



Team Managers Handbook

4th version

A huge welcome and thank you from your new Rotorua Ekiden Relay Event Management Team!

This year's marks the fifteenth anniversary of the Rotorua Ekiden Relay. From humble beginnings the event has grown to become one of the most eagerly anticipated social running and walking events on the sporting event calendar.



The event has always been about getting out there, having fun with your mates in a friendly, supportive atmosphere. It doesn't matter whether you're a team of fit fasties, able amblers or slow groovers – all teams are part of the colourful, fun vibe on the day.

The challenge of running and walking the marathon distance as a team around Lake Rotorua has a unique appeal as an achievable goal for all participants. It doesn't matter whether you're doing a 3km leg or an 8km leg – every kilometre counts and contributes to getting your team around the famous lake.

The Fancy Dress World Champs has become synonymous with the event over the years with much thought and effort going into the array of funky costumes and outfits on display around Lake Rotorua. We can't wait to see the funk and glamour of this year's costumes.

The Fifteenth Anniversary will also feature the appropriately themed 80's Activewear After Party at Clarke's Bar at the Lakeside Novotel on Saturday night. Entry is free for participants and supporters with a comedian, DJ and live band – Stagepass from late Saturday afternoon. So when the exercise is done for the day - break out another set of playful costumes and party in style to celebrate 15 years of Rotorua Ekiden Relay.

A huge thanks also to all of our sponsorship partners who have made the event possible with their fantastic support.

A big thank to all our volunteers groups for your time and contribution to making the event a success.



On behalf of all the team at JAM Events we trust that you have a fun, safe day out with your mates and look forward to seeing you cross the finish line at the Lakefront followed by the prize giving and after party on Saturday night.

Registration and Event Pack Pick-Up

Team Event Pack Pick-up

This is the process where you collect your team's Event bibs, sash (tasuki), caps and any other items of importance.

The event pack pick-up takes place in our wonderful host hotel, the beautiful Novotel Lakeside Rotorua. To find us, enter into the main foyer and head towards the functions rooms at the back. We'll be on the steps leading to the rooms. Look for the Ekiden flag.

There are two sessions where pick up can take place but we encourage you to choose Friday if possible. This will give your team more time to get ready for the event.

Event Pack Pick-up times:

Friday, 1pm - 8pm

Saturday, 7am - 9am

Your team event pack will include:

6 x Identical Event Bibs/Numbers

1 x tasuki (sash) with timing chip attached

6 x Rotorua Ekiden Caps

28ish x Safety Pins

What to bring to registration?

In the week leading up to event day, your team captain will be sent an email which will provide information about your team number. Bring this number, along with your email confirmation of entry, to registration. If your team captain cannot attend registration in person, then anyone with this information may collect the event pack. At registration, you will be asked to confirm who is in your team. If there are any changes to your team, please tell us then, making sure that any new members complete a full declaration form.

Fancy Dress World Champs

We will ask you at registration if your team is competing in full fancy dress. If we know, you will be entered into both the fastest and fanciest categories. Don't forget to get your photo taken at the start line between 7.30am and 9.15am on event day.

Team Member Declaration

For safety reasons, it is really important that we have an accurate record of who is in your team. It is also important because only those that have registered online will be eligible for spot prizes.

If you or anyone in your team hasn't yet completed the online process, you have until Wednesday 10th October to do so. At the same time you should check that your team is entered into the correct division - running, walking, male, female or mixed. Remember a mixed team must contain at least 2 females. After October 10th, you can still make changes but these will have to be done at registration.

Late Entries

We will accept late entries but only in person at registration on Friday between 1pm and 8pm.

Event Bib

Each team member will receive a Bib, which will show a team number. This MUST be worn by all team members during the event on the front of their shirt or costume.

Failure to do so could result in disqualification.

Running teams have red event numbers, walking teams have yellow event numbers. If you are in a walking team, please remember that all of your team members must only walk whilst taking part.

All 6 of your team bibs will be identical. However, there is space on them for you to write your own name or nickname, should you desire.

Timing

Your timing chip will be attached to your tasuki (sash), so it is very important you do not lose it. As you make your way around the lake, you pass the tasuki from one team member to the next, until the final team member crosses the finish line at the Lakefront. Your timing chip MUST remain pinned to your tasuki. It is also important not to fold or crush your timing tag number as the timing chip may no longer work.

There is no need to return your tasuki but your timing chip must be removed and placed into the labelled bin after crossing the finishing line. A staff member (with scissors) will be able to help you with this.

Please note that we will not be recording individual leg (lap) times, so if you want to know how fast you did your part, you will need to time yourself.

Event Weekend Schedule

Friday 12th

Today's the day you collect your event pack, check your gear is ready, eat your pasta and get an early night....yeah right! Don't forget registration is from 1pm to 8pm today.

Saturday 13th - Event Day

Event Morning

Assuming you have already have your event packs and your team are ready to go, you should aim to arrive at the Lakefront at least an hour before your event start. We have entertainment from 8.30am and fantastic coffee so there is no excuse.

There is lots of car parking around the outside of the green. The start area is on the northern side of the Lakefront area, look for the large marquee and flags.

Fancy Dress World Champs Photo's

If you are taking part in the Fancy Dress World Champs then we would like to take a photo of your team before you start.

To get your photo taken, be at the start line between 7.30am and 9.15am and ask for Milly, she will take your details.

Warm-up

This year's 15th anniversary event will feature a special funky yoga warm up led by Rachel Grunwell of @InspiredHealth at the times shown below:

Walkers warm up at 9.05am
Everyone else at 9.50am

Event Briefing

It is compulsory for all team members to attend the event briefing.

**Walking teams will be briefed at 9.20am,
Fancy Dress and Running teams at 10.05am**

Toilets

A number of portaloos will be available close to the start line area. There is also a public toilet block close by. Out on course we have a portaloos located at each of the changeover points.

Please respect the area you are using, do not just 'go in the bushes'. It gets noticed. Please be patient if there is a queue.

Start Times

9.30am - Walking Teams
10.15am - Fancy Dress Teams
10.30am - Running Teams

Important - Teams expecting to take longer than 6 hours, must start with the walkers.

Prize-Giving and After Party

This year's prize-giving will take place in the courtyard area in front of Clarke's Bar, Novotel Rotorua. We suggest you get there early to enjoy Novotel hospitality which includes an event celebration barbecue dinner. Pre-bookings are essential.

If you haven't pre-purchased your bbq dinner ticket, you can do so by logging into your Eventplus account.

Find all the details including the menu at -
www.ekiden.co.nz/after-party

4:30pm Guest comedian John Carr
5:00pm Rotorua Ekiden Awards Ceremony
5:45pm DJ begins
5:45pm BBQ Buffet Dinner
7:30pm Barbeque dinner concludes
8:00pm Live Music from STAGEPASS
11:00pm Evening ends

The 'After Party' is free to attend for Ekiden participants and supporters. Barbecue dinner and drink purchases are user pays. Anyone under 18 must to be accompanied by a parent or legal guardian.

Spot Prizes

Everyone loves a spot prize so we have worked hard to get you as many as we possibly can.

Spot prizes will be awarded throughout the day. To win spot prizes you have to be present, so make sure attend safety briefings, use the designated parking areas and go to the prize-giving.

Navigate the Course



Be safe

Your safety is absolutely paramount so we ask that you be extra careful when out on the course.

Driving

Look out for and respect all restrictions that have been put in place. Traffic management for the event is critical for its safety. Please ensure you are courteous and respectful of other teams driving around the course and other drivers on the roads. Obey all instructions from traffic management and marshals at all times during the event.

Parking

Stopping on a road to park around the course, either at a changeover point or in-between can be challenging and sometimes dangerous. For that reason we are providing special parking areas for you. Please make yourself familiar with designated Ekiden parking areas and use these wherever possible.

Distances

Please note that the distances shown on the maps are all approximate.

Course Direction

The Rotorua Ekiden Relay is a very simple course to follow and all major turns on the course are marked with an arrow. Most major turns will have a marshal pointing you in the right direction.

There are no kilometre markers on the course, however, "1km to go" signs will let you know that you are getting closer to the changeover points.

Individual leg details

For individual leg (lap) details, go to the Ekiden website and click on the leg you are interested in.

Medical Support & Emergencies

Medical support will be provided from Lakes Event Medic Services Trust. They will be located at the Lakefront close to the start / finish area. If a member of your team needs assistance, or you see another person requiring assistance, please immediately advise a marshal or event staff member (identified by wearing a high vis vest) of the situation so they can inform the medical team. In the case of a medical emergency, call 111 immediately.

Fancy Dress World Champs

For teams who wish to take part in the unofficial Fancy Dress World Champs, here is all you need to know.

Times:

7.30am – 9.15am: Teams are to get their photo taken under the start/finish line (Ask for Milly)

11.00am: The top 10 teams (as selected by Ekiden judges) are loaded onto the Ekiden Facebook page

11.00am – 4.30pm: Public are encouraged to vote for the best dressed teams by liking the photos

5.00pm: Prizegiving outside Clarke's Bar at Novotel Rotorua Lakeside

Trophies will be awarded to the fastest fancy dress team + two runner up teams, and the best dressed fancy dress team + two runner up teams who have the most likes on their Facebook photo.

We encourage fun, colour and personality in your fancy dress style. However, no offensive or unsafe costumes will be allowed to enter. Teams are required to stay in costume throughout the entire relay.

Ekiden management have the right to update event and competition rules without notice. By entering the event you agree to have your photo used for promotional purposes without further notice. Standard Ekiden event rules apply.

Winning teams must be at prize-giving to collect their prizes. If they are not there, they forgo the title and the next runner up will take their place, so bring your mates and celebrate your Ekiden Glory!

Public votes for best dressed team will be judged via the total number of 'likes' on a team photo. Valid Facebook accounts can vote on as many photos as they like, however can only place one vote per photo, so get your friends and family to get voting between 11am – 4.30pm on Saturday 13th October 2018.



Rotorua Ekiden Relay

Merit Awards Criteria

Official results and merit awards will be based on net time.

Teams registered in the walking division must walk at all times whilst participating. If your team is not intending to walk the entire distance then you should be entered in the running categories.

In the unlikely event of any dispute, the decision of JAM Events event management shall be final.

Female teams must comprise only female participants. Mixed teams must include at least 2 female participants. A team is deemed to have finished the relay when the walker or runner doing the last leg crosses the finishing line.

Teams are welcome to have their other members join the last leg runner or walker coming into the finish line.

Teams need to have adhered to the event rules throughout the event.

Not all team members need to be present at the awards to claim merit prizes.



Open Division Running Champions

Top male, female and mixed teams each receive a prize

Workplace Division Running Champions

Top male, female and mixed teams each receive a prize

Secondary School Teams Running Champions

Top boys, girls and mixed teams each receive a prize

Walking Champions

Top male, female, and mixed teams each receive a prize

Fancy Dress World Champs

Top 3 finishers in full fancy dress receive a prize

Top 3 best dressed teams receive a prize

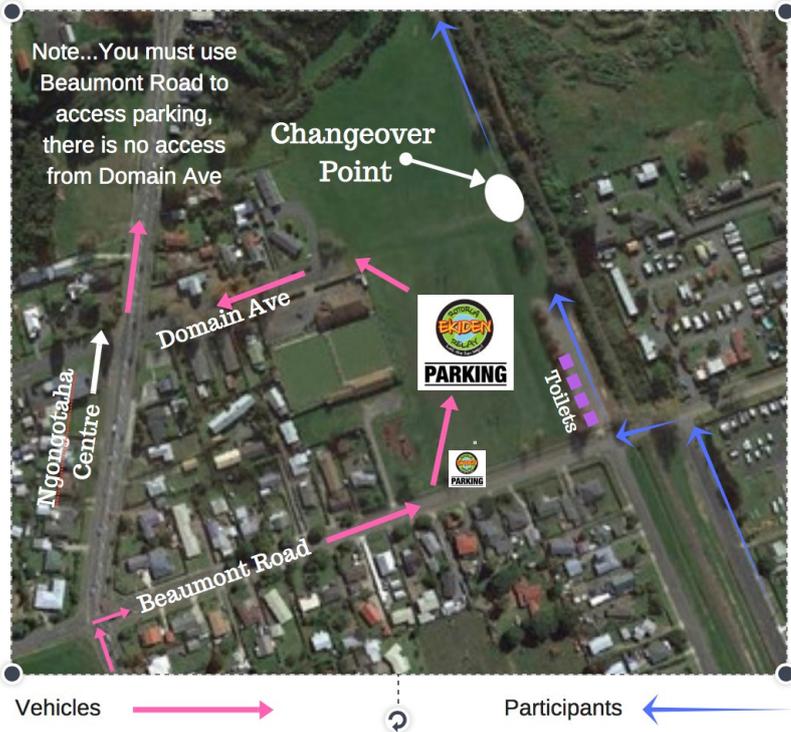
Staying Safe

It is the responsibility of every team member to read and be familiar with the safety and traffic management rules below.

- Our Mission for Ekiden teams: staying safe and having an awesome time are our mutual priorities i.e. Teams as participants and Us as organisers.
- All roads are open to traffic throughout the event and as the relay is run on public roads all participants are required to obey New Zealand traffic laws at all times.
- It is essential that all teams use responsible and courteous behaviour at all times and take care of themselves out around the course.
- When running or walking stay on the relevant side of the road or footpath. When running or walking on the road all team members must keep within 1.5m of the edge of the road, AND on the non traffic side of the white edge line, except where there are designated crossing points or where marshals give instructions to cross.
- Runners and walkers shall utilise the side of the road as listed below and always within 1.5m of the edge of the seal
- Runners and walkers must run or walk in single file except when passing another participant. Do NOT walk or run abreast of other participants.
- At side road intersections runners and walkers do not have the right of way over vehicles entering or exiting the side roads. Give way to all vehicles. The only exception to this is when a marshal gives you instructions to cross.
- Team and support vehicles and drivers: drive carefully and within the speed limits in place. All team vehicles must not park on the road next to leg changeovers and must obey the no parking signs. All team and support vehicles must park legally. That is on the correct side of the road as per the New Zealand Road Code.
- Team and support vehicles must not reduce speed and travel next to your running or walking team member letting vehicles bank up behind. Drive ahead, pull over to the left and encourage your team mates.
- Be courteous and respectful of other road users including pedestrians, cyclists and motorists at all times.
- Follow the instructions of marshals and event personnel at all times when on the course.
- If runners and walkers wish to warm up they must warm up in the same direction of the event course and on the same side of the road as the event course
- Finally, it is a privilege for us to be able to stage this event on the designated course and long may it continue. BE AWARE that teams that do not adhere to these rules may be disqualified for breaches.

Changeover Parking

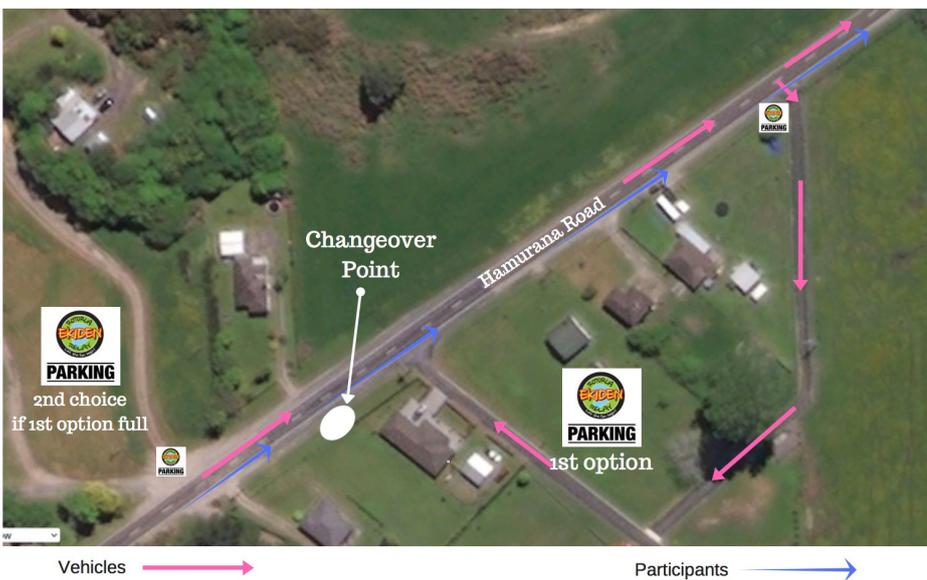
Changeover Station 1 - Ngongotaha Domain



Changeover Station 2 - Hamurana Reserve



Changeover Station 3 - Waiatuhi Marae



Changeover Parking

Changeover Station 4 - Rotorua Airport



Participants →

Vehicles →

Changeover Station 5 - Puketawhero Park



Participants →

Vehicles →

FAQ's

Q How do I update our team details?

A Team Captains can access their team list by logging into their profile. The quickest way is by using the link: <https://www.eventplus.net/start?eporg=RER18>

Q How do I change our team name?

A Only Event Plus can make changes to a team name. Send an email to admin@ekiden.co.nz and Maureen will forward your request to Event Plus.

Q Do I need to pre-book for the Barbeque dinner, or can I just turn up?

A Tickets can be purchased online via the After Party page of our website and must be paid for by Thursday 11th October. Subject to availability, a limited number of tickets may be purchased from Clarke's Bar on Saturday, on a "first come, first served basis".

Q Is the After Party function prize-giving free?

A Yes. Your team registration fee includes a complimentary ticket to the After Party at the Novotel on Saturday night. Attendance at the barbeque dinner, however, is an optional extra and tickets can be purchased on the After Party page on our website.

Q Can I run or walk with a dog, even if I keep the dog on the lead?

A No, unless there is a health reason for doing so, and only with written the permission of the organisers.

Q Can I run more than one leg?

A Yes, you can run as many legs as you want to as long as there are three people in a team and the other two members do a leg each.

Q What is a lap?

A A lap is the same as a leg. It is the official term for an Ekiden leg. You may see and hear both mentioned by the organisers.

Q Can I change my team order on race day?

A Yes, we are not concerned who does what leg for your team, as long as all team members do at least one leg.

Q Can I run alongside a team member to support them?

A Yes, as long as you are another team member of that team.

Q What happens if as a walking team we decide to run?

A Please let us know as early as possible if you need to change your division from walking to running. We can change it in the system.

Q I'm entered in a running team. If I walk some of the time will I be disqualified?

A No. Walking is permitted in the running section but running is not permitted in the walking section.

Q Will there be water out on the course?

A Yes, there will be a limited amount of water and electrolyte at each of the changeover stations but we ask you to use your own container. It is important the event is as environmentally friendly as it can be plastic cups are not something we want to use.

Support Our Wonderful Sponsors



The friendly team at Smiths Sports Shoes offer you specialist advice and a great range of running and walking shoes.

Come in and see us in:

Rotorua - 1293 Tutanekai Street,

Phone: 07 343 6671

Tauranga - 100 Grey Street

Phone: 07 5786363

Papamoa - Fashion Island

Phone: 07 5742747

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