



*Donate Life Transplant Games of America*

WEB: [Life-Source.org](http://Life-Source.org)

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## TEAM MEMBER HANDBOOK

2020

Thank you for joining Team MN-DAK, a program of LifeSource. Our athletes and supporters hail from Minnesota, North Dakota, South Dakota and western Wisconsin and we're thrilled to have you on our team!

The Donate Life Transplant Games of America (the Games) is a multi-sport festival event produced by the Transplant Life Foundation for individuals who have undergone life-saving transplant surgeries. Competition events are open to living donors and recipients of organ, bone marrow, tissue and corneal transplants. More than an athletic event, the Games highlight the critical importance of organ, eye, and tissue donation while celebrating the lives of donors and recipients.

The 2020 Transplant Games of America will be held July 17 – 22, 2020 in Meadowlands, New Jersey

Joining Team MN-DAK and participating in the Games provides the opportunity to:

- Support organ, eye and tissue donation and help impact the critical need for more people to register as donors.
- Honor organ, eye and tissue donors and their families for the generosity that makes transplantation possible.
- Give back to your community and represent your state at a national event.
- Advocate for recipient, living donor and donor family needs.
- Social networking and peer support from others in the donation and transplantation community.
- Have fun by participating in the competitions, events and comradery of the Games!

### TEAM MN-DAK MANAGERS

Teresa Turner

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## About the Donate Life Transplant Games of America

Learn more at [www.TransplantGamesofAmerica.org](http://www.TransplantGamesofAmerica.org)

### Purpose of the Games:

- To demonstrate the collective and individual successes of the life-restoring therapy of organ, tissue, bone marrow and corneal transplantation.
- To involve the entire transplant community – including recipients, donor families, living donors, physicians, professionals and related organizations – in a shared mission to highlight the benefits of donation.
- To utilize the media to promote the success of donation and transplantation and to call attention to the need for donors through events and support activity before, during, and after the event.
- To provide an opportunity for these goals to be achieved locally through the organ procurement organization (OPO) and other participating organizations.

### Eligibility

Transplant Games team members are categorized as Primary or Support Members.

Primary Team Members are:

- Recipients of a lifesaving kidney, pancreas, liver, heart, lung, intestine, cornea, tissue or allogeneic bone marrow/stem cell transplant
- Living donors of lifesaving solid organs
- Donor family members

Support Team Members include:

- Family members and friends
- Donation and transplant professionals
- Other interested individuals who wish to support the team

The following eligibility requirements apply to **all** team members:

- All team members must sign required documents and pay appropriate registration fees.
- Team members 17 years old or younger must be accompanied by an adult.

The following additional eligibility requirements apply to athletes (Primary Team Members) competing in the Games:

- Recipients must have been transplanted for **at least nine months** with stable graft function and be medically approved by their physician to compete.
- Living donors must have donated **at least nine months** prior to the Games and are eligible to compete in individual events in their own division along with bone marrow, corneal and tissue transplant recipients.
- **New in 2020!** Donor family members can compete in the 5K, Dancing with the Scars, Lyrics for Life and Trivia.
- Athletes must provide timely submission of a physician-signed medical waiver, which should be completed and submitted to the Transplant Games of America by the designated deadline.

## Events and Games Information

### *Competition Events for 2020*

5K Run/Walk • Badminton • Basketball • Bowling • Cornhole • Cycling • Dancing with the Scars • Darts • Golf • Lyrics for Life • Pickleball • Swimming • Table Tennis • Tennis • Texas Hold-em Poker • Track & Field • Trivia Challenge • Virtual Triathlon • Volleyball • Youth Olympiad

### *Competition Divisions and Groupings*

**Division I Athletes:** Solid Organ Transplant Recipients

**Division II Athletes:** Living Donors, Corneal & Tissue Recipients, Bone Marrow Recipients

**Donor Families/Living Donor Families:** Limited Competition Entry

\*High-intensity team sports (basketball and volleyball) are restricted to Division I athletes only, as are relays in swimming and track & field.

\*\*Division II athletes may not compete in individual sports in which, through elimination, they may end up competing head-to-head with a Division I athlete. These sports include badminton, table tennis and tennis.

### *Age Groupings for Competitions*

- Children: 5 and under; 6-10; 11-13
- Adults: 14-17; 18-29; 30-39; 40-49; 50-59; 60-69; 70 and over

### *Events for All Attendees!*

- 5K Run/Walk (open to the public)
- Opening Ceremony
- TGA Village
- Donor Tribute Ceremony
- Living Donor Recognition Event
- Quilt Pinning Ceremony
- Coffee House
- Workshops and Seminars
- Closing Ceremony

## **TGA Code of Conduct & Ethics**

It is a responsibility of each team member to behave in a manner consistent with the ideals and vision of the Games, as well as one that projects a positive image on the people and organizations that participate in the event.

This code provides a set of basic principles to guide team members regarding the minimum behavioral and ethical standards expected. If you need help understanding this Code, or how it applies to conduct in any given situation, you should contact your Team Managers.

### **We require your commitment to:**

- Meet the minimum eligibility standards to join a team.
- Uphold your role and responsibilities as a team member and hold other team members accountable to the same.
- Abide by rules of the Games, the Team and the policies outlined in this Handbook.
- Act honestly, ethically and with integrity and proactively promote honest and ethical behavior among peers in your team environment.
- Act in good faith, without knowingly and/or intentionally misrepresenting, omitting, or causing others to misrepresent or omit, any material facts.
- Comply with all local, state, and federal laws and ordinances, including but not limited to IRS 501(c)3 policies and regulations.
- Respect members of your team, other teams, spectators, volunteers, staff and officials.
- Understand and adhere to the rules for any sport in which you participate.
- Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct.
- Wear designated team apparel at official functions such as the Opening Ceremony, sporting competitions, media interviews, speaking engagements and other occasions as directed by your Team Manager.

### **The following behaviors are strictly prohibited:**

- Theft, attempted theft, possession of stolen property, conspiracy to steal or misappropriation of another's property.
- Abusive or disrespectful actions, gestures, and language (includes verbal, written, e-mail, or telephone abuse) directed at any team member or Games participant, including Team Manager, athletes, coaches, officials, volunteers staff and other spectators.
- Any form of discriminatory behavior involving abuse or disparagement of a person's race, religion, sex, creed, sexual orientation, age, national origin or disability.
- Verbal, physical or sexual harassment.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of oneself or others.
- Violation of state, federal and local laws.
- The use of the Transplant Games for private benefit or personal financial gain.

## About Team MN-DAK

Team MN-DAK is made up of athletes and support members who participate in the Donate Life Transplant Games of America. Team members are transplant recipients, living donors, donor families and donation and transplantation supporters from Minnesota, North Dakota, South Dakota and western Wisconsin. Team MN-DAK is a program of LifeSource, the non-profit organization dedicated to saving lives through organ, eye and tissue donation in the Upper Midwest.

### TEAM MISSION

*We celebrate the gifts of organ, eye and tissue donation and encourage others to register as a donor. By competing in the Donate Life Transplant Games of America we honor our donors, our donor families and celebrate life.*

### Team MN-DAK Participation

We want to make involvement on Team MN-DAK a positive and rewarding experience for all athletes and support members. The team's primary goal is to promote organ, eye and tissue donation through participation in the Games and other related activities. All team members are representatives of their state and local communities, the entire transplant community and LifeSource.

Team MN-DAK has two co-managers who are the primary contacts for the team, lead team planning and serve as a liaison to the Donate Life Transplant Games of America – Teresa Turner and Rich Villella.

### Requirements and expectations of Team MN-DAK members

#### Eligibility

Team MN-DAK team members are categorized as Primary or Support Members.

Primary Team Members are:

- Recipients of a lifesaving kidney, pancreas, liver, heart, lung, intestine, cornea, tissue or allogeneic bone marrow/stem cell transplant
- Living donors of lifesaving solid organs
- Donor family members

Support Team Members include:

- Family members and friends of Team MN-DAK athletes
- Donation and transplant professionals
- Other interested individuals who wish to support the team

The following eligibility requirements apply to **all** team members:

- All team members must sign required documents and pay appropriate registration fees.
- Team members 17 years old or younger must be accompanied by an adult.

To be considered an **active** Primary Team Member on Team MN-DAK the following requirements must be met:

- Attend 75% of team meetings (in person or via conference call).
- Complete and submit necessary paperwork (waivers, contact info, etc.).
- Participate in LifeSource information/education meeting (in person or online).
- Submit a Gallery of Hope tribute.
- Submit a team membership fee of \*\$150 by March 31, 2020.
  - Team members can fundraise to cover their fee
  - Team membership fee is non-refundable after May 1, 2020
- Register for the Games in a timely manner.
- Attend and participate in TGA competitions, events and activities throughout your stay in New Jersey.
- Make your own travel arrangements.
- Keep Team MN-DAK managers updated on registration, paperwork, travel and lodging.
- Pay for expenses not covered by Team MN-DAK/LifeSource, including registration fees, ground transportation, meals and lodging (if not staying at the team designated hotel).

\*The \$150 team membership fee will help cover defined expenses. Defined expenses include, but not limited to:

- Team dinner/reception
- Team Hotel
- Team uniforms and pins
- Team Meetings

Once the above requirements are met, primary team members participating on the team will qualify for hotel/lodging reimbursement up to \$1,000 (subject to change based on hotel pricing of host city). Team Managers will choose and reserve a block of rooms in one of the Games designated hotels. Team members may choose to make different lodging arrangements; however, they will only be reimbursed for the actual cost of their lodging up to \$1,000 and will not be reimbursed the difference for staying at a less expensive hotel/lodging.

In addition to team/individual fundraising, LifeSource contributes organization funds and invests in the team to help offset these defined expenses and create a meaningful experience for all team members.

The overall cost for individuals to participate in the Games will vary depending on your travel choices. Individual expenses may include:

- Registration
- Travel
- Meals

**Sample Expenses per person** (*Estimated for planning purposes only*)

- TGA Registration \$150 - \$190
- Team MN-DAK Membership \$150
- Travel \$200 - \$600
- Meals \$250 - \$500

Approximate Total: \$750 - \$1,440

## Team MN-DAK Fundraising

All team members are encouraged to participate in team and individual fundraising efforts. Money raised supports both the team mission and the entire team's participation in the Donate Life Transplant Games of America.

All funds raised to support the Games will be handled by the Team Managers.

- Fundraising activities must first receive the approval of the Team Managers before they can occur.
- Refer potential team sponsors to team managers.
- Corporate sponsorship requests must be pre-approved by the Team Managers to prevent duplication of requests.
- Team member endorsement of products is not permitted.
- For contributions to qualify for a tax deduction, checks must be made payable to LifeSource, and should include Team MN-DAK on the memo line. If a check is made payable to an individual team member, it does not qualify for a tax deduction.
- Financial contributions should be routed to LifeSource, including donations, gifts, or payments as soon as possible.
- Retain all receipts and accurate records of your travel, lodging and meal expenses related to participation in the Games to demonstrate on the tax returns, if necessary, that this money was in fact a legitimate reimbursement of travel expenses and not real income.
- If an individual withdraws from Team MN-DAK, including transferring to another team, or does not attend the Games for any reason, money that has been raised by him or her will be allocated as deemed appropriate by the Team Managers.

## GiveMN.org

Team Members are encouraged to set-up an individual fundraising page with GiveMN.org.

GiveMN.org is an easy to use, online fundraising site that makes it easy for your friends, family and acquaintances to contribute to your individual Team MN-DAK fundraising goal. 90% of funds raised by individual team members will go toward overall team expenses; 10% will go back to the individual who raised the money. Individuals can use their 10% to be reimbursed for food or travel for the Games.

Benefits to fundraising via GiveMN.org:

- Donations given through GiveMN.org go directly to LifeSource and are therefore tax deductible.
- Financial contributors will receive a contribution acknowledgement letter from LifeSource.
- Easy to track your individual fundraising totals.
- Transactions and contributions are online.
- Customizable – you can add your own personal message and story to your individual GiveMN.org fundraising page.

## What to expect at the Games

The Games is the largest gathering of the transplant community and the experience is one of solidarity, gratitude, comfort, fulfillment and celebration. Come prepared to visit with new and old friends from near and far, to share your experiences and listen to others, to honor your loved one or a complete stranger, to be excited about coming in first or last place, to laugh, cry and cheer...to be inspired! The Games are a ton of fun. And don't forget your trading pins!

Because of the varying competition schedules of each team member, it is not uncommon for team members to be "on their own" at different points throughout the Games. Team MN-DAK will make every effort to communicate with all team members on a regular basis throughout the Games and will also plan a team gathering or dinner, but please remember to be proactive in seeking out information and communication, as well.

Information Updates: Team Managers attend daily meetings with the Games management staff to obtain updated information and changes regarding the next day's events. Your Team Managers will discuss the best communication method(s) for the team to receive these important information updates.

### Opening Ceremony

Team MN-DAK will attend the Opening Ceremony together. Please take note that transplant recipients, living donors and donor families typically participate in the procession during the Opening Ceremony. An official team uniform will be worn for the Ceremony, as directed by the Team Managers.

Only primary Team Members will be permitted in the marshalling area. All other attendees will be directed to spectator seating. Children 13 years and under may be accompanied by a parent or guardian in the procession, at the discretion of the Team Managers. Please note that this is subject to change based on the host city.

### Closing Ceremony

Team MN-DAK will also attend the Closing Ceremony together. Team Managers will announce where the team will sit. Various awards will be presented as well the Games highlights video.

### Team Photo

Team MN-DAK will be assigned a time for an official team photo. Team photo times and location **are scheduled by the Transplant Games of America** and unfortunately, the time does not always work for all team members.

### Team Dinner/Gathering

Team MN-DAK Managers will schedule at least one team dinner or gathering to occur during the Games. The dinner or gathering will be a time for team members and supporters to connect, share experiences and have fun. Date, time and location TBD.

### Have Fun!



## **Disagreements & Conflicts**

Dissension amongst team members, if gone unresolved, can undermine the unity and overall effectiveness of any team. Every attempt should be made to resolve disagreements and other issues directly with the individual(s) with whom you have a conflict. If for any reason, you are unable to resolve the issue, bring the matter to the attention of your Team Managers.

Please keep in mind, that both parties will be given the opportunity to present their perspectives in order to assess the situation and help determine the best resolution.

In the event that the conflict is with one of the Team Managers, contact the Co-Manager.

## **About LifeSource**

Team MN-DAK is a program of LifeSource, the non-profit organization dedicated to saving lives through organ, eye and tissue donation in the Upper Midwest. LifeSource serves the 7 million people who live in communities across Minnesota, North Dakota, South Dakota and portions of western Wisconsin.

LifeSource is dedicated to working with hospital and community partners to support donor families, facilitate the donation of organs, eyes and tissues to transplant recipients and encourage the people in our communities to register as donors.

### **Mission**

We save lives and offer hope and healing through excellence in organ, eye and tissue donation.

### **Vision**

Everyone shares the gift of life.

### **Values**

- Respect
- Accountability
- Advocacy
- Life
- Innovation