



WINGMAN GUIDELINES

WINGMAN COMMITMENT

An ASA WingMan commits to:

1. Attend a minimum of 1 ASA group run a month (mid March - mid December)
 2. Participate in 2-3 races a year with ASA
 3. Fundraise \$365 for The WingMan Program by December 15th (see fun tips below!)
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YEAR AT A GLANCE

January	ASA Awards Celebration Annual Athlete, Captain, & WingMan meetings
February	WingMan Program Registration Opens Athlete & Captain Agreements due
March	Group Runs & Racing info released
April	Group Runs & Racing start
May	ASA RunFest
June	Group Runs & Racing continue
July	Group Runs & Racing continue
August	Group Runs & Racing continue
September	Group Runs & Racing continue
October	ASA Bull Roast Bash
November	Group Runs & Racing continue
December	Annual Athlete, Captain, & WingMan meetings Group Runs & Racing come to a close

DISABILITY INSIGHTS

We realize that being an ASA WingMan is many people's first experience connecting with and empowering a person living with a disability. ASA has created an overview of the different disabilities you may encounter in our program as well as insights into how to interact with a person with a disability. Our goal is to ease your fears and equip you to be the best WingMan you can be for our Athletes living with disabilities. To view a more comprehensive document looking at the disabilities you may encounter - [click here](#).

DISABILITY ETIQUETTE - Our goal is for every ASA Athlete and all members of our program to feel loved, significant, and valued. We do this by treating everyone with respect and dignity.

- Personal Privacy - Please remember to respect personal privacy. Although ASA Athletes sign a privacy release, please ask if you may take their picture first.
- Personal Space - A wheelchair is considered to be an extension of an Athlete, please ask prior to touching a wheelchair.
- Offering Help - We are so grateful that you have joined our program and we know how much you'd like to help. Feel free to offer help whenever you sense that it may be needed. Ask the Athlete first for direction and if you need additional instructions ask the parent or caregiver, they're all good at providing instructions and love being asked! You can also ask the Captain of your team what he/she may need help with.
- How to address ASA Athletes - Respect is important to all of us.
- Use people-first language, "Ian, who has cerebral palsy".
- Use age appropriate language, adults with disabilities are adults.
- Always start a conversation by introducing yourself.
- For those in wheelchairs kneeling to eye level is helpful.
- Speak directly to the Athlete rather than whoever is along with them.
- To get the attention of someone with a hearing disability, tap the person gently on the shoulder or wave your hand, you do not need to raise your voice.
- When greeting a person with vision loss, always identify yourself and others who may be with you.
- Give your whole, unhurried attention.
- Keep your manner encouraging.
- It may take a few minutes for a response, be patient.
- Speak slowly and clearly.
- When necessary, ask questions that require short answers.
- Never pretend to understand if you are having difficulty doing so, repeat what you do understand and wait for a reaction.
- It may be helpful to ask yes or no questions for some Athletes who have cognitive disabilities.
- RELAX - our Athletes are really excited to meet you and to spend time with you, it's ok if you don't feel immediately at ease, it will come and you'll have a great time!
- Connect on common interests while running, music, sports...

CONFIDENTIALITY

As a WingMan with ASA, you will have access to confidential information about ASA Athletes. Do not share sensitive information (addresses, health information, donation information) with anyone.

GROUP RUNS

- **FREQUENCY:** offered 3 times a month in each community (typically 2 week nights & 1 weekend)
 - **TIME OF DAY:** is different in each community - week night runs occur before dark, weekend runs typically occur in the morning
 - **SIGN UP PROCESS:**
 - 1 week prior to group run date - sign up on sign up genius on ASA website
 - 2 days prior - cancel via the sign up genius if can no longer attend
 - It is important to use the sign up genius as this is how weather cancelations will be communicated.
 - Follow directions on the sign up genius if you need to cancel at the last minute.
 - **TYPICAL GROUP RUN:** 1 hour
 - Arrive to group run 15 minutes prior to start time
 - Check in with Group Run Manager (GRM)
 - Greet fellow ASA WingMen and Athletes while Captains build joggers
 - Await GRM direction to assign teams for the run
 - Connect with teammates
 - RUN
 - Say goodbye to teammates
 - Depart
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RACING

- **FREQUENCY:** 1 race/month is hosted in each ASA Community during our 9 month race season
- **SIGN UP PROCESS:**
 - Check the ASA Race Calendar on the ASA Website to see which races we are participating in
 - Pick the races that interest you
 - Email the Coordinators for those races to receive registration instructions
 - Follow the registration instructions
 - Upon receiving your registration confirmation from the race - forward to the Coordinator
 - The Coordinator will then add you to the race within ASA to be paired to a WingMan Team
- **RACE DOC:** This is the document emailed to every WingMan Team participant prior to a race
 - 1 week prior to race day - you will receive a document proving race day contact information, parking information, and all pertinent race information for ASA
 - This document will contain your WingMan Team assignment - the Captain in charge of your team, the Athlete for your team, and the other WingMen on the team
 - A few days before race day - your Captain will email the WingMan team and introduce themselves and provide any other information about the Athlete they need to share
- **RACE DAY:** Follow the directions in the race doc
- **ATHLETE PROFILES:** Every ASA Athlete has an Athlete Profile that is placed in their jogger during Group Runs and Races for the WingMan Team to reference. This profile provides information about the Athlete - their likes/dislikes, their disabilities, and parent contact information. The Captain (an experienced and background checked WingMan for at least 2 years) assigned to lead the WingMan Team communicates with the Athlete's parent/caregiver prior to arrival and knows the Athlete's history.

RULES OF THE ROAD

- Each team will consist of 1 Athlete, 1 Captain, and 1-3 WingMen
- All members of the team will stay together throughout the run.
- The pace is based on the slowest Wingman
- All WingMen should share the responsibility of pushing the Athlete as needed to complete the event safely.
- WingMen interact with ASA Athletes but are not responsible for the direct care of any ASA Athlete.
- WingMen share the jogger pushing in races and group runs.
- Focus on running in a straight line. Avoid unnecessary turning or stopping. Do not “pinch” the corners on turns. Maintain a safe consistent path always.
- In heavy runner traffic, guiding WingMen (those not pushing) should focus on safety of the team by guiding a path for the jogger. They should run on the sides of the jogger, 3-5 feet from the front wheel and remain there except during rotation.
- Each team Captain is advised to carry a cellular phone and have the phone number of the ASA Group Run or Tent Manager
- No headphones are allowed while running
- Dress and act in an appropriate manner at all times. Please wear proper athletic apparel and sunscreen if necessary (ASA shirts).
- As soon as you cross the finish line, or finish your group run, try not to disrupt the flow of other finishers. Clear the area safely and timely.
- Do not use water stops and/or relay check points. Have guiding WingMen secure water/Gatorade as necessary for the team. If a stop is required please coordinate beforehand the time and place as to not disrupt the flow of other participants, before or after the actual water stop area
- Do not “tailgate”. Runners frequently stop spontaneously. Be alert for this to happen. Do not push your way around other race participants or ask them to move aside.
- Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
- Abstain from transporting, storing, and/or consuming alcoholic beverages, tobacco products, and/or illegal substances when responsible for the safety and well-being of athletes. Athletes Serving Athletes prohibits consumption of alcohol and tobacco during events (24 hours a day) by athletes and by anyone with athlete responsibilities at an Athletes Serving Athletes event. Consumption of alcohol, tobacco, and/or illegal substances shall not be permitted at any Athletes Serving Athletes competition venue or training site.
- Not engage in any inappropriate contact or relationship, including, but not limited to, any sexual contact or sexual relationship with athletes, volunteers, or other participants of Athletes Serving Athletes.
- Follow the established rules and guidelines of Athletes Serving Athletes and/or any parties involved with Athletes Serving Athletes.

FUNDRAISING

After December 15th, any remaining funds due will be charged to your credit card on file. For WingMen that raise above and beyond the commitment, there are incentives offered throughout the year.

- Share your fundraising page on your birthday
- Share your personal experience at a race or training
- Personalize your fundraising page with a photo and your ASA story
- Copy and paste your fundraising page link on social media
- Host a fundraising night at a local restaurant
- Invite family and friends to RunFest - all funds raised on your RunFest page count towards your WM fundraising goal!
- Volunteer at a Water Stop or Expo Booth to receive fundraising credits
- Please don't start a Facebook Fundraiser. It's better to copy and paste your WM Fundraising Page link directly into a post.