



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 game's office. The company coordinators are vital to both the company as well as the game's staff.

Your Responsibilities Include:

- Acting as primary liaison between your participants and the games office
- Recruit fellow employees to assist in organizing 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
- 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 your hands as you are coordinating all 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 (men's, women's, mixed) Ideally select captains who have played or coached 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, hold meetings, and begin setting up the strategy for Corporate Challenge to be run. A captain's handbook is available that will instruct them on what to do as team leaders, how to reserve fields/courts, how to log in to 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 and 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 2022 our companies raised over \$175,000 exceeding our goal of \$150,000! We have given over \$3M since 1998.



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 noise makers! A Spirit Committee is a great way to get even more of your company involved.

GATHER YOUR TEAMS!

Early signups 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.

Sign-ups provide the information to budget and begin the design process of your company shirts. Sign-ups can be as easy as a lunchtime 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 that 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.



WEBSITES

Corporate Challenge Website

www.cor.net/cc

This site has everything you need to know about Corporate Challenge. All rules are posted on this site including individual event pages. Make sure you go through each tab of this site as it has all information you need. Logos for the t-shirt competition can be found under Coordinator Corner → Marketing Material.

One important thing to make a note of is the roster deadlines for each event. Rosters are due 7 days prior to the first day of the event (even if your team is not participating until the 3rd day) The rosters lock on the deadline.

Rosters/Standings

www.quickscores.com/cc

This site is where you can view the live standings for your company, track medals, participation points, etc. This is also the site you will use your QuickScores password that you will receive at a later coordinator meeting.

To input the rosters you will log in, click on the event, and type in the participant names.

Tip: Always try to have a few substitutes!

Schedules

www.quickscores.com/cc2

This site holds all the schedules, not each event has a set schedule, so you will need to check on the individual event pages to see the start times and if there is a set schedule.



COMPANY SHIRTS

Each company can design a shirt that participants wear at all 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 the designs.
4. Get marketing approval
5. Promote the designs to the company and have a vote
6. Send the winning t-shirt in for final approval to the marketing department
7. Get orders in early **you will want shirts in by the first week of August**

FUNDRAISING

While there is the drive to participate in 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 \$3 million since 1998!



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 and many of our companies do!

FUND-RAISING COMMITTEE

A Fund-Raising Committee, while not a requirement, is yet one more way to involve even more of your employees! These might be those individuals who come to you and say, "I'm not athletic, but I want to participate." 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. We have given over \$3 Million to this wonderful charity and look forward to continuing to give with your help!

We have a couple of ways to help support your fundraising efforts, take advantage of the following to help grow your fundraising efforts and be a part of supporting such a great organization.

RAFFLE PROGRAM

The Raffle Prizes are secured by the City of Richardson and tickets are available for pick up by each company. Tickets are \$5 each, raffle prizes will be revealed prior to the beginning of the raffle program.

Your company will pick up the number of tickets to sell, after selling the raffle tickets the stubs and money are dropped off prior to Closing Ceremonies (where we draw the winners). All the money raised goes under your company's total. Think of it this way, 200 raffle ticket sales get you to \$1,000, double that to get to \$2,000 etc.



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
8701 Bedford - Euless Rd
Suite 330
Hurst TX 76053



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. Your company's area is completely customizable be as elaborate or simple as you wish!

The 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 the 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 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 worker's desk area to advertise the 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 information on the company website if allowed.

Make sure your group is all together during the Olympian's parade at the start of the Opening Ceremony! Talk about something driving home the message to your company about the purpose of the 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 a company coordinator, it's your personal responsibility to make sure your company is on the up and up. Monitor the teams, and 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 customers.

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.



EVENTS & DIVISIONS

Divisions are created based on company size and in some instances past competition. In general, companies with 350+ employees make up our Divisions A, B & BB, and companies with 349 employees and fewer make up our C & D divisions, but each year may look a little different depending on the number of companies.

Based on our Board of Management recommendations the following is a list of events:

- | | |
|------------------|------------------|
| 5k Run | Kickball |
| Basketball | Mini Golf |
| Bike Race | Opening Ceremony |
| Billiards | Pickleball |
| Bowling | Punt Pass Kick |
| Closing Ceremony | Soccer |
| Cornhole | Softball |
| Disc Golf | Table Tennis |
| Dodgeball | Tennis |
| Dominoes (42) | Texas Hold Em |
| Golf | Volleyball |
| Horseshoes | |



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 Huffhines Recreation Center on 200 N Plano Rd, Richardson, TX 75081. Meetings are held from 11:30a - 1:00p, lunch is provided.

April 13

May 10

June 14

July 12

Deadlines:

February 1 – Registration Opens

July 7 - 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. 14 for minimum participants needed per event**

August 4 - T-shirt designs are due

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

October 5 – Contributions for SOTX due



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: A calendar of events, posters, and 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 heard the stories - no question is a bad question!

PARTICIPANTS NEEDED PER EVENT

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	
DISC GOLF	1 foursome - 1 female player required	
DOMINOES (42)	4 players- no gender requirement	
DODGEBALL	6 players – 3 men, 3 women	Can play more women than men
GOLF	1 foursome - 1 female player required	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	
PICKLEBALL	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
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 your company's 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 the 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 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 its division wins the overall division championship. Second and Third place divisions 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 will compete as a whole, but rankings and points will always be done within your respective division. For example, in the 5k we will all run together in one large group, but points will be by division.