



Girls on the Run Program Policies – Spring 2018

Before registering a girl for Girls on the Run (3rd-5th grade) or Heart & Sole (6th-8th grade), please review these policies in full. Our policies are to protect the health and safety of your girls while they are in our care.

Refund Policy

The girl's parent/guardian (not the coach) is responsible for contacting Girls on the Run if their daughter is dropping from the program. Girls on the Run will refund 50% of the registration fee if requested in writing prior to the fourth session of the program. No refunds will be issued after the fourth session. If a site is canceled due to insufficient registration or other circumstances deemed appropriate by the Executive Director, the full registration fee will be refunded, excluding the \$10 processing fee.

Attendance

It is important to us to know who is showing up for practice to ensure that all girls have registered and completed all required paperwork. For accurate tracking, coaches will use an official roster app to take attendance. Note that the coach will only be on her phone to track the girl's attendance at the beginning and end of each practice.

Coaches will notify the Program Manager if girls show up who have not completed paperwork or are not on the official roster. These girls will not be allowed to participate in practice until we can follow up with parents to complete their registrations, including the medical history form and signed waiver. Parents are also asked to notify the head coach directly if they know that their daughter will not be attending practice on a given day.

Registration Requirement

We must have all registration, health history and consent information completed by the first practice. Girls will not be allowed to participate until they are registered with GOTR NYC.

Absenteeism

Due to the importance of group dynamics and the experiential learning process of the Girls on the Run curriculum, girls who are absent for more than four (4) practices during one season will no longer be eligible to participate in Girls on the Run. It is critically important to the efficacy of the girls program experience that they participate in both sessions each week and guardians should be informed prior to registration that girls are not allowed to attend only one session a week. Parental concerns with absentee policies should be addressed before the season starts to the Girls on the Run staff at (212) 401-6380.

Behavior Policy

Any child engaged in behavior that threatens the health or welfare of other participants, coaches or other Girls on the Run volunteers will be released from participating in the program.

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 to another's health or well-being. Additionally, Girls on the Run Staff and volunteers reserve the right to remove any child from participation for any reason that does not fit the mission and goals of the organization.

Dress Code & Footwear

Non-restrictive or athletic clothing should be worn for ease of movement. Clothing that advertises alcohol or cigarettes is not permitted. Inappropriate running shoes such as boots, sandals or clogs are not allowed. If a girl forgets her running shoes, she may walk or watch. Bare feet are strictly prohibited. Girls on the Run NYC will provide appropriate footwear to a limited number of girls on an as-needed basis. If a girl needs proper running shoes, her coach or family should email program@gotrnyc.org.

Team Size

Team size will be monitored by Girls on the Run NYC. Most of our sites are able to host teams with a minimum of 8 girls and a maximum of 15 girls for Heart & Sole or 20 girls for Girls on the Run. Two adult coaches must be on site for each practice, and three adult coaches on site with teams of more than 15 girls.

Program Release

Program Participants may be released only to those listed as guardians, emergency contacts, or authorized individuals for that child; these contacts will be listed in the Registration per girl.

- **Unauthorized Individual:** If someone, who is not listed as an Authorized Individual, attempts to pick-up a child, the child may not be released. In this case, coaches will contact the child's guardian to arrange for pick-up.
- **Adding an Authorized Individual:** To add a new authorized individual, parent/guardians must email program@gotrnyc.org at least 24 hours before the child is to be released from the program.

Late Pick Up

Parents or authorized guardians are expected to pick up their child from Girls on the Run lessons within 10 minutes of the close of the session; ongoing tardiness will not be tolerated. *Coaches cannot leave the girls at the school unattended, even if school security are present.* If a parent is tardy in picking up his/her daughter, the guardians will be verbally reminded of the policy. If a parent is tardy for a second time, a verbal reminder and written acknowledgement of the policy will be made by the coach. Upon the third instance, Girls on the Run staff will notify the parent that his/her daughter will no longer be able to attend the program.

- **Extenuating Circumstances:** extenuating circumstances as determined by the Girls on the Run Staff include family emergencies, weather, or MTA issues. Repeated extenuating circumstances may require a phone call from Girls on the Run Staff to the parent/guardian.
- **No Show:** If at least 10 minutes have passed after the lesson ends and no one arrives to pick up a participant, the coach will first call the parent/guardians, then the child's emergency contact and any other authorized individual's whose phone numbers are provided, until someone confirms they will pick-up.

Transportation

Girls on the Run does not provide transportation to or from weekly lessons. Guardians are responsible for arranging/providing transportation for their child(ren) to and from sessions.

- **After-school programs:** If a child participates in an after-school program in addition to Girls on the Run or utilizes an after-school activity bus, the participant should be released to whatever activity or transportation that is designated on the participant record. Girls on the Run Staff and coaches must be aware of this before the season starts.
- **Walkers:** A program participant is considered a "walker" if the child is identified as such in her registration form. If a child is not designated as a "walker" and the parent/guardian did not provide a handwritten note or email to confirm this change at least 24 hours in advance, the participant cannot walk home.

Inclement Weather Plan

Girls on the Run will be held rain or shine; outside whenever possible or inside at the approved indoor location. Inclement weather does not cancel practice in most cases. Each site has a pre-determined indoor location for use during bad weather conditions. Exceptions to this policy include:

- School closing due to inclement weather
- Power outages
- Dangerous road conditions or other hazardous conditions leading to school closing

Coaches or Girls on the Run staff will make every effort to contact parents of participants prior to the Girls on the Run practice time if the session is to be cancelled. The teams are not always able to perform the activities as planned in the indoor space provided, so the lesson will be adapted in such a way that the activities will be appropriate for the indoor space.

What is Girls on the Run?

The season starts with helping the girls get a better understanding of who they are and what's important to them. Then we look at the role of teams and healthy relationships. And, finally, we explore how girls can positively connect with and shape the world. At each season's conclusion, the girls and their running buddies complete a 5k running event. Completing a 5k gives the girls a tangible sense of achievement as well as a framework for setting and achieving life goals.