

Site Liaison FAQ

Girls on the Run of SCWI

Q: What is a GOTR Site Liaison?

A: Site Liaisons are the main point of contact between a host site and the Girls on the Run council. Site Liaisons 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.

Q: What does a GOTR Site Liaison do?

A: Key responsibilities include:

- Champion the Girls on the Run program at your site and have fun!
- Complete site application each season
- Gain approval from principal/site director in support of hosting GOTR (if applicable)
- Identify safe, accessible outdoor space to facilitate practice
- Identify indoor space to be used in the event of severe weather (thunder/lightning)
- Identify practice days and times (2x/week for 90 min)
- Assist in the recruitment of a coaching team (3-4 volunteer coaches)
- Assist in the recruitment of participants through an inclusive outreach effort
- 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
- Serve as the point of contact with GOTR and provide feedback to the organization
- The Site Liaison may also serve as a coach, if they choose to do so

Q: Do Site Liaisons coach?

A: Site Liaisons may coach if they chose to do so, but it is not required. Site Liaisons who do not coach are expected to stay engaged with the team in a variety of ways throughout the season.

Q: How do I select a practice day and time?

A: The program is held 2x/week. Practice length is 90 minutes per session. Ideally, select non-consecutive days, avoid "early release days" or other known scheduling conflicts. If the team will meet after school, allow 10-15 minutes after the bell rings before starting practice. This allows enough time to wrap up the school day, change clothes, fill water bottles and eat snack before practice begins. (ex: Mon/Wed 4:00-5:30; Tue/Thur 3:30-5:00).

Q: How do I identify an outdoor practice space?

A: GOTR is designed to be an outdoor program hosted on school grounds, at community centers, or at public parks. Safety and accessibility are top priorities; the space should be adequate for at least 20 people of all ability levels. The "workout" portion of practice can be completed around a blacktop, playground, grassy field, sidewalk, track, or other accessible space. It is important to have visibility on the team at all times during practice.

Q: How do I identify an indoor/covered space?

A: Girls on the Run is designed to be facilitated entirely outdoors, rain or shine! Ideally, the team will never have to practice inside. However, we expect liaisons to plan ahead and identify an indoor space and/or sheltered space to use in the event of **severe weather** (lightning/thunder), or **emergency** (bathroom, medical, etc). We'll ask liaisons details about their indoor/covered space, and plan to access it during GOTR practice.

Q: How many kids and coaches are on each team?

A: Girls on the Run is intentionally designed to be delivered in small groups. The minimum team size is 8 kids, the maximum team size is 20. Coach to kid ratios must be maintained at every practice.

- For a team size of 8-15 participants, 3 coaches are needed at every practice
- For a team size of 16-20 participants, 4 coaches are needed at every practice
- Multiple teams are allowed at a site (currently or on different days), provided there are enough dedicated coaches to support each team, and enough space to safely facilitate multiple teams

Q: Do coaches need to attend every practice?

A: For continuity, positive team dynamics and meaningful relationship building with the kids and co-coaches, GOTR expects coaches to **consistently attend practice each week** throughout the season, as well as at the 5K event. Coaches should be sincere in their commitment to their team and their co-coaches. We prefer coaches make a 2x/week commitment, but allow a 1x/week commitment, as long as attendance is consistent each week of the season. If a coach is unable to consistently attend once, they will not be placed on a team.

Q: How can someone apply to coach?

A: Coaches can submit their application online (www.girlsontherunscwi.org/Coach).

All **new** coaches complete 3 steps:

- Submit coach application (online)
- Submit information for background check (online)
- Complete coach training (4 hours online; 3 hours in-person)

All **returning** coaches complete the following:

- Submit coach application (online)
- Submit to background check re-run every 2 years
- Complete returning coach training (1 hour online)

Q: How can I promote the program?

A: Sites should recruit participants through an inclusive and broadly publicized outreach effort. 3rd-5th graders of all backgrounds and abilities are encouraged to participate.

Once site details are confirmed (practice days/times/location), Girls on the Run will provide a suite of customized marketing materials. This will include custom graphics and flyers that can be distributed to the school/site community. We invite you to print these materials to send home with all 3-5th graders (for GOTR) or 6-8th graders (for Heart & Sole), post on social media, send via e-newsletters, distribute via PTO, back-to-school events or share directly with parents.

Q: How do families/participants registration for the program?

A: Families register for the program on our website: www.girlsontherunscwi.org/Program-Registration

We encourage sites to make online registration available to families with limited access to computer/internet. While online registration is preferred, in an effort to ensure our registration process is inclusive and accessible to all families, we offer a paper registration form as well. We ask Site Liaisons to help facilitate the collection of paper registration forms and submit to our office by the deadline.

Q: What about kids who identify as non-binary, gender fluid/expansive?

A: Participation in GOTR Programming Girls on the Run is an inclusive program where the dignity of every participant is respected, and all youth are safe. *Girls on the Run warmly welcomes the participation of any child who identifies as “girl”, non-binary, gender-fluid, or gender expansive in our programs. We strive to eliminate barriers to participation, to create programming that offers an inclusive experience for all.

Q: Do coaches/site liaisons get priority registration for their daughters?

A: As a thank you to our dedicated volunteers, confirmed coaches and site liaisons will be provided with a priority registration link they may use to register their age-eligible daughter. The link will be live during the Priority Registration Period (one week prior to registration opening to the public). Completing registration during this time period will secure coaches' daughters a spot on the team and they will not be subject to the lottery or waitlist.

Q: How much does program registration cost?

A: Our cost to deliver a fun and powerful program is well over \$200 per participant. We strive to eliminate barriers and offer the opportunity for any child to participate, regardless of financial circumstances. We offer a sliding scale fee structure, making financial assistance available to anyone. The top tier in the fee structure is \$175, and we offer 3 other tiers, down to \$25. **GOTR is delivered at no cost to the host site.**

Q: How does the Financial Assistance work?

A: Whether registering online or via paper forms, families can access financial assistance via the sliding scale fee structure. We offer household income as a benchmark and guide, but families can self-select the price point that best fits their needs. We do not verify income information.

Household Income Guideline and Sliding Scale Fee Structure

Over \$80,000 = \$175 fee

\$50,001 – \$80,000 = \$110 fee

\$30,001 – \$50,000 = \$65 fee

under \$30,000 = \$25 fee

If additional assistance is needed (beyond the sliding scale), families are encouraged to contact us to waive the program fee. Site Liaisons and/or families should call our office for more information 608-831-4687.

Q: What is the lottery registration period?

A: Girls on the Run uses a third-party software called Pinwheel to manage all program registration. This software protects confidential information and is used to conduct a fair and random lottery selection process.

Prior to the start of each season, Girls on the Run will advertise dates for the lottery registration period. *Please see our website for lottery registration period dates.* During the lottery period, registration is open to the public and parents can sign their child up for their preferred team. During this period, anyone who signs up will be entered into the lottery. For best chance to get a spot on your desired team, register anytime during this period.

Here's how lottery selection works:

- When the lottery registration period is over, the system will temporarily close for lottery selection to take place.
- If a team is **over capacity** at the time of lottery selection, kids will be randomly picked by the system and placed on the team. Remaining kids will be placed on the team's waitlist.
- If a team is **under capacity** at the time of lottery selection, all kids will be placed on the team.
- At the time of lottery selection, emails will be sent by the end of the day indicating whether your child has been selected and placed on the team, or placed on the team's waitlist.
- Payments are processed **only if** your child is placed on a team & there is a fee associated with the registration.
- After the selection process, **registration will re-open** for teams with remaining space. Kids will be placed on a first come, first serve basis, until the team reaches capacity.

Q: What if our team fills up and more kids are interested in registering?

A: If your team is at capacity, a wait list will form. Girls on the Run program office manages the waitlist. Waitlisted kids will only be added to a team if a spot becomes available. At that time, GOTR will notify the parent/guardian and offer a spot.

It is possible for a site to host multiple teams (concurrently or on different days) as long as there is adequate space to safely gather, and enough coaches to support each team (3-4 dedicated coaches per practice, per team).

Q: When and where do we get our program supplies?

A: We will announce specific dates for supply pick up leading up to the start of the season. Coach box/supply pickup will be located at our office, 901 Deming Way Madison, WI. Supplies will be located on the lower level, in the hallway outside suite 11. Drive around to the back of the building. Doors will be open from 6 am - 6 pm.

Q: How will families and coaches get details about the 5K?

A: During the season, a Coach Newsletter is distributed weekly via email. As the event draws near, the newsletter will contain all the 5K details. We ask coaches to share 5K details with their GOTR families. GOTR families also receive regular newsletters from our program office with 5K details.

Q: I am not coaching but would like to participate with my team at the 5K!

A: Awesome – we love an engaged Site Liaison! As a thank you for supporting your GOTR team, we provide Site Liaisons with a complimentary 5K entry and program shirt.

Q: Once the season ends how do we sign up for next season?

A: As each season wraps up, we will invite you to return for the following season. Please let us know if your site is able to commit for the upcoming season. You'll receive a link to complete the site commitment form.

Q: Where does the GOTR program take place?

A: Our program is offered at a variety of schools and community centers in South Central Wisconsin. Currently, we serve Dane, Dodge, Columbia, Green, Iowa, Jefferson, Rock and Sauk Counties.

Q: How do I get GOTR in my community?

A: We love serving as many kids as possible with our life changing program! If you do not see your community represented in our map of current program sites (www.girlsontherunscwi.org/Our-Locations), please reach out to us! We can walk you through the steps of bringing GOTR to your community. Visit our website for more information (www.girlsontherunscwi.org/Start-Site)

Q: I have more questions!

A: We are here to help! Contact our local council by email info@girlsontherunscwi.org or call 608-831-4687.