



Team Information  
2010

April, 2010

Re: OROC® OutRun Ovarian Cancer  
Event - 5K Race/Walk and 1-Mile Family Fun Run  
Date - Saturday, August 28, 2010  
Location - Rock and Roll Hall of Fame and Museum, Cleveland

Dear Team Captain:

Welcome to our seventh annual OROC 5K Race/Walk and 1-Mile Family Fun Run . We are back at the Rock and Roll Hall of Fame and Museum® and with over 2,500 participants we are one of the top 5K races in the area. Did you know that OROC has contributed more than \$450,000 toward ovarian cancer research, awareness and education in Northeast Ohio? Team support is critical to OROC and its efforts to raise funds. By encouraging family, friends and co-workers to participate in the event, you are helping make a difference in the lives of those who may be impacted by this disease.

We prepared this packet to help you plan for the OROC 5K Race/Walk and hope that it provides all of the information that you need to put together a successful team. As a first step, we recommend that you contact Nick Swingos at Hermes Sports & Events to verify your contact information as the team captain and to answer any questions you may have about the team registration process. Nick can be reached via email at **[nswingos@hermescleveland.com](mailto:nswingos@hermescleveland.com)** or at **216.623.9933**.

Thank you again for taking this initiative on behalf of OROC. Your dedication as a Team Captain makes it possible for us to fulfill our mission of creating an active community of hope in the quest to conquer ovarian cancer through awareness, education and early detection.

Kind Regards,

Kathy Matthews,  
Team Coordinator

## TEAM CAPTAIN CHECKLIST AND SCHEDULE

1. **CreateYourTeam..... Now**
  - Email Nick Swingos at Hermes Sports & Events at [nswingos@hermesccleveland.com](mailto:nswingos@hermesccleveland.com) or call 216.623.9933 to verify your contact information as the team captain and to answer any questions.
  - Publish instructions for registering your team (Attachment A should get you started)
  - If applicable, ask your employer if there is a matching program available for donations and whether or not employees can be sponsored.
2. **Register Your Team..... Now until August 6**
  - When you know you have at least eight participants, you officially have a team!
  - Register your team online at [www.hermescleveland.com](http://www.hermescleveland.com)  
Go to link: "Click here to register" and then "TEAM CAPTAINS-CREATE YOUR TEAM"  
Complete all information, including username and password
  - Manage your team online at [www.active.com/active](http://www.active.com/active)  
Enter team captain username and password  
Go to link: "TEAM HOME"
3. **Complete Mail-In Registration Process..... August 6**
  - Team participants complete the Registration Form (Attachment B)
  - Team participants submit Registration Forms and Fees to you (not Race Office)
  - You complete the Team Roster (Attachment C)
4. **Mail to Hermes..... August 10**
  - Submit the Registration Forms, Team Roster, Registration Fees and any other pledges/donations to Hermes Sports & Events
5. **Complete Online Registration Process..... August 17**
  - Team participants register and pay online at [www.hermescleveland.com](http://www.hermescleveland.com)  
Go to link: "Click here to register" and then "Register Now"  
Select "Team Registration"  
Pick your team from the drop-down menu  
Enter all information and pay via credit card
6. **Verify Packet Pick Up Plans..... August 20**
  - Email Nick at [nswingos@hermesccleveland.com](mailto:nswingos@hermesccleveland.com) to let us know if you will be picking up race packets as a team or as individuals
7. **Pick Up Race Packets at Dick's Sporting Goods..... August 25/26**
  - Go to [www.oroc.org](http://www.oroc.org) for locations and times
8. **Have Fun at The Race..... August 28**
9. **Collect Pledges and Mail to Hermes..... Now until September 30**
  - Submit pledges with Pledge Form (Attachment D) to Hermes at 1624 St. Clair Avenue, Cleveland, Ohio 44114

(A)

## MEMORANDUM TEMPLATE

To: All Employees

From: Human Resources

Date: April, 2010

Re: OROC® OutRun Ovarian Cancer  
5K Race/Walk and 1-Mile Family Fun Run on Saturday, August 28, 2010

---

This year, 28,000 women will be diagnosed with ovarian cancer. Unfortunately, 14,000 who have been battling the disease will die. Ovarian cancer research and early detection can save lives. To date, OutRun Ovarian Cancer (OROC) has contributed more than \$450,000 toward ovarian cancer research and education in Northeast Ohio.

To support this worthwhile cause, ABC COMPANY is forming a team to join the OROC 5K Race/Walk. We hope that you will consider either signing up to join our team or pledging money to our team participants. This year's race will be returning to Cleveland's Rock and Roll Hall of Fame and Museum on Saturday, August 28th. The event will feature live entertainment at the race site and along a rockin' 5K course. There will be activities for the whole family including a 1-Mile Family Fun Run, a craft tent, face painting, games and more. All participants will receive a commemorative t-shirt and bag. Great prizes and post-race refreshments will also be available.

There are two ways you can register to join the ABC Company team:

**By Mail:** Call the "Team Captain" for a registration form. Complete the form.  
Don't mail it in - return it to your "Team Captain" with your registration fee. **Deadline is August 6.**

**Online:** Go to the OROC Race Website at [www.hermescleveland.com](http://www.hermescleveland.com).  
Go to "Click here to register" and then "REGISTER NOW" and select "Team Registration."  
Find our team name in the drop-down Menu - it's ABC COMPANY - and then enter our team password - ABC. Complete all required information and pay your registration fee via credit card. **Deadline is August 17.**

We will distribute more detailed information regarding our team as we approach Race Day. Until then, please do not hesitate to call me if you have any questions.

(B)

## TEAM REGISTRATION

### Course

Race starts and finishes at the Rock and Roll Hall of Fame and Museum® downtown Cleveland.

### Race Schedule

7:15 a.m.	Race Day Registration
7:50 a.m.	Celebration Rally
8:30 a.m.	Survivors' Tribute
8:50 a.m.	Survivor Group Photo
<b>9:00 a.m.</b>	<b>5K Race Start</b>
<b>9:05 a.m.*</b>	<b>1-Mile Family Fun Run Start</b>
10:00 a.m.	Dick's Sporting Goods Awards Ceremony

\*Please note, new start time for Family Fun Run.

### Entry Fees

\$22 before 8/24/10  
\$15 for kids (ages 10 and under)

### 5K Awards

Top male and female overall finishers, and three deep for men and women in the following age groups: 9 and under, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60+. New this year, 5K participants will be using disposable timing chips for quicker, more accurate results.

All participants will receive a commemorative t-shirt and bag.

Mail-in registration deadline is August 6, and online registration closes at midnight on August 17.

**For more information or to register online contact:**

**Hermes Sports & Events**

**[www.hermescleveland.com](http://www.hermescleveland.com) or 216.623.9933**



## Team Registration

Team Name \_\_\_\_\_ Team Captain \_\_\_\_\_

Indicate Event: 5K \_\_\_\_\_ 1-Mile \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age on Race Day: \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

In consideration of your accepting this entry, I hereby for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against OROC, Hermes Sports & Events, City of Cleveland, their representatives, successors, and assigns for any and all injuries suffered by me in said event. I further attest that I am physically fit and have sufficiently prepared for this event. I will additionally permit the free use of my name and/or picture in OROC publications or in any news coverage, and give my permission for the administration of medical aid in case of emergency.

Signature \_\_\_\_\_  
(parent's if under 18 years)

Circle t-shirt size: Youth - S M L Adult - S M L XL XXL

I am an ovarian cancer survivor: # of years? \_\_\_\_\_ I would like to make an additional donation to OROC of \$ \_\_\_\_\_

**Registration checks are payable to Hermes Sports & Events. All donation checks should be made payable to OROC.**

**Return completed registration form, entry fee and any donations to your Team Captain by August 6, 2010**

[www.oroc.org](http://www.oroc.org)



