



## Volunteer Management Policies

Name(print): \_\_\_\_\_ Date: \_\_\_\_\_

1. Criminal Background Checks and Fingerprinting: All potential coaches, employees, and those volunteers who may have regular, unsupervised access to a program participant are required to undergo a criminal background check, may be required to submit to additional periodic background checks and may be required to provide a set of impressions of fingerprints pursuant to applicable law. Any such applicants who fail to pass a criminal background check will not be permitted to become a coach, employee, or volunteer. Those applicants who pass the criminal background check will proceed to the next step in the application process. GOTRMC will use Carolina Connections to conduct these background checks.

\_\_\_\_\_ (initial)

2. Coach Application & Recruitment: All potential new GOTRMC coaches (head and assistant) and volunteers, with the exception of one-day volunteer roles not involving potential access to a program participant, are required to complete a Volunteer Application before a decision on their volunteer position is determined. \_\_\_\_\_ (initial)

3. Coaching Requirements: All coaches are required to have a completed GOTRMC Volunteer Application, Non-Compete form, Logo Usage form and a completed Health History and a criminal background check on file before beginning the GOTRMC program. All coaches must ensure that their CPR certification is current and up to date. All coach's CPR certifications should be on file with the Council Director by the 4<sup>th</sup> lesson of the season. The head coach must be 21+ years of age. \_\_\_\_\_ (initial)

4. Training: All coaches (head and assistant) must attend mandatory training prior to each season with the Council Director, or other designated representative, before coaching a GOTRMC program. Exceptions may be made if arranged with the Council Director two weeks prior to the mandatory training. \_\_\_\_\_ (initial)

5. Transporting Participants: GOTRMC volunteers and staff are NOT allowed to transport a participant anywhere in a vehicle. This item can be discussed with the Council Director. \_\_\_\_\_ (initial)

6. Supervision: Head coaches should arrive a minimum of 15 minutes prior to the start time of each lesson. It is imperative that all coaches arrive in a timely manner as not to possibly compromise the safety of the girls. Head coaches are responsible for making sure that each girl is picked up and/or in the care of another adult (i.e., after-school program or another parent) before leaving the site. While participating in a GOTRMC program, girls must be under the supervision of a GOTR coach at all times while the program is in session. If there are any situations that differ from the agreed upon pick up location, a signed note must be submitted to the coach or a phone call needs to be made prior to the start of the session that day. \_\_\_\_\_ (initial)

7. Cell Phones: At least one of the coaches should have a cell phone working at all times while in GOTRMC session. If a coach's cell phone number is not included in the Volunteer Application, the cell phone number shall be provided to the GOTRMC Council Director. \_\_\_\_\_ (*initial*)

8. Illegal Activities: Illegal activities include, but are not limited to, selling, using, and possessing drugs and drinking while driving during any participation in a GOTRMC program or activity. These activities are grounds for immediate removal from GOTRMC at the Council Director's sole discretion. \_\_\_\_\_ (*initial*)

9. Site Allowance: GOTRMC will reimburse for the following expenses with a completed Reimbursement Form, which can be obtained from GOTRMC website under the Coach and Board Member Section, located at the bottom of the main page.

- a) Snacks: \$7.00 per participant for each season.
- b) Banquet: \$10.00 per participant for each season.
- c) Reimbursements exceeding these amounts must be approved by the Council Director **prior** to each purchase. \_\_\_\_\_ (*initial*)

10. Reimbursement: Receipts and expenditure documentation must be submitted to the Treasurer within one month of the end of the season race to receive reimbursement. A complete Reimbursement Form and any necessary documentation must be submitted. Reimbursement Forms can be obtained from our website under the Coach and Board Member Section. In turn, the organization will send out reimbursement checks in a timely manner. \_\_\_\_\_ (*initial*)

11. Disallowed Games and Cheers: The game Red-Rover is not allowed nor is the building of human pyramids. Cheers or chants that are derogatory towards boys or other members of the community are prohibited. \_\_\_\_\_ (*initial*)

12. Participation of girl(s) from other schools: if a girl attends a school where the program is not offered, she may attend if she participates in the first-come, first-serve application process and is able to get to the site within 15 minutes of the start time. \_\_\_\_\_ (*initial*)

13. Submit paperwork/database and fees: the yellow copies of the Registration/Waiver and program fees will be sent to the Council Director after the fourth lesson, additional timelines and email responses will be followed. \_\_\_\_\_ (*initial*)

14. Logo Usage Guidelines: The Girls on the Run® logo and its parts (including "Adelaide" and typeface) are property of Girls on the Run® International (GOTRI) and are registered as such by the United States Government and the State of North Carolina. This logo should never be altered or reprinted without the consent of GOTRI. Representatives of Girls on the Run® councils may use the logo in a limited capacity. The logo should never be distributed to anyone outside of Girls on the Run® staff, and when doing so, a Logo Usage Agreement should be utilized. \_\_\_\_\_ (*initial*)

Any questions concerning the policies can be directed to the Council Director.