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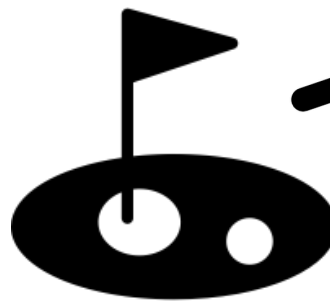
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**29th Annual Youngstown Area
Community Cup**

Captain's Handbook

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Anthony Spano
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**Youngstown Area
Community Cup**

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INTRODUCTION

This booklet is intended to provide additional information on all the nitty gritty stuff about the Community Cup that captains need to know. It is a compilation of ideas from veteran captains, answers to the most commonly asked questions, and some helpful facts that any first year team captain would appreciate. While nothing in this booklet is to be considered "written in stone", it should provide some general guidelines and ideas for making your job a little easier.

Being a team captain has its rewards as well as frustrations. Often, it can seem overwhelming. But do not despair. We constantly hear team captains telling us, when all is said and done, that they really had a great time despite all the hard work. Some even include the responsibility on their resumes. There is also no substitute for experience. Veteran team captains can provide a wealth of information to a first year captain and team, so let us know if you would like to be hooked up with one.

Finally, you need to get the support of upper management. A team that is successful is so because the captain has been given the time to put in their best effort. Management needs to be convinced that it is not an "extracurricular" activity for the employees. Without management support, it will be a long road for you and your co-captains. With it, it will be a great experience for everyone.

So, congratulations on being selected as a team captain. If you are organized, responsible, and have a sense of humor, you will do a great job!

Things You'll Probably Run Into As a New Captain

Uniforms

The very first Community Cup in 1990 was a simple, straight forward event. Every team captain had one thing in common - no one really knew what was going on. Things have changed. Though there are still a few who do not know what is going on, we have been surprised by the extravagance, creativity, and expense many of these companies put forth into making their teams look presentable. Uniforms are one particular area. The simple matching T-shirts have given way to fancy warm up suits, monogrammed running shoes, custom made tugging boots and belts, and athletic bags to hold it all. There is a lot of money in some of those outfits! A new company might take a second look at participating because of the expense.

The fact is, you do not even need a uniform. While it may be nice to at least have matching T-shirts, keep in mind that it is not a requirement. So, if you don't have a big budget, put your time and resources into recruiting, organizing, and communicating with your team members.

If you do want to invest in uniforms or equipment, here are some things to keep in mind. Swimmers will need bathing suits. Depending on how desperate you are, many of your team members will only own the suit that used to fit 16 years ago and keep only because they think that, one day, they'll fit into it again. Goggles are another necessity that insures we don't have anyone swimming head first into the wall.

The cycling event requires a helmet if nothing else. If you want to get into cycling shorts, that's OK. But remember, if you think you have a tough time getting women to wear swimsuits, how about your Chief Financial Officer in lycra shorts!

For the tug-o-war, boots and long sleeve shirts are a necessity. Check out the Rules section for limitations, but don't let your tuggers show up in sneakers no matter how flashy they are. Contrary to popular belief, gloves don't allow you to get a better grip. Quite the opposite is true. Volleyball kneepads can be a nice touch, but are only worth while if your team members will actually dive to get the ball.

So how do you pay for all this? The easiest way is to just ask your company to pick up the tab. It's a small price to pay for the benefits the whole company will receive. Sometimes, however, that's not always possible. If you want, 50/50 raffles are a great idea. Some folks have dress down days where employees can pay a dollar or two to come dressed in their blue jeans or shorts. Throw a lunchtime cookout with burgers and hot dogs. Whatever you do, even if employees have to pay for those extras out of their own pocket, what you raise can go to defray at least a portion of the cost.

Recruiting Woes

One of the hardest things you will encounter as a team captain is to recruit employees for your team. If your company or organization is such that you are spread out all over town, you have a doubly difficult job. You will want to try to recruit participants from every area or department - from the highest paid job classifications to the lowest, from management to labor, from union to non-union. This is not an easy task. Each organization varies from one to the next so there are no hard and fast rules for accomplishing this. But here are some general ideas that have worked in the past.

1. Carefully choose a few people from each main department or branch to help you recruit. Be certain they are people who understand fully what the Community Cup is all about, and are motivated to help you. Otherwise, you will end up doing it all yourself.

2. Meet on a regular basis with these individuals to plan and implement your strategies. Communication is the key! Make it a goal that no one will come up to you two days before the competition and say, "I have never heard anything about the Community Cup." (Of course, there is that one person in every company....) Make sure the people you choose have a good working relationship with those around them. They must have an outgoing personality to talk to and encourage employees to sign up.

3. Bulletin boards and information given out with paychecks are a good way to get the message out. But don't rely on these alone to try to see if there is any interest. By simply posting a notice, you can not guarantee everyone will see it and more importantly, understand it. One on one communication is still best.

4. Plan a sign up party. Use all that money you have saved from your uniforms to throw a pizza party or something that employees will attend. Maybe that is even a good time to get everyone to fill out their waivers so that you will be one step ahead (more on waivers later). Find out what kinds of events they would be interested in participating.

5. Set up a table outside the lunch room and talk to people as they come in or out. Make subtle comments such as "Gee, Steve, that's the fourth Snickers bar I've seen you get from the vending machine in the last 15 minutes. I'll bet you're looking for a way to burn off those extra calories!"

6. Monthly or weekly employee meetings are a good way to present the program. Invite the Community Cup Director to come and make a presentation to the group. It is a good chance to tell people what the Community Cup is all about and have an expert on the subject answer all their questions. Just call the Cup office.

7. Contests can provide a little motivation for your recruitment plan. Perhaps the department or branch that shows the greatest percentage of participation gets a day off with pay (Yeah, right!).

Seriously, some sort of prize might be awarded that would be practical, yet provide the motivation you are looking for. There are all kinds of possibilities. Some might work for you, others will not. Be creative. Network with some of the veteran captains who have already experienced it first hand. They will be glad to help.

8. Finally, ask everyone, and I mean everyone! How many times have we heard a captain say, "I happened to bump into Mary Miller down in Housekeeping, and it turns out she qualified for the '88 Olympic trials in the backstroke." (OK, so we haven't heard it that often.) Remember that spouses are eligible. This can be a significant source of recruitment for participants and volunteers.

WAIVERS

The word "waiver" strikes fear in the heart of many a team captain. All participants need to fill one out. But it need not be a hassle if you pay attention to a few basic rules.

First, do not hand someone a waiver and ask them to return it to you when they have filled it out. It rarely happens. It ends up under a pile of paperwork or used as a napkin at lunchtime. Whenever possible, have people fill them out while you are standing there. If you have a meeting or other gathering to recruit participants, have the waivers available then. By the time your meeting is over, you can have them all in your hand.

The Community Cup waiver asks for all kinds of information like name, address, whether or not you participated in the Olympic Games, and next of kin. The waiver needs to be completed in its entirety by all participants and volunteers in the Cup.

In using the paper waiver, be certain they are filled out in their entirety and are legible. A missing signature or date of birth will only result in the waiver being returned to you for completion. Let the women who refuse to mark their age know that the information won't be leaked to the media until after the Cup is over.

Keep copies of your waivers. Although we try hard to keep 2,000 of them in order, inevitably, there are those that get misplaced, misfiled, or just plain missed. Be sure to verify names appearing on your team roster which will be mailed in August. Only those that appear will be eligible to participate.

Some companies also have their team members fill out a second waiver stating that they will not file for Worker's Compensation if they get injured during the Cup. This is optional. It is not required to be in the Cup, but you may want to check with your legal counsel, anyway.

Tents

When the Community Cup first got underway in 1990, a couple companies got the idea of providing a "hospitality" tent for their employees to eat, drink and share battle stories. The idea has really taken off. The carnival atmosphere, the smell of food, and the cheering is quite a spectacle around the Tug field on Saturday.

The Cup office will be sending out tent request forms later in the season. If you would like to have a tent, fill out the form and return it with payment to the Cup office by July 31st. You provide the food and any supplies you need. There is no electricity available. Cooking will have to be done with charcoal or propane. Your team will be responsible for disposing of hot coals in the proper receptacles. Some companies go so far as having the food catered. Maybe you can try to get upper management to do the cooking! Mill Creek Park has some guidelines that need to be followed. For example, vehicles must not remain in the tent area. Once set up in the morning, you may not tear down anything until the last event is over (unless, of course, you wish to haul everything out by hand). No alcoholic beverages are permitted.

Tent location will be decided first by whether or not your company is a sponsor. All other locations will be determined randomly. If you have a preference on who you would like to be next to, (or not next to), let us know. We'll see what we can do. Tent locations will be sent to each company prior to the Cup. There will be people directing you to your spot.

Captains' Clips & Cup Chatter

There is a lot of general information every participant needs to know. We depend on you as a team captain to relay this information. Therefore, each Captain will receive a monthly newsletter beginning in June. It includes general information on the use of the Y throughout the summer. It also contains information such as event scheduling, clinic scheduling, Cup updates and more. Please make sure that everyone on your team is informed of this information. A Cup Chatter newsletter is also sent out to Cup participants. This newsletter contains the same information, but is more geared towards the participants rather than the Captains. The Captains' Clips & Cup Chatter can also be found online at www.youngstownymca.org by clicking on the Community Cup tab under the heading of News and Events, after they are sent out.

Tug Rope Check Out

The Y owns three tug ropes that may be used for practice. They are available for a two day or weekend sign-out provided the person borrowing the rope signs a form agreeing that they are responsible for the rope if it is lost or damaged. Replacement cost is about \$500. Contact the Cup office, 330-742-4794, to make arrangements if your company would like to check out a tug rope. If you've never seen the rope, it is the same one used to moor the Titanic, so please don't send your 110 pound secretary with her '72 Super Beetle to pick it up!

Reserving Volleyball Courts

In order to effectively utilize all the time and space available, volleyball courts must be reserved. Reservations can be made by calling the Community Cup office. Courts can be re-reserved on a weekly basis.

A team may only re-reserve the same court at the same time slot for a maximum of three weeks in a row because the demand for court time is so high. After the third week, you must choose a different time or day or wait a week before reserving space again. Do not assume that when you reserve a court one week that you are locked in for three weeks. Teams must re-reserve weekly. Re-reservations may be made at the Cup office within a half hour after the scheduled time to guarantee your slot for the following week. If not, it is fair game for anyone. You may only re-reserve the same court and the same time slot. If you wish to change courts, times, or days, you must contact the Community Cup Office the following day. The main desk staff is not permitted to take court reservations.

Pool lanes do not require a reservation. The demand for lanes in the pool is not as high as the volleyball courts.

Due Dates

There are several times throughout the year when it is critical to have specific paperwork turned in. We may not give all dates here, but you can keep in mind these general time periods.

June: Company applications are due June 1, 2018, so we know we can count on your involvement. Although the deadline is July 31, waivers need to be turned in as soon as possible. You may still be turning in waivers all summer long as new people are added to the team, the bulk of the team waivers should be turned in as they are completed. In fact, you can turn them in early and save us here at the YMCA the headache of having to enter 2000 of them all at once!

June - Sept: Participants are able to make use of the Central Y to do their training. This is a temporary membership from June 1 thru September 8. Participants can use the Central Y facility during regular hours, no exceptions or limitations. To get your temporary membership you have to bring in your Driver's License and proof that you work for that company participating. Only those with company applications and completed waivers will be eligible.

July: July 31 is the deadline for waivers, event rosters, volunteer rosters and tent requests. After August 1, the only changes that will be accepted on final rosters are those where we already have a waiver on file, and/or you are simply moving a team member from a "B" team to an "A" team or onto a Single Event Team, etc. No new team members may be added after this date.

July 31 is also the deadline for pep rally music. It is important to keep this deadline so that all of the preparations can be completed for the event.

August: Time predictions are due August 8. Please do not ask for extensions on time predictions. If your predictions are not ready by this date, your team will be assigned one based on your actual time from the year before or the average actual time from your division the previous year if you are a new company.

September 8: Of course, it's Community Cup time! This is where the proverbial "rubber meets the road". If you have planned well and communicated well, be prepared for a super weekend! Preliminary events will be held August 10 & 11 and the weekend of August 24-26.

A final word about due dates and deadlines - It is not the Y's intention to make life difficult for you. On the contrary, we are ready to bend over backwards to help you out depending on your situation. While there are exceptions to every rule, we do need to establish some sort of cut-off date. If you run into difficulty, let us know ASAP.

Other Considerations

People Dropping Out At The Last Minute

One of the comments we hear from team captains is "they're dropping like flies"! We don't think there is any way to avoid this entirely. You will always have that person who comes to you the day before the event and says, "Oh, I forgot that I'm getting married tomorrow afternoon. I won't be able to run in the 10K Medley Relay." (Don't laugh it's happened!) This phenomenon can be minimized.

It goes back to communication. Be sure your recruits know what they are getting into. Be sure they know they are expected to attend certain clinics or practices. Be sure they know what times they are to arrive for the event. In addition, make sure they are committed to participating. While you have to understand that situations arise, if someone cannot look you straight in the eye and say, "Yes, you can count on me", then you would be better off finding someone else even if they're not as "fast" or as "good". At least you won't be faced with the disappointment of dropping out of an event when your original recruit doesn't show.

Finally, try to have alternates ready on your final rosters and have them there on the day of the event. It will save you and the rest of the team a great deal of disappointment if a key team member is late or doesn't show.

Clinics

The Captains' Clips newsletter, which will be sent out monthly beginning in June, will contain information on the various clinics set up to help your team members learn more about the events in which they will participate. Take advantage of them. You'll learn how to perfect your swim strokes, bump a volleyball, or tie in your tug anchor. There's a wealth of information available from individuals who are experts in this field. Critical clinics to attend are volleyball and tug. Don't let them go by without getting at least a couple team members to attend.

A Word On Cheating

Every year we hear stories and rumors of timers hiding in the bushes and whispering times to their teammate on the Time Prediction Walk or that someone else is lying about their age, or that so and so does not really work for that company. Many of these stories are rumors. With others, people just don't know the full story. If you hear of such stories from other captains or teammates, please let the Director know. Chances are we already know what's going on. Do not make unfair assumptions.

The success and the integrity of the Community Cup depends largely on the trustworthiness of those involved, and although you cannot be held responsible for the actions of a teammate, you can establish an atmosphere of fair-play and sportsmanship that will permeate the entire team.

Often, people tell us that we need to check photo ID's for each participant before events and verify employment for everyone. Not only is this impractical, but once we start questioning the eligibility of everyone, it can get a little crazy and time consuming.

If you insist on deliberately cheating, consider this; your team represents your entire company or organization. You are participating along with literally thousands of other representatives from 20 or

30 other companies. Word travels fast in this town. Do not jeopardize your company's reputation. Its effects go far deeper than one weekend in September.

The Events

Torch Lighting Ceremony

In order to have an official start of the events, again this year, the torch will be lit ceremonially before the first event takes place (i.e. Banner Competition) on Friday evening August 10.

Banner Competition

Immediately following the torch lighting ceremony, the banner competition takes place. This event gives the artists in your organization a chance to shine. The event allows five team members to complete your team banner within an established date and time for the event. (See the Rules section). Banners will then be on display to the public on that same evening for voting. The rules are pretty liberal in reference to what you can use as supplies. If you are worried about markers or paints bleeding, you might want to consider special fabric markers or paints available at craft or fabric stores. Your banners should be treated as your company's "coat of arms" and should lead your team throughout the weekend.

Pep Rally/Cheer Competition

The purpose of this event is to generate enthusiasm for your team which will last throughout the competition. One team of eight may participate in a routine that is created by the team. Routines may range from traditional cheerleading to more elaborate routines and skits. See Rules and Regulations for all of the specifics.

Bocce Tournament – Sponsored by Cassese's MVR

The Bocce Tournament is held at Cassese's MVR in Youngstown. It is a double elimination tournament. The tournament is played according to the MVR's house rules. Each division is assigned a block of time that they will play so that teams are only at the tournament for a few hours rather than all day. Due to timing and venue restraints, there are only two teams permitted per company in the tournament.

3 mile Time Prediction Walk

The Time Prediction Walk has more participants than any other event. Its popularity is based on the fact that almost everyone can walk, and even if you cannot, you can still participate. (We have had a few wheelchair athletes over the years). The key to this event, or in any other time prediction event, is practice on the course – for the whole team, not just one or two on the team. It makes no sense to have one participant hit his or her time right on the nose if nine others are no where near their predicted times. It is the total team time that counts.

There are a few strategies we have seen over the years. Some walk teams predict a time based on two person's individual times. On the day of the event, everyone on the team walks with one of those two people. Those who walk the one mile cross the finish line together, and the two milers follow the same procedure. If your "pacer" walks too fast or too slow, everyone will walk too fast or too slow. Additionally, keep in mind that only one person at a time can cross the finish line.

By walking independently, you may take advantage of an averaging effect. For example, differences will be canceled by having one person walk 30 seconds too fast, while another teammate walks 30 seconds too slow. Because of the sheer number of walkers, (some years as many as 800) participants will be sent off in waves of 20 to 30 walkers at regular intervals. All captains will receive a wave sheet a week or two before the event so you know exactly in which waves your team will be. Make sure your walkers know this! It is confusing enough getting things organized. Your one mile walkers will leave first. Your two mile walkers will leave several waves after. Your team members are responsible for getting in the correct wave.

EVENT CHANGES

All of the events this year will remain the same as last year. The routes for all of the events will be the same too. See the Schedule of Events and Rules and Regulations Handbook for all of the specifics.

For the Youngstown Meltdown participants. We are still located on the main level of the building, like last year, we are still in the Deep Pool to the right of the doors as you walk in.

10K MEDLEY RELAY

This event will consist of a minimum of five runners (3 men and 2 women). The first 3 runners (of which one must be a female) each run approximately 1 mile. The third runner tags off to the remaining two (or more) runners (of which at least one must be female) who proceed to run a 5K course. Only the top two runners, the first male and the first female will count in the scoring.

Rather than receiving a time at the finish, each runner receives only a place. The race is scored by the combined total of the two runners' places. Like golf, the lower the score the better. At the finish line, each runner must tear off the bottom portion of their race number and have it stapled to the place card they receive. There is nothing to fill out. However, team members must turn in both team cards at one time.

The first half of the 10K Medley Relay takes place on a course with one major hill that participants should be made aware of and train for. There is an exchange zone in which to tag off to the next runner. Do not worry, the zone is long enough to make your exchange with room to spare. The third runner will tag off to your 5K team who will head in the opposite direction on the 5K course.

The 5K will be an out and back course. This makes it more challenging hill wise, but it allows the spectators to see the finish (unlike the old point to point course). The start is a fast downhill for the first mile. At the turn around, there are going to be a few hills to negotiate, but really only one tough

one. Still, make sure your team members know that this course is not a piece of cake. Race numbers must be worn by each participant. Numbers and pins must be picked up by one representative of the team the morning of the event. The first three runners must wear a number that corresponds to their order in the relay. The last digit will be a 1, 2 or 3 designating which leg they will run.

Swimming Events

Because of the enclosed area and the number of people participating and attending the swim meet, it is very important that we maintain tight control regarding who is on the pool deck. Only swimmers of the current event heat and other authorized personnel are permitted. Please do not ask for special privileges. Please be advised that the swimming schedule this year is tentative and subject to change. Finally, the lifeguards are there for your safety. They have absolute authority concerning the swimmers' conduct in the water and on the deck. We will support them in any disciplinary action including removal from the natatorium and disqualification, if needed, from the Cup.

20 mile Crescendo Time Prediction Bike Ride

Don't let the distance fool you. Eight miles is the longest anyone will ride. The 20 miles represents the total distance of four riders pedaling eight, six, four, and two miles. The course is broken up into 4 different segments. Because of this and the fact that riders will be sent off in waves, as with the walk, all riders will be on various points of the course at the same time. Therefore, it is impossible for team members to ride together. Safety is a big concern in this event. It is the only event that will be canceled due to rain. Every other event will run as scheduled (lightening excluded). Remember, this is not a race. There are areas in the park where the road is rough. The courses are well marked and most intersections have spotters to make sure no one makes a wrong turn. Keep in mind, however, each rider is responsible for knowing the course.

We require helmets to participate in this event and we have disqualified a few riders because they forgot or refused to wear them. We won't bend on this rule regardless of the circumstances. Helmets can be purchased at several local bicycle shops. The cost for a good Snell approved helmet is around \$30. Today's helmets are lighter, cooler, and safer than ever. Most feature "velcro" sixing pads that can be changed to fit a variety of heads. This way they can be used from year to year even as your team members change.

Cyclists will proceed through a finish chute at the end of the event and receive a place card the same as they do in the 10K Relay. Be sure your team members know not to stop at the finish line, but keep moving through the chute. This will avoid a major pile up of spokes and gears. Riders will tear off the lower portion of their numbers, have them stapled to their place cards and turn all four in at the same time.

Tug-O-War

The Tug has become the premier event of the Community Cup. There are more people that lose their voices at this event than any other. If you are under the impression that the only thing you need to know about tug-o-war is which way to pull, you are in for a rude awakening.

There is so much strategy and technique required that if your team never attends any of the clinics, we can almost guarantee that you will lose, and lose quickly! There will be three or four clinics held throughout the summer, so there is no excuse to miss all of them. It is important to attend at least a couple.

There are a lot of rules to this event. Study them carefully. Since the Tug-O-War tournament is double elimination (your team is guaranteed at least two pulls), fourth place and beyond cannot be determined by simply looking at the brackets. Therefore, individual places will be determined by the length of time on the rope. Should you lose a tug, the longer you are able to keep your opponent tugging, the better your team will do in the final standings.

Obstacle Course

It's Physical Education class and a family picnic rolled into one! This event involves athletic and non-athletic employees alike. Teams will consist of 6 people, including 1 executive and at least 2 women. (A female executive fulfills two requirements!) Each team member will complete one of the following stages in the fastest possible time: hula hoop run, balance beam walk, tire run, batons in basket, corn hole toss and slalom run to finish. A successful field goal kick at the end of the course counts for an additional bonus for your team. You can't practice for this event, so bring your sense of adventure and have fun!

Basketball

This event has become a popular one. Virtually anyone can participate. Many ask us why we don't do an actual basketball tournament. Experience has told us (and we invented the game) that whenever you put a trophy in front of six or eight 35 year olds who think they are 20, along with officials on a basketball court, it tends to get ugly. We devised our current event based on the fact that it is easier to control and gets more people involved. Keep in mind the event will take place on a Friday night. Shift workers might be affected.

Golf

This is an official nine-hole scramble held at Mill Creek Park (north course). This event will go on rain or shine; it is very popular. This might be a good one to get management involved in to help gain their support.

Volleyball This Y invention is becoming more and more popular every year. Not only has the interest level increased, but so has the level of play. Many of the teams now are participating in the Y co-rec. leagues throughout the rest of the year and their skills have really developed.

Volleyball is the kind of sport that everyone thinks they know how to play, but in reality, most people do not know how to play it correctly. This is the reason we hold clinics throughout the summer. We do not play "picnic" volleyball. So, if you have never played any organized volleyball with officials, please come to the clinics. If you don't win, at least you'll look like you know what you're doing.

All volleyball matches take place the weekend before Labor Day on Sunday, August 26. Make sure your team members can devote four or five hours to playing. They may be required to play several matches. We will be using 3 courts, in 2 gymnasiums. Unfortunately, both do not have air.

The scoring is different than what you might be used to. USA volleyball has gone to rally scoring for the entire match. In rally scoring, a point is scored regardless of whether or not you served the ball. Also, remember to have alternates on hand. August is a popular time of year for vacations, and it would be awful to have your team forfeit a match because a few players were vacationing.

Bowling – Sponsored by Camelot Lanes

Bowling appeals to a wide range of individuals just as the time prediction events do. Everyone always has a great time at this event.

Youngstown Meltdown – Sponsored by Ohio Scale Systems

Teams of six will participate in a four month long weight loss competition. The goal for the team is to have the greatest total percentage of weight loss during the designated time period. A ghost weight will be in effect for any participant that is eliminated from the competition. (See the Rules Booklet for further explanation.)

Kickball Tournament – Sponsored by Youngstown State University

The Kickball Tournament is held at Harrison Common, across the street from the MVR. It is a single elimination tournament. Teams will consist of 10 players (8 minimum). Each division will be assigned a block of play time so that teams are only at the tournament for a few hours rather than all day. Due to timing and venue restraints, there are only two teams permitted per company in the tournament. See Rules and Regulations Handbook for all of the details.

Awards

We're going to keep this short and sweet. Only the top team in each division will receive an award (the "Cup") immediately following the Tug-O-War on September 8th. The winners of the Youngstown Meltdown will also be announced at this time. All other event winners will receive their recognition at the Team Captain/Sponsor Recognition Luncheon held in October.

GENERAL

Rules Committee

The YMCA has enlisted the help of dozens of individuals to help run the events. One particular group, the Rules Committee, comprised of representatives from each division have some of the toughest decisions to make during the Community Cup. It is probably the fairest, most objective group of individuals that could be assembled.

Their mission (which, by the way, they have all chosen to accept) is to revise and modify event rules each year as needed. They must also make decisions on issues not specifically addressed. Some of these decisions are not always popular. It is often a matter of making the best of a bad situation. All decisions are made only after carefully weighing all the information and evidence available based on the official rules and goals of the Community Cup.

Filing a protest is the only official way to ask the Rules Committee to investigate an incident. The decision they reach is final and cannot be appealed. To save us all some time, keep in mind that the committee has never overruled a judge's or official's decision in any event based on the observations of any participant. The judges and officials utilized are all qualified individuals who would not have made a call had they not had a reason.

Parking at Mill Creek Park

All parking will be at Wick Recreation Area. Get there early if you want to park on the asphalt. Otherwise, overflow parking will be in the lower soccer fields.

Sponsorship

The Community Cup would not be possible without the support of many community minded businesses throughout the area. Without this support, we would not have the funds necessary to run the program. There is no surplus or profit available at the end of the year. All team fees and sponsorships go directly toward offsetting the costs of running the program. If your company is interested in becoming a sponsor, we would love to talk to you! All sponsorships are tax deductible. Contact the Community Cup office at the Y for more information on the benefits and levels of Cup sponsorship.

Team Designation Definitions

Full Team: Competes in 5 or more of the 18 events. Cost is \$600.

Partial Team: Companies wanting to compete in only one, two, three or four different events can participate in the Cup at a cost of \$100 per event plus a \$50 registration fee. (Multiple teams in any one event are permitted.) These teams are not considered in points toward the Cup, but are able to place in the event itself. See the Rules & Eligibility section.

Single Event Team: In addition to a Full Team, a company may enter a Single Event Team at a cost of \$100 per event. Since a Full Team allows you to enter only one group of volleyball players, for instance, in the volleyball tournament, you may find that you have an over abundance of volleyball players and cannot use all of them on one team. Entering a single event volleyball team allows a company to enter multiple teams in that event. A company may enter as many Single Event Teams as they like at a cost of \$100 each. Single Event Teams are not considered in points toward the Cup, but are able to place in the event itself. See the Rules & Eligibility Section for further details.

In all circumstances, team members can make use of the Central Y throughout the summer and take part in any or all clinics and activities.

Trouble Shooting

Being a team captain definitely has its rewards. But it also has its fair share headaches, problems and stress! Here are a few of the situations you may run into as a captain...and some possible solutions!

Event over sign-up

Don't panic if too many people sign up for a single event. By July, you will have people drop out for any number of reasons. Encourage those still signed up for the event to attend practices. This will show who is really interested. If there are still too many participants, you may want to select team members not participating in other events, or consider adding a Single Event Team. The over-sign up will most often happen in the Walk event.

Employee Morale

Keep morale in mind always! Although everyone wants to win, try to keep as many employees involved as possible. Make them feel a part of the team. Often, these are the people who will latch on to a regular exercise routine and may very well be next year's captain!

Co-Captains

Get employees involved from all areas and departments to be event captains, volunteer chairperson, etc. This will really help share your load. For instance, find someone to coordinate all of the running events, someone else to coordinate your swimmers, etc.

Time Predictions

Make sure you've checked and verified your time predictions before you turn them in. Remember to add times together in terms of minutes and seconds, not as a decimal. For instance, 15:45 + 14:41 + 15:19 = 45:45 not 45:05.

Team Captain's Checklist

Week of the Cup

- Confirm deliveries to the park: Tents, chairs, tables, food/caterers, etc.
- Don't forget ice for your hospitality tent. There are places that deliver right to the park.
- Do you have someone to take pictures over the weekend? Video?
- Double check your roster, age requirements, substitutes and volunteers.
- Make sure all team members and volunteers have their team t-shirt and a schedule of events.
- Bring extra uniforms or team t-shirts all weekend in case someone forgets.
- Check with your cyclists. Make sure they have their helmets and their bikes!
- If you have a cell phone, bring it all weekend. Give the number to team members and volunteers in case of a problem.
- For simple cuts and scratches, it is not a bad idea to bring a first aid kit.

Conclusion

There you have it, everything you have always wanted to know about the Youngstown Area Community Cup but were afraid to ask. Obviously, there is an awful lot here to sink in. If it seems confusing, well take heart - it is! But we do not expect you to be a "pro" all at once. Little by little, it will all make sense.

There is also a lot we have probably left out. The main thing to remember is, if you have any questions about anything, call us. It is our job to make your job as easy as we can. Do not feel like you are being a pest. We will let you know when you are. Best wishes for a successful year.