

Site Information Overview

Preparing for Spring 2022

Thank you for your interest in partnering with Girls on the Run Lancaster & Lebanon to empower girls in your community. This document provides an overview of Girls on the Run of Lancaster & Lebanon and the responsibilities of program sites.

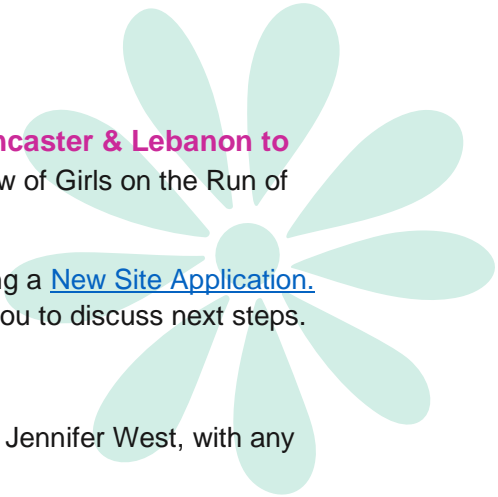
If you are a new site, please read the following information before submitting a [New Site Application](#). Once you submit a site application our Program Director will then contact you to discuss next steps.

If you are a returning site please complete our [Returning Site Application](#).

Thank you for reviewing this information! Please contact Program Director, Jennifer West, with any questions at 717-869-5655 or jennifer.west@girlsontherun.org.

Contents:

About Girls on the Run Lancaster and Lebanon	2
The Girls on the Run Curriculum	2
The Heart and Sole Curriculum.....	3
Our Program Season	3
Program Site Responsibilities	4
Site Liaison Responsibilities	4
Girls on the Run Lancaster and Lebanon Responsibilities	5
Group Size	5
Participant Registration	5
Program Fees and Scholarships	6
Volunteer Coaches	6
Coach Responsibilities	6
Running Buddies.....	7
“At A Glance” Responsibilities Chart	8



About Girls on the Run

Girls on the Run of Lancaster and Lebanon is a 501 c3 nonprofit organization that operates an afterschool character-development program for 3rd-5th or 6th grade (depending on the elementary school) and middle-school-aged girls in 6th-8th grade (Heart and Sole) in Lancaster and Lebanon Counties. Our mission is to steer girls toward a lifetime of self-respect and healthy habits through the power of running. During our fun, non-competitive program the girls run, jog, skip, hop or walk, play active games, and talk about important issues. GOTR teaches girls how to use their voices and let's them know that their thoughts and words matter. GOTR provides a disciplined approach to helping girls feel healthy and strong, which enhances their positivity about themselves and about the world around them. The program works to build girls' self-esteem and improve their physical and emotional health so they can face the most challenging years of adolescence with confidence and inner-strength.

Trained volunteer coaches at each site 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 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.

In Spring 2022, GOTR Lancaster and Lebanon will be in its 14th year as a council of Girls on the Run International. We began our first year in 2009 with one team. In the years since then, we have reached 16,000 girls across every school district in Lancaster and Lebanon Counties. In Spring 2018, we saw over 2,000 girls cross the finish line at our 5k events!! Girls on the Run was founded in 1996 in Charlotte, NC, by Molly Barker, who has a Masters in Social Work and is a Hawaii Ironman triathlete. Girls on the Run International consists of more than 230 councils across the United States and Canada.

Girls on the Run Curriculum (grades 3-6)

Our volunteer coaches facilitate a well-researched and copyrighted curriculum written by a diverse team of youth development specialists. The curriculum is divided into three parts to encompass the following concepts:

Part 1: Identity... Self-Care, Self-Awareness, Knowing Self!

Part 2: Connectedness... Selecting Healthy Relationships and Keeping Them Healthy

Part 3: Empowerment... Celebrating and Sharing our Strengths

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 focuses the girls on 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.

Heart and Sole Curriculum (grades 6-8)

Part 1: Identity: Self-Care, Self-Awareness, Knowing Self

Part 2: Connectedness: Selecting Healthy Relationships and Keeping Them Healthy

Part 3: Empowerment: Celebrating and Sharing our Strengths

Each lesson is divided into activities designed to enhance the learning process:

- 1) **Check In:** Each lesson begins with a Check In mainly using the Girl Wheel as the foundation of the conversation. Coaches ask girls a prompt related to the last lesson or upcoming lesson.
- 2) **Activity:** Most lessons begin with an activity related to the Big Idea. It introduces the Big Idea through physical activity and thinking/writing/acting.
- 3) **Strength & Conditioning:** These three circuits were developed by a specialist in the field to help girls strengthen their bodies.
- 4) **Workout:** Once girls have been introduced to the Big Idea and are physically warmed up, they will participate in workout activities which focus on blending the learning content with the physical experience.
- 5) **Journal/Let's Talk:** To further process the activities, learning goals and Big Idea, the girls reflect in their Journals or in a Let's Talk discussion at the end of each lesson.
- 6) **Wrap Up and Take Home Challenge:** Each session concludes with a recap of Today's Big Idea, the girls sharing their favorite part of the day, the Take Home Challenge and the closing ritual.
- 7) **Closing Ritual:** The purpose of the closing ritual is to celebrate the day and connect as a team.

Program Season

GOTR offers our program in the fall and spring, and sites can choose to participate in both seasons or just one. The season is considered a 10-week program, and consists of 20 lessons, a final celebration meeting, plus the 5k event. With early-release days and holidays to accommodate for, the season is usually scheduled over 11 weeks. Teams meet twice a week (coaches choose practice days) for 90 minutes in the afternoon after school. Each season culminates in a Girls on the Run 5k event in which girls from all program sites in Lancaster and Lebanon participate. The Spring 2022 season will begin the week of March 28th. The Celebration 5k will be held on Saturday, May 21st, 2022 at Franklin and Marshall College.

Season Dates

February 8th-February 18th: Coaches register a daughter

February 21st-March 3rd: Lottery Registration

March 4th: Lottery is Run

March 4th-March 21st: Registration Opens as first come, first serve

Week of March 28th: Season Begins

April 19th or 20th: Mid-Season Celebration

May 21st: Spring 2022 5K at F&M

Program Site Responsibilities

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

- A Site Liaison who can be the lead coach (please reference Program Site Liaison Responsibilities listed below)
- Provide a minimum of three volunteer coaches
- A meeting location: An indoor or undercover space 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. A field or open playground space works. The area should be separate from other kids and programs.
- A safe space available in case of inclement weather. This area must be inside—a gym, lunchroom, or covered area—and available for GOTR and not in conflict with other programs
- Access to a restroom
- Along with the site liaison and lead coach, have an active marketing plan to successfully recruit participants at program site

Site Liaison Responsibilities

The Site Liaison's role is to serve as a link between coaches, participants, parents and GOTR. The Site Liaison is preferably part of the school community or a staff member. The Site Liaison does not have to be present during practices if she is not also functioning as the lead coach. GOTR communicates primarily via email, so it is necessary for Site Liaisons/Coaches to have an open email account that they check regularly. Site Liaisons who are not also coaching are encouraged to attend one of the New Coach Training sessions to gain a deeper understanding of the program and curriculum, but it is not required. Liaisons are responsible for the following:

- Recruit at least three coaches for the site.
- Secure bi-weekly practice space for GOTR: outdoor location, inclement weather locations, meeting location, and access to restrooms.
- Help with registration - Registration is mainly online and paper registration is available if needed. We will work with sites to ensure participants can all access the registration properly.
- Hold a meeting with coaches one time prior to the start of the season to discuss practice layouts, facilitating lessons, talk about where the girls will meet and run, and set a calendar for practice days with their team.
- Communicate regularly with coaches regarding program and facility; provide support if behavioral issues arise.
- Identify language barriers and notify GOTR when assistance is needed.
- Have email and check regularly

Girls on the Run of Lancaster and Lebanon Responsibilities

GOTR supports program sites by providing the services listed below. The Program Team is responsible for coordinating these services.

- Assists Site Liaisons/Lead Coaches to recruit additional coaches
- Screens and trains all new coaches
- Coordinates registration with Site Liaisons/Lead Coaches
- Provides program curriculum and materials
- Provides program shirts, 5K shirts, and a season gift to each participant
- Provides a \$25 stipend per team to be used how each team sees fit.
- Provides a coach gift for each registered coach as a Thank You!
- Communicates with coaches through a weekly e-newsletter, emails, meetings, or phone calls
- Communicates with parents/guardians as needed
- GOTR of Lancaster & Lebanon provides an end of season Girls on the Run 5k event.
- Provides liability insurance that covers all participants, coaches, and additional GOTR trained volunteers
- Provides First Aid and CPR training for 1-2 coaches per team.
- Screens GOTR assigned Running Buddies to a program location

Group Size

The minimum for a team is 8 girls and the maximum is 15-20 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 15-20 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 with any fitness level. Sites may be asked to allow a girl to join their team who does not attend the host school.
- Program sites are responsible for promoting GOTR to girls and parents and for distributing registration information.
- Registration is open for up to two months and closes one week before the season begins.
- Registration is open for a lottery style registration for 9 days, then on the 10th day a random computer generated lottery will be run. All open spots on each team will be filled with girls who registered for that site. If more girls registered than spots are available, the girls who were not selected will be placed on a waiting list. If more spots are available than registered girls, each girl will be placed on the team and any remaining spots will be open on a first-come, first-served registration basis. If possible, we will work together with the existing team to try to find more coaches to fill two teams at a site if there is interest.
- Registration is mainly online. Paper forms will be available only if needed.

Program Fees and Scholarships

Girls on the Run requests that each program participant's family pays a registration fee. The actual cost of the Girls on the Run program is \$212 per participant. Our fee to participants is \$175, with the remaining costs covered by fundraising and sponsorships. This fee covers all program supplies, curriculums, coach trainings, CPR/First Aid for coaches, season and 5K shirts for participants, a season gift, 5k materials, liability insurance, staff support, and the gift of confidence to dream big!

Families can pay registration in two installments, which can be set up during online registration.

We offer reduced registration rates as low as \$10 based on a sliding scale of household income. We do not ask for proof of income. We rely on the honesty and integrity of parent/guardians to choose the appropriate registration fee for their household and contribute as much towards the full cost of the program as they are comfortable with. We never turn away a girl for the inability to pay our fee.

Volunteer Coaches

All GOTR coaches are volunteers. GOTR depends on program sites to recruit coaches for the program. Sites are most successful when coaches are a part of the community they serve. GOTR can provide coach descriptions, recruitment posters, a sample newsletter article, etc., to help new sites recruit coaches. GOTR of Lancaster & Lebanon 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.

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, and listening attentively. Coaches work as partners to lead girls through the GOTR or Heart and Sole curriculum. These volunteers can be male or female faculty, staff, parents, community members, or high school girls. It is mandatory that two adult volunteer coaches are always on site with GOTR participants and lead coaches must be female. GOTR recommends that coaching teams consist of at least 3 people to ensure coverage at all practices.

Qualifications:

- A strong commitment to girls' positive development.
- The capacity to work in partnership with co-coaches.

Experience working with youth is 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:

- Attend required 4.5 hour coach training for new coaches or a 1.5 hour meeting for returning coaches before the season starts.
- Complete an on-line supplement training.
- Regularly attend practices. Consistency is key for building trust and relationships. Lead coaches must attend both practices each week and we encourage assistants to also attend both practices. If that's not possible, an assistant may attend one practice on the same day each week. Teams will be responsible for finding an additional coach to commit to the alternate practice day each week.

- Coordinate with your team of coaches in decisions regarding the following: weekly facilitation of the curriculum, communicating to girls' families, and keeping a list of running buddies.
- Communicate with GOTR 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.
- 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 both during and outside of practices.
- Read the Weekly coach email from GOTR throughout the season.
- Attend the mid-season celebration if possible and GOTR 5K event at the end of the season and supervise program participants. One coach per team is required to attend this event.
- 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 provides 3-4 certification class options).

Coaching Time Commitment

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

Requirements

- Once approved through a site application, submit a [New Coach Registration](#) or [Returning Coach Registration](#) each season to GOTR of Lancaster and Lebanon.
- Submit a current child abuse, criminal history and FBI fingerprint clearance or complete these online prior to the start of the season. *FBI clearance is only needed if not a PA resident for the past 10 consecutive years.
- **Coaches** must be 21 years or older. **Junior Coaches** must be in 9th-12th grade. Lead coaches must be female.
- **New Coaches** are required to attend a 4.5 coach training session, referred to as "National Coach Training" plus complete about an hour of online training modules. GOTR in-person and on-line new coach training qualifies for 5.5 ACT 48 hour credits.
- **Returning Coaches** are required to complete a 1 hour online new national coach training by the start of the Spring 2020 season. After a coach has completed the required new coach online training this season, they will be asked to complete this once in a calendar year. In addition to the online training, coaches must attend the 1.5 hour returning coach meeting session prior to the season start.

5k Running Buddies

For the end of season Celebration 5k, many participants ask a parent or guardian, other family member, or teacher to be their buddy. We can also pair community volunteers with girls who need a buddy. These volunteers must be female and register online through GOTR and complete a background check. Men may be running buddies if they are connected to a girl on the team, such as fathers, uncles, family friends, or teachers. All running buddies must be 16 years old on race day. Sites are responsible for keeping track of running buddies and ensuring each girl has someone to run with on race day.

Program Responsibilities “At A Glance”

	SITE LIAISON and/or LEAD COACH	COACHES	GOTR STAFF
Practice Facilities	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for safe indoor and outdoor practice locations, including obtaining permission from school/rec center <input type="checkbox"/> Arrange for restroom access during practice <input type="checkbox"/> Troubleshoot problems (e.g., locked doors during inclement weather) 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with parents and participants about where to meet and pickup <input type="checkbox"/> Practice in designated locations and enforce facility rules 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide certificate of insurance to sites as needed <input type="checkbox"/> Submit any additional partnership forms as needed (for Community Ed., afterschool programs, etc.)
Recruitment	<ul style="list-style-type: none"> <input type="checkbox"/> Take the lead in publicizing GOTR to school and community members according to season calendar <input type="checkbox"/> Distribute provided recruitment materials <input type="checkbox"/> Seek out and schedule recruitment opportunities (open house, speaking to classes, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Work with site liaison and lead coach to attend recruitment opportunities (open houses, etc.) <input type="checkbox"/> Assist with collecting paper registration forms if necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide recruitment/registration materials (posters, postcards, paper registration forms if needed) <input type="checkbox"/> Provide updated rosters to coaches and site liaison
Throughout Season	<ul style="list-style-type: none"> <input type="checkbox"/> Answer coach questions about the site as needed <input type="checkbox"/> Communicate with GOTR about any challenges or changes 	<ul style="list-style-type: none"> <input type="checkbox"/> Take the lead on parent communication <input type="checkbox"/> Arrive early for each scheduled practice with a healthy snack <input type="checkbox"/> Deliver curriculum as trained and intended 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide training, curriculum, materials, activity sheets, parent communication templates, gift card for snacks <input type="checkbox"/> Conduct site visits and offer additional support as needed
Practice 5K	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a safe and fun 5k celebration <input type="checkbox"/> Secure a route that is safe and different than the regular practice lap. <input type="checkbox"/> Plan course, water stops, festivities with co-coaches <input type="checkbox"/> Communicate with girls, parents and Running Buddies so they are excited and prepared for a great experience. <input type="checkbox"/> Ensure each girl has a RB if they cannot be seen during the 5K 		<ul style="list-style-type: none"> <input type="checkbox"/> Provide updated Running Buddy info <input type="checkbox"/> Place community Running Buddies as needed <input type="checkbox"/> Provide tips on best practices
Community Impact Project	<ul style="list-style-type: none"> <input type="checkbox"/> Select a CIP with the team where girls can make or do something to positively impact the community. The idea is that girls see, hear, feel, the difference they are making with others. <input type="checkbox"/> Heart and Sole girls will each complete their own CIP of their choice (instead of a team project like GOTR) that is discussed during a lesson. 		<ul style="list-style-type: none"> <input type="checkbox"/> Ideas, help, and support to teams for Community Impact Projects.
GOTR 5K	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that each girl has a registered running buddy <input type="checkbox"/> Return season materials bag and curriculums. <input type="checkbox"/> Attend 5K and primp GOTR style with girls, help girls prepare, and celebrate with your team! 		<ul style="list-style-type: none"> <input type="checkbox"/> Provide a fun and safe 5K atmosphere for coaches, girls, families, and community members
Season Wrap-Up	<ul style="list-style-type: none"> <input type="checkbox"/> If returning, submit site application for the next season in a timely fashion. <input type="checkbox"/> Give feedback to council. <input type="checkbox"/> Ensure all materials and curriculums are returned to the GOTR office 	<ul style="list-style-type: none"> <input type="checkbox"/> Give feedback to council. <input type="checkbox"/> Ensure all materials and curriculums are returned to the GOTR office 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with any concerns, collect season materials, and provide next season details.