



## **Totley AC - Run Leader Guidelines**

### **1. Plan ahead**

- Choose a safe, well-lit route and know the distance.
- Check weather conditions and adjust if needed.
- Communicate meeting point, time, pace, and route in advance.
- Consider a pre-run warm up.

### **2. Prioritize safety**

- Do a quick headcount before starting and during the run.
- Brief runners on any hazards (traffic crossings, uneven terrain).
- Ensure no one is left behind - use a “sweep” runner if possible.
- Ensure runners are aware of our ‘Run back’ policy so nobody gets left behind.
- Ask if anyone has any injuries or special needs/disabilities etc.....

### **3. Set the pace**

- Run at the agreed pace and keep it consistent.
- Encourage regrouping at key points (e.g. road junctions, tops of hills).

### **4. Communicate clearly**

- Give simple directions and signals while running.
- Call out obstacles (“car,” “bike,” “pothole,” etc.).
- Check in regularly with participants.
- Make sure everyone knows you are the run leader.

### **5. Be inclusive and supportive**

- Welcome new runners and explain how the group or training session works.
- Offer encouragement and adapt if someone is struggling.
- Promote a positive, respectful atmosphere.
- Allocate a ‘buddy’ for new runners/members if possible/needed.

### **6. Lead by example**

- Follow traffic rules and model good running etiquette.
- Stay calm, aware, polite and approachable.

### **7. Wrap up properly**

- Finish together as much as possible.
- Confirm everyone has completed the run safely.

- Encourage warm down and stretching and/or conduct warm down stretches.
- Make sure everyone is OK - no concerns or safety issues or injuries.
- Share announcements or plans for the next session.