

YTRRC Group Leader's Information – v.2019

YTRRC is affiliated to both England Athletics and ARC (Association of Running Clubs).

All guided runs by YTRRC are run under ARC rules for insurance purposes.

There is an insurance requirement that Run Leaders are competent. Run Leaders for running clubs should either have a formal qualification or should have regularly trained with the Club for at least two years, be over 18 and be approved by the Club committee as being sufficiently experienced and competent. There should be a Run Leader for all Club runs but he/she will usually be whoever is available on the day. Leaders are responsible for seeing that all runners return to the clubhouse or car park safely and particularly that females are not unaccompanied.

Group Leaders must be registered with YTRRC as permitted Group Leaders before they act on behalf of YTRRC.

YTRRC is committed to protecting the volunteers who agree to help organise and run Club activities. The following notes have been put together to ensure Run Leaders are conversant with the main principles of club running with YTRRC.

YTRRC has an over-riding view that Club organised runs will be sociable and enjoyable and improve the running skills of individuals. It is most important that safety is paramount and no one is ever left behind.

These notes apply to all YTRRC organised runs including specifically the following:

- Tuesday club runs and fitness training
- Wednesday/Thursday hill climbing sessions
- Thursday Pub runs
- Long Sunday runs
- Other authorised runs
- Other runs that the Committee agree will be covered by YTRRC such as training group runs.

The last safety guidance for Endurance Training Group Leaders from ARC appears to be in 2014 and is recorded in detail in the YTRRC Group Leaders Handbook v 2014.

All Club members run at their own risk and are responsible for their own safety.

Road Safety

The advice given is from the current highway code.

- If there are pavements you should use them.
- If there are no pavements i.e. country roads, keep to the **right-hand side** of the road so that you can see the oncoming traffic.
- It may be safer to cross the road well before a sharp right-hand bend so that oncoming traffic has a better chance of seeing you. Cross back again after the bend.
- Run in single file especially on narrow roads or in poor light and keep close to the side of the road.
- To help other road users to see you always wear something light coloured, bright or fluorescent especially in poor daylight conditions.
- When it is dark wear reflective materials e.g. jackets, which can be seen by drivers using headlights up to three times as far away as non-reflective materials.

- It is a club rule that for all winter runs and pub runs, all members must wear a reflective jacket. Jackets are available from the Run Co-ordinator for members who have forgotten to bring their own. If a member refuses to wear a reflective jacket he or she will not be allowed to take part in the run.
- On winter pub runs, which are usually on country roads, the leader should have a head torch and it is helpful if the back marker has a red light on his or her back.

Risk Assessment

The thought processes that a group leader should go through before embarking on a run are as follows: -

- Weather conditions – Snow, sleet, rain and wind increase the possibility of hypothermia and falling objects.
- Conditions under foot – Ice, mud and water increase the risk of falls.
- Daylight – Especially in early autumn, the run leader may start in day light and finish in darkness.
- Health conditions – It is the responsibility of club members to inform the run leader if they have any relevant conditions e.g. asthma, diabetes, epilepsy or if they are recovering from an injury.
- Size of group – If the run leader is of the opinion that the group is too large to control, he or she must speak to the Run Co-ordinator.

Organisation

WE DO NOT LEAVE ANYONE BEHIND

The Club runs are now organised on a pace and distance basis. Usually the faster the pace, the longer the distance. Pace ranges from very slow for beginners and those returning from injury to 7.30 minute mile pace.

- New runners should be greeted by the Run Co-ordinator or Club Captain, who will suggest an appropriate group for them. However, it must be explained to them that they can change groups from week to week depending on how they progress.
- Group leaders must familiarise themselves with the route prior to the evening of the run and take a map with them if necessary. They should also be experienced enough to recognise particularly busy roads and junctions and communicate these risks to the group at an appropriate time. It must also be remembered that particular areas may have rubbish/recycling bins out and these may become hazards.
- There is a system of eight winter routes and eight summer routes undertaken in rotation.
- The Run Leader is ultimately responsible for the route taken and should give the group a rough outline of the route especially if it is a new one.
- If Yeovil Town Football Club are playing at home, the Club meets at Goldenstones. The Run Co-ordinator will inform Club members of the change via the website.
- It is now a Club rule that the Run Leader must carry a mobile phone or make sure one of his group are carrying one.
- Run Leaders should wear a head torch, which is especially useful in areas of poor lighting and when directions have to be read from maps.
- Audio equipment should not be used on Club runs as the runner cannot hear instructions from the Run Leader and they have a decreased awareness of traffic. Also, it harms the social aspect of the Club run.
- Run Leaders should look out for new members in their group and introduce themselves to them and make them feel welcome.
- Especially in large groups, a sweeper is useful to mark the back of the group. He or she can also inform the Run Leader if some back markers are struggling with the pace. Being a sweeper is an excellent way to learn about becoming a Run Leader. They can learn the routes and gain confidence in working with people. Once the sweeper is familiar with the

route, it is a good idea for them to switch with the Run Leader for sections of the run to gain more confidence.

- Even on non-regrouping runs, it is useful to meet up at the top of a hill or crossing point to check that all members of the group are present, that everyone is alright and warn of any hazards in the next section.
- Run Leaders should check that everyone arrives back safely.
- If a runner wishes to leave the group and return home, they must inform the Run Leader.
- At the end of the run, Run Leaders should speak to all new members of the group. They should check they are alright and encourage them to return next week pointing out that they are free to change to a slower or faster group if they wish.

Incidents

It is vital that the Club remains in control of what is happening at Club organised runs, therefore, it is very important that any incident is communicated to the Committee as soon as possible, making sure the following procedure is followed.

Minor Injuries

These must be recorded in the Club accident book. The Run Co-ordinator will always have this book on Tuesday evenings.

For Thursday Pub runs, Sunday long runs and any further Club organised runs, the injury must be recorded as soon as reasonably practical if the accident book is not available.

Major Injuries and/or incidents

These must be reported to the ARC Insurance Company via the proper paperwork. Please contact the Run Co-ordinator as soon as possible following the incident to ensure the correct procedures are followed.

Never allow a YTRRC runner to admit liability as this may affect our insurance status.

In the case of an emergency, always call the emergency services as a priority and do not be afraid to call at nearby houses for help.