

RUN PLANS & PROCEDURES ~ 2012

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 and follow the instructions at the top of the web-page.**
 - ❖ Fill in the form 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 current 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 on-line **Preliminary Run Plan** as often as necessary up until the deadline, **MONDAY OF RACE WEEK @ 1000 HOURS**. At 1000 hours, your **Preliminary Run Plan** will be downloaded into the Race Computer and will become your **OFFICIAL RUN LOG**.
7. You may browse the other team's roster by omitting the password.

STEP 2 –TEAM CAPTAIN CHECKIN.

All Team Captains shall check-in at the race briefing with their **Team Release of Liability Form** and their **Preliminary Run Plan**. They shall exchange their **Preliminary Run Plan** for their pre-printed **Official Run Log**.

Team Captain changes to Runner Order before the race:

Before giving the **Official Run Log** to the Follow Vehicle Crew, make your last minute changes to the run order in the comfort of your own room. Use PENCIL to make changes to the **OFFICIAL RUN LOG** following the procedures below. **(SEE SAMPLE BELOW)**.

- **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.

Follow Vehicle Observer changes made during race:

It is imperative that the Follow Vehicle Observer keeps an accurate log of who ran the leg. When you give the **OFFICIAL RUN LOG** to your Follow Vehicle Crew, make sure they understand and follow the following procedures.

- **ALTERNATE RUNNERS** running for a no-show, or last second changes must get their WHITE bib from the Stage Officials. The Follow Vehicle Observer shall print the Alternates name in the Substitute Runner's Column and print **ALT** in the leg # column.
- **DOWNED RUNNER:** The replacing runner shall run with YELLOW numbers. **Do NOT remove the WHITE numbers from the downed runner!** Print the name of the replacing runner in the Substitute Runner's column and indicate a **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 runner crossing the finish line.
- **RUNNER'S TIME:** Do NOT log runner's time on the **OFFICIAL RUN LOG** If you desire leg times, then you will have to create your own procedures.

OFFICIAL RUN LOG

Team: 1		TNAME: LASD MCJ		NAME: TIM DLUGOS			
Leg #	RUNNER	F	Substitute Runner	Leg #	RUNNER	F	Substitute Runner
R1:	DLUGOS, T VENEGAS, J.			R11:	HAUSER, T.		
R2:	KUNZ, C MARTINEZ, D.		SAMPLE OF CHANGES MADE BY TEAM CAPTAIN PRE-RACE	R12:	GARCIA, E.		SAMPLE OF CHANGES MADE BY FOLLOW VEH OBSERVER.
R3:	SIMS, A.			R13:	ONTIVEROS, L.		
R4:	VENEGAS, J DLUGOS, T.				R14:	FLORES, J.	
R5:	LOCKHART, M.			SWAP R15:	AVITIA, C.		HONG, J
R6:	JENNISON, T.			DR R16:	MORALES, E.		LOPEZ
R7:	AREVALO, A.			SWAP R17:	HONG, J.		AVITA, C
R8:	ARRIOLA, V.			ALT R18:	BEAS, V.		VIERA, A
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