

CORPORATE CHALLENGE COMPANY COORDINATOR



2026





OPERATION MANUAL

COMPANY COORDINATOR

HOW THE GAMES WORK

- ◆ Businesses compete within a division of companies of similar size. Divisions vary from year to year according to the number and size of teams entering Corporate Challenge.
- ◆ Each company selects a Company Coordinator as the liaison between the company and the Corporate Challenge office.

DIVISIONS AND TEAMS

Teams are composed of employees from the various submitted corporate entities, either public or private. Three divisions of competition have been established to ensure that each company competes on an equal basis with other companies that have a similar number of employees. Small businesses may join together to form an aggregate “company” of up to 150 employees.

RESPONSIBILITIES OF THE COMPANY COORDINATOR

They handle company registration, attend Corporate Challenge Coordinator meetings, and select team captains.

RESPONSIBILITIES OF THE TEAM CAPTAIN

They prepares the team to play, secure practice times, coordinates practices with individual work schedules, and assures that the team is on time for each event.

NUMBER OF TEAMS IN EACH DIVISION

A = _____; B = _____; C = _____

PARTICIPANT REQUIREMENTS

- ◆ Minimum age is 18
- ◆ Must not be attending high school
- ◆ Work at least 20 hours per week
- ◆ Work in the Southern Nevada metropolitan area
- ◆ A player cannot participate for more than one team regardless of work situation

Retirees may compete for the company from which they retired. They must carry photo identification plus a letter on official company stationery stating:

- ◆ That they are retired
- ◆ The date of retirement
- ◆ The length of employment with the company
- ◆ Participant identification

Participants must carry proof of employment at all times. Acceptable identification is either a work photo identification card, business card, a current paycheck stub AND your driver's license.

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POINT SYSTEM

Individual points determine the winning team in an event. Only the six teams in each event receive team points. Team points determine team standings. In the case of a tie, points are divided.

- ◆ 10 points for 1st place
- ◆ 8 points for 2nd place
- ◆ 6 points for 3rd place
- ◆ 4 points for 4th place
- ◆ 3 points for 5th place
- ◆ 2 points will tie for 5th place
- ◆ 1 point for 6th place

In the event that there is a tie for fifth place, each team will receive two points and no points will be awarded for sixth place.

BONUS POINTS

Companies can earn bonus points for:

- ◆ Attending the Company Coordinators meeting
- ◆ Attending Captain's meeting
- ◆ Participating in the Torch Relay
- ◆ Participating in the Helldorado parade
- ◆ Participating in the Executive Relay
- ◆ Participating in the UBS Blood Drive
- ◆ Participating in the American Red Cross
- ◆ Participating in the Volunteer System
- ◆ Participating in the Mayor's Health Initiative Walk
- ◆ Participating in the Charity Challenge

MEDALS

The individual or team who places first, second, or third receives a gold, silver or bronze medal at the end of each event.

TEAM PLAQUES

The winning team of each event receives a plaque at Closing Ceremonies.

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TEAM TROPHIES

The top three teams in each division receive a trophy at Closing Ceremonies.

VERIFICATION OF EVENTS

Submit the verification of events form by Feb. 13 and the latest turn-in date is Feb. 20. We use this form for scheduling and bracketing. If the information is incorrect or late, your team may be ineligible for specific events.

TEAM ROSTERS

A team roster must be submitted for certain events and this form must be typed. Be sure to include the name of the team captain. If the team captain is also a player, he/she must also be listed on the roster. You will find a list of rosters for the particular events on lasvegasnevada.gov/corporatechallenge.

WAIVERS

Each participant must complete and sign a waiver at the time they register for events.

TEAM SUPPLIES

Teams must supply their own uniforms and equipment, unless stated otherwise in the Corporate Challenge Handbook. Teams must also provide water or supplemental drink for their athletes in the outdoor events, i.e., 5k Run, Walk Race, Bike Race, etc.

UNIFORMS

- ◆ The team sports (i.e., basketball, softball, soccer, flag football) shall wear the same shirts with permanent numbers, 6"-8" high on back or front. (No tape or stick ons, etc.) Sleeve print can be 4" high.
- ◆ Table tennis participants must wear darker shirts. White, beige, or ash gray shirts are not allowed.
- ◆ Golf participants must wear a collard shirt

CHECK-IN

Team captains are responsible for checking in their team with the Event Coordinator 20 minutes prior to the start of an event, unless stated otherwise in the Corporate Challenge Handbook.

SUBSTITUTION

Any employee who meets the participant requirements and has signed a waiver may compete.

PROTESTS

All protests must be submitted in writing and accompanied by a \$25 filing fee. This filing fee is refunded if the protest is allowed. A protest can be filed on a question of the eligibility of an opponent or other game rules. Protests based solely on judgment calls are not accepted. (On judgment calls, the referee's or judge's decision is final.)

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VITALANT

Every company in Corporate Challenge is invited to participate in sponsoring Blood Drives. The company in each division who compiles the most donations will receive trophies from Vitalant at the Closing Ceremonies. Each company who participates in the blood drive will also earn a bonus point.

Anyone can contribute towards the company's total donations...employees, friends, relatives, neighbors, etc. (Donors must identify what company is to receive credit at the time of their donation.) The contact information is ndewey@vitalant.org or **702.808.9732** or to schedule appointments call **877.827.4376**.

AMERICAN RED CROSS

Every company in Corporate Challenge is invited to participate in sponsoring Blood Drives, Disaster Preparedness, Volunteer and Special Events. The company in each division who compiles the most donations will receive trophies from ARC at the Closing Ceremonies. Each company who participates in the above mentioned activities will also earn a bonus point. For blood drives, contact **702.522.4000** or **702.791.3311**.

WHERE TO PRACTICE

In the Corporate Challenge Handbook you will find a list of facilities that you might contact for practice times. Corporate Challenge does not provide any practice times or facilities.

RESULTS

The results are posted the day after an event except on weekends when the results are posted that following Monday on the city of Las Vegas Corporate Challenge website.

VOLUNTEERS

Volunteers are essential for Corporate Challenge to run. It is highly requested that your company helps in providing volunteers at the various events. All volunteers must sign the "volunteer sign-up form" and the "volunteer participant unconditional waiver" to participate. These forms can be emailed to **Jordyne Duncan** at ccvolunteers@lasvegasnevada.gov. She can also be reached by phone at **702.229.5182**. Volunteers will earn (.25) bonus point per person with a one-hour volunteer service minimum, per event with a maximum of 10 bonus points earned.

CHARITY CHALLENGE

By donating 10 hours of your time to the charity of your choice, you can earn (1) bonus point for your company. You may combine your hours with coworker's hours to equal the 10 hours. Maximum of (20) points per company may be earned. The charitable organization must sign off on a provided CC form for all volunteers hours donated. Remember this is to benefit a local charity and for a good cause.

Email forms to **Andrea Anzalone** at aanzalone@lasvegasnevada.gov.

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LIGHTING OF THE CAULDRON

The person who received the “person of the year” from the previous year will light the cauldron for the upcoming year.

SPECIAL AWARDS

- Person of the Year

If you have someone on your team, a volunteer or coordinator that goes above and beyond to make Corporate Challenge the best it can be, you can nominate him/her for the Person of the Year.

◆ VOLUNTEER OF THE YEAR AWARD

The individual who contributes the most time to help with Corporate Challenge will receive the “Volunteer of the Year” award at Closing Ceremonies.

◆ DIRECTOR'S SPORTSMANSHIP AWARD

The recipient of this award is not necessarily the team with the most points, but the team that best exhibits sportsmanship, cooperation, spirit and team work throughout the games. The event coordinators select the winner by awarding points to each team, based on several factors, including:

- Attendance at meetings
- Wearing uniform with dignity
- Fielding a full team for each event
- Promptness and readiness to play
- Participation of all team members in the events
- Respect shown to the officials and opponents
- The winner will receive a trophy at Closing Ceremonies

◆ BEST JERSEY

If you are proud of your team jersey and wear it with pride then submit it to the Corporate Challenge Team Jersey Contest. One will be chosen from each division. Additional information will be given out at the events and throughout the games.

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PAPERWORK

Please pay attention to all due dates on the paperwork.

- ◆ Verification of Events – Due Feb. 13
- ◆ Captains List – Due Feb. 13
- ◆ List of companies that make up one team – Feb. 20

CONTACTS

In your packet I have provided you with a list of contact numbers for the event coordinators. A majority of Corporate Challenge information is conveyed through email. It is imperative that I have all of the company coordinators correct email address. Within the next week I will email everyone to make sure that the email address that was provided is correct

REMINDERS...

TORCH RELAY

Corporate Challenge has several ceremonies pattered after the Olympics. One of them is the Torch Relay. The relay starts with the lighting of the torch as a selected sited. From there the torch is routed throughout the community to gather as much public exposure as possible. The torch is then used to light the cauldron at Opening Ceremonies to declare the opening of the games.

The route is carefully planned, taking into consideration the time of day and traffic patterns. All hand-off points are designated to be convenient and safe. We invite all the companies participating in Corporate Challenge to be a part of this symbolic opening of the games.

If you wish to participate, indicate on the Verification of Events form and submit to the Corporate Challenge Coordinator by Feb. 13. At the first team captains meeting (Feb. 18) your company can choose the specific leg that you prefer to run. A bonus point will be given for running a leg of the relay.

OPENING CEREMONIES

If your company plans on bringing a booth or tent for your employees, you must notify Andrea Anzalone by Feb. 20. We will map out where your team location will be at the Opening Ceremonies hosting site. Opening Ceremonies will take place at 6 p.m. directly before the Executive Relay.

PARADE OF BANNERS

We are not going to do our tradition Parade of Banners this year as Opening Ceremonies. Participation in the Helldorado Parade will take the place of the Parade of Banners. This is a chance to show off your team by bringing company banners, giveaways, etc. for the parade.

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NATIONAL ANTHEM

We are looking for someone to sing the National Anthem. Our 15th Annual Corporate Challenge Idol competition will be held Feb. 19 at Dula Gymnasium from 5:30-7 p.m. If you know someone who loves to sing, please inform them of the tryouts. Contestants must be employed by the company they are representing. Reservations for try outs are required. Please notify Andrea Anzalone by phone or email to reserve your spot. Time slots are limited.

EXECUTIVE RELAY

The Executive Relay begins at 6:30 p.m. This is an opportunity for the “upper echelon” to win the first medals of the CC games. Presidents, VP’s, managers, etc. can demonstrate their athletic ability in a variety of specially designed activities (much like a relay race). 5-6 individuals are needed. You must mark the space on the “verification of events” form.

CLOSING CEREMONIES

Ceremonies are on May 16 and will begin at 9 a.m. at Lorenzi Park. We will be presenting the awards (plaques, trophies and t-shirt winners). We also will be hosting a chili cook-off and dessert bake-off. More details will be provided throughout the season.

MISCELLANEOUS ITEMS

- ◆ Send me a list of all the companies that make up your team
- ◆ One person from your company can play in more than event
- ◆ If an employee is employed by more than one company in the CC games, they must only play for one of the teams throughout the entire season

MEETINGS

CITY COORDINATOR MEETING

WEDNESDAY, JANUARY 28 • 2 P.M.

DULA COMMUNITY CENTER, 451 E. BONANZA ROAD

COMPANY COORDINATOR MEETING

THURSDAY, FEB. 12 • 6:30 P.M.

DULA COMMUNITY CENTER, 451 E. BONANZA ROAD

FIRST TEAM CAPTAIN MEETING

WEDNESDAY, FEB. 18 • 6:30 P.M.

DULA COMMUNITY CENTER
451 E. BONANZA ROAD

Events Represented:

- 8-Ball
- Biggest Winner
- Dodgeball
- Executive Relay
- Helldorado Parade
- Opening Ceremonies
- Range Shooting
- Racquetball
- Softball
- Torch Relay
- Track & Field
- Trivia Challenge

SECOND TEAM CAPTAIN MEETING

WEDNESDAY, MARCH 18 • 6:30 P.M.

DULA COMMUNITY CENTER
451 E. BONANZA ROAD.

Events Represented:

- 5-K
- Archery
- Bike Race
- Bocce
- eSports
- Flag Football
- Golf
- Indoor Volleyball
- Outdoor Volleyball
- Skeet Shooting
- Soccer
- Swimming
- Table Tennis
- Tennis
- Trap Shooting
- Walk Race

THIRD TEAM CAPTAIN MEETING

WEDNESDAY, APRIL 15 • 6:30 P.M.

DULA COMMUNITY CENTER
451 E. BONANZA ROAD.

Events Represented:

- Axe Throwing
- Badminton
- Basketball
- Bowling
- BPong
- Chess
- Closing Ceremonies
- Cornhole
- Curling
- Horseshoes
- Kickball
- Mayor's Walk
- Pickleball



REQUIREMENTS

ELIGIBILITY

WHO'S ELIGIBLE TO PARTICIPATE IN CORPORATE CHALLENGE?

- ◆ Full time employees
- ◆ Part time employees
- ◆ Retired employees

FULL/PART TIME EMPLOYEES:

Proofs of employment (MUST have ONE of these)

- ◆ Work ID with photo
- ◆ Business card with photo ID
- ◆ Paycheck stub with photo ID (must be current)
- ◆ Insurance card with employer name and photo ID

RETIREES:

- ◆ Must bring a picture I.D. and a letter on company letterhead stating that he/she has retired from the company he/she is representing.

THESE RULES ARE ENFORCED TO KEEP COMPANIES HONEST AND TO MAINTAIN AN EQUAL PLAYING FIELD!

ROSTERS

Rosters are **NOT** required for all events; however there are a select few that require the names of participants. Please make sure you fill out rosters for the following events at least two weeks prior to the event. The rosters are to be filled out on-line lasvegasnevada.gov/corporatechallenge, by selecting the specific event, the roster will pop up. After you complete the roster, make sure you click submit and it will come directly to Andrea Anzalone's email account.

EVENTS (REQUIRING ROSTERS):

- ◆ 5K Run
- ◆ Basketball
- ◆ Bike Race
- ◆ Swimming
- ◆ Track & Field
- ◆ Walk Race

VOLUNTEER PARTICIPANT

UNCONDITIONAL WAIVER

Corporation: _____ Division: **A B C**

Participant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

Sex: **F M** Date of Birth: _____ / _____ / _____ Age: _____

I, the undersigned, hereby request permission to enter into land or facilities operated by the city of Las Vegas and all other sponsored event locations used in the city of Las Vegas Corporate Challenge for the purpose of engaging in duly authorized and approved leisure activities. I agree to play for the above-named corporation in accordance with all the rules and regulations that have been read and understood by me. I further recognize that I may obtain a copy of these rules and regulations by written request to the Department of Park, Recreation & Cultural Affairs, 451 E. Bonanza Road, Las Vegas, NV 89101.

In executing this unconditional waiver, I state that my attendance and participation in the stated city of Las Vegas Corporate Challenge is voluntary. I am familiar with the premises in which the activities in which I will participate will be conducted and know the risks and dangers involved in such activities. I assume all the risks of injury to my person and property that may be sustained in connection with the stated participation in and about the premises.

In consideration of the permission granted to me to enter the premises and the privilege of participation in the recreational activities, I hereby, for myself and my heirs, administrators and assignees, release, remiss, waive, and discharge the city of Las Vegas, the Las Vegas Department of Park, Recreation & Cultural Affairs, its sponsors, agents, employees, representatives or officials from all claims, demands, action and causes of my action of any sort for injury sustained to my person and property during my presence on the premises and my participation in the activities due to negligence or any other fault. This indemnity shall survive my participation in this sports program.

I acknowledge that the city of Las Vegas and other sponsors are under no obligation to place such premises in any other condition than the same that now exists as to insure my safety while I am therein or theron and that the city of Las Vegas does not carry any liability coverage that would apply to any injury that I might sustain by means of participation in such activities.

Participant's Signature: _____ Date: _____

NOTE:

Be sure to scan form and email to ccvolunteers@lasvegasnevada.gov

COMMUNITY SERVICE TRACKING

Participant Name: _____ Program Name: _____

Team Name: _____ Company Coordinator: _____

TOTAL HOURS

By donating 10 hours of your time to the charity of your choice, you can earn (1) bonus point for your company. You may combine your hours with co-workers' hours to equal the 10 hours. Maximum of (20) points per team may be earned. The charitable organization must sign off on this form for all volunteer hours donated. Remember, this is to benefit a local charity and for a good cause. The Charity Challenge is based off the "honor system" and there should be no cheating, please.

Please submit this form to your Company Coordinator when 10 hours are complete. Company Coordinators will then turn in all Charity Challenge Tracking Sheets to Andrea Anzalone no later than May 8, 2026 to earn bonus point(s). Email anzalone@lasvegasnevada.gov

PARTICIPANT'S UNCONDITIONAL WAIVER

I, the undersigned, hereby request permission to enter onto land or facilities operated by the city of Las Vegas and all other sponsored event locations used in the city of Las Vegas Corporate Challenge for the purpose of engaging in duly authorized and approved leisure activities. I agree to play for the named corporation in accordance with all the rules and regulations that have been read and understood by me. I further recognize that I may obtain a copy of these rules and regulations from the event coordinator or by written request to the Department of Parks, Recreation and Cultural Affairs, 451 E. Bonanza Road, Las Vegas, NV 89101.

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In consideration of the permission granted to me to enter the premises and the privilege of participation in the recreational activities, I hereby, for myself and my heirs, administrators, and assignees, release, remiss, waive, and discharge the city of Las Vegas, Dept. of Parks, Recreation and Cultural Affairs its sponsors, agents, employees, representatives or officials from all claims, demands, action, and causes of my action of any sort for injury sustained to my person and or property during my presence on the premises and my participation in the activities due to negligence or any other fault. This indemnity shall survive my participation in this sports program.

I acknowledge that the city of Las Vegas and other sponsors are under no obligation to place such premises in any other condition than the same that now exists as to insure my safety while I am therein or thereon and that the city of Las Vegas does not carry any liability coverage that would apply to any injury that I might sustain by means of my participation in such activities.

CORPORATE CHALLENGE EVENT: _____ **EVENT DATE(S):** _____

1) Name: _____ Signature: _____

Company: _____ Business phone: _____

2) Name: _____ Signature: _____

Company: _____ Business phone: _____

3) Name: _____ Signature: _____

Company: _____ Business phone: _____

4) Name: _____ Signature: _____

Company: _____ Business phone: _____

5) Name: _____ Signature: _____

Company: _____ Business phone: _____

6) Name: _____ Signature: _____

Company: _____ Business phone: _____

7) Name: _____ Signature: _____

Company: _____ Business phone: _____

8) Name: _____ Signature: _____

Company: _____ Business phone: _____

9) Name: _____ Signature: _____

Company: _____ Business phone: _____

10) Name: _____ Signature: _____

Company: _____ Business phone: _____

REFEREE PRICE LIST

- ◆ **BASKETBALL:** \$24 per game (\$12 per team). Minimum of 2 games and max 6 games.
- ◆ **FLAG FOOTBALL:** \$60 per game (\$30 per team). Minimum of 1 game and max 5 games.
- ◆ **GOLF:** \$47 per person for green fees. A credit card must be on file at the golf course for no shows.
- ◆ **INDOOR VOLLEYBALL:** \$24 per game (\$12 per team). Minimum 2 game and max 7 games.
- ◆ **KICKBALL:** \$26 per game (\$13 per team). Minimum of 1 game and max 5 games.
- ◆ **RANGE SHOOTING:** \$18 per person
- ◆ **SKEET SHOOTING:** \$20 per person
- ◆ **SOFTBALL:** \$26 per game (\$13 per team). Minimum of 2 games and max of 5 games.
- ◆ **SOCCER:** \$50 per game (\$25 per team). Minimum of 2 games and max of 5 games.
- ◆ **TRAP SHOOTING:** \$20 per person



FOR MORE INFORMATION:

City of Las Vegas
Dept. of Parks, Recreation and Cultural Affairs
Las Vegas Civic Center, 525 S. Main St., Las Vegas, NV 89101
lasvegasnevada.gov/corporatechallenge

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Corporate Challenge Events/Staff Coordinator
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Email: jwinder@lasvegasnevada.gov



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lasvegasnevada.gov
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lasvegasparksandrec.com