

**TEAM CAPTAIN**  
**RUN PLAN INSTRUCTIONS**  
**PLEASE READ CAREFULLY**

***STEP 1 – Create a Preliminary Run Plan.***

Once you have paid your entry fee, you will be given a password for On-line Registration of your runners. The BLV registration site is :

**ezmeets.com\bakervegas\bakervegasentries.html**

- Type in your Team # and your Password.
- *Read the instructions at the top of the web page !*
- Follow the instructions on the form. Fill it in with your preliminary run order.
  - ❖ EXCEPTION: STAGE 11 Runner. Type in their first name instead of their initial.  
This is for the Pahrump welcoming committee.
- Be sure to press the SAVED button at the bottom of the page, or your entries will NOT be recorded, and the entries will be erased.
- You may adjust or change the order as often as necessary until the Monday prior to the Race Day. Deadline is at 10:00 am PDT.
- At 10:01, the EZMeets data base will be uploaded to the LAPRAAC computer. Entries made after the deadline will NOT uploaded.
  - ❖ If your on-line roster does NOT have 20 assigned runners you will be declared Un-Official.
- You may browse other team's rosters by omitting the password.

When you are satisfied with your preliminary run plan, press the **[SAVE]** button at the bottom of the page. Next, press the **[PRINT THIS PAGE]** button. Make several copies of your "**Preliminary Run Plan**", you will need them at Vegas check-in if you want to make changes.

***STEP 2 - PREPARE A FINAL RUN PLAN***

***If you need to make changes to your Preliminary Run Plan at the Team Captain Check-in Vegas or Baker, then do the following BEFORE you come to the Check-in***

Download the "**Final Run Plan(doc)**" form from the BakerVegas Web-site. This form can be filled in using MSWord.

- Do NOT use any other form in-lieu of this form. It will NOT be accepted!
- Fill in this form with your final run order. Make several copies, you will need them
- PRINT the entries, leaving space above the name for follow vehicle changes.
- Go to Step 3 – "Preparing a Road Map"

***EXCEPTION : NO CHANGES***

If there are NO changes to your Preliminary Run Plan then all you have to do is Check-In with the Officials and receive a pre-printed "**Final Run Plan**" to be given to your Follow Vehicle.

- This form must be turned in at the Finish Line.

### **STEP 3 PREPARE A ROAD MAP DEPICTING CHANGES**

After completing your “**Final Run Plan(doc)**” in Step 2 above, you must then prepare a Road Map depicting the changes.

- Use a copy of your original “**Preliminary Run Plan**” for the map.
- Indicate changes using arrows. The arrows should be directed to the “**R#**” s, not the name.
- Use an arrow HEAD to indicate where a runner was moved TO.
- Use an arrow TAIL (A heavy dot or tail feathers] to show where the runner came from.
  - ❖ Exception: If 2 runners are SWAPPING locations, then draw the arrow with heads at both ends.

When all changes have been completed, bring your properly prepared “**Final Run Plan**” and your “**Road Map**” to the Check-In Officials.

- These forms must be presented by either the Captain or Co-Captain. Sending someone other than a Team Captain or Co-Captain will be cause for a 30 minute penalty.
- Checking in with BLANK FORMS will be cause for a 30 minute penalty.

The Official will check your forms and determine if penalties are incurred. They will stamp your “**Final Run Plan**” as official and return it to you for use by your Follow Vehicle Timer.

- This from must be turned in at the finish line.

### **RULES SUMMARY- REFER TO THE RULE BOOK**

#### ***Check-in Changes***

- ❖ A maximum of 3 changes of runner order may be made without penalty.
  - More than 3 changes will incur a 30 minute penalty. {Rule 3.1.b}
- ❖ Scratching a runner and replacing them with an alternate is NOT counted as a change.
  - The Scratched Runner may NOT run any leg of the Race! Rule 4.3 – UO.

#### ***In the Field Changes***

- ❖ Replacing a NO SHOW runner in the field with an alternate is NOT a Penalty.
  - The NO SHOW runner may be used as an alternate when he shows.
- ❖ Changing the RUN ORDER after the Team Captain Check-in will Disqualify your Team.
  - Exceptions: Scheduled runners and Downed runners may be replaced by Alternates.

### **CATEGORY OR START TIME CHANGES**

If a team must change Category or Start Time, they must contact the Race Director or the Race Consultant to authorize the change.

The Race Official will accompany the Team Captain and assist in making the necessary changes to the computer data base.

Failure to make this information known will result in the Team finishing ‘Un-Official’