

TEAM MEMBER HANDBOOK 2024

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 Transplant Games of America (TGA or "the Games") is a multi-sport festival event produced by the Transplant Life Foundation for individuals who have undergone life-saving and life-healing transplant surgeries. Competition events are open to living donors and recipients of organ, bone marrow, tissue and corneal transplants. Donor Family Members compete in select events. 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 2024 Transplant Games of America will be held July 5 – July 10 in Birmingham, AL.

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

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About the Transplant Games of America
Learn more at www.TransplantGamesofAmerica.org

Purpose of the Games:

- To increase awareness of the life-restoring importance of organ, cornea, tissue and bone marrow donation through the lives of the athlete-recipients and the lasting legacy of their donors.
- 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 increase the number of potential donors, state-by-state and on the National Donate Life Registry, by supporting existing campaigns and harnessing the energy and drive of the transplant community through the Transplant Games, partnerships, marketing and related communications.

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 bone marrow/stem cell transplant
- Living donors of lifesaving solid organs
- Donor family members
- Living 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 the 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.
- Donor family and Living donor family members can compete in the 5K, Ballroom Dancing, 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 2024

5K Run/Walk • Badminton • Ballroom Dancing • Basketball • Bowling • Cornhole • Cycling • 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; 70-79; 80 and older

Events for All Attendees!

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

TGA Code of Conduct & Ethics

It is the 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 for 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 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 Transplant Games of America we honor our donors, our donor families and celebrate life.

Team MN-DAK Participation

We want to make involvement in 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, the team's primary contacts, lead team planning and serve as a liaison to the Transplant Games of America – Teresa Turner and Susie Ausmus.

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
- Living 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 Primary team members:

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

Requirements for Primary Team Members:

- Attend team meetings (in person or virtual).
- Complete and submit necessary paperwork (waivers, contact info, etc.).
- Participate in LifeSource activities and/or Team Committees.
- Willingness to share a positive and accurate message of donation and transplantation with the community
- *Submit a team membership fee of \$150 by April 30, 2024. (Team membership fee is non-refundable once team uniforms and trading pins are ordered).
- **Fundraise a minimum of \$500.
- Register for the Games in a timely manner.
- Attend and participate in TGA competitions, events and activities throughout your stay in Birmingham.
- Make your own travel arrangements for the Games.
- 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, airfare, ground transportation, meals and lodging.

*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

**Team members who meet the \$500 fundraising minimum will be eligible for:

- Reimbursement of the \$150 Team Membership Fee
- Reimbursement for hotel/lodging at the Games, up to \$1000 (not to exceed the actual cost of individual lodging)
- 50% of any funds raised over \$500 to go towards reimbursement of additional eligible expenses (travel, meals, TGA registration)

Team members who do not meet the \$500 fundraising minimum will not be eligible for any reimbursement.

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.

Team MN-DAK Fundraising Guidelines

All team members are required 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 raised by them 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](https://www.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.

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.

Estimated Expenses

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

- Registration
- Travel
- Lodging
- Meals
- Incidentals

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

- TGA Registration \$150 - \$190
- Team MN-DAK Membership \$150
- Travel \$250 - \$600
- Lodging \$500 - \$1000+
- Meals \$250 - \$500

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.

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 regularly throughout the Games and will also plan a team gathering or dinner, but please remember to be proactive in seeking out information and communication, too.

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 you are unable to resolve the issue, bring it to your Team Managers' attention.

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