

TEAM CAPTAIN'S HANDBOOK



Florida Native Endurance Company
CORPORATE RUN 5K

Race Date: April 22, 2010
5K Begins at 6:30 PM
Metropolitan Park

TEAM CAPTAIN DUTIES

As team 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 22, 2010 at 6:30 PM**, at Metropolitan Park.
- Distribute and collect entry forms, one for each participant. Be sure every participant has signed and 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 delivery (\$25.00 fee) of your Company Race Package.
- Distribute all numbers, T-shirts and race-day information 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.

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 **Thursday, April 15th**. This will give us the necessary time to process the entries and get the team packets ready for pickup.

All companies may have their company race package shipped to them. There will be a nominal fee of \$25.00 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. Entries turned in after April 10th will be charged \$25 per participant. **All entries must be received by Thursday, April 15th by Noon.**

PACKET PICKUP

Packet Pickup will only be available at 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217 on **Tuesday, April 20th and Wednesday, April 21st from 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 the Landing beginning at 4:30 PM.

COMPANY RACE PACKAGE

After we receive your team's 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
- Timing Chip

TEAM SCORING

The top three finishers on a team will count in scoring. A participant can **only** be on **one** 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/or 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.

RACE TIMING

ChampionChip timing will be used for this event. Each participant will receive a ChampionChip that has to be worn on their shoe.

TEAM AWARDS

Awards for first Male, first Female and first

Mixed team will be given out in each of the following 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.

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

Transportation: Railroad, trucking, shipping, automobile dealerships, etc.

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

Sales, Retail and Hospitality: Businesses 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.

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

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 Thursday, April 15th.

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.

TSHIRT CONTEST

Rules & Procedures:

1. There will be a T-shirt contest for any companies who want to participate. 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
2. 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
3. The sample T-shirt must be received by:
Thursday, April 15th for judging.
 - 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.

TEAM TENTS FOR RENT

Team tents are the ideal place to give a pre-race motivational speech or chant company cheers. It provides a sheltered area to give out refreshments to your team members, and it also provides a place to meet after the race and do some post race celebrating! If you sign up for a team tent, we will provide a sign with your company name and a table for you to use. Reserve yours as soon as possible! Regulations forbid the use of your own tent, so please do not bring them!

How to Rent a Tent:

To reserve a tent, please fill out the "Rent a Tent" form included in this packet and return with \$200 payment by April 15th to: 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217

- or -

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

RACE NIGHT DETAILS

Date & Location

Thursday, April 22nd - 6:30 PM
Metropolitan Park

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. 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.

Refreshments

Refreshments will be available immediately following the race. A post race party with live band, free beer and other refreshments will be held at 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 carly@1stplacesports.com.

Instructions:

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 \$25.00. Please add the \$25 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 completed worksheet to Kim, Director of Event Registration at kim@1stplacesports.com
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. Understand that part-time employees, friends and spouses listed on this roster form are not eligible to score for team awards. Each entrant must submit an entry form that has the signed waiver.

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 _____

Team Captain _____ Phone # _____

Company Phone # _____

Check

Credit
Credit Card # _____ Exp. _____

Date _____

Instructions and Reminders for Individuals

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.

CORPORATE RUN TRAINING PROGRAM

START 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
	<p>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.</p>						
Week 2	W3-R2 (6)	Walk 30 M	W3-R2 (6)	W3-R2 (6)	Walk 30 M	W3-R2 (6)	Off
	<p>Are you doing your stretching? Walk for 5 minutes, then Stretch, do your walk/run.</p>						
Week 3	W3-R2 (7)	Walk 35 M	W3-R2 (7)	W3-R2 (7)	Walk 30 M	W3-R2 (7)	Off
	<p>The average American takes 20 years to get out of condition and he/she wants to get back in condition in 20 days.</p>						
Wee 4	W3-R3 (6)	Walk 35 M	W3-R3 (6)	W3-R3 (3)	Walk 35 M	W3-R3 (6)	Off
	<p>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.</p>						
Wee 5	W3-R3 (7)	Walk 35 M	W3-R3 (7)	W3-R3 (3)	Walk 35 M	W3-R3 (7)	Off
	<p>Remember to drink a lot of water before, during and after each walk/run.</p>						
Week 6	W2-R4 (6)	Walk 40 M	W2-R4 (6)	W2-R4 (3)	Walk 35 M	W2-R4 (6)	Off
	<p>Wear light clothing. Avoid 100 cotton. The best is Coolmax outfits.</p>						
Week 7	W2-R4 (7)	Walk 40 M	W2-R4 (7)	W2-R4 (3)	Walk 35 M	W2-R4 (7)	Off
	<p>Now that you have stuck to the program this long, make sure to take care of your feet. How are your running shoes?</p>						
Race Week	W1-R5 (6)	W1-R5 (3)	Walk 35 M	Race Day			
	<p>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.</p>						

