



**TEAM CAPTAINS: PLEASE READ AND SHARE THIS INFORMATION WITH YOUR TEAM MEMBERS.**

Dear Team Captains,

Thank you for taking on the important role of recruiting and organizing your team for the 2026 CDPHP Workforce Team Challenge! Your efforts are greatly appreciated, and your involvement has made a significant contribution to the success of the race's fundraising efforts for the 2026 Charities of Choice, Catholic Charities Tri-County Services and Crossroads Center for Children. Pre-race activities will occur at the Empire State Plaza in downtown Albany, and our course will be identical to 2025 – starting and ending on Madison Avenue and running through Washington Park.

**Listed below is information that is very important for the safety and enjoyment of your teammates. Please take the time to share this information with each team member and please contact us at [info.cdphpwtc@hmrrc.com](mailto:info.cdphpwtc@hmrrc.com) if you have any questions.**

We hope that you and your teammates enjoy the race and have fun. We thank you all for your participation!

- 1. Weather – The race is held rain or shine, hot or cold, windy or calm. Due to the extensive logistics required to put on an event of this size, the race can't be moved or re-scheduled due to bad weather.** Every effort will be made to hold the event as scheduled. If there is extreme weather such as thunderstorms, race organizers will work closely with the Albany Police and Fire Departments, New York State Police, and other emergency personnel to ensure the race is conducted safely. **In the very rare case that the race must be canceled due to an extreme weather event, refunds won't be offered.**
- 2. Starting Area –** The starting area will have pace per mile signs to assist participants in lining up for the race start. **Please ensure your team members line up at the pace they expect to run.** Participants may line up further back than their pace per mile but not in front. Walkers or slower runners lining up at a faster pace per mile than they expect to go could interfere with other participants behind them. Walkers should line up past the 13 minute per mile sign. There will also be signs on the Empire State Plaza directing participants to the appropriate exit to Madison Avenue for their expected pace. **Also, please remind your team members and co-workers that only those individuals with race bibs will be allowed down to Madison Ave. prior to the start of the race.**
- 3. Starting Time –** The race starts promptly at 6:25 p.m. **Please ensure your team members are in the starting corrals before 6:10 p.m. as pre-race activities start at 6:15 p.m. with the National Anthem.** Many teams take pre-race photographs so please have them completed by 5:45 p.m. so participants can start moving towards the starting line on Madison Avenue. Participants should follow the appropriate signs based on projected pace per mile to the exits from the Plaza to Madison Avenue.

4. **Course Safety** – Please stay on the road between the barriers and do not run on the sidewalks. Always follow the directions of the police and course marshals, particularly around Madison Avenue where the leaders of the race and walkers may overlap. There are ropes and volunteers providing a smooth transition over to allow for both groups to pass, but it is imperative these course marshals and the Albany Police Department have the cooperation of your team members.
5. **Safety Precautions** – No strollers, pets, roller skates, walking sticks (unless medically necessary), etc. are to be used during the race. We also strongly recommend that no headsets be used since participants need to be able to hear course marshals and other officials during the event.
6. **Backpacks and Bags** – No backpacks, fanny packs, personal hydration systems or other types of bags are allowed on the course. Please do not leave unattended clothes, bags, or backpacks on the Plaza or hidden near the course as it could be considered a suspicious package requiring investigation. All backpacks and bags brought to the event are subject to search. No glass will be allowed on the Empire State Plaza grounds.
7. **Hydration** – Drink plenty of water prior to the race; there are two water stops on the course. If it is a warm day, please encourage your team members to drink more water than they normally would prior to the race and to run/walk more conservatively.
8. **Parking** – There is parking under the Empire State Plaza and in the East Lot on Eagle Street immediately east of the Plaza. There is plenty of parking, but the traffic may be a little heavier than a normal workday so please remind your team members to leave a little extra time. Carpooling is also recommended to reduce the amount of traffic in downtown Albany.
9. **Team Meeting Place** – Pick a spot on the Plaza prior to the race where your team will meet to obtain their bibs from you and for your team to take pictures. This is very important to determine prior to the race because the Plaza will be very crowded and finding each other will be problematic without pre-arranging a meeting place. You may want to use the Team Locator App available in the Team Management Portal to establish a location to meet. Once in the Team Management Portal, use the blue button to establish a location and then share the URL that is generated with your team.
10. **Timing Chips** – Chips are attached to the back of the bibs and do not need to be returned. Participants should be advised NOT to remove these timing strips. Please ensure that your team members wear the bib on their outermost front layer and do not bend the bib in any way.
11. **Bibs** – Each team member has been assigned a specific bib number. They must wear that specific bib for finish time accuracy and for determining team scoring. The participant's name will be printed on the timing tag on the back of the bib. Please have them check the back of the bib to confirm they are wearing their assigned bib. Participants won't be permitted to enter the start area on Madison Avenue from the Plaza without a visible bib.

12. **Emergency Information** – New for 2026: The front of each bib has a QR code that will be used in emergencies. Please inform and ensure that all of your team members immediately scan the QR code upon receiving their bib to validate/update their information.
13. **Emergency Notification** – Also new for 2026, NYS Office of General Services (“OGS”) created an emergency alert system for the event. The system will enable OGS to inform individuals who opt-in to the system, via text, of any emergency situations that may arise on the day of the event. **The code for this year’s CDPHPWTC is “ESPWTC” and, to opt-in, text the code to 888777. It is highly recommended that all Team Captain’s opt-in, so they can receive emergency notices, if any were to arise.**
  
14. **Finish Area** – Remind your team members to proceed through the finish area promptly and not to congregate in the finish area. There will be water just past the finish line. Team members should gather at the Plaza post-race and not near the finish line. Teams are encouraged to take advantage of the many bars and restaurants in downtown Albany to gather after the race.
  
15. **Transfers** – If a team member cannot make the race and wants to give their spot to another person in your organization, the team captain can transfer that registration to another person from the team roster section of the team management portal. The system will generate a link for the new entrant to enter his or her information and agree to the event waiver. Failure to complete this process could result in the disqualification of your team for scoring purposes. The transfer period is open, and you may transfer registration until 6 PM on race night.
  
16. **Timing** – Be sure to cross the START timing mat as well as the FINISH line timing mat. Failure to do so will result in a GUN time assigned rather than a NET time. GUN time means from the sound of the horn at the start to the time registered at the finish. NET time means the difference between the times when you cross the start line chip mat to when you cross the finish line chip mat. Times registered by the computer (either NET or GUN) will not be changed.
  
17. **Results** – Results will be available at the AREEP tent post-race. Results will also be available at [www.cdphpwtc.com](http://www.cdphpwtc.com) the day after the race. Team results will be available on Monday, May 25. Instructions will be sent to team captains to complete their team scoring.
  
18. **T-shirts and Refreshments** – T-shirts may be picked up prior to or after the race. Refreshments must be picked up after the race. There will be tents on the Plaza to pick up both these items.
  
19. **Virtual Participants** – Virtual participants should complete their runs and submit their times between Saturday, May 16 and Sunday, May 24 at their Registration Portal, which is linked in the confirmation email they received and will be emailed to them again race week. It can also be accessed here: [https://www.zippyreg.com/online\\_reg/confirmation/](https://www.zippyreg.com/online_reg/confirmation/). Virtual times will not be counted in team scoring being considered for team awards. Team captains will be given t-shirts for virtual participants during Team Packet Pick-up.

**Thank you again for your support!**