



# CAPTAIN GUIDELINES

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## CAPTAIN COMMITMENT

An ASA Captain commits to:

1. Complete a yearly Captain Agreement
2. Complete background check every two years
3. Attend a yearly Captain Meeting (January)
4. Attend a minimum of 1 ASA Group Run a month (mid March- mid December)
5. Act as the Onsite Training Manager at a Group Run at least once a year
6. Act as the Onsite Race Day Tent Manager at least once a year
7. Fundraise \$365 for The WingMan Program by December 15th

**UPON COMPLETION OF YOUR 2021 CAPTAIN AGREEMENT, A 2021 CAPTAIN FOLDER FROM GOOGLE DRIVE WILL BE EMAILED TO YOU PRIVATELY. THIS FOLDER WILL HAVE DETAILED DOCUMENTS MENTIONED IN THESE GUIDELINES.**

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## WHAT IS AN ASA CAPTAIN?

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, managing pushing rotations, and taking the wheel 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 the team.

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## YEAR AT A GLANCE

<b>January</b>	ASA Awards Celebrations Annual Athlete, Captain, & WingMan meetings <b>WishList 1 sent out</b>
<b>February</b>	WingMan Program Registration Opens Athlete & Captain Agreements due <b>WishList 1 due back to office early Feb</b>
<b>March</b>	Group Runs & Racing info released
<b>April</b>	Group Runs & Racing start <b>WishList 2 sent out mid April</b>

	WishList 2 due back to office end of April
<b>May</b>	ASA RunFest
<b>June</b>	Group Runs and Racing continues
<b>July</b>	Group Runs and Racing continues WishList 3 sent out mid July WishList 3 due back to office end of July
<b>August</b>	Group Runs and Racing continues
<b>September</b>	Group Runs and Racing continues
<b>October</b>	ASA Bull Roast Bash
<b>November</b>	Group Runs and Racing continues
<b>December</b>	Annual Athlete, Captain, & WingMan meetings Group Runs and Racing come to a close

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## **POLICIES**

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

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

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

**Athlete Ready to Race Policy**- 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 Policy**- 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 Policy**- 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 that you wish to pursue, 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 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 SignUp Genius
    - Sign up as either a Captain or a Group Run Manager
    - If you have to cancel a training, please cancel on Signup Genius and text the onsite training manager listed on the Signup 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](#)

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## **RACING**

### **WishList 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.

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) 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 we will offer your spot to another Captain. Please make sure to check your junk or spam folders if you think you've missed an ASA email.

- WishList 1

- March-June Races
- Sent out end of January; due back beginning of February
- WishList 2
  - June-September Races
  - Sent out mid-April; due back end of April
- WishList 3
  - October-December Races
  - Sent out mid-July; due back end of July

### **Race Responsibilities**

- 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 2021 Captain folder

### **Helpful Race Day Tips for Captains**

- Facilitate safe racing practices, pace, and pushing rotation
  - Please be kind and courteously to other participants
  - Please wait to move around a participant and then only if room is available
  - Please do not yell at other participants
  - Please do not touch other participants
- Captains always maneuver Athlete and Team to start line and push out of gate
- Captains may push if 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 that all the teams are prepared to race. You will also be on call if any issues arise during the race
- 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 pace is based on the slowest Wingman
- All WingMen should share the responsibility of pushing the Athlete 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 is advised to carry a cellular phone and have the phone number of the ASA Group Run or Tent Manager
- No headphones are allowed while running
- Dress and act in an appropriate manner at all times. Please wear proper athletic apparel and sunscreen if necessary (ASA shirts).
- 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, 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 athletes 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.
- 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.

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## **FUNDRAISING**

After December 15th, any remaining funds due will be charged to your credit card on file. For Captains 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. It's better to copy and paste your fundraising link directly into a social media post.