

Guide to becoming a Bradford Run Leader

You are probably reading this if you are a runner and want to encourage other people to enjoy the sport you love. Welcome to the Run Leader Community, you are one of thousands of people doing the same thing!

Here in Bradford, you have the added bonus of being part of a really strong Athletics Network. This a short guide to help you become qualified and point you in the right direction to setting up your group.

Start



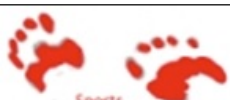
Team up

Being a Run Leader can feel like a big responsibility and you may want to share the load with other people. Having a team of 2 people per session allows one person to lead the route and the other to follow at the back to ensure everyone is kept together.

If 4 people rotate you don't have to miss your training night each week, also, if you go on holiday there are others to step up.

The recommended ratio of leaders to runners is 1:15 but 1:10 feels safer and is an easier group to manage on the roads.

Find fellow runners before attending the LIRF course, this way you can all go on the same one.



Leader in Running Fitness Qualification

Find courses by going to: <http://www.englandathletics.org/courses-and-bookings>

There is a 'Course Finder' on the right of the screen, select 'Leader in Running Fitness', and then 'Yorkshire and Humber'.

Download and print the application form. You will need:

- 1 passport photo
- An email address
- The course code (find it on the course advert on EA website)
- Course type: Leader in Running Fitness

Fee – you will need to pay for the course up front and then **apply for any bursaries before** attending the course. You will be reimbursed after you have attended the course.

Reduced fee: if you are attending the course as part of your club's plan to set up a beginner's group you will be eligible for a discount. You need to ask your committee to sign the box on the course application for this.

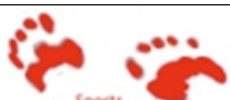
Don't forget to photo copy the form before sending it to England Athletics



Run Leader Bursary

Your leader pack has information about the WYSport Running Bursary. Please read it before applying. To apply, you will need to register (for free) on <http://www.coachingwy.co.uk/bursary>.

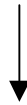
Follow the instructions on the website or call Holly if you are unable to or having difficulties: 07828 506023 or 07473 482249



DBS

You will receive a confirmation email, telling you you're on the course. Included in the email will be DBS application instructions. You need to have a DBS to lead a group. It's free for volunteers, the letter will include instructions of what to put in the boxes.

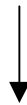
Apply asap, this can be the thing that takes the longest to come through and you won't get your license until you have your DBS. Make sure to copy the DBS reference number – you might need to chase them up if there is a delay.



Experience

Try out some of the existing beginner groups in Bradford, this gives you experience of how groups run and you'll make contacts within the leader community to gain support

Either go to <http://www.runengland.org>, www.sportsshare.org/run/run-groups to see all the groups or email Holly to find groups that are convenient for you.



Join Run England

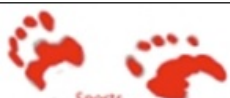
While you're waiting to attend the course, sign up with Run England.

Why?

- You know the procedure (so you can advise your group members ho to do it)
- You get the regular emails (and when you start your group you'll be aware what emails your group members will receive)
- You get the benefits of being a Run England member
- 15% off at Sweatshop (voucher in your start up pack)

To do this, simply

- Go to www.RunEngland.org
- Follow the link to join



Setting up a group

While you are waiting to go on the course, start to think about **where**, **when** and **who** will attend your group.

Where?

Considerations:

1. Dry meeting place
2. keep runners in a restricted area so you can see them at all times
3. Mixed ability groups value out & back sessions so everyone stays together and gets the same work out
4. Toilets
5. Prominent public place (the more people see you running, the more will want to join & public places feel safer to run in).
6. Shower facilities (encourages people to run before work/lunch time)

When?

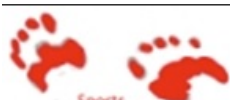
Pick a time that is most **convenient for you**, if it is difficult to fit in with your commitments you are less likely to be able to encourage others to stick to coming too. Check Run England for any clashes

Who?

- Are you part of a running club and wanting to encourage more people to join?
- Do you have a group of **friends** that are itching to start but not confident to do so right now?
- Will you set up a group from work for your **colleagues**?
- Do you attend a **weight loss group** and want to encourage fellow attendees to get fit to enhance weight loss?

Cost...

You might need funds for events in the future or want to give the runners a 'Well done!' gift when they have reached a certain mile stone. If you charge a small amount per session you will have the flexibility to do that. Current groups charge between £1-£3.



The Leader in Running Fitness course

You'll get an email at least 2 week before the course to confirm your place and any last minute information. Make sure you remember your pack lunch!

The course is very active so wear running kit, a warm top, make sure you get there in plenty of time and bring loads of water to keep you hydrated.



DBS

You will receive your DBS certificate comes straight to you – England Athletics no longer get it first. This means you need to photocopy it and send the original to them (same address as above).

Once they have seen it they'll send it to you and you'll get your leader's license within 4 weeks. If it takes longer, you may have just missed out on the last print cycle.



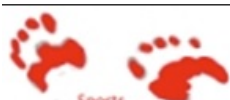
Registering your group

You need to join 'Run England' (it's free), if you haven't done already, you'll need to now. Go to www.runengland.org. Follow the instructions on the right or left of the screen 'Join Run England'.

Go back to the home page and click 'Set up a New Group'. On the right is a tab 'Register your group' or go back to the home page and find the link there. You will need to log in, using the username and password you set up when you joined.

Follow the on screen instructions to fill out the group details. You can save these and come back to them if you don't have the information to hand.

England Athletics will verify your coaching license before allowing the group to go live. If this takes longer than 14 days ring 0121 347 6543 (Run England General Inquiries) to find out why. They can help you resolve the



Getting health and safety sorted

Download and read from the Leader's area (you will have to log in twice)

- i) Risk assessment template
- ii) Best practise booklet
- iv) UKA public liability insurance (runners)



Prior to your first session

Print and read:

- i) Session plan & review sheet
- ii) Group register
- iii) Disclaimer & health questionnaire

Do a practise run so you feel confident you know where you'll go



Your first session

- Ensure all runners fill out the **disclaimer**
- Ask your runners to **join Run England** (for free) at www.runengland.org to ensure they are part of the biggest growing running network and are now eligible for a fortnightly electronic news letter (with discounts)

Have fun!

- Review the session using the review sheet, the more you reflect, the better the leader you will be

