



COACH REQUIREMENTS: ROLES AND EXPECTATIONS

What makes Kilometer Kids different from many other sports-based youth development programs is that we do not train outside volunteers and send them into schools and communities. Instead, we have you – someone from that school or community – serve as the coach. We recognize that every program site is unique, with different needs, and you are best equipped to understand those needs. We know that Kilometer Kids would not happen without the time, effort and dedication of coaches like you, so we first want to say, “thank you!”

Below you will find the roles and expectations for hosting a Kilometer Kids program at your school or in your community. Under each coaching role, requirements are considered “nonnegotiable” because they protect our participants as well as ensure that the goals of the program are met.

Roles:

- **Head Coach**
 - Responsibilities
 - Prepare for and facilitate one or two 1-hour practice sessions each week during the course of the 10-week season.
 - Manage all communication with participants’ parents and guardians including program registration and policies, weekly updates and end-of-season correspondence.
 - Coordinate data collection efforts for team mileage tracking.
 - Distribute incentives and T-shirts at the appropriate milestones.
 - Attend 100% of practices (barring any unforeseen circumstances).
 - Oversee assistant coaching staff (if applicable).
 - Preseason Requirements
 - Register as a Head Coach in LeagueApps.
 - Pass a background check via Atlanta Track Club’s third-party provider.
 - Complete RRCA Sexual Abuse & Awareness training.
 - Hold a valid CPR/First Aid/AED certification (Opportunities to obtain this certification will be offered at no cost to coaches).
 - Watch the Kilometer Kids coach orientation video series and pass post-video quizzes with a score of 80% or higher.



- **Assistant Coach**
 - Responsibilities
 - Assist with program facilitation and behavior management.
 - Attend 25% or more of practices.
 - Step in to facilitate a practice if the Head Coach is unavailable.
 - Preseason Requirements
 - Register as an Assistant Coach in LeagueApps.
 - Pass a background check via Atlanta Track Club's third-party provider.
 - Complete RRCA Sexual Abuse & Awareness training.
- **Guest Coach:** These coaches are not facilitating in that they are not leading any components of practice, but are supporting practice under the supervision of head or assistant coaches by helping with things like mileage tracking, behavior management or practice setup. Given Guest Coach's limited interaction and presence at practices, Guest Coaches are not required to register as a coach in LeagueApps.
 - Attend fewer than 25% of practices
 - *Two-Day-A-Week Program:* 6 practices or fewer
 - *One-Day-A-Week Program:* 3 practices or fewer
 - Must be a parent or guardian of a participating child
 - Always stays with the main group
 - Never takes kids to the bathroom or is left alone with participants

Head Coach Expectations

Ensure online registration is completed for yourself, assistant coaches and participants

All registration for Kilometer Kids coaches and participants happens online. This not only allows Atlanta Track Club to have a streamlined system for recordkeeping, but it also ensures that all individuals engaging with the program sign the necessary waivers as a part of registration. Additionally, registration is important for program incentive distribution. The information collected online via LeagueApps lets the Kilometer Kids program administrators know how many items need to be pulled for your team. If someone is not registered in LeagueApps, they will not receive a T-shirt or any of the incentive items.



Complete Child Protection & Safety requirements

Complete your registration for a background check, CPR/First Aid/AED training and RRCA certification prior to the start of the season. We require all three of these checks and certifications in the spirit of keeping kids safe. Since we have programs in so many different environments (e.g., schools, community centers, churches, neighborhoods) we feel it is important to hold everyone to the same standard. While schools and other youth-focused organizations may also require background checks, their quality varies widely, so we use our own provider and records system. Additionally, not all schools require CPR/First Aid/AED certification to work onsite, nor do they have comprehensive child safety and protection training. Thus, because we want to ensure that all of our coaches have this important training, we cover the costs with the American Red Cross, American Heart Association (AHA) and Road Runners Club of America (RRCA). Please note: Assistant coaches are expected to register for a background check and complete RRCA certification but are not required to be CPR/First Aid/AED certified.

Watch Kilometer Kids orientation video series and complete post-video quizzes

To help prepare you for the season, all Head Coaches are required to watch a series of orientation videos and complete the corresponding quizzes ONCE per academic year. To pass this training, you will need to earn a passing grade of 80% or higher. You will be given unlimited attempts to complete each quiz. If you coach for the fall and spring, you need to complete this training only in the fall. Assistant coaches are encouraged but not required to watch these videos.

Distribute your team's shirts and incentives

Incentive items are a crucial part of this program, as they provide your Kilometer Kids with motivation to participate in practice whether through running, educational discussions or engaging with their teammates. Each item is associated with a particular milestone or action. It is important that you hand these out weekly, and are clear with your participants about how they can earn these rewards. This helps establish a practice routine, set clear expectations on what happens at practice and reinforces goal-setting and healthy habit-building.

Host 10-20 hourlong practices over the course of the season

Kilometer Kids is first and foremost a physical activity program. The goal for every participant is to run 13.1 or 26.2 miles over the course of the season. To have the opportunity to reach this goal, they need enough time to complete the mileage. This program was designed to be offered twice a week for 10 weeks to increase the frequency of and time spent engaged in physical activity. However, we understand that some programs have the capacity for only once-a-week in-person programming. With this in mind, a program must plan to host 10-20 hourlong practices each season. If you believe you will not be able to meet the requirement of 10-20 hours, please reach out to the Kilometer Kids program administrators to discuss how we can best work to support you.



Implement all elements of the program curriculum each week

Each theme in the program curriculum has a specific purpose. We take your participants on a structured journey from Week 1 through Week 10 while they run 13.1 or 26.2 miles, so it is important that even if activities are completed out of order, none are skipped. In the curriculum, a daily practice schedule is provided for each session, but we know that with every team being unique, every Kilometer Kids practice may look a little different. Some teams may practice before school, while others practice after school. Some teams may have 100 participants, while others have only 10. Some may practice on a giant field and others in a gym. The schedule in the curriculum is meant to serve as a guide for you. All we ask is that all practice elements occur, even if a slightly different order works better for your team.

Collect and submit attendance and mileage data

Through generous donations to the Atlanta Track Club Foundation, along with external support from foundations, companies and other organizations, Kilometer Kids is free to participants and host sites. To continue to offer this program at no cost to the Atlanta community and beyond, we need to report to our partners and supporters the impact of our program. As program facilitators, we need your help to collect data so we can know how many kids are participating and how many miles they have run. More importantly, tracking this mileage is beneficial to your program. Part of goal-setting through Kilometer Kids involves measuring progress, and helping your participants to measure their mileage will help them understand how they are progressing toward their goal of 13.1 or 26.2 miles. Creating a leaderboard each week can help to motivate your runners and will help you know as a coach when it is time to hand out the appropriate mileage incentives.

Fill out and return all Atlanta Track Club surveys

This is how we make the program better! Since representatives from the Club are not able to attend every practice at every site, we need direct feedback from you on what works and how we can improve, including program communication, training, curriculum and more. We truly appreciate and value your feedback and hope you will take the time to share it with us.

Host an Atlanta Track Club staff member site visit

We love seeing our Kilometer Kids program in action! Since every site is a bit different, this is another way to help us understand how we can make the program better. We want to see what tips and tricks you can teach us and other coaches to help improve the program, whether that's in how you utilize your space, how you divide your group, how you explain a game or in other ways. You are not required to host a site visit, but we love it when you allow us to join your team for a day.

Attend one or more in-person Atlanta Track Club youth events during the year

Atlanta Track Club offers several exciting opportunities to enhance your Kilometer Kids' experience during the season, including the chance to run in free races! During each Kilometer Kids season, Atlanta Track Club will host FREE youth races in and around Atlanta for all youth 14 and under. We encourage all Kilometer Kids teams to attend at least one event per season, as it provides your participants the chance to run a 1-Mile Time Trial in a real race. If the cost of transportation to and from an event is a concern, please reach out to the Kilometer Kids program administrators (kilometerkids@atlantatrackclub.org) to discuss how we can support getting your team to a race.

Work Hard. Be Kind. Have Fun.