



# Bike Racing

Name here - Captain

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## **Bike Racing**

On this page, copy and paste from the Corporate Challenge website all the rules and regulations for the sport (in this case Bike Racing).

The rules change from year to year, so make sure you pick up the new rules when they are posted for 2018.

## **Your Role as a Team Captain (What Captains Do)**

1. Attend sign-up on June 11<sup>th</sup> and recruit an awesome team. Make phone calls if there are players you want from last year that couldn't make sign-up.
2. Make sure you have waivers, phone numbers and shirt sizes for everyone that signed up. Waivers need to be signed before practices start. No exceptions!
3. Review and understand the rules for your sport. Ask for clarification from your Company Coordinator if there is something you aren't clear on. We'll contact Corporate Challenge officials for you if we don't have an answer ourselves.
4. Put your roster on the C. C. website. (You'll revise it 20 times between now and your event, but get everyone down at the start.)
5. Set your practice schedule and inform your team. (At this point you will most likely have drop-offs due to conflicts.)
6. COMMUNICATE with your team if you think you might need to make cuts before the event (if you have 40 people vying for 15 spots.) Don't let it be a surprise that there may be cuts.
7. Secure your practice venues.
8. If you must pay for practice times, see \_\_\_\_\_ for the amount your sport is allotted and set up practices accordingly. Consider playing in a summer league to get your folks up and running. These are self pay, but they are fun and are a great way to get in shape for your event.
9. Make your team cuts, and pick your final roster and subs. This is the hardest part of being a Captain. Communication at the start is the key!
10. Log back on and refine your new roster. Keep several players that may have been cut on the roster as subs. You never know what will happen with the weather in the fall, and there are usually rain-outs and reset dates where some folks will not be able to play.
11. Make sure your team is aware of the event date and time, and of the sign-in rules.
12. Have phone numbers of your subs and players with you the day of the event. Make sure everyone has signed in and has their shirts and equipment.
13. ENCOURAGE AND COMMUNICATE!! And most of all have fun!

## **What NOT To Do**

Don't assume your team knows the rules, the times and places, etc.

Don't contact City of Richardson Corporate Challenge staff directly. That's what our Company Coordinator is for.

Don't hesitate to speak up to the Concentra Corporate Challenge Committee with any issues or concerns.  
We're here to make it easy for you!

Two numbers to keep:

Company Coordinator:

Assistant Company Coordinator:

Your Logo Here

2018 Corporate Challenge Sign Up Sheet/Waiver

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Shirt Size: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Please put an X by the sports you'd be interested in trying out for.

<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Dominoes 42	<input type="checkbox"/>	Tennis
<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Texas Hold Em
<input type="checkbox"/>	Bike Race (chipped)	<input type="checkbox"/>	Horseshoes	<input type="checkbox"/>	Ultimate
<input type="checkbox"/>	Bike Race (no chip)	<input type="checkbox"/>	Kickball	<input type="checkbox"/>	Volleyball
<input type="checkbox"/>	Billiards	<input type="checkbox"/>	Miniature Golf	<input type="checkbox"/>	5K Run (chipped) *
<input type="checkbox"/>	Bowling	<input type="checkbox"/>	Punt/Pass/Kick	<input type="checkbox"/>	5K Run (untimed - no chip)
<input type="checkbox"/>	Cornhole	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	Spirit Committee
<input type="checkbox"/>	Darts	<input type="checkbox"/>	Softball	<input type="checkbox"/>	
<input type="checkbox"/>	Dodgeball	<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	

I plan on attending Opening Ceremony on Friday, August 10th.

Number of guests at Opening Ceremony. (Kid friendly venue)

**WAIVER**

("Participant") hereby agrees and

acknowledges that Participant may engage in sporting event(s) sponsored by {company name} or any of its subsidiaries or affiliates (collectively, "Company Name"). It is acknowledged that such activities are voluntary and are beyond the scope of Participant's employment with {company name}.

Further, it is acknowledged that such activities involve risk of personal injury and/or damage to property. By signature below, the Participant hereby agrees to release, defend and hold harmless {company name} and its subsidiaries, affiliates, and related entities and each of their respective officers, partners, shareholders, agents, directors, or employees, and their predecessors and/or successors from any and all liability arising out of any claim for injury or damage sustained by the Participant as a result of Participant's participation in any sporting event(s) sponsored or supported by {company name} and further agrees to and does hereby indemnify defend and hold harmless {company name} from and against any claim for personal injury or damages resulting from or caused by Participant's activities in such sporting event(s).

Date this \_\_\_\_\_ day of \_\_\_\_\_, 2013

## Rosters

Once you have your sign-up sheets, you can start using your on line roster to keep track of your team and their progress during practices/tryouts.

Make as many changes to your roster as you need to between now and the day your roster is due. Just **make sure you click on "submit" each time you work with your roster to save your changes.**

How to get to your team roster:

Go to <http://www.cor.net/CC>

Click on Standing (right side of the screen). Now click Login (gold rectangle on the upper right of this screen.)

At Company: Use drop down and click on your company name

At Password: (Kyle will provide a password for you)

Then click on Submit

Scroll down to the bottom of the black Quick Scores section on your left. Click on Rosters (second from the bottom.)

In "All BB Companies" click on Concentra Inc.

All the events will pop up. Click on your particular event, and then click on Edit Roster at the top right of the screen. (Note: Please be careful with other rosters. You will have access to every team when you log in, but keep out of rosters that aren't yours. Remember that old saying, "Curiosity deleted the shortstop." Okay, not exactly, but you get the drift.)

Once you have entered your roster, **BE SURE TO CLICK ON "Submit Roster"**. Your changes won't be saved if you don't click submit each time you work in your roster.

Helpful Hint: It doesn't matter how you list your participants at first. Just fill up the spaces with who you know signed up to play. You can amend who will actually play on the team just before your roster is due. Also, on the actual event date, any person listed as a sub can play for any person listed on the team.

**FILL UP YOUR SUB LIST!** Make sure you include a couple of Committee Members on you list. We will sub in a bind just so you have enough players to field a team and don't have to forfeit. There will be several of us on call per event in case we need to sub.

Please do not miss your roster deadline! Once your due date passes, you must play with who you have on your roster. There are no exceptions once that date has passed.

Your roster deadline is listed on the official rules for your event. I will also send a reminder two or three days in advance of your due date. Check online for your event often. Things change! Rules change! Dates change!

## **Consumption of Alcohol**

### **City of Richardson's Rules:**

#### **ALCOHOLIC BEVERAGES**

Absolutely no alcoholic beverages will be permitted on or around any City of Richardson Park site or facility.

### **(Your team here) Corporate Challenge Rules:**

#### **ALCOHOLIC BEVERAGES**

The public consumption of alcoholic beverages by (your team) athletes and spectators during the Richardson Corporate Challenge is prohibited.

Employees should be continually aware of the public image that we project while representing the company during the Corporate Challenge and while wearing our Corporate Challenge shirts before and after competitions.

As competitors our main goals should be sportsmanship and professionalism. Prohibiting alcohol at events (which the City of Richardson already does) promotes these goals.

If you have any questions or concerns regarding this policy, please contact {Company Coordinator here.}.

# Check In Procedures

## CHECK-IN

### Check-In

All players must check-in at the registration table prior to their initial game. Please refer to individual events for clarifications on check-in. Each participant must sign the team waiver form, and must produce identification.

Participation in the Richardson Corporate Challenge is restricted to company employees, retirees, contractors and spouses. In order to ensure fairness, participants will be asked to produce at least one acceptable form of ID.

### Acceptable forms of ID:

- An employee photo ID (security) card
- Driver's license
- Other photo ID

### Other acceptable forms of ID:

- A company benefits card
- A letter signed by the company's human resources department verifying that the participant is employed by the company.
- A company pay stub, or photocopy
- An official company business card
- A corporate credit card

NO ID = NO PLAY, NO EXCEPTIONS

Team Captains must have the Team Roster completed and online by the deadline located on each event rule page.

### Unacceptable forms of ID:

- Letters from human resources with a 'fill in the blank' for the employee name.
- Social Insurance Cards, personal credit cards or other non-photo ID cards.

NOTE: If your domestic partner or spouse (Non Concentra Employee) is playing in a sport, please contact Pat Nelson before the event and you will be provided a letter stating that the person is eligible to play. We may ask you to verify same residence before that letter is provided, so please have a utility bill, and/or a copy of both your driver's license and your partner's driver's license to verify same address.

## Post Competition Surveys

As you have navigated around in your roster all these many times, you might have noticed a heading just below Roster that says Evaluations in the black Quick Score section. It's the last thing listed in that section. The reason it's last is that it's the very last thing you need to do as a Team Captain.

As soon after your event as you can, please complete the post competition evaluation for your event. It will ask you all sorts of questions pertaining to your event and how it was run, about the rosters and the ease in which you could enter names, the individual venues, etc. It will also ask for comments. Please be fair and honest, and tell them what you think. They can't improve their process if they don't know the issues. (If the venue for billiards was horrid, for instance, make sure they don't hold it there again next year by telling them why it was so awful.)

Again, fair and honest is what they are looking for!