



Site Liaison TEAM TOOLKIT

Girls on the Run®
South Central Wisconsin



Use this Step by Step
guide to support your
Girls on the Run team!



INTRODUCTION



Site Liaisons are the main point of contact between a host site and the Girls on the Run council. They have a deep connection to the site as an employee, highly engaged parent, and/or community member.

Liaisons partner with the Girls on the Run staff to ensure success and sustainability of the team. They are dedicated individuals who focus on key responsibilities, including identifying a successor when the time comes.

This toolkit is designed to help Site Liaisons communicate program details and support the program's success.

SITE LIAISON DUTIES



Girls on the Run of South-Central Wisconsin offers programming at over 100 sites, serving kids at schools, community centers, and public parks. Successful teams are a result of the mutual contribution and strong partnership between sites and GOTR!

✓ Provide a Site

- Offer a safe and accessible outdoor place and restroom.
- Provide a designated accessible indoor space or shelter in case of inclement weather.
- Accommodate a regular practice schedule **2 times a week for 90 minutes** each session.
- Gain approval from principal/site director in support of hosting programming.

✓ Site Liaison Responsibilities

- Act as the main site contact for families/participants and Girls on the Run council staff.
- Assist in the recruitment of a coaching team.
- Assist in the recruitment of participants through broad & inclusive outreach.
- Understand the GOTR registration process and assist families when needed.
- Share awareness of financial assistance and resources available for participants facing barriers.
- Meet with coaches prior to the start of the season to review team logistics.
- Site liaisons may also serve as a coach



GIRLS ON THE RUN COACHES

Coach Qualifications

Family member

School staff

Community member



All genders welcome



No running experience necessary



Desire to empower youth

Committed to the entire season

18 years or older

Responsibilities



- Mentor a team of 3rd-5th graders, ensuring safe and positive dynamics.
- Arrive on time, prepared, and use our research-based curriculum to facilitate lessons.
- Collaborate with co-coaches and communicate with parents effectively.

Requirements



- Complete an application, background check and training prior to the start of the season.
- Commit to the entire season's schedule, including the 5K event.
- Consistently attend practice each week throughout the season (either 1x/week or 2x/week).
- Provide a positive and inclusive environment for all youth.

Community Coaches

Many in our community are passionate about the Girls on the Run mission and are eager to volunteer as coaches. GOTR recruits these volunteers to support schools and sites that are unable to find enough coaches internally. If your school/site is having difficulty identifying coaches from within, please contact our staff so we can assist in providing and assigning a community coach.



Coaches can register through links posted on our website: www.girlsontherunscwi.org/coach

COACH RECRUITING RESOURCES



Each practice requires a minimum of two adult coaches. While coaches can commit to one day a week, being there **twice** a week is preferred. Our Coach-to-Kid ratio, outlined below, aligns with insurance requirements and best practices to ensure the team feels fully supported.

# of Kids	Minimum # coaches	Ideal # coaches
6-15	2	3-4
16-20	3	4-5
Over 20	You'll need to form 2 separate teams	Each team will need at least 2-3 coaches



Coach Recruitment Tips

- Post coach fliers (provided by GOTR) around the school or electronically.
- Reach out to teachers or school staff to see if they know anyone who might be interested in working with the kids outside the classroom.
 - Don't just ask 3rd-5th grade teachers! If they're unable to coach, they may have great recommendations. You can also ask your principal for suggestions. Remember, being a runner isn't a requirement to coach for GOTR.
- Email all 3rd-5th grade families to see if they would be interested in volunteering to coach
- Post a blurb in your school or staff newsletter and social media. Use blurb below.

Coaches Needed! Join the Girls on the Run Team at **(insert school/site name)**!

We're looking for passionate volunteers to help lead and inspire a group of kids at **(insert school/site name)**! As a coach, you'll guide a team of 6-15 participants through our fun, interactive Girls on the Run curriculum, while supporting them in their journey toward completing a 5K. No running experience necessary – just your enthusiasm and dedication! Through your leadership, participants will discover their strengths, embrace their unique gifts, and learn to pursue their dreams with confidence. You'll coach alongside other volunteers twice a week from **(insert season dates)**. Interested? Email **(insert site liaison name and email address)** for more details or visit **(insert link)** to learn more about this incredible program.

GETTING KIDS REGISTERED



Registration Basics - Lottery System

Girls on the Run uses a lottery system to ensure all children have an equal chance to participate, as teams fill quickly due to high demand. Registration for the lottery is open to the public during specific dates, advertised on our [website](#). It's recommended for families to sign up their child for their preferred team during this period.

After the lottery period ends, the system randomly selects participants if teams are full, with remaining children placed on a waitlist. If space is available, all registered kids are placed on the team. Notifications are sent via email, and payments are only processed if a child secures a spot. After the lottery, registration reopens for teams with available space on a first come, first served basis.



Registration Methods

Girls on the Run collects essential participant information through our system called Pinwheel, including age, emergency contacts, t-shirt size, and health details. This information must be entered online via registration, whether by parents, site liaisons, or council staff.

ONLINE REGISTRATION

Our preferred method of registration for families. This gives them the opportunity to enter all of the information themselves, pay program fees (if applicable), and sign waivers.

PAPER REGISTRATION

Sites may choose to offer paper registration to provide access for families. If your site selects this option, please notify us so we can provide the appropriate forms for the season. Once collected, site liaisons can enter them in themselves or send them to our council for entry. Any payment collected must be mailed to our office.

Financial Assistance

We are committed to ensuring programming is accessible and strive to eliminate barriers so that anyone can participate, regardless of financial circumstances.

A sliding-scale fee structure is available, making financial assistance accessible to anyone. Families can self-select the price point that best fits their needs. We do not verify income. If additional assistance is needed beyond the sliding scale, please let us know!

FAMILIES CAN REQUEST ATHLETIC SHOES AND CLOTHES AT NO COST!





SUPPORTING YOUR TEAM

Supporting your coaches pre-season

Before the first practice, introduce yourself to the coaches and share team location information. Make sure they know the rainy day location, where parents can pick up, where they can do activities, and how to access the building. Throughout the season, check in with your coaches and offer support.



Supporting your coaches during the season

Throughout the season, there are a few special practices that the kids get very excited about—the practice 5K and the Community Impact Project. Check with your coaches to see when these are happening and see how you can help.

Your team will also run in an End-of-Season Celebratory 5K. Site Liaisons are eligible to participate in this event for FREE.

We look forward to collaborating with you on this incredible journey. Your role in this program is pivotal to so many girls' futures. Because of your investment, many more girls will have the confidence to follow their dreams, defy societal norms and create healthy habits that last a lifetime.

Questions?

We are here for you!

Please contact Girls on the Run of South Central WI
608 - 831 - 4687 | info@girlsontherunscwi.org



"The experience my daughter, Lana, gained from Girls on the Run helped her realize that she could participate in any activity with fellow peers and work toward independence by building strength, a strong sense of self and more confidence in who she was and who she always desired to be."

- **SABRINA, PARENT**

