stating the runner has no restrictions that would prevent him/her from participation. This letter will be turned in with the Wavier Form.**

Team **Release of Liability (Wavier form)** must be completed and turned in at the Briefing.

The RV Support Officials will issue White Bib Numbers to the Runners at the assigned Stage.

- ❖ At the Team Captain Check in, **Green** Bib Numbers will be given to the Team Captain for use by the alternate runner replacing a downed runner (DR) **Yellow** Numbers also issued for use by the Team Catchers.
- ❖ An Alternate substitute Runner for a NO SHOW shall check in at the RV Support staff and be issued White Bib Numbers.

- The No Show Runner may be re-assigned to the Alternate Pool

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RUN PLAN PROCEDURES

It is IMPERATIVE that you Read and Follow the Step-by-Step Instructions Forms are provided on the Bakervegas.com web-site.

STEP 1 – CREATE AN ON-LINE PRELIMINARY RUN PLAN.

Once you have paid your entry fee, you will be given a password for On-Line Registration of your Runners.

1. Log on to www.bakervegas.com and press the ~Runner Registration button.
2. Type in your Team # and your password.
3. ***Read the instructions at the top of the web page.***
 - ❖ Fill it in with your Team Name, Captain Name and your preliminary run order.
 - STAGE 11 Runner Exception. Type in the runner's first name instead of their initial. This is for the Pahrump welcoming committee announcer.
4. Be sure to press the [Save Entries] button at the bottom of the page or your data will NOT be recorded, and your entries will be erased.
5. Press the **Print This Page** button to get a printed copy of your **Preliminary Run Plan.**
6. You may make changes to your **Preliminary Run Plan** as often as necessary up until the deadline. MONDAY RACE WEEK @ 1000 HOURS. At 1000 hours, your Race plan will be imported into the Race Computer and will become your **Official Run Log.**
7. You may browse the other team's Run Plans by omitting the password function.

STEP 2 – Team Captain Check In

All Team Captains shall check-in at the Race Briefing. They shall exchange a completed Team Wavier form for their Official Run Log.

STEP 3 – To make changes to the Runner Order before the race

Before giving the **Official Run Log** to the Follow Vehicle crew, make your changes the order. Use PENCIL. See Sample below

1. **Swapping Runners Legs:** To rearrange running order, draw a line through the original runners name and PRINT the name of the new runner above the original runner's name. Leave the Substitute Runners Column blank for field changes.
2. **Follow Vehicle Crew Instructions:** It is imperative the Follow Vehicle Observer keep an accurate log of who ran the leg. When you give the Official Run Log to your Follow Vehicle Crew, make sure they understand the following procedures.
 - **Alternate Runners** running for a NO SHOW, or last minute changes must get their White Bib Number from the RV Support Officials at the stage. The FV Observer shall print the alternate's name in the Substitute Runner Column and print **ALT** in the leg # column.
 - **Downed Runner:** The replacing runner shall run with **Green** numbers front and back. **Do Not Remove the White number from the downed runner.** Observer, print the name of the replacing runner in the Substitute Runner Column and indicate DR in the leg # column.

- **Finish Line:** The Follow Vehicle Observer shall turn in the **Official Run Log** to the Finish Line Officials within 15 minutes of their crossing the finish line.
- **Runner's Time:** Do not log runner's time on the **Official Run Log**. If you desire to record the times of the runners you must do so on a separate sheet of paper.

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CATEGORY OR START TIMES CHANGES

If a team must change their Category or their Start Time, they must contact the Race Coordinator to authorize the change. The Race Official will accompany the Team Captain to the Computer Official to make the necessary changes to the data base.

OFFICIAL RUN LOG							
Team: 1		TNAME: LASD MCJ			NAME: TIM DLUGOS		
Leg #	RUNNER	F	Substitute Runner	Leg #	RUNNER	F	Substitute Runner
R11:	DLUGOS, T			R11:	HAUSER, T.		
	VENEGAS, J.						
R7:	KUNZ, C		SAMPLE OF CHANGES MADE BY TEAM CAPTAIN PRERACE	R12:	GARCIA, E.		SAMPLE OF CHANGES MADE BY FOLLOW VEH OBSERVER.
	MARTINEZ, G.			R13:	ONTIVEROS, L.		
R3:	SIMS, A.						
R4:	VENEGAS, J			R14:	FLORES, J.		
	DLUGOS, T.						
R5:	LOCKHART, M.			R15:	AVITIA, C.		HONG, J
				DR R16:	MORALES, E.		LOPEZ
R6:	JENNISON, T.			R17:	HONG, J.		AVITA, C
R7:	AREVALO, A.			ALT R18:	BEAS, V.		VIERA, A
R8:	ARRIOLA, V.						
R9:	PARK, S.			R19:	DOMINGUEZ, M.		
R10:	FERNANDEZ JAIM			R20:	CASTRO, S.		

R21:	KUNZ, C.		R26:	VIERA, A.	
R22:	LOPEZ, C.		R27:		
R23:	RODRIGUEZ, E.		R28:		
R24:	TUNFORSS, E.		R29:		
R25:	VARGAS, P.		R30:		

Official Delay: PRINT the location and time (Mins-Secs) of an Official delay. Also note the reason for the delay

Follow Vehicle Observers: Use PENCIL for all notations. Do NOT record Runners Time on this form. Make sure that this form indicates the runners name that actually ran the leg. Changes to running order can be made for several reasons, as outlined below. Correct the form to show who actually ran the leg.
Return this form to the Finish Line within 15 minutes of finishing or suffer a 10 minute penalty.

Downed Runner: If a runner is unable to finish their leg, then an Alternate may finish the leg for them. The Alternate must wear a YELLOW bib. **DO NOT REMOVE AND USE THE WHITE BIB FROM THE DOWNED RUNNER.** PRINT the Alternates name in the "Substitute Runner" column and PRINT DR in the leg # column.
10 MINUTE PENALTY FOR FAILURE TO REPORT A DOWNED RUNNER. (Rule 5.13.b)

No Show Runner: If the Scheduled Runner is NOT at the Stage to take the hand-off, an Alternate may run instead. The Alternate MUST sign-in at the Stage and obtain a WHITE bib. PRINT the name of the Alternate in the "Substitute Runner" column and print **No Show** in the leg # column. The No Show runner remains eligible to run another leg. No penalty for this condition.

Last Minute Changes by Team Captain: The Team Captain may make changes to the running order, prior to the Race Start, by drawing a line through the original runners name and printing the new runner's name ABOVE the original runner's name - leaving the Substitute Runner column blank for field changes.