



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.** The purpose of this document is to provide an overview of Girls on the Run of Puget Sound and the responsibilities of program sites. If you have any questions or need clarification please contact Katie Glenn, Program Manager, at 206-528-2118. New site applications for the Spring 2017 season are due Friday, October 14th.

About Girls on the Run of Puget Sound

Girls on the Run of Puget Sound (GOTRPS) is a non-profit organization that operates an afterschool character-development program for 3rd – 5th and 6th – 8th 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, standing up to peer pressure, 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 225 councils across the United States and Canada.

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.

updated 9/28/2016

- 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 Seasons

GOTRPS offers our program once a year in the spring. Each season is 12 weeks long and consists of 24 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. The spring session typically begins in March and ends in May.

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)
- 2 Volunteer Coaches (teachers, parents, counselors, staff)
- 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 3rd-5th or 6th-8th grade girls at program site

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.* The Site Liaison does not have to be present during GOTR practices, but must introduce themselves to the coaches at the beginning of the season and be available for extra support. 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

- Recruit two to three coaches for the site (one **must** be a school staff).
- Secure bi-weekly practice space for GOTR: outdoor location, inclement weather locations, meeting location, kit storage location, and access to restrooms.
- Distribute registration materials to 3rd-5th or 6th-8th 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.
- Must have email and check regularly.

Girls on the Run of Puget Sound Responsibilities

GOTRPS supports program sites by providing the below services. The Program Manager, Katie Glenn, is responsible for coordinating these services.

- Screen and train all new coaches
- Coordinate registration with Site Liaisons
- Provide program curriculum and materials
- Provide program shirts and water bottles to each participant
- Provide a \$26 stipend per participant to coaches to be used for snacks and extra supplies
- Communicate with coaches through a weekly e-newsletter, emails, meetings and phone calls
- Communicate with parents/guardians as needed
- Plan, organize and execute the Girls on the Run 5k race, materials, awards, etc.
- Provide liability insurance that covers all participants, coaches and additional GOTR trained volunteers
- Screen Running Buddies assigned to a program location.

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.

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 1-2 months and closes 1 week 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

Girls on the Run of Puget Sound requests that each program participant's family pays a registration fee. The actual cost of the Girls on the Run program is \$185 per participant. This fee covers supplies, healthy snacks, 5k materials, coach trainings and staff support. We offer a sliding scale so that families of all sizes and income levels can choose a registration fee that they are comfortable paying (see below). We do not ask for proof of income or expense. We rely on the honesty and integrity of parent/guardians to choose their appropriate registration fee and contribute as much towards the full cost of the program as they are comfortable with.

# of family members in household	Annual Income			
	2	\$0 - \$34,000	\$34,001 - \$50,999	\$51,000 – 67,999
3	\$0 - \$38,000	\$38,001 - \$56,999	\$57,000 – 75,999	\$76,000 +
4	\$0 - \$42,000	\$42,001 - \$62,999	\$63,000 – 83,999	\$84,000 +
5	\$0 - \$45,500	\$45,501 - \$68,499	\$68,500 – 90,999	\$91,000 +
6	\$0 - \$49,000	\$49,001 - \$73,499	\$73,500 – 97,999	\$98,000 +
7	\$0 - \$52,000	\$52,001 - \$77,999	\$78,000 – 103,999	\$104,000 +
8	\$0 - \$55,500	\$55,501 - \$82,999	\$83,000 – 109,999	\$111,000 +
Suggested Registration Fee	\$25	\$75	\$135	\$185

Volunteer Coaches

New Program sites must provide 2 volunteer coaches per team, one of which needs to be a school staff member. Program sites are most successful when coaches are a part of the community they serve. GOTRPS can provide coach descriptions, recruitment posters, 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.

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. The Lead Coach and Co-Coaches act as a team to lead a group of 8-15 girls through the GOTR curriculum. 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. GOTRPS recommends no more than 3-4 volunteer coaches at a site per day.

Qualifications

- A strong commitment to girls' positive development.
- The capacity to work in partnership with co-coaches.
- Experience working with youth a plus, but not necessary.
- Coaches *do not* have to be runners. Any person who lives a healthy lifestyle and is committed to improving the lives of girls can volunteer as a coach.

Coach Responsibilities:

Both Lead Coach and Co-Coaches

- Attend the program 2 days a week. If coaching 2 days per week does not work with your schedule, please contact our office to discuss options.

- Regularly attend practices. Coaches may not miss more than 4 practices during a season. If your schedule precludes you from making this commitment, please consider substitute coaching (see below).
- Arrive at the program site 15 minutes before the practice starts and remain at the site until all participants have left.
- Practice positive behavior management.
- Attend required Coach meetings.
- Read the *Weekly Warm Up* email from Pacer throughout the season.
- Attend the GOTR 5k event at the end of the season and supervise program participants.
- Serve as a role model for the participants.
- Understand and believe in the mission of Girls on the Run.
- One Coach at each site must be CPR/First Aid certified before the start of the season (GOTR reimburses for cost).

Lead Coach Responsibilities

- Lead your team of coaches in decisions regarding the following: facilitation of the curriculum, communicating to girls' families, and purchasing/providing healthy snacks (GOTR reimburses for cost).
- Communicate with the Program Manager when you or your coach team needs additional assistance.
- Manage the materials kit by receiving it from GOTR at the beginning of the season, taking it to the program site, and then returning it to GOTR when the season is over.

Co-Coach Responsibilities

- Work with your team of coaches to accomplish the following: facilitate the GOTR curriculum, communicate with girls' families, and purchase/provide healthy snacks (GOTR reimburses for cost).
- Communicate with the Program Manager as needed.

Time Commitment

- Approximately 4- 6 hours per week which includes 3 hours of practice, time on-site before and after practice, commute, curriculum preparation, snack purchasing/preparation, as well as communication with coach team, girls' families, and GOTR office.

Requirements

- Submit a Coach Application to GOTRPS
- Consent to a background check
- Lead Coaches must be 21 years or older. Co-Coaches must be 16 years or older

New Coaches are also required to:

- Attend a five-hour coach training (all coaches must attend)

Returning Coaches are also required to:

- Complete Return Coach Training

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 Katie Glenn with any questions you have at 206-528-2118 or katie@girlsrun.org.