

Policy and Procedure Manual



Girls on the Run®
of the Tri County, SC

Volunteer Management Policies

Volunteer Application & Recruitment: All potential new GOTR Tri County volunteers are required to complete a Volunteer Application before a decision on their volunteer position is determined. Once the application is received, an interview will be conducted with the Director. Beginning January 1, 2005, all new coaches will be required to undergo a criminal background check. Background checks will be run every 24 months for all coaches.

Running Buddy Application: All new Running Buddies are required to complete a volunteer application before accompanying a GOTR Tri County participant in the race. This is to be tracked in the GOTR office with the help of the coaches recruiting Running Buddies for their site's participants. Running Buddies will only be required to fill out an application and a background check will be run.

Coaching Requirements: All coaches are required to have a completed GOTR Tri County Volunteer Application, background check (beginning January 1, 2005), and a signed affidavit and non-compete form on file before beginning the GOTR Tri County program. All Head Coaches must also have their CPR and First Aid certification on file before the fourth session of GOTR for a given season.

Training: All coaches (head and assistant) must attend a full training session with the Director before coaching a GOTR Tri County program. Exceptions may be made for Assistant Coaches. If a Head Coach attends a mini-training before beginning their GOTR Tri County session, then they must attend a full training at the next program's training.

All running buddy volunteers will be required to attend training, as determined by the Director.

COACHING POLICIES

Coach's child participant fees: All children of coaches will pay full price according to fee schedule for the coaches first season coaching. A discount of 25% will be given for the second season. If a coach volunteers for a second year they will receive a 50% discount for each additional season thereafter. Coach's children must be registered prior to session start date in order to insure space availability.

Supervision: Head coaches should arrive 10 minutes prior to the start time of each lesson. It is imperative that all coaches arrive in a timely manner as not to possibly compromise the safety of the girls. Head coaches are responsible for making sure that each girl is picked up and/or in the care of another adult (i.e., after-school program or another parent) before leaving the site.

While participating in a Girls on the Run program, girls must be under the supervision of a GOTR Tri County coach at all times while the program is in session. Coaches must wait until all girls have been picked up or escorted to their agreed location before leaving the GOTR Tri County site. If there are any situations that differ from the agreed upon pick up location, a signed note must be submitted to the coach.

There should be at least 1 trained coach at all GOTR Tri County sessions. Coaches must notify the GOTR office if there is a change in coaching situation. Coaches will be responsible for finding their own substitute.

Dress: Coaches need to dress in a neat, casual manner. Non-restrictive or athletic clothing should be worn for ease of movement. Mid-drifts, short skirts, or clothing that advertises alcohol, cigarettes, illegal substances and/or sex are not permitted. Failing to adhere to this policy will result in the volunteer's dismissal from the GOTR program.

Participant Concerns: If there is a specific problem with a program participant or her family, coaches are required to contact the Director. An intervention or referral to a qualified professional will then be made.

Snacks: When providing snacks, GOTR coaches are required to always strive to provide healthy, individually wrapped snacks.

Cell Phones: At least one of the coaches should have a cell phone working at all times while in GOTR session.

Attendance: Attendance must be taken at each lesson. It will be tracked using the Attendance Tracking Spreadsheet. Coaches are required to submit this form to the GOTR office at the end of the session.

Coaches' meetings: All head coaches' meetings are mandatory. Assistant coaches may attend if a head coach is unable to attend. If you miss a scheduled coach meeting, you need to schedule a time to meet with the Director within one week of the coach meeting.

Illegal activities: Including but not limited to drugs and drinking while driving are grounds for immediate removal from GOTR Tri County.

Parental Paperwork: Each participant must have completed and signed a parental consent form, health history form and photo release form by the end of the fourth session of GOTR in order to participate that season. If she has not turned in her form by the 4th lesson, she must sit out until all paperwork is turned in. The forms are kept with the coach at all times in the case of an emergency. One copy should be on file at the GOTR Tri County office. Medical information about the girls is confidential and should only be told to those required to know. All forms are kept in the GOTR office for 3 years.

Shoes: Inappropriate running shoes, such as clogs, are not allowed. If a participant forgets her running shoes, she may walk or watch. Bare-feet are strictly prohibited.

Non-Cooperation By Participant: A girl who is consistently not cooperating may be asked to leave the program. If such a problem arises, contact the Director first to see if alternate options are available.

Site Allowance: Each Head Coach will receive \$15 per girl. The site allowance may be utilized by head coaches per their own discretion. Leftover money, receipts, and expenditure documentation must be turned at the end of the season.

Disallowed Games & Cheers: The game Red-Rover is not allowed nor is the building of human pyramids. Cheers or chants that are derogatory towards boys or other members of the community are prohibited.

Curriculum Binder & Materials Packet:

a) Binder Check-Out: Each Head Coach will be given (checked-out) a curriculum binder prior to the start of each new season. Binders should not be written in.

b) Materials Packet Check-Out: Each Head Coach will be given (checked-out) a coach box for all lesson plans prior to the start of each new season. 99% of the materials required to teach each lesson are included in the coach box. There may be one or two items (e.g., newspaper articles, magazine pictures, etc.) the Head Coach will need to provide themselves.

c) Binder & Materials Packet Check-In: The following items must be returned to the GOTR Tri County office by the Head Coaches and/or Assistant Coaches within two weeks of the end of a GOTR session:

- Coach box with leftover materials
- Curriculum binder
- Participant Attendance Form
- Next Season Coaching Request Form
- Coaching Experience Feedback Form
- Current season health forms
- Pre Season Participant Surveys w/ completed code form, if applicable
- Post Season Participant Surveys w/ completed code form, if applicable

Core Values

Girls on the Run honors its core values.

- We live our lives with gratitude.
- We positively assert ourselves.
- We live outside the “Girl Box”
- We are honest.
- We are open-minded.
- We strive to improve our self-awareness.
- We maintain balance in our lives.
- We are tobacco and drug-free.
- We seek the positive in life’s challenges.
- We make our best effort always.
- We live with intention and appreciation in the present.

Curriculum Copyright

The Girls on the Run Curricula and all components thereof are the exclusive property of Girls on the Run International and Mary W. Barker. Any use or modification of these curricula, or any component thereof, without the express written consent of Girls on the Run International, outside of the scope of the official Girls on the Run program, or for any purpose not specifically designated by Girls on the Run International, is strictly prohibited. Any such violation shall be deemed a breach of copyright, trade dress, and/or any other applicable intellectual property rights held by Girls on the Run International, and Girls on the Run International reserves any and all rights to pursue all available damages at law and in equity against any such violating party under any applicable cause of action.

Logo Usage Guidelines

The Girls on the Run logo and its parts (including “Adelaide” and typeface) are property of Girls on the Run International and are registered as such by the United States Government and the State of North Carolina. This logo should never be altered or reprinted without the consent of Girls on the Run International.

Representatives of Girls on the Run councils may use the logo in a limited capacity. The logo should never be distributed to anyone outside of Girls on the Run staff, and when doing so, a Logo Usage Agreement should be utilized.

If you have questions regarding logo usage, please contact your local Council Director.

Solicitation Policy

Girls on the Run Volunteers are not permitted to use Girls on the Run distribution lists in order to solicit items, interest, or donations for any use outside of the Girls on the Run program. The information gathered by Girls on the Run, including but not limited to participant and guardian contact information, SoleMates participant lists and 5k registration information, is proprietary information and should be managed as such.

The soliciting of any of these people, by use of information obtained through Girls on the Run, is not permitted.

Sample Late Guardian/Absentee Policy

(Note: This policy is the recommendation of Girls on the Run International, but the terms of this policy are up to the discretion of the individual council)

Parents are expected to pick up their child from Girls on the Run lessons within 10 minutes of the close of the session; ongoing tardiness will not be tolerated. If a parent is tardy in picking up his/her daughter, the guardians should be verbally reminded of the policy. If a parent is tardy for a second time, a verbal reminder and written e-mail acknowledgement of the policy should be made. Upon the third instance, the parent should be notified that his/her daughter will no longer be able to attend Girls on the Run.

Due to the importance of group dynamics and the experiential learning process of the Girls on the Run curriculum, girls who are absent for more than four (4) practices during one season will no longer be eligible to participate in Girls on the Run. It is critically important to the efficacy of the girls program experience that they participate in both sessions each week and guardians should be informed prior to registration that girls are not allowed to attend only one session a week.

Parental concerns with either of these policies should be directed towards the Girls on the Run Council Director for further information.

Transportation Policy

Girls on the Run volunteers may NOT transport any participant, outside of immediate family, in a vehicle when operating in the capacity of a volunteer (coach, council director, etc).

In the instance that transportation of a participant is necessary, Girls on the Run International requires that a signed letter from the guardians of the participant(s) is submitted to the Girls on the Run Council Director at least twenty-four (24) hours in advance. The letter should include an acknowledgement that the volunteer is no longer acting on behalf of Girls on the Run, and all liability of the council is waived.

Sample letter:

To Whom It May Concern:

I, _____, allow _____ to transport my daughter, _____, home to and/or from Girls on the Run. I acknowledge that after the close of the Girls on the Run session, _____ is no longer acting as a representative of Girls on the Run and solely as a community member. I release Girls on the Run and Girls on the Run International from all liability during this transport.

Running Buddies

Girls on the Run International **mandates** that in any public race (not a part of the official Girls on the Run 5k Series), all program participants must be accompanied by a Running Buddy over the age of 18. If the Running Buddy is paired with the girl by any representative of Girls on the Run (Council Director, Staff, Coach, etc.) a background check must be conducted on the Running Buddy. Running Buddies must also comply with all other volunteer requirements set forth by the council.

If the program participants are running in an official Girls on the Run 5k event, it is **recommended** that each girl be accompanied by a running buddy over the age of 18. If the Running Buddy is paired with the girl by any representative of Girls on the Run (Council Director, Staff, Coach, etc.) a background check must be run on the Running Buddy. Running Buddies must also comply with all other volunteer requirements set forth by the council.

Substitute Coaches

In the instance that a coach is unable to attend a Girls on the Run session, leaving less than two adults present, the Council should be notified immediately. Coaches should never supply their own substitutes without prior discussion with Council staff. All substitute coaches must have had a valid background check through Girls on the Run within the past 24 months and attended a Coaches Training meeting within an operating council. If a substitute is acting as Head Coach, the substitute must be CPR/First Aid certified. At least one coach over 21 years of age must be present at all times.

Political Affiliations Policy

All 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Violations of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements. Among the prohibited activities: contributions to political campaign funds; public position statements made by or on behalf of an organization in favor of or in opposition to a candidate for public office; distributing statements (including by posting on its website) prepared by others that favor or oppose any candidate for public office; and favoring one candidate over others with respect to allowing such candidate to use the organization's assets or facilities. While 501(c)(3) organizations may engage in some activities to promote voter registration, encourage voter participation, and provide voter education, they will violate the prohibition on political campaign intervention if they engage in an activity that favors or opposes any candidate for public office.

The political campaign intervention prohibition is not intended to restrict free expression on political matters by leaders of organizations speaking for themselves, as individuals. Nor are leaders prohibited from speaking about important issues of public policy. However, leaders cannot make partisan comments in official organization publications or at official functions of the organization.

501(c)(3) organizations may take positions on public policy issues, including issues that divide candidates in an election for public office. However, they must avoid any issue advocacy that functions as political campaign intervention. Even if a statement does not expressly tell an audience to vote for or against a specific candidate, an organization delivering the statement is at risk of violating the political campaign prohibition if there is any message favoring or opposing a candidate.

Spokesperson Policy

It is the goal of Girls on the Run International to ensure that when information about our organization is communicated to the public that it is accurate, comprehensive and complete. Our mission, core values and vision are complex and therefore, it is essential to establish a process for communication with both local and national media.

National Media:

To ensure that national media opportunities are effectively maximized, Girls on the Run International serves as the representative for all councils on any proposed national media including press releases, exchange of statements and announcements. Individuals responding to national media are seen as representing and speaking for all Girls on the Run councils.

When national media (such as The Today Show, CNN, Runners World or other national outlets) contacts a local council, Girls on the Run International must be notified to manage national communication efforts. In turn, Girls on the Run International agrees to notify councils when national media intend to publish or air a story of national significance about our organization, so that a local perspective, if applicable, may be leveraged.

In the case of national media that involve issues of a controversial or sensitive nature, Girls on the Run International staff must be notified as soon as possible about the contact. Such notification is critical, especially if follow-up inquiries are made with other councils, to ensure a coordinated, consistent response.

Since positive media solicitation is an integral element of our communications efforts, Girls on the Run International encourages councils to notify us with any ideas for articles or interviews that would positively portray our organization on the national level.

Local Media:

To ensure accuracy, Girls on the Run councils must identify one person within the council organization to serve as the main contact for local media requests. All volunteers and staff must be informed to direct any media interest to the designated media contact. The media contact can then identify the appropriate spokesperson (coach, board person, etc.) for the specific request.

In the case of local media that involve issues of a controversial or sensitive nature, Girls on the Run International staff must be notified as soon as possible. Girls on the Run International must also be notified about negative local occurrences that may possibly rise to the level of a local or national news story.

No one outside of the organization can serve as a public spokesperson for a Girls on the Run council or the Girls on the Run organization without the written consent of Girls on the Run International. This includes but is not limited to sponsors, running affiliates, training partners, school district employees, pageant or athletic event contestants and government officials.

When Girls on the Run participants appear in still or video shots about the organization, last names should not be used.

Privacy Policy

The Girls on the Run Privacy Policy covers the collection, use and disclosure of personal information that may be collected upon registration for programming or special events, volunteering, purchase, or donation. Privacy is a priority and Girls on the Run goes to great lengths to protect it.

Collection

Girls on the Run collects personal information on participants in order to provide quality programming to its participants and to track aggregate data for purposes of data collection. Information commonly requested is as follows (but is not limited to):

- Participant Full Name, Date of Birth, Grade
- Participant Guardian Name, Address, Contact Email and Phone
- Medical Issues that directly affect participation
- Participant Guardian Income level (for scholarship participants)
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Girls on the Run collects the following personal information for special events or online purchases:

- Full Name, Address, Contact Email and Phone
- Credit Card Information
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Girls on the Run collects the following personal information for donation:

- Donor Full Name, Address, Contact Email and Phone
- Credit Card Information (if applicable)

Girls on the Run collects the following personal information for volunteers:

- Full Name, address, Contact Email and Phone, Date of Birth
- Employment information
- Medical Issues that directly affect volunteering
- Opportunity Type and Volunteer Event Information
- Referral History
- Resume

Disclosure

Girls on the Run does not sell or rent your contact information to unrelated third party entities. Girls on the Run may provide adult contact information to National Sponsors for the purpose of informing constituents of new products or co-branded Girls on the Run products. Content approval from Girls on the Run is required and Girls on the Run will notify applicable councils regarding the dissemination of the information.

Girls on the Run retains the right to contact any participant or volunteer at any level to inform them of special engagements, programming or event of a similar nature.

At times Girls on the Run may be required by law or litigation to disclose your personal information. We may also disclose information about you if we determine that for national security, law enforcement, or other issues of public importance, disclosure is necessary.

Protection

Girls on the Run takes precautions to safeguard your personal information against loss, theft and misuse as well as unauthorized access, disclosure, alteration and destruction. Appropriate physical, electronic and managerial procedures are in place to safeguard and secure any information collected

Accident/Incident Report

The Accident/Incident Report should be utilized by the Girls on the Run representative on the scene. The report should be filled out immediately following the incident when the injured party is safely out of harm's way.

Once the report has been compiled, it should be given to the Council Director and a copy should be sent to Girls on the Run International.

The Accident/Incident Report is obtainable on the Council Director's resource page and copies should be provided to each coach upon the start of the season.

Emergency Procedure

In the event of a serious accident or emergency while coaching a Girls on the Run session, the following protocol must be followed:

1. Senior staff nearest the victim assesses the condition of the victim immediately.
 - a. Designate someone to call 911: know your location and address!
 - b. If unconscious, check for breathing and pulse.

If not breathing, provide rescue breathing and

- c. CPR.
 - d. If a back injury cannot be ruled out, do not move the victim and provide inline support for the head and neck.
2. Do not allow the girls to crowd you or the victim. Insist that they stand at least 15 feet away. Have other coach supervise the rest of the group until the situation has been resolved. Keep the girls calm and occupied. If it is a minor accident, encourage the girls to continue moving (running, walking, or playing games) while one coach deals with the situation.
3. Once emergency help has arrived and taken over care of the victim, contact the following people immediately:
 - a. The victim's guardians/caregivers (see the medical consent form)
 - b. The executive director of Girls on the Run council.
4. A GOTR employee or the parent of the victim should accompany the victim to the hospital, if necessary.

Immediately record the details of the incident on the Accident Report Form provided in your coach's box.

Council Director: Lindy Morris 803-802-7210
704-517-9791(cell)

Program Director: Lesley Burroughs 803-396-1432
803-804-5866(cell)