



YOUR TEAM ORGANIZER'S GUIDE TO:

- **Winning the Support of Your Employer**
- **Teaming Up with the "Team Member Recruitment Zone"**
- **Getting Registered**
- **Building your Official Team Roster**
- **Preparing Your Squad Leaders & Teammates for GAME-DAY!**

QUESTIONS:

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➤ **Step 1, Create Your Team Dashboard Account at www.SportsFest.com**

There is no cost or obligation, just the online invitation tools you can use to effectively recruit and register your team, and the materials you can download to present and win the support of your employer.

➤ **A Team:** 15–25 Members recommended, Average Team Size is 20, over 30 consider a 2nd Team, Minimum Team to compete is 7 made up of 4-M/3-W, 13 Members is minimum recommended including 7M/6W, 18 + Yrs. of age.

➤ **WIN THE SUPPORT OF YOUR EMPLOYER**

Upon creating your account, you'll be taken directly to your **Team Dashboard**.

- In the "TOOLS" section, download and present the following to your employer:
 - **Team Cost & Deadlines Guide**, it outlines What It Costs, What You Get, What Makes Up a Team. Online Team Registration Deadline is April 5th, additional members may be added April 27th.
 - **2018 Company Teams** (It's an impressive list your employer will appreciate)
 - **2019 Team Recruitment Poster front** (it promotes Team Building & Company Pride!)
 - **2019 Team Recruitment Poster back** (it's designed as a presentation and instructions)
- Direct them to www.sportsfest.com to see the event for themselves.
- *Four Team Recruitment Posters* will be mailed to you at the address you provided when you created your account, share one of them with your employer.

➤ **TEAMING UP with your "Team Member Recruitment Zone"**

Check Out your "TEAM MEMBER RECRUITMENT ZONE" located in your Dashboard. **You can recruit and keep track of team members any way you wish**, but your Team Member Recruitment Zone has been designed to do all this and more for you, just by sending a single coded **Join Our Team link** to those you wish to invite.

- **Here's How It Works:** (see additional detailed instructions in your "Team Member Recruitment Zone")
 - Go to your Team Member Recruitment Zone
 - Locate your unique "**Join Our Team link**" in your "Tools" area.
 - Copy and paste it within an email, text or Facebook post to those you wish to invite. The link will take them to the JOIN OUR TEAM page designed to inform, excite and motivate them to fill out the conveniently displayed "Join Our Team" form. When they do, your Team Member Recruitment Zone "Interested Players List" will auto-populate with their Name, T-Shirt Size, Events of Choice and a completed eWaiver and available to move to your Official Team Roster.
 - You and they will also receive a confirmation email with these team member details which you can record in your "Team Management Spreadsheet" and "Captains Squad Roster" which you can download in the "Tools" section of your Dashboard.
 - I suggest you visit your **Join Our Team page**, click on the "Join Our Team link" shortcut found below "Tools". Check out the page and complete your coded "Join Our Team form", then return to your Team Member Recruitment Zone and you'll see you are the first member on your "Interested Players List".
 - You can click the "**Add a player**" or "**REMOVE PLAYER**" tabs to manually add or remove members on your "Interested Players List" as well.
 - Your "Interested Players List" will appear in the **Roster Section** of your Dashboard, making it easy and convenient to Drag & Drop players into your Official Team Roster once spots are paid for. Their T-shirt Size and eWeaver status will display with them.



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➤ GETTING REGISTERED

Step 2 – REGISTER, In Your Team Dashboard

- Refer to your **Team Cost & Deadlines Guide**, it outlines What It Costs, What You Get, What Makes Up a Team, and Registration Deadlines. Found in the "Tools" section of your Dashboard.

#1 COMPANY ENTRANCE FEE

- **Reserve Your Team a Roster Spot, While They Last!**
Once you determine you're going to have enough interest to field a team, reserve your team a spot by purchasing your \$390 Company Entrance Fee. We are normally sold out of Team Roster Spots by mid to late March. You can continue to recruit, add and pay for team members online up until the Registration Deadline of April 5th, then you can again add team members on the morning of the event when you pick up your Team T-shirts and Player ID Wristbands between 7 – 8:45 AM. After March 29th the Company Entrance Fee is \$490.

#2 TEAM MEMBER FEE

- **The \$35 Team Member Fee** can be paid for by the Company or by the Team Members themselves. Once you purchase your Company Entrance Fee, you'll gain access to **Step 3 - Build Your Team Roster**. Here a link will be provided to send to Team Members so they can conveniently pay their \$35 Team Member Fee by Credit Card. When they do, they will be added directly into a Team Member Roster Spot, if you paid for more than one Company Team, they will show up in your "Paid Player Pool" so you can add them to the team of your choosing. If team Member Fees are paid for by the company, your Roster will show an open spot for the number of team members paid for and you can select team members for these spots from your Player Interest List, or manually enter members names, T-shirt Sizes and email for eWaiver completion.

#3 CORN-TOSS FEE

- **Corn-Toss is an Optional Event**, your team may reserve spots for up to 4 two-member Squads, **each reservation costs \$30** and normally paid by the company. This fee does not cover team members, any paid for team member can be assigned to a Corn-Toss Squad. This is a great event to involve employees who want to contribute to the team but are not up to running or jumping around.
- **Reserve your spots early**, we sell out of spots for this event before the end of March as well.

#4 TENT RENTALS (Shade is essential, plan for it)

- **There is Space for Two 10' X 10' Pop-Ups** on your 20' x 15' Reserved Team Area in front of the Volleyball Court you will be playing your three Volleyball matches on. If you rent them from us, we put them up on your site the night before and we take them down after you leave. **The rental cost is \$100 per tent**. You are welcome to bring your own. You also receive an 8' table on your site as well.



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➤ BUILDING YOUR OFFICIAL TEAM ROSTER

❖ Steps to Complete Your Team Roster:

- ✓ Pay your \$390 Company Entrance Fee.
- ✓ To add Team Members to your Team Roster, Team Member Fees must first be purchased by your Company or by Team Members. This can be accomplished 4 ways:
 1. **Company Pays Team Member Fees:** You purchase Team Members with the company Credit Card in your Dashboard "Register" area. For each Team Member that is paid for a roster spot will be created within your roster. If you have registered more than one team, you will be asked to assign these paid for roster spots to each of your registered teams.
 2. **Individuals Pay their Team Member Fee** by Credit Card via the "Player Purchase Link" you send them. It's located on your Roster page in the "Roster Tools" dropdown. When they do, they and their shirt size will appear in your Roster without you having to add them. You may be prompted to have them accept their eWaiver, do so in "Roster Tools".
 3. **Team Members Pay You cash or check and you use a Credit Card to purchase their Team Member Fee in your Dashboard "Register" area.**
 4. **Team Member provides you their CC info** to make the purchase or you can give them your username, password and instructions and they can login and use their CC to make the purchase in your Dashboard "Register" area.
- ✓ **Deadline to Add & Pay for Members online is Friday, April 5th.** Additional team members may be added and paid for on the morning of the event when you pick up your Team T-shirts and Player ID Wristbands between 7 - 8:45 AM on the back deck of the Sirata. We will have extra T-shirts, Wristbands and Waiver forms for your add-ons.
- ✓ **Players are going to Drop Out & others will want to be added after the April 5th online deadline.** We Do Not offer refunds once items are purchased, but you can replace a drop-out with an add on and ask to swap one size shirt for another if necessary.
- ✓ **Your Team T-shirt Order:** Displayed in your Roster page, is finalized on the April 5th Registration Deadline and will be sent to the printer as is for printing and boxing. This is the order you will receive on the morning of the event and cannot be changed. Make sure it is correct by April 5th. Thanks!
- ✓ **FYI, A lot of teams wear their own custom designed shirts** to show off their team spirit and company Pride, you are welcome to do the same. You will receive the souvenir "America II Corporate SportsFest Athlete" T-shirts regardless, and your members will love wearing them at SportsFest and all-around town because they are very comfortable.
- ✓ **Corn-Toss: If you registered more than one company team,** and you paid for one or more Corn-Toss Squads, you will be asked to assign these paid for squads to each of your registered teams.



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➤ PREPARING YOUR SQUAD LEADERS & TEAMMATES FOR THE GAMES

- **The "GAME DAY" Page at SportsFest.com will feature:**
 - **Your Competition Schedule & Reserved Team Site # and Location**
 - Posted 10 days prior to the event.
 - Review with your assigned Squad Leaders (You did assign Squad Leaders, didn't you?)
 - Review which companies you will be competing with in each event, at what time, and where. See the Master Schedule, "Site Layout" and each posted Competition Schedule.
 - Cross-reference event times and assign Starters and Subs accordingly to avoid player conflicts.
 - Your scheduled to compete in Tug of War, DodgeBall and Surf & Turf events in three different Sessions an hour apart, so you will not run into conflicts between them. You may however run into a scheduling conflict with any of your three guaranteed Volleyball matches, with TUG, DodgeBall and Corn-Toss. Keep in mind that these two events, Tug & DodgeBall, as well as Cron-Toss, are Single Elimination Tournaments, meaning you continue to compete until you lose or get to the Semi Finals during your one-hour Session. So, if you have a Volleyball match scheduled during the same hour as let's say your TUG Session, your TUG players may not be available for that Volleyball match. This is why we recommend that you recruit enough Coed Team Members (15 - 25 with at least 6 W & 7 M) to compete in two competitions at one time.
 - **Delegate to your Squad Leaders** (which you can be one)
 - That they are in charge of meeting their Squad Members (including Subs) at your Team Tent 15 minutes before the start of their session, make any necessary substitutions, and go check into your session together and in time.
 - That they help you recruit members for their squad and provided their Squad Members with the Rules and Regs in advance, research and convey a strategy to win and get them pumped and ready to have a bonding Blast on the Beach! Perhaps they can meet over lunch to discuss their strategy and plan substitutions during a match or if they keep winning.
 - **Your "Captains Squad Roster":**
 - Download from your Dashboard "Tools" section, use with your Squad Leaders to assign Team Members and to Squads and note your competition times for each event so you and your Squad Leaders are all aware and on the same page the day of the event.



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➤ **PREPARING YOUR SQUAD LEADERS & TEAMMATES FOR THE GAMES** continued

○ **The "GAME DAY" Page at SportsFest.com will feature:**

○ **Free Parking and Free Shuttle Information**

○ **SportsFest Parking & Shuttles at SPC Gibbs Campus Student Parking Lot:**

Please convey this to your Team Members and Guests: Unless you have a hotel room on the beach, there is little to no parking within comfortable walking distance of the event. Please tell them that unless they are using Uber or Lyft, it will save them a great deal of time and aggravation by driving straight to the SPC-Gibbs huge free parking lot and take the ride to the event and back on our Free Shuttle Buses.

- 1200 Free Spaces / Self-Park & board a waiting Shuttle with your coolers and "Stuff"
- Shuttles run from 7 AM to 5 PM / Your guests can use this service as well
- A map will be displayed on our Game Day page with the address for GPS use.
- Uber and Lyft are being used by our participants more and more each year.

○ **Team Lunch & Breakfast Options & Menus:**

- Found in your Dashboard Tools downloads
- Conveniently Pre-order from our gracious onsite hosts:
 - Sirata Team Lunch Menus (Optional and convenient)
 - Crabby Bill's Team Lunch Menus (Optional and convenient)
- Feel Free to Bring Your Own Feast! Do not plan on grilling... Fire Marshall will not allow.
- Do not bring Alcohol or Glass; it will not be permitted at the event by the City or the Sirata. The Good News is... the Sirata Beach Resort has been granted a permit to serve on the beach.

○ **Friday Night SportsFest Players Party**

- Hosted by Rum Runners, Sirata Beach Resort
- Entertainment/Contests & Prizes by MOR – TV
- Sponsored by: Miller Lite / Malibu / ABSOLUTE
- 6:00 PM – They Shut Us Down!
- Uber & Lyft if you're not staying on the beach

RUM RUNNERS
BAR AND GRILLE

Miller
Lite

Sirata
ST. PETE BEACH
MALIBU

MOR

ABSOLUT.

○ **Saturday Agenda**

- Captain Check-In and T-Shirt & Wristband Pick-up 7 AM – 8:45 AM on back deck of Sirata
- Opening Ceremonies & Team Stretch at 9 AM from Main Stage
- National Anthem at 9:25
- LET THE GAMES BEGIN at 9:30 AM
- Preliminary Rounds 9:30, 10:30, 11:30 and 1:00 (Half Hour for Staff Lunch at 12:30 - 1:00PM)
- CHAMPIONSHIP ROUND begins at 2:PM all Events