



CAPTAIN GUIDELINES

CAPTAIN COMMITMENT

An ASA Captain commits to:

1. Attend a minimum of 1 ASA Group Run each month (mid March- mid November)
2. Serve as the Onsite Training Manager at a Group Run at least once a year -OR-
3. Serve as the Onsite Race Day Tent Manager at least once a year
4. Fundraise \$365 for The Wingman Program by December 15th
5. New Captains only: Attend the New Captain Meeting (March)
6. Renew background check every two years

ASA commits to providing every Captain at least 6 races a year, in addition to the ASA RunFest, assigned through the Wish List process.

UPON COMPLETION OF YOUR CAPTAIN FUNDRAISING PAGE, A LINK TO THE CAPTAIN FOLDER FROM GOOGLE DRIVE WILL BE EMAILED TO YOU PRIVATELY. THIS FOLDER WILL HAVE DETAILED DOCUMENTS MENTIONED IN THESE GUIDELINES.

ASA CAPTAIN RESPONSIBILITIES

An ASA Captain is responsible for ensuring a safe, enjoyable, and consistent experience for the ASA Wingman Team as well as fellow race participants. A Captain must have previous experience as an ASA Wingman and is familiar with our Wingman Program.

The Captain's main responsibility is the safety of the ASA Athlete and the Wingman Team during group run and racing events. This includes but is not limited to: controlling the pace to ensure their Wingman Team are all running at a comfortable pace, managing pushing rotations, and taking the control when necessary. Please remember that our focus is on building our community and working together. Our focus is NOT about pace, we train and race only as fast as the slowest Wingman on each the team.

YEAR AT A GLANCE

January	Wingman Program Registration Opens Wish List 1
February	Athlete & Captain Agreements due
March	Group Runs & Racing info released New Captains Meeting Group Runs & Racing start
April	Group Runs & Racing start Wish List 2

	ASA RunFest
May-Nov	Group Runs and Racing continues
July	Wish List 3
October	ASA Bash
December	Group Runs and Racing come to a close

POLICIES

Transportation- ASA Captains, Wingmen, and Community Coordinators may not provide transportation for any ASA Athlete.

Finish Line- Athletes must remain in their joggers throughout the entire Group Run or race.

Athlete Transfer- Captains may not transfer an Athlete by themselves but can assist when directed by the parent or guardian.

Athlete Ready to Race- All Athletes must be Ready to Race before getting into their jogger. This is the parent/caregiver responsibility NOT the Captain's responsibility. This includes: toileting or providing a clean diaper (we will not be toileting on the race course) and making sure that proper nutrition and hydration needs have been discussed and met (no hydration or nutrition will be offered on the race course unless specifically instructed and provided by a caregiver).

Equipment Building- Our equipment is delicate and should only be built by Captains. Please do not allow Wingmen or parents to help. [HOW TO BUILD A JOGGER VIDEO](#)

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

Athlete/Parent Boundaries- We ask all Athletes to refrain from contacting you outside of ASA events or asking you to participate in events that are not hosted by ASA. We understand that friendships develop outside of ASA and you are free to pursue these connections. This is not intended to prevent any connections, just to protect your time as a volunteer should you need the boundary assistance.

GROUP RUNS

Process- You are committing to attend one Group Run a month

- FREQUENCY: offered 2-3 times a month in each community (typically 2 week nights & 1 weekend)
- TIME OF DAY: different in each community- weeknight runs occur before dark, weekend runs typically occur in the morning
- SIGN UP PROCESS:
 - Sign ups for Groups Runs will be available through Sign Up Genius
 - Sign up as either a Captain or a Group Run Manager
 - If you have to cancel a training, please cancel on Sign Up Genius and text the onsite training manager listed on the Sign Up Genius for that date (this may not be your Community Coordinator).
- TYPICAL GROUP RUN: 1 hour

- Arrive to group run 30 minutes prior to start time
- Check in with Group Run Manager
- Assist other Captains to build joggers
- Connect with Athlete and Wingmen on your team
- Run
- Say goodbyes and depart

Onsite Group Run Manager

- Your role as Onsite Group Run Manager will help to facilitate the process of getting our teams ready to run and to ensure that all participants have a safe and enjoyable experience during your Community's Group Runs.
- SignUp to be a Onsite Group Run Manager at least once a year
- A printable, detailed document of the Group Run Manager Responsibilities can be found [HERE](#)

RACING

Wish List Process

The office will send out Wish Lists through Survey Monkey prior to each race season for Captains to select their top choices. The Wish List is the only way to request a Captain spot in races. ASA commits to providing every Captain at least 6 races a year, in addition to the ASA RunFest, assigned through the Wish List process.

After each Wish List, you will be sent a race confirmation email listing the races that you have been assigned to. You will be designated as either a Captain or an Extra Captain (functions as a Wingman but ASA pays for your race registration). Please make sure to check your junk or spam folders if you think you've missed an ASA email.

- Wish List 1
 - March-June Races
 - Sent out January
- Wish List 2
 - June-September Races
 - Sent out April
- Wish List 3
 - October-December Races
 - Sent out July

Race Responsibilities

- One month prior to each assigned race, the Community Coordinator in charge of that race will send you a confirmation email. Please respond to this email within one week with a "yes, I am still planning to participate". If you do not respond we will offer your spot to another Captain.
- During a race, you will monitor the Athlete and Wingmen needs on your team. You will also manage the pace and pushing rotation.
- 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. As the Captain, you will communicate with the Athlete's parent/caregiver prior to arrival and know the Athlete's history.
- Pre-Race and Race Day instructions for Captains can be found [HERE](#). Please review before each race.
 - When you need to send emails to Wingmen before your race, all active Wingmen emails can

be found in the Captain folder which will be emailed to upon completion of your Captain agreement.

Helpful Race Day Tips for Captains

- Facilitate safe racing practices, pace, and pushing rotation
 - Please be kind and courteous to other participants
 - Wait to move around a participant and then only if room is available
 - Do not yell at other participants
 - Do not touch other participants to get their attention
- Captains always maneuver their Athlete's jogger to the start line and start each race for safety of all participants
- Captains may push when your Team needs help
- Call the Onsite Tent Manager if you run into any problems or have any medical emergencies while racing
- Call the Onsite Tent Manager if you have a Wingman who can't run the whole distance

Onsite Tent Manager

- SignUp to be a Tent Manager at least once a year
 - Your role as Onsite Tent Manager will help to facilitate all teams to be prepared to race. You will also be on call if any issues arise during the race.
 - You may still run as a Captain or Extra Captain in addition to serving as Tent Manager
 - A printable, detailed document of Tent Manager Responsibilities can be found [HERE](#)
-

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 group's pace is based on the slowest Wingman.
- All Wingmen should share the responsibility of pushing the Athlete's jogger 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 must carry a cell phone, keep their ringer on LOUD, and have the phone number of the ASA Onsite Manager and their Athlete's parent/guardian.
- No headphones are allowed while running.
- Dress and act in an appropriate manner at all times. Please wear your ASA shirt, proper athletic apparel, and sunscreen if necessary.
- 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, either 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 participants 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.

- Do 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

Part of your commitment as an ASA Wingman is to fundraise \$365 annually. After December 15th, any remaining funds less than your \$365 commitment 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. We are unable to track Facebook donations and apply credit to you. Instead, please copy and paste your WM Fundraising Page link directly into a post to share.
- For a complete list of Fundraising opportunities (including Water Stops and Expo Support) please click [HERE](#)

Thank you for joining us and we look forward to a wonderful running season with you. Together We Finish!