



Jacksonville, Florida • 2009

**Corporate Run & Walk 5K
Team Captain's Handbook**

Race Date: April 23rd, 2009

6:30 PM

Metropolitan Park

Corporate Run Information

As company captain, please distribute all of the race information. If necessary, make copies of the form in this package.

- The race will take place on Thursday, April 23, 2009 at 6:30 PM, at Metropolitan Park across Gator Bowl Blvd. from the Stadium.
- Distribute and collect entry forms, one for each participant. Be sure every participant has signed & completed an entry form.
- Collect all entry fees from your participants.
- Fill in all information on the team worksheet.
- Submit the original entry forms, a copy of the roster form, and ONE ENTRY CHECK if possible payable to 1st Place Sports Running Club or submit credit card information to cover all entry fees.
- Please check the proper box on the roster form for pick up or overnight delivery of your Company Race Package.
- Distribute all numbers, T-shirts & race-day info to all runners prior to race day. **NOTE:** We do **NOT** have a team check-in area at the race site. Have a plan for a designated meeting spot (i.e. **Rent a Team Tent for \$200**) and communicate that to all members.
- Participation - A company team consists of runners/walkers, employees, friends and family participating under a business or corporation. However, only full time (20 hours per week) employees may be used for team scoring. Non-team individuals are encouraged to join an existing team.

Corporate Run Registration

Due to the large number of runners and walkers in this event, we need all registration material back in our office by April 17th. This will give us the necessary time to process the entries and get the team packets ready for pickup.

All companies that submit early registration materials (Roster Form, Release Forms & Entry Fees) by Thursday, April 17th, may have their company race package shipped to them. There will be a nominal fee for this service or you can have a courier pick

the packet up for you. All other packets must be picked up at:

1st Place Sports
3931 Baymeadows Road
Jacksonville, FL 32217

Early entry fee is \$20 per participant. Submit ONE check payable to 1st Place Sports Running Club if possible or credit card information for all entry fees. Early entry fees must be received no later than April 10th. Late entries will be charged \$25 per participant. All entries must be received by Friday, April 17th by Noon.

Packet pick-up

Will only be available at 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217 (904) 731-1900, Tuesday, April 21st 10:00 AM - 6:00 PM and Wednesday, April 22nd 10:00 AM - 6:00 PM. Packet pick-up and registration will **NOT** be available in the store the day of the event. All unclaimed packets will need to be picked-up at the Information tent at Metropolitan Park beginning at 4:30 PM, though early pick-up is strongly recommended.

Company Race Package

After we receive your entries, we will prepare a Race Package for your company containing:

- Race number & pins for each participant
- T-shirt for each participant
- Roster form including the numbers assigned to your participants
- Race day information sheets
- Site map
- Course map
- ChampionChips

Team Scoring

A scoring team will consist of three finishers (One scoring member must be a female in the mixed division). A participant can **ONLY** be placed on 1 team.

A company may have more than one team and the teams can be a mix of male, female and/or mixed teams. CEOs may be listed individually and on one team. To participate in the CEO category, participants **MUST** be registered as a CEO prior to race night. No changes to CEO status will be made on race night.

ChampionChip timing will be used for this event. Each participant will receive a ChampionChip that has to be worn on their shoe. **The chip can not be attached to the ankle!!**

Award Categories

First Male, Female and Mixed team in each of the divisions:

- **Banking & Financial:** Banks, credit unions, mortgage companies, stock brokers, and real estate firms.
- **Legal & Professional:** Law firms, police teams, government agencies dealing strictly in law enforcement, Accountants, Engineers, and Architects.
- **Medical:** Hospitals, medical centers, clinics, doctor's offices, therapy companies, etc.
- **Transportation:** Railroad, trucking, shipping, automobile dealerships, etc.
- **Miscellaneous:** Any company or organization not fitting into one of the other divisions.
- **Insurance:** Life, Health, Auto, HMO's, PPO's.
- **Sales, Retail and Hospitality:** Any business involved in retail or wholesale sales.
- **Manufacturing & Construction:** Engineers, Architects, Any company involved in manufacturing or construction.

Awards Ceremony will be held at the stage in Metropolitan Park

Individual Awards

Awards will be presented on race night to the top three Overall Male & Female winners and to the top Male & Female CEO finishers. The Team Spirit Award will also be presented on race night to the company with the largest number of participants registered as of Friday, April 17th.

Team Awards

Awards will be presented to the top team in each division at the awards ceremony. Full results will be published on our website at:

www.1stplacesports.com

CEO Competition

- Anyone participating in the CEO category must be the most senior full time employee of the company. A person does not necessarily need to hold the CEO title (i.e. President, Owner, etc.)
- A CEO may be listed on one team. CEO

Competition is open to companies with 3 or more full time employees.

Scoring and Divisions

Men's Team – Top three count in scoring
Women's Team – Top three count in scoring
Mixed Team – Top three count in scoring (one must be a female).

T-Shirt Contest

Start Designing Your T-shirt TODAY!

Rules & Procedures

There will be a T-shirt contest for all participating companies. Awards will be given on race night to the winner in the following categories:

- Most Original Design
- Most Colorful
- Most Creative Use of Your Company Logo

NOTE: There will be no judging on race night.

Please follow these procedures:

Mail a sample of your company T-shirt to:
Corporate Run T-shirt Contest
c/o 1st Place Sports
3931 Baymeadows Road
Jacksonville, FL 32217

Sample must be received by: Thursday, April 16th

- For identification, please attach a business card from your company to the inside collar of your T-shirt.
- T-shirts will be judged prior to race day, and all submitted shirts will be displayed on race night.
- All T-Shirt Contest awards will be presented on race night.

NOTE: Once T-shirts are submitted they become the property of the Race Committee. All submitted shirts will be donated to a local charity that supports the sport of running.

Team Tents for Rent

Four good reasons to rent a 10 x 10 Team Tent:

- It's the ideal place to give a pre-race motivational speech or chant company cheers. It provides a post-race place to meet.
- We will provide a sign with your company name and a table.
- It's cooler in the shade! A tent provides you

a sheltered area to give out refreshments to your team members.

- Regulations forbid the use of your own tent, please do not bring them!

The Easy Way to Rent a Tent

Please fill out the form below and return with \$200 payment by April 17th to: 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217

- or -

Fax it to 1st Place Sports with a credit card number: (904) 731-3187.

Race Night Details

Date & Location

Thursday, April 23rd - 6:30 PM
Metropolitan Park
Awards Ceremony at 8:00 PM

Water/Aid Stations

Water/Aid stations will be located at the start, 1/2 way on the course, and at the finish.

Complimentary Team Photos

Complimentary team photos will be taken from 5:00 PM ~ 6:15 PM and after the race. Look for the TEAM PHOTO sign at the race site and come early to have your company photo taken. We encourage all participants to wear your company T-shirts. Team photos will be mailed to the team captain approximately one to two weeks after the event. Please call (904) 731-1900 or email firstplacesports@mindspring.com to set up time for team photo. Team photos will be taken near the stage at the team photo banner.

Refreshments

Refreshments will be available immediately following the race. A post race party with live band, free beer and other refreshments will be held in Metropolitan Park.

Parking

Please park in the lots surrounding Metropolitan Park and the stadium.

Restrictions: For safety reasons, baby joggers/strollers, bicycles, rollers skates, in-line skates, and dogs will be prohibited from the race course.

Team Registration Worksheet

To receive a team registration worksheet, request one by emailing firstplacesports@mindspring.com.

Instructions: Please Read

1. Fill in the name of the team, team captain and contact information.
2. Select what you want us to do with the team packets once they are ready.
 - a. We can have them available at our Baymeadows store
 - b. We can courier them to you for \$20
Add the \$20 fee to your company check or send a separate check.
3. Tally your T-shirt request. Fill in each size and also the total needed.
4. Fill in the complete information for each runner/walker including the entry fee they paid.
5. Email your worksheet to firstplacesports@mindspring.com.

Yes, our company would like a tent.

Company Name _____

NOTE: This is how it will appear on your tent sign. Sorry, no logos or special fonts.

Company Address _____

City _____ State _____ Zip _____

Company Captain _____

Business Phone _____ Business Fax _____

Credit Card # _____ Exp. Date _____

6. Submit a copy of the worksheet along with the runners' release forms & entry fee to:
 1st Place Sports Running Club, 3931
 Baymeadows Road, Jacksonville, FL 32217.

NOTE: All entrants should be listed on the roster form. I/We understand that part-time employees, friends and spouses listed on this roster form are not eligible for any awards and cannot be listed as a seeded runner. Each entrant must submit an entry form that has the signed waiver.

Runner's Release Form

All participants must fill out an entry form with the signed waiver

Instructions and Reminders

1. Complete the individual entry form. Cut and send back to your team captain.
2. Make sure you receive your assigned bib number and race instructions prior to race day.
3. Wear the race number on the front of your body. Do not fold or remove any tags from the number.
4. Be sure you know where your company meeting area is on race day. The race staff will not know where your team is meeting.
5. As you finish the run, move quickly through the finish area.
6. Each runner is responsible for knowing and complying with all official rules and regulations.

Get your team ready!!
1st Place Sports is offering this training program
to get your team ready!

| Date | Monday | Tuesday | Wed. | Thursday | Friday | Saturday | Sunday |
|-----------|---|-----------|-----------|-----------|-----------|-----------|--------|
| Week 1 | W4-R1 (6) | Walk 30 M | W4-R1 (6) | W4-R1 (3) | Walk 30 M | W4-R1 (6) | Off |
| | The first week you're walking the majority of the time. M = minutes. If you miss a day do not try to make it up. Walk 4 minutes (W4) and then run 1 minute (R1). Do this cycle six times (6). Do not run too fast. You should not be huffing and puffing. | | | | | | |
| Week 2 | W3-R2(6) | Walk 30 M | W3-R2(6) | W3-R2 (6) | Walk 30 M | W3-R2(6) | Off |
| | Are you doing your stretching? Walk for 5 minutes, then Stretch, do your walk/run. | | | | | | |
| Week 3 | W3-R2(7) | Walk 35 M | W3-R2(7) | W3-R2(7) | Walk 30 M | W3-R2(7) | Off |
| | The average American takes 20 years to get out of condition and he/she wants to get back in condition in 20 days. | | | | | | |
| Wee 4 | W3-R3 (6) | Walk 35 M | W3-R3 (6) | W3-R3 (3) | Walk 35 M | W3-R3 (6) | Off |
| | Keep a log of your walk/run each day. Write down weather and temperature, how you feel before and after, and general comments about each walk/run. | | | | | | |
| Wee 5 | W3-R3 (7) | Walk 35 M | W3-R3 (7) | W3-R3 (3) | Walk 35 M | W3-R3 (7) | Off |
| | Remember to drink a lot of water before, during and after each walk/run. | | | | | | |
| Week 6 | W2-R4(6) | Walk 40 M | W2-R4(6) | W2-R4(3) | Walk 35 M | W2-R4(6) | Off |
| | Wear light clothing. Avoid 100 cotton. The best is Coolmax outfits. | | | | | | |
| Week 7 | W2-R4(7) | Walk 40 M | W2-R4(7) | W2-R4(3) | Walk 35 M | W2-R4(7) | Off |
| | Now that you have stuck to the program this long, make sure to take care of your feet. How are your running shoes? | | | | | | |
| Race Week | W1-R5(6) | W1-R5(3) | Walk 35 M | Race Day | | | |
| | Race day tip #1: Have a light lunch and drink plenty of water; have a small snack around 3:30 PM. Race day tip #2: Arrive early and be patient the first mile until the crowd thins. Race day tip #3: Walk through the water stations, taking time to drink water. | | | | | | |



Jacksonville, Florida • 2009

**April 23, 2009
Thursday • 6:30 PM
Metropolitan Park**

**Jacksonville's Largest Office Party!
Get Fit Jacksonville!**

**An event designed to encourage
team participation for Corporations,
Businesses, Organizations, Schools
and Civic Groups**

The Event

The CORPORATE RUN/WALK, which attracts over 3,000 participants, is a 5K run /walk open to employees of corporations, government agencies, financial institutions, and individuals. All levels of runners and walkers are encouraged to participate. Participants receive a souvenir t-shirt and a post-race party billed as Jacksonville's largest office party. Companies are encouraged to rent a team tent as a gathering spot on race day.

Why Participate?

When you run as part of a group or company team, you naturally bond together and create camaraderie. That camaraderie and excitement is carried back to the workplace, increasing morale and teamwork. Physical exercise makes you feel good. You feel stronger and more energetic. Your outlook on life improves and you can handle stress better. Get involved in Jacksonville's largest Office Party – it's good for both you and your company. This event is designed to encourage teamwork.

How to Get Involved

You can download the complete team captain handbook, roster, and individual entry forms at www.1stplacesports.com. You can also request a handbook and individual entry forms by e-mailing 1stplacesports@mindspring.com.

Male, Female, and Mixed Competition

A company can have as many teams as they wish in the three different divisions as long as team members are employees of that organization.

Employees must work a minimum of 20 hours per week to qualify. However, for participation purposes you can put anyone on your team.

Team Championship

Awards will be presented to the first place male, female, and mixed teams at the awards ceremony to be held on the stage at Metropolitan Park. These awards will be based on the total times of the top three finishers on each team. One counting team member must be a female in the mixed division. To count in the team scoring, team members must work 20 hours per week. Winning teams employment will be verified.

CEO Competition

Anyone participating in the CEO category must be the most senior full-time employee of the company.

Team Spirit Award

The company or organization with the most entries (runners & walkers) will be awarded the Team Spirit Cup at the awards ceremony right after the race at the stage.

Rent A Tent

Enhance the experience by renting a tent for your team. The location at Metropolitan Park will be the perfect meeting place before and after the race. You can bring your own personal refreshments and have your private meeting place. Each 10 x 10 tent comes with a company banner to indicate your tent. A table is included. Bring your own chairs. Cost \$200.

Team Scoring

ChampionChip timing will be used for this event. Each participant will receive a ChampionChip that has to be worn on their shoe. The chip can not be attached to the ankle.

Divisions

Banking & Financial

Banks, credit unions, mortgage companies, stock brokers, and real estate firms.

Legal & Professional

Law firms, police teams, government agencies dealing strictly in law enforcement, Accountants, Engineers, and Architects.

Medical

Hospitals, medical centers, clinics, doctor's offices, therapy companies, etc.

Transportation

Railroad, trucking, shipping, automobile dealerships, etc.

Miscellaneous

Any company or organization not fitting into one of the other divisions.

Insurance

Life, Health, Auto, HMO's, PPO's.

Sales, Retail and Hospitality

Any business involved in retail or wholesale sales.

Manufacturing & Construction

Engineers, Architects, Any company involved in manufacturing or construction.

Military & Government

Any division or branch of the military and any government agency, city, state, or federal including education (public or private schools).

Media & Communications

Television, radio, newspaper and magazine, advertising, telephone, computers, paging companies, & electronics, and PR firms.

Packet Pickup

Team captains must pick up the packets for the entire team!!

The packets will be available at 1st Place Sports, 3931 Baymeadows Road, at the corner of San Jose Blvd., on Tuesday, April 21st, and Wednesday, April 22nd, from 10:00 AM until 6:00 PM. Packets will also be available on the day of race at the starting line. You can have your packets mailed for a nominal fee. Call 731-1900 ext 11 to have your team packets mailed or give us your Federal Express number/UPS or credit card information on the team roster form and we will ship packets on Monday, April 20th.

Attention Team Captains!!

Each team captain must send a request for a team roster and individual entry forms to firstplacesports@mindspring.com. The team captain will be e-mailed a formatted excel spreadsheet and a packet of information which must be completed and returned by e-mail to the same address. All supporting individual entries and payments must be received by April 17th.

Entry Fees

| | Cost Per Team Member |
|-------------------------|----------------------|
| Until April 10th | \$20.00 |
| April 11th - April 17th | \$25.00 |

**Sorry, no registration allowed after April 17th!
No refunds!**

Entry deadline is April 17th. Team changes will not be accepted after that date.

Big Post Race Party!

**Live Music, Free Beer, and Free Food
at Metropolitan Park!!**



Publix

WHERE SHOPPING IS A PLEASURE®

Corporate Run/Walk 5K

OFFICIAL ENTRY FORM

Please Return this form to your Team Captain!

Official Use Only

Your Personal ChampionChip #

First Name

Last Name

Team Name

Age on Race Day

Sex

T-shirt Size

Street Address

Apt. #

1st Place Club Card #

City

State

Zipcode

Club Card -\$1.00

Personal Chip -\$2.00

Method of Payment:

Cash

Check

Credit

\$

AMOUNT PAID WITH ENTRY

Make Checks Payable and mail to: 1st Place Sports Running Club, 3931 Baymeadows Road, Jacksonville, FL 32217

I know that running a road race is a potentially hazardous activity which could cause injury or death. I should not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, am in good health, and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running in this event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road. I also understand that in the event that this race has to be cancelled for any reason beyond the control of race management that my entry fee will not be refunded. All such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers, roller skates or blades, animals and radio headsets are not allowed in the race. I also understand that I must return by ChampionChip transponder or I will be billed \$30.00 as replacement cost. I will abide by this guideline. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the Organizers of this event and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Please Sign Here (Parent must sign if participant is under 18 years of age)

Date Signed

Corporate Run/Walk 5K

OFFICIAL ENTRY FORM

Please Return this form to your Team Captain!

Official Use Only

Your Personal ChampionChip #

First Name

Last Name

Team Name

Age on Race Day

Sex

T-shirt Size

Street Address

Apt. #

1st Place Club Card #

City

State

Zipcode

Club Card -\$1.00

Personal Chip -\$2.00

Method of Payment:

Cash

Check

Credit

\$

AMOUNT PAID WITH ENTRY

Make Checks Payable and mail to: 1st Place Sports Running Club, 3931 Baymeadows Road, Jacksonville, FL 32217

I know that running a road race is a potentially hazardous activity which could cause injury or death. I should not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, am in good health, and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running in this event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road. I also understand that in the event that this race has to be cancelled for any reason beyond the control of race management that my entry fee will not be refunded. All such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers, roller skates or blades, animals and radio headsets are not allowed in the race. I also understand that I must return by ChampionChip transponder or I will be billed \$30.00 as replacement cost. I will abide by this guideline. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the Organizers of this event and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Please Sign Here (Parent must sign if participant is under 18 years of age)

Date Signed

Corporate Run/Walk 5K

OFFICIAL ENTRY FORM

Please Return this form to your Team Captain!

Official Use Only

Your Personal ChampionChip #

First Name

Last Name

Team Name

Age on Race Day

Sex

T-shirt Size

Street Address

Apt. #

1st Place Club Card #

City

State

Zipcode

Club Card -\$1.00

Personal Chip -\$2.00

Method of Payment:

Cash

Check

Credit

\$

AMOUNT PAID WITH ENTRY

Make Checks Payable and mail to: 1st Place Sports Running Club, 3931 Baymeadows Road, Jacksonville, FL 32217

I know that running a road race is a potentially hazardous activity which could cause injury or death. I should not enter and participate unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, am in good health, and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running in this event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road. I also understand that in the event that this race has to be cancelled for any reason beyond the control of race management that my entry fee will not be refunded. All such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers, roller skates or blades, animals and radio headsets are not allowed in the race. I also understand that I must return by ChampionChip transponder or I will be billed \$30.00 as replacement cost. I will abide by this guideline. Having read this waiver and knowing these facts and in consideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the Organizers of this event and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Please Sign Here (Parent must sign if participant is under 18 years of age)

Date Signed