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# Coordinator Newsletter



November

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HKRS would like to wish all of our Community Coordinators and their families a very Happy Thanksgiving!

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HKRS is excited announce to the selection of our 2020-2021 members of the

HKRS Coordinator Advisory Board (CAB)!



The purpose of CAB is to provide a formal channel of communication between Community Coordinators and HKRS National Leadership. Let's give a big warm congratulatory welcome to our

CAB Members!



We look forward to working with you!

To put a smiling face to their name and learn more about them, visit our CAB page on the main website! [↓](#)

<https://healthykidsrunningseries.org/coordinator-advisory-.../>

\*\*November CAB meeting notes will be loaded into the Google Drive folder by the end of this week!

Christine Bridges [Healthy Kids Running Series - Caledonia, MI](#); Julie Waltermyer Drabenstad [Healthy Kids Running Series - New Cumberland, PA](#); Sophia Victoria Jackson Altamonte Springs [Healthy Kids Running Series - Altamonte Springs, FL](#) ; Kate Marden Arlington, VA [Healthy Kids Running Series - Arlington, VA](#); Adam Marks Jamaica Plain, MA [Healthy Kids Running Series - Jamaica Plain, MA](#); Kylie Hancock Schell Carthage, NY [Healthy Kids Running Series - Carthage, NY](#); Melissa Shortridge Ludowici, GA [Healthy Kids Running Series - Ludowici, GA](#); Mike Stevens Phoenixville, PA [Healthy Kids Running Series - Phoenixville, PA](#);

Ellen Tadman Chandler, AZ [HKRS: Healthy Kids Running Series - Chandler, AZ](#);  
Tanya Taylor Belton, TX [Healthy Kids Running Series- Belton, TX](#) .

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## ***HKRS FINANCIALS - CLOSING OUT THE SERIES***

**CC FINANCIAL NOTICE FALL 2020 & SPRING 2021 - [Download HERE](#)**

**• IN-PERSON RACING - Outlined below**

- **Mail in ALL Walk Ups:** Include all *signed waivers*, payment and reconciliation form
  - **\*\*You must also include a complete [Walk-Up Reconciliation Form](#) with the Waivers\*\***
    - If we have not received walk-ups from all weeks, we will not close out the Series
      - If you have no more pending walk-ups after your final week, please notify your Program Manager so we do not expect them from you. At this point we will record in Filemaker that you have no more outstanding walk-ups
- **Race Results:**
  - All race results must be in the system and posted prior to financials. Please send final results to [results@healthykidsrunningseries.org](mailto:results@healthykidsrunningseries.org).
- **Expense Reimbursements:**
  - Any items you wish to have reimbursed (addressed in the How-To Manual), must be submitted NOW in order to be included in this sesason's financials
    - Submit receipt with [Reimbursement Form](#)
  - Once submitted, if the reimbursement request is approved, you will be issued a check, and then the cost will show up as an expense on your financial statement

- *Marketing Reimbursements come from each Series' Marketing Fund and are not included in the financial statement*
  - **30 Days**
    - After all 3 of these prerequisites are complete accounting will be notified. At this point, HKRS has a 30-Day window to complete your financial statement and submit it to you for approval. Once you approve, you will be issued a check via the mail.
      - You can find out if your Series has been closed out and the 30 Day window has started in Filemaker [HERE](#)
  - **Profit & Loss Financial Sheet**
    - VIEW the 'How To Understand the P&L Financials' video [HERE](#)!
- **LOCAL VIRTUAL RACING**
- Fall 2020 CC [Close out Checklist](#)

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## ***OPENING SPRING REGISTRATION***

- **PROCESS TO OPEN:**
- In order to open registration for the spring season, you will need to confirm the following:
    - Facility Secured
    - Notify Program Manager of spring Series dates, race start time and race location
      - **Spring Series** can start as of **April 11th weekend** and can run through the middle of June.
      - Fall Series can start as of September 12th weekend and can run through the middle of December.

- *Please try to factor in a rain date with your facility if possible. Highly recommend reserving for both spring and fall Series if possible.*
  - Background Clearances must be up to date in order to open registration. Please speak with your Program Manager to confirm.
  - The Series Fall 2020 Financials are in process.
- **SPRING 2021 Preparations:**
- We highly suggest having a back up location in case the facility guidelines dictate your ability to host HKRS.
  - Try not to select dates that are too early in your region, the farther from flu/cold season a program runs the higher rate of participation you will have.
  - HKRS will be providing updated race day guidelines/suggestions for spring racing early February when we have a better understanding of where we are with the pandemic nationally/regionally.
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## **IN-PERSON RACING COMMUNITY COORDINATOR PANEL**

- HKRS will host a Coordinator panel for those that ran virtually. We are hosting this panel to help Coordinators better understand and prepare for in-person spring racing. We hope that you will join us!
    - December 8th at 8PM EST
    - [Join with Google Meet](https://meet.google.com/irx-zcyw-ggh)  
[meet.google.com/irx-zcyw-ggh](https://meet.google.com/irx-zcyw-ggh)
    - [Join by phone](#)  
(US) +1 405-458-8554 PIN: 578 252 646#
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## HKRS STORE IS OPEN!



[Link to Store!](#)