



Bovey Valley Runners – Run Leader Standard Operating Procedure

This document should be read in conjunction with the Club Run Risk Assessment as a guidance document when taking a group of members on a club run.

Details of club runners are published to club members via email each week and is also available on the club Facebook site for those who subscribe.

The runs are split into different paced groups to allow members to select a run appropriate to their ability and fitness, it is therefore very important that the Run Leaders stick to the published pace times. This can often be challenging when you have runners who are either too fast for the group, or too slow for the group.

The maximum group size should be assessed based on various conditions (terrain, weather, time of year, competence of runners, etc.) and if the number of runners in the group is hazardous or not safe then the group should be split into smaller groups with separate run leaders.

Notwithstanding if you have a group who are happy and confident with faster paces then it would make sense to make a dynamic decision to keep at the higher pace. This sort of decision can only usually be made when the Run Leader has a high familiarity with each person in their group and can recognise that they will not be distressed by a higher pace. If at any point it is apparent that runners are struggling, then you should go back to the original pacing.

At the start of each run you should gather all runners in the group (and count them!), introduce yourself, and then include the following information and checks:

- Planned route
 - Brief overview of the planned route
 - To highlight any points of danger, e.g. road crossings, unlit roads
 - To identify if a preferred shoe type is required, e.g. trail shoes (this would usually only be for the faster groups)
- How the group will run
 - Run Leaders should usually place themselves at the back of the group. If you have another leader, then they can be placed at the front.
 - Single file running on roads with no pavements
 - Ensure that the group remain within sight of each other, this can be achieved by regular stopping points, or loop backs, at junctions/features
 - Be aware and considerate of other members of the public that may be using the paths. Ensure that your group gives them plenty of space and warning of your presence
- Safety Considerations
 - The Run Leader should have a mobile phone, and the What3Words app in case of emergency
 - If the run is going to end close to, or after, sunset, then all runners should wear high vis and have a torch