



CITY OF RICHARDSON
CORPORATE CHALLENGE
COMPANY COORDINATOR HANDBOOK

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GETTING STARTED

How does the Corporate Challenge work? Companies compete within a division with companies of similar size and competitive level. Each company will have one or two company coordinators that will communicate directly with the City of Richardson Games Staff.

COMPANY COORDINATOR

Each company appoints a company coordinator or two who will be the primary organizer and contact for your company with the games office. The company coordinators are vital to both the company as well as the games staff.

Your Responsibilities Include:

- Acting as primary liaison between your participants and the games office
- Recruit fellow employees to assist in organize your teams
- Form various committees
- Communicate with your company's managers to ensure they are aware of your involvement and the benefits to your company and its employees
- Attending company coordinator meetings *see the dates on pg. 8*
- Ensuring that registration forms, team rosters, etc. are completed and submitted on time
- Distributing schedules, site maps, rules, team waiver forms and other information

We encourage all coordinators to recruit as many employees as possible to coach and/or captain a team. A team captain can help take some work off of your hands as you are coordinating all of the events. We also encourage building committees such as a spirit committee and a fundraising committee.

KEY VOLUNTEERS

There are three groups that will be invaluable to you as you plan and execute your first Corporate Challenge. Recruit a team that can help plan, Opening Ceremony, shirt design, shirt distribution, fundraising, event participant recruitment and team captains.

TEAM CAPTAINS

Recruit a team captain for every event, with some events the same captain can lead two or three different teams (mens, womens, mixed) Ideally select captains who have played or coaches the sport they are leading. With some events (soccer, softball, kickball) it can be challenging to play in the competition as well as be the captain or coach.

Captains do not have to play to lead. Captains are an integral part of your Corporate Challenge Team as they are responsible for setting up practices, submitting rosters online, picking players etc.

Start communicating, holding meetings, and begin setting up the strategy for Corporate Challenge to be run. A captains handbook is available that will instruct them in what to do as team leaders, how to reserve fields/courts, how to log in the roster etc.

FUNDRAISING COMMITTEE

Raising a minimum of \$1,000 for Special Olympics Texas is a requirement for all companies. We do however encourage more donations so we can exceed past goals. A fundraising committee is beneficial to involve more employees from the company, utilize everyone's skill set. What the Corporate Challenge gives back to Special Olympics Texas is important, not just from a philanthropic standpoint but to every athlete who benefits from our gifts. In 2017 our companies raised over \$234,000. We have given over \$2.25M since 1997. Our 2018 goal is raiser \$250,000 form your committee and help us exceed our goal!

SPIRIT COMMITTEE

A spirit committee is not a requirement, but does provide more support throughout the games. These individuals can rally your company to come out to cheer on your teams at the various events, design your shirts and perhaps order some of the other spirit related items.

Some companies have mascots, others have banners and some even bring out the noise makers! A Spirit Committee is a great way to get even more of your company involved.

GATHER YOUR TEAMS!

Early sign ups are crucial for getting the team ready in time. First, see how many athletes are available for each event and determine if heavy recruitment is needed or if tryouts are needed. **see graph on pg. 12 for how many participants are needed per event**

Sign-ups provide the information to budget and begin the design process of your company shirts. Sign-ups can be as easy as a lunch time get together with sign-up sheets or as elaborate as a cookout, happy hour or all hands meeting. It is important to have Team Captains/Company Coordinators there to answer questions and have a sign-up sheet available to determine who wants to play what event, shirt size and contact information needed from participants. Online sign-ups are an option as well.

Each company will be given a chance early to opt out of any event which cannot field a complete roster without suffering a penalty. Sign-ups are a good way to gauge if you will be shorthanded on anything.

WAIVERS

Check with your company's legal department regarding participation waivers. Some companies require all participants to sign a waiver stating they are participating voluntarily and the company is not responsible for any liabilities. The waiver can be included on the sign-up sheet, however your legal department suggests. A waiver can be a good idea, because it makes it clear that participation is voluntary and is an activity that happens outside of work.

COMPANY SHIRTS

Each company has the opportunity to design a shirt that participants wear at all of the events and can be entered into the t-shirt competition. Some companies arrange a “design the t-shirt contest” within their company and let participants vote on their favorite. You can also form a t-shirt design committee.

1. Obtain any design specs/requirements from marketing
Department colors, logo rules, themes etc.
2. Get approved logos (*company, SOTX and CC*)
All are required to be on the shirt to enter the t-shirt competition
2. Give the requirements to your teams for designing
3. Gather all of the designs.
4. Get marketing approval
5. Promote the designs to the company and have a vote
7. Send winning t-shirt in for final approval to the marketing department
Generally get 3 quotes and use the best price

One company definitely familiar with CC: Impress designs they are familiar with the deadlines for t-shirt submission/games beginning.

8. Get orders in early **you will want shirts in by August 6th**
Entire Company? Get all sizes
Corporate Challenge Participants only? Get shirt sizes during sign ups
Make sure there are #s on the back for all participants
Make sure there are no duplicate numbers, and we suggest
assigning numbers, letting them pick their numbers get messy
Optional: Social Committee buys the shirts, or may require participants to pay for shirts.

FUNDRAISING

While there is the drive to participate in all of the various events, the goal is constantly fundraising for Special Olympics Texas before, during and after the fun begins. The Corporate Challenge has been raising funds for Special Olympics Texas for the past 20 years. The City of Richardson Corporate Challenge was recognized in 2017 as a statewide sponsor of Special Olympics Texas after raising over \$2.25 million since 1997!

We require that all companies participating in the Corporate Challenge raise a minimum of \$1,000 for Special Olympics Texas. We encourage all companies to go above and beyond the \$1,000 majority of companies do!

FUNDRAISING COMMITTEE

Have someone who is not interested in participating in any of the events but likes to raise money? Perfect! You can put together a fundraising committee to help come up with new ideas, the main focus should be to start your fundraising efforts sooner rather than later. There will be a set date for you to turn in your money to Special Olympics Texas, this date is the Friday before closing ceremonies.

FUNDRAISING IDEAS AND EXAMPLES

Raffle Gift Basket

Each department puts together a basket and people do a silent auction for these baskets. The department whose basket brings in the biggest bid wins lunch!

Jeans Day

If you want to be able to wear jeans, pay \$5 get a sticker and wear jeans for the day.

Breakfast

Put together an inexpensive breakfast, breakfast tacos are always a good choice!
Charge \$5 a plate on a payday Friday!

Raffle Ticket Sales

United Airlines and Hilton Worldwide are our Raffle Ticket sponsors. The Corporate Challenge will provide the opportunity for Companies to pick up raffle tickets from the Parks and Recreation Department to sell for \$5 each. The amount sold per company will go towards the \$1,000 minimum donation to Special Olympics Texas.

Grand Prize Winner (1)

2 roundtrip international tickets, 4 night stay at any Hilton Worldwide

Raffle Winner (2)

2 roundtrip domestic tickets, 3 night stay at a Hilton

DELIVERING THE MONEY

Checks should be made out to and mailed to Special Olympics Texas Greater Dallas Area at the address below. Checks are not accepted that are made out to the City of Richardson, Corporate Challenge etc. If a check is made out to the City of Richardson we will have to mail it back to the company and a new check will need to be issued.

Special Olympics Texas Area 10
400 S. Zang Blvd, Ste. 926
Dallas, TX 75208

If you wish to drop off checks/cash off you can do so at the Parks and Recreation Department at the address below. Inform the secretary the money is for Special Olympics Texas and what Company you are with. Money can be dropped off at the offices anytime during normal business hours.

411 W Arapaho Rd Ste. 208
Richardson, TX 75083

OPENING CEREMONY

Opening Ceremony is a fun event for everyone in the company to attend! This kickoff event is a huge tailgate party, do a little planning, then relax and have a fun evening with friends and co-workers. In and Out is the official hamburger of the Corporate Challenge. We prepare to feed 3,000 people at closing, although In and Out donates food for 3,000 people some companies still plan on catering the event. Your companies area is completely customizable be as elaborate or simple as you wish!

Opening allows each company to bring a piece of its culture for everyone to experience. Although decorations vary from elaborate to simple the judges are looking for company name/logo and team spirit! Some companies provide hand-outs, free logo gifts, candy/carnival type games or activities, the possibilities are endless, make this event as interactive as you would like! To jump start fundraising sell snow cones or drinks!

Each company is provided a 10 x 10 tent and may also rent tables and chairs from the City of Richardson or bring your own. If you want to rent tables and chairs, a form will be provided prior to opening to request this.

If planning to cater in food, please make sure the food is heat tolerant. Mayonnaise is not a heat tolerant condiment. Be prepared to keep food at serving temperature or serve food that will not readily spoil. Consider putting an invitation on each workers desk area to advertise Opening Ceremony. Plan for the Texas heat, consider bringing extra awnings for shade, plenty of ice and water! Adult beverages are permitted if the containers are not glass. Make sure you have water on hand for everyone!

Post signs or put up information on the company website if allowed. Communication is key and with the goal to get as many participants as possible to attend and participate in the Great Walk. The Great Walk is the first event your company can start earning participation points to go towards your total score for the challenge!

Make sure your group is all together during the Olympian's parade at the start of Opening Ceremony! Talk about something driving home the message to your company about the purpose of Corporate Challenge.

THE COMPETITION

Compete with Integrity, Win with Honor.

Who doesn't love winning? We all like to win, compete and sometimes fiercely compete. We have all tried to create a community of friendly competition with Corporate Challenge and we look forward every year to coming back and having the opportunity to compete against friends we've made the prior year.

There are rules in place to make sure there is no cheating involved in the games, as company coordinator, it's your personal responsibility to make sure your company is on the up and up. Monitor the teams, make sure the captains are aware that cheating will not be tolerated. This is a charity event and you don't want to get the reputation of fudging the rules.

Please make sure in all competitions that you are competing in a way that will bring honor to your company. The company name is adorned across shirts, it isn't you individually who will be remembered, it is your company. Make it a positive impression as your competitors might be your future costumers.

On the playing field remember that none of us are professional athletes. Smack talk and rough play aren't what we are about and will be reprimanded if deemed necessary by the event coordinator or officiating crews. Compete fiercely but fairly while keeping the cheap shots off the field. Don't argue with the officiating crews, line judges, other players etc. Be good sports and always shake hands after the competition. Make your company proud of you! This event is for charity not for professional athlete drafting.

SCHEDULING AND SEEDING

Company coordinators will be notified of all event schedules, starting locations, maps etc. prior to the start of the Corporate Challenge.

Schedules can be found here: www.quickscores.com/cc2

Seeding can be found here: www.quickscores.com/cc

IMPORTANT DATES

All company coordinators are asked to attend all company coordinator meetings which take place at the City of Richardson Civic Center on 411W Arapaho in Richardson. Meetings are held from 11:30a - 1:00p, lunch is provided.

April 12

May 24

June 21

July 19

August 2

Deadlines:

July 15 - Event Agreements due

These forms tell us which events your company will NOT compete in so that we can begin the process of creating brackets. This “form” will be filled out online a link will be sent out in advance. **see pg. 12 for minimum participants needed per event**

August 8 - T-shirt designs are due

For those entering the T-shirt contest. Participants will vote on-line!

October 12 – Contributions for SOTX due

Events:

August 10 – Opening Ceremony – Galatyn Plaza

August 11 – The Games Begin!

October 11 – Closing Ceremony – City Hall

KEEP IN MIND

Each company will be assigned a Special Olympics Texas athlete, make sure to involve your athlete in fundraising, Opening and Closing Ceremonies and perhaps part of your Spirit Squad during the games. They love being involved and will wear your team shirt proudly!

The City of Richardson will provide several marketing materials that will be of great assistance: Calendar of Events, posters, electronic tools via the website:

www.cor.net/cc under Coordinator Corner, Marketing Material

Take advantage of this free advertising and put these up around your company.

Communication can't be stressed enough, ask us anything! We have either failed at it and fixed it, or have hear the stories - no question is a dumb question!

AMBASSADORS

If you are looking for something specific that is not included please feel free to email one (or all) of the following Ambassadors and they will do their best to assist you!

| | | |
|-------------------|-----------------------|--|
| TJ Jackson | IHSMarkit | tj.jackson@ihsmarkit.com |
| Paul Kaufman | Raytheon | paul_a_kaufman@raytheon.com |
| Elizabeth Niksich | Lennox | Elizabeth.niksich@lennoxintl.com |
| Lesley Sanders | Geico | lsanders@geico.com |
| Jason Orth | Slalom Consulting | jason.orth@slalom.com |
| Julie Dunagan | Baylor Heart Hospital | julie.dunagan@bswhealth.org |

PARTICIPANTS NEEDED PER EVENT

| | | |
|------------------|--|-------------------------------------|
| BADMINTON | 6 players – 2 men, 2 women, 1 mixed team | |
| BASKETBALL | 5 players – no gender requirement | Shirts: 6 inch #'s required on back |
| BIKE RACE | 4 riders – 2 men, 2 women | 1 rider must be a Master's 40+yo |
| BILLIARDS | 6 players – 2 men, 2 women, 1 mixed team | |
| BOWLING | 10 players – no more than 6 of either gender per team | |
| CORNHOLE | 6 players – 2 men, 2 women, 1 mixed team | |
| DARTS | 6 players – 2 men, 2 women, 1 mixed team | |
| DOMINOES (42) | 4 players- no gender requirement | |
| DODGEBALL | 6 players – 3 men, 3 women | Can play more women than men |
| GOLF | 1 foursome -1 member of opposite sex on each | Collared shirts are required |
| HORSESHOES | 6 players – 2 men, 2 women, 1 mixed team | |
| KICKBALL | 10 players – 5 women, 5 men | Can play more women than men |
| MINI GOLF | 6 players – 2 men, 2 women, 1 mixed team | |
| PUNT PASS & KICK | 4 players – 2 men, 2 women | |
| SOCCER | 11 players – no gender requirement | Shirts: 6 inch #'s required on back |
| SOFTBALL | 10 players – 5 men, 5 women – Can play more women than men | Shirts: 6 inch #'s required on back |
| ULTIMATE | 7 players - no gender requirements | Shirts: 6 inch #'s required on back |
| TABLE TENNIS | 6 players – 2 men, 2 women, 1 mixed team | |
| TENNIS | 6 players – 2 men, 1 mixed team, 1 mixed Master's team | |
| TEXAS HOLD 'EM | 4 players – no gender requirement | |
| VOLLEYBALL | 6 players – 3 men, 3 women; 4 men, 2 women (C,D) | Can play more women than men |
| 5K Run | 6 runners – 3 men, 3 women; 4 runners – 2 men, 2 women (C,D) | 1 rider must be a Master's 40+yo |

FREQUENTLY ASKED QUESTIONS

Don't see your question on the list? Send us an email or give us a call... we'll be happy to help!

Who can participate?

All of your company full-time employees, retirees, contractors and spouses. There is no rule regarding the maximum number of events in which an individual may participate. However, in the spirit of the games and to support the intent of Corporate Challenge, Company Coordinators are encouraged to involve as many different people as possible in the events.

What if I work for one company and my spouse works for another company – do we have to pick which company we will compete for?

You can actually compete for both companies; HOWEVER, you can only participate for one or the other in a specific sport.

What if we can't find a team?

After brackets have been posted, if you find that you will not be able to field a team we do ask that you contact the Corporate Challenge Staff so that we may notify other teams that will get a bye.

Do we have to participate in all of the events?

You will be asked to submit an Event Agreement Form prior to the start of the Challenge indicating which events your company will compete in. At that time you can elect to not participate in any of the events offered.

What does the registration fee cover?

Pretty much everything from the event entry perspective (fields, officials, equipment, etc.) Your fee also includes sponsorship on the poster, as well as a tent for Opening Ceremony.

What other costs are associated with the Challenge?

Team T-shirts, practice times (in some cases), catering for your company at the Opening Ceremony, and spirit items should your company decide to offer them to your employees.

Are company shirts required?

Company shirts are not required, however, having a company t-shirt is certainly a good way to promote teamwork and camaraderie, and to get your company name out to the

community. Every employee who participates is a “walking billboard” for your organization. Many participating companies go to great lengths to design and produce a great-looking t-shirt for their employees to wear while participating in the Corporate Challenge. A few events that have specific requirements for a shirt: Golf – your team must wear a collared shirt; Soccer, Softball & Basketball – 6” numbers are required on the back of the shirts.

How are points awarded for placement?

Team points will be awarded for placing in events as follows:

1st Place = 37 points

2nd Place = 29 points

3rd Place = 22 points

4th Place = 16 points

5th Place = 11 points

6th Place = 7 point

7th Place = 4 points

8th Place = 2 points

9th Place = 1 point

Participation = 1 point

The company with the most team points in their division wins the overall division championship and traveling trophy. Second and Third place division plaques are also rewarded.

Participation Points: Participation points will be scored as a separate event and count toward the overall standings. These points will be earned in each event. All events will be added together and then companies will be ranked by division.

In an event where there is a Men’s Team, Women’s Team & Mixed Team – how do you award points?

Each of your competing teams will be awarded points for their respective finishes; however we then will add each of those points for an overall total for final rankings.

Do we always compete against the same companies?

Yes, you will compete against the companies in your division over the course of the 10-weeks. These are companies that are of similar size (and in some cases similar competitiveness). In a few events we’ll compete as a whole or post some stats as a whole, but ranking and points will always be done within your respective division. For example, in

Texas hold 'Em we will play one large tournament and end up with one overall winner, however we will keep track as players are eliminated and rank each within their division. Another example, in Punt, Pass & Kick you will compete against those in your division, but we will list the top Punts, Passes & Kicks overall.