



---

# ATHLETE GUIDELINES

---

## ATHLETE COMMITMENT

An ASA Athlete commits to:

1. Complete the annual Athlete Agreement
2. New Athletes only: attend the yearly Athlete Meeting still required since we add sporadically?
3. Attend a minimum of 1 ASA Group Run a month (mid March-mid November)

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

---

## YEAR AT A GLANCE

<b>January</b>	Wingman Program Registration Opens Wish List 1 sent out
<b>February</b>	Athlete & Captain Agreements due
<b>March</b>	Group Runs & Racing info released Captain Meeting Group Runs & Racing start
<b>April</b>	Group Runs & Racing start Wish List 2 sent out ASA RunFest
<b>May-Nov</b>	Group Runs and Racing continues
<b>July</b>	Wish List 3
<b>October</b>	ASA Bash
<b>December</b>	Group Runs and Racing come to a close

---

## **GROUP RUNS**

**Process**- You are committing to attend one Group Run each 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 up for Groups Runs through the Sign Up Genius website
      - 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).
      - All communication about a Group Run (weather updates, cancellations) will be sent through Sign Up Genius. If you aren't signed up here you will not receive these important updates.
      - Sign up for a Group Run will close 24 hours before a Group Run.
      - Each community Sign Up Genius page will include an Athlete Waitlist for each date. If all Athlete spaces are full (top section of each event date) please add your name to the Athlete Waitlist. If more Captains and Wingmen join and we can add additional Athletes to the Group Run, the Coordinator will contact you as soon as possible.
  - **TYPICAL GROUP RUN:** 1 hour
    - Arrive to group run 30 minutes prior to start time
    - Check in with Group Run Manager
    - Connect with Captain and Wingmen on your team
    - Run
    - Say goodbyes and depart
  - If you arrive late, you will not be able to participate. Our Wingmen are required to run the full Group Run distance to meet their training requirement. If you are not on time your team's Wingmen will be assigned to another team so that they can meet their required training distance.
- 

## **RACING**

### **Wish List Process**

The office will send out Wish Lists through Survey Monkey prior to each race season (Spring, Summer, Fall) for Athletes to select their top choices. The Wish List is the only way to request a race with ASA.

After each Wish List period closes, you will be sent a race confirmation email listing the races that you have been provided. 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 Athlete. 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

### **Racing Expectations**

We are excited that our ASA Athletes love being a part of our program and we want to offer a quality program to EVERY Athlete. We will provide each Athlete at least 6 races throughout the year via the Wish List process if you request so many.

Athlete Waitlist (Races): We will utilize the same "Waitlist" process for Races as with Group Runs. If a particular race has too few Captains to support the Athlete teams, some Athletes may be placed on the Waitlist while we recruit more Captain support. You will be advised at least 2-weeks prior to the race date if you can be taken off the Waitlist and join us for the Race.

Athlete Ambassador: We will continue to offer the voluntary Athlete Ambassador role, which you may select separately on each Wish List. We will confirm your Athlete Ambassador races as a part of your racing schedule. There is no requirement to participate as an Athlete Ambassador.

### **Race Cancellations**

Please tell your CC or Group Run Manager (not your Captain) at least 48 hours prior to the event that you will not be participating so that we can provide another Athlete with this racing opportunity. If you do not show up for your assigned races the office will contact you and you will forfeit the rest of your racing schedule for the year. We realize that there may be times that you'll need to cancel at the last minute before a Group Run or on race day morning - Please make sure to let your Community Coordinator know as soon as possible when this happens. If you need to discuss an individualized policy for your Athlete due to their health limitations, please reach out to the office so we can discuss it further.

---

## **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**- ASA Captains (not Wingmen) may assist with the transfer of an Athlete into a jogger only with the supervision of the parent or caregiver present. If assistance is needed you may ask your Captain for help BUT the caregiver must lead and participate in this transfer.

**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**- Joggers may only be assembled and disassembled by ASA Captains.

**Communication with your Community Coordinator** - Please realize that your Community Coordinator is a volunteer. They lead busy lives with families and full time jobs outside of their ASA Commitment. Please use email as your primary method of communication so that they can maintain a healthy work, volunteer,

and personal life balance. They will respond to your email within 48 hours, earlier if it is about a cancellation for a Group Run or race. Thank you for respecting their time.

**Reminder about Captains and Wingmen** - Please realize that your Captains and Wingmen are volunteers for ASA. We ask that you refrain from contacting them outside of ASA structured events unless the Captain or Wingman initiates further opportunities to connect. This is not meant to deter connections outside of ASA, just a reminder that some volunteers prefer to maintain their connections through ASA only. Thank you for respecting their time.

---

## **FUNDRAISING OPPORTUNITY**

Because we offer the ASA Program free of charge to our ASA Athletes, there is no fundraising requirement for our Athlete Families.

Families have asked if there is a way to give back to ASA through fundraising. If you're looking for an opportunity to do so, we encourage you to create a fundraising page for ASA RunFest. This is a fun event for the whole family and a great way to tell your friends about ASA. Learn more about ASA RunFest [HERE](#).

---

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