



# Team Captain's Race Preparation Checklist

That is a crucial document for a successful relay! This checklist is designed to guide team captains through the RECOMMENDED preparation steps, ensuring the team, logistics, and gear are race-ready.

## Phase 1: 120 - 90 Days Prior (The Foundation)

**Formulate Team Roster:** Confirm all runners and substitutes are committed.

**Create Team gear (optional):** Order T-shirts or Swag for your team members.

**Define Team Goals:** Hold a mandatory meeting (in-person or virtual) to decide if the goal is competitive pace, completion, or primarily social. Set realistic pace expectations for each runner.

**Establish Training Plan:** Encourage runners to start building mileage, focusing on the specific distances and terrain of their assigned legs.

**Create Communication Channel:** Set up a dedicated group chat (e.g., WhatsApp, Signal, GroupMe) for quick, mandatory communication regarding logistics.

**Review Race Rules:** Download and circulate the official Race Rulebook. Highlight rules regarding exchange zone, mandatory gear (e.g., headlamp), and support requirements.

## Phase 2: 60 - 30 Days Prior (Logistics & Strategy)

**Runner Route Familiarization:** Take your team on an easy run of the route.

**Assign Running Legs:** List out the rotation and assign specific legs based on runner strengths and the team's overall strategy.

**Finalize Team Support Setup:**

**Book/Confirm Team Tent/Canopy:** Identify canopy for shade, chairs and first aid kit for support tent. (Team tent placement TBD at later date by staff)

**Identify clean up members:** Confirm who will stick around after to clean up their support tent.

**Mandatory Gear Check:** Confirm every runner owns the required safety gear:

Headlamp/Flashlight (first leg starts before sunrise).

Reflective Vest/belt (first leg starts before sunrise).

Communication Devices (Safety rule: runners must carry smart phone while running).

**Plan Food & Hydration:** Create a shared spreadsheet for team nutrition. Decide whether to pool money for group food or have everyone bring their own. Plan for coolers, ice, and enough water/electrolytes.



## Team Captain's Race Preparation Checklist

Create the "Pace & Time" Spreadsheet: Develop a detailed schedule tracking projected start/finish times for every single leg, adjusting for traffic and rest periods.

### Phase 3: 14 - 7 Days Prior (Finalizing Details)

Send "What to Pack" List: Distribute a comprehensive list of personal gear, emphasizing multiple changes of running clothes, warm layers, and recovery items.

Prepare Support Setup Checklist: List all items needed in your support tent: first-aid kit, trash bags, coolers, map, chairs, sunscreen, and a basic tool kit.

Final Team Meeting: Review the "Pace & Time" spreadsheet and the entire rotation plan. Discuss how to handle delays or injuries.

Check Weather Forecast: Plan clothing and supplies based on the expected weather conditions for the entire race window.

Prepare Registration "Fee": Secure one Squadron Patch to donate to the T100UTR Legacy Board.

### Phase 4: Day Before the Race (Zero Hour)

Fuel & Food Prep: Prepare any necessary food/sandwiches and water and coolers.

Final Gear Check: Confirm headlamp and reflective belt are ready for use. Confirm Squadron Patch is packed.

Review Safety Plan: Briefly review the emergency contact numbers and the process for contacting race/medical staff.

Designated Sleep: Ensure the first wave of runners gets a solid night of rest.

### Phase 5: Race Day (Execution)

Team Check-In: Confirm all team members arrive at the start line on time for check-in and the mandatory safety briefing.

First Runner Prep: Ensure the first runner is ready, has the "baton", and knows their exact start time (0630L).

Monitor Pace Spreadsheet: Continuously update the live "Pace & Time" spreadsheet to track if the team is ahead or behind schedule, allowing time for adjustments at later legs.

Communicate with Tally Keeper (TK) staff at the hub.



## Team Captain's Race Preparation Checklist

Encourage Rest & Recovery: Ensure runners prioritize resting and refueling after their leg is complete.

Maintain Team Morale: Keep communication positive, ensure runners are cheered at exchanges, and remember to have fun!