



## **“HOW TO ORGANIZE A SAWTOOTH RELAY TEAM”**

### **WHAT IS A RELAY AND HOW DOES IT WORK?**

A relay in the modern road race sense is similar to a relay held on a track. Groups of people form a team and travel on a course from point A to point B. Each team member carries a baton or wrist wrap while walking or running their leg or portion of the course. Exchanges are designated sites on the course where teammates exchange the baton or wrist wrap. While one teammate is traveling with the wrist wrap the rest of the team travels ahead to the next exchange in a van or similar vehicle.

For example, athlete #1 starts in Stanley, runs or walks leg #1, and finishes at exchange #1. The rest of the team travels in the van and drives to exchange #1 at this time. The team typically stops along the way to check athlete #1 to see if they need water, need to shed or add clothing, and of course cheer them on.

At exchange #1, athlete #2 takes the wrist wrap from athlete #1 and runs or walks leg #2 and finishes at exchange #2. Athletes 3,4,5 and 6 complete legs 3,4,5 and 6 in the same manner.

At exchange #6 (Galena summit), athlete #1 takes the wrist wrap from athlete #6, runs leg #7 and finishes at exchange #7. Athletes 2,3,4,5 and 6 run or walk legs 8,9,10,11 and 12 to finish the relay in Atkinson Park, Ketchum.

Athlete #1 completes leg 1 and leg 7.  
Athlete #2 completes leg 2 and leg 8.  
Athlete #3 completes leg 3 and leg 9.  
Athlete #4 completes leg 4 and leg 10.  
Athlete #5 completes leg 5 and leg 11.  
Athlete #6 completes leg 6 and leg 12.

### **WHAT IS THE SAWTOOTH RELAY?**

The Sawtooth Relay is a 61.9 mile, 6 person relay that travels from Stanley to Sun Valley (Ketchum) and is open to walkers or runners. Walkers can expect to leave Stanley between Midnight and 2 am, and are expected to arrive between Noon and 5 pm. Runners can expect to leave Stanley between 2 and 9 am and are expected to arrive between Noon and 5 pm.

A team that averages 8 minute miles will complete the relay in about 8 hours. A team that averages 10 minute miles will complete the relay in about 10 hours.

## **WHY IS A RELAY FUN?**

Relays are by definition a group activity. While your teammate is on the course the rest of the team can visit and or goof off with each other or other teams along the way.

You can also decorate the van with water-soluble paint, props of all kinds like inflatable toys, manikins, Christmas lights, etc. Teams can also wear uniforms or costumes.

## **TEAM NAMES**

Teams select names that describe them. Most team names have a fun twist to them like Team Weenies; Summer Runners, Summer Not, The Dirty Half Dozen, Hauling Assprin, Rocky Mountain Oyster Shuckers, Aged to Perfection, The Dairy – Ains, Jif and the Choosy Mothers, Blister Sisters, The Sawtooth Aches, With 6 You Get Egg Rolls, Artful Codgers, Binky's Evil Team O'Doom, Boise Babes, Twisted Blister, Blistered Sisters, Young Tarts and Old Farts, 6 of One, Half Dozen of the Other, Live Long and Perspire, Legs Miserables, Sticky Buns, Growing Older, but not Up, T Wrecks, Sleepwalkers, Team Zoom, Walking on the Edge, Step Sisters, For Auld Lame Hinds, Prom Queens, Hot Flashers, Toxic Socks, Mega Hertz, Sizzlin' Salsa Sisters.

Your team name will be printed on your bib number if the team entry is received before the first entry deadline. The team name is limited to 30 characters and spaces.

## **HOW DO I ORGANIZE A TEAM?**

### **Team Type**

Decide on the type of team you want.

Running, walking or a combination.

Fun-oriented or competitive.

Friends, family, employees, community organization.

Women Open (all women)

Men Open (over 50% men)

Coed Open (over 50% women)

Masters Women (all women, minimum age 40)

Masters Men (over 50% men, minimum age 40)

Masters Coed (over 50% women, minimum age 40)

Corporate (all team members are employed from the same business or agency)

High School Girls (high school, all women including recent graduates)

High School Boys (high school, over 50% men, including recent graduates)

High School Coed (high school, at least 50% women, including recent graduates).

### **Prospects**

Develop a list of people (prospects) to ask to be on your team including a volunteer for the relay if applicable. It is a good idea to have alternate and volunteers available in case your team or volunteer is unable to attend the relay.

## **Itinerary**

Decide on a travel plan (itinerary) such as drive up and back in a day, or stay overnight Friday, or Saturday, or both. Consider renting a van. Sun Valley/Ketchum is a beautiful destination location to spend a fun filled weekend. Consider having your family or friends meet you at the end of the relay to play for the rest of the weekend. See the Ketchum/Sun Valley Chamber of Commerce website for weekend activities.

Some teams will stay in Stanley on Friday night and stay in Ketchum on Saturday night. Some teams will stay in Stanley both nights or stay in Ketchum both nights. Some teams camp out. Some stay in motels. Some teams drive up Saturday morning and stay Saturday night. Some teams stay Friday night and drive home Saturday night. Some teams split up Saturday night with half driving home and half staying overnight.

Remember it takes 3 plus hours to drive to Stanley from Boise and usually longer since someone invariably needs to stop for a bathroom, or buy supplies, or eat, or take a picture or soak in a hot springs or ..... You get the idea.

## **Lodging**

Make Reservations Early!

Stanley

Mountain Village Lodge 800-843-5475 The lodge fills up quickly. River float companies reserve large blocks of rooms and may release them in May or June..

Stanley Chamber of Commerce 800-878-7950 and [www.stanleycc.org](http://www.stanleycc.org)

Stanley Ranger Station 208-774-3000 for camping options.

Hailey

AmericInn 208-788-7950

Ketchum

[www.visitsunvalley.com](http://www.visitsunvalley.com)

SNRA (Sawtooth National Recreation Area) 208-727-5013 for camping options.

## **Budget**

Develop a budget for the team. See the sample budget provided. This will vary on your situation. Expenses may include: entry fee, airfare, van rental, gasoline, lodging, food, and miscellaneous supplies. Decide what will be a team cost and what will be an individual cost. Divide by the number of teammates to come up with a cost per person. When you ask your team for a deposit as explained below round the deposit upward. It is easier to give them a \$15 refund than it is to ask every one for an additional \$15 after the relay is over. Not everyone will have the same concern that you get paid promptly or at all.

## **Recruiting and Team Deposit**

When you recruit your team tell them what the itinerary is, what the estimated cost is and what is included as a team expense and what is an individual expense. Tell the prospects that if they decide to say ‘yes”, a spot on the team will be held for them when you receive a deposit for most or all of their share of the team expenses and they have completed an entry form. Tell them that if they decide not to participate after being on the team you will refund their deposit after you find their replacement (or they can find a replacement subject to your approval) and the replacement has paid the deposit.

If you are fortunate and have a sponsor to pay most or all of your team expenses we strongly recommend that you still require payment equal to the cost of the entry fee. If a person backs out they will not receive their refund (less any cost of making changes) until you can find a suitable replacement that has paid their deposit. Costs associated with changes might include Sawtooth Relay substitution fees, and airline change fees. Apply this rule to everyone including relatives and friends.

## **Leg Assignments**

There are several ways to assign legs. You could randomly assign them or let them choose themselves. You can also assign legs according to a priority such as: Athletes vulnerable to injury, athletes that like uphill courses, athletes that like steep downhill courses, athletes that like/dislike darkness. (This applies to walking teams only.) Some teams draw straws to see who gets which leg or who gets to choose first.

If your goal is to be a competitive team select your fastest athlete to complete the leg with the longest total mileage and your slowest athlete to complete the leg with the shortest total mileage. If a team mate is vulnerable to injury consider the order of placement with the understanding the first athlete may be required to complete a third leg if an athlete become injured and cannot complete both legs.

## **EQUIPMENT**

### **One Vehicle**

A team is limited to one vehicle, up to 6.5 feet wide and 19 feet long on the course. This includes full sized passenger vans, Chevy Suburban or similar vehicles. There is limited parking and there are lots of vehicles at the exchanges. It is crowded at the exchanges even with one auto per team. The one vehicle/one team rule allows the relay to schedule many teams to run together. It is much more fun to run with or past other teams along the way.

If your team provides a volunteer to work for the relay, they are required to have their own transportation to and from the work site on the course. A team cannot shuttle the volunteer to and from the work site.

### **Team Equipment**

Team equipment needed for the relay should include: a van or similar vehicle to transport 6 people and gear, 3 to 5 gallon water jug, cooler, two bags of ice, first aid kit, a minimum of two reflective vests, two working flashlights or headlamps, scotch tape,

clip board, pencils, two stop watches, string, roll of toilet paper, container of moist towelettes.

### **Individual Equipment**

Individual equipment needed for the relay may include: shoes, two pairs of socks, shorts or half tights, full length tights, sweat pants or warm up pants, tank tops, short and long sleeve t-shirts, polar fleece top, light jacket, heavy jacket, gloves, stocking cap, baseball/painters type billed cap, water bottle, sun glasses, sun screen, lip balm, pain reliever of your choice, wash cloth in a zip lock bag (works great to wash up after your first leg), plastic grocery/ garbage bag for dirty clothes, carbos, (otherwise known as beige food, bagels, brownies, pizza, tortellini), fruit, your favorite sports drink, flash light or head lamp, reflective vest, extra batteries, camera, courteous, fun-loving team attitude.

Consider labeling your gear. It's easier to sort belongings during and after the relay. Of course, the team needs to fit six people and gear into the van so please keep this in mind when packing. Items for six teammates also need to fit into the cooler. There are typically more items for the cooler than space.

### **Team Captain Equipment**

The team captain should keep a small bag for Sawtooth Relay team correspondence, packet pickup information, maps, team emergency information, envelope with a sheet of paper and pen to record and keep receipts, note pad, two flashlights and two reflective vests for check-in at the start, motel confirmation, van rental paper work, captains notebook.

In case of an emergency the team should prepare a list of each teammates nearest relative, phone number, and health insurance provider name.

## **SCHEDULING**

Try to have your team in place by January. The deadline for team entries, additions and substitutions is late March or when 320 team entries are received. The entries must be postmarked by the deadline. Substitutions and additions are accepted up to the assigned start time with a \$10 per person fee.

### **Packet Pickup**

Team start times and handbooks are distributed at the packet pickup in Boise in late May. Any teammate may pickup the information. Packets will be mailed for teams located out of the Boise/Treasure Valley area. If a local team misses packet pickup it will not be mailed.

Volunteer assignments are distributed at packet pickup.

### **Team Meeting**

An optional team meeting can be held a few days to one week ahead of the relay to go over the itinerary, equipment needs, time and place to pack the van, and leg assignments.

## **Travel Day**

Your team may travel to Stanley on Friday or Saturday. Plan on meeting a minimum of 5 hours prior to start time if the team is in Boise, 4.5 hours from Twin Falls, and 3 hours from Ketchum. The following is a rough schedule of the allotted time. Plan 1 hour for the team to meet, load the van, and make unplanned stops (they usually occur). One hour of travel time from Ketchum, 2.5 hours from Twin Falls, 3 hours from Boise, is expected. Plan on one hour for team check in, change of clothes, last minute team meeting if needed, team photos and maybe a little time to relax for the team captain. Decorating the van can take an hour or more of the team's time.

## **At the Start**

Tape the team number form, received in the packet, to the rear window of the van. Distribute bib numbers and pins to each team member. Complete the team roster on the timing sheet. Place the team roster on a clipboard. Assign two people to start the TEAM watches. Place one watch in a safe place where it will not get bumped, i.e. jockey box, rearview mirror, cubby hole on dash area. Attached one watch to the clipboard. Attach a pencil with eraser to the clipboard with a string. Place the clipboard in a safe place where the watch will not be bumped. Tape a copy of the team's estimated time of arrival (ETA's) at each exchange on the passenger's side of the dashboard. As each participant finishes their leg, write their actual time on the sheet.

## **DURING THE RELAY**

### **Van Tasks**

Tasks assigned while in the van during the relay.

The Driver focuses on driving safely, staying on the road, watching for runners, walkers, other vans, and non-relay traffic.

Vans must park completely off the road in order for the team to aid the athlete running or walking the course. Vans are prohibited from following behind or alongside the athlete.

Bicycles are prohibited on the Sawtooth Relay course.

The **Navigator** tracks the route. This is most important in Stanley and Ketchum. They also track how long the athlete has been on the course, how many miles the van and the athlete are along each leg, how many minutes and miles are left on each leg.

The **Athlete On Deck** or **In Waiting** gets ready for their upcoming leg. They get dressed, plan a bathroom stop well in advance of the start of their leg, instruct their teammates as to what their needs are along the course such as provide water at mile 3. **Additional portable toilets have been placed at the midpoint of several legs. See the handbook for details. These toilets will allow the athlete to take care of their business before they arrive at the exchange saving valuable time in the exchange.**

It is strongly recommended that the athletes wear a reflective vest while on the course. At the very least wear brightly colored clothing. Stand close to the exchange point. If you have questions ask a volunteer. They will be wearing a reflective vest. All participants are to comply with the instructions of the volunteers. Please be courteous. They are there to make the event safe and fun.

When you see your teammate or hear your team number called out step into the exchange zone and wait for your teammate to arrive.

### **Walking or Running Athlete**

Hold out your hand to receive the wrist wrap. Close it around your wrist and start your watch (optional). Athletes are required as a condition of the Idaho Transportation Department permit to travel on the right side of the road. If possible stay on the gravel shoulder. It is softer and easier on your joints although you will need to watch for uneven footing. You may need to run on the pavement. Athletes are required to stay on the right side of the fog line (solid white line). Enjoy the scenery.

**Headphones, IPODS or similar equipment are strongly discouraged on the course. You are on a state highway with 70 mph traffic. You need to hear automobiles coming from behind you!**

The **Recovering Athlete** may be jogging down the road after completing the leg to cool down and then have the van pick them up a few minutes later. The recovering athlete should drink water, change into dry clothes and eat food very soon after completing their leg to allow as much recovery time before their next leg.

### **Tasks at the Exchange Zone**

All team members need to remember SAFETY FIRST and watch for traffic and athletes.

The **Timer** takes the clipboard and watch to the exchange point and keeps the Athlete-on-Deck aware of the estimated time of arrival of the incoming athlete. The timer records total (cumulative) team time on the team-timing sheet (provided by Sawtooth Relay) when the incoming athlete hands the wrist wrap to the outgoing athlete. The timer calculates if necessary and writes down the individual's time for the leg.

The **Helper** attends to the **Athlete On Deck or In Waiting** by holding a water bottle or extra clothing that is shed at the last minute. They also assist the timer by watching for the incoming athlete. After the incoming athlete arrives it is best to greet them and show them where the van is parked or arrange to pick them up down the road after they cool down with a walk or jog.

### **Parking at the Exchange**

Please be very careful. While the exchange sites are signed to warn motorists your best protection is to remain alert. Try to conserve parking space and park diagonally if possible. Park with the front of the vehicle closest to the road.

**Exchange Zone Do's and Don'ts**

Please be aware you are on a state highway. Traffic is a few feet away. Be courteous to the volunteers. Thank them for their assistance. Use only the portable toilets and please don't soil the Sawtooth's.

Watch your time at the exchange after your teammate has left. Leave plenty of time to stop along the way (using only designated turnouts) to check on your athlete.

**Finish and Post Race Party**

Park in the designated parking lots. Team members waiting for your athlete running or walking the last leg will be directed by volunteers to a waiting area. When your teammate arrives you can finish with them together. Well, sort of. The athlete with the wrist wrap finishes in one chute and the rest of the team finishes in another chute. Celebration dances, hoots, hollers are the norm.

Complete the team timesheet and turn it into the T-shirt table for your shirts, food and drink tickets, and finisher momentos. Be sure to keep a copy of each athlete's times in case your teammates want a record of their outstanding performance. It's time to eat, drink, listen to the music and relax. Results will be posted periodically. Remember, the first teams to finish are not always the fastest so your placement in the results may change. Awards are expected to be presented at 5 pm.