

2019 ASA CAPTAIN RESPONSIBILITY LETTER

Thank you so much for joining us in 2019 as an ASA Captain, we're thrilled to have you!

Below is the description of the ASA Captains responsibilities and the steps necessary to become a Captain.

A Captain is responsible for ensuring a safe, enjoyable experience for the ASA WingMan Team and for those race participants who are racing around us. A Captain must have previous experience racing as an ASA WingMan and is familiar with our WingMan Program. He or she abides by the [ASA Rules Of The Road and the ASA Code of Conduct](#). A Captain is required to complete a yearly Captain Agreement Form which details the yearly commitments and waivers.

The Captain requirements include: attend one group training run/month, attend a yearly Captain Meeting in January (if you join after January you may schedule a phone call with Lisa Lisa@asa.run), and have the ability to run the entire assigned race distance by themselves with an ASA Athlete (unusual occurrence).

The Captain's chief responsibilities include monitoring the health and safety of the ASA Athlete and the WingMan team during training and racing events. He/She will remain focused on evaluating and maintaining the safety of the WingMan Team, ensuring that everyone on the team has a safe and enjoyable experience. 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 of the team or the time it takes to cross the finish line. We train and race only as fast as the slowest WingMan on the team.

Responsibilities

1. Pre-Race

- Contact your **Athlete** to introduce yourself:
 - This connection should be made as soon as possible once you've received the Race Document with you Athlete assignment
 - Coordinate meeting your Athlete race day morning (exchange phone numbers)
 - Ask for updated medical info
 - Ask about race course nutrition and hydration
 - We do not transfer Athletes on the race course so please make sure parents know to toilet their Athletes before a race
 - For longer races (half or full marathon) please remind the parent/caregiver that we cannot transfer their Athletes on the race course so they must make sure to have a toileting plan

- Contact your **WingMen** to introduce yourself
 - This connection should be made as soon as possible once you've received the Race Document with you team assignments
 - Welcome your team and coordinate meeting your team race day morning (exchange phone numbers)
 - Remind team of the mission which is to work together on the race course
 - Please remind the team that we are NOT focused on pace or finish time but on enjoying being together.
 - The following can be found in the [Captain Folder](#)
 - Active Athlete Profiles
 - Master Captain Database
 - Master Wingman List

2. Race Day

- Arrive promptly at the designated time noted on your Race Document
- You are responsible for your Athlete from the time that they enter the jogger until you return them back to their parent/guardian
- Build and ready jogger for racing (please do not allow Wingmen or parents to build the joggers)
- Greet your WingMen and introduce them to your Athlete and their family
- All Captains must carry a cell phone with the ringer on loud and have parent and Tent Manager phone numbers in their phones

3. Race Course

- Facilitate safe racing practices, pace, 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
- Maneuver team through the start line, relay exchange areas, finish line, please start slowly
- Captains should not push unless asked by the WingMen
- Pace is super important, remember each WingMan is paying for, or fundraising for, the experience of participating on your team!
 - Pace is best controlled if WingMen do the pushing
 - Captains may push if asked by the team but keep it slow
- Athlete emergency protocol - please follow this order:
 - Call 911 if medical emergency
 - Contact Parent
 - Contact Tent Manager

- WingMan emergency protocol
 - For medical emergencies call 911 and then tent manager
- *Slow WingMan on your team - This is important!!*
 - *You can always pull your team off the course to regroup, evaluate, take a break...*
 - *Pull team off of the course to evaluate if you have a WingMan who is struggling*
 - *If your WingMan can run (regardless of pace) adjust your pace and continue running*
 - *If your WingMan cannot run the entire distance (needs to walk frequently) call the Tent Manager*
 - *Do not drop a WingMan without contacting the Tent Manager*
 - *If your WingMan cannot continue, wait together for the floater to arrive*
 - *Don't leave you WingMan alone*
 - *Don't drop a WingMan to a different team*
- Have fun!!

4. Post Race

- Return Athlete to parent/guardian
- Thank WingMen on your team
- Break down jogger and return to the trailer
- Email all team participants thanking them for participating and inviting them to continue to train and race

5. Benefits to becoming a Captain

- Develop relationships with ASA Athletes, families and other ASA Team Members
- Enjoy the thrill of training/racing with an ASA WingMan Team
- Help support the growth of our ASA WingMan Program to serve more Athletes!
- Help change perceptions about what it means to live with a disability

Next Steps to Register as a Captain:

1. Complete your [2019 Captain Agreement](#)
 - a. The link to create you personal fundraising page is at the bottom of the agreement.
2. Complete the required background screening now and then every 2 years
 - www.ncsisafe.com.
 - a. Click on "Start background screening now" in lower left corner
 - Use 63411057 for organization number
 - Pay the one-time fee of \$25

- 3 New Captains who join after January's Captain meeting
 - schedule a phone call with Lisa Cooper lisa@asa.run
 - Use the [ASA Race Calendar](#) to identify races that you'd like to participate in and communicate your interest with the Community Coordinator listed next to each race*.
 - Look ahead at the [Training Calendar](#) to see when/where you can help. RSVP on any Signup Genius that you'd like, you can train and race in any area that you'd like
 - Remember that training once a month is a requirement and helps to build our communities

***ASA WingMan Community Coordinators**

- Anne Arundel County: Teresa Meskey: teresa@asa.run
- Baltimore City: Alyssa Navarrete: baltcity@asa.run
- Baltimore County: Michele Howe: Michele@asa.run
- Frederick County: Kerry Blackmer: klblackmer@yahoo.com
- Harford County: Pam Moore: laxmom0115@yahoo.com
- Howard County: Crystal Wissinger: hoco@asa.run
- Dauphin County, PA: Christina Beaverson: pawingwoman@yahoo.com
- Please contact Lisa Cooper, Lisa@asa.run with any questions