

HOKU RELAY

2019 Relay Information Packet



ITEMS IN THIS PACKET ARE SUBJECT TO CHANGE

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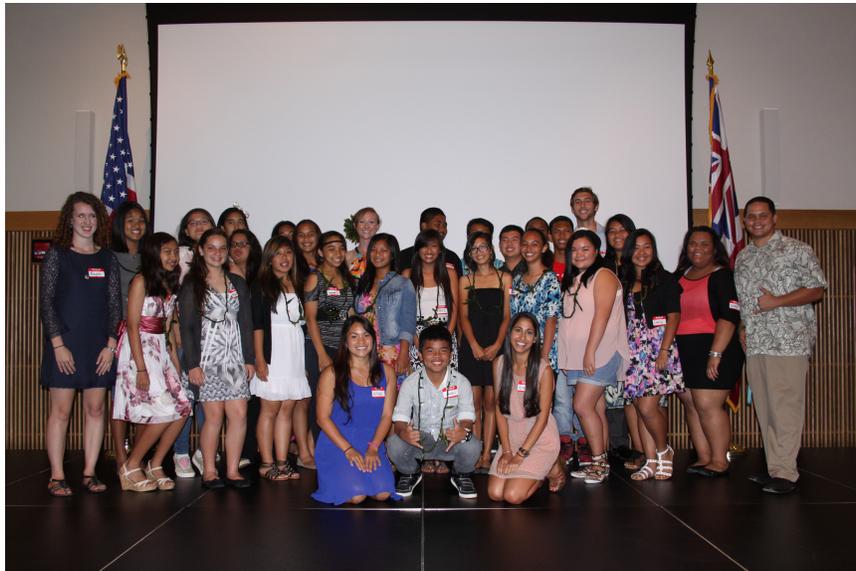
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Introduction

This packet contains important team information for the 2019 Hoku Relay. Team captains are responsible for all the information in this packet and communicating that information to team members. It is recommended that all runners read through the relay packet to familiarize themselves with the information. Everything in this document is subject to change.

Cause

The Hoku Relay raises funds to support multiple local non-profits that work to provide opportunities to the kieki (children) of Hawai'i. Please visit www.hokurelay.com for more information on non-profit partners.



Event Information

Relay Name: Hoku Relay
Relay Directors: Chad Jens, Jacob Johnson, and Mark Cassidy
Contact Information: directors@hokuscholars.org

Important Dates and Information

Captain's Call: 1/23/2019 @ 6pm HST, Dial-In info to be sent to Captains
Registration Deadline: 2/1/2019
Pace Time Requests Deadline: 2/1/2019
Team Member Substitution Deadline: 2/8/2019
Packet pick-up & Mandatory Safety Meeting: 2/15/2019 @6pm HST, ImpactHub, 1050 Queen St., Honolulu
Relay Dates: 2/16/2019 – 2/17/2019

Before the Relay

Getting Started:

1. **Organize and Register:** Start recruiting a team of 6 - 12 runners
 - a. **Register:** All runners must register at www.hokurelay.com ('Sign Me Up') before **2/1/2019**. Create your own team or join an existing one
 - b. **Waiver:** All team members, including drivers that are not running, must sign a waiver to participate (waivers are available on the relay website during the registration process). Waivers will also be available during the packet pick-up and safety meeting on Friday, February 15
 - c. **Fundraise:** All teams commit to raising a minimum of \$250 x # of runners to support Hoku Scholars (10 runners x \$250 = \$2,500). More information and tips on fundraising is available on the Fundraiser's Checklist ([Link](#)). Note that all donations are non-refundable
2. **Getting Ready:** Once a team has been organized we recommend the team meet or organize team conference calls several times prior to the event to work out logistics. It may be helpful to discuss the following items (in no particular order):
 - a. Travel logistics (air travel, lodging, car/vehicle rental, etc.)
 - b. Training, pacing, driving rotations, sleeping strategy, food strategy, etc.
 - c. Communication between vehicles. Some segments of the relay may have limited cell phone coverage so establish a communication plan. Make a list of all cell phone numbers and be sure that everyone brings a cell phone charger (car and outlet)
 - d. What to do if a runner gets to an exchange and the next runner isn't there
 - e. What to do if a runner and/or vehicle gets lost
 - f. Where to eat and what type of food and drink to bring in the vehicles
 - g. What types of clothing and equipment everyone should bring. Weather is uncertain so be prepared for all types of weather
 - h. Running at night and overall safety strategy (safety is a high priority – please have a plan)
 - i. Any responsibilities that need to be divided among team members
 - j. Any team costumes or themes to incorporate into the event
 - k. Team or individual training plan
3. **Training:** It is important that each individual come prepared for the relay and train accordingly. We've included [training best practices](#) on the Hoku Relay website as a guideline but encourage each team and individual to adapt as needed. As with all training programs, we recommend runners consult a physician first and always stay within their limits.
4. **Start Times:** Start times and overall relay logistics are based on accurate pacing predictions so it is imperative that each runner submit an accurate pace per mile time (there is a Hoku Relay award for the most accurate predicted finish time). If individuals have not participated in a recent timed race, please

submit your best and most realistic pace pre mile. Team captains are responsible for submitting each runner's average mile time by **2/1/2019**. More details on submitting pace times will be made available via email in the weeks leading up to the event so stay tuned.

Captain's Responsibilities:

1. **Team Registration:** Team captains, as indicated on the individual runner registration, will be contacted by the Hoku Relay team with instructions for creating a team fundraising page, relay logistics, and other event information.
2. **Core Responsibilities:** Each captain is responsible for all of their team's activities, including but not limited to communication, safety/nighttime equipment ([Link: See 'Safety'](#)), course directions ([Link: See 'Relay Course Guide'](#)), navigation logistics, etc. Each captain must attend one of the two designated captain's meetings. Please see the [Captain's Checklist](#) for a list of responsibilities.
3. **Check-In/Safety Meeting:** Each captain is responsible for sending at least one representative to the check-in/safety meeting on **Friday, February 15th at 6:00pm**. The check-in/safety meeting will be held at **ImpactHUB** in Honolulu, located at **1050 Queen Street, Suite 100**. Attendance is mandatory for at least one team representative to ensure all safety information is communicated.

Packing List:

1. **Mandatory Items**
 - Headlamp (for nighttime running)
 - Taillight (for nighttime running)
 - Reflective running vest (for nighttime running – minimum of 2 per vehicle. Examples provided below)
 - Hoku Relay band (provided at Check-in)
 - Relay Packet (This document - 1 per vehicle)
 - **** Teams will not be allowed to start until they show these items. Every runner is required to wear a reflective vest and headlamp during nighttime hours (6:30pm – 7:00am HST)****



2. Suggested Items

- Obvious running gear:
 - Shoes, socks, shirt, etc.
- Additional Clothing
 - Cool weather running gear (long-sleeves or sweats) for night segments or in-between segments
 - Warm weather running gear (short sleeves and shorts) for daytime segments
 - Change of clothes when not running (comfortable sweats) or for after the Relay (bathing suit)
- Food & Drink
 - Running -
 - Water bottle / Hydration pack. Bring what works for you! Your team might have shared supplies, but unless you've tried it before relay day, stick with what you know.
 - Energy food (gels, PowerBars, etc.). See note above!
 - ****The Hoku Relay is a self-supported relay race. Please plan accordingly for all hydration, nutrition and dietary needs****
 - Vehicle -
 - Meals & water to share in your vehicle
 - Cooler with ice
- Cell Phone with protective case to run with for navigation and overall safety
- Sunscreen
- Sunglasses
- Bug repellent
- Money (including some cash for buying food at stores near exchange zones)
- First Aid Kit
- Trash and Recycling Liners

During the Relay

Support Vehicles/Driving Instructions:

1. **Support Vehicle Requirements:** Support vehicles are used to transport runners to and from each exchange point. We suggest limiting the amount of vehicles per team to increase team camaraderie. However, teams may use the number of vehicles they feel is appropriate as long as there are seatbelts for all passengers and the vehicle adheres to all applicable local vehicle safety laws.
2. **Vehicle Type:** We are flexible on types of vehicles used. However, every passenger must have a seatbelt. We prefer teams **not** use motorhomes, RV campers, trailers, buses, or limos as these vehicles are tough to park and crowd the exchange areas.
3. **Vehicle Rotation (Suggested):** For a team of 8 runners, the suggested vehicle rotation is listed below. However, each team may rotate vehicles to suit their needs.
 - Vehicle #1 will be at the starting line with Runners 1 - 4
 - Vehicle #2 will be waiting at exchange #5 at Kalaniana'ole Beach Park to meet Vehicle #1 and Runner #4
 - Once Runner #4 exchanges with Runner #5, Vehicle #1 can take a break while Vehicle #2 (Runners 5 – 8) runs their legs
 - Repeat *Leap Frogging* until you reach the finish line

4. **Vehicle Drivers:** Vehicle drivers do not need to be registered runners. However, **each vehicle driver that is not running the relay must fill out a waiver.**
5. **Respect Local Residents and Communities:** While traveling through the local communities, please remember we are guests and you should treat all residents and property with courtesy and respect. The following **Do Nots** are not intended to cover the broad spectrum of issues so please use common sense while in residential areas. We reserve the right to dismiss or disqualify any team based on a lack of respect.
 - a. Do not honk horns or yell out vehicle windows during evening, night, and morning hours while in residential areas
 - b. Do not block any residential or business driveways
 - c. Do not impede traffic by not properly pulling vehicle over to the side of the road when stopping
 - d. Do not discard trash from vehicle except in marked bins
6. **Park Only in Designated Areas:** Some exchanges have limited parking and in some cases teams will be required to park along road shoulders. At the exchange point, vehicles can park at any legal roadside that does not impede runners or traffic.
7. **Runner Drop Off:** We are using parks, commercial parking lots, and road shoulders for all exchanges. Make runner drop-offs brief at parking lot and road shoulder exchanges.
8. **Cheering:** Vehicles can stop to cheer on teammates at any legal spot along the relay route that does not obstruct or disturb runners, traffic or local residents.
9. **Vehicle Communication:** We ask that every participant bring their cell phone to communicate with their teammates and relay directors should an emergency arise. Make a list of all team member phone numbers and be sure that everyone's batteries are fully charged. We recommend establishing a group message system like WhatsApp or GroupMe to communicate. Please note that drivers are not allowed to talk on cellphones while driving.

Exchanges:

1. **Check In:** Each relay team vehicle should plan on arriving at the designated exchange zones before their runners reach the exchange. Please look for the Hoku Relay volunteers to locate the appropriate exchange zone (volunteers will be wearing blue Hoku Relay t-shirts). Each team must check in at each exchange with a Hoku Relay volunteer (blue Hoku Relay shirt) before sending the next runner out. Each official will record the time and ensure that each runner is wearing the correct safety gear during designated nighttime hours.

Runners:

1. **Runner Rotation:** We suggest relay runners run in the same sequence for each segment of the relay. For example, for a team of 8, if a runner runs leg 3, she or he must run legs 11 and 19 ([Link: See 'Course Guide'](#)).
2. **Injured Runners During Relay:** In the event of an injury, any of the remaining runners can replace the injured runner. No new runners are allowed after the relay has started.
3. **Littering, Property Damage, and Toilets:** Please dispose of all trash in proper receptacles and treat all property with respect. Trash cans or bags will not be provided at each exchange point – each team is responsible for disposing their own trash. Additionally, **no portable toilets will be provided** by the Hoku Relay. However, directions to the nearest public toilet or commercial property will be provided at each exchange point. Please note that some exchange zones will have easily accessible public bathrooms while other exchanges zone will not. Please plan bathroom use in advance and do not relieve yourself in inappropriate areas. Read the **Hoku Relay Course Guide** section for more information on the exchange zone and available amenities.
4. **Follow Correct Route: Navigation is the responsibility of each team.** Teams are responsible for making sure that their runners stay on the course and follow all relay rules. Vehicles may wait for their runners at critical points to direct them where to go. For example, past runners have found it helpful to have their teams park at critical turns during nighttime hours to help navigate difficult or confusing sections. **The course is not marked.** Again, **the course is not marked.** Each runner and team must know the relay course and take every measure to understand difficult points along the way as well as the location of key milestones and exchange points. It is recommended that all runners study the segment detail in the **Hoku Relay Course Guide** (available on the Hoku Relay website) and visit their respective segment on www.mapmyrun.com (link available in the segment overview). For those that reside on O'ahu, it is recommended that you drive or run your leg in advance of the Hoku Relay.
5. **Team Baton:** Each team's baton will consist of a pink elastic bracelet. This bracelet must be worn at all times during the proper leg. Only runners wearing a relay bracelet will be allowed to exit the exchange area to begin a new leg.

Runner Safety:

1. **Emergencies:** Dial 911 in the event of an emergency. Safety is our number one priority. There are many potential hazards in a relay of this type, including, but not limited to: automobile traffic, road and trail conditions, loose animals, humans, and weather. We ask that all teams take appropriate precautions to ensure a fun and safe event. Please help us keep the relay safe by focusing on being safe runners, safe support crews, and safe spectators. Below are some basic guidelines and rules to help keep us all safe (Note that this is not a complete list and all participants, whether running or not running, should exercise extreme caution).

2. Runner Safety: A runner is considered “On” when they have the running baton (pink bracelet) and running from one exchange point to the next exchange point. When a runner is “On” it is imperative that s/he follow the general rules and guidelines listed below;

a. Always be aware of your running surface and surroundings: Runners are encouraged to use sidewalks or trails **when available** (note that this might not always be possible), unless signs, maps, or road conditions require otherwise. Certain parts of the course may not have proper markings or instructions. Please exercise caution, safety, and common sense in these areas and throughout the relay course. Please note that some sections of the relay course do not have sidewalks and have narrow road shoulders. Runners are encouraged to run against traffic when there are only road shoulders. However, certain parts of the course may require runners to run with traffic because of limited shoulders. Please exercise extreme caution and always be aware of your surroundings. Additional detail on running segments and suggested running path are located in the **Hoku Relay Course Guide**.

b. Be Aware of Traffic and Obey Traffic Laws: Runners are to understand that they do not have exclusive use of the roads and are expected to obey all traffic laws. Note that **NO** sections of the course are blocked off for Hoku Relay participants so follow all driving and pedestrian traffic laws. This includes, but is not limited to, stopping at traffic lights and stop signs.

c. Running and Participating at Night: The following nighttime rules have been developed to ensure the safety of all participants:

i. Official nighttime hours are from **6:30pm HST to 7:00am HST**

ii. **All runners must wear night gear during the official nighttime hours.** This includes reflective vest, headlamp (or flashlight) and blinking LED taillight. We also encourage the use of reflective shirts, glow sticks, and anything else that makes you visible to drivers and pedestrians

iii. **We highly recommend that all teams track their runners during nighttime hours and always know where their runner is.** This may include keeping your runner in sight at all times, tracking their smart phone location, driving every ½ mile to check in, etc.

iv. It is suggested that all participants (runners and drivers), even when not running, wear reflective vests during the official nighttime hours to increase visibility and safety

v. The use of personal music devices while running at night is not allowed

d. Running in the Heat: Hawai'i has a warm weather climate and is subject to high temperatures. Staying hydrated is critical to having a fun, safe, and successful Hoku Relay. Hydration helps avoid heat related illnesses, including but not limited to, dehydration, heat exhaustion, or heat stroke. Teams must monitor the safety of each team member throughout the relay, especially before and after each leg. Runners should pre-hydrate before each leg, hydrate while running, and re-hydrate after each leg. Water should be supplemented with electrolytes. Please note that it is each team's responsibility to provide water for their team throughout the relay. **The Hoku Relay is a self-supported**

event and therefore no food or beverages will be provided during the relay. Make sure to purchase all running supplies prior to the start of the relay. If you need to purchase items during the relay, make sure to plan in advance and be aware of store hours.

Safety Support:

1. **Safety Officer/Navigator:** It is suggested that each vehicle have at least one person, in addition to the driver, awake and alert at all times. This individual is responsible for helping the team follow the safety rules throughout the relay.
2. **Exiting and Being Outside the Vehicle:** Remember that these are open roads so exercise extreme caution when exiting and entering a vehicle.
3. **Road Crossing:** All runners must obey traffic crossing laws. Furthermore, please exercise extreme caution when crossing any road. Road crossing rules/guidelines (note that this list is not exhaustive. Again, exercise caution and common sense):
 - a. Obey all traffic/pedestrian and j-walking laws
 - b. Cross at crosswalk if there is a crosswalk within sight
 - c. No crossing if there is a median
 - d. No crossing roads with more than two lanes (one lane in each direction). Roads with a total of 3 lanes or more must be crossed at cross walks
4. **Vehicles:** Team vehicles are to obey all traffic laws, which include but are not limited to:
 - a. Obeying speed limits (both minimum and maximum speed limits)
 - b. Not stopping in the roadway
 - c. No illegal U-turns
 - d. Pulling off the road completely when stopping/parking
 - e. No parking in non-legal parking areas
 - f. When parked, please turn off headlights so as not to blind oncoming traffic
 - g. Leave parking lights on so that the vehicle is visible to regular traffic
 - h. Please do not stop or slow down in places that will impede traffic or runners
 - i. Drivers are not allowed to text or talk on their cell phone when driving

Safety Running Rules:

1. **Prohibited Items on the Course:** Runners are expected to run and not use any device that would put them at an advantage.
2. **Alcohol:** While participating in the relay, the consumption of alcohol is not allowed at any point along the course.
3. **Sleeping Areas:** Each team is responsible for coordinating any sleeping arrangements during the relay. Please exercise caution and safety when choosing your arrangements. For planning purposes, note that we will be passing through Kaimuki, Hawaii Kai, Waimanalo and Kaneohe during nighttime hours
4. **Safety Training:** As mentioned, there will be a safety briefing during the check-in on Friday, February 14th and at the starting line.
5. **Emergencies and Inclement Weather Situation:**
 - a. The relay directors reserve the right to put the relay on hold or cancel if an unsafe situation arises (serious injury, inclement weather, etc.). Please alert Jacob Johnson (608-609-0075) if you believe such a situation is developing. Prioritize calling 911 before notifying the relay directors if a situation has already developed. The WhatsApp Safety Group will be updated by a Hoku Relay director with URGENT NOTICE in the title if the race is put on hold or cancelled (Please download the WhatsApp app before **2/15/2019**). A Hoku Relay director will then call each team captain to discuss next steps
 - b. **Emergency:** Call 911 in the event of serious emergency. No medical staff or first aid personnel will be stationed at any point along the relay course. It is the responsibility of each team to be aware of the location of hospitals and other medical facilities. If an emergency is severe, first call 911, then notify Hoku Relay directors at 608-609-0075
 - c. **Inclement Weather:** The relay will occur rain or shine. However, under certain severe weather conditions where the safety of runners is in jeopardy or where significant damage or alterations to the relay course occur, we reserve the right to cancel the event. There will be no donation refunds given if the relay is canceled due to weather. Conditions that may result in a relay being canceled or delayed include but are not limited to the following: severe rain, severe heat, electrical storm, tsunami, tornadoes, earthquakes, hurricanes, flooding, fog, wildlife, etc. The relay directions will notify everyone using the WhatsApp safety channel if the event is cancelled or postponed. If any runner feels they are in danger, s/he should get in their team's support vehicle and drive to the next safest location on the course before running

Enforcement:

Rules and Safety Enforcement: Hoku Relay Directors will be on the course monitoring the event at check-ins. This is a charity event to benefit Hoku Scholars so we ask that all participants follow all rules to maintain a safe environment and prevent any injuries. Relay Directors reserve the right to disqualify any individual or team for any infractions they witness. We do not anticipate any disqualifications but if the Relay Directors witnesses any egregious infractions, the team or individual's relay bracelet will be confiscated and the individual or team must leave the course immediately.

How to Make it Fun:

Here are a few suggestions on how to have fun with your team during the Hoku Relay:

1. Get to know your team beforehand and come up with a theme for your team during the relay.
2. Choose relay segments based on runner preferences.
3. **Team Colors:** We suggest that each team choose a color or combination of colors and that all runners dress in. Costumes are also strongly encouraged (assuming they are family appropriate). This will make it easy for others to recognize your team throughout the relay and for your team to recognize each other. It will also make for some fun pictures during and after the relay.
4. Teams are encouraged to have fun throughout the fundraising and training process. This may include creating support videos and having friendly fundraising wagers. Further, we want to create a fun and dynamic event so we encourage all participants to show support for all runners throughout the relay. This may include cheering posters, drawing support messages on car windows, inviting friends and family to cheer, etc.
5. Create a collaborative **team playlist** on Spotify, Apple Music, or Google Play Music beforehand to play in the vehicle during the relay.
6. Work towards winning one of the Hoku Relay awards:
 - a. Wikiwiki Award (Fastest)
 - b. Pau Hana Award (Least Fastest)
 - c. Aloha Award (Team Spirit)
 - d. Kokua Awards – Team and Individual (Most Money Raised)
 - e. Not-On-Island-Time Award (Most Accurate Time)
 - f. Clark Little Award (Best Photo posted to Instagram with the #HokuRelay)