

# Run Leader Guidelines

## Pre-Session

- Carry charged mobile phone in case of emergencies – useful apps – ‘what 3 words’ and St Johns First Aid
- Ensure Risk Assessment is done along with appropriate session plan.
- Ensure you have the appropriate First Aid training and kit for your session.
- Ensure Leader is fit and well.
- Ensure all runners ‘check in’ upon arrival and are paid up members of Women on the Run.
- Before you start the run introduce yourself to the group and briefly explain the session that they are about to undertake. Explain what you expect from of them and what they can expect from you.
- Always ask whether anyone is new to the group and/or is feeling unwell, carrying an injury or has any long term medical condition which may be affected by running.
- If any runners have medical problems they should be encouraged to carry “In Case of Emergency” (ICE) identification, plus details of any medical conditions.
- Check that all participants have appropriate running shoes and suitable clothing – e.g. high visibility wear during darker evenings.
- Begin every session with a gentle warmup of at least 5/10 minutes, and then bring the group up to the desired running pace.

## During the session

- Place the welfare and safety of the group above the development of performance
- Use regular members of the group to set the pace and do not be afraid to slow down the group if it is too fast. Be particularly aware of slower runners or new runners to the group
- Ensure the faster runners understand that if they go ahead of the main running group then they should loop back to the main group at regular intervals
- Do not always lead the group from the front. Be aware of the whole group and remember to look out for all runners from the front to the back
- Avoid large groups. Try to stick with ratio of 1:10 – 1 leader to 10 members. If it is felt that the group is too large, then Run Leaders and participants should look to split into two separate groups. With larger groups a second runner should be nominated as an assistant group leader, following instructions from the qualified leader.
- Appoint a designated tail runner, whenever possible, if you are leading from the front. This may be another Run Leader or an appointed group member
- Under no circumstances should injured or unwell runners leave the session alone. Always get either a Run Leader or a competent participant to accompany them.

## After the session

- ‘Check in’ all runners
- Ensure a 5-10-minute cool down and stretching session takes place at the end of the session
- If an accident/incident or near miss has occurred during a session you are required to complete a UKA Accident/Incident or Near Miss form, which can be found here [www.britishathletics.org.uk/governance/health-safety/](http://www.britishathletics.org.uk/governance/health-safety/)