



RunTogether



RUN LEADER TOOLKIT

Part of



Welcome to the Run Leader Toolkit for RunTogether Groups.

Here you will find everything you need to know about RunTogether Groups. This toolkit has been created to make your life easier and will help you operate a successful RunTogether Group.

We know you share the same values as RunTogether and we want to ensure you are equipped with all the resources you need to help runners enjoy their time at your RunTogether Group.

Contents

Introducing RunTogether	page 3
What we know about runners	page 4
RunTogether Group standards	page 6
RunTogether Group benefits	page 8
How to use the website & Run Leader app	page 9
Marketing support	page 10
Using social media	page 13
Safety guidance	page 14
Insurance cover for Run Leaders	page 15
RunTogether Leader Mentors	page 16
Terms and conditions	page 16
Disability guidance	page 17
How to keep your runners happy	page 18
Planning your group	page 19
Preparing for your first session	page 21
Weekly tips for Run Leaders	page 23
Your Personal Action Plan	page 25
Run Leader resources	page 26
Useful contacts & feedback	page 26

Introducing RunTogether

RunTogether has been created by England Athletics, the membership and development body for grassroots athletics and running in England, to provide fun, friendly, supportive and inclusive running opportunities for everyone in England.

All our programmes share a common theme, they are there to help people to run with others. Running with others can provide motivation, guidance and support, as well as making it more fun!

Introducing RunTogether Groups

RunTogether Groups are fun, organised runs/jogs with other people, led by qualified Run Leaders. All RunTogether Leaders are trained and insured by England Athletics, the membership and development body for athletics and running.

Values and Guiding Principles

The values of RunTogether Groups are:

- Fun
- Friendly
- Supportive

RunTogether Groups will be:

- Inclusive – for everyone
- Accessible – removing barriers that may prevent people from joining a group
- Safe – at the forefront of everything we do



What we know about runners

Running together with other people helps to build and sustain a regular running habit.

Runners who are most likely to want to run together, and therefore be interested in group running, can be split into three groups:

- 1 Those that want friendly competition or a challenge and enjoy socialising after the run. This group are more likely to run on a regular basis and be slightly younger in age.

MOTIVATION	BARRIERS / FRUSTRATIONS	GOALS / OPPORTUNITIES
They are driven by setting themselves new challenges and goals They like to run with other people to get extra enjoyment from the experience and to help motivate each other Running is an important part of their lifestyle which helps them to maintain their athletic body shape They want to look good whilst running and are always keen to try out new kit	They do not like running in bad weather and will often swap outdoor sessions for the treadmill They sometimes have to work late for their job and miss group sessions Their local running group only operates one session per week – they would like to do more	Help them improve their speed, times and distances Help them enter and train for a half marathon Help them to find more running opportunities in the local area Give them access to new running gear, equipment and apps to try out Encourage them to share their running experiences Encourage them to become a Run Leader

- 2 Those who want to meet like-minded people, achieve goals in a group, have camaraderie and encouragement from group members or friends. This group are most likely to be women, run occasionally and struggle to develop a habit.

MOTIVATION	BARRIERS / FRUSTRATIONS	GOALS / OPPORTUNITIES
They want to look good and feel better about themselves They need the encouragement and support from those around them to succeed They want to meet like-minded people who they can feel comfortable with whilst running	They get annoyed at how other runners find it so easy - they struggle to fight through the pain barrier They are anxious about their technique and triggering injury They don't like running on busy roads or pavements with lots of traffic and pedestrians	Help them to find and join a local running group e.g. women only Let them contact the Run Leader for more information about the group Encourage them to keep attending sessions through regular emails/ texts Provide them with running tips and advice Set them a target to help them reach their weight loss and other goals Give them access to the routes the group often take during run sessions

- 3 Those who want expert support and guidance from a qualified Run Leader and enjoy socialising during the run. This group are most likely to be only just starting out or have not yet started.

MOTIVATION

- To lose weight
- To do group exercise that's free
- To have a laugh whilst exercising
- To get lots of direction from the Run Leader to help them set and achieve personal goals
- To exercise outdoors, preferably in a park that is close to their home

BARRIERS / FRUSTRATIONS

- They see running as an exercise for 'fit' people
- They often find exercise boring and become easily distracted
- They find longer periods of exercise painful and will find an excuse to stop

GOALS / OPPORTUNITIES

- Change their perception of running by making it more relevant to them
- Help them find a small running group with a strong leader
- Allow them to find park-based running sessions within 10 miles
- Encourage them to keep running through rewarding their efforts
- Allow them to socialise with their running group outside of sessions
- Give them an incentive to get friends or family to join RunTogether



RunTogether Group standards

The following are **ESSENTIAL** requirements for a Run Leader operating a RunTogether Group:

- 1 A RunTogether Leader must act as an ambassador for the brand by promoting our values: Fun, Friendly and Supportive.
- 2 To lead a RunTogether Group, a RunTogether Leader must hold a current UKA licence for at least one of the following qualifications:
 - Leadership in Running Fitness (LiRF)
 - Coach in Running Fitness (CiRF)
 - Qualified Athletics Coach (or UKA Level 2 and above)
 - The Fell / Trail LiRF (Leader in Running Fitness)
 - The Fell / Trail CiRF (Coach in Running Fitness).
- 3 A RunTogether Leader must 'check in' runners upon arrival at their sessions, including signing in people who turn up on the day. This must be done through the RunTogether Leader mobile app, or if they do not have access to the app, through the leader login area of the RunTogether website. The purpose of checking-in is twofold: to ensure that all medical and emergency details are up to date and to effectively 'track and trace'.
- 4 A RunTogether Leader must display full details of their group and running sessions on the RunTogether website and keep this up-to-date, so that participants can register online to join them.
- 5 A RunTogether Leader must provide one communication option to runners visiting their group page (either email or telephone). This will help if a runner needs to get in contact.
- 6 A RunTogether Leader must adhere to the RunTogether brand guidelines. Details of which can be found in this Toolkit.



- 7 A RunTogether Leader is encouraged to complete some basic first aid qualification* (details of courses can be found on www.athleticshub.co.uk/course-list/eng)
- 8 A RunTogether Leader must provide a friendly welcome to all of their group each week, particularly ensuring that new runners feel included.
- 9 A RunTogether Leader must include a warm up and cool down as part of the session. This will help to reduce the risk of injury.
- 10 As a RunTogether Leader you must obtain regular feedback from your RunTogether Group. This can be done through either the RunTogether website or Run Leader app.
- 11 RunTogether Groups can operate in a wide range of locations and environments, from rural trails to park routes to urban pavements, we just require that RunTogether Leaders complete a risk assessment for their RunTogether Group, following the process detailed in the RunTogether Leader Toolkit. The risk assessment template can be found in this Toolkit.
- 12 A RunTogether Leader must carry a mobile phone with them at every session, in case of emergencies.
- 13 All RunTogether Group sessions must be operated in accordance with a ratio of 1 Run Leader to 12 participants, where possible. This will help ensure your runners feel safe and supported throughout the session.
- 14 RunTogether Leaders must not accept runners under 12 years of age on their group run session. Any Run Leader holding a Leadership in Running Fitness Qualification will not be insured for runners that are aged below 12 years old.

*NB This must be completed within the first year of operating a RunTogether Group. All RunTogether Leaders will be asked to complete a first aid question as part of the registration process to help identify demand for training support from RunTogether.



RunTogether Group benefits

The following provides a list of benefits for both Run Leaders and runners:

Run Leader Benefits

- Free website page to promote your group, take bookings & payments
- Personalised RunTogether logo for your group
- Online registration of runners to minimise administration time
- Email and text system connected to the RunTogether website and app so you can communicate with your runners quickly and easily
- Ongoing training and running sessions available to download on the RunTogether website
- National marketing to help recruit runners to your group
- Low cost marketing tools (posters, business cards etc.) to help you promote your group locally
- Exclusive offers and discounts from partners and sponsors.

Runner Benefits

- Simple online booking process to help find a local running session / group
- Personal 'MyRunTogether' profile page featuring all your running activity, news and incentives
- Dedicated running information on the website, including tips and hints to help you prepare to run
- The assurance that RunTogether Group Leaders are fully trained and insured by the NGB
- Access to relevant offline or online events and challenges"



How to use the website & Run Leader app

Useful guides

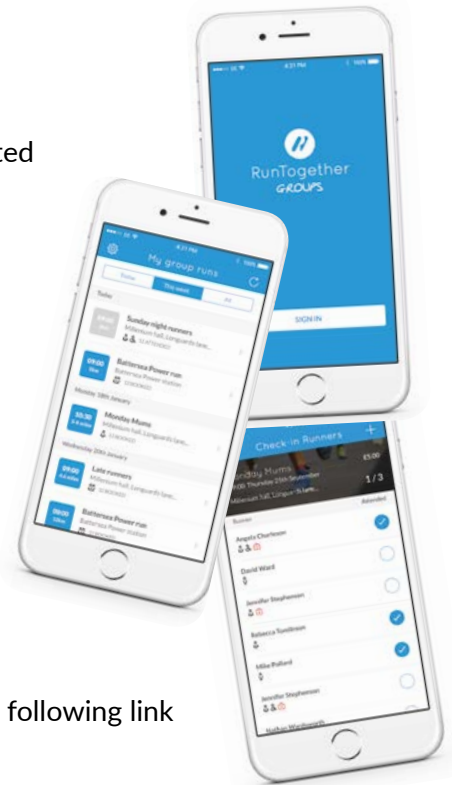
We have developed a number of useful guides, webinars and tips to help support you when using the RunTogether website & Run Leader app. These include:

Website

- Getting started
- FAQs
- How to set up a group page
- How to build custom pages
- Creating a run
- Adding sessions to runs
- Adding locations
- Insurance cover for Run Leaders
- Payment instructions
- Feedback process

App

- Getting started



All of this can be found by visiting the Run Leader support area via the following link
<https://runtogether.co.uk/support/run-leader-resources/>

Dealing with queries

We have set up a support service for all Run Leaders to answer any questions you might have. Simply email support@runtogether.co.uk with your question. You will receive a response within two working days.

Please note, if your question cannot be resolved immediately you will be provided with an update within the two working days response time.

Marketing support

RunTogether, like many brands, has its' own brand guidelines to ensure the correct use of the logo, fonts etc. These brand guidelines are available in the RunTogether MarketingHub at: <https://marketinghub.runtogether.co.uk/>

However, we have highlighted some key sections from the brand guidelines below.

Using the logo and templates

The RunTogether logo is made up of two parts, the 'mark' (circle with the R in the middle) and the words 'RunTogether'. As you will notice, RunTogether is always written as one continuous word with a capital R and capital T. The logo should be used on all materials related to RunTogether. You will usually see the mark to the left of the 'RunTogether', however, when needed, it can be positioned above, as shown in the examples below.

Standard layout



Alternative layout



Group logos

In order for Run Leaders to personalise the RunTogether logo with the name of their group (this can be up to 30 'characters' including letters, spaces and punctuation), we have developed a logo system, as shown on the example to the right.

It's very easy to set up your RunTogether Group logo; once your group name has been approved by the RunTogether team (we ensure that no two groups share the same name), simply visit www.runtogether.co.uk/logo-creator and type in the name of your Group. With one click of the mouse, you can then download your group's logo and save it to your computer.

We recognise that many existing running Groups have created their own logos independently and invested in promotional materials carrying these logos. Whilst the RunTogether templates we provide are not able feature other brand logos, we suggest that using the photograph slots to include images featuring your existing Group branding is a great way to combine both. For example, this could be a photograph of Dan's Plodders wearing t-shirts featuring their independent Group logo.



RunTogether
DAN'S PLODDERS

Fonts

We use three fonts on RunTogether marketing materials:

- Quicksand for titles
- Lato for the main body of content
- RunTogether for group names and high impact text

Quicksand

Lato

RunTogether



Templates

To make your life easier and help the RunTogether brand to be used consistently by every group in the country, we've created a series of templates for promotional items we are regularly asked for:

- Posters
- Flyers
- Roadside banners
- Feather flags
- Business cards

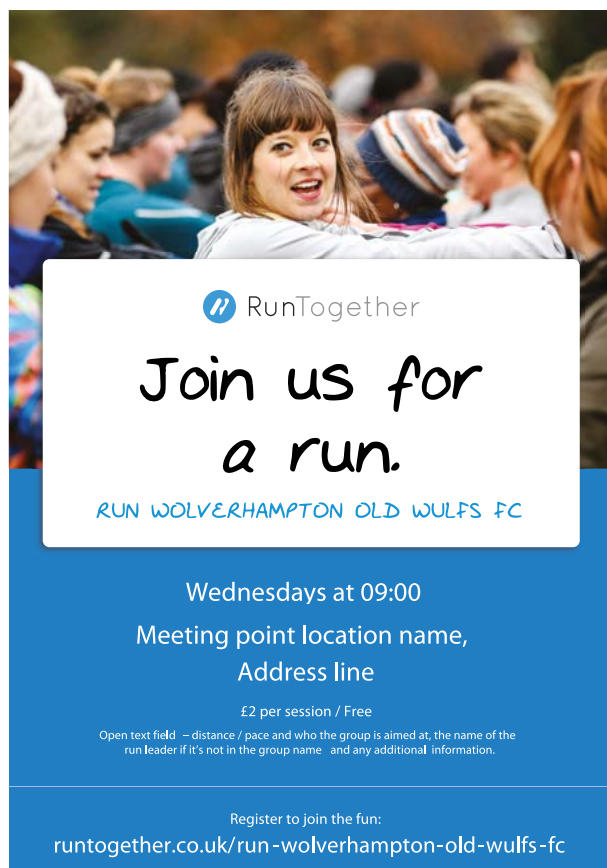
Each of these can be found here

<https://marketinghub.runtogether.co.uk/>

You will need to register on this website the first time you use it; please note this is not the same login as the RunTogether website.

The templates have editable text and image space so you can create versions specific to your group showing your group name / logo, and where relevant photographs, meeting times and dates, etc. Once you've added in these details you can either download them to your computer and print them at home or with a local printer, or order and pay for them via the website and have them delivered to your home or office.

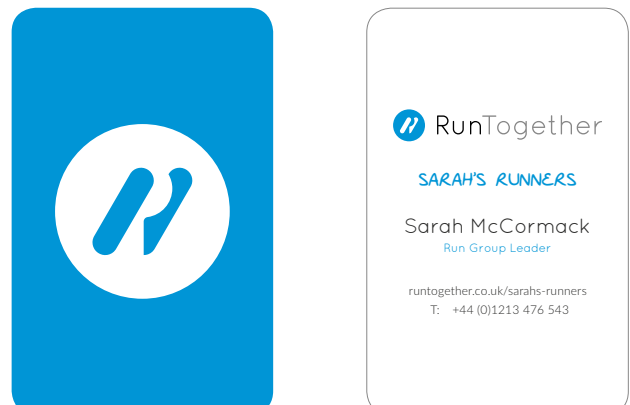
POSTER / FLYER TEMPLATE



ROADSIDE BANNER TEMPLATE



BUSINESS CARD TEMPLATE



Funding logos

If your group or Run Leaders received funding from a partner to set up and/or complete the Leadership in Running Fitness (LiRF) training and/or if you are holding /promoting your group in certain venues, you may be required to feature the funder / venue's logo on you marketing materials.

Please note, many organisations have strict guidelines on the use of their logos and ask to see all logos using their branding. Templates with space for funding logos can be supplied, if required. For advice on which logos, who to contact and how long you are required to continue featuring these logos, please peak to the RunTogether support team via support@runtogether.co.uk.

England Athletics logo

You do not need to feature the England Athletics logo on your RunTogether marketing materials.

Photography

You are welcome to use images of your RunTogether group on your posters, however if you are setting up a new group or don't have any images, we have plenty for you to choose from, which can be used on your marketing materials free of charge. You can find them here: <https://marketinghub.runtogether.co.uk/>

Tone of voice

When we write about RunTogether Groups, we want our values to come across – fun, friendly, inclusive and supportive. We use a conversational style, for example

'Check out the photos from this evening's run. Fantastic effort everyone, we look forward to seeing you next week.'

Using Social Media

We have developed a useful guide to setting up and managing Facebook, Twitter and Instagram pages for your RunTogether Group.

This can be found by visiting the Online Help Desk which can be found here:

<https://runtogether.co.uk/support/run-leader-resources/>

Safety Guidance

The following section provides guidance on safe practices for RunTogether Groups and covers the main safety protocols that should be followed in the planning and delivery of RunTogether sessions.

Whilst the safety guidance is comprehensive, it is important to note that it is impossible to cover every scenario and, as a responsible Run Leader, it is vital that you always use your best judgement to ensure that the locations where RunTogether sessions take place are safe before any session commences.

General Guidance

- Conduct and document risk assessments and choose appropriate running routes that are well lit wherever possible. You can access a risk assessment template via <https://runtogether.co.uk/media/156133/risk-assessment-template.pdf>
- Do not plan your routes across private land or along busy or dangerous paths or roads.
- Ensure that you have a qualified first aider at every session.*
- Run Leaders must ensure all Runners register their medical information and emergency contact details. The Run Leader should also download the app to their mobile so they can access this information during sessions if required.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part and fall within the remit of your qualification.
- Where possible, ensure a ratio of one Run Leader to every 12 participants.
- Carry a fully charged mobile phone with you for every session in case of emergencies.
- Display full details of your group on the RunTogether website and keep this up-to-date so that participants can sign up to sessions online.
- Download the What3Words app, especially if running in rural areas. The app is used by emergency services to locate your exact position to within a 3 metre square.

We have two guides about running safely: <https://runtogether.co.uk/support/running-safely/>

*We require RunTogether Leaders to hold a relevant First aid qualification within the first year of operating as a RunTogether Group.

Pre Session

- Ensure all runners 'check in' upon arrival. All runners must be registered for insurance and in case of emergency
- 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 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 warm-up 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
- Do not allow large groups. 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
- 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.
- If you encounter negative behaviours (this can be anything from verbal to physical), we advise the following:
 - you and Runners should not react to or return the behaviour as it can make the situation worse.
 - Runners should try to keep moving and remain calm, it is the quickest way to get to a safer point.
 - Runner should change direction – especially if being followed by a car or someone on a cycle or motorcycle. – Also, if there is a risk of being obstructed ahead, a change of direction will reduce that risk.

After the session

- 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/

Insurance cover for Run Leaders

Please visit the following link which explains the insurance cover provided for qualified Run Leaders www.britishathletics.org.uk/governance/insurance

RunTogether Leader Mentors

Run Leader Mentors provide mentoring support to Run Leaders involved with RunTogether group programmes. Their support is voluntary but as qualified Run Leaders themselves with lots of experience of leading and developing local RunTogether groups: our Run Leader Mentors want to share their expertise and knowledge with other Run Leaders.

Run Leader Mentors are here to help qualified Run Leaders. The mentoring support they can provide can be face to face or online.

All Run Leader Mentors are:

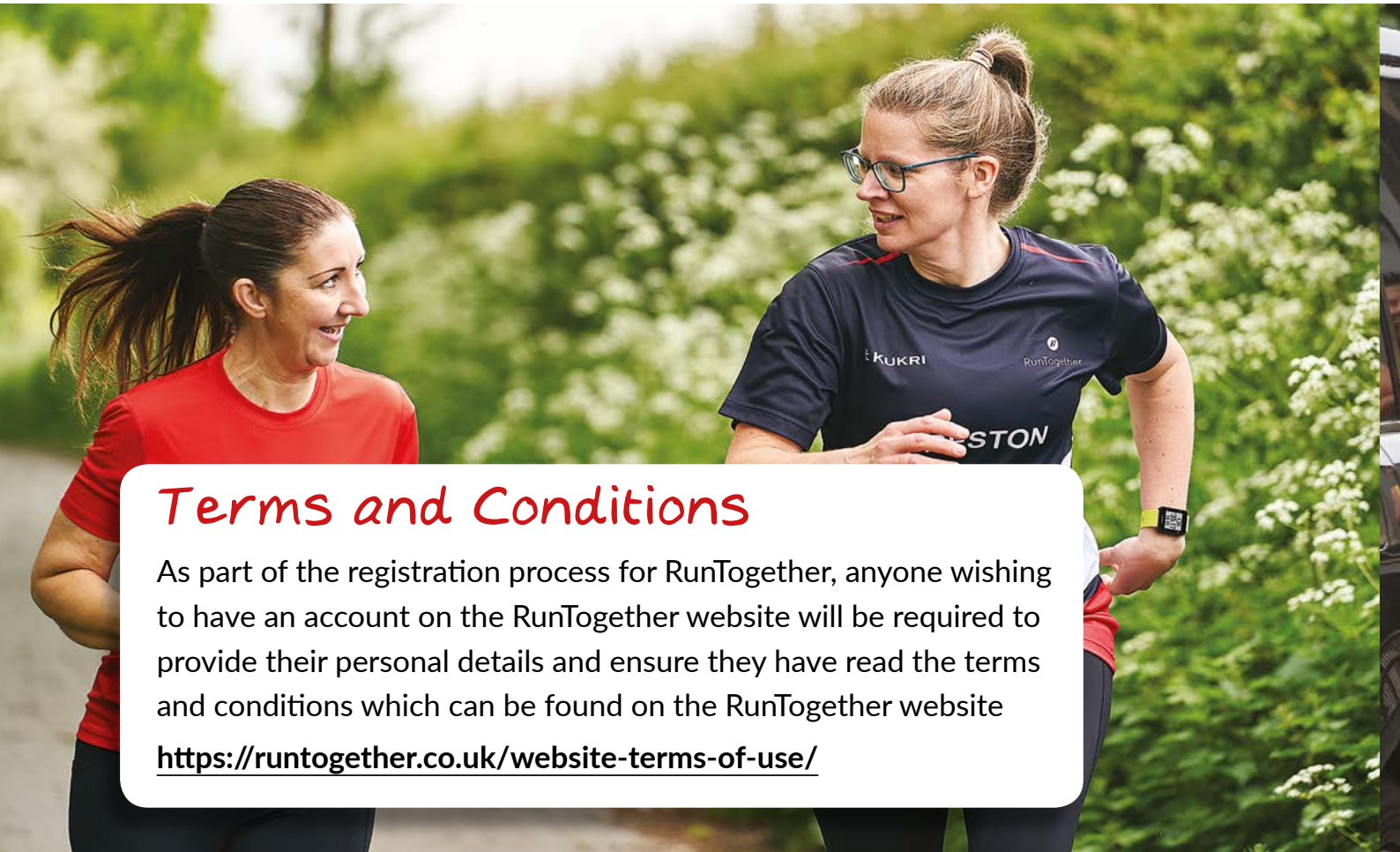
- Qualified Run Leaders
- Registered with RunTogether
- Leading a RunTogether group

And they have attended a Run Leader Mentor training and induction session.

Areas of support and guidance include:

- session ideas especially for different types of runners and runner goals
- routes
- how to develop runners
- how to recruit new runners

Anyone looking to become a Run Leader Mentor can complete an expression of interest form on the website: <https://runtogether.co.uk/get-involved/become-a-run-leader-mentor/>



Terms and Conditions

As part of the registration process for RunTogether, anyone wishing to have an account on the RunTogether website will be required to provide their personal details and ensure they have read the terms and conditions which can be found on the RunTogether website

<https://runtogether.co.uk/website-terms-of-use/>

Disability Guide

There are over 9 million people in England with a long term disability or illness (Census 2011), that's almost one in five people or 17.6% of the population. However, running participation amongst disabled people is significantly lower across all age groups than the overall population.

- Only 1.45% of disabled people take part in running compared to 5.82% of non-disabled people (Active People Survey).
- Over 70% of disabled adults do not take part in any sport at all (Active People Survey), yet seven in ten disabled people want to do more sport (EFDS Lifestyle Report).

It is therefore important to proactively engage with disabled people to encourage them to choose to become physically active and want to try running.

We have developed a useful guide allowing you to be better informed in your approach to being more inclusive – available via <https://runtogether.co.uk/support/run-leader-resources/>

Remember, no two people are the same; as such, please ensure your first step is always to speak to the person and never assume.



How to keep your runners happy

Here are a few ideas to keep your runners motivated;

- 1 Set individual and group goals for runners – this might be to enter their first 5K/10K race
- 2 Recognise the achievements of individuals in your group and celebrate success!
- 3 Take part in a team building activity to help get to know everyone in your group!
- 4 Organise a monthly chip run or even a monthly pub run....
- 5 Why not organise a curry night?
- 6 Try something different and enter a local obstacle race or colour run.
- 7 Think about fun games at your session – for example, try guess the time! Plan a route for your group, each runner then has to guess the time they think they will complete the run in. No watches are allowed on the run. The person who gets the closest to the time they guessed, is the winner.
- 8 As a group, volunteer at a local running event, have a go at marshalling, time-keeping or even pacing.
- 9 Organise an annual Christmas party. It's a great way to get to know your group and celebrate the groups success throughout the year.



Planning your group

First consider

Who do you want to lead?

- Parents
- Work colleagues
- Friends
- Personal training clients

Where are they based?

- Schools
- Leisure Centres
- Work place
- Adult and children's sports clubs

How do you find out if there is the potential to start a group?

- Talk to people
- Provide a survey
- Facebook
- Poster campaign
- Twitter

Having made the decision that there is potential to start a group, how are you going to provide one that will entice new runners to join your group?

Where – choose your venue:

- Leisure Centre
- Work offices/units
- School playground entrance
- Health Centre
- Local park
- Your own front door

Consider the availability of car parking, public WC, lighting (if leading a group in the evening), accessibility, and safety (ideally a public area).

When – day and time:

- Weekdays or weekends
- Before work/school
- Daytime/ lunchtime
- Evening, after work

Consider your potential group members. Parents involved in childcare may prefer a group straight after they have dropped off the children at school i.e. weekdays at 9.30am, but might not be available for a group in the evening when they are busy cooking tea and bathing children. At the weekends parents may be too busy ferrying their children to and from activities, but consider whether you could work alongside this, providing a group that goes from the place their children are doing their activity. Professional working adults may prefer an early morning midweek group, or one that meets immediately after work, or at the weekends.

What are you offering:

- Social running to meet new people
- Running for fitness, and to lose weight
- Targeting a specific event
- Remedial action as part of a health plan

Think about all the above when designing your promotional literature, and include it in your wording. You may want to contact slimming clubs to ask whether you can give a short presentation about your groups. If targeting an event, contact the event organiser to see if they will give your group a special mention at the start line, or promote your details in their race literature. If you are interested in providing the groups as part of a health plan, talk to your local doctors about GP referrals, and visit NHS Couch to 5k (C25K) website – www.nhs.uk/Livewell/c25k/Pages/couch-to-5k.aspx – for information. Local councils will often support specific beginner groups, so try to identify your local Public Health or Sports Development department contacts, and let them know what you are doing.

Running for Free or for a fee?

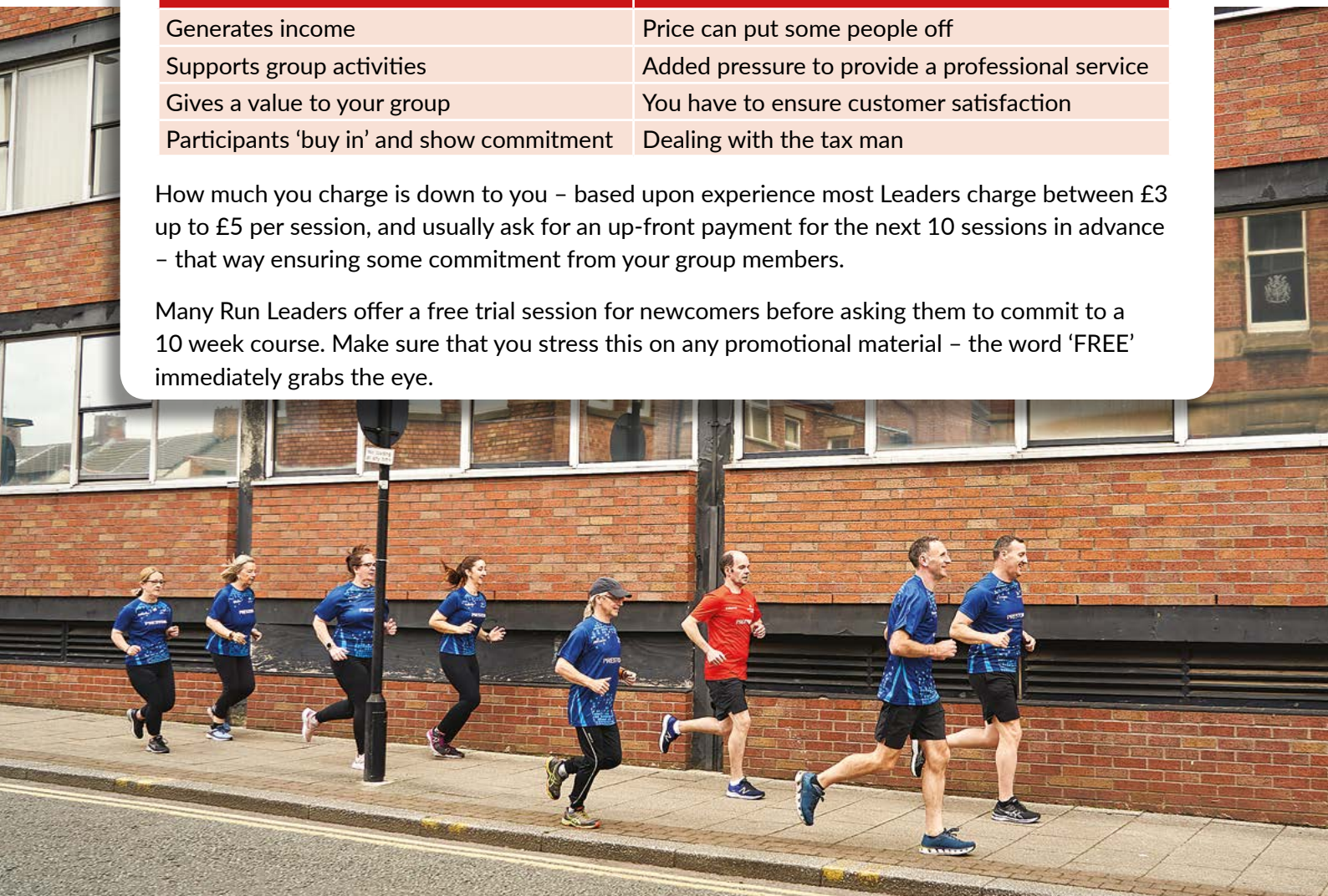
Many people feel awkward charging a fee for joining their group, however if you are not operating under the umbrella of an existing running club, or are providing an additional session to a normal club night, you may wish to consider the following:

- You hold a qualification that has value
- You have a wealth of experience and guidance which you are offering to share
- You are providing a service
- You will be giving up a lot of your time to prepare, and provide running sessions.

Pros	Cons
Generates income	Price can put some people off
Supports group activities	Added pressure to provide a professional service
Gives a value to your group	You have to ensure customer satisfaction
Participants 'buy in' and show commitment	Dealing with the tax man

How much you charge is down to you – based upon experience most Leaders charge between £3 up to £5 per session, and usually ask for an up-front payment for the next 10 sessions in advance – that way ensuring some commitment from your group members.

Many Run Leaders offer a free trial session for newcomers before asking them to commit to a 10 week course. Make sure that you stress this on any promotional material – the word 'FREE' immediately grabs the eye.



Preparing for your first session

Route planning – keep it flat, simple and safe

Before you start leading groups it is vital that you have a good knowledge of your local area in order to plan your routes. Particularly for the first few weeks, it is best to keep the routes on good tarmacked footpaths, avoiding too many hills where possible. Running off road is great fun and enjoyable for more experienced runners, but for complete beginners it can be a minefield with accidents waiting to happen – tree stumps, roots, large puddles, and slippery surfaces, all make for a tougher run, and increased likelihood of someone falling over, or at the very least getting their lovely new running shoes dirty!

Be flexible in your approach to planning routes. Be prepared for having to take short-cuts, returning to base earlier than expected, or having to extend a route if your runners are better than you envisaged. Always to do a risk assessment before taking the group out on your route, this need be no more onerous than running the route yourself prior to your group session – if necessary run it in the dark to ensure that it's adequately lit. Risk Assessment forms are available on the RunTogether website by accessing the Run Leader support area via <https://runtogether.co.uk/running-support/run-leader-support/>

Based upon experience of leading groups, try to plan a route roughly 3 miles in distance, but bear in mind that your new members will cover this by walking and running. Try to avoid mentioning the length of the route at the beginning – 3 miles can seem very daunting to a beginner, so best avoid giving away this information. At the end, you can ask them how far they think they covered, and hopefully they will be suitably impressed and delighted to know that they've covered 3 miles.

If you think that you may have a few stronger runners, avoid providing too much route detail in advance, else you risk losing the faster members off in the distance and splitting the group. Instead, give them targets in the visible distance to aim for, and then ask them to loop back to the slower runners at the back.

Help is available to Run Leaders at the Run Leader Members Area –

www.runtogether.co.uk/running-support/run-leader-support/ This is a dedicated section of the website for Run Leaders, who (once logged in) can access warm up sessions, cool downs and handy resources to help operate their RunTogether group.

Above all – be prepared to think on your feet, be flexible in your approach, and keep a good sense of humour – many unexpected things can happen when you are taking out a group of new runners!

RunTogether App

Having the RunTogether App on your mobile phone will enable you to keep track of the runs you have organized, view who is booked in to attend, check them in, email them, and will provide you with their emergency medical and contact details.

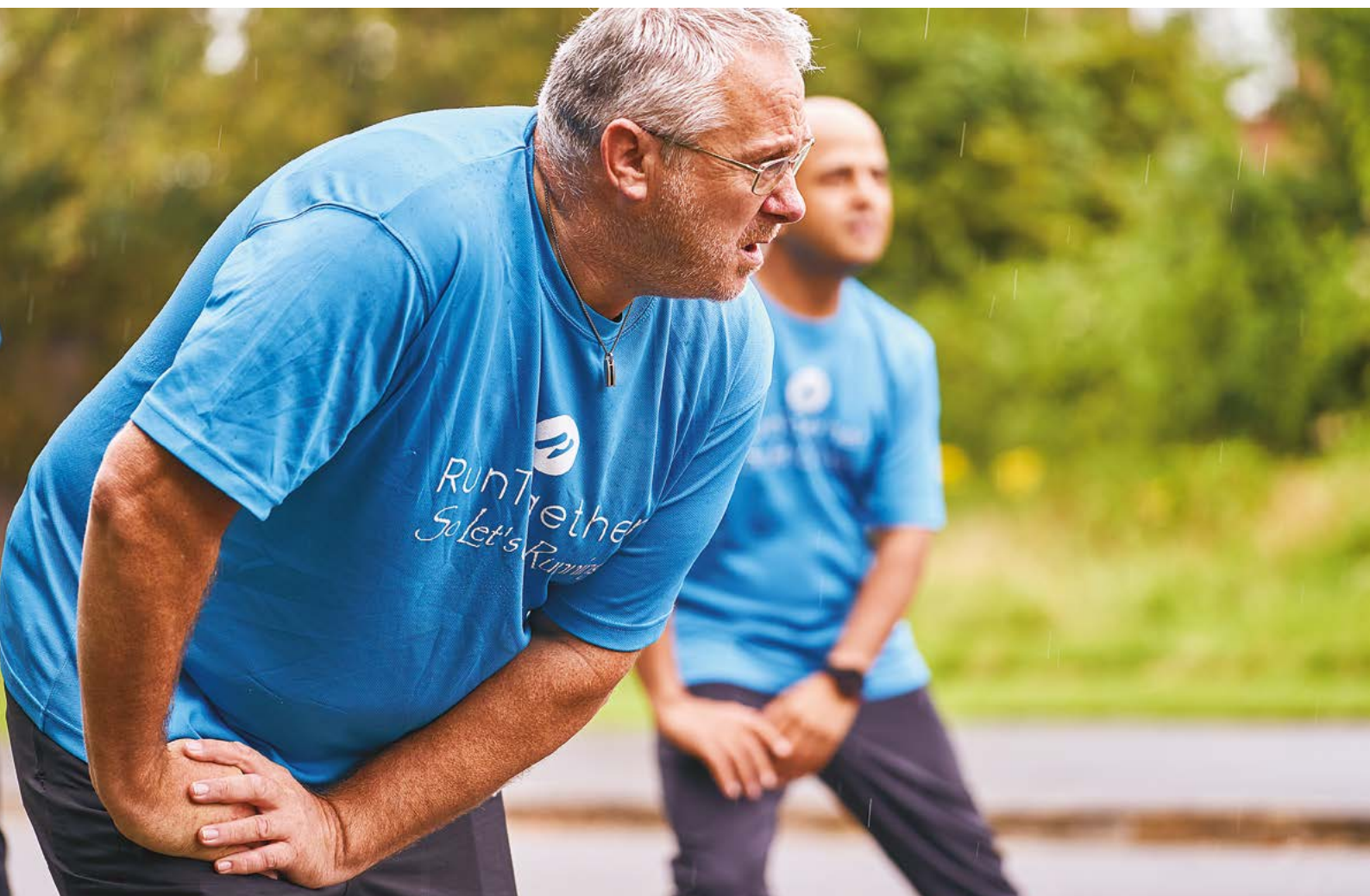
What you should carry

You are responsible for your group members whilst they are under your leadership, and so it is down to you to ensure that you are covered in all eventualities. Think about carrying a small running day-sack, or large bum-bag. You should consider carrying useful items such as;

- Mobile phone
- A basic first aid kit, or at least some plasters and maybe a rescue blanket (such as provided at the end of a marathon)
- Some money
- Energy gels/sweets
- Tissues/ wet wipes
- A whistle (some groups get very noisy!)

Be prepared to carry, hold, or wear their discarded items. New runners will inevitably turn up wearing too much clothing, carrying a large bottle of water, and a huge set of front door keys. I'm afraid that for those first few weeks it is really down to you to take on those objects as they get discarded on route. Remember that these people do not yet love running as we do, so our aim is to get them to enjoy it as much as possible, and one way to do this, is to make it as comfortable as possible for them.

Avoid appearing judgmental, if these are true beginner runners, they will turn up in an old pair of trainers, and inappropriate clothing. As the weeks pass, they will appreciate the benefits of decent running shoes, and running gear, but for the first few weeks do not force the issue with them.



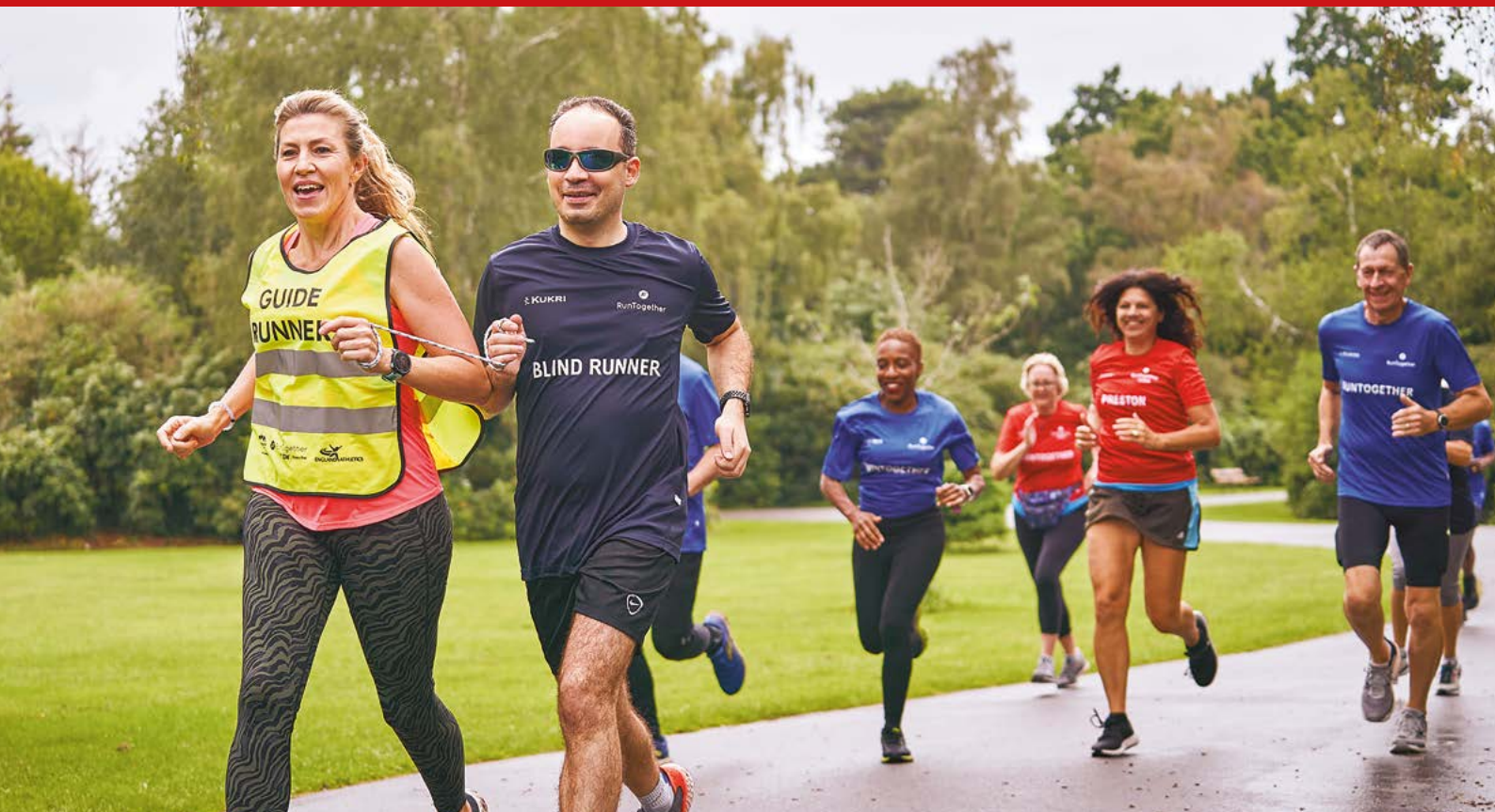
Weekly tips

Before the Session

- 1 Ensure that you have safe and easily accessible meeting point at your chosen venue.
- 2 Make sure you have completed a risk assessment and session plan each week. Templates for these are available by visiting the following 'Useful templates' section.
- 3 Ensure you are wearing appropriate running kit, including an item with RunTogether branding.
- 4 Bring a mobile phone to each session. This will allow you to access the RunTogether app and use in case of emergencies at the session.
- 5 Make sure you have access to a weekly register, containing names, emergency contacts and details of any medical conditions.
- 6 Bring refreshments with you to the session, including a bottle of water.

Leading the Session

- 1 Check in individuals who have pre-registered, and register anyone who hasn't already, on the RunTogether website or through the Run Leader app.
- 2 Welcome your group to the session, ensuring that any new runners are introduced and feel at ease. Make the group aware of who the Run Leaders are.



- 3 Give participants a brief overview of the session to include:
 - Description of the route
 - Any safety points relevant, e.g. making sure runners use pedestrian crossings and are aware of who the Run Leaders are in case of emergencies
- 4 Check for injuries
- 5 Deliver a fun, interactive warm up.
- 6 Deliver a group run that is suitable for all abilities with the group. We have created lots of sessions for you which you can access here
www.runtogether.co.uk/running-support/run-leader-support/
- 7 Ensure you finish the session with an appropriate cool down and stretches
- 8 If it's anyone's birthday, why not get your group to sing them a birthday song!

After the Session

- 1 Do a de-brief after the session with your group, congratulating all runners and asking them for any feedback. This will help you to plan your session for the following week and make changes where needed.
- 2 Remind your group of the time/meeting point for the session next week.
- 3 Get feedback from the other Run Leaders on how the session went.
- 4 Ensure that you leave the venue in the same condition as you found it.



Your personal action plan

Here's your action plan to check off the list of tasks to complete in order to achieve your first successful RunTogether group.

No.	Task	Complete ✓
1	Complete DBS clearance procedure.	
2	Gain UKA Group Leader's licence.	
3	Decide who are your target audience – who do you want to lead?	
4	Find out where these people are based.	
5	Check to see if there are any other existing running groups in the vicinity (is there a need for a new group?)	
6	Choose your venue.	
7	Decide day and time.	
8	Decide what type of group you are offering – targeting a specific event? beginners?	
9	Choose a name for your group.	
10	Register your group details on the RunTogether website (www.runtogether.co.uk) – and read through the Run Leader support material. (https://runtogether.co.uk/running-support/run-leader-support/)	
11	Decide the best method to reach your target audience (Facebook, posters, leaflet drop etc)	
12	Promote your group by your chosen methods.	
13	Track who has booked onto your sessions on the RunTogether website (www.runtogether.co.uk).	
14	Prepare for your first session: • Plan a route (including short cuts and extensions if needed) • Pack a bag to carry with you – first aid kit etc • Deal with any enquiries • Send a welcoming reminder email to everyone book in for their first session.	
15	Decide the best way to provide post-session communications – Facebook, blog, follow-up email.	

Run Leader resources

There are a number of really useful templates that we have developed for you to help with your RunTogether group sessions. These are located on the RunTogether website including:

- Session plans
- Warm ups
- Cool downs
- Risk assessment template

These can all be accessed by visiting the following link: –
<https://runtogether.co.uk/support/run-leader-resources/>

If you have any of your own session plans, warm ups or even cool downs, why not share these with RunTogether and we can see if other groups would like to use them. Sharing is caring!

Useful contacts

There are a number of different people who are ready and waiting to provide you with support for your RunTogether Group:

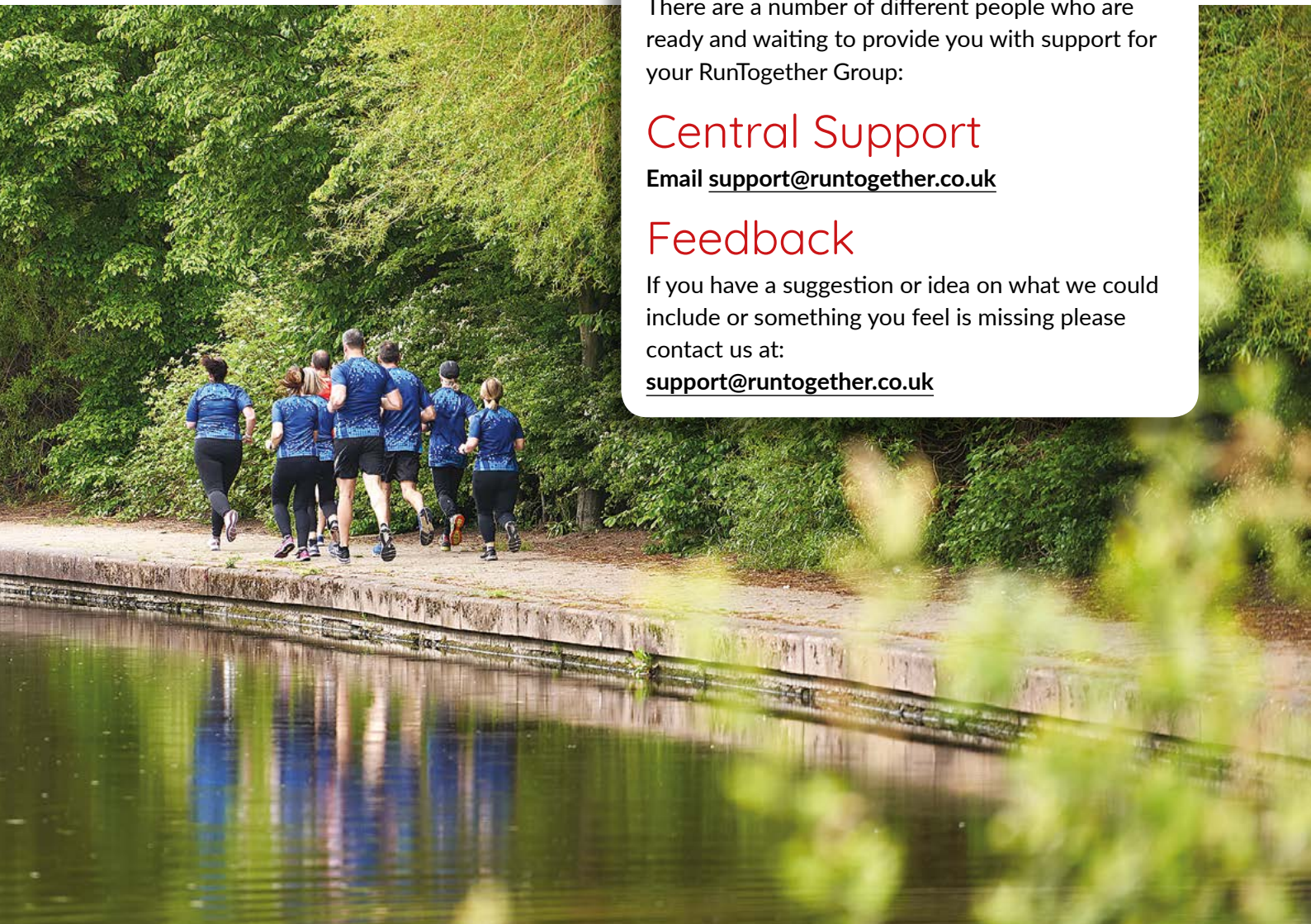
Central Support

Email support@runtogether.co.uk

Feedback

If you have a suggestion or idea on what we could include or something you feel is missing please contact us at:

support@runtogether.co.uk





RunTogether



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Athletics House
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