

Coordinator Newsletter

February



2021 VIRTUAL COMMUNITY COORDINATOR CONFERENCE

[Coordinator Conference Feedback Survey](#)

[How to Access Conference Sessions!](#)

MEDIA & PUBLIC RELATIONS

We strongly encourage you to watch the recorded conference session below to hear how to compile your media list and prepare for your media outreach. If you have any questions, please reach out to Ike Richman directly.

We look forward to seeing your clips as you generate them. Don't forget to share them with your Program Manager and in the CC Facebook Group!

Good luck!

CONTACT INFO:

Ike Richman

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[Public Relations Conference Session](#)

[Media Folder](#)

[Spring 2021 Media Press Release](#)

OPENING SPRING REGISTRATION

- [SPRING RACE DAY GUIDELINES DOCUMENTS](#) - COVID modifications are subject to change.
- **SAVE THE DATE!**
 - National Conference Calls NOON OR 8:30PM EST March 10th
 - Town Hall Call with the Founder March 18th/April 29th 8:30-9:30PM EST
 - [Spring timeline](#) with call information included!
- HKRS will be providing template emails for Coordinator communication to participants.
- **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 to mid/late 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. We highly recommend reserving for both spring and fall NOW if possible.*
 - Background Clearances must be up to date in order to open registration. Please speak with your Program Manager to confirm.
- **SPRING 2021 Preparations:**
 - We highly suggest you call or email a **back up location** in case your main facility doesn't let you host HKRS this spring.
 - 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.

[Coordinator Admin Folder](#)

[COVID Race Day Guidelines](#)

[Registration OPEN Email Template](#)

[Registration Social Media Images](#)

IN-PERSON RACING COMMUNITY COORDINATOR PANELS

HKRS hosted a Coordinator panel of those who ran in-person this past fall. This panel will help Coordinators better understand and preapre for in-person spring racing. If you have any additional questions after viewing please reach out to your Program Manager. Thank you!!

[View Recording Panel #1](#)

[View Recording Panel #2](#)
