



# Site Coordinator TEAM TOOLKIT



Use this **Step by Step** guide to make your **Girls on the Run** team the **best** it can be!

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# Site Coordinator Checklist

## Before Registration Opens

- Complete the New Site Application or Renewal for your school
- Print the Coming Soon flyer ([English](#) / [Spanish](#)) to hang up at school and send home with 3rd, 4th, and 5th grade girls (as soon as possible)
- Get Girls on the Run listed in the after-school activity guide (January / May)
- Schedule a time to talk to girls/families in your school
- Finalize coaches and send their contact information to Girls on the Run staff / notify if you need help finding coaches (no later than January for spring / June for fall)

## When Registration Opens

- Print the Join Girls on the Run flyer ([English](#) / [Spanish](#)) to hang at school and send home with 3rd, 4th and 5th grade girls (first week of February / first week of August)
- Post on school's social media pages that Girls on the Run registration is open (first week of February / first week of August)
- Email parents of 3rd, 4th, and 5th grade girls to let them know registration is open (first week of February / first week of August)
- Get Girls on the Run listed in the school newsletter and after school activity guide
- Monitor registration to ensure 8 girls are registered before the season start and manage the team waitlist (February—March / August—September )

## Before the first practice

- Give coaches their team rosters (including health information) and any other instructions about where to meet, park, etc. (week before first practice). (Log into [Pinwheel](#)—set up an account with the email you provided)
- Work with coaches to set a schedule (week before first practice)
- Send parents of registered girls a [Welcome Letter](#) (before or at first practice)

## Throughout the season

- Check in with your coaches mid-season (April / October)
- Renew your site for the next season - let Girls on the Run staff know if you won't be the Site Coordinator next season (April / October)
- Try to help at your team's practice 5K (early May / early November)
- Try to help your team with their community impact project (optional - early May / early November)
- Run the 5K with your team (May / November)
- Get ready for another great season of Girls on the Run!

# Calendar of Key Events

	SPRING SEASON (March - May)	FALL SEASON (September - November)
<b>JANUARY</b>	Ask about the after school activities guide and get Girls on the Run listed.	
<b>FEBRUARY</b>	Registration Opens on the 1st Monday of the month at 9 am! Send home the <a href="#">Join Girls on the Run flyer (Spanish)</a> , email parents and talk to girls in person at school.	
<b>MARCH</b>	Teams Start Practice! Finalize rosters and give to coaches; a minimum of 8 girls must be registered. Registration closes 2 weeks after the first week of practice.	
<b>APRIL</b>	Renewal Invitation for Next Season—Complete the site renewal registration to save your spot for the next season.	
<b>MAY</b>	If hosting a Fall season, send home <a href="#">Coming Soon flyer (Spanish)</a> . End of Season Celebratory 5K Event Last Practice Ask about the after school activities guide and get Girls on the Run listed.	
<b>JUNE</b>	New Sites: Priority application deadline for fall season is 6/30.	
<b>AUGUST</b>	Registration Opens on the 1st Monday of the month at 9 am! Send home the <a href="#">Join Girls on the Run flyer (Spanish)</a> , email parents and talk to girls in person at school.	
<b>SEPTEMBER</b>	Teams Start Practice! Finalize rosters and give to coaches; a minimum of 8 girls must be registered. Registration closes 2 weeks after the first week of practice.	
<b>OCTOBER</b>	Renewal Invitation for Next Season—Complete the site renewal registration to save your spot for the next season.	
<b>NOVEMBER</b>	End of Season Celebratory 5K Event Last Practice	
<b>DECEMBER</b>	If hosting a Spring season, send home <a href="#">Coming Soon flyer (Spanish)</a> . New Sites: Priority application deadline for spring season is 12/31.	

# Introduction to Being a Site Coordinator

Site Coordinators play a vital role in the success of the Girls on the Run team at their school/site and are a key component to providing quality after-school programming to girls across Colorado's Front Range. The Site Coordinator is an advocate for Girls on the Run within their school, providing information to school staff, parents, and community volunteers (if applicable).

This Team Toolkit is designed to help each Site Coordinator easily and effectively communicate the Girls on the Run program details to your school/site. We believe that all girls deserve the opportunity to participate in this life-changing program and we couldn't do it without the support of our Site Coordinators.

The Team Toolkit provides a step-by-step approach to the start of the season. Whether this is your first season of Girls on the Run or twentieth, the Toolkit has everything you need to make the most of the program at your school.



## Coaches

Coaches are female volunteers that lead the team through the Girls on the Run lessons. Coaches can be parents, teachers, other school staff, community members or your awesome female friends! We find that coaches from the school community provide continuity and structure that is consistent with your school culture, so we advise trying to get at least one of your two minimum coaches there. You can be both a Site Coordinator and Coach if you have availability to do so.

## Coach Recruiting Resources

One of your first tasks as a Site Coordinator will be helping identify and recruit coaches for the team at your school/site. Here are some tips and resources that will support you in this effort.

- Post the [Become a Coach Flyer](#) in the teacher's lounge and other areas of the school that are visible to parents and school staff.
- Email ALL 3rd – 5th grade parents to see if they would be interested in volunteering. We have provided a blurb that can be used for this on the next page.
- Ask teachers and other school staff if they know anyone that would be interested in working with the girls outside of the classroom. Many teachers love this opportunity. Don't limit yourself to 3rd – 5th grade teachers. If one teacher says they can't do it, ask them if they have any suggestions on who might be interested. Even ask your principal for staff suggestions. Remember, you don't have to be a runner to be a GOTR coach.
- Post a blurb in your school or staff Newsletter and Social Media. We have provided a blurb that can be used for this on the next page.

## Coaches Needed Blurb for direct ask email, newsletter

Copy this paragraph and share it!

The Girls on the Run team at (insert school/site name) is in need of volunteer coaches. Help empower girls and inspire them to honor their voices, embrace their gifts and celebrate their strengths. As a coach, you will lead a team of 8-16 girls through the fun, interactive Girls on the Run curriculum, while helping the girls train for a 5K. Through Girls on the Run and the inspiration of their coaches, girls learn to activate their limitless potential and boldly pursue their dreams. You and your co-coach will meet with your team twice a week from (insert season dates). No running experience is required. If you are interested in coaching at your school, please email (insert site coordinator name and email address). To learn more about this amazing program, visit [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org) or <https://www.girlsontherunrockies.org/es/home>

## Community Coaches

Many members of the community are passionate about our mission and are interested in volunteering with Girls on the Run. GOTR recruits these community members to help coach at schools/sites that cannot identify enough coaches from within the school/site. These community coaches become trained and are assigned to a site for the entire season. If you are experiencing difficulty with identifying coaches from within your school/site, reach out to our staff so we can try to provide and assign your school/site a community coach. Call us at (720) 879-2354.

## Coach Registration

Coaches must register each season to make sure they are listed on the team roster in order to receive a "Coach" t-shirt and be registered for the End-of-Season 5K. When checking your team roster, please verify that all of your coaches are listed by the registration deadline. Coaches can register through links posted on our website: <https://www.girlsontherunrockies.org/coach>



## Coach to Girl Ratio

Our experience working with hundreds of Girls on Run teams and thousands of coaches has taught us that the following ratios work best. If you decide something works better for your team, please contact us so we can help you make the best decision for your team.

# of Girls	Minimum # of Coaches	Maximum # of Coaches
0 to 16	2	3
16 - 23	3	4
24+	Awesome! You need to form 2 teams (trust us!). For example, if you have 24 girls, you'll make two teams of 12 girls each.	

## Getting Girls Registered

### Registration Basics / Registration Open and Close Dates

One of the most important roles of a Site Coordinator is to let the school community know about Girls on the Run, educate parents about the program and facilitate registration. Online registration opens at 9 am at [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org) and <https://www.girlsontherunrockies.org/es/home> on the first Monday in the month before teams start meeting. For spring teams, registration opens the first Monday in February. For fall teams, registration opens the first Monday in August. Registration remains open for 2 weeks after teams start meeting or unless the team size reaches capacity before that. All girls must be registered and in the system by the registration deadline in order to get a t-shirt and 5K bib.

## Marketing Girls on the Run

Girls can't participate in the program if they don't know about it, so we've put together some resources to make it easy for Site Coordinators to spread the word about Girls on the Run. Get girls as excited as you are!

- As soon as possible, send the "[Coming Soon flyer \(Spanish\)](#)." flyer home with all 3rd, 4th and 5th grade girls at your school.
- Check with your school administration to see if Girls on the Run can be listed with other after-school programs.
- Post the following blurb in your school newsletter, on your school social media channels, send to parents via email and communicate it any other creative way you can think of!
  - "Girls on the Run will start the week of [DATE]. Girls on the Run inspires girls to a lifetime of self-respect and a healthy lifestyle through an innovative program that combines training for a 3.1 mile run/walk race with fun lessons, activities and games. We will meet [INSERT YOUR SCHOOL'S DAYS OF THE WEEKS AND TIMES] after school. Open to all 3rd, 4th and 5th grade girls. Registration opens [DATE]. For more information about the program go to [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org). Questions or want to coach? Ask [YOUR NAME AND CONTACT INFO HERE]."
- Find time to talk to girls at your school in person. If it's Back to School time, set up a table at the ice cream social. During the regular school year, set up a table at lunch, visit classrooms or hold an information session.
- When registration opens (or a day or two before), send the "[Join Girls on the Run \(Spanish\)](#)." flyer home with girls. Complete the bottom section with the information you have available or put in TBD if you aren't sure yet.

## Registration Methods

Girls on the Run uses the [Pinwheel](#) system to collect important information about participants. Girls' age, emergency contact information, t-shirt size, health information, and more need to be accessed by Girls on the Run staff for various purposes throughout the season. Regardless of the method you choose, all information must be entered via the online registration whether by parents, Site Coordinators, Coaches, or other volunteers at your site.

### Online Registration

We prefer that teams allow girls/families to register via our website at [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org) and <https://www.girlsontherunrockies.org/es/home>. This gives parents an opportunity to enter all of the information themselves, pay program fees and sign waivers.

To share instructions with families, cut and paste the information below into an email and social media post:

Girls on the Run Registration Opens [DATE]. To Sign Up:

- Go to [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org) -.
- Click the "Register Now" button
- Find and select your school in the drop down menu
- After completing the form, hit "submit".

**\*\*You will receive a confirmation email from Pinwheel. Please make sure to check your spam folder in case the email went there. If you do not receive this email, chances are you did not fully complete the registration form.**

As a Site Coordinator, you will also receive email notifications as girls at your school sign up. You can also track your team registrations through Pinwheel, our online registration/database system. You will need to set up an account to have access to your team's information. Use our [Pinwheel Instructions](#) for help.

TIP: If your families don't have computer or internet access, host a registration night at school so that parents can come and get help with registration.

### Paper Registration

A handful of sites still require paper registration. If your site chooses this option, please let us know so that we can ensure our system settings are correct and so that we can send you the current season registration forms. Please DO NOT create your own paper registration forms or use ones from a previous season. The waiver information changes each season and it is important families receive and sign the correct one.

Paper registration forms can be sent home with girls. Please note if you receive more registration forms than your team has capacity for, you will need to decide how to limit team access (first come, first serve or a lottery are typical ways to handle this).

Once paper registration forms are received, the Site Coordinator (or someone else you recruit for help!) must enter the information via the Online Registration method described above. Girls on the Run will provide you with a discount code to allow you to bypass payment during this process.

An invoice will be sent to you with payment instructions. Credit card, check and cash are all accepted methods of payment.



## Financial Assistance

To help with girls with financial need, Girls on the Run offers site and individual scholarships. New scholarship sites are approved at the start of each season. School program fees are based on the Federal Free and Reduced Lunch (FRL) percentage at the school and program cost can range from \$195/girl to \$25/girl. Learn more on our website at <https://www.girlsontherunrockies.org/3rd-5th-grade-program-details>.

If a girl/family is not able to pay the regular program fee, they may apply for an individual scholarship. We ask our Site Coordinators to use good judgment and only provide this option for girls with true additional financial need so that we can continue to make programming accessible for all girls. In 2018, Girls on the Run Rockies served 5,509 girls. Of those, 3,470 received financial aid through a school-based scholarship and approximately 200 girls received additional financial aid through an individual scholarship.

Girls/families with additional financial need should complete and submit an individual [Scholarship Application](#).

## How to Check Team Rosters

All Site Coordinators have access to the Pinwheel system and can access the most current team roster by logging in. If you don't already have an account, go to <https://www.pinwheel.us/account/loginrequest>. Use the same email address where you receive Girls on the Run communications.

Once you are logged in, select Reports—Category Roster to access your team information. You should provide these team rosters to your coaches before the first practice. More details on setting up access and report options are available in our [Pinwheel Instructions](#).



## Team Sizes

Teams must have a minimum of 8 girls registered before the first practice and should limit each group to a maximum of 16 girls with 2 trained coaches. You may have a group of up to 20 participants with 3 trained coaches. Because much of our curriculum is related to team building and group dynamics, fewer than 8 girls makes it difficult to implement the curriculum lessons and provide the experience we want to offer the girls. More than 15 - 20 girls stretches coach materials too thin and makes it difficult to establish group rapport and allow each girl to fully participate. If more than 20 girls at your site are interested in the program, you can have multiple teams as long as you have enough volunteer coaches to support each group.

If more than 20 girls register at your site, they will go into a "Waitlist" status. Girls in "Waitlist" are NOT registered and should not attend practice until you have communicated with your coaching team. When/if your team has decided they are able to accommodate more girls, please contact our office so that we can move them from the "Waitlist" status into a "Registered" status.

# Support Your Team During the Season

## Communicate with Coaches

Before the first practice, introduce yourself to your coaches and provide them with their team rosters. Please let them know where they should meet their team on the first day and encourage them to set up a coaching schedule to share with you. Let them know what dates your school is closed for holidays, teacher conferences, etc. Please note that Girls on the Run is a rain or shine program and teams will meet as long as school is held that day.

Coaches will also need to know where their rainy day location is and where parents will pick up girls. If your school doors are locked, please ensure coaches know how to get back into the building if girls need to use the restroom during practice.

Keep in mind that some coaches are community volunteers that are not familiar with your school and may not be aware of school policies. Please ensure that they know basic information such as safety protocols, if they need to check in at the front office, etc.

Check in with your coaches throughout the season to see how it's going and offer your support, too!

## Join Your Team for Special Practices and the 5K (optional)

Throughout the season, there are a few special practices that the girls get very excited about—the practice 5K and the community impact project. Check with your coaches to see when these are happening (or use the coaching schedule they gave you!) and see how you can help. Whether they need someone to set up a water station at the practice 5K or count laps at a jog-a-thon, an extra set of hands at these practices can be a huge help. It's also a fun opportunity to see what your team has been up to all season and to cheer them on!

Your team will also run in an End-of-Season Celebratory 5K. Site Coordinators are eligible to participate in this event for FREE. Run with your team and see the difference you've made when you watch your girls cross the finish line with confidence and pride!

# Renew Your Team for Next Season

## Complete your team renewal form

Each season, we will send you a renewal form for bringing Girls on the Run to your school again. It only takes 3 minutes to complete and lets us know that you want to return. This information helps us to plan for how many coaches we will need, how many girls will be at our 5K and how many scholarship sites we can fund. Site Coordinators are responsible for completing the renewal in April (for fall season) and October (for spring season).

## Let Girls on the Run know if you are leaving

We know that eventually, you may need to end your role as Site Coordinator. When that time comes, please call or email us so that we can work with you to ensure the continued success of the program you've helped to build. Unfortunately, when we don't get this information, the Girls on the Run team often doesn't happen the next season and girls lose the opportunity to participate. Please don't let this happen at your site.

# Site Coordinator Coaches Corner

These resources are available in both English and Spanish. For the most up to date content, please visit our Coaches Corner at <https://www.girlsontherunrockies.org/coaches-corner>

## Become a Coach Flyer

**INSPIRE GREATNESS**

**BECOME A COACH**

Girls on the Run relies on volunteers to help coach our program. Each team consists of 2-3 coaches and 8-20 girls. Girls on the Run is dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

**A GIRLS ON THE RUN COACH...**

- Is consistently available for practice each week, seasons are 10 weeks long (spring and fall seasons available)
- Believes in the inherent power within every girl
- Will receive training and support every step of the way
- Wants to help girls learn, grow and have fun

Practice days & times: \_\_\_\_\_  
Location: \_\_\_\_\_  
First day of practice: \_\_\_\_\_

To Learn More Contact:  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

For more information & to register, visit: [WWW.GIRLSONTHERUNROCKIES.ORG](http://WWW.GIRLSONTHERUNROCKIES.ORG)

## Coming Soon Flyer

**GIRLS ON THE RUN**  
Coming to Your School Soon

Girls on the Run is a place for girls to connect and grow socially and emotionally.

Teams practice 2x per week for 10 weeks with trained coaches. Girls will...

- Connect and engage with peers in a safe environment
- Gain confidence in who they are on the inside and out
- Learn to give and receive support
- Develop critical social and emotional skills
- Be physically active

**Why it Matters**  
IT'S FUN, IT'S EFFECTIVE

Our curriculum blends physical activity with social-emotional skill development that enables girls to manage whatever comes their way. Our trained coaches lead our teams to accomplish their goals and realize their limitless potential.

For more information, visit: [www.girlsontherunrockies.org](http://www.girlsontherunrockies.org)

## Join Girls on the Run Flyer

**JOIN GIRLS ON THE RUN**

Teams practice 2x per week for 10 weeks with trained coaches. Girls will...

- Connect and engage with peers in a safe environment
- Gain confidence in who they are on the inside and out
- Learn to give and receive support
- Develop critical social and emotional skills
- Be physically active

**Why it Matters**  
IT'S FUN, IT'S EFFECTIVE

Our curriculum blends physical activity with social-emotional skill development that enables girls to manage whatever comes their way. Our trained coaches lead our teams to accomplish their goals and realize their limitless potential.

Practice days & times: \_\_\_\_\_  
Location: \_\_\_\_\_  
First day of practice: \_\_\_\_\_  
Coach: \_\_\_\_\_  
Site coordinator: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

For more information & to register, visit: [WWW.GIRLSONTHERUNROCKIES.ORG](http://WWW.GIRLSONTHERUNROCKIES.ORG)

## Scholarship Application

**Scholarship Application**

Please complete and return this form to us at [scholarship@girlsontherunrockies.org](mailto:scholarship@girlsontherunrockies.org). There is no fee to apply. Funding is limited and we ask that only families with financial need apply for scholarships.

Girl's Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
What sports/activities will your daughter be participating at? (e.g. Cross Country, Soccer, etc.) \_\_\_\_\_  
Is the participant eligible for Free and Reduced Lunch?  
 Yes  
 No  
Please select the amount you can afford to pay before. Girls on the Run does not ask for income verification and relies on the honor system. Please pay what you can to help us keep programming possible for all girls.  
 You pay \$15.00  
 You pay \$30.00  
 You pay \$45.00  
 You pay \$60.00  
Which email address should we send your discount code to?  
Click to help form to email text:  
Click to help form to email text:

## Welcome Letter to Parents

**Site Coordinator Welcome Letter to Parents**

Dear Girls on the Run Parents/Guardians,

Thank you for registering your girl for Girls on the Run!

You need on **highlight days** of each year's season starting from **September 2024**. Our first practice is on **September 2nd** at 6:00 AM. **Registration is still open until the end of August. After that date, we will not be able to register your daughter.** **NOTE:** There will not be Girls on the Run practice on days when school is closed.

- Please have your participant:
  - Dress for the weather and wear clothes appropriate for running. If it is cold, she should have layers. We will provide water when available.
  - Bring a full water bottle and a snack, healthy snack.
  - We will be following your school's COVID and mask protocol and rules.

**Save the date for the final 5K! Your girl is ALREADY registered for the event.**

The Girls on the Run event is scheduled for Saturday, May 18th at City Park in Denver. Your daughter/Girls on the Run team members (if ALREADY REGISTERED FOR THE RACE) are invited to participate in the 5K. Families and friends are encouraged to register and cheer for the 5K with your Girls on the Run team. More information will be sent home later in the season.

If you have any questions, please contact me: [melissa@girlsontherunrockies.org](mailto:melissa@girlsontherunrockies.org), your site coordinator.

Your coaches are: \_\_\_\_\_

We are going to have a great season!

## Pinwheel Instructions

**PINWHEEL**

Create a Pinwheel Login for Attendance App and Web Access

Volunteers and Site Liaisons

As a volunteer/Site Liaison you can now login to the Pinwheel website and use a 3rd party for your login, as well as access a number of reports. Having your login is critical to follow the steps below to create your username and password. If your organization has a domain name the Pinwheel Admins App, this login will also work for the app!

1. Open a browser and go to <https://www.girlsontherunrockies.org/volunteer>
2. From the email send your volunteer application, complete the security questions, and click **Create My Pinwheel**
3. A 6 digit code is emailed to your email address. Enter this code in the app to verify your email address.
4. Check your email account for an email from [pinwheel@girlsontherunrockies.org](mailto:pinwheel@girlsontherunrockies.org) with a link to complete the log in process.
5. Click the link, enter the password you would like to use for Pinwheel, and click **Update My Password**
6. Return to the <https://www.girlsontherunrockies.org/volunteer> page and log in with your new credentials.
7. Once logged in to Pinwheel, you will see your volunteer assignment under **My Volunteer Assignments** on the page. Assignments are listed by date and location. Click on the location to see the list of assignments for that location.
8. Click the assignment name to see the team information such as Volunteer, Location, and Registration Year(s). Reports and feedback are available, and a calendar is linked from the bottom right-hand corner of the page.

## New Site Information Kit

**New Site Information Kit**

Empowering girls with the confidence and character they need to become strong and healthy women!

[www.girlsontherunrockies.org](http://www.girlsontherunrockies.org)

## Coaching Schedule Template

Date	Lesson	Lead Coach	Notes
Monday, March 4, 2024	1- Our Superior Team!		
Wednesday, March 6, 2024	2- What Makes Me, ME!		
Monday, March 11, 2024	3- Star Power		
Wednesday, March 13, 2024	4- Happy Pace		
Monday, March 18, 2024	5- Self-Talk		
Wednesday, March 20, 2024	6- All Bodies Rock!		
Monday, March 25, 2024	Spring Break		
Wednesday, March 28, 2024	Spring Break		
Monday, April 1, 2024	7- Feeling Your Feelings!		
Wednesday, April 3, 2024	8- Share Your Emotions		
Monday, April 8, 2024	9- We all Shine!		
Wednesday, April 10, 2024	10- Stop & Take A Breather		
Monday, April 15, 2024	11- Friendship		
Wednesday, April 17, 2024	12- Sliding Together: Our Practice 5K!		
Monday, April 22, 2024	13- Perspective		
Wednesday, April 24, 2024	14- Be an Includer!		
Monday, April 29, 2024	15- Teamwork		
Wednesday, May 1, 2024	16- Mapping Our Community		
Monday, May 6, 2024	17- Small Acts Make A Difference (Planning the Community Impact Project)		
Wednesday, May 8, 2024	18- Helping Our Community Shine Brighter (Completing the Community Impact Project)		
Monday, May 13, 2024	19- Share the Superstar Message!		
Wednesday, May 15, 2024	20- Our GOTR Toolbox		
5K DAY!!!	21- Final Celebration		