



WINGMAN GUIDELINES

WINGMAN COMMITMENT

As an ASA Wingman, I will:

1. Attend a minimum of 1 ASA Group Run each month from late March - early November (7-8 times total)
2. Participate in at least 3-4 Races a year with ASA. You may join us and race as often as you'd like to (see below).
3. Complete the annual Fundraising Page / Wingman Agreement to register for the year and fundraise \$365 for The Wingman Program by December 15th (see information, tips and opportunities below).
4. Be able to maintain at least a 12:30 minute/mile run pace for any distance you join us.

**ASA commits to providing every actively participating Wingman one free 5k through 10k race for each month when they fulfill their Group Run commitment - up to 7 free Races each year - plus both ASA RunFests!

YEAR AT A GLANCE

January	Wingman Program Registration Opens
February	Wingman Program Registration Open
March	Group Runs & Racing info released Select Group Runs & Racing starts MoCo Bash
April	Remaining Group Runs & Racing starts
May	ASA Spring (MD) RunFest Group Runs & Racing continues
Jun - Nov	Group Runs & Racing continues
September	ASA Fall (VA) RunFest
October	Baltimore Bash Most Group Runs end with daylight savings
November	Remaining Group Runs end
December	Racing ends for the year

GROUP RUNS

You are committing to attend at least one Group Run each month in your home community. All Group Run events are coordinated and processed through the SignUpGenius platform. You must create an account.

****Captains and Wingmen are encouraged to attend as often as possible (but at minimum once per month), and may run in other communities too if their Group Run schedule allows you to. Utilize the SignUpGenius to add yourself and join as often as you can.**

- FREQUENCY: offered 2-3 times a month in each community (typically 2 weeknights & 1 weekend)
- TIME OF DAY: weeknight runs occur before dark; weekend runs occur in the morning
- SIGN UP PROCESS:
 - Create a SignUpGenius Account, register with your email address and cell phone number.
NEW IN 2024: All members will opt-in to text messaging
 - Sign up for Groups Runs through the SignUpGenius website
 - Select the date(s) you wish to attend and sign up as a Wingman
 - Each community SignUp page is continuously updated with new Group Runs for the season and will constantly display the upcoming 90 days. Be sure to check regularly and continue to join us for your Group Runs.
 - Sign Up at least 24 hours before a Group Run so the Coordinator and Onsite Manager can create teams for the run.
 - Cancellations:
 - If you have to cancel a training: cancel yourself on SignUpGenius and inform the Onsite Manager listed for that date (this may not be your Community Coordinator).
 - If ASA has to cancel a training: all communication about a Group Run cancellation (weather, local emergencies, lack of attendees, etc) will be sent through SignUpGenius via email and/or text message. If your account is not updated, or you aren't signed up to attend that run date, you will not receive these important updates.
 - All ASA cancellation notices will be provided at least 3 hours prior to the posted start time for that Group Run (excluding emergencies). Saturday mornings will be canceled at least 2 hours prior if needed.
- TYPICAL GROUP RUN: 60-90 minutes
 - Arrive to Group Run 15 minutes prior to the posted start time (5:45 arrival for 6pm run start)
 - Check in with the Onsite Manager and prepare with your team
 - Connect with the Athlete and fellow Wingmen on your team, team welcome and photo
 - Run
 - Say goodbyes and depart
 - Sign up for your next Group Run
- Please arrive on time, or advise the Onsite Manager if you are running late so that all teams are prepared to start the Group Run on time.

RACING

Each Wingman commits to participate in at least 3-4 races a year with ASA. You are not limited and may race as often as you'd like to.

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- FREQUENCY: ASA attends 7-10 Races per month on average throughout our ASA Communities
- SIGN UP PROCESS:
 - Check the ASA Race Calendar on the ASA Website to see which races we are

- participating in
- Email the Coordinators for the races you are interested in running with ASA and let them know if you plan to submit it for one of your FREE races
 - If so, then complete the Free Race Designation Form which will be sent out by the ASA Office each Friday to all Wingmen who have participated in their Group Runs to submit for your free 5k through 10k upcoming race with ASA. ASA will add you to the race of your choice. Await the email from the Coordinator in charge of that race for ASA to receive registration instructions.
 - Only eligible races will be provided, some may not be available.
- You must attend a Group Run each month in order to receive the Free Race opportunity in the following month.
- If you want to participate in a longer distance or any other races, email the Coordinator listed to receive registration instructions to join and register yourself as a Wingman. These usually include an ASA Wingman discount code for you to use.
 - Longer distance complimentary races are reserved for ASA Captains. This could be you next year!
- Complete your registration for the race upon receiving registration instructions from the Coordinator and pay any necessary entry fees.
- Upon receiving your registration confirmation from the race, forward to the Coordinator.
- The Coordinator will then add you to the ASA Race Roster and to a Wingman Team.
- RACE DOC:
 - 1 week prior to race day - every Wingman Team participant will receive the Race Doc providing race day contact, parking, timeline, and all pertinent race information for the ASA Team.
 - 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 form. This form is available to all ASA Captains and accessible for every Group Run and Race for the Captain to reference. This profile provides information about the Athlete - their likes/dislikes, their disabilities, and parent/guardian contact information. The Captain (an experienced and background checked Wingman for at least 1 year) 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: GROUP RUNS AND RACES

- Each team will consist of 1 Athlete, 1 Captain, and 1-3 Wingmen.
- The team will run at the pace of the slowest Wingman, and will maintain at least a 12:30 minute/mile pace.
- All members of the team will stay together throughout the run.
- 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 pushing the Athlete's jogger 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 the 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 Onsite Manager and their Athlete's parent/guardian.

- No headphones are allowed while running.
- Dress and act in an appropriate manner at all times. Wear your ASA bright blue team shirt at all times, 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.
- Pass through water stops and/or relay check points carefully. Be aware of other runners who will stop without warning at the Water Stops. 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, 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.
- Athletes Serving Athletes prohibits transportation and/or consumption of alcohol by anyone who is actively fulfilling their role that includes Athlete responsibilities at an Athletes Serving Athletes event. Consumption of alcohol is only permitted at any Athletes Serving Athletes competition venue or training site once responsibility for an Athlete has been handed back over to the Athlete's caregiver.
- Transportation, storing and/or consuming illegal substances shall not be permitted at any Athletes Serving Athletes competition venue or training site.
- Do not engage in any inappropriate contact, 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.

DISABILITY INSIGHTS

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 an individual living 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. Please take time to view a more comprehensive document looking at the disabilities you may encounter - [click here](#).

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.

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. Please only share your cell phone number with other members if you wish to. We understand that friendships develop outside of ASA activities and you are free to pursue these connections. This is not intended to prevent any connections, just to protect your time as a volunteer and personal space should you need the boundary assistance. Alert the ASA Staff to any inappropriate contact or conduct with others in ASA.

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. Some tips and other opportunities include:

- **USE YOUR PERSONALIZED [WINGMAN FUNDRAISING TOOLKIT!](#)**
 - 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!
 - 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.
 - Volunteer at an ASA Water Stop or Expo Booth to receive fundraising credits
 - For a complete list of Fundraising opportunities (including Water Stops and Expo Support) please visit <https://asa.run/non-running-volunteering/>
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Thank you for joining us and we look forward to a wonderful running season with you. Together We Finish!