



Team Captain's Clackamas County Application and Agreement Portland to Coast and Hood to Coast 2019



Hello Team Captain,

Thank you for your energy in coordinating a Portland/Hood to Coast Relay team! Your work contributes positive benefits in the workplace such as physical fitness and teamwork. There are also benefits such as camaraderie and a deeper understanding of our work colleagues when we participate in a challenging adventure together. These reasons why Clackamas County's Wellness Program helps pay entrance fees.

I am applying for Wellness Program Support for:

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

☐ **My team's check is enclosed, payable to Clackamas County for \$200.**

If your team does not get selected in the lottery, then your check will be returned. The purpose of the contribution is to create funding for more teams and ask for a commitment in exchange for the County's funding.

☐ **My 2019 Team Captain Application:** <http://www.hoodtocoast.com/registration>

Send this to Tamra separately when it is posted on the website. I must have it by Thurs Sept 27th, 2018 in order to have registrations postmarked on the due date on **Oct 3, 2018.*

Selection Process: Existing teams in good standing (completed the relay and submitted their pictures/article) have first choice in fielding their team for the following year. So much organization, team building, and learning goes into the event that it makes sense to continue the teams. Each year we may add teams if budget allows. 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 2019 has yet to be determined.

Due by Monday Sept 17th, 2018: 1) Signed agreement 2) list of team members 3) \$200 check 4) Hood/Portland to Coast 2019 Team Captain Application. Return to Tamra Dickinson, HR.

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 benefit for the workplace.

Clackamas County Wellness Program responsibilities to team:

1. Pay for registration fees : **\$1240** for Portland to Coast; **\$1770** for Hood to Coast (These are 2018 fees; 2019 fees will be posted soon)
2. Make sure registration is postmarked on required date. For 2019 registration, the postmark date is **October 3, 2018**.
3. Publish team testimonials and pictures in an album on the web, or e-mail, depending on current county communication standards.
4. Maintain a list of interested walkers/runners to help fill drops if they occur on your team.

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. Submit as directed.

If your team is not accepted, HTC/PTC will send a rejection letter and shred the County check. If this happens, save your reject letter; it becomes your ticket to an early lottery the next year. Please inform Tamra Dickinson of your team's acceptance or rejection.

Team Captain is responsible for submitting team members' enrollment form to PTC or HTC before the deadline. Team members are 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 well-being, our first preference is that team members are Clackamas County employees. If you can't fill your team with employees, then spouses/partners are welcome because they are part of family health. If you can't fill a team with employees, partners, or dependent children, please Wellness for help. We maintain a list of interested participants or can put an ad on county update. 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.

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.

Required submission: Team Captains must submit testimonials from team members about their 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: Wednesday, September 4, 2019, a little less than 1.5 week after the event: August 23-24, 2019.

Procure Vans/Lodging: If you don't have team members with vans that fit the specifications, then you will need to rent vehicles. Employees may not use County vehicles. There is a limit of two vehicles per team, and with all your supplies, vans are a useful choice. Teams have an "active" van for the current walker, and a "resting" van that will go several legs ahead to eat/sleep/etc. before becoming active. Many 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 quickly so don't wait!

Other Important Dates & Deadlines: Be sure to track <http://www.hoodtocoast.com/dates> for key requirements.

Have Team Meetings: Planning is critical, so we recommend you have team meetings to make decisions. This is one way you can build your team camaraderie while taking care of business at the same time.

Training

How much fun you have largely depends on how you'll perform 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. Training is the way to ensure you're up to the task.

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 able 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 (2019 date tba)

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 (2019 date tba)

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

RELEASE:

I acknowledge I am voluntarily participating in the Hood to Coast or Portland to Coast relay event and it is not on paid time.

I am advised to consult with a health care provider before participating in strenuous physical activity. Consult your health care provider if you experience any pain or discomfort that concerns you. Pain is a warning signal that something may be wrong.

ASSUMPTION OF RISK: I understand there are significant risks related to any form of physical activity. Risks include, but are not limited to injury or death to me or another participant arising from negligence due to myself, participants, or other people around me. I am aware of these risks, and voluntarily assume full responsibility for these risks that I am exposing myself to and accept full responsibility for any injury or death that may result from my participation in the event. I recognize that there is risk involved in the event. As a result, I accept financial responsibility for any injury that I may cause either to myself or to any other participant due to my acts or omissions.

RELEASE AND HOLD HARMLESS: After reviewing the risks identified above, and because I am participating voluntarily and willingly, I release and hold harmless Clackamas County, its commissioners, agents, employees, volunteers and insurers from any and all liability, claims, demands, actions or rights of actions for negligence, which are related to, arise out of, or are in any way connected with my participation in said activities. This release shall be binding upon me, my successors, representatives, heirs, executors, assigns or transferees.

After reading the foregoing assumption of risk and release and hold harmless, I sign this contract understanding its content and voluntarily waive valuable legal rights.

Signed – Team Captain

Date

Print

Team Name

Assistant Team Captain Name (Print): _____

Please list your 8-12 anticipated team members and their department or relationship to employee. We understand that life changes, and this may not be your final team.

	Name	Department or Relationship to Employee
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12.		

Return to: Tamra Dickinson, Wellness Program Coordinator

tamradic@clackamas.us

Clackamas County Department of Human Resources, Benefits & Wellness Division

Phone: 503.742.5486 Fax: 503.742.5468

Public Services Building, 3rd floor, Suite 310

2051 Kaen Road, Oregon City, OR 97045