



SUPPLEMENTAL COACH POLICIES AND PROCEDURES

FALL 2020

INTRODUCTION

Girls on the Run International is committed to providing safe programming during the Coronavirus (COVID-19) pandemic. This manual is intended to promote the safety of all Girls on the Run participants, volunteers, staff, and communities by providing policies and guidance on how councils and coaches can implement programming during the COVID 19 pandemic.

Councils must also coordinate their approach to programming based upon recommendations of the CDC, state and local health departments and other public health experts.

In instances where there is a conflict between a GOTR policy and a state or local regulation, the state or local regulation supersedes the policy.

Should you have any questions about these policies, please contact your council.

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COVID-19 POLICY

Reporting

Any participant or program volunteer who knows or has reason to believe they are infected with a contagious disease must report the situation as soon as possible to Council staff.

Exposure Control

To help prevent the spread of contagious diseases, specifically COVID-19 and reduce the risk of exposure, participants and program volunteers are expected to regularly monitor their personal health status. Participants and volunteers must not attend practice if they have tested positive for COVID-19 or if they have symptoms consistent with any respiratory infection (i.e. fever, shortness of breath or difficulty breathing). Coaches will not centrally track the health status or take daily temperatures of participants.

Girls on the Run council staff reserve the right to remove from participation any participant or program volunteer who contracts or has a specific exposure to a contagious disease and risks exposure to others.

If diagnosed or exposed to COVID-19, the affected individual must self-isolate for 14 days or as otherwise directed by the Centers for Disease Control and Prevention and local health officials prior to returning to programming.

Confidentiality

Coaches must protect the confidentiality and privacy interest of anyone suspected of having, or who have, a contagious disease. Councils will work with coaches on a case-by-case basis to ensure the health and safety of participants discreetly and confidentially.

COVID-19 GENERAL HEALTH AND SAFETY POLICIES

Heathy Hygiene Policy: Coaches and participants are expected to frequently wash and/or sanitize hands to prevent infection during practices. It is recommended that coaches identify key times before and during practice to allow proper handwashing including, but not limited to, entering the site, after using the restroom, after removing PPE if applicable, after touching frequently touched surfaces and after coughing or sneezing.

Cleaning and Disinfection: Coaches must ensure high-touch surfaces and objects at sites are reasonably cleaned and disinfected including, but not limited to doorknobs and handles, light switches and tabletops.

Personal Protective Equipment (PPE): The CDC recommends wearing cloth face coverings where social distancing is difficult to maintain. Coaches are to follow council guidance on PPE protocols.

Physical Distancing: Girls on the Run considers spacing of under 6 feet for more than a few minutes to be close contact. Coaches are expected to follow activity modifications to encourage and ensure physical distancing including, but not limited to, managing the distribution of snacks and water bottles, minimizing the sharing of materials and maintaining a 6-foot distance between girls whenever possible, and holding activities outdoors when possible.

VIRTUAL PROGRAMMING GUIDELINES

Virtual programming is a new way for coaches to safely connect online via platforms such as Zoom or Skype during the COVID-19 pandemic. The goal of virtual programming is to ensure meaningful and engaging programming continues in the event in-person practice cannot take place.

Coach Roles

1. **Coach #1 (Facilitator)**- Will hold the primary role of connecting and engaging with participants, taking lead on facilitating discussions with participants.
2. **Coach #2 (Monitor)**- Will hold the primary role of monitoring the safety and security of the virtual platform, to include, but not limited to: managing the Waiting Room feature, only admitting participants to join the session when both coaches have signed in, managing participants to control who should be in the session, locking the session when appropriate, monitoring and managing disabled chat, managing distractions and interaction features and immediately pausing any audio or video in the instance of abuse. This coach will provide general technology support when needed beyond what parent/guardians have already provided.

Online Supervision of Youth

Online interactions between adults and children **must be continuously observable and can be interrupted at any time**. Specifically, adults are required to conduct online interactions with more than one child at a time. No one-on-one video chats, FaceTime, or online chat groups with a child are permitted.

Security: For platform security, coaches must keep the virtual room (e.g., Zoom room) locked until two adult coaches are present and prepared to begin.

Virtual Interaction with Minors

1. Coaches may not engage in one-on-one private communication (i.e. chat and breakout rooms) with participants at any time during the virtual practice.
2. Coaches are not permitted to make audio, video or screen capture recordings of virtual practice sessions under any circumstance—this includes personal recordings made by girls—to protect the privacy of all girls.
3. Coaches must not include any non-trained and non-background checked adults in the actual sessions, including parents, but are encouraged to find ways to connect with parents outside of virtual sessions.
4. Coaches are to respect the privacy of practices by not sharing discussions with others unless appropriate.
5. Coaches and volunteers are expected to uphold the same level of professional interaction with participants as required in the physical practice environment.

Virtual Incident of Abuse Procedures

If an incident of abuse or neglect is observed or alleged to have occurred in the online environment **during Girls on the Run programming**, the following procedure must be followed by coaches and program volunteers:

1. Coach (facilitator) addresses immediately and Coach (monitor) pauses the virtual session 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 to the best of their abilities that the alleged perpetrator has been removed permanently pending the investigation.
5. Council notifies GOTR International as soon as possible within 24 hours of notification.
6. Girls on the Run follows up in writing to all parties as soon as possible.
7. Coach submits an Accident/Incident report as soon as possible to the respective Girls on the Run council.
8. Girls on the Run council and coach will cooperate with any investigation of the incident by state or local authorities.

For suspicions of abuse: If the Coach sees abuse, hears abuse, or hears the threat of abuse, the Coach will mute all audio and turn off all video to block participants from seeing and hearing any disturbing behavior. The coach will then notify the Council staff and Council staff will follow up with parent/guardians if needed. 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.

What if the participants start making direct or indirect suicidal comments?

Girls on the Run coaches and volunteers have a duty of care to take immediate actions as are reasonable in the circumstances to protect participants from risks of any injury, including self-harm that are reasonably foreseeable to ensure the safety of participants. All threats are to be considered potentially lethal.

If a Girls on the Run coach or volunteer suspects a participant(s) may engage in self-harm, the following procedure must be followed:

1. Coach is to remain calm and stay in control. It is okay to feel uncomfortable.
2. Coach is to be patient, in a reassuring tone and tell the participant(s) you care and acknowledge their comment staying in the present. **Do not give advice or suggest solutions.**
3. Coach is to pause virtual session but keep said participant in active view in the session.
4. Coach is to call 911 and provide details of what the participant has shared with you and any observations you may have noticed.
5. Coach notifies Girls on the Run staff.
6. Girls on the Run staff immediately notifies the parents/guardians of the child(ren) involved by phone and explains the situation alerting them of your concerns.
7. Coach submits an Accident/Incident report as soon as possible to the respective Girls on the Run council.
8. Girls on the Run council and coach will cooperate with any investigation of the incident by state or local authorities.

Girls on the Run assumes coaches and volunteers are neither qualified nor expected to provide mental health assessment or counseling necessary to support a suicidal child; however, coaches and volunteers are responsible for taking reasonable and immediate actions to help participants, such as informing Girls on the Run staff.

Wellness/Safety Concerns and Resources:

- National Suicide Prevention Hotline: 800-273-TALK (8255)
- CyberTipline: 800-THE-LOST
- National Abuse Hotline: 800-4-A-CHILD (800-422-4453)
- Dating Violence Hotline: 800-787-7233. For those who are unable to speak safely can log onto thehotline.org or text LOVEIS to 22522
- National Parent Helpline: 855-4-A-PARENT (1-855-427-2736)

COACH/VOLUNTEER ONLINE CODE OF CONDUCT

Relationships with children formed as a result of the organization are prohibited outside of the organization unless a relationship existed prior to Girls on the Run (i.e. babysitting, tutoring).

Volunteers must not share their personal contact information with participants or follow or friend them on social media platforms. Connecting via online games or other applications used outside of the organization, is also prohibited.

Online interactions require that adults maintain the same professional boundaries with participants as expected within the physical environment. Demonstrating healthy relationships between participants and adults allows children to mirror with other adults and keeps children safer.

Professional Integrity

Volunteers accept that professional responsibility takes precedence over personal needs and opinions. Professionalism is paramount in an organization serving families. Children are impressionable and oftentimes model the behaviors of others and professional behaviors must continue in the online environment. Professional integrity begins before the online interaction starts.

The following professional online considerations for adults must include:

- Dress appropriately (as a GOTR coach) for the camera.
- Conduct video online sessions in an appropriate room. Avoid the bedroom and other personal spaces.
- Select an area that is free from noise makers (TV, other people, pets, etc.).
- Silence all other devices.
- Avoid eating during this time.
- Keep your device on MUTE unless you are speaking.
- Make sure your backdrop is appropriate for children.
- Be sure the camera and microphone are working properly before the video session begins.
- Online sessions require the same level of professional interaction with children as required in the physical environment. Avoid being too casual in your interactions with children - this may compromise the dynamics of the adult-child relationship.
- Communication to parents and caregivers remains an important component in an appropriate online relationship. Find innovative ways of including parents/caregivers (i.e. 5-minute weekly recap involving parents/caregivers) in weekly communication.

The following behaviors are strictly forbidden in an online interaction:

- Obscenities, profanity, or vulgar language
- Harassing or intimidating behaviors
- Sexually explicit, suggestive, humiliating or degrading comments
- Viewing of any material inappropriate for a child viewing audience
- To be under the influence of alcohol or drugs (prescription or illicit)
- Use of any derogatory language regarding race, gender, religion, sexual orientation, citizenship, socio-economic status or ability

**This Code of Conduct was created in conjunction with the Beau Biden Foundation. Many thanks to the Beau Biden Foundation for their work protecting the safety of youth.*

COACH POLICY MODIFICATIONS FOR FALL 2020

The following program policy modifications are applicable only during the fall 2020 season due to the ongoing COVID 19 pandemic. While these guidelines allow for increased flexibility, the safety and GOTR experience of the girls remains our top priority.

These items reflect changes in the existing Coach Policy Manual

I. Overall	Current Policy	Fall 2020 Policy Modifications
b. Coach Requirements	<p>Coach Training includes both online and in person components.</p> <p>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.</p> <p>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.</p> <p>CPR and First Aid with in-person skills test required.</p>	<p>Coach training may occur entirely virtually and will consist of additional modules addressing COVID19.</p> <p>Team size must be reduced to 6-12 girls and teams must start with a minimum of two trained Coaches for each team. In the event of coach absences, a substitute coach may be an additional adult (18 or older) that is background checked and has a volunteer registration on file with the council.</p> <p>At all times there must be two adult background checked adults with one being a trained coach present for practice in person or virtually.</p> <p>CPR and First Aid certification may be entirely virtual for Fall 2020 with no in-person skills test required. If a council will have virtual lessons only with no in person components with girls, the CPR and First Aid requirement is waived for Fall 2020.</p>
d. Substitute Coaches Policy	<p>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</p>	<p>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 and other adults may not supply their own substitutes without prior discussion with Council staff. If the site is using other adults (with background check and</p>

	without prior discussion with Council staff.	volunteer registration on file) the same substitute policy applies.
f. Absentee Policy	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.	The absentee policy will not apply to girls who are absent because of COVID-19. In the case that a girl misses more than 4 practices, it is even more critical that she can complete the 5K at her happy pace.