

- Visit a local parkrun that has been around for a while and chat to the Event Director or the Run Director.
- Shadow them and see what happens on the day and gather as much information about set the setup up and tasks.

As a guide, you should be looking for the following things in or close to the chosen venue:

1. Parking
2. Toilets
3. Shelter
4. A cafe
5. A good start and finish area
6. A safe course that always has passage for other park users.
7. If you are struggling for a suitable 5k course, can a junior event be explored (2k route)

Once you have identified venue(s) try and get the support of friends or a local running club. Try and get a group out on the course to identify any Health and Safety issues. You can also emulate a parkrun by doing a trial event (a fun run for example) that is highly recommended as it will then give you an indication of how a parkrun would work at the venue along with the level of interest and the availability of volunteers.

Think about how many volunteers you will need each week to run an event. Each course is different and although events usually have a minimum number, you may need a lead bike or marshals on parts of the course that could be dangerous.

The minimum is normally the following (see below for description of roles):

1. Event Director
2. Timer
3. Numbers Volunteers
4. Barcode Scanner Volunteers

Marshals, back markers and any spot checker for times etc. are advantageous.

Therefore, you need to think about having a minimum of 4 people every week, however we advise that each parkrun should have a core team of around 12 people. The Run Director may also give the Run Brief and also Co-ordinate the Volunteers.

5K for a senior parkrun and 2k for a junior (up to 14yrs old) parkrun. For the junior prospect consider a route/course that it is visible throughout, so that you can keep an eye on the participants.

Run Wales has a central funding pot for developing parkrun opportunities across Wales. If you are satisfied that you have a site that fits the above criteria, and the support from volunteers to sustain a parkrun, then get in touch with [us](#) and we'll work with parkrun to develop the opportunity.

Run Director - takes charge of the actual running of the event on a particular week. They have overall responsibility for event safety, will make pre-run announcements, will start the run, and oversee proceedings during the run and at the finish. Most importantly, the Run Director decides whether the event should be cancelled or postponed or that an adjustment to the course is needed (because of bad weather or other circumstance). Such decisions will be taken with guidance from the other event organisers, but the Run Director has the final say.

Timers - the Timekeeper is responsible for ensuring that the finishing time for every runner is recorded as they cross the line, in order. This is a role for individuals that are not easily flustered.

Number Volunteers - are responsible for ensuring that every runner is handed a Finish Position Barcode, and that the tokens are handed out in the correct order. This is a role that requires good finger dexterity and individuals who are not easily flustered.

Scanner - is responsible for scanning each runner's Athlete Barcode and Finish Position token into the parkrun hand held scanning device in order to record the time.