Run Leader Checklist

A quick guide to help you plan your sessions

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| **Task / Activity** | **Hints and tips** |
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| **Before the session date** |  |
| Plan your session / route  | Use MapmyRun, recce the route if new, complete risk assessment |
| Register participants details including emergency contact | Covid requirements to record for Track and Trace e.g. using Eventbrite |
| Check which Run Leaders are taking the session | Maximum of 12 participants per leader |
| Communicate the information to your group members | Date, time, booking procedure |
|  |  |
| **Day of session** |  |
| Check for any changes to route | Roadworks, impact of weather, other events |
| Check all Run Leaders have arrived |  |
| Confirm participants have booked | No participant should just turn up at present |
| Introduction speech | Overview of session/route, advise of other users on the route (social distancing) ask if any health/injury needs, check appropriate clothing e.g. high viz on dark evenings |
| Carry First Aid kit |  |