



Captain Program Information and Responsibilities

Summer 2010

Thank you so much for expressing interest in becoming a Team Captain for Team In Training. Being a Team Captain is a fun and rewarding way to stay involved with the program and ensure that future participants have as wonderful an experience as you did. Captains are essential in maintaining participant satisfaction and, more importantly, in helping to raise much-needed funds for blood cancer research.

We are currently looking for **committed and enthusiastic** past participants, who have successfully completed the program, to be Team Captains. Please read on about the benefits and responsibilities of being a TNT Team Captain.

Team Captain Benefits

Training/Fundraising - In recognition of the time and commitment Team Captains invest in the participants and the TNT program, we invite you to train with the Team and participate in one of our events. If Team Captains choose to fundraise, we will offer a 30% discount, not to exceed \$1,000, off the fundraising minimums.

This discount is *earned* by Team Captains when the responsibilities explained below are successfully completed. Half of the discount will be awarded at recommitment and the other half at the all money due date, provided all responsibilities have been met.

Fundraising Team Captains are responsible for raising the following:

Event	Participant Min	Captain Min
OneAmerica 500 Festival Mini Marathon —Indianapolis, IN; 5/8/10	\$1,600/\$1,100	\$1,120/\$770
Traverse City State Bank Bayshore Marathon —Traverse City, MI; 5/29/10	\$2,500	\$1,750
America's Most Beautiful Bike Ride —Lake Tahoe, NV; 6/6/10	\$4,800	\$3,800
Elkhart Lake Triathlon —Elkhart Lake, WI; 6/12/10	\$3,800	\$2,800
Rock 'n' Roll Seattle Marathon & 1/2 Marathon —Seattle, WA; 6/26/10	\$4,300	\$3,300
Whirlpool Ironman 70.3 Steelhead Triathlon —Benton Harbor, MI; 7/31/10	\$4,200	\$3,200

If Team Captains choose to train with the team and attend event weekend, but not raise funds, The LLS will cover hotel* and party tickets. Team Captains are responsible for all other travel-related and program expenses for their chosen event (e.g.: race entry, airfare, ground transportation, jersey, bike shipping- if applicable). *Hotel is not covered for the Mini Marathon.

TEAM CAPTAIN—RUN & WALK

Objective

To support the Coach at group training sessions throughout the season, ensure that all participants feel supported, and build camaraderie among participants.

Basic Responsibilities

Be a leader for the entire team!

Identify Yourself at trainings and all other events

Put participants first, always!

Introduce yourself to participants – never pass someone without talking to them

Talk with participants throughout the training, not just at the beginning or the end. Target 2 new people each training to interact with

Support any participant who looks like they need encouragement

Attend at least 75% of all team activities (see required attendance below for more details)

Training Captains are asked to:

- Plan and execute two grassroots marketing activities prior to the start of info meetings.
- Assist in recruitment and staff information meetings.
- Prior to kick-off, place welcome-to-the-team calls to new participants.
- Lead group training when coach is unable to attend.*
- Lead Track Practice (in rotation with Coaches and other Team Captains)
- Lead pace groups during trainings (not always the one you belong in!)
- Utilize the mission board at group trainings, illustrating progress toward revenue goals.
- Help participants coordinate carpools to/from group training.
- Follow-up by phone with all participants who miss two consecutive group trainings.
- Work with Coaches to determine and execute water stations, if needed, at group trainings.
- Mark trails according to planned route supplied by the Coach, if needed.
- Assist Coaches in planning practice race (longest GT) and recruit and manage volunteers for day of help.
- Help to bring the “cause” into the team dynamics by *working with mentors* to include the Honored Heroes (HH), such as:
 - Act as a “Mentor” for the team’s HH.
 - Keep the team updated on the status of the HH.
 - Coordinate HH involvement with the team and plan HH events during the season
 - Publicize and help coordinate HH breakfast following and September group training.
 - Encourage HHs to share their story in person or via email/letters to the team.
- Take photographs at team trainings and special events throughout the season, circulate them to the team and support staff, post them on Facebook.
- Assist the Coach and The Leukemia & Lymphoma Society Staff as needed.
- Be a leader and a role model for the participants. Remember you are a representative of The Leukemia & Lymphoma Society

* Because Team Captains will be asked to lead training when coach is not present, it is required that they are certified in CPR and First Aid prior to the first group training on 2/6/10. TNT staff can help Team Captains find courses to fulfill this requirement. When original receipts are presented, Team Captains will be reimbursed for costs of these certifications.

Administrative

Update Report—Complete and return bi-weekly reports throughout the season.

Weekly Emails— Read (and respond to, if requested) the weekly Coach & Team Captain Emails.

Required Attendance

Coach and Team Captain Training Session—Sun. 12/13/09 1-4 p.m. @ The LLS office

Two or more Information Meetings—1/12/10 – 2/3/10

Staff Two Open Houses/Call Nights: Tues. 1/26/10 and 2/9/10 4-7 p.m. @ The LLS Office

Fall Season Kick-Off— Thurs. 1/28/10, 6-9 p.m. @ The Rathskellar

First Group Training— Sat. 2/6/10 @ The Running Company in B. Ripple

Fundraising Fair—Wed. 2/9/10 6-9 p.m. @ The Rathskellar

At least 75% of Weekend Trainings and Weekday Trainings

At least 75% of Team Socials and Honoree Socials

Team Send-Off Parties

Post-season Wrap-Up

TEAM CAPTAIN—CYCLE & TRIATHLON

Additional Responsibilities

The responsibilities listed above for Run/Walk Team Captains apply to Cycle and Triathlon Team Captains. Additionally, Cycle and Tri Captains are asked to:

- Work with Coaches to determine bike support, i.e. establishing pace groups and leaders.
- Work with Coaches and Mentors to determine and coordinate SAG needs for trainings.
- Investigate and coordinate spin alternatives for participants when weather is bad.



Captain Program Agreement

I would like to be a Team Captain with Team In Training.
I have read and understand the commitments outlined above.

Name: _____

Home Address: _____
Street City State Zip

Day Phone: () _____ Eve: () _____ Cell: () _____

Birthdate: ____/____/____ Sex: M / F Email: _____

Employer: _____ Position/Title: _____

Employer Address: _____
Street City State Zip

T-shirt Size _____ Jersey Size _____

I would like to volunteer as a:

- | | |
|---|---|
| _____ Run Team Captain—North Indianapolis | _____ Walk Team Captain—Indianapolis |
| _____ Run Team Captain—Central Indianapolis | _____ Cycle Team Captain—Indianapolis |
| _____ Run Team Captain—South Indianapolis | _____ Triathlon Team Captain-- Indianapolis |

Check all that apply:

- _____ I would like to train with the team, **raise funds** & participate in: _____(event)
 _____ I will **not** raise funds this season, but will pay my expenses for: _____(event)
 _____ I plan to train with the team, but not travel to any event.

For marketing purposes (so we can grow the program) do you know someone in a corporation who would be willing to host an Information Meeting, so that their employees can form a team and participate in a TNT event?

Yes___ No___ Please explain: _____

Do you know someone is associated with a local or national magazine, newspaper, or TV or radio station?

Yes___ No___ Please explain: _____

As a Team Captain, I, _____, agree to fulfill the responsibilities explained above.

Signature: _____ Date: _____

**So we can select the right candidate for each Team Captain role,
please respond to the following:**

1. Why are you applying for the Team Captain role?
 2. Why do you feel you are qualified to fill this role/the right person?
 3. What expectations do you have for yourself if selected to be a Team Captain?
 4. What expectations do you have for those individuals you will lead?
 5. Please explain your background with Team In Training.
 6. What do you hope to add to TNT participants' experience?
 7. From now through the end of the season, do you anticipate any significant changes that may adversely affect your ability to fulfill your responsibilities (including, but not limited to new employment, change of marital status, parenthood, surgery, travel outside of the area, change of residency, etc.)?
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