



# Tennessee Department of Health

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## Run Club Toolkit for Youth



*February 2016*

This toolkit is provided as a resource for those working with school age children in the state of Tennessee.

## **Background:**

A run club is defined as a school-based program involving a running coach/mentor with organized practices. A run club is open to any school age student interested, regardless of athletic ability, and may or may not have a fee associated with the club. Running clubs typically take place on school grounds before or after the school day as part of a before or after-school club or childcare program. Activities may include walking, jogging or running around school grounds on a walking track, competition track, athletic field, a park, or another location. A goal of a run club is to provide an opportunity for students to engage in physical activity, thus striving toward the recommended 60 minutes a day of moderate to vigorous physical activity.

A run club is a school based physical activity opportunity that allows a child to see their progress (e.g. better times, longer distances) over time. A run club is not a cross-country team and there are no tryouts or meets. Run clubs will turn no student away and will include opportunities for graduated competition in a peer environment that is supported by adult supervisors. Active families are healthy families, and family members are encouraged to take an active part in run club practices and events. This is a focused, systematically implementable, generational change strategy that could have widespread support statewide.

Each run club will be unique; however, we request that all coaches use the same 12 minute timed run/walk pretest and post-test as a gauge of physical fitness, and coaches also use the surveys included in this toolkit.

The Tennessee Department of Health recognizes that we are not experts on running. We do, however, hope this toolkit is helpful for those working with children to develop and implement a run club. The name *run club* does not fully encompass the varying methods of participation that students may engage in. Some students may prefer to walk; some may need to walk with assistance, or use wheelchairs or other adaptive devices.

A list of already existing run club coach manuals and related resources are provided in this document. Feel free to provide feedback on the usefulness of these resources and if you would like to add or remove resources from this list. This is a working document and feedback is appreciated.

We wish you the best in developing and implementing your club. Please share your success stories and all other reporting so that we can track the progress and success of youth run clubs in Tennessee.

And finally, thank you for all you do to help accelerate Tennessee to one of the nation's ten healthiest states.



# Run Club Toolkit

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## Section 1: The Basics

## Club Requirements:

1. Obtain school/community partner administration agreement and support to initiate a run club.
2. A school sponsor will need to be established so the run club can be covered by the school's insurance policy. The sponsor will fill out the required paperwork to allow your run club to take place on school property.
3. If the club will be held in conjunction with an afterschool program, check with the facility policy on programming requirements for conducting the run club.
4. A recommended leadership team will include, at minimum: a teacher liaison/sponsor, a local Health Educator, the Coordinated School Health Coordinator and the afterschool coordinator, if the club is part of an existing afterschool program. Depending on the need and interest, the leadership team may also include parents, youth (from high school cross country or track), coaches and other community champions.
5. **If non-school employees (i.e., community members, parents) wish to serve as run club volunteers/assistant coaches, check with school district or program regarding requirements for background checks.**
6. Coaches should adhere to the most current recommendations and requirements of regulating and advising bodies including state law, Coordinated School Health, and Tennessee Secondary School Athletic Association (TSSAA). This includes policies regarding training on concussion and sudden cardiac death as well as recommendations for CPR and AED training.
7. In April 2015, Tennessee passed the Sudden Cardiac Arrest Prevention Act to increase awareness of sudden cardiac arrest among coaches, parents and athletes. Coaches are required to complete the free sudden cardiac arrest (SCA) education course each year. **The link to the free training course for coaches can be found here, as well as the most up to date signature forms:** [www.tn.gov/health/topic/sudden-cardiac-arrest-prevention-act](http://www.tn.gov/health/topic/sudden-cardiac-arrest-prevention-act)  
*The signature forms are not included in this manual. Refer to the website for the most up to date required forms.*
8. Legislation was passed in January 2014, relating to concussions. **Please refer to the Tennessee Secondary School Athletic Association (TSSAA) website for the most up to date required parent/student-athlete forms and annual online education for coaches:** <http://tssaa.org/> The signature forms are not included in this toolkit. *Refer to the website for the most up to date required forms.*
9. The leadership team will be responsible for identifying the run club coach (es), ensuring the completion of all required paperwork (permission slips, medical waivers, photo permissions, etc.) and promotion/recruitment of students.
10. Each student will need to have proof of a sports physical or annual physical within the past 12 months. Until proof is provided, that student may assist other club activities such as timing, water station, etc., but shall not participate in walking or running activities.
11. Adult to student ratio for schools: Per Rules of the State Board of Education, all after school activities require: 1 adult for every 20 students (age 5-12) and 1 adult for every 30 students (age 13+). We recommend having at least 2 adults present per run club practice, in the event of an emergency.
12. Running or walking outdoors brings the challenge of varying weather conditions. Be mindful to extreme heat and cold. Watch your club members carefully to ensure they are properly dressed (including a hat for shade) and drinking enough water.
13. **Asthma Basics** <http://www.lung.org/lung-health-and-diseases/lung-disease-lookup/asthma/asthma-education-advocacy/asthma-basics.html>  
The American Lung Association's *Asthma Basics* course is a free 50-minute online

learning module designed to help people learn more about asthma. It will teach participants to recognize and manage triggers, understand the value of an asthma action plan, and recognize and respond to a breathing emergency. *Available while supplies last: After taking the online course you may be eligible to receive a free American Lung Association asthma tips clipboard and first aid card.*

## **Tips for Club Recruitment:**

1. Talk to your school contacts (principal, PE teacher, Coordinated School Health Coordinator, or afterschool coordinator) to get feedback, buy-in, and information on next steps.
2. Recruit adults for your run club leadership team. High school students may also serve as a valuable resource.
3. Adults will need to have background checks. Check with your local Board of Education for locations of background checks.
4. Ask the school run club sponsor or afterschool coordinator to promote the run club in the newsletter, announcements, school TV, or ask that flyers/posters be hung at school or sent home.
5. You might also be able to partner with an already existing before or after school program. This would be a great opportunity for a new partnership, or to strengthen an already existing one. This may eliminate the need to provide snacks, as the afterschool program may already provide this.
6. Set a date for your first introductory Q&A meeting and ask interested students and parents to come. Distribute forms.
7. Recruit at the beginning of the school year during Open House.
8. Offer incentives for students that recruit friends.

## **Club Logistics:**

1. Determine where students can leave their personal items (backpacks, etc.). If in the gym, will they be able to get back in school after the run club? Will students have access to a locker room to change clothes for practice? Is the location secure?
2. Set a schedule for future meetings--once or twice a week, depending on the availability of your running space and adult leaders.
3. Determine a route. Since some students will be faster than others, having both a short and a long loop may be helpful, if running on a track is not an option.
4. Use Map My Fitness as a free resource to measure distances:  
<http://www.mapmyfitness.com/>
5. Inclement weather: Is there a place inside the school or elsewhere to practice during inclement weather?
6. The leadership team will assist in organizing several run club special events. For example, a “Celebration Fun Run/Walk” to kick-off the club, and a 5K fun run/walk to end the season. Encourage family members to attend and participate in one or multiple 5K events.
7. Research local events to partner with so you don’t have to start from scratch and organize your own event.
8. T-shirts: If funding allows, some coaches may prefer to recruit members by purchasing t-shirts prior to the club’s first meeting. Some pre-existing (and fee-based) run club coach manuals (see “Resources” page) include a t-shirt with a club participant packet.

## Club Policies & Procedures:

1. Create run club Codes of Conduct with feedback from your leadership team and the student club members, such as expectations for behavior and grades, disciplinary action, etc. See examples of Codes of Conduct with USA Track & Field's SafeSport Handbook, listed in Section 4 of this toolkit.
2. Coaches are encouraged to become AED and CPR certified.
3. Coaches are encouraged to take the online American Lung Association's *Asthma Basics* training.
4. Coaches are **required** to take the trainings in Sudden Cardiac Arrest (SCA) and concussions.

## Run Club Implementation:

1. Hold your first practice!
2. Distribute and collect the required forms: Sudden Cardiac Arrest, Concussion, Registration & Emergency Contact, Medical Release and Media Release.
3. Have club members participate in the 12 minute timed run/walk pretest and subsequent post test at the end of the season.
4. Determine if you need to recruit more adult leaders (depending on the number of participating kids and their varying level of physical fitness).
5. Choose a club name: Feel free to name your club to make it unique to your school team or community.

## Tips for Success:

1. Some students will not be able to run the whole distance/time. Walking is always allowed and should never be seen as failing. Be sure students do not make negative comments to other club members that chose to walk. You may want to include this topic in your club rules.
2. Remember to include students of varying levels of physical fitness and ability. The run club leaders or other invested school employees may want to consider individual invitations of encouragement to students that may not see themselves as a "runner".
3. ALWAYS have a cell phone in the event of an emergency.
4. Getting students home after school: If an after school activity bus is not an option (and perhaps extra funding could be used to pay for this expense), anticipate that sometimes parents are going to be late picking up their child.
5. Be sure to review the medical waiver/release form for any special medical conditions.
6. Be sure to keep up to date with any new legislation as it relates to requirements for coaches at <http://tssaa.org/>
7. Include health education tips during club practices, including the benefits of being a physically active run club member.

## Recommended Supply List:

- Healthy snacks (if not already provided by an afterschool program partner)
- Plastic bin for storing supplies
- Clipboard
- Pens/pencils
- Binder with emergency contact information for parents
- Logs for students to record their minutes/laps/miles
- Binder to keep logs organized
- A basic first aid kit
- Cell phone for emergency calls
- Tools for counting laps: Popsicle sticks, index cards/ single hole punches, hair ties/bands, or rubber bands to wear around the wrist
- Orange cones, sidewalk chalk or signs for marking a course if no track is available
- Whistle or bell for getting students' attention or for running drills
- Music player for use during warm-ups and pacing lessons
- To save money, provide cups that members can carry with them during run club, which they can use to refill during practice.
- Access to water: If a drinking fountain is not accessible, a large jug or cooler will need to be carried to the practice location
- Stopwatch

## Reporting:

We request Department of Health employees that participate as leadership of a run club use the Primary Prevention Intervention (PPI) reporting system for each run club that is implemented, and also provide the information below.

We request that others (school or community leaders) using this toolkit please provide us the following information so that we can track both the implementation and effectiveness of run clubs and this toolkit.

Please send the following information to Kristina Giard-Bradford at [Kristina.g.bradford@tn.gov](mailto:Kristina.g.bradford@tn.gov):

1. Results of pre and post 12 minute timed run/walk.
2. Surveys: Club members (pre and post), parent and coach post surveys.
3. Number of club members, grades, ages.
4. Number of coaches/volunteers.
5. Location(s) of club practices.
6. Number of practices held (Example: club met once a week for 10 weeks for a total of 10 practices).
7. Did the club participate in any 5K events? If yes, provide details.
8. Pictures of practices/events.
9. Open and honest communication about successes and barriers, including, and in relation to, any implementation goals set by the leadership team.
10. Any media coverage or inclusion in school newsletters, etc.
11. Written feedback from club members, parents, school, volunteers, other partners.
12. Other success stories.
13. Any other useful information.



## ***Thank you***

We thank everyone that assisted in creating this toolkit and we appreciate any feedback.

### ***Please send comments, questions and reporting on run clubs to:***

Kristina Giard-Bradford, MAEd, Program Director  
Nutrition, Physical Activity and Obesity & School Health  
1305 Grant Domain 2  
Division of Family Health & Wellness  
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710 James Robertson Parkway, Nashville, TN 37243  
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f. 615-741-1063  
[kristina.g.bradford@tn.gov](mailto:kristina.g.bradford@tn.gov)

***Have a fun run!***



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## Section 2: Planning the practice, training and stretching

## Planning the practice:

Refer to the “Coach Manuals and Related Resources” section for coach manuals that include lessons and training components. Excerpt below is used by permission of LA84 Foundation.

In order to conduct an effective workout in a positive sports environment, you need to plan ahead, be organized, and offer meaningful activities. A sample plan includes:

- Facilities and Safety Check - Time to check the facilities for potential safety hazards.
- Introduction - A good time for general announcements, roll call and explanation of the workout.
- Warm-Up - Includes the warm-up run, stretches and build-up runs.
- Main Theme - The focus of the training session.
- Cool-Down - Similar to the warm-up. The finish to the active part of the session.
- Closure - Time to interact with the athletes regarding feedback, praise, encouragement, motivational talks and upcoming information.

## Sample of club meeting schedule:

<u>Minutes</u>	<u>Activity</u>
5	Assemble team and make announcements.
15+/-	Healthy lesson/daily health tip; team building game or personal goal setting of club members (# of laps or distance for the practice, will it include walking, etc.)
5	Warm-up walk/jog (take attendance).
10	Group Stretching Exercises (led by club members).
10+/-	Depending on where you are in the training plan, have members run/walk for 10 minutes, increasing slowly over a number of weeks. When the club is able to run/walk for longer durations, you may eliminate the minutes allocated to the lessons or game time.
5	Cool down run/walk.
5	Cool down stretches (led by club members). Make announcements regarding your next session. Tell everyone they did a great job! Get belongings and wait for parents/return to after-school program, wait for after-school bus, etc.
5	
60	Total minutes

## Training and Stretching:

Each run club will typically train differently, due to a variety of factors, such as the run/walk space available to the club, the physical fitness and/or behavior of club members, the level of coaching experience of the adult leaders, and the number of adult coaches, to name a few. Some clubs may use some of the pre-existing coach manuals referred to under the “Coach Manuals and Related Resources” page. Remember that our ultimate goal is to help a child get closer to achieving their recommended 60 minutes a day of moderate to vigorous physical activity.

**Check with your PE teacher:** Check with your school Physical Education teacher for any training guidelines they may have.

### Slowly increasing training time method:

This option allows the coach to slowly increase the time of the run/walk. For example, for the first 1-3 weeks, the club might simply run/walk for 10 minutes, gradually encouraging students to increase their time spent running. This method is useful for a club that might have few adult leaders to run drills or separate the club into ability levels.

### 5K training *sample* for middle/high school students

WEEK 1: 1 minute run, 1 minute walk -- Five times	Total run time: 5 minutes
WEEK 2: 2 minute run, 3 minute walk – Five times	Total run time: 10 minutes
WEEK 3: 2 minute run, 2 minute walk – Six times	Total run time: 12 minutes
WEEK 4: 3 minute run, 1 minute walk – Five times	Total run time: 15 minutes
WEEK 5: 3 minute run, 1 minute walk – Six times	Total run time: 18 minutes
WEEK 6: 4 minute run, 1 minute walk – Five times	Total run time: 20 minutes
WEEK 7: 4 minute run, 1 minute walk – Six times	Total run time: 24 minutes
WEEK 8: 5 minute run, 30 second walk – Five times	Total run time: 25 minutes
WEEK 9: 7 minute run, 30 second walk, – Four times	Total run time: 28 minutes
WEEK 10: 8 minute run, 30 second walk – Four times	Total run time: 32 minutes
WEEK 11: 9 minute run, 30 second walk – Four times	Total run time: 36 minutes
WEEK 12: 36 minutes of running-ready for the 5K!	

### Stretching:

Stretching should be done after a warm up and as part of the cool down. A warm up can simply consist of 5 minutes of a slow jog or brisk walk. Check with your school PE teacher on suggested stretches, or see the stretching guide provided courtesy of LA84 (full LA84 coaches manual listed under “Coach Manuals and Related Resources”).

### Hydration & Weather:

Encourage proper hydration before, during, and after run club activities. Educate students on proper attire for heat, cold, sun protection, etc. Find resources at ACSM.com.

The following four pages of stretches are used by permission of the LA84 Foundation. Full coach manual found under, "Coach Manuals and Related Resources".

### **STRETCHING COACHING HINTS**

- Stretch on **SOFT SURFACES**, such as grass, whenever possible.
- Emphasize stretching **SLOWLY and GRADUALLY** without forcing the stretch.
- Encourage **PROPER BREATHING** by teaching your runners to inhale.....and exhale slowly as they extend into the stretch.
- In **COLD WEATHER**, allow more time for your warm-up. Instruct your runners to dress in layers and remove them as their body temperature rises.
- In **HOT WEATHER**, runners still need to warm-up, but they can do so in less time.

### **SAMPLE 10-MINUTE STRETCHING ROUTINE FOR KIDS:**

#### **1. SIDE-BENDS....10-counts**

**Muscles stretched:** side, stomach and low back

*"Stand with your feet slightly apart. Extend your right arm over your head, arch your back and lean to your left. Then extend your right arm over your head, arch your back and lean to your right."*  
Repeat 10-times.



#### **2. HANGING STRETCH....5 x 5-counts**

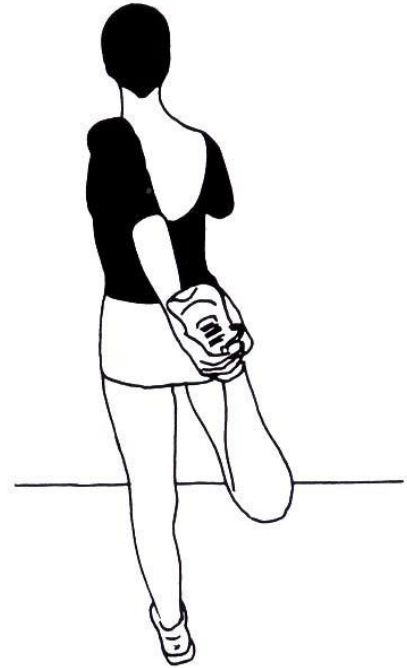
**Muscles stretched:** low back and hamstrings

*"Stand with your feet at shoulder-width. Extend your arms over your head, then slowly bend-over and hang your hands down toward your toes keeping your legs straight for 5-counts. **DO NOT BOUNCE-DOWN** to touch your toes! Allow the weight of your body hanging forward to stretch the lower back and hamstring muscles."* Return to a standing position and repeat 4-times.

### 3. **THIGH STRETCH**....10-counts each leg

Muscles stretched: thigh

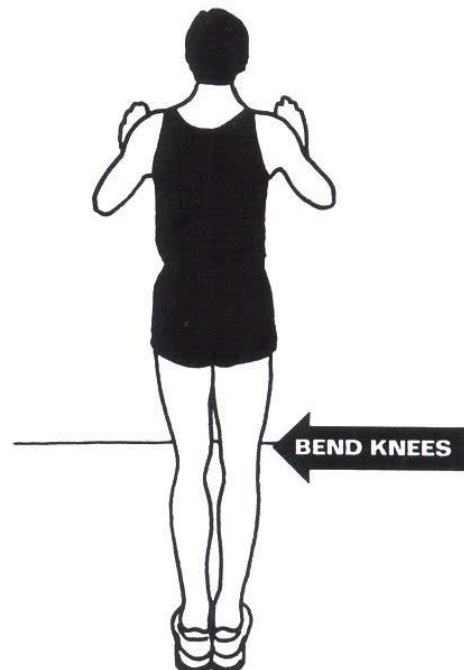
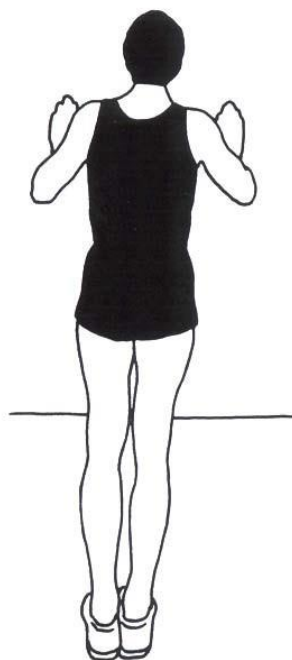
*"Hold on to a fixed object (tree, pole, fence, wall or a teammate) to steady yourself. Spread your feet slightly apart, lift your right foot toward your butt and reach down and grab your right ankle with your left hand. Increase the stretch by pulling your foot up towards the low back." Hold for 10-counts. Change legs and repeat.*



### 4. **CALF STRETCH**....2 x 10-counts each

Muscles stretched: calf

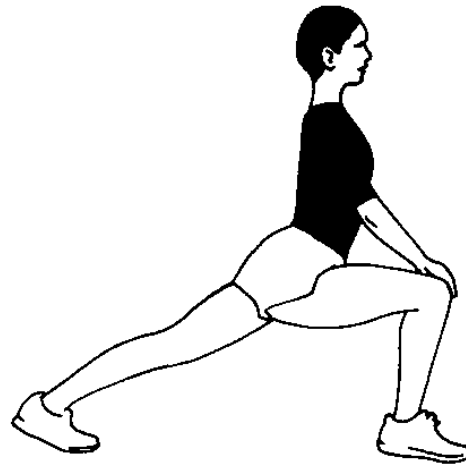
*"Hold on to a fixed object to steady yourself. Facing straight ahead with both legs straight and heels flat on the ground, lean forward until you feel the stretch in your calves (lower leg muscles) for 10-counts. Repeat, but "**bend the knees this time** keeping your heels flat on the ground."*



**5. LUNGE STRETCH....10-counts each leg**

**Muscles stretched:** hip flexors, calves and abdomen

*“Standing with both feet together, step forward with your right foot keeping it directly in front of your left foot. Keep your left leg straight, push your left heel toward the ground and arch your back. Hold for 10-counts.” Change legs and repeat.*



**6. BUTTERFLY STRETCH....10-counts**

**Muscles stretched:** groin

*“Sit on the ground with the soles of your shoes together. Grab the toes of your shoes, pull your heels toward your groin and push your knees down toward the ground for 10-counts.”*



**7. TOE TOUCH STRETCH....10-counts**

**Muscles stretched:** arches, calves, hamstrings, lower back and shoulders

*“Sit on the ground with both legs extended. Pull your toes back and slowly reach both arms forward toward your feet with a sweeping butterfly swim-stroke motion 10-times.”*

**8. MODIFIED-HURDLER STRETCH....10-counts each leg**

**Muscles stretched: lower back,  
hamstrings and groin**

*"Sit on the ground with both legs extended. Fold your left leg to the inside, so that the sole of your left shoe touches the inside of your right knee. Grab your right ankle with both hands and slowly pull your torso forward for 10-counts." Change legs and repeat.*



**9. PRETZEL STRETCH....10-counts each leg**

**Muscles stretched: buttocks and low back**

*"Sit on the ground with your legs extended. Place your left foot across your right knee, reach your right elbow across your left knee and look behind you for 10-counts." Change legs and repeat.*



**BUILD-UP RUNS**

The final phase of the warm-up should be **5-6 short acceleration runs of 50-60 meters**, each slightly faster than the previous one, to prepare the body for faster running. (**NOTE:** A running game such as **shuttle relays** could...and should...occasionally be substituted for build-up runs at the end of the warm-up).

**WHY DO BUILD-UP RUNS?**

Doing a series of short, progressively faster, acceleration runs prepares the body to run at faster speeds in the training session or race to follow.





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## Section 3: Working with Special Populations

## **Tips for Success with Special Populations**

Provided by [Sports 4 All](http://Sports4All.org)

### **Buddy up and encourage students to partner up with a friend or with a coach.**

- The buddy can help them set goals for that day and for a final race or event.
- The buddy encourages students during run segments and can help determine when to scale back or increase amount of time running.
- The buddy can help set goals for the run/walk, such as the number of laps or miles they hope to run or walk today.
- Let students know how many laps they ran/walked at end of practice to help set goals for the next run club meeting. Be sure to share this number with the student at each goal setting discussion. \*If students are not competitive or get discouraged by the number do not display so that other club members can see.

### **Do not over-adapt**

- The goal is to provide the most inclusive and least restrictive environment possible for the student.
- This can look different for many groups depending if you are working with a group consisting of all students with special needs or just a few, and if their disability is physical and/or intellectual.

### **Use creative courses**

- Allow students to help build courses to run/walk through or around using cones or other landmarks. By using bring cones or multiple colors you can help students follow specific routines. Example: Run to red cones, walk to green cones.
- Use “prompts” to let students know when their next walk or run will be taking place, using countdowns, “ready-set-go”, etc.

### **Modifications for Visual impairment**

- Buddy up and have students work with a coach or friend to help physically lead the individual through walk/run intervals or running via a tether.
- It is important to be extremely clear with verbal instructions.
- Use beepers on cones as landmarks for students to run to.

### **Modifications for Hearing impairment**

- Use lights, pictures, numbers, or colors to inform students how many laps they are running and when to walk/run.
- Lights or colors (run=green, blue=walk, red=stop) are a great tool to inform students when it is time to walk or run, if doing a timed workout.
- Having the word “walk” or “run” displayed at the start of each lap helps students know what their task is for that lap.

For more information contact Sports 4 All  
[info@s4af.org](mailto:info@s4af.org) or 615-354-6454



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## Section 4: Coach Manuals and Related Resources

There are many coach manuals and resources related to youth running clubs. We hope you find this list helpful with your run club management. Please share additional resources that you find useful.

## **Coach Manuals**

### **LA84**

The LA84 Foundation Run4Fun Program introduces middle school youngsters, ages 10-14, to distance running. Link to a coach's manual which includes a 10 week training schedule and stretching guidance with pictures. Website includes coaching videos. If you use any of the materials, please give credit to LA84. **FREE.**

### **Road Runners Club of America (RRCA) Kids Run the Nation**

The Kids Run the Nation Program is a gender inclusive, multi-week, turnkey, youth running program designed to meet the physical activity goals outlined by the United States Department of Agriculture (USDA) for children in grades kindergarten through sixth grade. The program can also be modified to better serve older grades. Through this program, the RRCA's vision is to help establish locally managed, youth running programs in every grade school in America. **FREE.**

### **New York Road Runners**

New York Road Runners is the world's premier community running organization, seeking to improve community health and well-being by championing a lifelong commitment to running. It includes youth oriented stretching descriptions, training plans, coaching videos, event guides, healthy eating lessons/activities and more. **ONLINE RESOURCES ARE FREE.**

### **Marathon Kids**

Marathon Kids was born out of the belief that kids deserve to live happier, healthier lives – and that we have the ability to help make that possible. Kay Morris, a self-described “middle-aged, slow runner,” founded Marathon Kids in 1995 after being motivated by completing her first ever running log. She created a program based on the idea that this same simple concept could motivate kids, boost their physical activity and introduce them to the joy of running. **FEE BASED.**

### **Ready, Set, RUN! National Alliance for Youth Sports**

Ready, Set, Run! is a character-building running program that trains kids ages 8-13 to participate in a 5K run. This curriculum-based program equips kids with the physical training and goal-setting mentality needed to accomplish their running goals. Issues like enhancing confidence and self-esteem, respecting authority, dealing with peer pressure and fueling their bodies through proper nutrition are covered during the 12-week program. The program consists of 24 sessions (meeting twice a week) and culminates in a 5K run for the participants. Kits can be purchased according to the number of students involved, or they can be purchased separately. \$25.00 for a Coach Kit (includes Coach Manual and T-shirt); \$20.00 for each participant kit (includes Participant Kit and T-shirt). **FEE BASED.**

## Related Resources

### [Billion Mile Race](#)

Free online physical activity tracking tool to collectively log school team mileage. Allows you to compare your school to other registered schools in your district, all of Tennessee, or the entire nation. Is your school already registered? Ask to become a profile administrator so you can enter the run club miles. **FREE with grant opportunities available.**

### [Girls On The Run](#)

Consider partnering with Girls On The Run. Mission: We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. **Fee based for students, but sliding scale is sometimes available.**

### [ACSM](#)

The American College of Sports Medicine advances and integrates scientific research to provide educational and practical applications of exercise science and sports medicine. Link to brochures on such topics as: running shoes, sprain, strains, sun protection and more.

### [Active.com](#)

Visit for a listing of 5K events in your area.

### [Map My Fitness](#)

Free online tool to measure a distance by simply clicking on a map or using a smart phone.

### [Local Running Clubs](#)

Check if you have a local running club that may want to partner with you, keeping in mind the requirement of background checks for adults working with youth. Local adult running clubs may be a good resource for participation in 5K races, rather than planning your own.

### [Sports 4 All](#)

Sports 4 All is a non-profit organization based in Nashville. Mission statement: Turning disabilities into abilities through sports and healthy activities. Please contact them for guidance relating to working with youth with disabilities: 615-354-6454 or [info@s4af.org](mailto:info@s4af.org). You may also want to contact a student's school and speak with the school staff that work daily with that student for any specific instructions or helpful tips.

### [USA Track & Field SafeSport Handbook](#)

Examples of Codes of Conduct for coaches, youth and volunteers and related guidance.



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## Section 5: Sample Forms

## **Required Forms:**

Coaches should adhere to the most current recommendations and requirements of regulating and advising bodies including state law, Department of Education Coordinated School Health, and Tennessee Secondary School Athletic Association (TSSAA). This includes policies regarding training and forms on concussion and sudden cardiac arrest.

### **1) Sudden Cardiac Arrest Forms and Training**

Tennessee law requires coaches to complete the free sudden cardiac arrest (SCA) education course each year.

The link to the free training course for coaches can be found here, as well as the most up to date signature forms: [www.tn.gov/health/topic/sudden-cardiac-arrest-prevention-act](http://www.tn.gov/health/topic/sudden-cardiac-arrest-prevention-act)

### **2) Concussion Forms and Training**

Please refer to the Tennessee Secondary School Athletic Association (TSSAA) website for the most up to date required parent/student-athlete forms and annual on-line education for coaches: <http://tssaa.org/>

**SCA and concussion forms are not included in this manual. Refer to the online sources for the most up to date required forms for coaches relating to SCA and concussion.**

### **3) Registration and Emergency Contact**

### **4) Medical Form**

### **5) Media Release**

**Sample Forms:** Parent Letter, Practice Log, 12 Minute Timed Run/Walk Log, Certificate of Recognition

## Run Club Registration & Emergency Contact

Please print legibly

Participant's Name \_\_\_\_\_

T-Shirt Size \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone:  
(Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Emergency Contact

I understand that, in the event of an emergency concerning my child, every effort will be made to contact my child's parents/guardians. If parents/guardians are not available, the following person(s) is/are authorized to act in their place:

Name(s) \_\_\_\_\_

Relationship to minor \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Cell) \_\_\_\_\_

Name(s) \_\_\_\_\_

Relationship to minor \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Cell) \_\_\_\_\_

*Return completed registration packet to your run club coach*



## Run Club Medical Form

This form is to ensure the safety of all runners during practices, races and events.

This form alerts run club coaches to any allergies or medical conditions that might require immediate attention in the field (i.e., bee sting allergy, asthma, diabetes, etc.).

**Each student MUST provide proof of a sports physical or annual physical within the past 12 months.**

**The student will not be permitted to train until this documentation is provided.**

**Please print legibly**

Participant's Name \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

Known Allergies (food, insects, medications etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be completed by run club coach:

**Proof of sports physical/annual physical provided**

**Yes \_\_\_\_\_ (please initial)**

**Date of physical \_\_\_\_\_**



## RELEASE FORM

DATE \_\_\_\_\_

SUBJECT \_\_\_\_\_

I hereby consent that the Tennessee Department of Health or any person authorized by that Department photograph me and/or record my voice. I consent that the Department, or any person authorized by it, use the resulting photographs, slides, films, audio tapes videotapes and negatives for any purpose, including advertising for health education and scientific research. I consent that the photographs, slides, films, audio tapes videotapes and negatives be reproduced by any method and at any time.

I hereby release the State of Tennessee the Department of Health, any authorized person, and all of their employees and representatives from any and all claims arising out of any publication, exhibition or the use of such photographs, slides, films, audio tapes, videotapes and negatives, or arising out of any use of my likeness, voice or personality. I understand that such photographs, slides, films, audio tapes, videotapes and negatives shall remain the property of the Department of Health

SIGNED \_\_\_\_\_

SIGNED (Parent or Guardian, if a Minor) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

WITNESS \_\_\_\_\_



## FORMULARIO DE EXONERACIÓN

FECHA: \_\_\_\_\_

ASUNTO: \_\_\_\_\_

Por este medio autorizo al Departamento de Salud de Tennessee o a toda persona autorizada por el mismo a que me tomen fotos y/o graben mi voz. Doy mi consentimiento para que el Departamento o toda persona autorizada por el mismo use las fotografías, diapositivas, películas, cintas de audio, cintas de video y los negativos que se obtengan como resultado para cualquier propósito, entre los que se encuentran la promoción de la educación de la salud y las investigaciones científicas. Doy mi consentimiento para que las fotografías, diapositivas, películas, cintas de audio, cintas de video y los negativos se reproduzcan a través de cualquier método y en cualquier momento.

Por este medio exonero al Estado de Tennessee, al Departamento de Salud, a toda persona autorizada y a todos sus empleados y representantes de todas y cada una de las reclamaciones que pudieran surgir como resultado de la publicación, exhibición o el uso de tales fotografías, diapositivas, películas, cintas de audio, cintas de video y negativos, o que pudieran surgir como resultado del uso de mi apariencia, voz o personalidad. Comprendo que esas fotografías, diapositivas, películas, cintas de audio, cintas de video y esos negativos se convertirán en propiedad del Departamento de Salud.

LO FIRMA: \_\_\_\_\_

LO FIRMA (El padre/la madre o guardián si es un menor): \_\_\_\_\_

DIRECCIÓN: \_\_\_\_\_

NÚMERO DE TELÉFONO: \_\_\_\_\_

TESTIGO/A: \_\_\_\_\_

## Sample Parent Letter

Date \_\_\_\_\_

Dear Parent,

The \_\_\_\_\_, in cooperation with the \_\_\_\_\_ and \_\_\_\_\_ have established the  
(insert name of run club here) program.

The club is for all students that want to learn about walking, jogging or running. No one will be turned away and try-outs are not part of this program. This program is \_\_\_\_\_ (free or fee\$).

This year, the program will begin on \_\_\_\_\_ and end on \_\_\_\_\_. Students will train \_\_\_\_\_ a week for \_\_\_\_\_ consecutive weeks. Practice sessions will include warm-ups, stretching, practice time and tips for making healthy choices.

As part of the run club, we also hope that you and your child can participate in a community 5K race. Participation is not mandatory, but we hope that you will be able to walk or run in a 5K with your child, as this will be exciting and fun for the whole family. (Address if you will be able to provide for the registration fees and transportation to the 5K).

We also encourage family members to be a part of the run club. If you would like to volunteer to be a run club leader, please let us know. Note: Background checks will be required.

In order for your child to participate in the program, please complete and sign the forms that accompany this letter. Please return the forms to the run club coach by \_\_\_\_\_.

Thank you for your interest and cooperation. We hope to see your child at run club. If you have any questions, please call our office at \_\_\_\_\_.

Sincerely,

## PRACTICE LOG

Date: \_\_\_\_\_ Coach/s: \_\_\_\_\_

	Last Name	First Name	# Laps/Dist.	# Minutes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

## **Conducting the 12 minute Timed Run/Walk**

### **Procedure**

The Cooper 12-minute run fitness test requires little equipment. Marking cones, a stopwatch and a track is sufficient to conduct the test. The objective of this test is to run or walk as far as you can in the 12 minute period. Be sure to know the distance of your running environment if you are unable to use a track.

A short warm up of approximately 10-15 minutes before beginning is a must. Keep the warm up light as club members will most likely tire during the test. Stretching should be part of the warm up routine. Once students are warmed up properly, the fitness test can begin.

Be sure to praise students as they take the test, especially students that incorporate walking into their performance. You do not want students to quit the club because they felt like they were not successful.

### **How to Calculate the Score**

At the end of 12 minutes the test is stopped, and the covered distance is measured and recorded.

To assist students in counting the number of laps they make, you may want them to grab a rubber band, or other small item, as they make their way around the track. This will allow the students to then report the number of items they collected, which the coach can then convert to miles.

You should record the distance travelled in those 12 minutes in miles at the beginning of your club “season”. The same 12-minute test should also be completed at the end of the “season”. Although all clubs will not be meeting for the same length of time, this basic measure will provide a gauge of the improved physical fitness of your club members.

The Cooper 12-minute run fitness test can be quite strenuous. For this reason, it is important that students get clearance by their physician before performing it.

### 12-MINUTE TIMED RUN/WALK

	Last Name	First Name	Date	# of miles PRE	Date	# of miles POST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

# CERTIFICATE OF RECOGNITION

AWARDED TO

[Name]

For your contribution to (insert club name)

Miles completed: \_\_\_\_\_

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Presenter Name and Title





# Run Club Toolkit

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## Section 5: Surveys

## Survey Instructions



Coaches: Carefully read each section of the instructions before completing the run club surveys, as each section has specific guidelines to follow. It is the responsibility of the run club coach to take the coach survey, but to also ensure the surveys are taken by both the participants/club members and parents/caregivers. The information that is provided in the surveys will assist with future run club implementation. Direct links for each survey are provided below. Thank you in advance for your support.

### Coach Post-Survey

- Acting head coach survey: <http://www.surveymoz.com/s3/2586458/5019bae38cd9>
- This survey is designed to be taken *after* the completion of your run club season.
- The survey takes between 10-15 minutes to complete.

### Participant Pre-and-Post Surveys

- Coaches, please have your run club participants fill out both their pre and post surveys.
- Direct link to participant **pre**-survey, <http://www.surveymoz.com/s3/2591784/Run-Club-Participant-Pre-Survey>
- Direct link to participant **post**-survey, <http://www.surveymoz.com/s3/2593287/Run-Club-Participant-Post-Survey>
- The pre-survey is designed to be completed once you have completed the initial 12 minute run/walk, if you are completing this test.
- If you are not completing the 12 minute run/walk test, then have the participants complete the survey during the first week of run club.
- The post survey can be filled out during the final week of run club, and/or after completing the post 12 minute run/walk test.
- If you cannot gain access to the internet for the participants to complete the survey online, then print enough out for all club participants and have them fill them out by hand.
- Please scan and email printed surveys to: [kristina.g.bradford@tn.gov](mailto:kristina.g.bradford@tn.gov)

Or mail to:

Kristina Giard-Bradford

TN Dept. of Health

Andrew Johnson Building, 8<sup>th</sup> Floor

710 James Robertson Parkway

Nashville, TN 37243

## Survey Instructions

### Parent/Guardian Post-Survey

- Coaches, please ask your club parents/guardians to take the parent/guardian survey at the *completion* of your run club season: <http://www.surveymoz.com/s3/2591383/Run-Club-Parent-Survey>
- The survey takes between 5-10 minutes to complete.
- If parents cannot access the survey online, please print it and ask them to complete the survey by hand.
- Parent or coach can send printed surveys to: [kristina.g.bradford@tn.gov](mailto:kristina.g.bradford@tn.gov)

Or mail to:

Kristina Giard-Bradford

TN Dept. of Health

Andrew Johnson Building, 8<sup>th</sup> Floor

710 James Robertson Parkway

Nashville, TN 37243

## Run Club Parent/Guardian Post-Survey



Dear Parent/Guardian,

Thank you for allowing your child to be a member of run club. We hope you and your child had an enjoyable experience. At this time, we would greatly appreciate your feedback on the run club. The survey can be completed online or can be completed on paper and mailed in. You can also return your survey to your run club coach, if that is easier for you. The survey takes between 5-10 minutes to complete. We do not need your name or contact information.

Online survey: <http://www.surveygizmo.com/s3/2591383/Run-Club-Parent-Survey>

The printable survey is below.

Parent or coach can send printed surveys to: [kristina.g.bradford@tn.gov](mailto:kristina.g.bradford@tn.gov)

Or mail to:

Kristina Giard-Bradford

TN Dept. of Health

Andrew Johnson Building, 8<sup>th</sup> Floor

710 James Robertson Parkway

Nashville, TN 37243

### **Survey Instructions:**

Carefully read each section of the instructions before completing the run club surveys, as each section has specific guidelines to follow. The information that is provided in the surveys will assist with future run clubs. Thank you for your support.

## Run Club Parent/Guardian Post-Survey

1. How much physical activity is recommended for your child each day?  
ANSWER:
2. During an average week, how many days is your family active together? (Choose One)
  - a. None
  - b. 1-2 days a week
  - c. 3-4 days a week
  - d. 5-6 days a week
  - e. 7 days a week
3. Physical activity is to me and my family. (Choose the answer that best fits)  
☐ Not important at all    ☐ Somewhat important    ☐ Neutral  
☐ Important    ☐ Very important
4. Physical activity is a priority of my family's daily routine. (Choose the answer that best fits)  
☐ Not a priority    ☐ Low priority    ☐ Somewhat priority    ☐ Neutral  
☐ Moderate priority    ☐ High priority    ☐ Essential priority
5. Your child was active before joining run club. (Choose the answer that best fits)  
☐ Never    ☐ Rarely    ☐ Sometimes    ☐ Often  
☐ Always
6. Since joining a run club, has your child increased their overall physical activity? (Think about other physical activity that is not from run club) (Choose One)
  - a. Yes
  - b. No
7. Has your child's participation in a run club increased your family's amount of physical activity? How so? Please provide comments below.

### **Run Club Parent/Guardian Post-Survey**

8. What barriers affected your child's experience in run club? Check all that apply.
  - a. Transportation to and from practice, events, etc.
  - b. Cost to participate (Shoes, fitness attire, etc.)
  - c. Lack of interest in run club
  - d. Lack of interest in physical activity
  - e. Physical disability
  - f. Injury
  - g. Other
9. How will you encourage your child to continue being physically active after run club?  
Please provide comments below.
10. Were you a run club volunteer? (Choose One)
  - a. Yes
  - b. No
11. What is the name of the organization your child's run club is led by?
12. How did your child benefit from run club? Please provide comments below.
13. What suggestions, if any, do you have for future run clubs? Please provide comments below.

Thank you for your feedback!



1. Are you a boy or girl?
  - a. Boy
  - b. Girl
2. What school do you attend?

ANSWER:

---

3. What grade are you? (Choose One)
  - a. 1<sup>st</sup>
  - b. 2<sup>nd</sup>
  - c. 3<sup>rd</sup>
  - d. 4<sup>th</sup>
  - e. 5<sup>th</sup>
  - f. 6<sup>th</sup>
  - g. 7<sup>th</sup>
  - h. 8<sup>th</sup>
  - i. 9<sup>th</sup>-12<sup>th</sup>
4. How many minutes a day should you be active? (Being active includes activities such as running, bicycling, playing a sport, swimming, played in a park, fast walking, or any activities that made your heart rate go up and you sweat.)

ANSWER:

---

5. Have you been in a run club before?
  - a. Yes
  - b. No
6. Do you enjoy being active?
  - a. Yes
  - b. No

7. What are your favorite activities?

ANSWER:

---

8. How many days a week do you play video games, computer games, or use computers for something that is not school work? (These include Xbox, playstation, Ipod use, Ipad use, tablet, smartphone, YouTube, Facebook, or other social networking tools, and the Internet). **Choose One.**

- a. I do not play video games, computer games, or use a computer for something that is not school
- b. 1 day
- c. 2 days
- d. 3 days
- e. 4 days
- f. 5 days
- g. 6 days
- h. 7 days

9. During the past 7 days, how many days did you do activities such as running, bicycling, playing a sport, swimming, played in a park, fast walking, or any activities that made your heart rate go up and you sweat? **Choose One.**

- a. 0 days
- b. 1 day
- c. 2 days
- d. 3 days
- e. 4 days
- f. 5 days
- g. 6 days
- h. 7 days

10. How far did you walk or run in 12 minutes? (Ask your coach if you do not know)

ANSWER:

---



Run Club Member/Participant Pre-Survey

11. Does being active make you feel good?

- a. Yes
- b. No

12. Are you joining run club because you have friends joining?

- a. Yes
- b. No

13. Why did you join run club?

ANSWER:

---



Thank you for taking this survey! We do not need your name.

Please take this survey and then return it to your coach.

1. Are you a boy or girl?
  - a. Boy
  - b. Girl
2. What school do you attend?

ANSWER:

---

3. What grade are you? (Choose One)

- a. 1<sup>st</sup>
- b. 2<sup>nd</sup>
- c. 3<sup>rd</sup>
- d. 4<sup>th</sup>
- e. 5<sup>th</sup>
- f. 6<sup>th</sup>
- g. 7<sup>th</sup>
- h. 8<sup>th</sup>
- i. 9<sup>th</sup>-12<sup>th</sup>

4. How many minutes a day should you be active? (Being active includes activities such as running, bicycling, playing a sport, swimming, played in a park, fast walking, or any activities that made your heart rate go up and you sweat.)

ANSWER:

---

5. Do you enjoy being active?

- a. Yes
- b. No

6. On average, how many days a week do you play video games, computer games, or use computers for something that is not school work? (These include Xbox, playstation, Ipad use, Ipad use, tablet, smartphone, YouTube, Facebook, or other social networking tools, and the Internet). **Choose One.**
- a. I do not play video games, computer games, or use a computer for something that is not school
  - b. 1 day
  - c. 2 days
  - d. 3 days
  - e. 4 days
  - f. 5 days
  - g. 6 days
  - h. 7 days
7. During the past 7 days, how many days did you do activities such as running, bicycling, playing a sport, swimming, played in a park, fast walking, or any activities that made your heart rate go up and you sweat? **Choose One.**
- a. 0 days
  - b. 1 day
  - c. 2 days
  - d. 3 days
  - e. 4 days
  - f. 5 days
  - g. 6 days
  - h. 7 days
8. At the end of the run club season, how far did you walk or run in 12 minutes? (Ask your coach if you do not know.)

ANSWER:

---

9. Does being active make you feel good?
- a. Yes
  - b. No

Run Club Member/Participant Post-Survey

10. Did running or walking with other people make it more fun?
- a. Yes
  - b. No

11. Did you make new friends during run club?
- a. Yes
  - b. No

12. What was your favorite thing you did in run club?
- 

13. Would you join run club again?
- a. Yes
  - b. No

Please return your survey to your coach and thank you for your help!

Keep on running! ☺