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CITY OF RICHARDSON
CORPORATE
CHALLENGE

Team Captain

Handbook

Your Role as a Team Captain
(What Captains Do)

1. Attend the company sign up party and recruit your team members. 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.

3. Review and understand the rules for your sport. All Corporate Challenge rules are posted on the Corporate Challenge website under events. Go to www.cor.net/cc click events and find your event. Review and communicate the rules for your event to all your participants.

4. Ask for clarification form your company coordinator if there is something that is not clear.

5. Set your date for try outs if needed and start scheduling your practices. Practice locations/options will be listed on each individual event page. Some practices have a fee some don't refer to your event page for details.

6. If you must pay for practice times, contact your company coordinator for the process on paying for practices.

7. Make sure your team is aware of the event date, time and sign in rules. Including the items needed to check in at all events.

8. When creating your roster for your teams please keep in mind there is not limit on the amount of subs you can enter for any event unless noted on the event page.

9. Each team captain will be responsible for logging in and submitting the roster before the deadline. The deadline is noted on the event page, roster deadlines are always 7 days prior to the first day of the event unless noted otherwise.

10. 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 if needed.

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

12. Don't contact the City of Richardson Games Office directly, contact your company coordinator with any questions you might have regarding your event.

Event Signup Form

What are <u>your</u> events? Please provide all information requested.

☐ **Employee**   ☐ **Contractor**   ☐ **Retiree**   ☐ **Spouse**

Name: _____

Gender: ☐ **M**   ☐ **F**   **Year of Birth:** _____ **(Bike Race/5k Run only)**

Department/Location: _____

Phone (W): _____   **Phone (Home/Cell):** _____

E-mail: _____

T-Shirt Size: ☐ **Small**   ☐ **Medium**   ☐ **Large**   ☐ **XL**   ☐ **XXL**   ☐ **XXXL**

(We suggest participation in up to three events <u>but there is no limit</u>.)

☐ **Badminton**	☐ **Basketball**	☐ **15k Bike Race (chipped)**
☐ **15k Bike Race (no chip)**	☐ **Billiards**	☐ **Bowling**
☐ **Cornhole**	☐ **Darts**	☐ **Dodgeball**
☐ **Dominoes 42**	☐ **Golf**	☐ **Horseshoes**
☐ **Kickball**	☐ **Miniature Golf**	☐ **Punt, Pass & Kick**
☐ **Soccer**	☐ **Softball**	☐ **Table Tennis**
☐ **Tennis**	☐ **Texas Hold Em**	☐ **Ultimate**
☐ **5k Run (chipped)**	☐ **5k Run (no chip)**	

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 Login (gold rectangle on the upper right of this screen.)

At Company: Use drop down and click on your company name
At Password: (A password will be provided by your company coordaintor)

Then click on Submit

From the homepage click ROSTERS, another page will populate with all of the companies listed per division. Find your company, click on your company. Select your event, then you will be able to type in your roster.

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.

FILL UP YOUR SUB LIST! Make sure you include a couple of Committee Members on your list. Your team can have day of event subs if needed.

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. No one can be added or removed after the roster deadline.

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!

Scheduling

Schedules can be found on www.quickscores.com/cc2

If you do not see your schedule on the website above, please refer to your event page for more details on the schedule for the event. Not all events have scheduled games/tournaments.

For example: Cornhole has a tournament bracket on the page but all teams arrive at the same start time which is noted on the event page.

Don't assume your team knows what time they should arrive and where they are playing over communicate.

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.

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 each participant is projecting while representing the company during the Corporate Challenge and while wearing our Corporate Challenge shirts before and after competitions.

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

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.

Post Competition Surveys

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 us what you think.

We can't improve the process if we don't know the issues. We value any and all feedback, at the end of each challenge year the Board of Management for the Corporate Challenge meets and reviews all comments given on the evaluations.

We encourage each participant to leave their feedback on each event. Don't hesitate to share your thoughts or opinions on the events that you participate in.