



TWIN CITIES IN MOTION

2010 Corporate Team Challenge

Marathon

Dear Runner:

This year marks the 29th annual Medtronic Twin Cities Marathon and the enhanced Corporate Team Challenge. Once again, we are offering some terrific perks for marathon teams. For the fourth year, there will be a tent exclusively for Corporate Team Challenge participants at the finish line. The tent will provide a convenient location to gather teammates for post-race congratulations and pictures. Your team will enjoy special food, beverages, door prizes and massage.

The Corporate Team Challenge offers companies an extraordinary opportunity to add some excitement, team building and good-natured competition to the work place while promoting health and fitness. In addition, all participating companies and the winning individual team members will be recognized on the marathon 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 4 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 registration is online only and opens January 25, 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. We hope to see you and your teammates on October 3, 2010!

Sincerely,

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



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2010 Corporate Team Challenge Marathon

Captain's Information

Who can be a Corporate Team Challenge Captain?

Anyone! Simply recruit co-workers to sign up for and run the Medtronic Twin Cities Marathon Oct. 3, 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 create their team by using the event online team registration. The team creation fee of \$140 will be processed at the time of registration using a credit card. In order to facilitate roster creation and management, team creation will be available starting January 25 and individual registration starts February 2, 2010.
2. Team captains will ensure all team participants are individually registered and have paid their individual registration fee of \$100. Online registration opens February 2 at mtcmarathon.org. Please note: Team captains must register and include themselves on the team roster if they are running.
3. Team captains will be the contact person for all team members and the liaison to the race 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 verify their registration at the event Registration Confirmation: www.mtcmarathon.org/marathon/confirmationsearch.cfm
7. Team captains are responsible for managing their team rosters on line with all roster updates/changes finalized by September 17, 2010. Captains can make roster changes via the online captain's login provided at the time of team registration.
8. Team captains will relay information to team members that they are responsible for picking up their own race numbers and timing chips. Information is available at www.mtcmarathon.org
9. Team captains are recommended to pick team meeting places before and after the race. (For your convenience, a Corporate Team Challenge gathering area will be available at the start of the marathon at Gate G in the Metrodome, and we provide an exclusive Team Tent on the Capitol Grounds at the finish of the Marathon.)
10. Team captains will confirm final roster by September 17, 2010. No changes will be made race weekend.
11. 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 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. Final results when they become available after race. (Usually 30 days after race)



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Captain's Checklist

February

- _____ Complete the online team creation and pay team fee of \$140. Team entry fees will be processed at time of registration with a credit card. Team creation will be available online on January 25. Individual registration starts February 2. Visit www.mtcmarathon.org for details.
- _____ Recruit employees from your company to run. Post enclosed flyer to encourage participation.
- _____ Encourage team members to register early. Online registration begins on February 2. Visit www.mtcmarathon.org for details. All team participants must be individually registered for the marathon and have paid their individual registration fees (\$100 per person).

March-May

- _____ 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.

June

- _____ Have participants check the Registration Confirmation on our website to ensure they are registered and their information is correct:
www.mtcmarathon.org/marathon/confirmationsearch.cfm

July-August

- _____ Review roster to ensure only employees are drafted on team.
- _____ Consider organizing team training runs, nutrition and injury prevention seminars.
- _____ Encourage all employees and their families to participate in the Medtronic TC Family Events, TC 10K & TC 5K 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.
- _____ Have team members verify their registrations on the event Registration Confirmation at www.mtcmarathon.org/marathon/confirmationsearch.cfm
- _____ 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.



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September-October

- _____ Create a team building opportunity by participating in the annual Pasta Party, Saturday October 2, 2010 from 5:00 – 8:00 p.m. at the Crowne Plaza Hotel – St. Paul Riverfront (*NEW location for 2010!*)
- _____ Organize company cheering sections along the marathon course (course permit required).
- _____ Create company racing shirts for team members. (This is optional)
- _____ Finalize your team roster via the online captain's login by Sept. 17, 2010. No changes will be accepted after this date. If you have any questions, contact 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 in the Twin Cities
most exhilarating running experience!

Show Minnesota that

(company name)

can rise to the challenge!

**Register online to run Medtronic Twin Cities
Marathon Sunday Oct. 3, 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:

(name)

(phone or email)



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Marathon 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 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 marathon. For the fastest competition, 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 \$140 team fee.

SCORING: Points will be awarded to individual team members based on their finish within their age divisions. A minimum of four team members must finish the marathon for the team to remain in the competition. The three best team member scores (from runners meeting the required team criteria) will be added to determine a team's total score. The team with the lowest score wins.

The formula used to determine each team member's score is as follows:

Place within age division, divided by the number of people in division, times one hundred, equals your score.

A sample team score might look like this:

15th in W 40-44; 1665 finishers in age division: $15 / 1665 \times 100 = 0.9$

32nd in M 25-29; 2816 finishers in age division: $32 / 2816 \times 100 = 1.14$

30th in M 20-24; 2397 finishers in age division: $30 / 2397 \times 100 = 2.38$

38th in M 20-24; 2397 finishers in age division: $38 / 2397 \times 100 = 3.01$

Top three scores $0.9 + 1.14 + 2.38$ equal a team score of 4.42

Participation Competition

A plaque will be awarded to the company with the greatest number of employees who register and finish.

AWARDS: The Corporate Team Challenge Plaque will be inscribed with the name of the winning team and team members that complete the race and remain in the team's possession.

TEAM CREATION: Complete the online creation process for forming a marathon corporate team at www.mtcmarathon.org/Marathon/CorporateTeamChallenge.cfm. No teams can be created after Aug. 24, 2010. Team creation fee of \$140 will be processed at the time of registration using a credit card.

FEES: Each team member must pay the individual race entry fee of \$100.00. The team creation fee is \$140.00 per team. All teams must be created by Aug. 24, 2010.

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 Registering a Team:

1. Go to: www.mtcmarathon.org/Marathon/CorporateTeamChallenge.cfm
2. Click on [Create a Marathon Corporate Team](#).
3. Click on “Create a Corporate Team”
4. In the box on 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/Marathon/CorporateTeamChallenge.cfm
2. Click on [Create a Marathon Corporate Team](#).
3. Click on “Create a Corporate Team”
4. Click on “Team Tools/Manage Your Corporate Team”
5. Click on “Manage Teams”
6. Follow the instructions to create and manage your rosters.
7. Individual can add themselves to the team at the time they register or the team captain will be able to put him/her on the team roster after he/she has registered.

Important Dates:

January 25, 2010	Team creation starts online
February 2, 2010	Individual registration begins
August 24, 2010	Deadline to create a marathon corporate team & individual registrations.
September 17, 2010	Rosters are final on this date. No changes to team accepted after this date.
Oct. 3, 2010	Day of event.