

Coordinator Newsletter



June

GENERAL ANNOUNCEMENTS

- **Coordinator Advisory Board** - A big thank you to our [Coordinator Advisory Board](#) for their continued support and feedback throughout the spring season!
- **HKRS Summer Streak begins July 1st!**
 - HKRS is excited to announce our first Summer Streak, no registration needed! Each child will run their age appropriate distance once a day for five weeks. Families are provided a worksheet for their child to track progress and encouraged to share on social media! Each week HQ will highlight one of our values! Coordinators are welcome to share and encourage participation through the local Series specific Facebook pages too!
 - HKRS Summer Streak [social content folder](#). (Additional images coming soon!)
- **Community Coordinator Survey - Please submit!**
 - [Coordinator Virtual Postseason Survey](#) - This survey is specific for this season only, inquiring about your experience as a virtual Coordinator - the highs, lows and overall experience. We will use these responses to improve our virtual coordinator experience and program moving forward. It's 7+ questions with an average completion time of four minutes.
 - [Customer Service Feedback Survey](#) - This survey is for completion by Community Coordinators, providing feedback about their overall customer service experience working with HQ. It's a standard benchmarking survey

we ask Coordinator's to complete at the conclusion of every season. It's five questions with an average completion time of under 2 minutes.

- **Coordinator Mentorship Program**

- HKRS is reinstating the Community Coordinator Mentorship Program for Fall 2020! Community Coordinators who have run two (2) or more live seasons are welcome to become a mentor for a new Community Coordinator! HKRS will host a mentor training session to review guidelines and answer any questions that you may have. All NEW Coordinators for spring and fall 2020 will be assigned to a mentor. We will do our best to match them with a Coordinator within the same region. A mentor is not meant to replace the Program Manager, but to act as an extra layer of support. All Series specific issues will continue to be handled by the Series' Region Program Manager.
- If interested in being a [HKRS Mentor SIGN UP TODAY!](#)

- **2020 Community Coordinator Conference**

- Our CC Conference has gone virtual! Save the dates! February 5 - 6, 2021.
- We know this is not the same experience as our usual Conference, but we are focusing on content that will continue to help you grow as a Community Coordinator and deliver the best possible program in your community! We are excited about this new opportunity and hope that many of you will join us virtually from across the country!

- **Policy and Programming Change Form**

- Policy & Programming Change Proposal form Phase I submission period (Nov 1 - April 30) has closed with zero submissions. Therefore we did not publish any responses (June 15). We are currently in our 2020 Phase II Submission period which runs from May 1 - November 30 for publication of responses on December 15. [Link to Form](#). Form link can be found in each towns filemaker dashboard.
- [Link to past submissions](#) with explanations and reasoning.

- [Spring 2020 Closing Coordinator Virtual Bulletin](#)

SERIES FINANCIALS - SPRING 2020

- **Spring Virtual Series Close Out Guidelines**

- [Click here to download](#)

- **Petty Cash**

- [Click here to download the guidelines](#)
- Spring 2020 virtual season will not be eligible for petty cash.
- Petty Cash eligibility payments that were to be issued for spring 2020 will be issued prior to the fall 2020 season. Due to spring 2020 virtual season not being eligible you will only be receiving one petty cash payment.

- **Marketing Money**

- All marketing donations collected through RunSignup spring 2020 are now reflected in the Series Filemaker dashboard.

OPENING FALL 2020 REGISTRATION ****Please read updated guidelines****

- **FALL TIMELINE** - [live racing](#)

- **Coordinator Racing Decision Tree** - [Download HERE](#)

- Our decision to return to live racing will be predicated by and mimic the decision of local school districts. It's nearly impossible for HKRS to nationally monitor all state and county municipal decisions in real time, so we're directing our Community Coordinators to run live (or in-person) only in instances where schools have returned to either hybrid or full in-person education. If schools return this fall in a virtual learning state Coordinators will be given an option to run virtually or allow the local program to roll into the national virtual race run by HQ for the season.
- HQ will communicate race day safety procedures and health guidelines in the coming weeks.
- If a local program will need to run virtual for fall 2020 Coordinators will be expected to complete an addendum to the Independent Contractor

Agreement in order to proceed. This will also outline the responsibilities for a virtual season. Virtual timeline provided to Coordinators as needed.

- [Fall 2020 Virtual Contract](#)

- **HKRS Virtual World Race**

- HQ will now provide a virtual racing option each season moving forward. It will be open to all national and international families! We are excited to announce the addition of the HKRS Virtual World Race to our programming. Our goal is to provide families an opportunity to participate in our mission when a local program is not available in their community.

- **In order to open your registration for the fall 2020 season, you will need the following confirmed:**

- Facility Secured if racing live.
 - Do you need a Certificate of Insurance?
- Fall Dates - National kick off is Sept 25th weekend
 - Series can start as early as 9/25 and end as late as 12/13
 - *Please try to factor in a rain date with your facility if possible*
- Background Clearances within the past 2 years for all virtual and live racing.
- PLEASE email your Program Manager with your fall dates, time and race GPS address as soon as you secure them!
- If you would like to include a Challenger Division in your Series for the upcoming season, please let your Program Manager know
 - The “Challenger” Division is open to individuals with intellectual and physical disabilities. Coordinators are still permitted to place any child with special needs within the regular divisions according to the families wishes rather than participate within the Challenger Division. We do not recommend switching divisions throughout the Series.
 - Each Challenger Division will consist of a 75-yd race distance

- **Coordinator Administrative Items:**

- Do you have access to the Series Filemaker Dashboard?
- Do you have access to the Series email?
- Do you have access to the Series Facebook page?

- Do you have access to National FB Community Coordinator group as well as the Regional page?
 - Do you have access to the CC Google Drive? [Click to gain access!](#)
 - We are updating and moving around the files so things may look a little different!
 - *If you answered 'NO' to any of the above please reach out to your Program Manager! Thank you!*
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SUPPLIES

• Leftover Supplies

- Let us know the number of medals and shirts you have leftover from spring 2020 by [inputting inventory](#) into Filemaker. The leftover t-shirt expense cannot be deferred from your P&L (saving you money) if it's not inputted.

• Looking Ahead

- HKRS plans to distribute unused t-shirt and medal inventory this coming fall season, so please understand that similar designs (Fall 2019 and Spring 2020 designs) will be used again this coming fall and it may mean using the same t-shirt or race medal. This is a result of our large spring national pre-season supply order, much of which remains in inventory due to decreased participation this past season.

• NEW Series

- All NEW Series will receive a starter kit if you did not in the spring season. You do not need to place this order, your Program Manager will do so.

• Seasoned Programs

- Do you need replenishment of anything? Order by way of the Series Supplies Order Form in FileMaker. Please do not send the order to your Program Manager. All orders and tracking are viewable through your dashboard.
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COORDINATOR RECOGNITION PROGRAM

Prior to the fall season kicking off you will see our new Coordinator Recognition Program visible on the Series town pages! We're excited to recognize and celebrate these wonderful accomplishments with you.

Click [HERE](#) to see a preview!

Recognizing Tenure

- **Quarter Miler** - 2 years as a Community Coordinator
- **Half Miler** - 3 Year as a Community Coordinator
- **Miler** - 4 Years as a Community Coordinator
- **10 Miler** - 5 + years or 10 seasons as a Community Coordinator
- **Marathoner** - 7+ years as a Community Coordinator
- **Ironman/Ironwoman** - 10+ years as a Community Coordinator

Recognizing a Seasonal Honor Roll

- **HKRS Honor Roll** (image only on town page) 100+ runners or above average (top 50%); 2+ paid sponsors, 10+ survey completions; recognition at conference
- **HKRS Distinguished** (Image only on town page) 200+ runners, 4+ paid sponsors; 20+ survey completions; awarded at conference
- **HKRS Presidential** (Image only on town page) Top 10 in # of runners nationally; 8+ paid sponsors, 30+ survey results; awarded at conference

Other Recognition

- HKRS will celebrate and highlight one Coordinator each month by region, that we feel demonstrates our vision, mission and core values. We'll highlight those that set a positive example for our Coordinator community, whether Healthy Kids related or not.
- We've modified our seasonal awards to recognize top performers in the following categories:
 - **Sponsorship Salesperson of the Season** - awarded to the Coordinator who generates the most sponsor value (paid and in-kind)
 - **Outstanding Coordinator in Customer Service** - awarded to the Coordinator, based on a minimum number of surveys completed, with the highest customer service score.

- **Outstanding Coordinator in Public Relations** - awarded to the Coordinator who best demonstrates an aptitude for Public Relations in their community
 - **Outstandingly Autonomous** - awarded to a Coordinator that excels, and follows the guidelines but relies very little on HQ.
 - **Best New Town** - awarded to the new town with the most participants and sponsors (paid or in-kind)
 - **All-Star Awards:** this is an "other" category that allows HKRS to customize an award for those we feel go above and beyond their normal Coordinator role or furthers the mission of HKRS beyond its scope.
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THE HEALTHY KIDS PROMISE

Healthy Kids Running Series means many different things to children, families and communities nationwide. What remains constant is our focus on our vision, mission and core values.

VISION

An international, inclusive and fun youth running program led by dedicated, local coordinators, where all kids celebrate their success and develop an active healthy lifestyle.

MISSION

To engage communities and families by providing an inclusive youth running experience, inspiring kids to believe in themselves and lead an active healthy lifestyle.

CORE VALUES

Five core values, based upon our five-week program, embody our passion to get all kids moving. They guide every decision we make.

- >> **Family First** | family means our staff, coordinators & participants
- >> **Crawl, Walk, Run** | decisions that impact today but more importantly tomorrow
- >> **Be Kind** | treat others as they want to be treated
- >> **Make An Impact** | wanting to return for the next race and season
- >> **Live The Healthy Life** | believe, and inspire others to believe

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