



COACH POLICIES AND PROCEDURES

("Coach Policy Manual")

INTRODUCTION

Thank you for being a Girls on the Run® Coach! We are grateful for your leadership and commitment to serving the girls in your community. As a coach, you play a pivotal role in ensuring that each girl on your team has an outstanding program experience. We prepare and support you for this transformational experience through training, resources, policies and procedures.

This manual includes the policies and procedures of our national organization, Girls on the Run International. These policies ensure the safety of both volunteers and participants while preserving the reputation of Girls on the Run. All councils and coaches must abide by the policies and regulations.

Our mission, vision and core values guide our work and decision making at Girls on the Run. We encourage you to use them throughout the coaching experience when implementing or abiding by these policies and procedures.

Mission

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

Vision

We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

Our Core Values

Girls on the Run honors its core values. We strive to:

*Recognize our power and responsibility to be intentional in our decision making
Embrace our differences and find strength in our connectedness
Express joy, optimism and gratitude through our words, thoughts and actions
Nurture our physical, emotional and spiritual health
Lead with an open heart and assume positive intent
Stand up for ourselves and others*

Should you have any questions about these policies, please reach out to council staff who can assist you.

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COACH/VOLUNTEER POLICY

Thank you for making the decision to be a Girls on the Run coach! Your role as a program volunteer is critical, and we depend on you to safely facilitate a quality program experience to each participant. Therefore, Girls on the Run volunteers must conduct themselves in a manner consistent with the core values and mission of Girls on the Run and participate in all required meetings and training to be prepared and equipped to deliver our evidence-based curriculum. Program volunteers serving in a direct capacity with participants must provide adequate supervision of Girls on the Run participants at all times and comply with all Girls on the Run policies and procedures, consistent with their volunteer responsibilities.

Volunteers who do not adhere to the policies and procedures of Girls on the Run or who fail to perform their volunteer assignment satisfactorily may be removed as a volunteer. Grounds for dismissal may include, but are not limited to:

1. Violation of Girls on the Run policies and procedures, court rules or governing law.
2. Gross misconduct or insubordination.
3. Being under the influence of drugs or alcohol while performing volunteer duties.
4. Theft of property or misuse of program equipment or materials.
5. Mistreatment or inappropriate conduct towards program participants, families, Girls on the Run staff or other volunteers.
6. Taking action outside the assigned volunteer role or outside the powers of the Girls on the Run program that endangers a participant.
7. Failure to attend required training or meetings.
8. Breach of confidentiality.
9. Failure to satisfactorily perform assigned duties.
10. Falsification of application materials or misrepresentation of facts during the screening process.
11. Engagement in criminal conduct leading to a criminal conviction.

Girls on the Run reserves the right to terminate any volunteer relationship at any time, with or without cause and with or without notice, at its own discretion. Volunteers also reserve the right to discontinue their service at any time.

Girls on the Run volunteers are not employees of Girls on the Run and therefore are not entitled to compensation.

COACH REQUIREMENTS

Volunteer Application: Coaches must complete a volunteer application/registration that includes volunteer health history, a confidentiality and covenant not to compete, and a waiver and liability release. All must be signed prior to coaching through a paper or electronic application process.

Coach Training: All first-time coaches must complete National Coach Training before coaching a Girls on the Run program. The National Coach Training includes both the online and in-person portions and covers all mandatory topics including the history of Girls on the Run, curriculum overview, policies and procedures, child abuse awareness, lesson structure, and the core concepts of youth development: building relationships, creating a positive, inclusive environment, and fostering a mastery climate.

A “Coach” is defined as an adult 18 years of age and out of high school.

Coach Requirements Per Team:

If your team is using Junior Coaches, please see the Junior Coach Policy for additional requirements. The Junior Coach policy must be used in conjunction with the Coach Requirement Policy to make sure you are meeting coaching requirements.

Girls on the Run	Teams of 8-15 participants must have a minimum of two trained Coaches present at each practice, with one being twenty-one or older, female, and CPR and First Aid Certified. Teams of 16-20 must have a minimum of three coaches present at each practice, with one being twenty-one or older, female, CPR and First Aid Certified.
Heart & Sole	Teams of 8-15 participants must have a minimum of two trained Coaches present at each practice, with one being twenty-one or older, female, and CPR and First Aid Certified.

CPR and First Aid: A minimum of one coach per team must have CPR and First Aid certification on file by the first session of any given season and be present at every practice. The CPR training course curriculum must be equivalent to The American Red Cross, American Heart Association and National Safety Council. CPR certification may be obtained through an online training course; however, it must include an in-person skills test and receipt of a course completion card.

Background Checks: All volunteers age 18 and older who work directly with program participants must complete a background check every two (2) years.

JUNIOR COACH POLICY

Your council may or may not have a Junior Coach program. If your council does have a Junior Coach program, the following policy applies.

Junior Coaches must be high school students who are at least 16 years of age and female.**

Volunteer Application: Junior Coaches must have a volunteer application/registration on file that includes volunteer health history, a confidentiality and covenant not to compete, and a waiver and liability release. All must be signed prior to coaching through a paper or electronic application process. If a junior coach is under 18, her parent/guardian must sign the appropriate documentation.

Background Checks: Junior Coaches who are 18 years old must complete a background check.

Reference: Junior Coaches must provide a signed reference form from an adult in their life who can vouch for their ability to follow through with the roles and responsibilities of a Junior Coach.

Training: All Junior Coaches must complete National Coach Training before coaching a Girls on the Run program. The National Coach Training includes both the online and in-person portions and covers all mandatory topics including the history of Girls on the Run, curriculum overview, policies and procedures, child abuse awareness, lesson structure, and the core concepts of youth development: building relationships, creating a positive, inclusive environment, and fostering a mastery climate. Junior Coaches must also complete the online Junior Coach module and receive a Junior Coach guide.

Attendance: Junior Coaches must attend a minimum of 1 practice per week, although twice a week is highly recommended.

Mentor Coach: All Junior Coaches must be assigned a Mentor Coach to support them throughout the season. The Mentor Coach must complete Mentor Coach training (Junior Coach online module and Mentor Coach video), receive a Mentor Coach guide and follow the Junior Coach Progression Guide.

Coaching Requirements: All Girls on the Run and Heart & Sole teams must have at least two adult Coaches present at each practice (See Coach Requirements Policy for the definition of a Coach). A Junior Coach who fulfills the requirements outlined in this Junior Coach Policy can serve as an additional coach (including as the 3rd required coach on a team of 16-20 girls).

Running Buddy: Junior Coaches can serve as a council-assigned Running Buddy in an official Girls on the Run 5K event regardless of age.

****Team Helpers:** Girls ages 13 to 15 (minimum of 8th grade) can attend Girls on the Run program practices and serve in a support role. It is strongly recommended that Team Helpers are past Girls on the Run program participants, but councils may provide the opportunity to other girls provided a reference is received. A parent/guardian must complete a Team Helper application/registration that includes volunteer health history and a waiver and liability release on behalf of a Team Helper. All must be signed prior to volunteering through a paper or electronic application process. The absentee policy and youth protection policies that exist for program participants also apply to Team Helpers (e.g., Team helpers must be supervised at all times, must not be left alone with program participants, etc.). Girls ages 16 to 18 who do not fulfill the requirements to serve as a Junior Coach will also be considered Team Helpers.

SUBSTITUTE COACH POLICY

In the instance that a coach is unable to attend a Girls on the Run or Heart & Sole session, leaving less than two adults present, the Council must be notified immediately. Coaches may not supply their own substitutes without prior discussion with Council staff.

Substitute coaches must have completed National Coach Training as coaches and had a valid background check through Girls on the Run within the past 24 months. Substitutes must meet the requirements of the absent coach so that the coaching team fulfills age, gender, and CPR and First Aid requirements.

In the event that a Substitute Coach is unavailable, the coaches and council will work together to communicate a practice cancellation to parents/guardians in a timely fashion.

INCLEMENT WEATHER POLICY

Girls on the Run will be held rain or shine; outside whenever possible or inside at the approved indoor location. Exceptions to this policy include:

1. School Closing due to inclement weather.
2. Power Outages.
3. Dangerous road conditions.

Each site must have a pre-determined indoor or sheltered location. Coaches must inform girls and guardians at the first session about the alternative location.

Coaches must take every effort to contact guardians or caregivers of participants at least four hours prior to the Girls on the Run starting time if the session is to be canceled. Please try all phone numbers/e-mail addresses provided.

If you are not able to perform the activities as planned in the space provided, try to adapt the lesson in such a way that the activities are appropriate for indoors. For example, instead of running, have the girls do walking lunges single file or perform calisthenics in place.

ABSENTEE POLICY

It is critically important to the experiential learning process, group dynamics and each girl's program experience that all girls participate in all sessions. Any girl who is absent for more than four (4) practices during one season may no longer be eligible to participate in Girls on the Run.

Parent/guardians are informed of the absentee policy, but coaches may find it helpful to remind parent/guardians. Coaches must track attendance and let Girls on the Run know if a participant's absences might exceed this number. No final decision regarding removal will be made until the coach and council have discussed the specific situation. Councils are encouraged to work proactively with coaches to mitigate these circumstances. Councils should explore reasons for the absence, consider core values, and weigh the multiple objectives of the organization when determining how best to proceed.

Coaches should direct any parent/guardian concerns with this policy to council staff.

TRANSPORTATION POLICY AND RELEASE PROCEDURES

Definitions:

Authorized Individual: anyone age 16 & up, who is granted permission by the Guardians of a Program Participant or Youth Volunteer to pick-up/retrieve, drive or otherwise take responsibility for that child at the end of a Girls on the Run lesson or event, and whose name is listed as Parent/Guardian, Secondary/Emergency Contacts, or an Authorized Individual on the participant record for that child.

Child: any youth age 15 & below, including Program Participants, Youth Volunteers and non-registered youth.

Guardian: parent or legal guardian of a child age 15 & below who is registered to take part in or volunteer with the Girls on the Run program and program events.

Program Volunteer: anyone age 16 & up, serving in an unpaid capacity to support the delivery of the Girls on the Run program.

PROGRAM TRANSPORTATION

To protect our coaches, Program Volunteers are not allowed to transport any child, outside of their immediate family, when acting in the role of volunteer for Girls on the Run unless the Program Volunteer is listed as an Authorized Individual for that Child.

Private Companies: Coaches CANNOT release a child to private companies (e.g., Uber, Lyft, Taxi Cabs, etc.) unless the driver's name is listed as an Authorized Individual for that child.

After-School Programs and Coordinated Transportation Solutions: If a Child participates in an after-school program in addition to Girls on the Run or uses an after-school activity bus or a federal, state or local government funded transportation program that utilizes private transportation companies, the Child should be released to whatever activity or transportation that is designated on the Child's participant record. Guardians, Secondary/Emergency Contacts and Authorized Individuals should be contacted if at least 10 minutes have passed after the program ends and transportation has not arrived, or the Child is unable to be delivered to the after-school program.

RELEASE PROCEDURES

A Child may only be released to Authorized Individuals listed on the Participant Health Form in the 'Coach Packet Report', the child's paper registration form, or the mobile Attendance App, if available. Your council will let you know where to find this information.

Photo ID: Guardians are informed during program registration that Authorized Individuals (including Guardians) must show ID upon pick-up at the start of every program season. The identity of every Authorized Individual must be verified by Photo ID before a child can be released until a Program Volunteer recognizes the Authorized Individuals. Collecting signatures at time of release is not required.

Please contact Girls on the Run for other methods of verifying identification if an Authorized Individual does not have a Photo ID.

Changes to Authorized Individuals: Guardians may add or delete a person to/from the pick-up list by sending a handwritten note or electronic message to a Program Volunteer or Girls on the Run staff member at least 24 hours in advance of pick-up. Program Volunteers should forward all Guardian requests to Girls on the Run within 48 hours so the child's record can be updated. Girls on the Run staff will update the Authorized Individual list which will then be visible in the mobile Attendance App, if available, or the council will notify via email to report the change. Please remind Guardians to notify all Authorized Individuals of pickup policies (show ID, pickup time, location, late pick-up penalties, etc.)

Exceptions can be made for Parents/Guardians who submit notice of new Authorized Individuals in less than 24 hours if the individual's ID is checked upon pick-up. Only listed Parents/Guardians may make changes to the Authorized Individuals list, except in the case of an emergency where the Parent/Guardian cannot be reached. Secondary/Emergency Contacts can make decisions in these cases.

Waiver on File: All Guardians sign a Pick-Up and Release Policy - Agreement & Waiver for their child confirming that they will comply with all policy requirements and that they release Program Volunteers from liability.

Site Specific Pick-Up/Release Policies: A program site may have an existing Pick-Up/Release Policy in place. Please follow this Girls on the Run International policy ***at minimum*** alongside any additional procedures set by the program site. Contact Girls on the Run if there are any questions about complying with both policies.

LATE/NO-SHOW GUARDIAN

Individuals are considered "late" 10 minutes after the scheduled end of the session. Guardians have been informed that timely pick-up is important and that upon 3 late pick-ups, their child may no longer be able to participate. Contact Guardians or Secondary/Emergency Contacts if at least 10 minutes have passed and the Authorized Individual or coordinated transportation solution has not arrived, or if the Child is unable to be delivered to the after-school program.

1. At the first late pick-up, remind Guardians of the policy and note the name of the person and the time and date of the verbal reminder where you track attendance or in the Attendance App, if available.
2. At the second late pick-up, acknowledge that this is the second late pick-up and remind them of the policy. Note the name of the person and the time and date of the verbal reminder where you track attendance or in the Attendance App, if available. Email a copy of the Pick-Up and Release Policy – Guardian Communication or contact Girls on the Run if you prefer that Council Staff sends the message.
3. Upon the third late pick-up, notify Girls on the Run. Council Staff will contact Guardians to discuss the child's continued participation in the program and report back to Coaches. Note: Only Girls on the Run staff can dismiss a child, as exceptions can be made at the council's discretion.

Extenuating Circumstances: A late pick-up may be waived by you and/or Girls on the Run Council Staff for extenuating circumstances such as family emergencies, weather, distressed vehicle, etc. Contact Girls on the Run to discuss unique cases.

No Show: If no one arrives to pick-up a child within 10 minutes and all contacts are unreachable or unable to pick-up, notify Girls on the Run staff to discuss next steps.

UNAUTHORIZED PICK-UPS

If someone, who is not listed as an Authorized Individual, or someone who cannot verify they are an Authorized Individual attempts to pick-up a Child, they are unauthorized and the Child should not be released. In these cases, do the following:

1. Respectfully inform the individual that you are following program policy and the information listed on the child's registration form. Explain that you must have written authorization from the child's guardian and verify the individual's identity before you can release the child.
2. Call the listed Guardian or Secondary/Emergency Contacts to explain the situation and arrange for an authorized individual to pick-up the child.
3. If those means are unsuccessful, call Girls on the Run to discuss next steps.

IMPAIRED OR UNDER THE INFLUENCE

If you believe that an individual is impaired, intoxicated, or under the influence of a substance when they arrive to pick up a child, you should not release the Child. In that instance, do the following:

1. Contact the Guardian or Secondary/Emergency Contacts listed on that Child's participant record to come and pick up the Child.
2. Call 911 if the person becomes unruly, uncooperative, or physically out of control. Distance Program Participants, Youth Volunteers and Program Volunteers from the person as much as possible.

If the person picking up the child is the Guardian:

1. Attempt to stall the Guardian and call a second Guardian or Secondary/Emergency Contact to pick up the child. Tell the Guardian that you are required to call 911, if the Guardian resists against you calling another contact.
2. If the Guardian drives away with the Child, document the vehicle description and license plate number and call 911.
3. Immediately notify Council Staff and complete a Girls on the Run incident report.

WALKERS

A Child is considered a "walker" if they are identified as such on their registration form and the child's walking distance is 1 ½ miles or less. Coaches may contact Girls on the Run to discuss any walking distance

concerns. Guardians are made aware of this policy during the registration process when they designate their child as a walker.

Guardians may change the walking designation during the program season by emailing Girls on the Run staff or a Program Volunteer at least 24 hours before the child is to be released. Program Volunteer must forward the Guardian's request to Council Staff within 48 hours to update the child's records.

If a child is not designated as a "walker" on their registration form and the Guardian did not provide notice 24 hours in advance, the child may not walk and must be picked up. Call the Parent/Guardian or Secondary/Emergency Contacts to discuss other pick-up arrangements. If all contacts are unreachable or unable to pick-up, notify Girls on the Run staff to discuss next steps.

5K or Other Special Events: The walker designation applies to weekly lessons only, and not the 5K or other special events.

PROTECTION FROM ABUSE/COURT ORDERS

All valid court orders will be adhered to by staff, employees and volunteers of Girls on the Run, regardless of state origin. Coaches will be notified by the council if such a situation exists. If the coach is notified of an existing court order, council staff must be notified and a certified copy of the order will be requested, if not already provided. A certified copy of the court order must be received by the council.

For privacy concerns, only those who are responsible for the compliance with the order or whose safety may be of concern will be notified of the order and its contents.

If a violation of a court order is witnessed which jeopardizes safety or a custodial kidnapping has occurred, 911 should be notified immediately. Staff, employees and volunteers should not place themselves in danger. Notification shall be made as soon as it is safe to do so.

5K/EVENT TRANSPORTATION

Guardians are made aware during program registration that they are responsible for providing transportation to and from the Girls on the Run 5K and any other events. If there are circumstances when you are aware participants on your team need transportation, please call Girls on the Run to discuss options. If any 5K or other event group transportation is available, you will be notified by Girls on the Run with those details.

5K/EVENT SUPERVISION AND LOST CHILD

Guardians are responsible for the safety and supervision of their child(ren) at the Girls on the Run 5K or other special event at all times. If a child becomes lost at the 5K or special event the Child should be taken to the Lost Child Area.

YOUTH PROTECTION POLICY

Supervision of Youth

Children should never be left alone. In efforts to ensure the safest environment while at Girls on the Run, it is **mandatory that a minimum of two coaches – at least one of them female - be present at all times**, with continuous supervision of children. Avoid one-on-one interactions between adults and minors that are not easily observable by others; if individual meetings with a minor must be held in an office, keep the door open. Only conduct closed-door meetings when another adult is put on notice of the meeting and the door remains unlocked. Children should pair up with another child of the same age for trips to the bathroom.

External Interaction with Minors

1. Staff and volunteers will not communicate individually with youth while serving as a volunteer for Girls on the Run programs via written, electronic or other means without written parent/guardian approval.
2. Staff and volunteers will not initiate contact with or accept supervisory responsibility for youth outside of Girls on the Run programs and activities unless a relationship existed prior to Girls on the Run (e.g. babysitting).

Incident of Abuse Procedures

If an incident of abuse or neglect is alleged to have **occurred at or during Girls on the Run programs or activities**, the following procedure must be followed by coaches and volunteers:

1. Coach immediately removes the alleged perpetrator of the abuse or misconduct from Girls on the Run pending an investigation.
2. Coach calls 911 and child protective services.
3. Coach notifies Girls on the Run staff.
4. Girls on the Run staff immediately notifies the parents/guardians of the child(ren) involved by phone and explains the situation ensuring that the alleged perpetrator has been removed permanently from the premises pending the investigation.
5. Girls on the Run immediately notifies appropriate site personnel by phone.
6. Council notifies GOTRI as soon as possible within 24 hours of notification.
7. Girls on the Run follows up in writing to all parties as soon as possible.
8. Coach submits an Accident/Incident report as soon as possible to the respective Girls on the Run council.
9. Girls on the Run council and coach will cooperate with any investigation of the incident by state or local authorities.

If an incident of abuse or neglect is alleged to have occurred **at home or outside of Girls on the Run programming**, the following procedure must be followed:

1. The Coach notifies the appropriate authorities; consistent with local, state and/or federal regulations.
2. Coach notifies Girls on the Run staff
3. Girls on the Run notifies the appropriate site personnel (school social worker/counselor/principal).
4. Coach submits an Accident/Incident report to the respective Girls on the Run council.
5. Girls on the Run council and coach will cooperate with any investigation of the incident by state or local authorities.

For disclosures of abuse: provide affirmations to the child, thank the child for telling you, do not ask leading questions, stay calm.

For suspicions of abuse: if the coach feels it necessary to ask any questions, they may ask open-ended, non-leading questions and/or contact the school counselor/social worker or Council staff for guidance. Remember if you suspect abuse, you must make a report. The legal threshold for making a report is very low – one only needs to have reasonable suspicion/cause to believe, not hard proof.

SEXUAL ABUSE / MOLESTATION POLICY

No employee, volunteer, board member or other person affiliated with Girls on the Run, regardless of title or position has the authority to commit or allow physical or sexual abuse or misconduct. Any person reasonably suspected or believed to have committed physical or sexual abuse or misconduct will be appropriately disciplined, up to and including criminal prosecution.

Reporting to Law Enforcement or Appropriate Child Protective Services

Girls on the Run is committed to following state and federal legal requirements for reporting allegations or incidents of abuse or misconduct to appropriate law enforcement and/or child protective services. It is the stance of Girls on the Run that all staff, coaches and volunteers are mandated reporters for child abuse, regardless of existing state law. If you suspect abuse at the home of the child, you must report the suspected incident directly to your local/state Child Protection Services Agency or Child Abuse Agency. Every state is required to provide immunity from civil or criminal liability in making a report, so long as the report is made in good faith.

It is the policy of Girls on the Run not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations. Any coach who suspects abuse of a child must report the suspected incident directly to local/state Child Protection Services Agency or Child Abuse Agency, the appropriate person at the program site, and to the council Executive Director. The council must immediately notify Girls on the Run International of the incident and file a Crisis Management report within five business days.

Confidentiality

Under no circumstances should the incidents be discussed with parties other than authorized individuals privy to such information.

BACKGROUND CHECK POLICY

Individuals Requiring Background Checks

Every volunteer and staff member who has direct contact with program participants or officially represents Girls on the Run must complete a background check every 24 months. This includes all coaches, special event volunteers, board members and council-assigned running buddies.

Required Components of Background Check

Background checks must include a national criminal and sex offender search by 1) social security number validation 2) national criminal search 3) national sex offender search and 4) search of all names previously used associated with the social security number.

If a volunteer has an existing, updated background check on file with his/her place of employment, that check will suffice if it meets the minimum requirements listed above. The volunteer must provide a copy of the background check and it still must be updated every two years.

Disqualifying Events

Charges and convictions that appear on background checks may not always be disqualifying. Only *convictions* (a verdict that resulted in the defendant being found guilty) will be taken into account when reviewing criminal history.

There must be a substantial relationship between the offense and volunteer responsibilities in order for it to be considered a disqualifying factor. Pending or open criminal cases may preclude a candidate from eligibility depending on the relevancy of the charge to the volunteer responsibilities. Examples of disqualifying convictions include, but are not limited to the following:

1. Convictions involving a minor (such as rape, sexual molestation, indecent exposure, kidnapping, etc.).
2. Domestic violence convictions.
3. Violent felony convictions of homicide.
4. Aggravated assaults (such as sexual battery or sexual assault, any assaults involving weapons).
5. Registered sex offenders (no time limit).

The following will be taken into consideration when evaluating an offense that appears on a criminal background check:

1. The nature, severity and intentionality of the offense.
2. Statutory elements of the offense, rather than the individual's personal account.
3. Age of applicant at the time of the offense.

THREATENING BEHAVIOR / BULLYING POLICY

Definitions

For purposes of this policy, **threatening behavior** is defined as a single behavior, or a series of behaviors which constitute actual, or result in a potential assault, battery, harassment, intimidation, threat or similar action, verbal or physical to any participants or coaches, or personal property of the site, participants, coaches and others. Threatening behavior may include, but is not limited to: physical injury, emotional maltreatment, abuse of prescription or illegal drugs, use of alcohol, carrying firearms or other dangerous items, using any item in a dangerous way, or any other activity determined by a coach or administrator to be threatening of another's health or well-being. These actions result in an interference with an individual's health or safety which creates a reasonable apprehension or fear that such harm or injury could possibly occur.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The power imbalance may be social power and/or physical power. Bullying includes behaviors and actions that are verbal, physical and/or anti-social, such as exclusion, gossip and non-verbal body language. Bullying can take place face to face or online.

Girls on the Run Policy

Girls on the Run strictly prohibits the use of violence, threats of violence or bullying behavior within the Girls on the Run program and take these actions very seriously. Girls on the Run council staff reserve the right to remove from participation any child who threatens the health or welfare of other participants, administrators or coaches or who exhibits behavior that does not embody the mission, vision and values of the organization.

Any participant, coach or volunteer who experiences, observes or has knowledge of threatening or violent behavior in the program must report the situation as soon as possible to appropriate parties including the council, parents/guardians, school or site administrators and law enforcement, if applicable.

ACCIDENT / INCIDENT PROCEDURES

Planning ahead for a major crisis or accident is part of managing risk and ensuring the best possible outcome. All coaches are expected to know and understand the policies and procedures outlined here.

Required Preparation for Teams

1. Emergency contact information for each participant, volunteer, and responsible Girls on the Run staff person must be accessible during each Girls on the Run related event including program lessons and the end of season 5K.
2. Coaches must have a cell phone at each Girls on the Run session in case of an emergency.
3. The coaching team must have copies of health history information for all participants while on-site meeting with the team. These can be accessed via hard copy or electronic format.
4. At least one adult for each Girls on the Run team must be CPR and First Aid certified and remains on the premises at all times.
5. Coaches must know the site address.

Accident/Injury Procedures

In the event of an accident or injury resulting in a medical emergency while coaching a Girls on the Run session, the following protocol must be followed by council staff members and volunteer coaches:

- 1. Stabilize the situation and assign roles.**
 - a. The coach/staff member nearest the injured attends to their needs.
 - b. A second coach/staff member cares for the other participants.
- 2. First coach/volunteer nearest the injured assesses the condition of the victim immediately.**
 - a. If unconscious, check for breathing and pulse.
 - b. If not breathing, provide rescue breathing and CPR or call on coach certified in CPR to perform CPR.
 - c. If there is a possibility of a spinal injury, do not move the victim and provide support for their head and neck.
- 3. Second coach moves the non-injured at least 15 feet away from the victim.**
 - a. Do not allow the girls to crowd coaches or the victim.
 - b. Keep the girls calm and occupied.
 - c. If it is a minor accident, encourage the girls to continue moving (running, walking or playing games) while one coach deals with the situation.
- 4. Make appropriate calls.**
 - a. If the situation is life-threatening, the first coach designates someone to call 911.
 - b. Describe the situation accurately and quickly.

- i. Find out exactly what needs to be done before the emergency medical personnel arrive.
 - ii. Once medical help has arrived and taken over the care of the injured, contact the injured participant's guardians/caregivers.
 - iii. A Girls on the Run employee, the coach, if possible, and the parent of the victim should accompany the victim to the hospital, if necessary.
 - b. **If the situation is NOT life-threatening and doesn't require immediate medical attention, call the parents or listed emergency contact.**
 - i. Be specific with the parent and remain calm.
 - ii. Describe what happened, who was involved, and the present condition of the individual.
 - iii. Take some time to think about what you want to communicate. Put yourself in the parent's place. How would you want someone to deliver this kind of news? What would you want to know? How might you react?
5. **Next, Contact the Girls on the Run council to report the incident and to get additional support.**
 6. **Document accident/incident:** Gather details and record exactly what happened; who was involved; present condition and immediate needs. Immediately record the details of the incident on the Accident Report Form. Forms are available from council staff.
 7. **Contacting other Parents/Guardians:** Contact the parents and guardians of those who were not directly involved in the incident.
 - a. Decide who should send the communication: council staff or a team coach, and how it will be delivered: by telephone, email or a letter, depending on the urgency of the situation.
 - b. Begin your message by acknowledging that an incident has occurred. Assure parents that their child was not involved in the incident. Provide basic facts about the incident but do not provide specifics. We want to respect the privacy of those impacted directly.
 - c. Close by thanking the parents for their patience and understanding and encourage them to contact you if they have any questions or concerns.
 8. **Post-incident follow up:** Follow up with any injured parties within a reasonable time frame. Ask them to evaluate your response. File appropriate forms with Girls on the Run International based on the level of crisis that has occurred

Incident/Crisis Procedures (non-medical)

In the event of an incident that poses a threat to the safety or well-being of participants, it is important to respond in a proactive manner.

A proactive response includes:

1. Intervening quickly to prevent or minimize harm
2. Assessing a situation and making adjustments to prevent a future re-occurrence
3. Documenting incidents with all relevant details
4. Reporting the incident, as appropriate, to the appropriate individual or office

In the event of a non-medical incident or crisis while coaching a Girls on the Run session, the following protocol must be followed:

1. If there is a crisis, account for all individuals involved and gather the participants in a centralized location. Look for an area that is reasonably quiet. Remove everyone from further harm and control the activity at the scene.
2. In the case of a crime, preserve the integrity of the scene to the best of your ability by restricted movement within the affected area as circumstances allow.
3. Contact the Girls on the Run as soon as possible to report the incident and for additional instructions and support.

LOST CHILD POLICY

To reduce the risk of a child being lost or abducted, it is mandatory that a minimum of two coaches be present with a Girls on the Run team at all times with continuous supervision of children. In the event of a missing or abducted child, the following procedure must be followed in an effort to ensure the safety of everyone else on site is not compromised. In the unlikely event of a child being lost or abducted from a Girls on the Run site:

1. As soon as a coach notices a child missing from the group, that coach must notify the remainder of the coaches, without causing a panic, then carefully search all the areas used by the group since the child was last seen to eliminate any confusion or misunderstanding.
2. The office or senior staff member at the site location must be contacted to organize a search of the remaining areas of the building/site and surrounding areas and the council staff must be notified.
3. If the child is not found during these efforts, police authorities must be alerted. Provide a description of the child, a photo if available. Possible facts police would want to know:
 - a. Address of site
 - b. Parent/guardian of the missing child
 - c. A detailed description of the missing child including age, sex, physical description, description of clothes, shoes, etc.
 - d. Circumstances of disappearance/abduction, such as what may have triggered the disappearance, how long the child has been missing, where the child was last seen, etc.
 - e. What efforts were and are currently being done to locate the child
4. If the police are contacted, the child's parents must be contacted and briefed on what is being done and provided with additional updates every few minutes on the status of the search.
5. As soon as the child is found, contact the parent/guardian and alert everyone else that was involved during the search efforts. Complete and submit an Accident/Incident Report to the council.
6. As a follow-up, assess the situation and implement necessary changes to prevent a similar situation from occurring in the future.

***If a particular site already has a Lost Child Policy or Lost Child Procedure, that policy or procedure overrides this Lost Child Policy.**

Special considerations for children with intellectual disabilities:

- Identify hazardous areas nearby (i.e. bodies of water, train tracks, busy highways, confined spaces) and respond to those areas immediately to assess.
- Is the participant wearing or carrying any type of tracking device? If so, how is it activated/monitored?
- Will the participant respond when called by name?
- Does the participant respond favorably to a particular voice, song or other sound?
- Does the participant have any triggers or fears that emergency responders should know?
- Is the participant verbally responsive or typically non-verbal?
- How will the participant respond to search teams (i.e. uniformed personnel, emergency sirens/lights, search dogs, helicopters)?

MEDIA POLICY

Social Media Policy

To best serve our girls and ensure their safety, coaches must adhere to the following social media guidelines:

1. **Be a Role Model** – Coaches must represent the Girls on the Run mission, vision and values in interactions with the girls and in how they present themselves online. Coaches will appear and behave in a manner consistent with the mission, vision and core values of Girls on the Run while acting as a representative of Girls on the Run, including electronic, written and verbal communication
2. **Do Not Contact Participants on Social Media** – To ensure the safety and privacy of the girls they are coaching; coaches must not interact with them on social media. If a girl tries to friend or follow a coach online, the coach must have a private conversation with her and explain that while grateful to know her, the request cannot be accepted. The coach must then notify the parent/guardian in writing to let them know what transpired.
3. **Protect Girls' Privacy** - Coaches may never reveal the identities of girls they coach on their personal social media sites nor disclose any girl's personal information, including but not limited to a girl's last name, home or other physical address, e-mail address, telephone number, school, routine, activities, location, family information, finances, health and/or other information about girl or their family. The disclosure of even seemingly harmless information about a girl could be detrimental to their learning and experience. Social media posts must never reflect negatively on the goals and achievements of the girls.
4. **Social Media Accounts** – To ensure the privacy and safety of the girls in the program, only Girls on the Run councils are authorized to have a Girls on the Run account on a social media platform (e.g. Facebook, Twitter, Instagram). Teams, schools or sites may not have a page, public or private, or make participant information public. Coaches are encouraged to send pictures and stories to Girls on the Run staff as an alternative to creating their own Girls on the Run social media account.
5. **Do Not Divulge Confidential Information** - Confidential information must never be shared on a coach's social media site. In addition to program participants, confidential information includes identifying information about families, donors, sponsors, volunteers, meeting times and meeting locations.

Blogs and Public Internet Communication Policy

Coaches must adhere to the following policy on personal blogging, which covers all publicly accessible communications via the Internet, including, but not limited to: blogs, discussion forums, newsgroups and social networking communities.

If your personal blog or web posting in any way identifies you as a coach of Girls on the Run or if you discuss Girls on the Run in any way, you must include a disclaimer stating

"The opinions expressed here are solely my opinions and do not necessarily represent the views or opinions of Girls on the Run® International."

Girls on the Run employees, contractors and volunteers are subject to this policy to the extent they identify themselves as a Girls on the Run representative (other than incidental mentions of volunteering or employment in a personal blog on topics unrelated to Girls on the Run).

5K SAFETY: RUNNING BUDDY POLICY

Whether or not the term “Running Buddy” is used by the council, a Running Buddy is an individual designated to run/walk alongside and/or supervise a participant on or off the course for the duration of the 5K event. This may include parents/guardians.

Girls on the Run 5K

If the program participants are running in an official Girls on the Run 5k Series event, it is recommended that **each program participant** be accompanied by a Running Buddy. Councils will have specific policies for buddy runners based on their Girls on the Run 5K Event. Legal guardians and parents of participants may be Running Buddies or may assign Running Buddies for their participant. Parental-assigned Running Buddies are not required to have a background check and **must be 16 years of age or older**. If a Running Buddy is paired with the girl by a representative of Girls on the Run (Council Director, Staff, Coach), they must be 18 years of age and a background check must be conducted. Junior Coaches who have completed the requirements outlined in the Junior Coach Policy may serve as a council-assigned Running Buddy if they are under 18. Running Buddies must also comply with all other volunteer requirements set forth by the council.

Community 5K

Girls on the Run® International mandates that in any public race, not a part of the official Girls on the Run 5k Series, each program participant must be accompanied by a Running Buddy. Legal guardians and parents of participants may be Running Buddies or may assign running buddies for their participant. Parental assigned running buddies are not required to conduct a background check for either public or Girls on the Run 5k events and they may be 16 years of age or older. If the Running Buddy is paired with the girl by a representative of Girls on the Run (Council Director, Staff, Coach) 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.

DISABILITIES INCLUSION POLICY

Girls on the Run strives to be accessible to all girls in 3rd-8th grade and the curriculum is designed to reflect and accommodate the diverse needs of participants.

Girls on the Run serves girls with disabilities, including those who require support and assistance with daily living, whether formally diagnosed or not, and whether a diagnosis is short term or long term in nature. Disabilities may be physical, behavioral, developmental, cognitive, communicative or emotional. **If a participant has a disability and requires assistance or additional care, the Girls on the Run council is responsible for providing assistance, provided that making special accommodations does not create an undue burden for the council or team.** Councils will strive to ensure the coaching team is supported and has a comfort level with the specific circumstances. Families are encouraged to partner with the council to leverage any existing resources that would ensure the most positive experience for their child (e.g. personal care assistant, etc.) Parents/caregivers are encouraged to provide necessary information to Girls on the Run staff and coaches about their child and to serve as volunteers on the team in which their daughter participates to guarantee the most successful environment.

GENDER INCLUSION POLICY

Girls on the Run is an inclusive program where the dignity of every participant is respected, and all youth are safe. If a child identifies as a girl, and the parent/guardian identifies the child as a girl, then the child is welcome to participate in Girls on the Run.

All coaches will support all participants with fair and equal treatment, without bias, and in a professional and confidential manner. Coaches shall not discriminate against, or harass, physically or verbally, any participant because of their gender identity. Coaches must also use reasonable efforts to protect these participants from being discriminated against, harassed, physically or verbally, by other participants.

Gender status of Girls on the Run participants is considered confidential and may not be disclosed without the consent of the participant's guardians, or by court order. Participants will be called by the first name and pronoun they request even if their name has not been legally changed. In forms and other documentation, they will be referred to by the first name and pronoun they request, with the name recognized legally indicated as "Also Known As".

CURRICULUM COPYRIGHT POLICY

The Girls on the Run Curricula and all components thereof are the exclusive property of Girls on the Run International. Any use or modification of these curricula, or any component thereof, outside 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.

Councils and coaches are encouraged to share positive program experiences but may not share entire lessons or any portions of the curricula verbatim. A sample lesson is available for Councils to share and convey the positive experiences of the program. Coaches may contact the council if needed.

CONFIDENTIALITY AND COVENANT NOT TO COMPETE

While leading with an open heart and assuming positive intent is a core value of Girls on the Run, intellectual property protection is a standard business practice that helps protect the organization. Confidentiality and Non-Compete agreements are in place to convey the organization's responsibility to protect its assets while educating supporters on how they can help. As such, coaches agree to the following before they are engaged to coach. The electronic or paper agreement is typically completed during the coach application process.

- 1. Confidentiality.** I am about to begin or continue my engagement with Girls on the Run as a volunteer or staff member. In consideration of my engagement, I recognize that I will receive valuable consideration, including, without limitation, experience in a professional environment, complimentary attendance at Girls on the Run events, and access to proprietary or Confidential Information (as defined below). I agree that this information is a valuable and unique asset of Girls on the Run, which if divulged to others, could cause irreparable harm.
 - a. As used in this Agreement, the term "Confidential Information" shall mean and include (i) any information proprietary to Girls on the Run and not generally known or in the public domain relating to Girls on the Run; (ii) information marked or designated by Girls on the Run as confidential; (iii) confidential and / or proprietary information, whether or not in written form and whether or not designated as confidential, which is known to unpaid volunteers or staff as being treated as confidential by Girls on the Run; (iv) information provided by third parties, specifically information provided by participants, participants' guardians; (v) financial documents, process and procedure information, trade secrets concerning the business and affairs of Girls on the Run, programming materials, data, techniques, correspondence, market studies, marketing and business plans, computer software and programs, and technology systems and any other information, written or oral, or in whatever media contained, however documented or disseminated.
 - b. I agree to exercise the highest degree of care in safeguarding Confidential Information against loss, theft or other inadvertent disclosure, and agree generally to take all steps necessary to ensure the maintenance of confidentiality.
- 2. Non-Disclosure and Non-Compete.** I understand Girls on the Run's need to control my disclosure and use of Confidential Information that I may receive during my engagement and to limit, to some extent, certain competitive activities that I may engage in after my time as a volunteer or staff member for Girls on the Run. I understand that these restrictions are for the purpose of enabling Girls on the Run to protect its valuable proprietary and Confidential Information that Girls on the Run has invested considerable resources developing and has a legitimate interest in protecting to preserve the integrity and future of Girls on the Run.
 - a. I understand that all Confidential Information given to or shared with me are Girls on the Run's intellectual property and may not be copied, transmitted, reproduced, summarized, modified, or distributed in any way without the express written consent of Girls on the Run. I will not, during the term of my engagement or thereafter, use for myself or for others, or divulge or deliver to another, any Girls on the Run Confidential Information, including but not limited to, the Girls on the Run or Heart & Sole® program content or any other materials that Girls on the Run provides ("Materials"),

except as required in the performance of my duties as a Girls on the Run volunteer or staff member.

- b. I understand that during the term of my engagement with Girls on the Run and for a period of two (2) years after my relationship with Girls on the Run concludes, (i) I shall not use any Confidential Information or Materials to create or contribute to the creation or offer / supply processes, ideas, or proprietary concepts that aid programming and / or organizational development to a program that is similar to any of Girls on the Run programs or any other physical-activity-based positive youth development program that focuses on girls and (ii) I shall not share Materials with any other program, directly or indirectly.
- c. I understand that during the term of my engagement with Girls on the Run and at all times thereafter, I shall not use, copy, reproduce, publish, or distribute any Girls on the Run Materials or Confidential Information without the prior written consent of Girls on the Run unless disclosure is required by law or is made in a document filed in a lawsuit and remains protected as Confidential Information.

3. Returning Materials. At the end of every program season and/or upon the termination of my engagement, for whatever reason, I will promptly deliver to Girls on the Run all documents, property and Materials and Confidential Information of any type, including any copies thereof, in my possession, custody, or control that belong to Girls on the Run, and/or that contain, in whole or in part, any information pertaining to Girls on the Run programming and Materials.

4. Logo & Trademarks. I agree and acknowledge that the trademarks and brands of Girls on the Run are valuable assets. I will abide by the trademark and logo usage guidelines to protect the trademarks and brands and will obtain approval from Girls on the Run if I am unsure whether a proposed use violates the guidelines.

The obligations set forth in this agreement shall survive the termination of my engagement, regardless of the reasons or method of termination. If any provision of this agreement is found invalid, illegal, or unenforceable, for any reason, such invalid, illegal, or unenforceable provision shall be modified if possible, to lawfully effect the intent of the parties and shall not affect the existence or enforceability of any other provision of this agreement. If such modification is not possible, the invalid, illegal, or unenforceable provision shall be stricken, and the remainder of this agreement shall remain in full force and effect. This agreement will be governed by the laws of the State of North Carolina without giving effect to any choice of law principles, and the exclusive venue for any dispute arising out of, related to or in connection with this agreement shall be in Charlotte, North Carolina.

SPOKESPEOPLE AND ENDORSEMENTS

Girls on the Run councils carefully vet requests for comments and endorsements to ensure that any implied association with Girls on the Run is accurate and aligned with the mission and core values of the organization. Coaches must notify the council if they are contacted by another organization about being a spokesperson or providing an endorsement from Girls on the Run.

PRIVACY POLICY

Girls on the Run Privacy Pledge

At Girls on the Run we are keenly aware of the trust you place in us, and our responsibility to protect the privacy of the girls and families we serve, as well as our many volunteers, sponsors, and donors. As part of this responsibility, we let you know what information we collect, how we collect it, and how we use this information to improve and sustain our program.

By accessing the website and/or submitting information to us, you agree to the terms set forth in this Privacy Policy. This Privacy Policy may be modified at any time. Any modifications to this Privacy Policy will be posted on the website. As a volunteer you also help us uphold this policy.

Information we collect

We collect information about our program participants and their families via our online program registration website or paper forms. During program registration we collect names, postal and email addresses, phone number, demographic information about families and participants, emergency contact information, participants' health histories, and other information voluntarily submit to us.

We collect personal information via online forms (e.g., Volunteer Coach Application and New Site Application) as part of our volunteer placement and new site processes. We also collect personal information when one generously chooses to donate to Girls on the Run via our Donate page.

Information third-parties collect on our behalf

Third-party service providers are used to perform certain services, including background checks, registration management, GOTR online shop operations and fulfillment, and the collection of donations made to Girls on the Run. Third-party service providers may collect bank or credit card information if a payment is submitted, but that information is not passed on to Girls on the Run. Third-party providers conform to information security industry standards for online sales. Third-party service providers that collect individual information (e.g., date of birth and social security number) conform to information security industry standards for safekeeping personal information.

We also use a third-party service provider to collect information needed to conduct background checks on our volunteers (e.g., date of birth and social security number). This third-party service provider also conforms to information security industry standards for safekeeping personal information.

Communications

Email: We maintain an internal email list of all persons who have requested information, enrolled in our programs, volunteered, or made an online payment or donation. We may use this list to send occasional updates and announcements about our program or emails of a marketing nature, such as annual giving campaigns. After your service as a coach, if you do not wish to receive email, you may opt out at any time by contacting the council.

Postal Mail: Persons who submit their postal address with the goal of receiving further information, enrolling in our program, volunteering, or donating may periodically receive postal mail from us. If you do not wish to

receive mail, please let us know by sending a request to info@girlsontherun.org. Please include your exact name and address so we can be sure your name is removed from our postal mailing list.

Phone: Persons who supply us with their telephone numbers may receive telephone contact from us responding to a request for more information about our program, volunteering, or a transaction (e.g., coaching opportunities, program registration, payment of program fees, requests, documentation for financial assistance). We do not make unsolicited marketing calls.

Text: Girls on the Run will not send group text messages without obtaining prior consent.

How we share information

With Other Companies and Organizations: The personally identifying information we maintain at Girls on the Run is for internal use only, and will not be sold, rented, or exchanged with any third party except when (1) you have consented to share the information; (2) we need to share information in order to provide a product or service requested by you; or (3) we need to share the information with others who work on our behalf to provide a requested product or service to you. These third parties do not have the right to use the personally identifying information that we provide to them beyond what is necessary to assist us.

With Our Affiliates and Volunteer Coaches: Personally identifying information of enrolled participants is shared with our local councils and volunteer coaches in the form of team rosters that include the participant's name, emergency contact information, health history and other information directly related to participation in the program. As Aggregate Data: We may aggregate data and share it with third parties, including councils, sponsors, donors, and community representatives, after personally identifiable information has been removed.

As Required by Law: At times Girls on the Run may be required by law or litigation to disclose personally identifying information. If we are required to do so by law, or we believe, in good faith, that such a disclosure is necessary to comply with the law, defend our rights or property, or to respond to an emergency situation, we may disclose any information in our possession.

How we protect information

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. We have physical, electronic and managerial procedures in place, as well as document retention policies that safeguard and secure the information we collect.

Additional privacy policies for children

While certain services advertised on the Girls on the Run website may be designed for children, the website itself is not designed for or targeted to children under the age of 13, and Girls on the Run will never knowingly collect the information of a child under the age of 13 through the website unless such information is submitted by that child's parent or guardian in connection with such Girls on the Run services. Any information submitted to Girls on the Run about a child under the age of 13 by anyone other than that child's parent or guardian will be deleted. Any information that Girls on the Run reasonably believes originated from a child under the age of 13 will be deleted.

SOLICITATION POLICY

Girls on the Run volunteers and employees are prohibited from using any Girls on the Run distribution lists to solicit items, interest or donations for any purpose outside of the Girls on the Run program. The information gathered by Girls on the Run, including but not limited to, parent email lists, SoleMates participant lists and 5k registration information, donors, volunteers and similar is proprietary information and must be managed as such.