



ATHLETE GUIDELINES

ATHLETE COMMITMENT

As an ASA Athlete, I will:

1. Complete the annual Athlete Agreement
2. Attend the yearly Athlete Meeting (December preceding each season)
3. Attend a minimum of 1 ASA Group Run a month (late March - early November)
*health permitting

Athletes Serving Athletes will provide:

1. Fun, safe, and engaging running opportunities at no cost to the Athlete and their Family.
2. 2 to 3 Group Run opportunities in their home community each month (late March - early November) for you to attend at least once each month.
3. Every Athlete at least 6 races a year, as well as the ASA RunFests, which will be requested and assigned through the Wish List processes.

YEAR AT A GLANCE

January	Athlete & Captain Agreements due Wingman Program Registration Opens Captain Meetings
February	Wish List 1 distributed
March	Group Runs & Racing info released Select Group Runs & Racing starts Spring ASA Bash
April	All Community Group Runs & Racing starts
May	Wish List 2 distributed Spring ASA RunFest
May-Nov	Group Runs and Racing continues
August	Wish List 3 distributed
September	ASA Fall RunFest
October	Fall ASA Bash Group Runs end
November	Remaining Group Runs end
December	Racing ends for the year Athlete Meetings for upcoming 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.

- 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.
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 an Athlete. Please only register once each month in the Athlete space. You may attend more, read below:
 - Athlete Waitlist: each community page includes an Athlete Waitlist section
 - You are encouraged to request additional attendances and sign up on the Athlete Waitlist space. This allows all Athletes an opportunity to attend their Group Run.
 - If all Athlete spaces are full, sign up on the Athlete Waitlist. As more Captains and Wingmen register to join the run and we can support additional Athletes, your Community Coordinator will contact you as soon as possible.
 - SPECIAL NOTE ON ATHLETE WAITLIST SPOTS: If there are Athletes who continually are unable to get off the Athlete Waitlist for Group Runs - we may ask those Athletes who have attended frequently to miss a training in order to allow space for other Athletes to participate.
 - 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.
 - SignUp for a Group Run will close 24 hours before a Group 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).
- TYPICAL GROUP RUN: 60-90 minutes
 - Arrive to group run 30 minutes prior to the posted start time (5:30 arrival for 6pm run start)
 - Check in with the Onsite Manager and prepare to run in your jogger
 - Connect with Captain and Wingmen on your team, team welcome and photo
 - Run
 - Say goodbyes and depart
 - Sign up for your next Group Run
- 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 (Racing Event Requests)

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.

- Wish List 1
 - March-July 4th Races
 - Distributed the end of January
- Wish List 2
 - Mid July - September Races
 - Distributed in May
- Wish List 3
 - October-December Races
 - Distributed in August

After each Wish List period closes, you will receive a confirmation email from the ASA Office listing the races that you will be provided for that season. 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 right away to confirm or decline your attendance. If you do not respond promptly we will offer your spot to another Athlete from the Waitlist. It is important to confirm your schedule and respond timely so that we can provide you with the race registration instructions for that event. Once you are registered, ASA is obligated to pay for your race entry. We appreciate your help to minimize lost funds due to last-minute cancellations or changes.

Racing Expectations

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

Athlete Waitlist (Races): We 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.

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 even on race day morning - Advise 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- Every Athlete must have their own transportation for all ASA activities. ASA Captains, Wingmen, and Community Coordinators may not provide transportation for any ASA Athlete.

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).

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 and if they are comfortable doing so. If assistance is needed you may ask your Captain for help, but the caregiver must lead and participate in this transfer.

Equipment Building- Joggers may only be assembled and disassembled by ASA Captains or Staff.

Finish Line- Athletes must remain in their joggers throughout the entire Group Run or Race. Due to safety restrictions at events, Athletes may not get out of their jogger and walk across finish lines.

Communication with your Community Coordinator - Please respect 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 respect 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!