



UP *and*
RUNNING
again

Providing a Path to Lifelong Success

Volunteer Handbook

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1 Welcome

Thank you for your interest in volunteering with Up and Running Again! Whether you have a passion for making a difference in the lives of those less fortunate than you, or your passion is for helping others discover the joy of running, we're glad to have you on board.

2 Who We Are

Up and Running Again is a Christian non-profit organization formed to help homeless individuals and at-risk youth have the experience of exceeding their own expectations. We have seen lives transformed when people realize how, in a supportive environment, small steps over time can equal huge accomplishments. Many have never experienced success like this in their lives before. We use half-marathon training as the mechanism to deliver this experience.

Our biblical values permeate all we do. We seek to demonstrate the love of Christ by truly caring for each individual whether they share our Christian beliefs or not. At the same time, we share the truth of the Gospel message in the course of our regular activities. In order to stay true to our values, we do require that some Volunteer positions (such as Head Coaches, the leaders of our Clubs) to share our Christian beliefs. We welcome others to volunteer and participate, but not in these particular roles.

2.1 History

In November of 2009, four accountants decided that they could make a difference in the lives of the homeless in Orange County by training them to run a half-marathon. In February of 2010, thirteen Participants successfully completed the Surf City Half-marathon. This success was a significant milestone in these individuals getting their lives up and running again.

In its first two years of operation, over 100 Participants successfully completed a half-marathon. Many of our racers have gone on to get jobs, reconcile with families, and move out of the homeless shelters. Several past Participants have gone on to college.

2.2 Statement of Beliefs

The following set of core beliefs are the foundation of the principles that direct what Up and Running Again does, why we do it, and how we do it. We expect all persons in key leadership roles within the organization to be in full agreement with these beliefs:

- We believe the Bible, consisting of all the books of the Old and New Testaments, to be the inspired, only infallible, authoritative Word of God. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teaching and record of historical facts.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his eternal, personal pre-existence, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

2.3 How we operate

Up and Running Again partners with local shelters, youth agencies, and churches to reach out to the homeless and at-risk youth. Clubs are formed at each location and practice times and locations are established to accommodate the needs of that club.

Clubs practice three times during the week and on Saturdays. Whenever possible, Saturday practices are set at times and locations to allow multiple Clubs within a geographic area to practice together. A Participant Manual is provided with questions for each week for the participant to answer and turn in at the end of the week. The goal of this curriculum is to help the Participant connect the success and challenges experienced through race preparation with other areas of their life. The Manuals are collected after completion on Week 8 and returned at the end of the season.

Volunteers are recruited, often from local churches, to run with, encourage, and generally support the Participants.

The culmination of the season is Race Weekend. URA will often have a booth at the Expo that is part of the event. A carb-load banquet is held the night before the race at which each Club member is recognized for their accomplishment and an inspirational message is given by a guest speaker.

Participants pay nothing to be part of URA. We are funded completely through donations from individuals and corporations. The cost to get one runner from startup through completion of a half-marathon is about \$200, including new running shoes (provided to those who complete six weeks of training), T-shirt, race entry fees, snacks and water, and other miscellaneous and administrative costs.

3 What We Expect of You

3.1 Behavior Standards

Many of our Participants have lacked good role models in their lives. Our URA Volunteers have the opportunity to be the role models these Participants need. The following standards are expected to be followed by all URA Volunteers:

3.1.1 Healthy Relationships

- I will act with humility and gentleness, with patience, showing tolerance for others in love. (Eph 4:2-3)
- I will do nothing from selfishness or empty conceit, but with humility of mind I will regard others as more important than myself. (Phil 2:3)
- I will be intentional about not just looking out for my own personal interests, but will also look out for the interests of others, setting aside my own desires for the good of others. (Phil 2:4)
- I commit myself to resolve interpersonal conflicts with other Volunteers and Participants promptly. I promise to go to any person with whom I am frustrated and seek to resolve the tension through communication, prayer, and forgiveness. (Eph 4:31-32)
- I commit to being an encouragement to my fellow Volunteers and Participants, guarding my words so that they minister grace to the hearers. (Eph 4:29)
- I give to my fellow Volunteers and Participants the right and the responsibility to lovingly bring it to my attention if I fail in any of these commitments, so that I might seek forgiveness and maintain our unity. (Mat 18:15)

Specific Behaviors

3.1.1.1 No use of drugs or alcohol, smoking, coarse language, obscene gestures, gambling, or other unethical or questionably ethical behavior during your volunteer service with URA.

Always be respectful of others; encouraging them to do their best, but not demanding.

3.1.1.2 Show up on time and complete all assignments on time. Let others know as soon as possible if you will be unavoidably late.

Obey the directions of those in leadership over you. If you are asked to do anything unreasonable, illegal, or unethical, report it to URA leadership as soon as possible.

3.2 Volunteer Responsibilities

3.2.1 Hold all information about URA Participants as strictly confidential.

3.2.2 Report to the URA leadership any and all incidents of abuse regarding any elder, adult, youth, or child of which you become aware through your Volunteer role with URA. This includes incidents involving any Participant, Volunteer, or any other individual, regardless of whether you were asked to hold such information in confidence.

3.2.3 Volunteers are not to enter into a counseling relationship with any Participant; and must report to the URA leadership any sensitive issues such as thoughts of suicide, harmful relationships, emotional dependency, requests for counseling, or other details regarding a Participant's private life of which they become aware.

3.2.4 Complete an Injury or Illness Report whenever you or anyone else participating in a URA activity becomes injured or ill, regardless of the severity.

3.2.5 Comply with all other policies and procedures stated in this Volunteer Handbook.

4 What You Can Expect

4.1 Typical Club Practice Routine

Once all participants have arrived, the Head Coach will take attendance, collect completed manuals from previous sessions, and open the session with prayer. He/she will describe that day's run and remind everyone of the safety procedures (drink water, don't run alone, ...).

After the run, the Head Coach will debrief with the group, congratulating and encouraging them. The Head Coach will lead the group in stretches. He/she will remind them about the next practice and provide the next week's assignment in the manual (first practice of the week only).

If transportation by car is required for the practice session, the Head Coach will assure that there are approved drivers and vehicles available to meet the transportation need.

The sequence of events may vary, but any material changes to this routine must be pre-approved by the URA's Chief Running Officer.

4.2 Race Weekend

4.2.1 Registration

Registration packets for the race are generally available to be picked up at the race venue a day or two prior to the race. The packet will often include race bib, race t-shirt, timing chip, and other important race instructions.

4.2.2 Expo

Race venues typically have an area set aside for vendors and other organizations to display their products and services. When URA has a booth at these events, Volunteers are needed to man the booth to describe what URA does to interested parties.

4.2.3 Banquet

The night before the race, URA holds a carb-load banquet for all of the Volunteers, Participants, and guests from all of the Clubs participating in that race. In addition to the meal, certificates and T-shirts are handed out to each Participant. A guest speaker delivers an inspirational, motivational message.

4.2.4 Race

Race day starts early in the morning, typically about 5AM. Details about when and where to meet, maps, and other important information will be provided at the Banquet the night before. Our activities for the day are usually over by about 1PM.

5 Volunteer Roles

5.1 Head Coach

The Head Coach is the lead person in charge of a Club at a given location. He/she reports directly to URA's Chief Running Officer and is assisted by one or more Assistant Coaches.

The Head Coach's primary responsibility is to assure that the Club is successful at providing an experience that challenges and encourages each Participant. The result of their URA experience should be a stronger personal commitment to improve their lives physically, spiritually, relationally, occupationally, and in any other way that needs their committed attention and energy.

The Head Coach is also responsible for assuring that his/her Club is operating within the policies and guidelines in this Handbook.

5.1.1 Tasks (to be done by Head Coach or delegated to an Assistant Coach)

5.1.1.1 Be at each practice session, the banquet, and the race. Head Coaches are expected not to miss more than one practice session per week.

Lead each practice session, setting an encouraging, positive tone

5.1.1.2 Open each session in prayer. Before delegating this to other Volunteers or Participants, be sure of their spiritual state and willingness to pray publically. Don't put anyone on the spot!

Distribute (at the beginning of the week) and collect Participant Manuals (at the end of the week). Encourage those who are lax in completing them. These manuals will be returned to the participants at the conclusion of the program.

5.1.1.3 Delegate tasks to Assistant Coaches, including leading practices in the Head Coach's absence

Be alert to the medical condition of each Participant and Volunteer, arranging for medical as needed. NEVER PUSH ANYONE BEYOND THEIR PHYSICAL LIMITS! Submit Injury or Illness Reports as required.

5.1.1.4 Assure all runners are accounted for at all times. Assign an Assistant Coach to bring up the rear, assuring no Club members get left behind. (Or assign an Assistant to lead so you can bring up the rear.)

Assign Assistant Coaches to run with slower runners and those who need extra encouragement.

Remember, Coaches are here to support the Participants, not to meet their own performance goals.

5.1.1.5 At the end of practice, do not leave until all Club members are accounted for. Do not leave anyone alone waiting for a ride, especially minors. Be sure a Coach remains until the last person has been picked up.

Assure approved transportation is available for the Club for the off-site practice sessions, the banquet, and the race.

5.1.1.6 Document attendance at each session and submit reports to the Program Coordinator.

5.2 Assistant Coach

Each Club will have one or more Assistant Coaches who report to their Club's Head Coach.

The Assistant Coaches are responsible for helping the Head Coach carry out his/her responsibilities. Therefore, it is the Assistant Coaches' to assure that the Club is successful at providing an experience that challenges and encourages each Participant. The result of their URA experience should be a stronger personal commitment to improve their lives physically, spiritually, relationally, occupationally, and in any other way that needs their committed attention and energy.

The Assistant Coaches are also responsible for assuring their Club is operating within the policies and guidelines in this Handbook.

If there are any tasks you are not comfortable doing (such as leading a practice session or praying publically), let your Head Coach know ahead of time.

5.2.1 Tasks (as delegated by the Head Coach)

- 5.2.1.1 Be at each practice session, the banquet, and the race. Assistant Coaches are expected not to miss more than two practice session per week.

Assist with leading each practice session, setting an encouraging, positive tone

- 5.2.1.2 If asked by the Head Coach *and if you are comfortable doing so*, open the session in prayer. Before delegating this to other Volunteers or Participants, be sure of their spiritual state and willingness to pray publically. Don't put anyone on the spot!

Distribute (at the beginning of the week) and collect Participant Manuals (at the end of the week). Encourage those who are lax in completing them. These manuals will be returned to the participants at the conclusion of the program.

- 5.2.1.3 Lead practices in the Head Coach's absence

Be alert to the medical condition of each Participant and Volunteer, arranging for medical as needed. NEVER PUSH ANYONE BEYOND THEIR PHYSICAL LIMITS! Submit Injury or Illness Reports as required.

- 5.2.1.4 Assure all runners are accounted for at all times. Be willing to bring up the rear to assure no Club members get left behind.

Run alongside slower runners or those need extra encouragement. Remember, Coaches are here to support the Participants, not to meet their own performance goals.

- 5.2.1.5 At the end of practice, do not leave until all Club members are accounted for. Do not leave anyone alone waiting for a ride, especially minors. Be sure a Coach remains until the last person has been picked up.

If you are a qualified driver, provide transportation for the Club for the off-site practice sessions, the banquet, and the race.

- 5.2.1.6 Assist with documenting attendance at each session and submitting reports to the Program Coordinator.

5.3 Special Assignment Volunteer

Special Assignment Volunteers are an important part of URA's success. Whether you are skilled at planning and executing a banquet, manning a booth at an Expo, fundraising, administrative work, or volunteering at a race (we often get discounts on entry fees by committing to provide a certain number of volunteers), we have a place for you! The times, places, and responsibilities vary, so contact the URA office for more information.

6 What To Do When You Encounter...

6.1 A New Participant Wants to Join

Give them a copy of the Participant Application (it's a good idea to keep a few on hand).

6.2 A New Volunteer Wants to Help Out

Give them a copy of the Volunteer Application (it's a good idea to keep a few on hand). It's important that all Volunteers go through this process before we allow them to help out.

6.3 Someone Wants to Donate to Up and Running Again

We're always ready to take donations, whether financial or in-kind donations of items we use, such as running shoes, water, running shoes, healthy snacks, running shoes, banquet facilities or supplies, or running shoes.

You can direct them to our website at <http://upandrunningagain.org> and give them a business card. If possible, get their name and contact information so someone can follow up with them.

6.4 Visitors Come to Club Practices

We encourage family and friends to come to practices, even if it's just to see the runners off and be there to support them when they get back. Visitors who run with the club are also welcome. All visitors are expected to behave in a manner that supports the Club's purposes. It is the responsibility of the Head Coach to ask those who are being disruptive in any manner to leave.

6.5 Participants Under the Age of 18 (Minors)

Clubs involving youth under the age of 18 need to be attentive to special considerations for working with this age group.

- No minor can participate in Club activities until an Up and Running Again Participant Agreement has been signed by the participant and their parent or guardian.
- The ratio of coaches to minor participants must be maintained at no less than 1/15
- No driver or other volunteer should ever be alone in a car with a minor. This will require some planning!

6.6 Special Needs Participants

Up and Running Again welcomes those with physical disabilities to participate in Club activities. This participation may be limited by the abilities of the participant and the availability of volunteer staff to help meet those needs. Coaches must discuss the special needs of these participants with the participant and, for minors, with their parent and guardian to determine how best to accommodate these needs. *Always advise them that Up and Running Again volunteers are not trained to address the special needs of these participants.*

Up and Running Again may or may not be able to accommodate the needs of those with emotional or mental disabilities.

Coaches should discuss each special needs case with Up and Running Again leadership prior to permitting them to participate in Club activities.

6.7 Transportation Needs: Driving Policy

- 6.7.1 Drivers must be at least 21 years old and must complete the Up and Running Again Driver Information Form.

The Up and Running Again Driver/Vehicle Information Form must be completed for each vehicle used to transport Up and Running Again volunteers and participants. Proof of insurance must be provided indicating at least the minimum legally required liability coverage. This information

must be updated prior to expiration if the vehicle will continue to be used for Up and Running Again transportation.

- 6.7.2 No driver or other volunteer should ever be alone in a car with a minor. This will require some planning!

The driver is responsible for assuring the passengers are wearing seatbelts and that noise and distractions within the vehicle are kept to a minimum.

- 6.7.3 Up and Running Again drivers are expected to fully comply with all traffic laws at all times. Accidents, no matter how minor, must be reported immediately to Up and Running Again leadership.

6.8 Elder/Adult/Child Abuse

Volunteers are required to report to Up and Running Again leadership any and all incidents of abuse regarding any elder, adult, youth, or child of which they become aware through their volunteer role with Up and Running Again. This includes incidents involving any participant, volunteer, or any other individual, regardless of whether I was asked to hold such information in confidence.

6.9 Sensitive Needs of a Participant

Volunteers are not permitted to enter into a counseling relationship with any participant, and are required to report to the Up and Running Again leadership any sensitive issues such as thoughts of suicide, harmful relationships, emotional dependency, requests for counseling, or other details regarding a participant's private life of which they become aware.

6.10 Medical Emergencies

- 6.10.1 Up and Running Again volunteers may not dispense or administer medications of any kind.

Coaches need to have access to a phone at all times in order to be able to contact 911 if necessary.

- 6.10.2 Coaches must keep completed and signed Emergency Information and Medical Release forms for each participant readily accessible at all times.

7 Forms

Injury or Illness Report

Attendance Tracking Form