

2010 Governor's Cup

Presented by ING



Dear Governor's Cup Captain:

You and your team are invited to participate in the 4th annual TC 5K Governor's Cup, presented by ING, Saturday, October 2, 2010. The fun achievable distance provides companies an extraordinary opportunity to add some excitement, team building and good-natured competition to the work place. In addition, all participating companies and the winning individual team members will be recognized on the Twin Cities In Motion website.

The team criteria are simple: Anyone who serves the state of Minnesota as a first responder, police, fire, emergency medical services, search and rescue or military. To qualify, each Governor's Cup team must consist of a minimum of four participants.

First through third place teams will be recognized in the following category:

1. FASTEST (see attached sheet for rules and scoring formula)

Enclosed please find the following:

- Governor's Cup Team Captain's Information
- Team Captain's Checklist
- Team Recruiting Flyer
- Team Competition Rules and Scoring Formula
- Directions for creating a team and registering participants

Team creation (paper) and online individual registration opened June 1, 2010. If you need more information call Catherine Bishop, Registration Coordinator, at 763.229.7376 or email Catherine@mtcmarathon.org. I hope to see you and your teammates on October 2, 2010!

Sincerely,

Catherine Bishop
Registration Coordinator
Twin Cities In Motion

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Captain's Information

Who can be a Governor's Cup Captain?

Anyone who serves the state of Minnesota as a first responder! Simply recruit co-workers to sign up for and run the TC 5K Saturday, October 2, 2010. To ensure your success as a team captain and a great experience for your entire team, please be prepared to fulfill the captain's responsibilities outlined below. In return you will receive great support from the TCM office!

Captain's Responsibilities:

1. Team captains will create their team by **September 17** and pay the \$30 registration fee. Go to this link: <http://www.mtcmarathon.org/5K/index.cfm> and click on Create Governor's Cup Team to print the registration form.
2. Team captains will ensure all team participants are individually registered and have paid their individual registration fees of \$25.00. This can be done by verifying the roster received from the TCM office.
3. Team captains will be the contact person for all team members and the liaison to the TCM office.
4. Team captains will maintain contact with team members until race time.
5. Team captains will confirm roster by September 17. There will be no changes accepted after that date including race weekend.
6. Team captains will relay information to team members that they are responsible for picking up their own race numbers and timing chips. Information is also available on the event website: www.mtcmarathon.org
7. Team captains are recommended to pick team meeting places before and after the race.
8. After the race is completed and before any results will be sent out, team captains will need to verify each team member's race results to ensure accuracy of final team results.

The race office will provide all Team Captains with:

1. An email confirmation of team creation and payment
2. Information on where teams can meet before and after race.
3. Ideas to make this event a team building effort, such as recruiting and team training tips, creating team shirts, pre- and post-race team photo ops, post-race gatherings, etc.
4. The office will provide team captain with final results when they become available after race (usually 30 days after race).

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Captain's Checklist

July (for Option 1 registration, see back page)

- _____ Create your team by going to the event website: <http://www.mtcmarathon.org/5K/index.cfm> and printing the Create Your Governor's Cup Team form. Complete the form and remit payment to Twin Cities In Motion, 4050 Olson Memorial Highway, Suite 26.2, Minneapolis, MN 55422 Attn: Governor's Cup
- _____ Recruit employees from your company to run (Post enclosed flyer to encourage participation).
- _____ Once your completed Team Entry Form and Roster has been received at the office. Catherine will contact you with a referral code for your teammates to register.
- _____ Individual runners can register online with team referral code
- _____ Check the rosters you periodically receive from the TCM office to ensure your team is complete and all names are spelled correctly.
- _____ Consider organizing team training runs, nutrition and injury prevention seminars.
- _____ Have your team participate in the Twin Cities In Motion summer training stations July 17 and August 14 from 7:00 a.m. - 10:00 a.m. at the Lake Calhoun Executive Center parking lot on the north end of Lake Calhoun. There will be water, mountain blast POWERADE® ION4®, GU energy gel, and camaraderie.
- _____ Create team racing shirts for team members (this is optional).

July (for Option 2 registration, see back page)

- _____ Recruit employees from your company to run (post enclosed flyer to encourage participation).
- _____ Consider organizing team training runs, nutrition and injury prevention seminars.
- _____ Have your team participate in the Twin Cities In Motion summer training stations July 17 and August 14 from 7:00 a.m. - 10:00 a.m. at the Lake Calhoun Executive Center parking lot on the north end of Lake Calhoun. There will be water, mountain blast POWERADE® ION4®, GU energy gel, and camaraderie.
- _____ Create team racing shirts for team members (this is optional).

September (for Option 1 registration, see back page)

- _____ **September 17** is the last day to create your Governor's Cup Team.
- _____ Create a team building opportunity by participating in the annual Pasta Party held Saturday October 2, 2010 from 4:00 – 7:30 p.m. at the new location, Crowne Plaza - St. Paul Riverfront.
- _____ Confirm final roster sent from race office. Notify Catherine Bishop (catherine@mtcmarathon.org) of any name changes or new people, registrants not participating do not need to be changed on roster.
- _____ September 24 is the day your roster becomes final for your Governor's Cup team.

September (for Option 2 registration, see back page)

_____ **September 17** is the last day to create your Governor's Cup Team.

_____ Create a team building opportunity by participating in the annual Pasta Party held Saturday October 2, 2010 from 4:00 – 7:30 p.m. at the new location, Crowne Plaza - St. Paul Riverfront.

October (for Option 1 and Option 2)

_____ **RUN AND HAVE FUN!**

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Can your team go the distance?

Join co-workers in the Twin Cities
most exhilarating running experience!

Show Minnesota that

(company name)

can rise to the challenge!

Sign up now to run the 2010 Governor's Cup, Saturday Oct. 2, 2010
(as part of the TC 5K)

Enjoy an unforgettable experience of camaraderie and accomplishment! Who knew
team building could be this much fun?

For more information, contact your company team captain:

(name)

(phone or email)

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Governor's Cup Competition Rules and Scoring Formula

PURPOSE: The purpose is to help build relationships, strengthen your team's work environment, and promote health and fitness.

ELIGIBILITY: Any first responder, police, fire, emergency management service or military personnel may participate. All full-time and part-time employees are eligible.

TIMED COMPETITION: Each team will consist of a minimum of four employees, each of whom must be individually entered in the TC 5K. Organizations may field as many qualified teams as they like, but each team is required to pay the registration fee of \$30.

SCORING: Results will be age graded and based on gun time. The team with the lowest score wins. Points will be awarded to individual team members based on their finish within their age divisions. The three best scores per team will be added to determine a team's total score.

AWARDS:

The teams with the fastest three times will win a monetary prize donated to their favorite charity (1st place \$600, 2nd place \$300, 3rd place \$100) and the traveling Governor's Cup trophy that will remain in the team's possession until race weekend of the following year.

REGISTRATION: Print the Governor's Cup Team Creation form from our website and send with a check of \$30 made to: Twin Cities In Motion, 4050 Olson Memorial Highway, Suite 26.2, Minneapolis, MN 55422.
Attn: Governor's Cup

FEES: Each team member will pay the individual race entry fee of \$25.00. The team entry fee is \$30 per team and must be received by **September 17, 2010**. Applied fees cover the administration of the program and the cost of the award.

RULES OF COMPETITION: All teams and team members are required to follow the Rules of Competition outlined at www.mtcmarathon.org.

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Directions for creating a team Option 1 (traditional registration using referral code prior to event):

1. Go to website <http://www.mtcmarathon.org/5K/index.cfm> and download "Create a Governor's Cup Team" form.
2. Complete the Governor's Cup Team form.
3. Make out a \$30 check to Twin Cities In Motion for the team registration fee.
4. Place the Governor's Cup Team form and check in the same envelope and send to:

Twin Cities In Motion
4050 Olson Memorial Highway
Suite 26.2
Minneapolis, MN 55422

Attn: Governor's Cup Team

5. You will receive via email a confirmation from Catherine Bishop that your form and check have been received.
6. You will also receive a referral code from Catherine Bishop for your team members to use when registering. They must use this code to be placed on your roster.

Directions for creating a team Option 2 (for organizations that have difficulty with work schedules during race weekend, this leaves more room for flexibility of creating teams):

1. Go to website <http://www.mtcmarathon.org/5K/index.cfm> and download "Create a Governor's Cup Team" form.
2. Complete the Governor's Cup Team form.
3. Determine the amount of entries you would like to purchase,
 $\$30 \text{ team fee} + (\$25 \text{ entry fee} \times \text{\# of entries purchased}) = \text{Check total}$
4. Place the Governor's Cup Team form and check in the same envelope and send to:

Twin Cities In Motion
4050 Olson Memorial Highway
Suite 26.2
Minneapolis, MN 55422
Attn: Governor's Cup Team

5. You will receive via email a confirmation from Catherine Bishop that your form and check have been received.
6. You will also receive via US mail special paper race entries for your race participants to complete and **bring** to the event at least 45 minutes before the start of the TC 5K.

To manage teams for Option 1:

1. You will receive bi-monthly roster updates for your team. Please notify Catherine Bishop at Catherine@mtcmarathon.org if there is an issue.

Important Dates to Remember:

June 1

September 17

September 24

October 2

TC 5K Individual and Governor's Cup Team Creation Starts

Deadline for Governor's Cup Team Creation

Deadline for roster. No changes accepted after this date.

Day of event, no team or individual registration accepted.