



Team Captain's Handbook

1st October 2019 V1.0

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

This year marks the 16th Anniversary of the Rotorua Ekiden Relay. From humble beginnings - the event has grown to become one of the most unique and colourful running and walking events in New Zealand.



The event is for everybody 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 (this is where the Japanese concept of Ekiden comes from)

around Lake Rotorua has a unique appeal as an achievable goal for all participants. It doesn't matter whether you're doing a shorter leg or longer leg – every kilometre counts and contributes to getting your team around the famous lake.

The Fancy Dress World Champs (Unofficial) 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 with a \$1000 prize to be awarded to the best dressed team as judged by our panel.

The 16th Anniversary will also feature the appropriately themed Blue and Black Retro Athletic Gear After Party at Clarke's Bar at the Lakeside Novotel on Saturday night. Entry is free for participants and supporters with DJ Alexi and live band – Stagepass from late Saturday afternoon. Watch the All Blacks take on Italy in their last RWC 2019 pool match. When the exercise is done for the day - break

out another set of playful costumes and party in style to celebrate 16 years of Rotorua Ekiden Crazyiness.

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

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



On behalf of all the team at Victory Events we trust that you have a fun and 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 at Clarkes Bar on Saturday night.

The following pages provide important information for teams to make the event experience more enjoyable.

Registration and Team Pack Pick-Up

Team Event Pack Pick-up

This is the process where you collect your team's event bibs for each team member, sash (Tasuki), souvenir caps, safety instructions and 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 signage. 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 11th October, 1pm - 8pm
Saturday 12th October, 7am - 9am

Your team event pack will include:
6 x Identical Event Bibs/Numbers
1 x Tasuki (sash) with timing chip attached
6 x 2019 Rotorua Ekiden Caps
28ish x Safety Pins
1 x set of Team Safety Instructions

What to bring to registration?

There will be a list of team names and their assigned team numbers on display at registration. Give your team number to the registration staff member and they will give you your team's event pack. If your team captain cannot attend registration in person, then anyone in your team may collect the event pack. Hand out the bibs to your team members and ask them to complete all the emergency/medical details required on the back. This is really IMPORTANT.

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. This year you must cross the finish line together to be in the running for Fancy Dress World Champs. No need for photos in the morning, our photographer will snap you at the finish line, and our panel will be there watching you reach Ekiden Glory!

Team Member Key Information

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 who we have key information for will be eligible for spot prizes (refer to "What to bring to registration"). If you or anyone in your team hasn't yet completed the online process, you have until Wednesday 9th 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 two female participants. After October 9th, you can still make changes but these will have to be done in person at registration.

Late Entries

We will accept late entries after online entries close at 9pm on Wednesday 9 October. Late entries can be made in person at registration on Friday the 11th October 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 and 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 six of your team bibs will be identical. However, if you didn't submit your team details online in time, 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 chip number as the timing chip may not function. 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. An event 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 lap, you will need to time yourself.

Event Weekend Schedule

Friday 11th October

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 12th October - Event Day

Event Morning

Assuming you already have your event packs and your team are ready to go, you should aim to arrive at the Novotel start area at least an hour before your event category start time. We have entertainment from 8.30am and if you need a morning caffeine boost, barista-made coffee will be available to purchase on site. There is lots of car parking around the Lakefront Reserve and surrounding streets. Please DO NOT park in the Novotel car park unless you are a hotel guest. The start area is directly under the Novotel entrance. The finish line is opposite the Novotel on the opposite corner of the Lakefront Reserve.

Fancy Dress World Champs Photo's

**If you are taking part
in the Fancy Dress World Champs,
Photos will be taken as you cross the finish
line as a team. there will be no morning photo
session.**

Event Briefing

**It is compulsory for all team members to attend
the event briefing in the courtyard outside
Clarke's Bar at the Novotel. Walking teams will
be briefed at 9.20am. Fancy dress and running
teams at 10.05am**

Toilets

Toilet facilities will be available at the start. There are also public toilet blocks close by on the Lakefront Reserve. Out on course, we have portaloos located at each of the changeover points. Please be patient if there is a queue. Any teams seen to be not using the designated facilities or public toilets, around the course, will be disqualified, so do not just "go in the bushes".

Start Times

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

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

Prize-Giving & 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. During the after party you can watch the All Blacks play Italy in their final RWC 2019 pool match, on the big screen in the Novotel foyer outside Clarke's Bar.

**From 4:30pm à la carte dinning options are available
from Clarke's Bar
5:00pm Rotorua Ekiden Awards Ceremony
5:45pm DJ begins
8:00pm Live Music from STAGEPASS
11:00pm Evening ends.**

The After Party is free for Ekiden participants and supporters to attend. Dress up to our Retro Athletic theme and have a great time. Food and drink purchases are "user pays". Anyone under 18 must 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 at the Awards Ceremony. Someone from your team must be present to hand over a team bib in order to claim a prize.

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 the safety of participants and the general public. Please ensure that 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 directional signage. Most major turns will have a marshal pointing you in the right direction.

There are distance markers for individual legs 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 by Lakes Event Medic Services Trust. They will be located at the Lakefront close to the start / finish area and will have a unit circulating the course. 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 (Unofficial)

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

Times:

1015am: race start

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

**Please note - there will not be a pre race photo session,
Photos will be taken as you cross the finish line together as a team**

Our (un)Official World Fancy Dress Competition judging panel will be observing teams around the course and as you cross the finish line. Photos will be taken, and judges will pick the top three best-dressed teams, who will be announced at prizegiving.

Prizes will be also awarded to the three fastest teams in fancy dress (not judged) and the three best-dressed fancy dress (judged).

We encourage fun, colour and personality in your fancy dress style. However, no offensive or unsafe costumes shall be allowed to participate on the day. Victory Events reserves the right to withdraw any team from the event in these circumstances. Teams wanting to be eligible for awards 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 event promotional purposes.

Standard Ekiden event rules apply.

All members of the three winning teams in the best-dressed division must be present at the prize-giving to collect their prizes. If they are not there, the award will be given to the next best-dressed team, so bring your mates and celebrate your Ekiden Glory!



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. We rely on the honesty of walking participants for the integrity of this category.

Female teams must comprise only female participants. Mixed teams must include at least two female participants. Teams must have at least four members to be eligible for merit awards. 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. Leg order of participants is up to teams. Teams can't swap team members. 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.

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



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

(un)Official Fancy Dress World Champs

Top three finishers in full fancy dress receive a prize

Top three best-dressed teams receive a prize

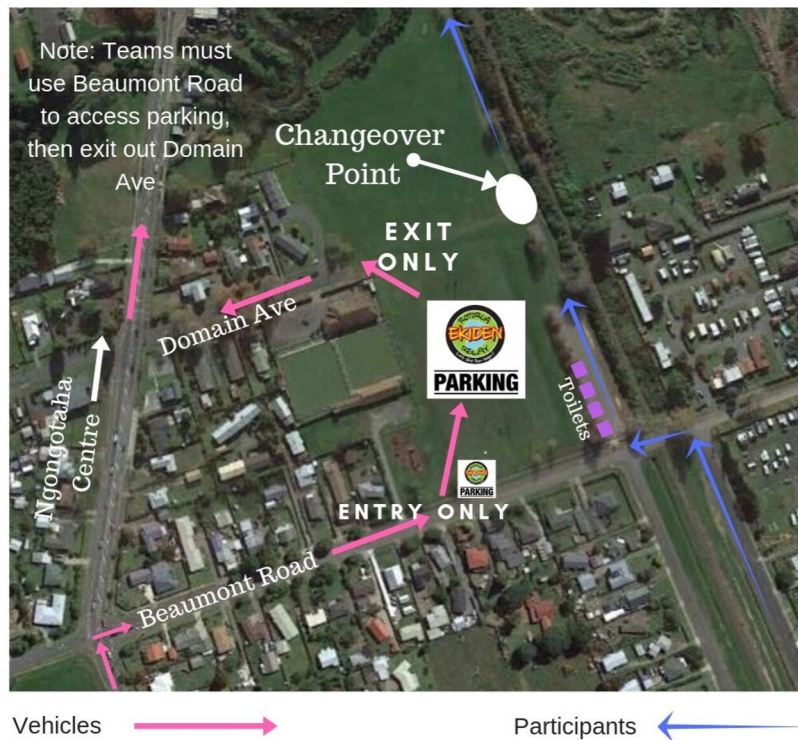
Event Rules

It is the responsibility of every team member to read and be familiar with the event 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.
- The wearing of ear buds, head phones whilst walking or running during the event is not permitted.
- No forms of wheeled conveyance are permitted in the event including but not limited to the following: scooters, skateboards, push buggies, roller skates and bicycles.
- 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 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 instruction to cross. Do so quickly.
- 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. **Teams that do not adhere to these rules may be disqualified.**

Changeover Parking

Changeover Station 1 - Ngongotaha Domain

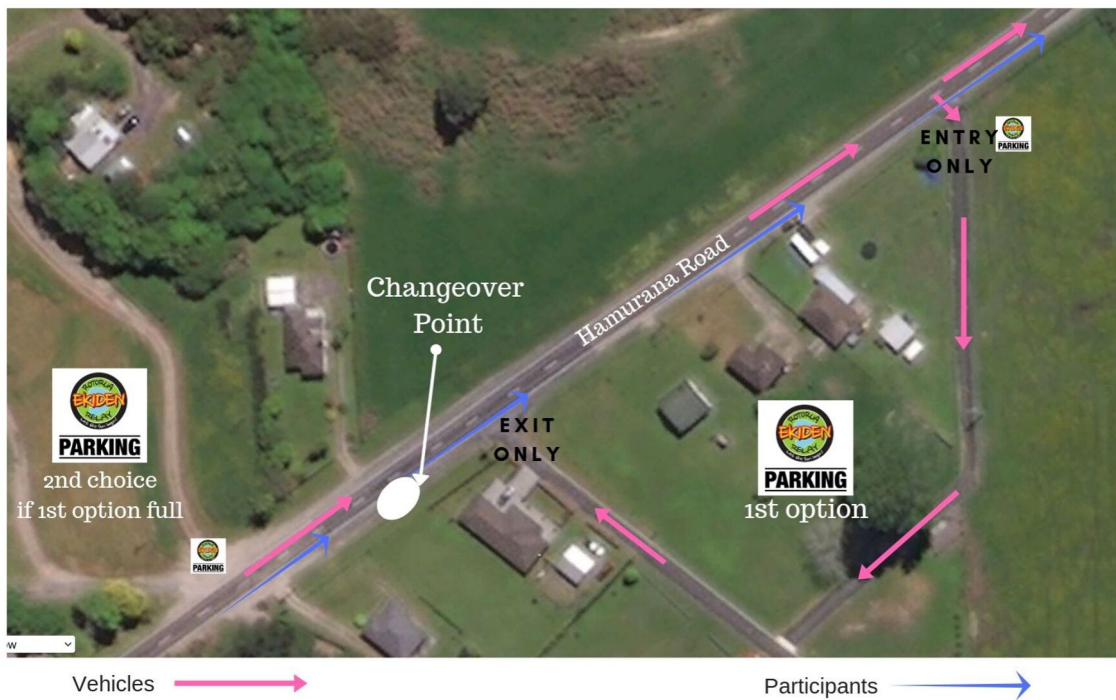


Changeover Station 2 - Hamurana Reserve

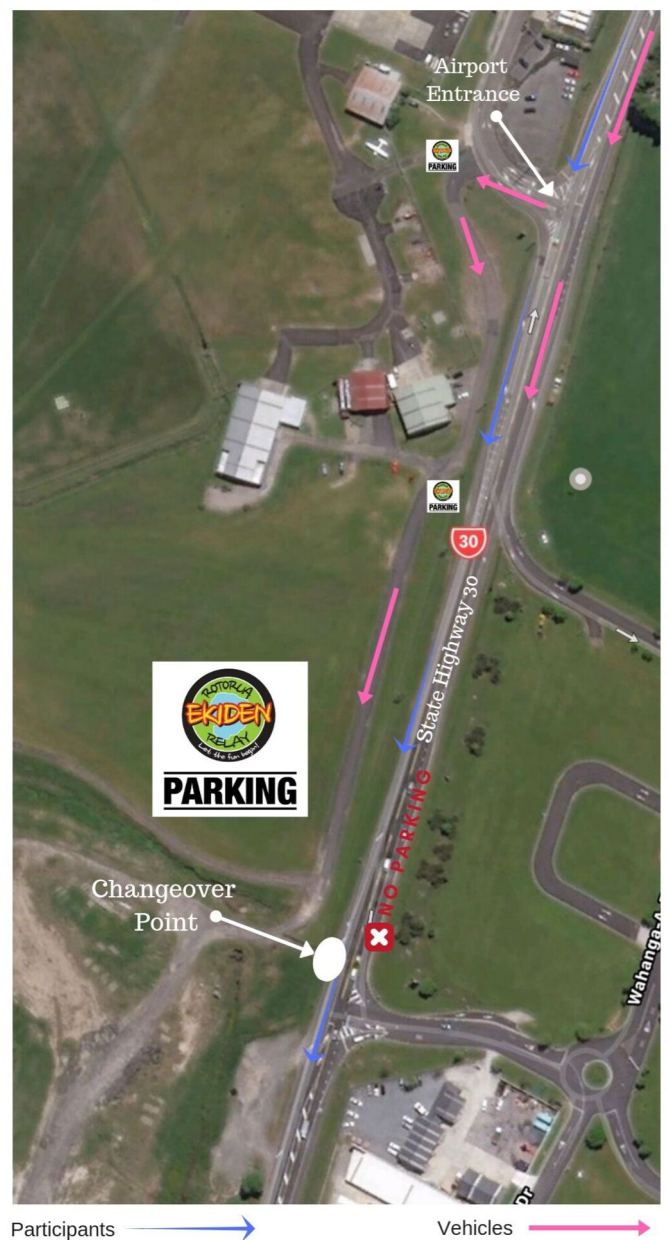


Changeover Parking

Changeover Station 3 - Waiatuhi Marae



Changeover Station 4 - Rotorua Airport



FAQ's

Q Can a Team Captain enter their team members online?

A Yes. The easiest way to do this is by using this link to log into your profile

<https://www.eventplus.net/start?eporg=RER19>

1. Click on REGISTER SOMEONE ELSE
2. Select ADD SOMEONE NEW
3. Follow the onscreen instructions

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=RER19>. Click on the words "Standard Team" or "School Team" below your name and you will be able to edit your team details including, team name, song, race category, etc.

Q What is the key information that you require for each participant?

A We require their first and last names, email address, mobile number and the name and phone number of their emergency contact.

Q What's the maximum length a team name can be?

A Ideally, 20 characters so that they can be clearly seen when printed on the bibs. Remember if you want to be seen, keep it short – the longer the name the smaller the font.

Q Can the Team Captain be an organisation or business?

A No. The Team Captain needs to be a person.

Q Is there an age restriction for team members?

A Yes, all participants must be at least 13 years old on event day.

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 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. Anyone under 18 must to be accompanied by a parent or legal guardian.

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 or walk 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.

FAQ's continued

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 run or walk 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 Team captains have until 9pm on Wednesday 9 October to change their team category online from walking to running. After that you will need to let us know at registration.

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 drink at each of the changeover stations. This is a cup-free event so make sure you bring your drink bottles.

Q What's the average time a walking or running team would take to complete the course?

A You'll find this information on the Results page of the website at www.ekiden.co.nz.

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