

KCCC Event Captain Duties

- **Now** - Visit the KCCC Event Details webpage - <http://www.kccorporatechallenge.com/event-information/event-details> to become versed in the details/requirements of the events you captain. Divisions available by _____. Schedules and brackets will be available by _____.
 - Visit the KCCC website, KCCorporatechallenge.com and under the reports tab, you can run reports to see who is signed up for your event. This will help you determine if need to recruit.
 - **At a MINIMUM of 2 weeks before your event** - Communicate with the folks who are signed up for your event. Ensure all participants know the details (when, where...etc.) of the event. Once you have relayed the details, work to finalize your roster(s). Once the correct amount of people has committed, finalize with the group so that everyone knows if they are or are not representing us in the event.
 - Make sure that all players are informed well before the date of your event(s). Many events award negative points for no-shows/forfeits.
 - If someone on your team notifies you that they will be dropping, or if someone new volunteers to participate in your event(s), let them! It's all about getting folks out there and not forfeiting. Also, they get ½ point for cheering!
 - If you are struggling to fill your roster, recruit from the listing of employees who have signed the waiver. This listing is located in the committee folder. You may also work with other event captains and inform Company Coordinators. We can all work together to make sure we do not forfeit any events.
 - Confirm with your finalized roster a few days before the event again. Guarantee enough participants will be present for your event.
 - TAKE PHOTOS and videos. Upload them to the employee Facebook Employee page or email them to Company Coordinator. These photos and videos will be used to promote the upcoming season and throughout the year.
- **Recruiting** - You may recruit within the team participants (those who have already signed the waiver). Please avoid sending a Company Wide email, as some are not eligible to participate or did not sign a waiver.
 - **New** – email group has been created for those who have signed up. Thank you IT!
- **Rosters** - Some events may have too many people signed up than allowed on the roster.
 - Organize tryouts for your event(s) if needed and/or designate subs. Contact Company Coordinators if you need help with minimizing your roster or setting up tryouts. Employees may not be on the clock during tryouts, but they are allowed to earn ½ point towards time off for trying out.
 - **Please post all participant names for tryouts and the actual events for tracking purposes in our Committee folder document.**