



Corporate Team Guide 2019

Overview

Teams make up an integral part of Round the Bridges, so get your work mates together to compete in the Spark Corporate Challenge at Lugton's Round the Bridges 2019.

Key Information

Below are the following prices and dates for Round the Bridges 2019 (rates are GST inclusive):

ENTRY TYPE	SUPER SAVER 8 July - 31 Aug	EARLY BIRD 01 Sept - 13 Oct	FULL PRICE 14 Oct - 10 Nov	LATE ENTRIES 11 Nov - 17 Nov
Under 20's	\$10	\$14	\$18	\$28
Adults	\$20	\$29	\$38	\$48
65's & Over	\$10	\$14	\$18	\$28
Community Service Card Holders	\$10	\$14	\$18	\$28

We also have several key dates that you as a team manager will need to be aware of;

8 July 2019	Entries Open at SuperSaver rates
31 August	SuperSaver rates close at 11.59pm
13 October	Early Bird rates close at 11.59pm
20 October	Refund requests close at 11.59pm
31 October	Deadline for delivery of race numbers (Please read conditions of delivery)
31 October	Deadline for Invoicing Teams. Any entries received after this date will pay online through our registration system.
6th-13th November	If being delivered, race numbers received by 5.00pm
10 November	Online registrations close at 11.59pm

Payment Options

1. **Invoice for bulk entries:** When your company is helping with entry costs to Round the Bridges by offering a full or partial discount to staff members.

Email kevin@roundthebridges.co.nz with the following information;

- Company name
- Postal address
- Contact Name
- Contact Phone Number
- Estimate the number of entries from your team
- The contribution to your staff's entry fees, eg. 50%, 100%.

Once this information is received, we will issue you with a Team Password and a Team Coupon Code. The password is used by each entrant to link into your Team on the first page of registration. The Team Coupon is used on the last page of registration and will reduce the fee by the amount you have requested.

All invoiced Teams need to have entries completed by 5.00pm, 31st October. An invoice will then be issued for the entries received at the rates applicable (as indicated by the pricing table on page one of this guide). Payment must be received before event Number and Timing unit is issued.

Entries received after 31st October will be required to pay individually (as they enter).

* Please note: Team Coupon Codes only apply to entry fees. Any merchandise orders will need to be paid at time of entry.

2. **Staff paying for themselves**

- Staff can simply register online and join the team as part of the process (ensure staff members know your team name and password if applicable)
- Each staff member pays their entry fee individually

Lugton's Round the Bridges 2019 Refund / Transfer Policies apply to all team entries.

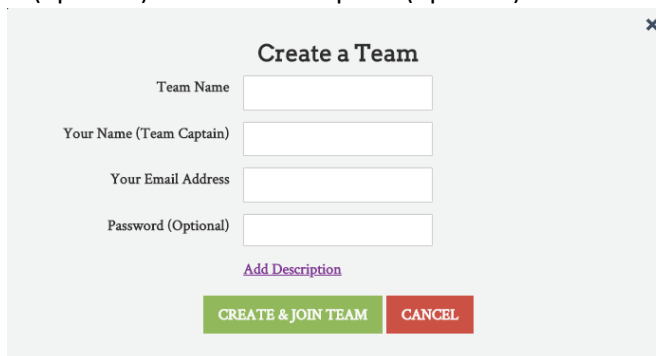
Setting up a Team

It is a simple process to set up a team for your company. Please follow the applicable steps below.

IF YOU ARE THE TEAM CAPTAIN CREATING A TEAM AND ALSO PARTICIPATING IN THE TEAM

You can simply "Create a Team" when you register yourself.

1. Visit www.roundthebridges.co.nz
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. On the first page, select the "Team" check box, then select "Create a Team"
5. Follow the prompts – fill in your Team Name, Your name (Team Captain), Your Email Address, Password (optional) and Add Description (optional). Select "Create & Join a Team"



NB: We do recommend you choose a password to protect your team, any members who want to join the team will need to enter this when registering. Choose a password that is memorable and pass this on to your teammates.

6. Select a Team Description from the options (probably "Corporate / Business Team")
7. Complete registration
8. Let your team know the team name and password so they can get involved!
9. Get your sneakers on and ready for Hamilton's most iconic running event!

IF YOU ARE THE TEAM CAPTAIN CREATING A TEAM BUT ARE NOT PARTICIPATING IN THE TEAM:

Please email kevin@roundthebridges.co.nz with the following information:

1. Team Captain Name
2. Email
3. Phone Number
4. Team Name
5. Password
6. Company payment contribution if applicable, see **Payment Options** section at the beginning of this guide for more information

We will create a team for you and let you know when it's set up. Then you can provide staff/team members the team name and password they will need to join your team when they register.

INSTRUCTIONS FOR HOW STAFF/ TEAM MEMBERS CAN REGISTER AS PART OF YOUR TEAM:

1. Visit www.roundthebridges.co.nz
2. Click the ENTER NOW button at the top of the home page
3. You will be directed to our online entry platform
4. On the first page, select the "Team" check box, then select "Join a Team". Select your team name in the drop down menu. Enter your team password (if applicable).
5. Complete the remaining sections of the registration form.
6. If you have a Team Coupon Code, enter the details and valid the code on the final page (just before payment is required).

Team Bib Delivery

We will be delivering race bibs to teams with 10+ members within the Hamilton City limits. To take advantage of this service, all team members need to have entered **before 5.00pm, Thursday 31 October 2019**.

- If you are creating a team and wish to take advantage of this service, please use your business address when setting up/editing your profile.
- Delivery will **not** include any merchandise purchases made by team members.
- No deliveries will be made until full payment of your team invoice has been received.
- Deliveries will take place between 6th and 13th November.

Team Bib Pick-Up

Any team member payments or entries received after **5.00pm, Thursday 31 October 2019** will need to pick up their race bib at one of our pre-event registration locations.

Registration Times:

Wed 13th November Registration

Time: 4.00pm - 6.30pm

Location: Hamilton City Hawks' riverside club room, Grantham Street.

Thurs 14th – Fri 15th November Registration

Time: 9.00am – 4.00pm

Location: Classic Events Office, Ruakura Research Centre ([click here for map](#)).

Sat 16th November Registration

Time: 10.00am - 2.00pm

Location: Hamilton City Council, Civic Square, Garden Place, Hamilton CBD.

Race Day - Sun 17th November Registration

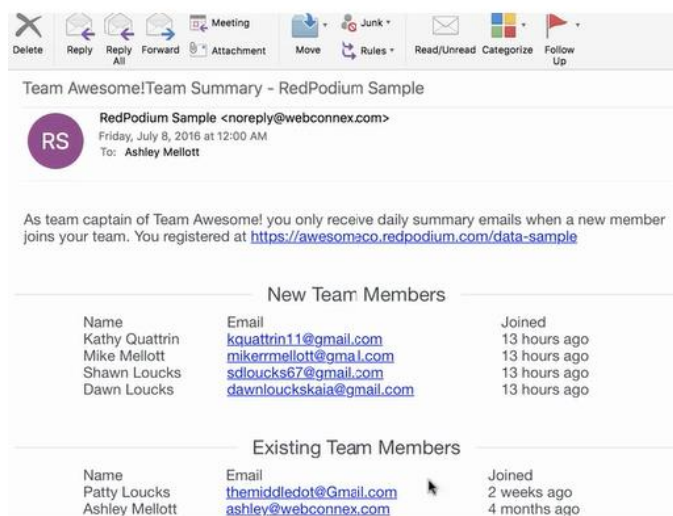
Time: 7.30am - 9.30am

Location: Hamilton City Council, Civic Square, Garden Place, Hamilton CBD.

Team Captain Daily Summary Email

Team Captains will receive a summary each day a new member joins the team (see below example).

The email will include a summary of New and Existing Team Members. It will also include a direct link to the registration form so if they wish to invite any new people to their team they can simply share the link. This daily team email will only go out on days that people join the team. If you have more than one person that would like to receive these emails, or would like a specific person that is not the team captain to receive these emails, this can easily be set up. Please email your request to kevin@roundthebridges.co.nz.



Run for a Cause

As part of our long-term vision of helping Lugton's Round the Bridges become the Waikato's largest one-day fundraising event, we're once again encouraging our participants to fundraise at the event. If you are wishing to fundraise for a charity, [the you can go to our fundraising platform hosted by Everydayhero](#). Here you are able to create your own Round the Bridges fundraising page.

Registration Hub

If you or any team member wants to make changes to entry details, do this online via our **Registration Hub**. **To set up a Registration Hub account, simply click the Registration Hub button at the left navigation of our website, or follow the link in your confirmation email.** Here you will be able to transfer distances or start zones, update personal information and/or join a team.

Hosting Sites



In 2019, we will be offering hosting sites for anyone to purchase so their family, friends and team mates can all hang out pre and post event. If your organisation is keen on taking advantage of this, you will need to get in quick to book yours as spaces are limited. You have two options when booking a site:

- **Premium Site:** Let us do all the work! A 6x6m site, consisting of: 3x6m marquee, 3x6m outdoor area, picket fencing, 2 x 1.2m round tresle tables, 1 x 2.4m tresle table and 20 chairs (will look similar to that pictured above). **Price - \$875.00 inc GST.**
- **Reserved Site:** If you would prefer to DIY your own shelter, chairs etc., this option is for you. A 6x6m space that we will reserve for you to do what you like with. **Price: \$175.00 inc GST.**

To book a hosting site, contact shaun@roundthebridges.co.nz with the following information:

Company **Name**

Contact email address

Premium or standard site

We will invoice you for your hosting site.

When purchasing a site, please be aware that you and/or your guests will be liable for any damage to the site that you and/or your guests may cause. *If you would like to purchase any additional equipment e.g. BBQ, extra tables/chairs or have any queries, contact Classic Events.*

Benefits of a Corporate Team

Bragging Rights

Since its inception, Lugton's Round the Bridges Spark Corporate Challenge has been a key component of the Lugton's Round the Bridges event.

We want to see all our local businesses challenging Waikato DHB for the title this year. How you ask? It's pretty easy. Simply register as a corporate team, and have at least four team members. If you have more, don't worry! The trophy is decided by the **accumulative times of your fastest four team members**.

If you aren't too fussed about competing against other businesses, how about some friendly office rivalries? Post-event, you will be able to easily see how you stacked up against your colleagues. Results for your team will be grouped together, and all you will need to do is search your team's name to see who registered the best times!

Staff Morale

Not keen on the competitive aspect? Lugton's Round the Bridges is a great and affordable way to get the team together outside the confines of the office. With Hosting Site packages on offer, as well as plenty of course and event base entertainment, the whole crew will be able to have a laugh and enjoy the scenic roads and paths lining the Waikato River.

Spark Corporate Challenge Winner

The fastest four team members' finish times will be combined and measured against every other business team. The team with the lowest combined finish time will take home the coveted Spark Corporate Challenge Trophy (as well as the bragging rights of being the swiftest business in Hamilton!).

The first 4 finishers in the winning team will each receive complimentary entry into next year's event, \$200 worth of Thermatech sportswear and a fantastic Spark prize pack with Spark Towel, Spark Cooler Bag, Spark Drink Bottle, Spark Note Book, Spark Pen and Spark Flash Drive.

FAQ's

Our company will be covering the cost of all our team members. How do we do this?

This needs to be arranged with the Lugton's Round the Bridges team. Please see the **Payment Options** section at the beginning of this guide. Contact kevin@roundthebridges.co.nz.

Are we able to be invoiced for our team instead of paying online?

Yes. To do this, please email kevin@roundthebridges.co.nz and we will set your team up with a designated coupon code which your members can use to join your team without having to make payment. We will track these entries and invoice you for all entries using this coupon code. Please see the **Payment Options** section at the beginning of this guide.

When is team payment required?

For teams wanting to be invoiced, entries close 5.00pm, 31st October. A 7-day invoice will be issued soon after, and payment is required before Race Number and Timing Units are released.

Someone registered but didn't join our team. They now want to be added, is this possible?

Absolutely! Simply email kevin@roundthebridges.co.nz with your team name and the name of the registered participant you wish to add and we will do this for you.

One of my team members wants to change their start group/distance. Can they do this?

1. Start zone transfers can be completed via the online **Registration Hub**. Start zone transfers can only be made online before midnight, Sunday 20 October 2019. After this deadline, any start zone changes must be made at the change of entries desk at Event Registration. There is no fee associated with changing your start zone.
2. Distance transfers between 6km & 12km categories may be completed via the online **Registration Hub**. Distance transfers can only be made online before midnight, Tuesday 12 November 2019. After this deadline, distance transfers must be made at the change of entries desk at Event Registration. There is no fee associated with making a distance transfer.
3. Distance transfers between the Kids Challenge to either the 6km or 12km categories must be completed at Registration. An additional cost will apply.

Will all the team's race bibs be delivered prior to the event?

- Yes, all team members that have been registered and **successfully paid for by 5.00pm, Thursday 31 October 2019** will have all race bibs delivered. Deliveries will take place between 6th and 13th November.
- Any team members registered after this date will need to collect their race number at one of our pre-event registration locations.

All of our team members have registered for different distances and/or start groups. Can we race together?

No. Everyone must race in their registered race and start zone.

Some of our team members decided to pull out at the last minute before the event. Can we be reimbursed for their entry?

No. All participants acknowledge the Refund Policy upon entering the event, which states that any and all refund requests must be received prior to **9.00am, Sunday 20 October 2019**. These requests will incur a \$5 administration fee. There are no refunds after this time.

