



MEDTRONIC TWIN CITIES MARATHON

CORPORATE TEAM
CHALLENGE

2017 CAPTAIN'S PACKET



TWIN CITIES IN MOTION

Medtronic Twin Cities Marathon – 2017 Corporate Team Challenge



36th Annual Medtronic Twin Cities Marathon – Bring your company to join the fun!

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CONTACT INFORMATION

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CORPORATE TEAM CHALLENGE PURPOSE

The Corporate Team Challenge is designed to get employees of all ages and abilities moving. Teams are an easy way to encourage teamwork and create a fun atmosphere among co-workers. Any corporation may participate, and all full and part-time employees are eligible and encouraged to join in! The purpose is to help build relationships, strengthen your team's work environment, and promote health, fitness, and fun!

EVENT DETAILS

Medtronic Twin Cities Marathon

Date: Sunday, October 1

Time: 8:00 a.m.

Location: U.S. Bank Stadium and State Capitol Grounds

Corporate Team Creation Starts: January 26, 2017

Registration Ends: When marathon registration fills

BENEFITS TO EMPLOYEES ON CTC TEAM

- Heated tent
- Special food
- CTC specific massage
- CTC specific sweat bag pick up in tent
- Door prizes

TEAM CRITERIA

- **Corporation:** Any corporation, profit or non-profit, may participate
- **Employees:** Must have a minimum of three; can be part-time or full-time
Must have one woman, one masters runner

TEAM AWARDS AND RECOGNITION

- **Fastest Competition:** (see page 5 for rules and scoring details)
- **Most Participants:** Company with the greatest number of employees who register AND finish

TEAM CAPTAIN INFORMATION

Benefits of Being a Team Captain:

- Team captains will receive a special gift for their efforts.
- Team captains will receive a VIP Invitation to the TCM Reception on Friday, September 29, 2017.
 - This event hosts partners, media, and professional athletes participating in the marathon and 10 mile to enjoy appetizers and drinks, a special VIP gift, TCM presentation, and more!

Responsibilities:

- Create a team using the event online team registration. (Starts Feb. 2, 2017)
 - Team creation fee of \$200 due at the time of team creation (credit card only).
 - **Team creation must be completed by August 25, 2017.**

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- Ensure all team participants are individually registered and have paid their individual registration fee.
 - Team captains must pay individual registration fee and include themselves on the team roster if they are running.
- Act as the contact person for all team members and as the liaison to TCM leading up to and after race day.
 - Advise team members that running under someone else's bib number/registration is not allowed, switching of team member's names is not possible.
 - Individual registrants should verify their registration at the event Registration Confirmation: <http://www.imathlete.com/events/EventParticipants.aspx?fEID=39809>
 - Team members are responsible for picking up their own race numbers and timing chips.
 - Ensure all team participants are employees of company. **Spouses, friends and family are not to join the team if they are not employed by company.**
- Manage team rosters online
 - All roster updates/changes must be finalized by Sept. 15, 2017.
 - Instructions on how to manage your team is found on page 6 of this packet.
 - **Team captains will confirm final roster by Sept. 15.**
- Pick team meeting places before and after the race (recommended, but not required)
 - We provide an exclusive Corporate Team Challenge Tent in the finish area at the Capitol Grounds.
- Verify each team member's race results after the race is completed and before any team results are sent out
 - This helps to ensure accuracy of final team results
 - TCM will send results to the team captains for verification.

TIMELINE AND CHECKLIST

JANUARY - FEBRUARY

_____ Create your team using this team creation link starting January 26, 2017: www.tcmevents.org/ctcmarathon

_____ Recruit employees from your company to register and run.

_____ Encourage team members to complete their individual race registrations early.

MARCH-MAY

_____ Continue to recruit team members and encourage them to complete their individual online registrations.

_____ Manage your team roster online (inviting and/or deleting team members) using the team captain's capabilities.

JUNE

_____ Have participants check the Registration Confirmation on our website to ensure they are registered and their information is correct.

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_____ Have your team stop by TCM’s training water stop for water, POWERADE and camaraderie in June 2017. (7:00 a.m. - 10:00 a.m. at the Lake Calhoun Executive Center parking lot on the north end of Lake Calhoun). Date TBD go to our events page for date: www.tcmevents.org/events/

JULY-AUGUST

_____ Review roster to ensure only employees are on team.

_____ Consider organizing team training runs, nutrition and injury prevention seminars.

_____ Encourage all employees and their families to participate in the TC 5K, TC 10K and Medtronic TC Family Events on Saturday, September 30, 2017, which include the Mile, Half Mile, Toddler Trot and Diaper Dash races, a Family Activities Tent and Harry and Shelly’s Mascot Invitational.

_____ Have your team stop by TCM’s training water stop for water, POWERADE and camaraderie in August 2017. (7:00 a.m. - 10:00 a.m. at the Lake Calhoun Executive Center parking lot on the north end of Lake Calhoun). Date TBD go to our events page for date: www.tcmevents.org/events

_____ Organize company cheering sections along the marathon course (course permit required).

SEPTEMBER-OCTOBER

_____ Create a team building opportunity by participating in the annual Pasta Party, Saturday September 30. Tickets are available for purchase at <https://www.tcmevents.org/shop>

_____ Create company racing shirts for team members. (optional) For TCM branding and logo questions or promotional communications to help you recruit, contact Breanne Hegg, Marketing & Media Director at Breanne@tcmevents.org.

_____ Finalize your team roster via the online captain’s login by Sept. 15, 2017.

_____ RUN and HAVE FUN!

_____ Verify team members’ results for team awards.

RULES AND RESULTS TABULATION

RULES OF COMPETITION

All teams and team members are required to follow the Rules of Competition outlined at www.tcmevents.org.

TIMED COMPETITION

- Each team will consist of a minimum of three employees, each of whom must be individually entered in the marathon.
- For the fastest competition, at least one team member must be female, and one must be a masters runner (age 40 years or older). One female athlete age 40 or older can fulfill both requirements.
- Organizations may field as many qualified teams as they like; additional teams are required to pay the \$200 team fee.

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SCORING

Points will be awarded to individual team members based on age-graded scores. The three best team member scores (from runners meeting the required team criteria) will be added to determine a team's total score. The team with the highest score wins.

DETAILS

Timing chip times will be used to calculate team scores. To determine each team member's age-graded score an age-graded calculator is used. Age grading puts all race participants on a level playing field, eliminating age and gender as factors. The calculator used is based on the most current age grading tables developed by World Masters Athletics.

PARTICIPATION COMPETITION

- Recognition will be awarded to the top three teams with the greatest number of employees who register and finish.

PLEASE NOTE THAT TEAM RESULTS ARE TYPICALLY AVAILABLE 30 DAYS AFTER THE RACE. IN ORDER TO ENSURE ACCURATE RESULTS, TEAM CAPTAINS WILL BE ASKED TO VERIFY THE RESULTS OF THE INDIVIDUAL RUNNERS BEFORE TEAM RESULTS ARE COMPUTED.

REGISTRATION INSTRUCTIONS

CORPORATE TEAM CHALLENGE ADVANTAGE! Commit to all 6 Corporate Team Challenge events and receive early bird pricing for those events until registration closes.

If you register your company for all six Twin Cities In Motion Corporate Team Challenge events, (Medtronic Twin Cities Marathon, TC 10K, TC 5K, Hot Dash 5K and 10 Mile and the Medtronic TC 1 Mile) first tier pricing will be held for your company employees throughout the duration of registration of each of these events. This opportunity will start Jan. 4, 2017. The team creation for all six events to take advantage of the price hold must be done by **February 6, 2017**.

Corporate Team Challenge Advantage Team Creation Link:

https://www.imathlete.com/events/EventReg/EventReg_SelectType.aspx?fEID=26188&fNew=1&fsource=imAEOverview

Creating a marathon Corporate Team:

1. Go to this link, you will see the link to create your team: www.tcmevents.org/ctcmarathon
2. Click on "Create a Corporate Team (Team Creation Fee)" and continue.
3. Finish the form and hit 'continue'.
4. You will need to scroll through the waiver and enter your initials before you 'continue'.
5. Click 'continue' on the Merchandise page.
6. If you have a discount code you will add it in the box on this page and click 'update price'.
7. Complete the payment information and submit order.
8. You will then receive an email receipt of payment and your EVENT CONFIRMATION CODE.
9. You will also receive an email confirming you have created a corporate team for the Medtronic Twin Cities Marathon.

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Managing Teams

Team Captains are able to invite new members, email teammates, change team member details, and designate a new team captain if needed.

1. Go to the imATHLETE edit registration page:
http://www.imathlete.com/events/EditReg/EditReg_EditRegistration.aspx
2. You will be asked for your Event Confirmation code found on your imATHLETE email receipt for your team creation.
3. Click on “Manage My Team”.
4. Follow the instructions to create and manage your rosters.
5. Individuals can add themselves to the team at the time they register.
6. To add already registered runners to your team, they will need to go to this link:

http://www.imathlete.com/events/EditReg/EditReg_EditRegistration.aspx

- The runner will need to enter their event confirmation code found on their email receipt from imATHLETE.
- Click “Edit Registration Type and select your team name from the dropdown menu for “Select Team”.

IMPORTANT DATES

January 4, 2017	Team creation starts online for the Corporate Team Challenge Advantage- All events.
January 26, 2017	Captains can begin creating teams before individual registration begins.
February 2, 2017	Individual registration begins.
August 25, 2017	Deadline to create a marathon corporate team.
September 15, 2017	Rosters are final. No changes to team will be accepted after this date.
September 29, 2017	Packet Pick Up, Saint Paul RiverCentre, 11:00 a.m. to 8:00 p.m.
September 29, 2017	VIP Reception – Invitation Only, Saint Paul RiverCentre, 5:00 p.m. to 7:00 p.m.
September 30, 2017	Packet Pick Up, Saint Paul RiverCentre, 10:00 a.m. to 8:00 p.m.
October 1, 2017	Race Day!

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CORPORATE TEAM CHALLENGE (CTC) CAPTAIN'S WEBINAR

Recorded January 28, 2014

Thanks for your interest in the information from this year's CTC Captain's webinar! In this 30-minute session, Emma McHugh, Director of Client and Customer Relations at TCM's registration provider, imATHLETE in Los Angeles, California, instructs CTC Captains how they can best utilize the imATHLETE.com registration system for their team.

Use the key below to skip to a specific topic in the webinar:

- 0:01 Introductions
- 4:00 Webinar begins
- Captain's team tools
- 6:00 Manage your team
- 12:00 How to remove a runner from your team
- 13:00 How registered participants can join your team
- 17:40 How to see the participants on your team
- 27:00 Webinar ends

Click the link below to go to webinar now or copy and paste this link in your browser:

https://www.fuzemeeting.com/replay_meeting/0a42b54b/5872619.