

GENERAL KCCC INFORMATION

- **COMMUNICATION** - The KCCC Office will communicate exclusively through company coordinators. **Employees should direct all questions concerning KCCC to their company coordinators.**
- **SEEDING** - The KCCC Games Directors will use the results from the 2017 KCCC to determine seeds in bracketed events. Team event seeding is based on the previous year company performance. Individual event seeding is based on the individual's 2017 performance for their company in each specific event. **Please note, we seed individuals based on their last name (and company) so if you want the seeding to reflect their 2017 performance, you must "slot" that same individual in Challenge Manager for that event. No new individual participant will be seeded solely due to his/her company's previous performance. Forfeits from the previous year (2017) are noted in seeding.** If you have a new competitor whom you feel deserves seeding consideration, please email the KCCC Games Director listed on the rules page (prior to the roster deadline) with that information. This information can prove very beneficial in ensuring that deserving individuals receive seeding consideration, however, Games Directors reserve the right to seed or not to seed new participants based on this information provided by the company coordinator.
- **HEATS** – For events that require placement in heats (Track and Swim Meets), we will ask your competitors for "seed times" (approximate finish time). This will take place at check-in and will ensure the Meet has accurate heats. Please be sure your competitors are aware. As a reference, times for all competitors (from the 2017 Games) can be found on the KCCC website in the Results section www.kccorporatechallenge.com/results/2017.
- **SCHEDULE OF EVENTS** - Brackets and Schedules will be posted on the KCCC website in the "Event Information" section by 5:00 p.m. on Friday, March 30, 2018. These include: 3-on-3 Basketball, Darts, Disc Golf, Dodgeball, Fishing, Flag Football, Golf, Pickleball, Pool, Racquetball, 3v3 Soccer, Softball, Swim Meet Schedule, Table Tennis, Tennis, Track Meet Schedule, Volleyball and Weightlifting. Maps for the 5K, Bike Race, Half Marathon and Duathlon will also be posted. Volunteer Assignments (for each company) will also be available on Friday, March 30 by 5:00 p.m. Click on the "Volunteer Assignments" tab in the upper right hand corner of the KCCC website homepage.
- **GAME TIME IS FORFEIT TIME / CHECK-IN DEADLINES ARE ADHERED TO**– Please remind your participants to allow themselves plenty of time to get to their events.
- **NO RESCHEDULING OF GAMES** - In an event such as the KCCC, involving more than 32,000 individuals, games cannot be rescheduled to accommodate the schedules of individual participants. Games may not be rescheduled by the participants involved. Violation of this rule will result in forfeiture of the competitors involved.
- **NO FORFEITS, PLEASE** - Once schedules are posted, please make sure entrants in each event are notified of their game times and locations. **It is crucial your competitor, or a legal substitute, be present at the event for which your company is entered. Much time and effort goes into scheduling each event to ensure the Games run smoothly. Forfeits not only upset the scheduled event, but also take away from the spirit and competition of the Games. Please emphasize to your employees that by signing up for an event, they are making a commitment to be there. Forfeits from the previous year are used in seeding. Penalty Points will be assessed to those individuals or teams who do not show up for a bracketed event (or Golf).** In the following tournaments: 3-on-3 Basketball, Darts, Softball and Soccer - teams forfeiting their first game in the tournament are forfeited out of the tournament, and penalty points will be assessed. If a team forfeits a game after having already played a game or games in the 3-on-3 Basketball, Darts, Softball or Soccer tournaments, that forfeit will be counted as a loss. In the Dodgeball and Volleyball Tournaments, teams forfeiting ANY game in pool play are forfeited out of the tournament. If a team in the Dodgeball or Volleyball Tournaments advance past pool play and forfeit a game in the single elimination bracket play, that forfeit will be counted as a loss.

GENERAL KCCC INFORMATION (continued)

- **VOLUNTEERS** - Each company is required to provide volunteers for an event(s) in the KCCC. What a great way for other individuals to become involved in the Games! Each volunteer will receive a point toward his/her company's overall point total and a t-shirt from the KCCC. One point will be deducted from the company's overall total for each volunteer who does not show up for his/her assigned event. For more information, see the Volunteer Information in this book.
- **DRINK WATER!** - Please supply your own water and/or supplemental drink for your athletes at the outdoor events. This is highly recommended due to the potential for hot temperatures in April/May/June. We will have water at most of the events, but it is always good to be prepared with your own as well. In an effort to be *Green*, KCCC suggests you use re-usable water bottles.
- **INDIVIDUAL AWARDS** - Medals are awarded to the top three finishers in each event. Most medals are awarded on-site, after the event. If your competitor does not receive their medal at the time of the event, please contact our office and we will make plans to get that to your winner!
- **TEAM AWARDS** - Team awards will be given to the top eight companies in each division. These awards will be presented at the KCCC Awards Celebration.
- **MINIMUM 8 IN AN EVENT** - If there are less than 8 entrants in an event, the KCCC Board of Directors reserves the right to cancel the event or combine it with another age group or division, if appropriate.
- **AMATEURS ONLY** - The KCCC is an amateur event. Individuals who are considered professional status by the national affiliate organization for their particular sport are not allowed to compete in that event in the KCCC. Retired professionals must be retired prior to April 6th, 2018 in order to compete in their respective event. Should you have a team member that could be considered a professional based on part-time employment or tournament status they hold in their event, please consult the national affiliate organization's policy. If that person, based on the ruling by the national affiliate organization, is considered a professional, they are not eligible to participate in that event.
- **ID's REQUIRED** - The KCCC Board of Directors reserves the right to ask for ID from participants at random during the course of the Games. Please ask that your participants have an ID with them at all KCCC events. Participants who are asked and are not able to produce an ID at an event will be forfeited from the game. In team events, the team will forfeit that game. Please see the KCCC Protest Policy for more information on protests and disqualifications.
- **SUBSTITUTIONS ALLOWED** – You may substitute for your original entrants, provided the substitute's name appears on your Participation List, and that the substitute is in the same age group as the original entrant (if substituting in an age group event). See Participation List guidelines for additional information.
- **EVENTS WILL BE HELD, RAIN OR SHINE** - Events will only be postponed or cancelled in the event that weather conditions present a direct danger to participants. If an event is postponed, the KCCC Board of Directors reserves the right to reschedule anytime between April 6th and June 23rd, 2018. Such rescheduling will be based on time, facility availability, and financial and/or organizational constraints. Because of facility and organizational complications, it is certain that at least some events will not be rescheduled in the event of a rain-out: these events include Softball, 5K, Half Marathon, Walk, Kick-off Party, and the Duathlon.