

TEAM CAPTAIN PROGRAM DESCRIPTION

The purpose of Team In Training's TEAM CAPTAINS is to provide ongoing support to all TNT Participants so that they are able to meet their fundraising and training goals and complete the program with a high level of satisfaction and success.

It is important that Participants feel connected with The Leukemia & Lymphoma Society. Since the staff is not large enough to maintain consistent personal communication with Team Members, Captains provide the Participants with a feeling of support and relationship. In many ways, Captains are the "face" of TNT to our participants.

We place a high value on the role of our Team Captains. The support of Team Captains makes our program completion rate higher, our Participants happier, and our group events more successful. All of this ultimately helps LLS raise more vital funding which brings us closer to achieving our mission, which is the find a cure for blood cancer!

Our goal for Participants of Team In Training is to:

- Always work with our Mission in mind.
- Raise their fund raising minimum
- Attend Group Training Sessions and events
- Complete the event for which they are registered
- Experience a sense of team spirit and camaraderie
- Experience support and be successful in accomplishing their goals

RESPONSIBILITIES OF A TEAM CAPTIAN:

Personal Fundraising: Because the TNT program exists for the purpose of raising funds for the mission of LLS, all Team Captains are required to fundraise at some level. Team Captains may register for their event as a fundraising participant with TNT and receive the full event weekend benefits of a regular participant and be eligible for a Team Captain discount. Alternatively, for certain events, they may opt to forego event weekend benefits and fundraise whatever amount they are comfortable with, with no specified minimum. These Team Captains are called non-fundraising Team Captains. Since TNT will not be incurring costs for this no-event-weekend option, those funds raised will be used by TNT staff as incentives for Team Members. All Captains are required pay a \$50 registration fee. For fundraising participant Team Captains, this represents a 50% discount off the regular registration fee. The Team Captain discount is earned by fulfilling all Team Captain responsibilities and is credited at the charge date. For in-state events, the discount is \$400-500 (depending on fundraising minimum), and \$1000 for out-of-state events.

Recruitment: Team Captains are asked to assist TNT staff with making reminder phone calls prior to information meetings and kick-off. This should take only 1-2 hours during the week at your convenience. All Captains must attend at least 2 information meetings, including kick-off, and may be called upon to speak about their TNT experience and fundraising. At the conclusion of the presentation, Captains will be asked to mingle with attendees, answer questions, and assist staff with the registration process.

Fundraising Support: The primary role of Captains is to be a fundraising consultant to participants . This takes 4 basic forms:

Education: Work with other Captains to implement a fundraising fair at kick-off, and regular communication about how to fundraise.

Encouragement: Regular check-ins with participants on fundraising progress. Promotion and implementation of fundraising incentives offered by TNT staff.

Consultation: Help participants develop a fundraising strategy through individual One-on-One fundraising meetings and follow-up throughout the season.

Assistance: Work with other Team Captains and Team Members to plan and implement a team fundraising event.

Team Captains will perform each of these functions with the goal of empowering and equipping participants to reach their goals individually. In no way are Captains responsible for raising funds FOR their participants.

Communication: Regular communication, both with participants and TNT staff, is key to an effective program. Each Team Captain is responsible for placing a welcome phone call to assigned participants within 24 hours of receiving their information from staff, and maintaining a call log to share with staff. Throughout the season, Team Captains should communicate weekly with their participants via e-mail as a minimum, and phone calls when appropriate. Captains also should be prepared to give weekly updates to TNT staff on the progress of each of their assigned Participants. It is important that Captains are in touch with Participants even if they do not attend group training.

Group Training: Team Captains are required to attend at least 75% of official group trainings and assist coaches with logistics. This may mean that occasionally Captains will not be able to complete their personal training during a particular group training session. However coaches will be mindful of Captains' training needs and will make every effort to accommodate them. Coaches will make assignments to Captains including, but not limited to, setting up water stops, marking and cleaning up the course, serving as course sweeper, and coordinating sign-in and sign-out. Additionally, Captains will be responsible for making announcements, sharing a mission moment, etc. on a rotational basis. Captains should make a point to run/walk/ride with each of their participants during group trainings.

Mid-week Trainings: Each Captain should host a mid-week run/walk/ride or invite participants to join you on your regular training one day a week. This provides options for participants who cannot make weekend trainings and help participants connect to a smaller group. Captains are not expected to serve in a coaching capacity for these runs, just to provide a "buddy" to train with.

General Program Support: Team Captains are representatives of LLS and should always conduct themselves in a professional manner and in support of LLS policies that have been put into place to maintain the integrity of the program and ensure the safety of our participants. All Team Captains are responsible for submitting Recommitment paperwork to TNT staff according to the specified timeline, regardless of whether they are attending the event weekend.