

# Step-by-Step Guide to Organizing Your Team's Schedule



## Key Variations in Schedules

*Schedules typically vary in the following ways:*

- Team size (typically 8-12 runners)
- Number of vehicles (typically 2-4 vehicles)
- Group division (e.g., 9 runners divided into 3 groups of 3)
- Length of rotations (based on miles or time)
- Mixing runners between groups or keeping them the same

## Team Size and Vehicle Number:

Once you've solidified your team size and number of vehicles, you'll decide how to split runners into rotating groups.

Example: If your team has 12 runners and 3 vehicles, you'll likely have 3 groups of 4 runners. If you have 9 runners and 2 vehicles, you could have one group of 4 and one of 5 runners.

## Choose Whether to Mix or Keep Groups Consistent:

You can either keep the same runners in each group for the entire relay (i.e., the same 4 people stay in the same vehicle), or mix them between shifts so that different runners share a vehicle and run together at different times.

Option 1: Keep Groups Consistent: This approach ensures everyone gets into a rhythm with the same teammates and routines.

Option 2: Mix Groups: Mixing groups allows runners to spend time with different teammates and adds variety to the experience.

## Group Rotation:

Teams usually rotate groups based on miles or time.

Example: A group runs for 30 miles or for 4 hours before switching to the next group.

While one group runs, the others can eat, sleep, shower, or relax.

## Within-Group Rotations:

Once groups are set, you'll decide how runners rotate within each group.

Example: Runners might take turns based on a set distance (e.g., 3 miles per runner) or time (e.g., 30 minutes per runner). This can be set by the captain or decided among the runners based on their current fitness level. The distances don't need to be equal.



## Ready to Build Your Schedule?

Now that you have a basic understanding of how to create a schedule, check out the strategies and templates used by previous teams below.

### Team Name: [Easier Said Than Run](#)

#### Overview:

Team Size: 12

Vehicles: 3

Rotation: Mileage-based, 4-hour shifts

#### Detailed View:

Team Size: 12

Number of Vehicles: 3

Group Division: Groups of 4 runners doing 4-hour shifts

Runner Rotations: Mileage-based, with runners choosing 1, 2, or 3 miles at a time

Group Mixing: Groups are mixed between shifts so that all runners get a chance to run with everyone over the course of the relay

Extra Notes: Each runner receives a mix of short, medium, and long breaks, and the schedule is designed to create balanced running opportunities for the entire team.

[Download their template](#)

### Team Name: [Powered by Hamms \(2024 Plan\)](#)

#### Overview:

Team Size: 9

Vehicles: 3

Rotation: Time-based, 4-hour shifts

#### Detailed View:

Team Size: 9

Number of Vehicles: 3

Group Division: Groups of 3 runners, averaging 4-hour shifts

Runner Rotations: Time-based; customizable

Group Mixing: No mixing but shifts overlap with other groups, providing time for interaction with the entire team

Extra Notes: Shifts are designed to maximize recovery and allow for team bonding during overlaps. Check the detailed schedule for specifics on how overlaps work.

[Download their template](#)



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## Team Name: **Slithy Toves**

### **Overview:**

Team Size: Flexible

Vehicles: 3

Rotation: Time-based, varied length with overlapping shifts

### **Detailed View:**

Team Size: Flexible

Number of Vehicles: 3

Group Division: 3 groups, with time-based shifts of 10 hours on and 8 hours off.

Car A & B start together for 4 hours, then car A drops out.

Car B runs solo for 2 hours, followed by Car C joining Car B for 4 hours, after which Car B drops out.

Runner Rotations: Runners run 1 mile at a time.

Group Mixing: No, groups do not mix runners but have significant shift overlaps.

## Team Name: **So Beautiful**

### **Overview:**

Team Size: 12

Vehicles: 3

Rotation: Time-based, 3-hour shifts

### **Detailed View:**

Team Size: 12

Number of Vehicles: 3

Group Division: Groups of 4 runners rotating for 3-hour shifts

Runner Rotations: Flexible, with runners deciding how far they want to run during their shifts

Group Mixing: No, runners stay in the same group throughout the relay

[Download their template](#)

## Powered by Hamms (2022 Plan)

### **Overview:**

Team Size: 11

Vehicles: 3

Rotation: Mileage-based, switch vehicles every 12-28 miles

### **Detailed View:**

Team Size: 11

Number of Vehicles: 3

Group Division: 3 groups

Runner Rotations: Mileage-based, with runners doing 3-4 mile rotations

Group Mixing: No, runners stay in the same vehicle throughout the event

Shifts: Rotations are planned with varying mileage per shift (12-28 miles total).

[Download their template](#)



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Team Name: **TYRU**

**Overview:**

Team Size: Flexible

Vehicles: 2

Rotation: Mileage-based, switch vehicles every 30-36 miles

**Detailed View:**

Team Size: Flexible

Number of Vehicles: 2

Group Division: 2 groups, mileage-based rotation vehicles rotate every 30-36 miles

Runner Rotations: Flexible

Group Mixing: Groups are shuffled at designated points along the route, namely Arthur and Ellsworth; the entire team also runs together for the last 10-15 miles of the relay, with runners jumping in and out as desired.

Team Name: **QC-TUR(d)s**

**Overview:**

Team Size: 10

Vehicles: 2

Rotation: Flexible

**Detailed View:**

Team Size: 10

Number of Vehicles: 2 vans

Group Division: Split into groups of 4 and 6; the group of 6 is further split into two groups of 3. One group of 3 actively rotates between running, driving, and recovering in the passenger seat. The other group of 3 maintains morale while resting in the back of the van.

Runner Rotations: Runners alternate running 1 mile segments

Group Mixing: Groups mix throughout the event.

Still have questions? **Email us at [admin@relayia.org](mailto:admin@relayia.org).**