



## 2010 Corporate Team Challenge

### TC 5K

Dear Runner:

This year marks the 25th annual TC 5K. The Corporate Team Challenge offers companies an extraordinary opportunity to add some excitement, team building and good-natured competition to the work place. For the third year, there will be an exclusive Corporate Team Challenge Tent at the capitol grounds where teammates can gather pre and post-race for refreshments and snacks. 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: any corporation, profit or non-profit, and all employees, full or part-time, may participate. To qualify for fastest team, each corporate team must consist of a minimum of 5 full or part-time employees. Teams must also include one female and one masters runner (age 40 or older), but one person may fulfill both criteria. For example, a woman 40 or older would meet the team requirements.

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

1. FASTEST (see attached sheet for rules and scoring formula), and
2. HIGHEST NUMBER of participants to complete the race

Enclosed please find the following:

- Corporate Team Challenge Captain's Information
- Team Captain's Checklist
- Team Recruiting Flyer
- Team Competition Rules and Scoring Formula
- Directions for creating a team

Team creation is online only and opens February 2, 2010. If you need more information or have questions, please call me at 612.964.5666. For registration questions contact Catherine Bishop, Registration Coordinator at [Catherine@mtcmarathon.org](mailto:Catherine@mtcmarathon.org). We hope to see you and your teammates on October 2, 2010!

Sincerely,

Martin Cassidy  
Volunteer Chair, Corporate Challenge  
Martin.cassidy@comcast.net  
612.964.5666



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#### **Captain's Information**

##### **Who can be a Corporate Team Challenge Captain?**

Anyone! Simply recruit co-workers to sign up for and run the TC 5K, on Oct. 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 marathon office!

##### **Captain's Responsibilities:**

1. Team captains will ensure that the TEAM CREATION is completed by September 17, 2010 ([www.mtcmarathon.org](http://www.mtcmarathon.org)). The team creation fee of \$35 will be processed at the time of registration using a credit card.
2. Team captains will ensure all team participants are individually registered online and have paid their individual registration fees of \$25 per person. Online registration opens February 2, 2010.
3. Team captains will be the contact person for all team members and the liaison to the marathon office.
4. Team captains will maintain contact with team members until race time.
5. Team captains will ensure all team participants are employees of company. Spouses, friends and family are not to join the team if they are not employed by company.
6. Team captains will advise team members that running under someone else's bib number/registration is not allowed, switching of team member's names is not possible. Individual registrants should check the online registration confirmation page at [www.mtcmarathon.org/SatEvents/registrationconfirmation](http://www.mtcmarathon.org/SatEvents/registrationconfirmation) to verify their registration.
7. Team captains are responsible for managing their team roster online with all roster updates/changes finalized by September 24, 2010. Captains can make roster changes via the online captain's login provided at the time of team registration. Please note: team captains must include themselves on the team roster if they are running.
8. Team captains should relay information to team members on how and when to pick up their race packets. This information is also available online through the event website [www.mtcmarathon.org](http://www.mtcmarathon.org)
9. Team captains will instruct members on where to meet before and after the race. For your convenience we are providing an exclusive Corporate Team Challenge tent on the Capitol Grounds in Saint Paul.
10. Final review of team rosters will be completed by September 24, 2010 to ensure the roster is correct. No changes will be accepted after this date including race weekend.
11. After the race is completed and before any results will be sent out, team captains must verify each team member's race results to ensure accuracy of team final results. The marathon office will send final results to the team captains for verification.

##### **The marathon office will provide all Team Captains with:**

1. An online team management tool for creating, updating and reviewing rosters.
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 final results when they are official. (Usually 30 days after race)



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#### **Captain's Checklist**

##### **February-June**

- \_\_\_\_\_ Create your team by going to this link:  
<https://secure.marathonguide.com/register/TwinCitiesSaturday/> Team entry fee of \$35 will be processed with a credit card at that time. Team creation will be available on February 2.
- \_\_\_\_\_ Recruit employees from your company to run. (Post enclosed flyer to encourage participation.)
- \_\_\_\_\_ Encourage team members to complete their individual race registrations early. Online registration begins on February 2. Visit [www.mtcmarathon.org](http://www.mtcmarathon.org) for details. All team participants must be individually registered for the TC 5K and have paid their individual registration fee of \$25 per person.

##### **July-August**

- \_\_\_\_\_ Continue to recruit team members and encourage them to complete their individual online registrations.
- \_\_\_\_\_ Manage your team roster online (adding and/or deleting team members) using the team captain's login. Please ensure that all team members' names are spelled correctly.
- \_\_\_\_\_ Have participants check the Registration Confirmation on our website to verify their registration: [www.mtcmarathon.org/SatEvents/RegistrationConfirmation](http://www.mtcmarathon.org/SatEvents/RegistrationConfirmation)
- \_\_\_\_\_ Have your team run on one or both of the Saturdays that Twin Cities in Motion offers its summer water stops (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, PowerADE and camaraderie.
- \_\_\_\_\_ Encourage all employees and their families to participate in the TC 5K, TC 10K and Medtronic TC Family Events on Saturday, October 2, 2010, which include the Mile, Half Mile, Toddler Trot and Diaper Dash races, a Family Activities Tent and Harry and Shelly's Mascot Invitational.



**TWIN CITIES IN MOTION**

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#### **Captain's Checklist**

##### **September-October**

- \_\_\_\_\_ If you still haven't done it, complete the online team creation at [www.mtcmarathon.org](http://www.mtcmarathon.org) by Sept. 17, 2010! Your team entry fee of \$35 will be processed at time of registration with a credit card.
- \_\_\_\_\_ Review roster to ensure only employees are drafted on team.
- \_\_\_\_\_ Organize company cheering sections along the TC 5K course (course permit required – contact the marathon office for permit details at [info@mtcmarathon.org](mailto:info@mtcmarathon.org)).
- \_\_\_\_\_ Create company racing shirts for team members. (This is optional)
- \_\_\_\_\_ Finalize your team roster via the online captain's login by Sept. 24, 2010. No changes will be accepted after this date. If you have any questions, contact [catherine@mtcmarathon.org](mailto:catherine@mtcmarathon.org).
- \_\_\_\_\_ RUN AND HAVE FUN! (Bring cameras for pre- and post-race team photos!)



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## **Can you go the distance?**

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

**Show Minnesota that**

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(company name)

**can rise to the challenge!**

**Register online to run The TC 5K, Saturday Oct. 2, 2010**

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

**For more information, contact your company team captain:**

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(name)

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(phone or email)



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#### **TC 5K 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 corporation, profit or non-profit, may participate. All full-time and part-time employees are eligible.

#### **Timed Competition**

Each team will consist of a minimum of five employees, each of whom must be individually entered in the TC 5K. At least one team member must be female, and one must be a masters runner (age 40 years or older). One female athlete age 40 or older can fulfill both requirements. Organizations may field as many qualified teams as they like, additional teams are required to pay the \$35 team fee.

**SCORING:** The company with the best cumulative total of its five fastest runners will win.

**AWARDS:** There are two awards categories:

1. A plaque will be awarded to the company with the greatest number of employees who register and finish.
2. A plaque will be awarded to the company with the best cumulative total of its five fastest runners. The five-member team must include one female and one Masters runner (age 40 or older).

The Corporate Team Challenge Plaque will be inscribed with the name of the winning team name and team member's names and remain in the team's possession.

**TEAM CREATION:** Complete the online creation process for forming a 5K corporate team at [www.mtcmarathon.org](http://www.mtcmarathon.org) by September 17. Team creation fee of \$35 will be processed at the time of registration using a credit card.

**FEES:** Each team member must pay the individual race entry fee of \$25. The team creation fee is \$35 per company. **All teams must be created by Sept. 17, 2010. Individuals can continue registering and be added to the team roster through Sept. 24, 2010.**

**RULES OF COMPETITION:** All teams and team members are required to follow the Rules of Competition outlined at [www.mtcmarathon.org](http://www.mtcmarathon.org).



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#### **Directions for Creating a Team:**

1. Go to <http://www.mtcmarathon.org/FiveKAndFamilyEvents/CorporateTeamChallenge.cfm>
2. Click on Create a TC 5K Corporate Team.
3. Click on "Create a Corporate Team"
4. In the box in the upper right of the page click on "Corporate Team Creation"
5. Click on "Create Profile Now"
6. Create a Login and Password and submit information
7. Login in to Team Tools and use the login and password you created.
8. Click on "Create Your First Team"
9. Complete the team captain information and submit credit card information. You will have successfully registered a Corporate Challenge Team.

#### **To Manage Teams:**

1. Go to [://www.mtcmarathon.org/FiveKAndFamilyEvents/CorporateTeamChallenge.cfm](http://www.mtcmarathon.org/FiveKAndFamilyEvents/CorporateTeamChallenge.cfm)
2. Click on Create a TC 5K Corporate Team.
3. Click on "Create a Corporate Team"
4. In the box on the upper right click on "Team Tools/Manage Your Corporate Team"
5. Click on "Manage Teams"
6. Follow the instructions to create and manage your rosters.
7. Individuals can add themselves to the team at the time they register of the team captain will be able to put him/her on the team roster after he/she has registered.

#### **Important Dates:**

**Feb. 2, 2010-** Individual registration and corporate team creation starts for the TC5K

**Sept. 17, 2010-** Corporate team creation deadline for 5K

**Sept. 24, 2010-** Individual registration for 5K closes. No changes to team roster accepted after this date.

**Oct. 2, 2010-** Day of event!