



Club Etiquette – Running Safely with Potters Trotters

All Potters Trotters official club sessions are currently organised using a booking app called SPOND (<https://spond.com/welcome>). The app is only for members, and you will be given a code to log in to the app when you join.

Club sessions will be added to SPOND by run leaders or committee members, detailing the meeting point, time and date, plus a brief indication of the session that will be offered. Most sessions will be suitable for all and leaders will do their best to adjust all sessions to suit runners of all abilities. Some sessions will be specifically for walkers.

In organising these sessions, the leaders will:

- Follow the club's health and safety policy and risk assessment in choosing meeting points and running routes, ensuring that routes are well-lit and safe for all
- Advertise the run on SPOND with as much notice as possible, providing clear information about the plans for the session where possible
- Plan sessions based on the needs of all those in attendance, providing opportunities for everyone to participate based on their own experience, goals and fitness levels
- Encourage and support everyone in the group and understand that people have different motivations for taking part
- Report any incidents, injuries or risks according to the club's incident reporting procedures.

In attending these sessions, members should:

- Familiarise themselves with Potters Trotters risk assessment and control measures
- Book on to the sessions using SPOND and message the run leader (if possible) if you are running late or unable to attend
- Listen to any instructions from the run leader prior to the run about the route, any additional risks or hazards on the route and their instructions about how the group will be organised
- Follow instructions from the run leader if asked to loop back or muster (wait at fixed points) if groups are becoming too spread out on the route
- Wait at large road junctions to ensure everyone crosses together
- Take personal responsibility to ensure no one is left to run on their own
- Don't leave the group early or deviate from the planned route without informing the run leader
- Always adhere to the highway code and where there is a pavement, use it
- Where there is no pavement, run on the right-hand-side of the road so that you see oncoming traffic and keep close to the side of the road. Take care at sharp bends and if advantageous use the other side of the road before returning to the right.
- Report any accident or incident to the run leader as soon as possible
- Wear appropriate hi-viz/reflective clothing for all club runs in dusk/darkness.
- Inform the run leader if you have any significant medical issue or injury which may lead to problems during the run
- Be realistic when returning from illness or injury – speak to the run leader if you are struggling
- Respect pedestrians and other path/road users. Give way to others when necessary
- Respect private land, close gates after passing through them and run in single file along footpaths
- Warn other runners around you of impending hazards, pedestrians, brambles, obstructions etc.
- Make sure your emergency contact details are up-to-date on the England Athletics portal (<https://myathleticsportal.englandathletics.org/Account/Login>)