

## Rose Hill Runners Facilitation Tips and Good Practice

### General pointers/things to take with you:

- It's important that in your role as facilitator, you make sure the warm up and cool down are done properly, that everybody gets the safety information they need and that people feel clear on what the run will entail.
- In the session, it's important to make everyone feeling included/comfortable (especially weaker runners), and to either run including the whole group, or observe.
- As a facilitator the top aim is **not** for you to have a workout! Although, of course, it's a bonus if you do.
- **Carry with you:**
  - *Phone* – very important to have this with you (make sure you have somewhere to carry it (belt/pocket) if you can't hold it in your hand.
  - *Emergency contacts* – these will be on the facilitator section of the website in case of emergency, if you don't have a smart phone please print it before the run ideally.
  - *Torch/head-light* – especially if you plan to go on unlit roads
  - *Spare bibs* (Zoe has the main stock currently)
  - *Register/pen/GoActive registration cards*

### Facilitation a session - guidance

- **Time:** Facilitator to arrive at the Oval, Rose Hill by 6.55pm latest and not leave the Oval before 7.05pm (earliest), to allow for all to join
- **Introductions:** Introduce yourself and ask if anyone is new, welcome them to the group and encourage 'buddying up'
- **Registration:**
  - Ask new runners to complete a GoActive card (for health and safety reasons). If they don't want to do it, they can run still – but this isn't ideal and it's more at their own risk (ie they are not covered for liability)
  - Take a register – this should be passed to Trev, Zoe, Vicky Galvin (GoActive) or put onto the website directly when set up
- **Hi-vis/Bibs:**
  - People should wear hi-vis/a bib when running (especially when it's dark). Strictly speaking, people shouldn't run without this, so make a judgement about the risk.
  - Provide a Rose Hill Runners bib for anyone who doesn't have their own hi-vis.
  - If there are not enough bibs, make sure anyone who doesn't have hi-vis gear runs with a 'buddy' who does to ensure they are safe/seen.
- **Safety announcements to make (even if they seem obvious, say them):**
  - Acknowledge any unusual risks (e.g. it's very icy/wet, take care not to slip)
  - *Remind people not to run on the roads!*
  - Ask if anyone has any injuries you should know about (so you are aware, and can advise them to take it easy/guide on participating or not).

- *Remind everyone (especially if there are new runners) that participation is ‘at runners’ own risk’ and, ultimately, ‘the responsibility of the individual’ (whilst saying we’ll all look out for one another)*
- Important everyone hears this information, so don’t be shy to get the group’s attention!
- If people are late, let them know the health and safety information.
- **Warm up:**
  - Lead a 5-10 minute warm-up. Jogging gently around the Oval (keeping off the roads), and incorporating dynamic stretches such as:
    - High knees
    - Kick ups
    - Skips
    - Lunges
    - Arms
- **Main session:**
  - Plan a *5km route* – let people know what type of route you have planned (i.e. 1km laps/2.5km laps, with/without hills etc.
  - Alternatively, use one of the routes that’s already been logged
  - Explain that the idea of the session. Often the idea is to ‘go at the pace of the slowest runner’ and that if people run ahead they should ‘loop back’ to keep people together
  - Allow beginners to have a ‘get out’/shorter option and stronger runners the option to extend the run so that everyone feels like they’ve been appropriately pushed.
  - GoActive request for new routes to be logged – for risk assessment, so keep a record of the route (MapMyRun is a good tool)
  - If there are two facilitators and enough runners you could consider running in groups<sup>1</sup> with stronger and beginner runners split and the option to do a faster/longer run or vice versa a shorter/slower run depending on ability. The aim should be to warm-up/cool-down together, so to time the runs to meet back at the Oval at the same time (7.45pm)/
  - Routes – LOOK on the facilitation page for routes we have already done. It is often better to do a route known to more of the group that just you!!
- **Cool-down:**
  - Congregate back at the Oval and, keeping away from the road, lead cool down static stretches.
  - Make sure everybody can see what you are doing.
  - Inform people of the ‘safe’ way to stretch – not to bounce, to move in and out of stretches slowly, to hold the stretch for 10 seconds etc.
  - Stretch the whole body (arms, legs, ankles etc.)
  - If people leave before stretching, remind them to stretch properly when they get home.
- **Announcements:**

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<sup>1</sup> In time, we have possible ambitions to split the group more officially in two

- Ask if there are any people running runs that others might want to support or get involved in themselves – a nice opportunity to encourage the group and more running! NEW longer runs
- Mention any activities/social events/dates that the group should be aware of