 **Guidelines for Running Groups**

To ensure the safety and enjoyment of all runners on club runs we’ve produced a series of guidelines for both run leaders and group runners to follow.

It is important for everyone to note that whilst the Run Leader(s) are responsible for the safe operations of the group, individual runners are still responsible for their own safety and the safety of fellow runners.

The club has a number of qualified leaders who have been on the England Athletics Leadership in Running Fitness or more advanced coaching courses; however it is not always possible to ensure that groups will be led by these individuals. Volunteers do not need to take this course to start leading groups on club runs, however we pay for leaders to take these courses and encourage them (see the chair or secretary for approval).

All EA members are covered by the club’s insurance as part of their membership <https://www.uka.org.uk/governance/insurance/>.

Training Session Basics

* The sessions are group sessions, there is an explicit responsibility to support each other and the Run Leader.
* We have a number of different sessions through the week, each session has defined objectives as summarised in the training page of the website <http://www.ilkleyharriers.co.uk/index.php?page=training>
* Runners will be supported to choose the group activity appropriate to their abilities and should ask if not sure. All runs should therefore be achievable for all runners in the chosen group.
* Doubling back is mandatory and key to working as a team.  If you are asked by the run leader to slow down, double back or look after the group, then please do so.
* Groups should be kept to sensible and manageable sizes, preferably there should be at least one Run Leader for every 10-12 runners and no group should exceed 20 runners in total (if so an assistant leader or back marker should be appointed).
* All runners should arrive before the advertised start times so that groups can be organised and can warm-up/leave at the advertised times.

Run Leaders will:

* Plan a route before the run with a defined pace and distance or training emphasis, taking into account the experience of the group. This detail can be posted beforehand, or at the least, prior to the start.
* Risk assess and be aware of potential hazards on the chosen route, including weather, degree of light, complexity of the terrain, ability of individuals and be prepared to alter the route to minimise hazards.
* Carry a mobile phone for emergencies or when this is not possible ensure that someone within the group has one.
* Ensure they know how many and who is in their group and how to access their emergency contact details.
* Ensure that the pace of the group is appropriate and that doubling back takes place to keep the group together.
* Encourage group members to change groups or try alternative sessions when appropriate.
* Ensure that someone escorts runners who are unable to continue due to injury or illness back to the start or some safe alternative.
* If the group is becoming unmanageable due to a wide range of abilities, split the group into two asking another experienced runner to lead one of the sub-groups.
* Be aware of other users of the chosen route (on roads, pavements, moor or park). When on roads without pavements follow the Highway Code: single file, right hand side of the road into direction of traffic, high viz, look-outs etc.
* Report any incidents, see the website http://www.ilkleyharriers.co.uk/assets/ppf/emergency contact.pdf, on the incident form to secretary@ilkleyharriers.org.uk.

All runners should:

* Choose a session or group aligned with their training aims and capability, discussing with leaders to confirm suitability re pace and distance.
* Wear high-visibility clothing in the darker months (run leaders reserve the right to ask people to leave the run if they are not wearing appropriate high-visibility clothing) and carry lights if appropriate for the route chosen.
* Carry some form of Identification and emergency contact details.
* Not wear headphones.
* Inform the Run Leader who they are if they are new or have recently moved up a group.
* Inform the Run Leader of any illness or injury concerns.
* Bring appropriate medication if required.
* Notify the Run Leader if you are leaving the run for whatever reason (or if that’s not possible, another member of the group.)
* Stay within contact of all members unless a split has been agreed with the Run Leader.
* Look to place themselves in the appropriate group based on their ability.
* Faster runners should loop back at regular intervals. If you choose to run with a group that is slower than your usual pace, do not run at the front of this group, stay back and help the leader otherwise your pace will make it harder for others. If they find themselves at the front of the group most weeks, consider moving up a group.
* Conversely, if they find themselves consistently at the back, a slower paced group or session would be more appropriate.
* Be aware of the Highway Code, the Countryside Code and that some land on the moors is private hence stick to the paths.
* Do not run more than two abreast especially in busy areas and give way to other pedestrians/path users as necessary.
* Warn other runners around you of impending hazards, pedestrians, dustbins, low hanging branches etc.
* Look after the other runners within your training group, if someone is struggling make sure that they are not left on their own or inform your Run Leader.

Members will be reminded of these responsibilities when the time changes, twice yearly.

If you have any suggestions to augment this document or feedback regarding how the club, leaders or individuals can better implement these guidelines, please contact secretary@ilkleyharriers.org.uk or any member of the Committee.

The committee will review the operation of these guidelines and also any incidents reported.

Hilda Coulsey for the Committee 17th April 2019