

Girls on the Run/Heart & Sole Program Information and Policies

Spring 2017



Purpose of the Program: The purpose of this program is to increase your daughter's self-esteem and overall health while teaching life skills that will be beneficial to her as she enters high school and beyond. We seek to empower participants to reach their unique potential.

Policies & Procedures: Girls on the Run seeks to provide a fun and healthy environment for all participants. Policies and procedures are in place to help our girls fully maximize their program experience! The next few pages will cover these policies and procedures. If a policy is unclear, please do not hesitate to direct your questions or concerns.



Policies and Procedures

1. Attendance: Attendance is very important. Girls are required to attend all lessons and are allowed only 4 absences. If a girl is nearing her 4th absence, parents should keep in mind that if she misses more than 4, she will no longer be in the program, will not be able to keep her shoes, and will miss out on the 5K and a lot more fun! (We do understand that life happens, vacation happens, this policy is for absences that are unexcused). Refunds will not be made for girls removed from the program for the attendance policy.

Often times, girls are involved in several after school activities. However, GOTR believes that it is important to make a choice and to commit to that choice. Girls need to attend the entire practice to ensure that they are properly trained for the 5K. For these reasons, Girls may not arrive late or leave practices early, except for an extenuating circumstance or emergency (not for another after school activity) and are required to attend every practice(2x pre week).

2. Practices: Practice will start 10 minutes after school dismissal. Girls are expected to change into practice clothes (including Running Shoes), fill their water bottles, and report to the designated meeting site. Practices last for 90 minutes. Practices consist of a Warm Up, Lesson, and Work Out. Practices are taught by trained coaches. Often times these coaches are parents and/or teachers from the participating school.

3. Transportation Policy: Coaches will wait until all girls have been picked up before leaving each session. If a parent is more than 15 minutes late (the first time) the coach is to talk with the parent and explain the attendance policy. If it happens a second time, the coach will contact the school liaison and the program coordinator. GOTR staff and the school liaison will speak with the parent to resolve this issue. Children will only be released to persons to whom the parent or guardian has given permission on the transportation release form. These forms will be available online and at the January shoe fittings. Coaches are volunteers and are not allowed to transport the girls in their vehicles.

4. Practice Days: When registering for GOTR/H&S, you are asked to specify preferred practice days. GOTR/H&S will do our best to honor your first choice in practice days. Please note that practice days are determined by school availability and coach availability. If due to lack of participants or inability to recruit coaches your daughter is unable to practice on the alternative days, we will provide a refund in full to the name provided at payment. Please note the program is unable to change practice days after the month of December.

5. Behavior Incident Reports: Coaches are encouraged to fill out a Behavior Report for any incident that causes disruption. This includes but is not limited to: non-cooperation as a team member, disrespect, refusal to participate, negative talk, physical boundary breaking, and disregard of safety rules. This form is returned to the Program Coordinator, who will contact the parent to set up a time for the participant and parent to meet with the Program Coordinator. The child is not allowed to participate in another practice until this meeting takes place, the issue is resolved, and the participant recommits to following the promises and expectations of the program. If the participant continues with disruptive behavior in future practices, she will be removed from the program, will not keep her shoes, and will not receive a refund.



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6. Payment / Cancellation / Withdrawal from the Program Policy: Parents can remove or cancel their child's participation up until January 1st with no consequences. **A \$20 administrative fee will be charged for every refund after January 1st. After February 1st, a \$25 administrative fee will be charged for every refund. There will be no refunds available after the start of the program.** Extenuating circumstances will be considered on an individual basis between the family and Program Coordinator.

7. Registration: Girls will not be considered registered until payment is received in FULL to GOTR. The deadline for full payment is February 10, 2017. *Please note there will be a \$25.00 fee for returned (NSF) checks.* Registration is open during the month of November. December 1st, GOTR will review the status of teams. Teams with available space will remain open for late registration until they are full or January 31st-whichever comes first. Teams that are full will be closed, and a waitlist will be implemented. We are unable to register any girls after January 31st.

8. Shoes: Inappropriate running shoes (such as clogs) are not allowed. Bare feet are strictly prohibited. All program shoes are to be stored at the school, be dispersed and collected prior to and after each practice. GOTR of Ottawa and Allegan Counties is not responsible for lost or stolen shoes. The girls may take the shoes home after the 5K event. ***It is absolutely necessary that your daughter let the coach know right away if her shoes do not fit. We cannot accept exchanges on shoes that were worn outside or that show wear.***

9. Important Forms: Girls must complete/hand in the following to their coach **on/before Lesson 3:** Transportation release form. If she has not turned in this form by Lesson 3, she is required to sit out until she has turned in all paperwork. The form is extremely important in the case of an emergency. For additional copies, please contact your coach or look on our website, www.gotroac.org.

10. Off-Grounds: It is imperative that we are able to locate team s at all times. Coaches are **NOT** allowed to remove a team from school grounds at any time. The only exception to this is for your schools practice 5K. Coaches must have prior approval from the program coordinator for the temporary practice location change as it pertains to your schools practice 5K. Prior to the practice 5K coaches will inform parents of the date and route.

11. Snacks: After-school snacks are not provided or organized by GOTR. Every girl is expected to bring an extra snack for their time between school and practice. Please note that GOTR encourages healthy snacks. Coaches may ask parents to bring snacks on a rotating schedule to practices. These snacks must be given to all girls practicing at that site. Each team is required to follow its school policy regarding snacks in consideration of food allergies.

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12. Weather: Girls should plan on being outside for most practices and dress accordingly. Layers are helpful.

13. Celebration 5K: There will be two Celebration 5k events this year. Both events will take place at Coopersville Schools – Coopersville campus. On Friday, June 2nd, 2017 all North Ottawa County Girls will be participating. This will be an evening event. On Saturday, June 3rd, 2017 all South Ottawa and Allegan County Girls will be participating. This will be a morning event. As we move closer, your daughter will take home an informational packet which includes the route, timeline, parking, maps and FAQs. This can also be found on our website and we will send a email as well. The 5K's will only be cancelled in the case of severe weather before the event start time. If the event is cancelled, it will not be rescheduled. You must attend the 5k date your school is assigned to.

14. Communication: Communication between program staff and parents will be done via email. GOTR sends several informational emails to parents throughout the season. Please be sure to add shylan@cwitmi.org to your safe list to ensure that emails do not end up in your junk folder. We also post helpful information on our facebook page. Please friend us to stay in the loop! www.facebook.com/gotroac

15. Parent Volunteers: If you would like to volunteer at the practice 5K, please note that you will need to have a background check completed and on file with GOTR before you are able to volunteer. If this is something you are interested in, please contact program staff.

16. R-E-S-P-E-C-T: GOTR prides itself as a program to teach young women respect for themselves and others. It is imperative that all adults in connection with GOTR treat each other with respect. This includes the relationships between parents, coaches, school liaisons, GOTR Staff and key personnel.

*For questions or concerns concerning your particular school– Please contact your school liaison. The school administrators are aware of contact information for the school liaisons.

*For Program Questions– Please check our website at www.gotroac.org , contact GOTR Team via email or call 616.502.7530. Please note that, due to the high volume of calls, GOTR will do its best to return your calls and emails in 1 to 2 business days.

Volunteer opportunities are available!

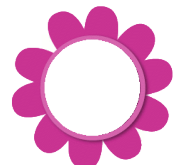
GOTR/H&S of Ottawa and Allegan Counties serves over 1,400 girls in over 70 local schools. Volunteers are a critical component of this outstanding program. If you are interested in becoming an assistant coach, volunteer coach, or special event volunteer, please contact the GOTR team for more information.

Thank you! We look forward to a great season!



**Shyla Nash
Dyke**

Stacey Van



Shoe Fittings: In order to ensure the most accurate sizing & comfortable fit, it is important to size the girls as close to practice start-up as possible. Therefore, it is required that the girls attend one of the shoe fittings listed below

Spring 2017 Shoe Fittings

Date	Location	Time	Address
1/7/2017	Center for Women in Transition	9:00 am-12noon	(411 Butternut Dr, Holland, MI 49424)
1/10/2017	Hamilton Middle-Hamilton	4:00 p.m.– 5:30 p.m.	(4845 136th Ave, Hamilton, MI 49419)
1/11/2017	Springview Elementary-Allendale	3:45 p.m.-6:00 p.m.	(10690 Learning Ln, Allendale, MI 49401)
1/12/2017	Holmes Elementary-Spring Lake	4:15p.m.-5:30p.m.	(426 River St, Spring Lake, MI 49456)
1/16/2017	Peach Plains Elementary-Grand Haven	3:45 p.m.-6:00 p.m.	(15849 Comstock, Grand Haven, MI 49417)
1/17/2017	Center for Women in Transition (Holland)	4:00p.m.-6:00p.m.	(411 Butternut Dr, Holland, MI 49424)
1/19/2017	Coopersville Elementary– Coopersville	3:45p.m.-6:00p.m.	(198 East St., Coopersville, MI 49404)
1/23/2017	Hopkins Elementary-Hopkins	3:00p.m.-5:30p.m.	400 Clark St, Hopkins, MI 49328)
1/24/2017	Douglas Elementary-Douglas	3:15 p.m.- 5:00 p.m.	261 Randolph St, Douglas, MI 49406)
1/25/2017	James Town Elementary-Hudsonville	3:40 p.m.-6:00 pm.	3291 Lincoln St, Hudsonville, MI 49426)
1/28/2017	Center for Women in Transition (Holland)	9:00a.m.-12noon	411 Butternut Dr., Holland, MI 49424)

If school is cancelled due to weather or any other factor, the shoe fitting will also be cancelled. It will be rescheduled and posted on our facebook page and on our website.