



# New Program Site Information

## Girls on the Run of Puget Sound

Thank you for your interest in becoming a new program site of Girls on the Run of Puget Sound. Please read through the following information before submitting a New Program Site Application. If you have any questions or need clarification please contact Amber Swim, Program Coordinator, at 206-528-2118. The purpose of this document is to provide an overview of Girls on the Run of Puget Sound and the responsibilities of program sites.

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### **About Girls on the Run of Puget Sound**

Girls on the Run of Puget Sound (GOTRPS) is a non-profit organization that operates an empowerment and fitness program for 3<sup>rd</sup> – 5<sup>th</sup> grade girls at sites throughout the Puget Sound region. Our mission is to use the power of running to educate and prepare girls for a lifetime of self-respect and healthy living. During the fun, non-competitive program the girls run and play active games, talk about important issues, eat snacks and learn how to celebrate being a girl. The program focuses on building girls' self esteem and improving their physical and emotional health. This helps prepare them to face the most challenging years of adolescence with confidence and inner-strength.

Each program site is led by a team of trained volunteer coaches that guide and mentor girls through fun and uplifting games that teach specific life lessons such as dealing with body image and the media, resisting the dangers of drugs and alcohol, making healthy decisions and contributing to the community. Along the way, the girls will train to walk or run in a non-competitive 5k (3.1 mile) race event. Completing the 5k gives the girls a chance to shine and an overwhelming sense of accomplishment.

GOTRPS is a council of Girls on the Run International. Girls on the Run was founded in 1996 in Charlotte, NC, by Molly Barker, who has a Masters in Social Work and is a four time Hawaii Ironman triathlete. Girls on the Run International consists of more than 160 councils across the United States and Canada. In 2007 alone, Girls on the Run councils served more than 40,000 girls.

### **Girls on the Run Curriculum**

Our volunteer coaches facilitate a well researched and copyrighted curriculum written by Molly Barker. The curriculum is divided into three parts to encompass the following concepts:

**Part One:** All About Me...Getting to Know Who I am and What I Stand For!

**Part Two:** Building My Team...Understanding the Importance of Cooperation

**Part Three:** Community Begins with Me...Learning about Community and Designing Our Own Community Project

Each lesson focuses on a specific topic and follows a five part format that provides consistency and structure for the girls' experience.

- 1) **Getting on Board:** The lesson begins with an activity and brief group discussion that brings the girls' focus onto the day's topic.

- 2) **Warm Up:** A short interactive running game that incorporates the lesson topic for that day followed by a stretching and group discussion.
- 3) **Workout:** A running activity related to the topic of the day. Workouts grow longer over the course of the program as the girls build stamina.
- 4) **Cool Down:** A stretching period and group discussion.
- 5) **Positive Words:** Coaches recognize positive individual and group behaviors.

### **Program Site Responsibilities**

While Girls on the Run of Puget Sound provides almost everything needed to run the program, the program site is required to provide the following:

- A Site Liaison (please reference Program Site Liaison Responsibilities listed below)
- A meeting location. Somewhere indoors or undercover where coaches can meet the girls right after school, have snack and leave their backpacks:
- A safe outdoor location for running and activities. This **does not** have to be a quarter mile track. This can be a field or open playground space. The area should be separate from other kids and programs.
- A safe space available in case of inclement weather. This must be a private area, preferable a gym, lunchroom or outdoor-undercovered area, and needs to be available for GOTR and *not in conflict with other programs*.
- Access to a restroom
- Secure storage area for supplies bin, snacks and water bottles
- An active marketing plan to successfully recruit 3<sup>rd</sup>-5<sup>th</sup> grade girls at program site
- Provide two volunteer coaching candidates

### **Girls on the Run of Puget Sound Responsibilities**

GOTRPS supports program sites by providing the below services. The Program Coordinator, Amber Swim, is responsible for coordinating these services.

- Work with the Site Liaisons to recruit coaches.
- Provide a training for all new coaches
- Administer background checks on all new coaches
- Distribute registration forms to Site Liaisons
- Administer registration, compile rosters and distribute to Head Coaches and Site Liaisons
- Provide program curriculum and materials
- Provide program shirts and water bottles to each participant
- Communicate with coaches through a weekly e-newsletter, emails, meetings and phone calls
- Support coaches as needed
- Communicate with parents/guardians as needed
- Plan, organize and execute the Girls on the Run 5k race, materials, awards, etc.
- Provide a \$10 stipend per participant to coaches to be used for snacks
- Provide liability insurance that covers all participants, coaches and additional GOTR trained volunteers
- Administer recruitment, registration and training of all Running Buddies assigned to a program location.

### **Calendar**

GOTRPS offers our program twice a year, a Fall Season and a Spring Season. Each season is 10.5 weeks long and consists of 21 lessons. Program sites meet twice a week for 1½ hours in the afternoon. Each

season culminates in a Girls on the Run 5k race event in which girls from all program sites participate. The Girls on the Run 5k takes place on the weekend of the last week of the session.

**Fall Session:** Typically begins in late September and ends in early December.

**Spring Session:** Typically begins in March and ends in late May.

**Participant Registration**

- Girls on the Run is open to ALL girls. We allow girls who are unaffiliated with a program site and girls of any fitness level to participate.
- Program sites are responsible for promoting GOTR to girls and parents and for distributing registration forms.
- Registration is open for one month and closes 1 weeks before the season begins.
- Forms are turned into a designated person at the program site (typically the Site Liaison) and that person then mails the forms to GOTRPS.

**Program Fees and Scholarships**

All program participants are required to pay a registration fee. This fee covers supplies, healthy snacks, coach training, and staff support. We offer scholarships through a sliding scale system so that families of all sizes and income levels can make a payment they are comfortable with (see below). The actual cost of the Girls on the Program is \$150 per girl. The financial sustainability of our program depends on the honesty and integrity of parents to choose their appropriate registration amount. It is essential that each family contribute as much towards the full cost of the registration fee as they can afford.

# of family members in household	Annual Income			
<b>2</b>	\$0 - \$34,000	\$34,001 - \$50,999	\$51,000 – 67,999	\$68,000 +
<b>3</b>	\$0 - \$38,000	\$38,001 - \$56,999	\$57,000 – 75,999	\$76,000 +
<b>4</b>	\$0 - \$42,000	\$42,001 - \$62,999	\$63,000 – 83,999	\$84,000 +
<b>5</b>	\$0 - \$45,500	\$45,501 - \$68,499	\$68,500 – 90,999	\$91,000 +
<b>6</b>	\$0 - \$49,000	\$49,001 - \$73,499	\$73,500 – 97,999	\$98,000 +
<b>7</b>	\$0 - \$52,000	\$52,001 - \$77,999	\$78,000 – 103,999	\$104,000 +
<b>8</b>	\$0 - \$55,500	\$55,501 - \$82,999	\$83,000 – 109,999	\$111,000 +
<b>Amount Due</b>	<b>\$20</b>	<b>\$65</b>	<b>\$110</b>	<b>\$150</b>

**Group Size**

The minimum is 8 girls and the maximum is 15 girls. The minimum is based upon both financial and curriculum considerations. Because much of our curriculum is related to team building and group dynamics, fewer than 8 girls may make it difficult to provide the experience we want to offer the girls. Conversely, more than 15 girls make it difficult to establish the group rapport and the depth of community we are seeking.

## Site Liaison Responsibilities

The Site Liaison's role is to facilitate the smooth implementation of the program by serving as a link between coaches, participants, parents and GOTRPS. *The Site Liaison must be a school/site staff member.* A volunteer coach should not serve as the Site Liaison unless she is a staff member at the program site. GOTRPS communicates primarily via email, so it is necessary for the Site Liaison to have an open email account that they check regularly. Listed below are the responsibilities of the Site Liaison

### Responsibilities

- Secure bi-weekly practice space for GOTR for 1 ½ hours, two days per week for each team – OUTDOOR AND INCLEMENT WEATHER LOCATION.
- Identify storage space for GOTR supplies (snacks, shoes, folders, etc.)
- Attend a 1- hour informational meeting prior to opening registration.
- Distribute registration materials to 3<sup>rd</sup>-5<sup>th</sup> grade girls.
- Collect registration forms and fees; review for accuracy and complete checklist to verify completion of information on registration forms; follow-up with families if necessary.
- Return registration forms and fees promptly to the GOTR office.
- Meet with coaches one time prior to the start of the season-- discuss practice and storage space.
- Maintain regular communication with coaches regarding program and facility; provide support if behavioral issues arise.
- Identify language barriers, notify GOTR coordinator when assistance is needed.
- Assist in the recruitment of coaches for the site (2-3 per group).
- Must have email and check regularly.

## Volunteer Coaches

Volunteer Coaches are volunteers who facilitate the easy-to-follow, well researched curriculum at each program site. Coaches *do not* have to be runners; they only need to have the desire to serve as a role model for the girls by showing positive behavior, being interactive with them and listening attentively. These volunteers can be faculty, staff, parents or community members. It is mandatory for there to always be 2 volunteer coaches on site with GOTR participants, preferably a head coach and an assistant coach. GOTRPS recommends no more than 3 volunteer coaches at a site per day.

One of the biggest challenges in starting a new program site is recruiting volunteer coaches. We have also found that program sites are most successful when coaches are a part of the community they serve. **Therefore, GOTRPS cannot accept new program sites unless we have their support in recruiting coaches.** GOTRPS can provide coach descriptions, recruitment posters, a sample newsletter article, etc. to support new sites in recruiting coaches. GOTRPS also independently recruits coaches, and may assign one or more to your site based on need. Below is a description of volunteer coach requirements and responsibilities.

## Head Coach

### Description

The Head Coach is a volunteer position that leads a team of coaches to facilitate the Girls on the Run curriculum to a group of 8-15 participants. The position works closely with the Program Coordinator and entails approximately 5 hours per week.

### Requirements

- Submit a Coach Application to GOTRPS
- Be Child CPR & First Aid certified before the start of the session (GOTR can reimburse cost)

- Consent to a background check
- Must be female and 21 years or older

If it's your first time coaching you are also required to:

- Attend a group interview with the Program Coordinator prior to the coach training
- Attend a day-long coach training

#### Responsibilities

- Attend the GOTR program 2 days a week
- Lead your team of coaches in decisions regarding the facilitation of the Girls on the Run Curriculum, communicating to girls' families, and purchasing and providing healthy snacks (GOTR reimburses for snacks)
- Communicate with the Program Coordinator on behalf of the site's coach team.
- Practice positive behavior management
- Arrive at the program site at least ten minutes before the lesson begins and remain at the site until all girls are in the care of their parents/guardians
- Attend required coach meetings
- Manage program materials
- Lead an on-site, one hour orientation for running buddies match with girls at your program site
- Read weekly email from Program Coordinator
- Attend the final 5k event and supervise program participants
- Understand and believe in the mission of Girls on the Run

#### Qualifications

- A strong commitment to girls' positive development
- Experience working with youth
- The capacity to work in a partnership with a co-coach and/or assistant coaches
- Coaches *do not* have to be elite runners. Any woman who lives a healthy lifestyle and is committed to improving the lives of girls can serve as a coach

### **Assistant Coach**

#### Description

The Assistant Coach is a volunteer position that works with a team of coaches to facilitate the Girls on the Run curriculum to a group of 8-15 program participants. This position works closely with the Head Coach and entails approximately 2-4 hours per week.

#### Requirements

- Submit a Coach Application to GOTRPS
- Consent to a background check
- Must be 16 years or older
- Can be female or male

If it's your first time coaching you are also required to:

- Attend a group interview with the Program Coordinator prior to the coach training
- Attend a day-long coach training

#### Responsibilities

- Attend the GOTR program 1 or 2 days a week
- Support the Head Coach by handing out supplies, snacks, setting up for activities, filling water bottles, leading activities, etc.
- Provide one-on-one attention to girls as needed
- Run or walk with the girls and encourage them to put their best effort into the running activities
- Attend the final 5k event at the end of the season
- Read weekly emails from the Program Coordinator

- Serve as a role model for the girls
- Understand and believe in the mission of Girls on the Run

#### Qualifications

- A strong commitment to girls' positive development
- Experience working with youth a plus, but not necessary
- The capacity to work in a partnership with a Head Coach

#### Evaluation

All coaches will undergo a program site visit administered by the Program Coordinator to ensure that the curriculum is being delivered properly without material alteration and in a manner that is consistent with the Girls on the Run mission and vision.

#### **Running Buddies**

Running Buddies are female volunteers who are paired one-on-one with a participant to run/walk with them during the Practice 5k and the graduation 5k. Because each Running Buddy is pre-matched with a specific girl based on walking/running pace, commitment to attend both 5K events is extremely important.

Running Buddies register online through GOTRPS, consent to a background check and attend a one hour orientation. GOTRPS mainly promotes this volunteer opportunity, but asks program sites to help with promotion in their community.

Thank you for reviewing this information! If you would like to apply to be a new GOTRPS site, please complete the New Program Site Application. Contact Amber Swim with any questions you have at 206-528-2118 or [amber@girlsrun.org](mailto:amber@girlsrun.org).