

REGISTRATION PACKET



CORPORATE
CHALLENGE
LANCASTER 2016

Opening Ceremony
February 20, 2016

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Closing Ceremony
May 21, 2016

www.cityoflancasterca.org/lcc



2016 Lancaster Corporate Challenge

ENTRY FORM

Welcome to the 2016 Lancaster Corporate Challenge (LCC). Registration will open on October 9, 2015. Registration will end January 15, 2016. In order to properly register your team we need the following information returned to us:

Required:

- ✓ 2016 Entry Form
- ✓ Company Coordinator's Form
- ✓ Event Selection Form
- ✓ Payment
- ✓ Event Rosters (each one due 3 weeks prior to event date)
Available on our website: www.cityoflancasterca.org/lcc

Optional:

- ✓ Opening Ceremony – Company Booth
- ✓ Sponsor Form

Forms and payment can be returned to the LCC Committee:

In person or via mail to: 44933 Fern Avenue, Lancaster CA 93534
Attn: Lancaster Corporate Challenge

Via Email: lancasterchallenge@cityoflancasterca.org

Via Fax: (661) 723-6184

Team Information

Company Name: _____ **Team Name:** _____

Address: _____ **City:** _____ **Zip:** _____

Small companies/organizations are welcome to join together to form a team. If this is an “aggregate team”, please list each company/organization name here:

How did you hear about the Corporate Challenge?

COMPANY COORDINATOR

I will be acting as the coordinator for my company/organization for the 2016 Lancaster Corporate Challenge. I understand I will serve as the point-of-contact for the LCC Committee.

Name of Company Coordinator: _____

Phone: _____ Cell Work Home

Alternate number (if desired): _____ Cell Work Home

Email Address: _____

Fax Number: _____

An informational meeting for coordinators will be scheduled once registration closes (points will be given for attendance). You will be contacted via email with the meeting details.

All information pertinent to the LCC will be online on our website. Event results will be posted after each game concludes.

In the event of a cancellation or delay in a competition you will be notified by a member of the LCC Committee. It is your responsibility to make sure your Team Captains are aware of any changes.



BRINGING OUT THE BEST IN EACH OTHER!



Opening Ceremonies Registration Form

Opening Ceremonies

Saturday, February 20, 2016

Lancaster City Hall

Official Opening of the Challenge: 8:00am

5k Run/Walk Start Time: 8:30am

(Or immediately following Opening Ceremonies)

Let the games begin! Join us at the Opening Ceremonies where we officially kick off the 2016 Challenge with the 5k Run/Walk through the streets of downtown Lancaster.

Teams can earn five (5) bonus points for participating in the Opening Ceremonies by setting up a company booth or table at City Hall.

Company: _____

Team Name: _____

Contact Person: _____

Phone Number: _____

E-mail: _____ **Fax Number:** _____

Each team is encouraged to participate in this event. This is your opportunity to show your corporate/organization pride in action as well as to **advertise your company** to the spectators.

Participants, friends, and family are invited to attend.

SPONSORSHIP SIGNUP

The Lancaster Corporate Challenge Committee greatly appreciates your decision to be a sponsor. Please select a sponsor level and return this form with proper payment to the City Hall address on page 1.

Bronze Sponsor (\$250)

- Company link on Corporate Challenge website
- One banner/sign to be displayed in prominent area of each event
- Bronze sponsorship plaque

Silver Sponsor (\$500)

- Exhibit space at each event (opportunity to distribute company information)
- Company link on Corporate Challenge website
- Two banners/signs to be displayed in prominent area of each event
- Silver sponsorship plaque

Gold Sponsor (\$1,000)

- Exhibit space at each event (opportunity to distribute company information)
- Sponsorship recognition on all news releases
- Recognition in select print, radio and TV advertising
- Company link on Corporate Challenge website
- Four banners/signs to be displayed in prominent area of each event
- Gold sponsorship plaque

In-Kind

At the City of Lancaster, we welcome your unique involvement and ideas. So let us know if you'd like to be a contributing sponsor. We will be on the lookout for a variety of items and services for our events such as: individual awards, bottles of water, healthy snacks, printing services, t-shirts, discounts on services, etc.

I would like to provide the following: _____

You will be contacted by a member of the LCC Committee if you choose to donate items

Want to Sponsor a Single Event?

If your company/organization would like to host a single event please let us know. You would be required to provide a location for the event, volunteers to help run the event, any equipment required and referees/scorekeepers, if necessary.

Event Name(s): _____

If you would like to use a City facility we can help you reserve it.

How the Events Work

Team Roster

A team roster must be submitted for each event and must be typed or printed legibly (see website for forms). Be sure to include the name of the team captain. If the team captain is also a player, he/she must also be listed on the roster. **Rosters must be turned in no later than three weeks before an event.** If we do not receive a roster, your company may not be eligible to enter a team in that specific event.

Participant Waiver (per event)

Each participant must sign a waiver at the time they check in for each event. **No Exceptions.**

Check-in

Team members are required to check in and sign the participant waiver at least 10 minutes prior to the start of an event, unless stated otherwise in the Event Rules. Team captains are responsible for ensuring each of their participants sign the participant waiver form.

Scheduling and Seeding

Company coordinators will be notified of all event schedules, locations, maps, etc. Event times will be approximate and may vary slightly due to weather and/or unforeseen delays. Please remember **game time is forfeit time**. It is the Company Coordinator's responsibility to ensure captains are aware of any schedule changes.

Forfeit Times

If a team fails to show at the scheduled starting time, a forfeit will be declared by the official.

Penalties

Teams that do not show up as scheduled for events will be assessed a 5 point penalty towards their overall score.

Protests

Protests based solely on judgment calls are not accepted. On judgment calls, the referee's or judge's decision is final. In order to file a protest, the protest form (found online on our website) must be filled out and submitted within 24 hours of the end of the event. The LCC Committee will review the protest, investigate the claim(s) and then make a decision and notify all teams involved.

Unsportsmanlike Conduct

The Corporate Challenge staff shall have the power to disqualify, suspend, or remove anyone who exhibits unsportsmanlike behavior before, during, or after the game. All team members are expected to abide by the rules and regulations of the facilities being used.

Participation

Your team is welcome to register for one or all of our events. Participation in every event is not required to be a part of the challenge. It's your choice!

Event rules are posted on the LCC website: www.cityoflancasterca.org/lcc