

TEAM CAPTAIN'S HANDBOOK

Beson4 | media group

Corporate Run

April 12, 2012
Metropolitan Park

5K



Race Date: April 12, 2012
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 12, 2012 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 and submit by email to amaris@1stplacesports.com.
- Submit the original entry forms, a copy of the team worksheet, 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 turned into our **Race Office** by **Thursday, April 5th**.

Please do not turn in registration materials to any of our other stores. It is not their responsibility to get your materials to the Race Office, and could cause a delay in signing up. We need adequate 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.

Entry fees are \$20/\$25 per participant. Submit **ONE** check payable to 1st Place Sports Running Club if possible or credit card information for all entry fees.

Registration materials must be **received** in our Race Office no later than Thursday, April 5th. **There will be no exceptions! No late registrations or entry fees will be accepted regardless of reasons or excuses.**

PACKET PICKUP

Packet Pickup will only be available at the Race Office located at 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217 on **Wednesday, April 11th from 10:00 AM - 6:00 PM** and **Thursday, April 12th from 10:00 AM - 1:00 PM**.

All unclaimed packets will need to be picked-up at the Information tent at Metropolitan Park beginning at 4:30 PM on Race Day.

COMPANY RACE PACKAGE

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

- Race number with Timing Chip on back
- T-shirt for each participant
- Roster form including the numbers assigned to your participants
- Race day information sheets
- Safety Pins

TEAM SCORING

The first three team members to cross the finish line will score for their team. A participant can **only** be on **one** team: Mens, or Womens. A company may have up to 3 teams: Mens, Womens, and Non Employees. Non Employee Teams will not score. 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

Bib Tag ChampionChip timing will be used for this event. Each participant will receive a Bib Number with their timing chip attached to the back. Do not remove the chip! Please keep your bib number intact as folding/crumbling your number may result in your timing chip not working.

TEAM AWARDS

Awards for first Male, and first Female 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.

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

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).

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.

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 only be listed on one team. **CEO Competition is open to companies with 5 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 5th 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!

TEAM REGISTRATION WORKSHEET

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 5th to: 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217

To receive a team registration worksheet, request one by emailing amaris@1stplacesports.com.

RACE NIGHT DETAILS

Date & Location

Thursday, April 12th - 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.

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.

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 Amaris, Director of Event Registration at amaris@1stplacesports.com
6. Submit a copy of the worksheet along with the runners' registration 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.

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

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 Card # _____ Exp. _____

Date _____

- and race instructions prior to race day.
- Wear the race number on the front of your body. Do not fold or remove any tags from the number.
 - Be sure you know where your company meeting area is on race day. The race staff will not know where your team is meeting.

- As you finish the run, move quickly through the finish area.
- 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> | | | | | | |

