



Team Captain's Clackamas County Application and Agreement Portland to Coast and Hood to Coast 2017



Hello Team Captain,

Thank you so much for your energy and organization in coordinating a Portland/Hood to Coast Relay team! Your work contributes to many positive benefits in the workplace such as physical fitness and teamwork. There are also benefits such as camaraderie and a deeper understanding of each other when we participate in a challenging event together. It is for these reasons that Clackamas County's Wellness Program pays entrance fees to support your team. We wish you a fun and memorable time as you plan, train, and accomplish the relay!

I am applying for Wellness Program Support for:

- Hood to Coast Team (run)
- Portland to Coast Team (walk)

I have enclosed my 2017 Team Captain Application: <http://www.hoodto coast.com/registration>

**if this is not available on the website by 9/13 then send it to Tamra separately once the registration links are posted. I must have it by Sept 29th, 2016 in order to have registrations postmarked on the due date on Oct 5, 2016.*

I have enclosed my team's check, payable to Clackamas County for \$100.

If your team does not win the Portland/Hood to Coast lottery selection, then your check will be returned. The purpose of the check is to share expenses, create funding for more teams, and ask for a concrete commitment in exchange for the County's funding.

Selection Process: Existing teams in good standing (submitted their newsletter article) have first choice in fielding their team for the following year. So much energy, coordination, team building, and learning goes into the event that it makes sense to continue the teams. Each year we will add teams as budget allows. Any additional teams will be chosen first by whether they have fielded a "Clackamas County team" on their own without Wellness Program support in the previous year and then by lottery. The maximum number of teams for 2017 has yet to be determined.

Training

How much fun you have largely depends on how you'll feel walking three legs of about 5-6 miles each, with a bunch of people in a tight van, no shower for 2 days, with sleep deprivation thrown in! Sounds great, right?! Training is the way to ensure you're up to the task. Many people have found success with the following methods:

- Walking/running partner or team training times
- Alternating where you train can help you mentally prepare, since your terrain for the race will be different than your normal route.
- Some folks join fitness centers or just get out with the dog around the neighborhood.
- Portland Fit offers groups for walking and running at your pace with coaches
- [Join some smaller races](#) held throughout the year.
- Let us know other things that are working for you and your team

Again, thanks for all your efforts and energy coordinating a team!

Please read and sign the attached agreement, and return it along with your \$100 check and Hood/Portland to Coast 2017 Team Captain Application to Tamra Dickinson, Wellness Program, DES by **Sept 19th, 2016**.

Agreement

The intention of this agreement is to:

- Be clear about Clackamas County's responsibilities.
- Be clear about your responsibilities as a Team Captain and for your Team. For Clackamas County's investment in team fees, Wellness needs to demonstrate that the expense shows "Return on Investment" to the workplace.

Clackamas County (Wellness Program) responsibilities to team:

1. Pay for registration fees : \$**1140.00** for Portland to Coast; \$**1670.00** for Hood to Coast (These are 2016 fees; 2017 fees will be posted soon)
2. Make sure registration is postmarked on required date; for 2017 registration postmark date is **October 05, 2016**.
3. Publish team testimonials and pictures in Wellness & Safety @ Work newsletter
4. Help with finding replacement team members if the situation occurs and help is requested. We maintain a list of interested walkers/runners.

Team Captain and Team Member Responsibilities to Clackamas County:

Acceptance of Team to Relay: When the Portland to Coast (PTC) processes and accepts enrollment forms, they will contact the team captain to provide a team number. You will need to enter the team number on your team members' original enrollment forms and submit as directed. Please e-mail Tamra to let her know you have been accepted and to provide your team number.

If your team is not accepted, PTC will send a rejection letter and shred the County check. If this happens, please inform Tamra Dickinson, Wellness/EAP Coordinator, tamradic@clackamas.us.

Team Captain is responsible for submitting team members' enrollment form to PTC or HTC before the deadline. The Team is responsible for any late fees.

Assistant Team Captain: Please assign an assistant team captain to help with coordination and to serve as the back-up team captain if the current team captain cannot complete the role.

Team Membership: Since Clackamas County's purpose in paying team registration is for workplace camaraderie and health, our first preference is that team members are Clackamas County employees. If you can't fill your team with employees, then spouses/partners are an alternative choice because they have an impact on our health, are often on our health plan, and affect workplace camaraderie indirectly. If you can't fill a team with employees, partners, or dependent children on our health plan, please contact Tamra to ask for help. I have communication tools such as the Wellness e-mail address or the Newsletter where I can advertise a request. If these measures don't produce the needed team member and you must fill a slot with a non-employee, non-spouse/child, then they must pay 1/12 of the registration fee to Clackamas County. **Please keep the Wellness Coordinator informed of enrollment changes of any new or substitute team members.**

Demonstrate how your experience is good for Clackamas County: Clackamas County's investment in registration fees relies on the experience being beneficial to the County, workplace, and employee health. Articles and pictures are a fun way for colleagues to learn about your adventures.

Required submissions:

Team Captains must submit testimonials from team members about their PTC experience and a team photo (electronically please). Testimonials can be one-liners of people's highlights (and lowlights) or a summary from a team captain or team member. Due: September 6, 2017, a little less than 1.5 week after the event: August 25 – 26, 2017.

Procure Vans/Lodging: If you're lucky enough to have team members with vans (no wider than 6 2/3 ft, no longer than 20 ft) you won't have to rent them. Employees may not use County vehicles. There is a limit of

two vehicles per team, and with extra clothes and food, vans are the perfect choice. Teams break up into two vans to allow one "active" van for the current walker, and one "resting" van that will go several legs ahead to wait/eat/sleep/ refuel before taking their turn and becoming active. Most teams like to stay overnight in Seaside to enjoy some well-deserved rest and participate in the festivities. Go to <http://www.hoodtocoast.com/travel> Rooms fill up FAST so don't wait!

Other Important Dates & Deadlines: Be sure to visit <http://www.hoodtocoast.com/dates> for other important dates and deadlines.

Have Team Meetings: It's all in the planning, so we recommend you have team meetings to decide on everything from team name to which legs and jobs people want. This is just one way you can build your team camaraderie while taking care of business at the same time.

Volunteer Requirements: All teams in all races must provide three (3) non-team member volunteers for the race (van drivers do not count as volunteers). Failure to fulfill this requirement will result in the team's disqualification. Volunteers must be 18 years or older and without physical limitations that would not allow them to perform the job assigned. No children, pets, alcohol, or headphones may be brought along to the assignment. See website for additional restrictions. All volunteers must be signed up online by August 7, 2017.

Volunteers are required to complete the online volunteer training. See the website for detailed instructions about volunteers: <http://www.hoodtocoast.com/volunteer> . Volunteer registration and training begins July 11, 2017.

Our signatures below indicate agreement to our respective responsibilities:

I agree to the Team Captain responsibilities listed in this document.

Signed Date

Print Team Name Team Number

Assistant Team Captain Name (Print): _____

I agree to the Clackamas County Wellness Program responsibilities listed in this document.

Signed Date

Print Tamra Dickinson

Contact information:

Tamra Dickinson
Wellness/EAP Coordinator
tamradic@clackamas.us
Clackamas County Department of Employee Services
Phone: 503.742.5486
Fax: 503.742.5468
Public Services Building, 3rd floor
2051 Kaen Road, Oregon City, OR 97045