



CAPTAIN GUIDELINES

CAPTAIN COMMITMENT

As an ASA Captain, I will:

1. Complete the annual Fundraising Page / Captain Agreement to register for the year (Jan/February) and fundraise \$365 for The Wingman Program by December 15th (see information, tips and opportunities below)
2. Attend one of the Captain Meetings (December - for new or January - for returning)
3. Attend a minimum of 1 ASA Group Run each month as a Captain, or at least 7-8 times throughout the year if you can't make a particular month (late March- early November)
4. Be able to maintain at least a 12:30 minute/mile run pace
5. Serve as an ASA Manager at least twice in the year as either:
 - a. Onsite Manager at Group Run
 - b. Onsite Manager at a Race
 - c. Equipment Manager for Group Runs or Races
6. Renew background check every two years (ASA Office will prompt when due)
7. Fulfill all Captain Responsibilities outlined in the remainder of this document

** As long as a Captain meets their Group Run commitment and Captain Responsibilities (below), ASA commits to providing every Captain at least 14 races of their choice (any distance/event) throughout the year, as well as both ASA RunFests. These will be requested and assigned through the Wish List process.

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

ASA CAPTAIN RESPONSIBILITIES

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

- Monitoring and caring for the Athlete's safety and well-being at all times during an event. The Captain will connect with the Athlete's parent/guardian prior to an event and learn their general needs to monitor while in the Captain's care.
- The Captain will have contact information for the Athlete's Parent/Guardian as well as ASA Staff or applicable representative at each event. Athlete Profiles are linked on the [Captain Resource Page](#).
- Controlling the pace to ensure their Wingman Team are all running at a comfortable pace, managing pushing rotations, and taking control when necessary so that everyone has a safe and enjoyable experience.
- 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 team.

POLICIES

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

Athlete Transfer- Captains may not transfer an Athlete by themselves but can assist the parent or guardian if they are comfortable doing so, while under the parent/guardian instruction.

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](#)

Finish Line- Athletes must remain in their joggers throughout the entire Group Run or Race. For the safety of all participants, do not allow the team to stop on course and have Athlete walk across the finish line.

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

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
- EMERGENCIES: Call 9-1-1 and the Athlete's parent/guardian for any medical emergencies during a Group Run. As soon as possible, then contact the Onsite Manager/Community Coordinator/ASA Staff. Enlist other Wingmen to assist you with these calls once the Emergency is handled.
- 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 a Captain
 - Select the dates which you will serve as either the Onsite or Equipment Manager and include your cell phone number in the Comment Box for attendees to contact you.
 - 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 Group Run: 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 Group Run: 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 30 minutes prior to the posted start time (5:30 arrival for 6pm run start)
 - Check in with the Onsite Manager and prepare the jogger for your team
 - Connect with the Athlete and 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.

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.
- Sign up to be an Onsite Manager and connect with your Community Coordinator to plan teams 24 hours prior to the Group Run.
- A printable, detailed document of the Group Run Manager Responsibilities can be found [HERE](#)

RACING

Captains will participate in at least 3 races per year.

****As long as a Captain meets their Group Run commitment and Captain Responsibilities, ASA commits to providing every Captain at least 14 races (any distance) of their choice throughout the year in addition to all ASA RunFests. These races will be selected through the Wish List Process.**

Wish List Process

The ASA Office will send out Wish Lists through Survey Monkey prior to each race season for Captains to select their top choices. Wish List 2 and 3 will only be sent to Captains who are attending their Group Runs in the preceding months. The Wish List is the only way to request a Captain/Extra Captain role for races. ASA commits to providing every actively participating Captain at least 14 races as either Captain or Extra Captain each year, in addition to ASA RunFests, assigned through the Wish List process.

If a Captain does not submit their Wish List during the designated period, they will follow the process to join Races as a Wingman. They can request to join any races for that period as a Wingman and follow the Wingman registration instructions for the Coordinator. Captains may also always join additional races as a Wingman by contacting the Coordinator in charge and following the registration instructions.

After each Wish List, you will be sent a race confirmation email listing the races that you have received. You will be designated as either a Captain or an Extra Captain for each race listed. An Extra Captain functions as a Wingman on the team, while ASA pays for your race registration. You are also available to step in to a Captain role should a new team be created or if another Captain has to withdraw their registration.

- Wish List 1
 - March-July 4th Races and Long Distance Races for the rest of the year
 - Distributed end of January
- Wish List 2
 - July through September Races
 - Distributed May
- Wish List 3
 - October-December Races
 - Distributed August

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.
- 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 on the [Captain Resources](#) page. This page is password protected. The password will be emailed upon completion of your annual registration.
 - The Athlete Profiles are also on the Captain Resources page for you to reference your Athlete's contact information for pre-race communications.
- During a race, you will monitor the Athlete and Wingmen needs on your team. You will also manage the pace and pushing rotation.
- 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.

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, during the normal rotation, and will ensure that all Wingmen have an equal opportunity to push their Athlete's jogger.
- Set a comfortable pace for all team members. Monitor your entire team for the duration of the run and ensure that all Wingmen are running at a comfortable pace. If any Wingman is struggling to maintain the pace, have them run directly next to the Athlete so the team can pace with them.
- Call the Onsite Race Day Manager if your team has any problems during the run, or have a Wingman who can't run the whole distance and needs assistance.
- Contact on-course medical services first for all medical emergencies while racing (and Parent/Guardian if it involves the Athlete). As soon as possible, then contact the Onsite Manager/Community Coordinator/ASA Staff. Enlist other Wingmen to assist you with these calls once the Emergency is handled.

Onsite Manager - Race Day

- Sign up to be an Onsite Race Day Manager during the Wish List period
 - Your role as Onsite Race Day 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 Onsite Race Day Manager
 - A printable, detailed document of Onsite Race Day Manager Responsibilities can be found [HERE](#)
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EQUIPMENT MANAGER

Equipment Manager

An ASA Equipment Manager is responsible for the safe and timely delivery as well as management of all Equipment needed for an ASA event. This generally includes driving an ASA vehicle to/from a Group Run or Race event location, supervision of all Athlete Joggers needed for such event, and any needed support items (Athlete Profiles, name flags, tire pump, canopies or marketing signs when needed).

Each Equipment Manager must provide their driver's license for ASA's insurance company records, and is covered under ASA's Insurance Policy. They will receive training and detailed information prior to an event and be in direct contact with the Coordinator or Onsite Manager for the event to ensure timely arrival and preparation for the ASA activity.

Any questions or needs above normal operation of an ASA vehicle or equipment needed for an event will be directed to the ASA Community Manager. The Equipment Manager Guidelines can be reviewed [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, and will maintain at least a 12:30 minute/mile pace
- 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. Wear your bright blue ASA shirt at all times, proper athletic apparel, and sunscreen if necessary.
- As soon as you cross the finish line or finish your group run, clear the area safely and timely. Do not disrupt the flow of other finishers, especially at races.
- 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.

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 Captains who raise above and beyond the commitment, there are incentives offered throughout the year. Here are some tips and ideas:

- **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!
- Volunteer at a Water Stop or Expo Booth to receive fundraising credits- check the ASA website for opportunities.

- 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](#)

***** UPON COMPLETION OF YOUR CAPTAIN FUNDRAISING PAGE, THE ACCESS PASSWORD FOR THE CAPTAIN RESOURCES PAGE WILL BE EMAILED TO YOU PRIVATELY. THIS PAGE WILL HAVE THE DETAILED DOCUMENTS MENTIONED IN THESE GUIDELINES.**

BOOKMARK THIS PAGE: [CAPTAIN RESOURCE PAGE](#)

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