

TEAM CAPTAIN'S HANDBOOK



BKS - PARTNERS

Corporate Run
5K



Race Date: Wednesday, April 29, 2020
5K Begins at 6:30 PM
Jacksonville Fairgrounds

RACE DETAILS

ENTRY FEES: \$30.00

Registration closes the Thursday before the race to provide time to put together team packets! Entries and team changes will not be accepted after that date. There is no day of race registration!

PACKET PICKUP

Packets will be available race week for pickup on Tuesday, April 28th from 10:00 AM - 5:00 PM and Wednesday, April 29th from 10:00 AM - 1:00 PM at the Race Office located at our Baymeadows Store, 3931 Baymeadows Road, Jacksonville, FL 32217.

AWARDS

Team Awards

Awards will be presented to the top three Male, Female, and Mixed teams in each division. These awards will be based on the total times of the top four finishers on each team. To count in the team scoring, team members must work 20 hours per week (excludes Club and Non-Profit Divisions). Winning teams employment will be verified, and awards will be mailed to the winning team the week after the event.

Individual Awards

Awards will be presented on race night to the top three Overall Male & Female winners and to the top three Male & Female CEO finishers.

Team Spirit Award

The top three Teams with the most participants (runners & walkers) will be awarded Team Spirit awards at the awards ceremony right after the race.

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.) To participate in the CEO category, participants MUST be preregistered as a CEO prior to race night. No changes to CEO status will be made on race night. A CEO may only be listed on one team. CEO Competition is open to companies with five or more full time employees.

TSHIRT CONTEST

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, and Most Creative Use of Your Company Logo.

Mail or drop off a sample of your company shirt to the Race Office at 3931 Baymeadows Road, Jacksonville, FL 32217 by the Friday before the event. For identification, please attach a business card from your company to the inside collar of your shirt. Shirts will be judged prior to raceday, and all submitted shirts will be displayed on race night.

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.

Education

Grade Schools, High Schools, Colleges.

Club

Limited to recognized Clubs, such as running clubs, health clubs, etc. Participants do not have to be employees.

Miscellaneous

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

BIG POST RACE CELEBRATION

There will be music, free beer, and free food at the Jacksonville Fairgrounds!! Refreshments will be available immediately following the race.

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 5:30 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.

PARKING

Parking instructions will be sent out the week before the event..

RESTRICTIONS

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

RACE TIMING

We will be using the Race Result system to time runners. Your Timing Chip will be located on the back of your race number.

RESULTS

Full results will be published at www.1stplacesports.com the night of or day after the event.

SEED YOUR FASTEST RUNNERS

10% of your participants (i.e. 45 participants = 5 seeded runners, up to a maximum of 25 runners) can be seeded! Seeded runners are the fastest runners and will be at the front of the starting line. Seeded runners should be able to complete the run in 25 minutes or less.

At packet pick-up, the Team Captain will receive wristbands for their top 10% runners. It is up to the Team Captain to distribute the wristbands to whichever runners are going to be in the seeded section. Only those runners who wear the wristband will be allowed in the “seeded corral” at the start line. It is not mandatory to seed runners. You do not have to take the wrist bands if you don’t want to seed any of your runners.

TEAM CAPTAIN INFORMATION

ONLINE REGISTRATION STEPS

1. Create your team: www.signmeup.com/133798
2. Team Members Register: All team members must register themselves. They will select your team during the registration process: www.signmeup.com/133797
3. Manage Your Team: See who has registered for your team by going to www.signmeup.com, logging in, and clicking on My Groups.

PAYMENT OPTIONS

1. **TEAM MEMBERS PAY INDIVIDUALLY** - Credit card payment is required by individual team member upon registering online.
2. **ONE PAYMENT FOR ALL TEAM MEMBERS** - If a company prefers to pay for their whole team, we can issue the Team Captain a promotional code to distribute to team members, which will allow them to register at no cost. Your company will then be responsible for full payment of all people who use your company code*. Payment is will be due within two weeks after the event. Invoices will be emailed.

To receive a company promotional code, visit www.1stplacesports.com/corp.html and fill in the form.

*Distribute the code wisely. You will be responsible for ALL entries where your company code is used.

CEO COMPETITION

If you have a senior, full-time member of your company who would like to participate in the CEO Competition, you must state this when creating your team. Participants in the CEO category must be the most senior full time employee of the company, but do not necessarily need to hold the CEO title (i.e. President, Owner, etc.) CEOs MUST be preregistered as a CEO to compete for this award.



RENT A TENT

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 to celebrate your team's achievement! Each 10 x 10 tent comes with a company banner to indicate your tent. A table is included. Reserve yours as soon as possible! Regulations forbid the use of your own tent, so please do not bring them! Bring your own chairs if you want them!

Cost \$250: Includes 10' X 10' tent, 1 table, 1 banner with team name

PICKING UP YOUR TEAM PACKETS

Team captains must pick up the packets for the entire team. Packet pickup will only be available at the Race Office located at 1st Place Sports, 3931 Baymeadows Road, Jacksonville, FL 32217 raceweek, on Tuesday from 10:00 AM - 5:00 PM and Wednesday from 10:00 AM - 1:00 PM.

All unclaimed packets must be picked-up at the Information tent at the Jacksonville Fairgrounds beginning at 4:30 PM on Race Day.

You can have your packets couriered to you for a nominal fee (\$30.00).

TEAM SCORING

Team scoring will be based on the first four team members crossing the finish line. Participants must work 20 or more hours a week to score for a team (excludes the Club and Non-Profit Divisions).



TEAM CAPTAIN CHECKLIST

1. Create Your Team	<ul style="list-style-type: none">• Create a SignMeUp.com Login• Create your Team
2. Build Your Team	<ul style="list-style-type: none">• Invite Members• Invite vendors, clients, friends and family to join your team• Team Members Register
3. Get Motivated	<ul style="list-style-type: none">• Set a participation goal• Add the Corporate 5k logo to your company web site! Put the logo in your email auto signatures!
4. Make It Fun	<ul style="list-style-type: none">• Rent a team tent• Plan for food and drinks• Design a company t-shirt to wear on race night and enter in the T-shirt Contest (see information above)
5. Final Planning	<ul style="list-style-type: none">• Use 'My Groups' on SignMeUp.com to email team members• Plan your race day meeting spot• Packet Pick-up - Team Captains go to the 1st Place Sports Race Office to pick up Team Packets.• Distribute packets to your team members: event shirt, race number, race instructions, wristband for seeded participants, and timing chip.

A TRAINING SCHEDULE

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
	The first week you're walking the majority of the time. If you miss a day do not try to make it up. On the Walk/Run days, 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? Warm up by walking 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!						
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? Come into any 1st Place Sports store to get fitted for the best shoe for you!						
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.						

W: Walk R: Run M:Minutes