



NSW
**Corporate
Games®**

Corporate Team Handbook 2019



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Corporate Team Handbook

The **NSW Corporate Games** is an effective and fun way to build team spirit, pride and fitness in the workplace.

This Corporate Team Handbook may be used to:

- Create interest or increase participants on your team
- Generate company support for the team
- Provide a reference for important details on the events and procedures of the Games
- Provide the basic information needed to build a successful, cohesive and happy team

Always remember the Games staff is ready to help.



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Marks Key Information



Features of the Games

The Games has been founded to encourage companies to support their employees' pursuit of fitness and a more active lifestyle and enjoy the accompanying health and team building benefits.

- Australia's largest annual multisport championship
- **You don't have to be an employee to be on a team**
- There is no limit (minimum or maximum) to the number of persons representing an organisation
- Open to all businesses and organisations – large and small
- Open to all ages and ability levels
- Participants are encouraged to wear the uniforms of their organisation

Games History

The first *World Corporate Games* held in San Francisco in 1986 was organised by Australian Dr Maureen Johnston. Sydney hosted the first *Australian Corporate Games* in 1993 where 1200 participants competed. The Games expanded in 1997, first to Melbourne then in 2000 to Brisbane. Corporate Games are now held in Sydney, Melbourne, Brisbane.

Games in Australia

- Nearly 15,000 participants compete across all Games annually
- Over 170,000 overall representing 3000 organisations have entered
- 19th **Queensland Corporate Games**, Brisbane 17-19 May 2019
- 27th **Australian Corporate Games**, Melbourne 22-24 Nov 2019
- 16th **NSW Corporate Games** Sydney 11-13 Oct 2019
- Largest team to date is Queensland Government with 1886 athletes
- Charities have raised over \$700,000 through the Games
- All the above Games are affiliated with the Worldwide Corporate Games Community





The Corporate Team Leader is the person who ultimately organises the various elements of getting a team into the Games. This handbook contains many ideas on achieving this goal.

Spread the Workload

Appoint Sport Team Leaders

Natural sport leaders will emerge when they learn their sport is on the Games Programme. These leaders encourage others in their sport to become involved and help in the planning.

- Sport Leaders can be responsible for compiling entries and handling sport specific enquires.
- Determine who the keen sports enthusiasts are and consider appointing them Sport Leaders for each sport.
- Sport Leaders may be allocated in each department or division.
- Have your Sport Leaders contact the Games Office on specific sport questions.

Other Support

Social and/or Sport Clubs are a source of support (some companies have gym or fitness centres with coordinators).

Ask non-sporting employees to be part of the team to help:

- Organise uniforms
- Collate Entries
- Arrange social functions

Point of Contact

Regularly publicise your Sport Leaders names so interested participants can make contact easily. See 'Spread the News'.





Gaining Managerial Support

Managerial support is very important

Your strongest allies in the organisation should be those with the responsibility for the welfare of employees.

The most likely supporters come from the heads of Human Resources, OH&S, and Corporate Affairs, or from your Wellness Program director.

Your Managing Director may also be a great ally in creating team spirit.



Benefits of Participation

The organisation must see direct benefits. These include:

- Creation of employee confidence, loyalty and team spirit ('esprit de corps')
- Improved staff relations
- Improved internal and intra-staff communication
- Integration of staff from every level in an organisation from senior management to trainees
- Increased staff fitness and enhancement of existing employee health and fitness programs
- Growth of pride and unity in participating divisions, departments and sections
- Increased productivity and enthusiasm for work
- Reduced absenteeism
- Increased public awareness of the organisation's people, products and services
- Opportunities for new contacts and expanded business
- Opportunity to win one of the Games Awards
- Opportunity to institute incentive programmes
- Opportunity for Public Relations and Marketing departments to capitalise on staff and client participation in the Games

The enthusiasm the Games creates is substantial and leads to an experience that is both memorable and rewarding for the organisation.

Who can be on Your Team

Participation

- From junior employee to CEO the *Corporate Games* is open to all.
- No minimum performance standard is required.
- A team may be of any size.
One person in a single sport may constitute a team or a team may have many participants in several sports.
- An organisation may enter more than one team in an event.
- It is open equally to both sexes.
- Age Competition Classes cater for people from under 30 to over 60 years.



Who can be on Your Team (continued) Eligibility

- A participant is not required to be an employee but should be approved by the organisation. Colleagues, clients, retirees, spouses, friends, relatives, full or part-time staff, associates or partners are all eligible.
- A participant may represent only one organisation throughout the Games.
- In doubles, relay or team competition all members must represent the same organisation.
- In 'Team Sports' a participant may only enter one Event and play on one team per sport **(ie you can't play on both the men's and mixed team in a sport)**.
- There are no monetary prizes for winning and no distinction is made between professional and amateur participants.

Creating Interest in Your Organisation

Enthusiastic 'everyday athletes' exist at every level in the workforce.

Spread the News

- Your Communications or Human Resources department can help inform all areas of your organisation.
- Use bulletin boards in the cafeteria, the Fitness Centre or staff rooms. Download the Brochure from the website
- E-mail is great for initial indications of interest and information updates.
- Sports Clubs will find the Games a great way to increase enthusiasm and offer challenges.
- Consider setting up your own Games web site
An Intranet is a fast and efficient way to distribute information. The Games Team Handbook & Brochure are both available for download from the website
- Newsletters or in-house publications can also encourage participation.
- Or simply refer interested workmates to the Games website where all these materials are available at **www.corporategames.net.au**



Your team contact name and number should be on all distributed information.



Funding the Team

Setting the Costs

Costs may include the following

- Sport Entry Fee
- Tickets to the Games Awards Party where the Corporate Awards are presented
- Uniforms, sport clothing and equipment
- Travel or transport
- Team activities and training
- Personal Insurance which can be purchased from the Games
- Donation to the Games Charities
- All fees quoted on Games materials include GST



Create a Funding Policy

- The Games suggest your funding policy stipulate that participants pay some portion of the Sport Entry Fees
Note: This is to assure a commitment from participants
- Funds should be equitably distributed
- Set your deadline for entry and payment of fees at a date before Games deadlines
- Everyone should be aware of the policy

Indirect support

An Organisation may choose to support the team in ways other than financial. This might include:

- Assistance in participant led fund raising activities to cover team costs.
- Management of shifts, vacation periods and work loads to enable employees to compete
- Use of existing corporate signage, t-shirts, jackets and flags to increase corporate recognition
- Development of an incentive program from which either financial or other support can be provided on the basis of increased sales or work performance





Approaching Management for funding

When approaching management for financial assistance you will have the best chance of success if you:

1. Consider asking for the sharing of costs
Successful teams are those in which costs are shared by management, the social club and employees, based on an agreed formula. Suggestions for sharing of costs:
 - The organisation pays 50% of the Entry Fee, or a set amount per person
 - The organisation supplies the team's uniform (a very effective form of corporate promotion) while the participant covers the Sport Entry Fee
 - The organisation pays the Sport Entry Fee, the participant pays travel or accommodation costs
2. Show what you are doing to generate the balance of funds
 - Participant contributions
 - Social or Sports Club support
 - Fundraising
3. Emphasize the benefits of entering a team (see Gaining Managerial Support)



Corporate Accounts

A Corporate Account is an advance payment of Games Fees. This enables prompt processing at the Games Office. No entries are accepted without payment.

The advantages of this are:

- No entries need to be held up while an internal cheque is being processed
- The saving of time may avoid disappointment if a sport becomes full

It works as follows:

- Deposit an agreed amount with the Games Office
- Send entries as soon as they are completed
- Entry fees will be deducted from your account balance as entries are received
- Any unused balance in your Corporate Account is returned, or held to be applied to further Games.





Insurance Coverage

Personal Accident Insurance

Injuries do occur and are an inherent part of Sport and can occur during training as well as in competition.

Entry Fees do not include Personal Accident Insurance. To purchase Personal Accident Insurance go to <http://www.corporategames.net.au/nsw/Organising-your-Team> or call us on 1300 301 418.

The Games suggests you contact your insurer to discuss your insurance needs and requirements.

Games Insurance Coverage

The Games has Third Party Public Liability insurance coverage only. **This does not cover injuries sustained by participants** during the Games or travelling to or from Games events.

If an entrant is responsible for breakage or damage at any of the Games Venues they will be required to pay for the repair or replacement.

The Games requires all participants to sign a waiver stating that they understand this policy. See Waiver at the back of this book.

Questions to be asked

Participants should be made aware of the Games policy and your organisation's policy. Team members should be made aware if they are covered, or not.

- Does your company's Workers Comp or other insurance cover an employee taking part in, and travelling to or from, company social or sports activities?
- What does it cover? (eg physio, lost income, remedial care) What are its limits? What excess is payable?

Ask the person who coordinates insurance and Workers Comp matters for a copy of your organisation's policy in this regard, which can be relayed to anyone considering entering the Games.

Weather

Games Weather Policy

In the event of wet weather the Games will make its best effort to provide as close to full and fair competition as possible. This may mean adjustment of schedules and length of matches. Funds are spent in advance on the cost of organising the Games, therefore there are no refunds even if the event is cancelled.

The Games will note any postponements and cancellations on its Facebook page however...

- The decision regarding play can only be made at the venue at the time, so everyone must be prepared to arrive on time regardless of the apparent weather.
- If an event is cancelled, play will not be re-scheduled.



Entry Process

Entry to the Games is via the **Games Online Entry System (GOES)**

Before entering each entrant should carefully read the important information specific to each Sport and the 'Games Information' page. These may be found on the Games website on the 'Schedule & Entry' page at corporategames.net.au/nsw/Sport/schedule-and-entry

Entering Online via the Games Online Entry System (GOES)

When entering Online please read the introduction information carefully. Payment can be via credit card (transaction fee applies we don't accept Diners Club) or via Polipay at the end of the submission.

As the 'submitter' you will be issued with a Entry Submission Summary and a Tax Receipt for the payment. You can enter as many sports as you like in a single submission and you will be asked for only one payment which will be totalled on completion. GOES is available at www.corporategames.net.au/nsw/Entry and go to Online Entry

Entering via hard copy (paper) is not available.

NOTE: Some sports may fill quickly

Entry is on a 'first come' basis with only completed Entries with full payment considered

Keep a copy of your entries, noting the date, payment and method of submission.

Incomplete Entries will not be processed. A request will be made for missing details and until the appropriate data and payment has been received at the Games Office, the application will not be processed.

Entry Confirmation

Once an Entry with payment has been received and processed by the Games (this can take up to 7 days) entrant details are posted to the **Team Lists** on our website under **Organising Your Team**. This confirms the entrant is in the Games. If your name is not listed contact the Games on 02 9979 1455.

Accreditation

Before competing all entrants must go through the Accreditation Process (see page 11).

Entry Amendments and Refunds also see page 10

Amendments are replacements, changes to, or withdrawal from, a previously submitted Entry.

Amendments **can't** be done through the GOES system but through the Games website under 'Entry'

If events are cancelled for reasons beyond the control of the Games (eg wet weather) there is no refund.

Refunds are only issued according to the details on the relevant forms

Special Requests

A preferred day/time/venue may be requested. The Games will do its best to fulfil the request but can not guarantee it. This request can be made by completing a Games 'Special Request' Form available from the Games website. The form must be submitted before the final Games Entry Deadline. When entering, 'day/time' requests may be made for some sports





Games Online Entry System (GOES)

If your organisation is planning on entering a large team in the Games we can help!!

GOES has many features and advantages. The Games can customise GOES in many ways allowing you to communicate your specific company message and arrange so fees can be paid via Corporate Account instead of with each submission.

Entrant information needs only to be entered into the system once. It is then retained from year to year again saving time.

Please contact us at the Games to learn all the other great features of the new GOES... 02 9979 1455

Entry Responsibilities of the Corporate Team Leader

- All your Team should be made aware they are entering a 'multisport games' not a single sport event. This is so they can appreciate that procedures and policies are made for all sports not just one.
- Make all team members aware they must **go through the Accreditation Process**. No exceptions!!! Anyone who feels they cannot fulfill this requirement should not enter the Games.
- Inform all potential entrants of the Sport Entry information and what is required of them (see 'Entry Responsibilities of the Individual').
- Ensure Entry is completed correctly. Entries with inaccurate information will not be processed until they are complete. Accurate information needed includes:
 - Date of Birth
 - Reliable mailing, phone and email address
 - Golf Link number for Handicap Golf
- Get entries in before deadline. Early complete entries get priority.
- Have entrants show-up on time for all scheduled matches. Don't lose Games points (see 'Games Scoring System' in Table of Contents).

Suggestions

- Use the Guaranteed Entry Deadline to encourage the prompt submission of entries.
- Do not hold Entry information in house. Submit them when they come to hand otherwise this may cause disappointment if a sport becomes full.

Entry Responsibilities of the Individual

Each entrant is asked to do the following:

- Read the Sport and Games information
- Follow the Accreditation Process
- Present their validated Games ID at their Sport Venue
- Show personal photo ID at their Sport if required



Entry Notes...

- Don't enter in two sports that are scheduled for the same times
Don't enter a sport unless you can be available for the entire time the sport is scheduled or be sure to submit a 'Special Request' noting when you **can't** play
Don't assume you will **not** make it past pool play
Don't assume if you competed at a certain time and venue the previous year that it will be the same this year.
- Some Sports are limited to a set maximum number of entries due to venue restrictions
Entry is on a 'first come' basis with only accurate Entry with full payment considered
- In Sports where a handicap system is used no entry will be accepted without handicap verification
- No 'Team' Sport Entry will be accepted unless it contains the minimum number of members. Minimum and maximum numbers differ for each sport. They are indicated on each Entry.
- Team Sport Managers and Coaches must be included on the Entry if they wish to be eligible for Medals

Dates and Deadlines

Entry Deadlines & Games Dates

Guaranteed Entry Deadline	AUGUST	30	2019
Final Entry Deadline	SEPTEMBER	20	2019
Amendment Date	SEPTEMBER	27	2019
The Games Period	OCTOBER	11-13	2019
Games Awards Party	OCTOBER	17	2019

Entry Amendments and Refunds

Amendments are replacements, changes to, or withdrawal from, a previously submitted Entry.

Replacements and Changes (this doesn't include Additions and Withdrawals)

- **Replacements and changes are FREE before September 27** and can be processed online at corporategames.net.au/nsw/forms/replacement-form
- **Replacements and changes after September 27 are subject to a \$25 fee per change** They may be processed only at a Games Accreditation Centre during the Games period before YOUR Event starts.

Withdrawals

Can be processed online at corporategames.net.au/nsw/forms/withdrawal-form. Please see below for refunded amounts.

Refunds

Entry Fees paid are spent in advance on the cost of organising the Games and therefore are only refundable as follows

- Before the Final Entry Deadline the Games refunds all of the Entry Fee.
- After the Final Entry Deadline and before the Amendment Date the Games will refund the Entry Fee minus a \$25 fee per entry. There is no part refund if withdrawing from 1 of the 2 events in Badminton, Tennis and Tenpin.
- After the Amendment Date there is no refund.
- If events are cancelled for reasons beyond the control of the Games (eg wet weather) there is no refund. See 'Certification on Entry'

Go to <http://www.corporategames.net.au/nsw/Organising-Your-Team>



Accreditation Process

Accreditation is the process by which you get your Games ID. NO entrant may compete without a Games ID.

Before competing all Entrants must go through the Accreditation Process including signing a Waiver of Liability to receive their validated Games ID. Accreditation CANNOT be done at a Sport Venue Desk. Anyone who feels they cannot fulfill this requirement should not enter.

Accreditation Online

Accreditation is via online when entering the Games at no extra cost.

Entrants will be given 7 days from their Entry Submission date to complete this process. Status of this process is posted under the menu 'Entry' under 'Team Lists'

If not completed you must come to an Accreditation Centre in person (see below for the locations and times)

Bring a photo (face shot similar to drivers license - to go on the Games ID) and photo ID. This may be done on your day of competition but allow extra time before your start time. It CANNOT be done at a Sport Venue Desk and NOT by a 3rd party.



The Accreditation Centre will be located at the **Sports Halls:**

Olympic Boulevard Sydney Olympic Park

October 11 – Friday 4:00 to 7:00pm

October 12 – Saturday 7:00am to 12noon

October 13 – Sunday 7:00am to 10:00am

The exact schedule and details of operation for the Accreditation Centres will be available from the Games website at <http://www.corporategames.net.au/nsw/Entry/Accreditation-Locations>.

I haven't received or have lost my Games ID or Accreditation Card?

Replacement ID's are issued at the New Cards Desk at an Accreditation Centre. Bring a photo (face shot - to go on the Games ID) and photo ID to prove who you are. You will not be allowed to compete without your validated Games ID.



Developing Games Related Activities

Opportunities

Develop in-house group activities as part of the Games participation:

- Training nights
- Official team photographs
- Uniform distribution
- Fundraisers and social events

Publicise your Team

Features, photos and profiles of the team distributed internally adds greatly to the excitement. Your PR department may even wish to create a Special Games Feature.

Some organisations have hired photographers to cover the activities of their Teams. Publish all photos and results on 'Social Media' so all your entrants can share in the Games. Send your photos to the Games Office. They may be used in future Games brochures and publicity.

Team Supporters

Involve non competing members of the company in social and supporting activities. These people can be a great help in organising your team.

Uniforms

Team uniforms are recommended. They help maximize the company's visibility and are an integral tool for the promotion of team unity, pride and spirit. Some sports have uniform requirements (eg numbers) as noted on the sport entry information.

Team leaders should analyse their uniform needs very carefully. Company image as well as available budget are very important. A T-Shirt or Polo Shirt is the simplest uniform but you should consider the needs of each sport.

Consider both pre and post Games usage, costs, delivery, versatility, company image, quality and printing before committing the order.

Distribution of the uniform at a party or fundraiser is a great idea.

Corporate Games Logo's and Sports Symbols are provided upon request, and may be used with permission from the Games Office.

Please contact the Games Office for information in this regard on 02 9979 1455





Check List for the Corporate Team Leader

The Games staff are here to assist if you need help, contact us if you have any questions...

First...

- Assess corporate or management support to set finance policy.
- Evaluate participant interest (overall numbers and sport specific numbers).
- Develop a plan for the sharing and distribution of company support.
- Appoint Sport Team Leaders.
- Spread the news for entry....through your Intranet, newsletter, social media or email etc.

Pre Games to Deadlines...

- Set deadlines to take advantage of the Guaranteed Entry Deadline and assure entry.
- Check that your Sport Team Leaders have all the necessary Entry information.
- Review needs for uniforms. Confirm delivery and distribution arrangements.
- Advise your Communications Department and keep all management informed of developments.
- Establish a Corporate Account if needed
- Complete the Entry Process Online using the Games Online Entry System (GOES)
- Visit the Games website at corporategames.net.au/nsw/Entry/Team-Lists to confirm your final team list
- Notify your mailroom of the arrival of Games correspondence assuring all mail is delivered.
- Check on the availability of banners, flags, pennants, etc.

Games Period...

- Hold a pre Games get-together or training to distribute uniforms and information.
- Nominate a representative or a group to attend the Games Awards Party.
- Ensure all entrants go through the Accreditation Process

Post Games...

- Ensure the Results are distributed to the team.
- Advise management of Team accomplishments both from a sport and business perspective.
- Write an article or produce an insert on the company's achievements for in-house distribution.
Send a copy to the Games Office for publicity purposes.
- Hold a post Games get-together to congratulate the team and winners and thank the appropriate people for their assistance.



Games Rules and Regulations

Sport Rules

Most of the Sports are governed by the rules of the relevant International Sport Federation with some modifications to accommodate new events, duration of matches, distances or age classes. If you require rules to a sport contact the state or national sport association.

The Games supplies rules for those sports with significant or venue specific modifications. These are with the relevant Sport Entry Information.



In the case of organisations fielding more than one team in a sport **no exchanging** of entrants from one team to another is permitted.

Entrants will not be allowed to compete if;

- They have not been accredited
- They do not have a validated Games ID
- They cannot show personal photo ID when asked

Sport Competition Details

Competition Details which include sport specific formats and regulations are provided with Entry and in the Games Programme which are both available from the Games website.



Draws and Scheduling

Most competition is pool play followed by an elimination tournament (see Games Scoring System)

Before Final Deadline a **preferred start time may be requested** but is not guaranteed. The 'Special Request' Form is available from corporategames.net.au/nsw/Organising-Your-Team. When entering 'day/time' requests may be made for some sports. Draws and Start Times are determined well after the entry deadline.

Draws with start times are available from the Games website ONE week before the Games. Changes to the Draws & Start Times will **ONLY** be made in the event of a Team withdrawal. The affected Team Captains will be contacted if a Draw is altered.

Competition is not graded. Each pool may contain teams from all 'Levels of Play' from 'Below Average' to 'High'.

Note: Special scheduling for teams/individuals may not be possible when dealing with thousands of participants. Consequently

- Everyone must be prepared and available for all days their Sport is scheduled.
- **Don't assume schedules or draws will be similar to previous years**

Competition Age Classes

Sports may be divided into one or more Age Classes.

- These are: Open • –30 • 30–39 • 40–49 • 50–59 • 60+
- Games Age is determined by age as at December 31 in the year of the Games
- Only one Age Class may be entered in the same Event
- The youngest team member determines the Age Class of a Team entry

Please read the Sport Forms for full details specific to each Sport.

In the case of limited entries the Games reserves the right to place entrants in a lower Age Class to ensure play. The appropriate medals and points are awarded for their original Age Class entered and not for their new Class.



Results

Results will only be available after the Games Awards Party from the Games website at www.corporategames.net.au



Games Scoring System

Pool Play & Elimination Tournament

Does not apply to Golf, Running and Tenpin Bowling

In most Sports competition is pool play followed by an elimination tournament.
Each pool may contain teams from all 'Levels of Play' as indicated at Entry

Pools consist of four teams/individuals where possible.

Pools are formulated based on the following:

- 1 Teams/individuals from the same organisation are in different pools
- 2 To include teams/individuals from all 'Levels of Play'

To provide the maximum amount of competition, pools may be reformulated by the Sport Coordinator at the venue due to 'No Shows'.

Determining Pool Results

Pool Points are awarded as follows:

Win	4 points
Tie	2 points
Loss	1 point
Forfeit	0 points

Winner of a pool is determined by:

- 1 Greatest total # of Pool Points. If tied then,
- 2* Points for, minus points against. If still tied then,
- 3* Points for

In most events **first place only** in each pool advances to the elimination tournament, if this differs it will be noted on the Games Draws at the sport venue score board..

Seeding for Elimination Tournament

All Pool winners are seeded into the 1st elimination round based on:

- 1 Greatest total of Pool Points divided by # of matches. If tied then,
- 2* Points for, minus points against, divided by # of matches. If tied then
- 3* Points for, divided by # of matches
- 4 If there is still a tie – for '**Seeding**', the Sport Coordinator will draw lots for '**Determining Event Results**' the tie will stand

***Note:** in Bampton, Table Tennis & Tennis read 'games' instead of 'points'.

Team/individual with the most Pool Points is the top seed.

If a team/individual has played NO pool matches (due to the others in the pool not playing) they are seeded last.

The higher seeded teams/individuals may be given a bye in the 1st elimination round in order to make an 'even' draw for the 2nd elimination round.

Forfeits & Disqualifications

A match may be declared a forfeit if:

- 1 The team captain or individual fails to report to Venue Control at the scheduled time
- 2 A team plays a player not on the Games Team List
- 3 Player number requirements are not met
- 4 There is a 'No Show' ('0' players are present at the scheduled start time)

A Team or Individual will be disqualified if:

- 1 They are a 'No Show' in the Medal round
- 2 A team/individual has been found, by a Games Official, to breach the Sport or Games rules or Code of Conduct
- 3 A Team plays a player not on the Games Team List without notifying the Sport Coordinator
- 4 Anyone competes without their validated Games ID Card

A disqualified team or individual may not be allowed to participate in further competition. The match is forfeited. Results from play prior to disqualification will stand. However all Games and Medal Points and any overall placing will be lost.

In a Medal Round if a team or individual is a 'No Show' then the match is forfeited and the team or individual is disqualified.



Forfeits & Disqualifications (continued)

If there is a forfeit in any of the following Sports, the winner receives a pre-determined score (forfeit points) for the purpose of countbacks: If a team/individual play NO matches in pool play no forfeit points are awarded.

Badminton	21-7 (game score)
Basketball	20-0
Cricket 8s	60-0
Netball	15-0
Soccer 11s	2-0
Soccer 6s	3-0
Table Tennis	11-5 (game score)
Tennis	8-0 (set score)
Touch	5-0
Volleyball	20-0

In Badminton, Table Tennis & Tennis if all games of a set are not completed, the remaining games are counted as a 'walk-over' for the winner with the forfeit score awarded for seeding and countbacks.

Games Points & Medal Score

Games Points are tallied to determine the winners of the Group Championship Awards and Sport Awards.

Games Points are awarded to the top 8 in all events. In 'Individual' sports, 8 points go to 1st place, 7 to 2nd and so on to 8th place which earns 1 point.

In 'Team' sports Games Points are multiplied by the number of players allowed on the field/court during play.

eg A Basketball team scores 40 points for 1st place (8 points x 5 players).

A Medal score is used to determine the winner of the Medallist Award.

Medals are scored in a similar fashion to Games Points but equal points are awarded for 1st, 2nd and 3rd. In 'Individual' sports one point is scored for the top three places. In 'Team' sports this is multiplied by the number of players allowed on the field/court during play.

eg Basketball teams score 5 points for 1st place, 5 points for 2nd, and 5 points for 3rd.

Tennis players score 1 point for 1st place, 1 point for 2nd, and 1 point for 3rd.

Note: Doubles, Relays and Corporate Teams in Individual Sports are regarded as an individual unit for point scoring.

eg A mixed doubles pair score a total 8 points for 1st place.

In the case of a tie the Games 'Countback System' is used.

Sport Classifications:

Individual Sports

Badminton
Golf
Running
Table Tennis
Tennis
Tenpin Bowling

Team Sports

Basketball
Cricket 8's
Games Quiz
Netball
Soccer 11's
Soccer 6's
Touch
Volleyball



Games Awards

Individual Awards

Medals are specially designed and cast
Medals are won by 1st, 2nd and 3rd place in each event.
These are presented at the sports venue immediately following the event.

If a winner is not present to receive their medal it is their responsibility to contact the Games Office to arrange receipt of the medal. The Games does not send unclaimed medals unless special arrangements have been made.



Corporate Awards

Sport Awards

The winner of each Sport is the organisation accumulating the most Games Points in that Sport.

Group Champion Awards

An Award is presented to the winner of each of the ten Groups

The Games unique scoring system allows the smallest of teams a chance to win one of the Groups but still play with and against the giants of commerce and industry who may have teams of 1000+.

The Groups are based on an organisation's overall team size entered in the Games.

Games Points (refer to page 16) are tallied to determine the winner in each of the Groups. Organisations must be entered in more than one event to qualify. Golf is considered to be one event as the Individual and Team events are run concurrently.



Medallist Award

The Medallist Award is presented to the organisation with the highest Medal Score (refer to page 16).

Grand Award

The Sport for Life Grand Award is presented to the organisation entering the most participants in the Games.

It is an honorary award that recognises the effort and commitment it takes to organise a large team and the organisation's contribution to fitness, health, company spirit and morale.

Group Championship	
Entrants	Group
1-5	1
6-10	2
11-20	3
21-50	4
51-100	5
101-150	6
151-200	7
201-400	8
401-1000	9
1000+	10



Games Activities

Games Awards Party at the Shelbourne Hotel

The *Games Awards Party* is part of our Games Celebrations. The Games Corporate Awards will be presented on Wednesday October 16 at 6:00pm at The Shelbourne Hotel, LineQ Bar 200 Sussex St, Sydney

Use the Awards Party:

- As a thank you to the key persons involved in the organisation of your Team.
- To invite senior management to see first hand the spirit and morale building effect of the Games
- To accept an award on behalf of the organisation.
- As a chance to network with other Corporate Team Leaders and promote your organisation



Having a representative attend assures your organisation is present if your team is a winner.

To miss out on accepting an award would be a missed opportunity.

It will be a night to remember.



NSW
**Corporate
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Corporate Team Handbook 2019

Appendices



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Sports Programme Join 3,000 competitors over

BADMINTON

EVENTS	Singles Women & Men Doubles Men & Mixed Open
DATE	SUNDAY October 13 SINGLES & DOUBLES
VENUE	Sports Halls SYDNEY OLYMPIC PARK
FEE	\$66 per person + \$26 for 2nd Event Entry includes Online Accreditation-

BASKETBALL

EVENTS	Men & Mixed Open
DATES	SATURDAY October 12 day & evening
VENUE	Bankstown Basketball Centre CONDELL PARK
SQUAD SIZE	Minimum 7 Maximum 10
REGULATIONS	Mixed requires max 3 per gender on court
FEE	\$66 per person Entry includes Online Accreditation

CRICKET 8s

EVENTS	Mixed & Men Open
DATE	SUNDAY October 13 8.00am
VENUE	Powells Creek Reserve CONCORD
SQUAD SIZE	Minimum 10 Maximum 12
EQUIPMENT	Team must supply protector, pads and bat
FORMAT	One hour limited overs
FEE	\$66 per person Entry includes Online Accreditation

GAMES QUIZ

EVENT	Corporate Team Open
DATE	SATURDAY October 12
VENUE	Canada Bay Club CANADA BAY
SQUAD SIZE	5 Required on Entry Form
FORMAT	3 rounds per heat, each heat is 2hrs
REGULATIONS	Electronic devices not allowed Team consists of any 5 persons
FEE	\$66 per person Entry includes Online Accreditation

GOLF

EVENTS	Handicap & Non Handicap Women, Men & Corporate Team Open
DATE	FRIDAY October 11 Handicap Shotgun 8:00am Non Handicap Shotgun 8:00am
VENUE	Oatlands Golf Course OATLANDS
FORMATS	Handicap Stableford Non Handicap Scratch
REGULATIONS	Handicap must have GA handicap. Cart Events. Team consists of any 4 persons
FEE	\$141 per person includes lunch or dinner Entry includes Online Accreditation

NETBALL

EVENTS	Women & Mixed Open
DATES	SATURDAY October 12 day & evening
VENUE	Sports Halls SYDNEY OLYMPIC PARK
SQUAD SIZE	Minimum 9 Maximum 11
REGULATIONS	Mixed requires 4 women 3 men on court
EQUIPMENT	Team must supply their own bibs
FEE	\$66 per person Entry includes Online Accreditation

RUNNING

EVENTS	4 x 3km RELAY Open Women & Men 10km -30 • 30-39 • 40-49 • 50+
DATE	SUNDAY October 13 start 8:00
VENUE	Holker Bus Interchange, P5 Carpark SYDNEY OLYMPIC PARK
FORMAT	Flat course mostly along cycleway 10km 2 laps of a 5km course
FEE	\$51 per person for 10km event \$31 per person for Open Relay event Entry includes Online Accreditation

SOCCER 6s

EVENTS	Mixed & Men Open + Men 30+
DATES	SATURDAY October 12 Open SUNDAY October 13 30+ & Mixed
VENUE	Northern Districts Hockey Complex PENNANT HILLS
SQUAD SIZE	Minimum 8 Maximum 12
TEAM SIZE	Mixed maximum 4 per gender on the field
REGULATIONS	Must be over 30years to enter Mens 30+ Minimum age 18 as at Dec 31 2019 Shin pads must be worn
FEE	\$66 per person Entry includes Online Accreditation

SOCCER 11s

EVENT	Men Open
DATES	SATURDAY October 12
VENUE	Valentine Sports Park GLENWOOD
SQUAD SIZE	Minimum 13 Maximum 17
REGULATIONS	Minimum age 18 as at Dec 31 2019 Shin pads must be worn
FEE	\$66 per person Entry includes Online Accreditation

TABLE TENNIS

EVENTS	Singles Women & Men Doubles Men & Mixed Open
DATE	SUNDAY October 13 SINGLES & DOUBLES
VENUE	Sydney Olympic Park Sports Halls SYDNEY OLYMPIC PARK
FEE	\$66 per person + \$26 for 2nd Event Entry includes Online Accreditation

TENNIS

EVENTS	Singles Women & Men Open • -30 • 30-39 • 40+ Doubles Women & Mixed Open Men Open • 40+
DATES	SATURDAY October 12 SINGLES 8am DOUBLES 12pm
VENUE	Eastwood-Thornleigh Tennis Assoc PENNANT HILLS
FEE	\$66 per person + \$26 for 2nd Event Entry includes Online Accreditation

TENPIN BOWLING

EVENTS	Singles Women & Men Open Corporate Team Open
DATES	FRIDAY October 11 SINGLES SATURDAY October 12 TEAMS
VENUE	Tenpin City LIDCOMBE
FORMAT	Handicap competition Final for Team squad winners
REGULATIONS	Corporate Team consists of any 4 persons
FEE	\$66 per person + \$26 for 2nd event Entry includes Online Accreditation

3 days in **Sydney** on **October 11-13 2019**

TOUCH

EVENTS Men & Mixed Open
DATES **SATURDAY** October 12 MIXED
SUNDAY October 13 MEN
VENUE Bressington Park **HOMEBUSH**
SQUAD SIZE Minimum 8 Maximum 12
REGULATIONS Competition is 6-a-side
Mixed Team maximum 3 per gender on field
FEE \$66 per person
Entry includes Online Accreditation

VOLLEYBALL

EVENT Mixed Open
DATE **FRIDAY** October 11 evening
VENUE Sports Halls
SYDNEY OLYMPIC PARK
SQUAD SIZE Minimum 8 Maximum 10
REGULATIONS Mixed Team requires 3 per gender
on court
FEE \$66 per person
Entry includes Online Accreditation

New to the Games?....how to get Your Team Together!

The Games Office is here to help, so give us a call **02 9979 1455** or drop us an email at nswcorporategames@mildrenevents.com.au and we can guide you in setting up your Team!!

We have a **Games Brochure** and a helpful **Team Handbook** if you are planning a large team but remember you can have a team of any size from 1 to over 1000. Games deadlines are August 30 and September 20 this information is available from our website at corporategames.net.au.

Entry is via the Games Online Entry System (GOES)...go corporategames.net.au/nsw/Entry/How-to-Enter.htm for more information. If you are looking at using GOES call us to discuss how we can customise the system to help better organise your team internally and submit entries to us.

So come on and join the **thousands of companies** and entrants that are now **The Games !!**





Sample of Participating Organisations

ABIGROUP Contractors	Credit Union Services Corporation	Mallesons Stephen Jaques	Reserve Bank of Australia
AC Nielsen	Crown Ltd	Marsdens Law Group	Resmed Ltd
Accenture Australia Ltd	CSC	Mathews Timber Pty Ltd	Reuters Australia
Adecco Pty Ltd	Deacons Lawyers	Mayne Group Ltd	Ricoh Australia
adidas	Defence Topographic Agency	Mazda Australia	Rio Tinto Ltd
ADP Employer Services	Deloitte Consulting	McDonald's Australia	Royal Australian Navy
Albert Park Indoor Sports Centre	Deloitte	McInnes Wilson Lawyers	Royal Auto Club of Victoria
Alcatel	Dept of Community Services	Melbourne Cricket Club	Salmat Letterbox Delivery
Allens Arthur Robinson	Dept of Corrections	Melbourne Fire & Emergency Services	Sealy of Australia
Allianz	Dept of Education & Training	Melbourne Fitness Club	Shell
Alphapharm	Dept of Natural Resources & Environment	Members Equity	Siemens Ltd
Amcor Fibre Packaging	Dept of State Development	Mercantile & General Reinsurance	Sinclair Knight Merz
American Express Intl Inc	Dept of Treasury & Finance	Mercedes-Benz	SMS Management & Technology
AMF Bowling Centres	Dept of Veterans Affairs	Merck Sharp & Dohme	Snap Printing
AMP Limited	Deutsche Bank	Michael Page International	Sony
Amputee Assoc of Victoria	DHL Worldwide Express	Michelin Australia	South East Water
ANZ	Dick Smith Electronics	Microsoft	Southcorp Wines
AON Group	Domino's Pizza	Milperra Newsagency	Specialised Business Solutions
Arnotts Biscuits Ltd	EDS	Minter Ellison Lawyers	Sport & Recreation Victoria
ASX	Energex	Mirvac Group	St George Bank
Aussie Home Loans	Energizer Australia	Mitchell Sutton & Gallagher	Standards Australia
Australia Post	Ergon Energy	MLC Ltd	Star City
Australian Consolidated Press	Ericsson Australia	Moore Stephens HF	State Street
Australian Defence Forces	Ernst & Young	Multiplex Constructions	Stuart Alexander & Co
Australian Federal Police	Fairfax Printers	Murray Goulburn Co-Operative	Subway
Australian Lebanese Sports Club	Ford Credit	Museum Victoria	Sugar Australia
Australian Prudential Regulation Authority	Ford Motor Company Australia	Myer Sport	Sun Microsystems Australia
Australian Stock Exchange Ltd	Foster's Group	National Australia Bank	Suncorp Metway
Australian Taxation Office	Franklins Ltd	National Dairies	Sydney Aquatic Centre
Australian Unity	Freehills	Nestle Australia Limited	Sydney Futures Exchange
AXA Australia	Fuji Xerox	New Childrens Hospital	TAB Ltd
Bankstown Council	Fujitsu Australia Ltd	News Limited	Tabcorp
BATA	GE Commercial	NIB Health Funds	TeleTech International
Baulderstone Hornibrook P/L	GHD Pty Ltd	Nissan Motor Company Australia Pty Ltd	Telstra
BBQ Galore	Gillette Australia	Nobby Kitchen Connection	Tenix
BHP Billiton	GIO Australia	Nokia	Tennis NSW
Blackmores Ltd	GlaxoSmithKline	Norman Disney & Young	The Age Company Ltd
Blacktown City Council	Golder Associates	Nortel Networks Australia	The Flight Centre
Blake Dawson Waldron	Goodman Fielder Ltd	North Sydney Leagues Club	Thiess Pty Ltd
Blue Circle Southern Cement	Grocon Pty Ltd	Norwich Union Australia	Tiffany & Co
BNP Equities Ltd	Hagemeyer Electrical Group	Novartis Pharmaceuticals	TMP Worldwide eResourcing
Boeing Australia Ltd	Harvey Norman	NSW Ambulance Service	TNT Australia
Boise Office Solutions	Henry Davis York Lawyers	NSW Premiers Department	Toll Logistics
Booz Allen Hamilton	Herald & Weekly Times	Officeworks	Toner Warehouse
Boral	Holden Ltd	Onga Pty Ltd	Tower Australia
Bridges Financial Services	Honeywell Aust	Onyx Software	Toyota Australia
Brisbane City Council	HP	Optus	Toyota Financial Services
Brisbane Institute of Tafe	HSBC Bank Australia Limited	Oracle	Travellex
Brisbane Water	Hutchison Ericsson 3G	Orange	Treasury Corporation of Victoria
BT Financial Group	Hyder Consulting	ORIX Australia Corp	Trev's Trivia
Budget Rent A Car Australia	Hyundai Automotive Distributors	OzEmail Ltd	Tyco Healthcare
Bundaberg Rum	IBM	P&O Cold Logistics	UBS
Caltex	Independent Commission Against Corruption	P&O Nedlloyd	Ultimo Document Store
Cambridge Consulting	ING	Pace Farm	Uncle Bens of Australia
Campbelltown City Council	Institute of Chartered Accountants in Australia	Parks Victoria	Unifoods Australia
Canon Australia Pty Ltd	JB Were	Peak Health Management	Unilever Australia
Castlemaine Perkins	Jeans West Corp	Peddle Thorp & Walker	Unisys Australia
Centrelink	Johnson & Johnson Pacific Pty Ltd	Penrith City Council	United Energy
Chaos Baseball Club	JP Morgan	PeopleSoft Australia	Universal Music Australia
CHEP Australia	Just Jeans Group	Pepsi Cola Bottlers Australia	Universal-PolyGram
Chubb Security	Kellogg Australia Ltd	Perpetual	University of Sydney
Ciba Australia Limited	Kembla Joggers	Peter MacCallum Cancer Institute	Victoria Police
CIC Insurance Limited	Kemp Strang Lawyers	Pfizer Pty Ltd	Victorian WorkCover Authority
Cisco Systems	Kenwalt Fine Stores	Pharmacia	Vinindex
Citigroup	Kilkenny Cleaning Service	Pizza Hut	Virgin Mobile
City of Boroondara	KPMG	Planning NSW	Vision Publishing
Civic Services Group	LaTrobe City Council	Port of Brisbane Corporation	Vodafone
Clayton Utz	LeasePlan Australia	Powerlink Queensland	Volvo
Clipper Tours	Legal Aid Queensland	PricewaterhouseCoopers	Walter & Eliza Hall Institute
Coca-Cola Amatil Limited	Lend Lease	PricewaterhouseCoopers Legal	Walter Construction Group
Coles Myer Ltd	LexisNexis	Printing Industries Association	Well Connected Travel
Colgate Palmolive	Lillyfield Printing Pty Ltd	Progress Software	Westfield
Collex Waste Management Pty Ltd	Linfox	Qantas Airways Limited	Westpac
COMindico	Link Chauffeured Cars	QBE Insurance Ltd	Whitehorse Veterinary Hospital
Commonwealth Bank of Australia	Lion	QLD Cricket Umpires Assn	William Angliss TAFE
Computer Associates	LJ Hooker	Queensland Government	Williams Hatchman & Kean
Connell Wagner Pty Ltd	Lonely Planet	Quintiles	Woolworths Ltd
Conrad Jupiters	Mack Trucks Australia	Rabobank	Wynnum North State High School
Corrs Chambers Westgarth	Macquarie Bank Limited	Ratheon Australia	Yellow Pages Australia
Costin Roe Consulting	Malaysia Airlines	Reece Plumbing Centres	Zurich Insurance



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Appendices



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Letter of Consent and Waiver



ORGANISATION Represented

SPORT/EVENT

I hereby give permission for _____
to compete in the *NSW Corporate Games*

Full Name of entrant (Print)

By signing below I understand and warrant that the above person will abide by these terms and conditions.

I/we are aware that participating in the *Corporate Games* either as a contestant or as an official or volunteer may be a dangerous undertaking and in doing so I/we undertake such activity at my/our own risk. I/we are also aware that it is a condition of participation in the *Corporate Games* that Corporate Games P/L and Mildren Corporate and Events P/L, its servants, agents, officers, officials, volunteers and other contestants, connected with the *Corporate Games* are absolved from all liability howsoever arising from injury or damage howsoever caused arising out of participating in the *Corporate Games* or in any way whatsoever due to any negligent act or breach of duty, default and/or omission on the part of Corporate Games P/L and Mildren Corporate and Events P/L, its servants, agents, officers, officials, volunteers and other contestants.

In consideration of the acceptance of my/our application to enter the *Corporate Games*, or as a condition of my/our appointment as an Official or Volunteer therein, I/we do hereby remise, release and forever discharge the Corporate Games P/L and Mildren Corporate and Events P/L, its servants, agents, officers, officials, volunteers and other contestants connected with the *Corporate Games* of all actions, causes of actions, claims or demands, which I/we have ever had, now have, or shall may hereafter have against any or all of them in relation to any of the activities associated with the *Corporate Games*.

I/we warrant that I/we are in a state of good health and fitness to the levels required to compete in the sports I/we have entered and have no reason to expect any medical complications arising from my/our participation in the *Corporate Games*. Before playing, I will inspect the sport facilities and equipment provided. If I then participate I warrant the condition of the facilities and equipment is acceptable.

In the event of injury, accident and/or illness whilst participating in the *Corporate Games* I/we authorise any officer, servant or agent of the Corporate Games P/L and Mildren Corporate and Events P/L to obtain or authorise for me/us or on my/our behalf any medical assistance or treatment which may include ambulance or executing permission forms and other necessary medical documents which it or they may in their unfettered discretion consider expedient and I/we agree to pay all costs, fees, expenses or otherwise whatsoever which may be occasioned as a result. All of the above may be delegated to any medical practitioner nominated by an officer, servant or agent of the Corporate Games P/L and Mildren Corporate and Events P/L. If advice from a Games medical practitioner, officer, servant or agent is not followed I/we will hold them and Corporate Games P/L harmless from any consequence thereby arising.

I/we warrant that I/we will play the sports which I/we have entered in a sportsmanlike manner and abide by the rules of play and any reasonable direction as determined by the Corporate Games P/L and Mildren Corporate and Events P/L. I/we also agree to pay for any damage to venue or event fixtures or equipment caused by me.

I/we understand that fees paid are a commission to engage Corporate Games P/L and Mildren Corporate and Events P/L to organise the event(s) on my behalf and are spent in advance on the cost of organising the events and activities and refunds will be made only according to the published information. If the *Corporate Games*, or any Sport or associated Event, is cancelled or postponed due to weather, or as a result of circumstances beyond the control of the Organisers no refunds will be made.

I/we hereby grant the right to use my/our picture or likeness to promote the interests of NSW Corporate Games. I/we also agree that Corporate Games P/L and Mildren Corporate and Events P/L may store my/our personal information and results in a database and use that information to conduct *Corporate Games*, and for Games marketing and research purposes only. Aside from the pre-mentioned purposes, personal information will not be distributed to a third party without permission. If you wish to access your personal information, or read our privacy policy, contact Corporate Games P/L at info@corporategames.net.au

I accept and understand that Corporate Games P/L and Mildren Corporate and Events P/L is not responsible for non-receipt of, or lost or misdirected mail (electronic or otherwise). I understand I will not be allowed to play if I am unable to present a validated Games ID.

I/we as parent/s or guardian/s after full consultation agree to be bound by the terms and conditions contained herein. I/we also on behalf of myself/ourselves and my/our heirs executors and administrators indemnify and will keep indemnified Corporate Games P/L and Mildren Corporate and Events P/L its servants, agents, officers, officials, volunteers and other contestants against all claims costs and expenses whatsoever which may arise from injuries and damages sustained by participating in the *Corporate Games* and I/we agree not to make any such claims. This indemnity may be pleaded as a bar to any action arising from participating in the *Corporate Games* by me/us.

I/we do hereby acknowledge that of my/our own free will and desire I/we have contracted with Corporate Games P/L and Mildren Corporate and Events P/L to organise, so I/we can participate in, or officiate at the *Corporate Games* and that I/we have read and understood the terms and conditions above.

Parent/Guardian Name _____

Signature _____ Date _____

Please return to the Games Office immediately via nswcorporategames@mildrenevents.com.au
Or call 02 9979 1455 if you have any questions

Games Waiver



I am aware that participating in the *Corporate Games* either as a contestant or as an official or volunteer may be a dangerous undertaking and in doing so I undertake such activity at my own risk. I am also aware that it is a condition of participation in the *Corporate Games* that Corporate Games P/L and Mildren Corporate and Events P/L, its servants, agents, officers, officials, volunteers and other contestants, connected with the *Corporate Games* are absolved from all liability howsoever arising from injury or damage howsoever caused arising out of participating in the *Corporate Games* or in any way whatsoever due to any negligent act or breach of duty, default and/or omission on the part of Corporate Games P/L and Mildren Corporate and Events P/L, its servants, agents, officers, officials, volunteers and other contestants.

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I agree to be bound by the terms and conditions contained herein. Also on behalf of myself and my heirs executors and administrators indemnify and will keep indemnified Corporate Games P/L and Mildren Corporate and Events P/L its servants, agents, officers, officials, volunteers and other contestants against all claims costs and expenses whatsoever which may arise from injuries and damages sustained by participating in the *Corporate Games* and I agree not to make any such claims. This indemnity may be pleaded as a bar to any action arising from participating in the *Corporate Games* by me.

I do hereby acknowledge that of my own free will and desire I have contracted with Corporate Games P/L to organise, so I can participate in, or officiate at the *Corporate Games* and that I have read and understood the terms and conditions above.