

Dear Company Captain,

The 2025 CBIZ Workplace Challenge is almost here! We are anticipating an exciting evening. Here is the race day information that is pertinent to the event. Please review it and share it with your team members.

IMPORTANT LOGISTICS INFORMATION

When: August 5, 7:00 p.m. race start

Where: Jones Beach State Park, Field 5

Directions: Meadowbrook Parkway or Wantagh State Parkway South to Jones Beach State Park. Follow signs to Jones Beach Theater.

Parking: Due to the expected attendance, we suggest that you encourage your team members to arrive by 5:30 p.m., if business allows. Parking Field 5 generally is full by that time, so if employees will be arriving after 5:30 p.m., direct them to follow signs to Parking Field 4 and/or instructions from the NYS Parks staff.

- If you are assigned to the “Purple Area,” you can also park in Field 6 and walk through the tunnel to the purple area.

CBIZ WORKPLACE CHALLENGE CORPORATE VILLAGE

Your Site: The Corporate Village is the color-coded area for those who have reserved space. All Site Reservation requests were due by July 9. Please make sure to tell your team what section your company is located.

- Captains will receive their specific set-up time via e-mail prior to race day. Tents may not be placed before 7 a.m. on Race Day. Please follow the instructions that you received for your assigned area.
- **Didn't reserve space this year?** There is limited space available. On the morning of Race Day, please see our staff at the Information Tent. Set-up in the unreserved areas begins no earlier than 11 a.m. This will be STRICTLY ENFORCED. Once a spot has been selected, report your location to our staff, in the Information Tent, so that we can assist your team in finding your site.
- PLEASE LEAVE YOUR SITE AS CLEAN AS YOU FOUND IT!!

For your Tent Companies: All tent rental company and catering trucks MUST enter Parking Field 5 via the Ocean Parkway Entrance.

- The NYS Parks Dept. strongly suggests that tent rental companies should use **weights or barrels for erecting tents on grassy areas, INSTEAD OF stakes** due to the underground sewage, water and electric lines.
 - If you have been assigned to the any of the “Pink” sections, **ONLY weights or barrels can be used – STAKES WILL NOT BE ALLOWED.**
- The Bike Path from Parking Field 5 to Tobay Beach runs along the roadway parallel to the gathering area, when you or your tent rental company will be arriving, please exercise caution when driving to the check-in area as there could still be cyclists on the path.

- Only vehicles unloading materials (tents, tables, food, etc.) will be allowed into the Corporate Village. They have until 3:30 p.m. to unload. ALL vehicles must be out of the Corporate Village by 4:00 p.m. Once these vehicles have unloaded, they **MUST** return to the parking lot.
- Breakdown/load out should not be attempted while the event is occurring. **NEW!** Trucks will not be permitted back into the event area **until 10:00 p.m.** Please plan accordingly.
- All tents must be removed from the race site on Tuesday evening (August 5). Companies are responsible for removing all litter from their areas before leaving the race site.

SAFETY

- Under the direction of NYS Park Police, Jones Beach State Park has initiated security measures throughout the park. As part of these measures all vehicles leaving the parking field and entering the Event Area will be screened. This process will require each vehicle to be inspected and the participating companies must make time to permit this process to occur. Please plan ahead and arrive early.
- Rental companies should expect to have all equipment inspected prior to entering the event and all vehicles will be inspected each time they enter the event space.
- For event safety reasons (and NYS Parks rules): **inline/roller skates, bikes, baby joggers/strollers, AND pets are forbidden on the course.** Anyone who violates these may be disqualified.
- **NO DRONES ARE ALLOWED.**

REGARDING YOUR TEAM

Bibs: Your participant bib numbers, scorecards and pins will be mailed to you. Download your Team Roster from the Online Team Captain Management system.

- It is imperative for safety reasons that all participants wear their assigned bib number.
- **Any bib number substitutions MUST be made formally through our office no later than July 31.** (There are no refunds.
- Distribute your participant bib numbers early so that your team members can pick up their T-shirts/Goody Bags on race day.
- **Race Day packet pick-up:** Will be open from 10:00 a.m. to 6:15 p.m. at the Registration Tent. The full company packet will only be given to the Team Captain. If you are picking up a newly assigned individual bib, there will be a station for that in the tent.

Event T-shirt pick-up: Event t-shirts can be picked up at **the JPMorgan Chase & Co. Swag Station/T-shirt tents** on race day from 4:00 to 8:45 p.m. The tear-off strip on the bottom of each race number must be handed in to receive a shirt. Please ask your teammates to ask for the same size that they requested on their entry form.

Runners: Please ask faster participants (10 minute per mile or better) to make their way to the start line at least 20 minutes prior to the start so they will be well positioned before the race goes off. Your slower runners and ALL walkers must line up at the Non-Competitive/Walkers Start line.

- All participants must start at the designated 7 p.m. start time or they will not be allowed out on the course.
- If you have a wheelchair participant, please let us know so that we can make sure he/she is scored in that category. The competitive wheelchair athletes will start at 6:58 p.m.

- Please review the rules, including eligibility, below. Make sure that anyone who submits results meets the eligibility requirements.

Your Results: Plan to enter your team and Top Dog results online. You have until 5 p.m. on Thursday, August 7 to enter your results, under the Results tab at www.CBIZworkplacechallenge.com.

- Please note that a participant can only be listed on ONE team. (For example: Jane Doe can be submitted as part of a female team OR a COED team, but not BOTH.)
- If you have entered someone in the “Top Dog” category, he/she can be submitted as part of a team as well as being scored as a Top Dog.
 - If you have entered someone in a “Top Dog” category and did not receive a “Top Dog” bib number (green for male, orange for female) please call us at 516-359-9409 to verify that your “Top Dog” was properly entered into the system.
- ***Please see the section on Scoring for detailed information about entering your results.***

JOIN THE FUN!

Please share with your team some other ways to get the most out of this fun evening.

- **Get Social with Us!** While you're enjoying the day, don't forget to let your friends know about it! Use **#CBIZWorkplaceChallenge** when posting pictures on Facebook and on X (Twitter) **@CBIZChallenge**.
- Look for the Jumbotron TV presented by **FourLeaf Federal Credit Union** at the start/finish line! We will be broadcasting important race information, pre-race stage activities and streaming the participants finishing the event!
- The **PSEG Long Island Command Centers** are deployed strategically during strong and impactful storms to serve as central locations for customers to receive outage updates about their community and pick-up ice, water, and other supplies as needed. Visit it on race day, located in the parking lot near the Information Tent
- Visit the **Hub Truck Rental Post Race Refreshment Stop** after you pass through the finish line!
- **Bring food donations!** See the list of most needed donations from Long Island Cares-The Harry Chapin Food Bank (available at www.CBIZworkplacechallenge.com/registration).
- Bringing your kids along? Join the **Long Island Children’s Museum** in the Kids Corner (located in the Orange Section) for some fun crafts before and during the grown-up’s race.
 - But remember – NO baby strollers or joggers on the race course.
- Visit the **FourLeaf Federal Credit Union Activation Area**, for some fun creating your own hat. It’s located near the t-shirt tents.
- “Smile!” Visit the PHOTO BOOTH, presented by **Bond, Schoeneck & King PLLC**, located near the t-shirt tents. You can also take a photo or a selfie in front of the official CBIZ Workplace Challenge banner, located along the fence outside the Corporate Village.
- Enjoy the tunes! Our “house band” Ready in 10, presented by **Bond, Schoeneck & King PLLC**, will entertain the crowd, starting at 5:30 p.m., near the awards stage.

GENERAL INFORMATION

- **Medical staff will be available in the medical tent adjacent to the finish line as well as on the course.** Make sure that your participants seek medical assistance if they are not feeling well. Please have them complete the Medical Information Form that is on the back of their “bib number.”
- Our **water stations** will be available near the start of the race, at the finish line, and at every mile marker on the course. Please be sure to properly hydrate yourself before, during and after the event!
- **Restrooms** are available in the building adjacent to the concession stand. There will also be plenty of portable restrooms available near the t-shirt tents.
- **Recycling Bins** will be in the **Hub Truck Rental Refreshment Stop** area. Please put all cans and bottles in the recycling bins.
- Volunteers are always needed and VERY welcome!
 - ***In advance of the race:*** Visit www.CBIZworkplacechallenge.com/about/volunteers to sign up for an assignment.
 - ***At the race:*** Report to Volunteer Check-In, located at the Bib Pick-up/Solutions/Volunteer Check-in Tent (behind the Information Tent), by 6 p.m. All volunteers will receive an event t-shirt and a surprise give-away!

RACE START: The race starts at 7 p.m.

- **Start Lines:** There will be two start lines – one for competitive runners (those who plan to run at a 10:00 minute mile pace or better) and one for non-competitive runners and walkers. Please make sure your team members line up appropriately in order to ensure the safety of all of the participants.
- **Walkers:** All walkers must start behind the non-competitive/walkers start banner and may not start prior to the official 7:00pm race start time. Walkers must complete the official 3.5 mile race course. Companies may be disqualified if their participants violate this rule.
- **Competitive wheelchair athletes** will start **2 MINUTES** prior to the runners and walkers for the safety of all participants. All non-competitive wheelchair athletes will start with the non-competitive runners and walkers.
- **Race numbers:** Please make sure each participant completes the information on the back of the race number. All race numbers must be worn on the front of their shirt and right side up. Race numbers should be fully visible.
- **Water** will be available near the start of the race, at the finish line, and at every mile marker on the course. Please be sure to properly hydrate yourself before, during and after the event!
- **Pre-Race Warm-up** will begin at the Start Stage at 6:40 p.m.

TEAMS

- For scoring purposes, teams are designated as follows:
 - ***Men's team:*** consists of 4 men
 - ***Women's team:*** consists of 4 women
 - ***Co-ed team:*** consists of 2 men, 2 women
- A person can only compete on one team.
- A "Top Dog" participant may also compete on a team.

RULES/ELIGIBILITY

- The CBIZ Workplace Challenge is open to any employee of a company, non-profit organization, school or governmental agency and, his/her family and friends. All participants **MUST** be 18 years of age or older in order to score for a team.
- All participants must register for the event and be listed on their company roster in order to participate.
- Participants must wear their pre-assigned number. Substitutions **MUST** be officially made by the team captain by July 31 through the CBIZ Workplace Challenge office.
- Each organization may submit one "Top Dog" entry form. The person competing in this category must be the most senior executive registered for and participating in the event. The company must have a minimum of 5 participants in order to submit a Top Dog entry.

SCORING

This is a self-timed event. All participants are responsible for looking at the time on the clock as they pass through the finish line and reporting that time to their team captain. All registered and eligible participants can score. The team captain is responsible for submitting results online no later than Thursday, August 7. This is *optional* and at the discretion of each team.

- **Enter your results online.** You have until 5 p.m. on Thursday, August 7 to enter your results online at on the Results page at www.CBIZworkplacechallenge.com.
 - Please note that in order to enter "TEAM RESULTS" you must choose either Male team, Female Team, or COED Team. You can enter teams in each category. Make sure to have each participant's name, bib number, age, gender, and race time available. **YOU MUST ENTER 4 INDIVIDUALS ON A TEAM**
 - A Top Dog is eligible to score on a team (as well as in the Top Dog Category)
 - A Participant can only score on one team (either Male, Female, or COED)

AWARDS

Race night awards ceremony will take place at the Awards Stage, located in the "Red" section, at **8:15 pm**.

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| <ul style="list-style-type: none">• Top 5 Overall Male and Female Finishers *• Overall Male and Female "Top Dog" (<i>most senior executive</i>) *• Top 10 Men's, Women's, and Coed Teams• Largest Team *• John E. McGorry Spirit of the Race award *• Beneficiary Fund Challenge: (<i>Team and Individual</i>) *• T-Shirt awards (<i>4 categories</i>) * | <ul style="list-style-type: none">• The Legal Challenge - <i>Top Male, Female, and Coed Teams from a law firm</i>• Healthcare Challenge - <i>Top Male, Female, and Coed Teams from the healthcare industry</i>• Engineering/Architectural Firm Challenge - <i>Top Male, Female, and Coed Teams from an engineering or architectural firm</i>• Financial Industry Challenge - <i>Top Male, Female, and Coed Teams from the Financial Industry</i>• First Responders Challenge - <i>Top Male, Female, and Coed first responder teams</i> |
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** Given out on race evening. All other awards will be mailed out in August.*

QUESTIONS?

- **Before race day:** (516) 359-9409 or CBIZworkplacechallenge@cbiz.com
- **On race day:** See our staff in the Information Tent at Jones Beach State Park, Parking Field 5.