

# New Run Leader Policy – Lawley Running Club

*Effective: June 2026*

## 1. Purpose

To ensure consistency in our run programme, support member expectations, and protect the club's investment in Leadership in Running Fitness (LiRF) training.

## 2. Commitment Required

### 2.1 Minimum Activity

All newly qualified Run Leaders, where LiRF course fees were paid for by Lawley Running Club, are expected to be available to lead an **average of 2 club runs per month for the first 12 months** following qualification. **This is a minimum expectation.**

If Run Leaders are able to lead more than 2 runs per month, that would be hugely appreciated. Additional support really helps share the load, reduces pressure on other Run Leaders, and gives members more variety and consistency.

“Available to lead” means:

- Actively signing up on the run rota when requested
- Communicating availability to the Run Co-ordinator each week
- Leading, co-leading, or supporting sessions as agreed

We recognise illness, holidays, work commitments, and life happens. The requirement is **averaged across 12 months = minimum 24 runs total**. More is always welcome.

### 2.2 Review Period

Run leading activity will be reviewed quarterly by the Committee. If a new Run Leader is tracking below the expected average, the Run Co-ordinator will check in to discuss support or barriers.

## 3. What Counts as a “Led Run”

To ensure fairness and clarity, the following activities each count as **1 run** toward the 24-run minimum:

### 3.1 Qualifying Activities

- **Lead Run Leader:** Planning and delivering a scheduled club run as the named lead on the rota. Responsible for route, briefing, pace management, and safety.
- **Co-Lead:** Jointly planning and delivering a run with another qualified leader, where both are named on the rota and share responsibilities.
- **Session Delivery:** Leading a structured session such as intervals, hills, or beginners' group as part of the club programme.
- **Back Marker/Tail Runner:** Acting as designated back marker for a club run when assigned on the rota. You're responsible for group safety and ensuring no one is left behind.
- **Support Leader:** Attending a run to provide additional safety cover or mentor a new leader, at the Run Co-ordinator's request.

### **3.2 Does Not Count**

- Attending a run as a participant only
- Leading unofficial/ad-hoc runs not on the club rota
- Cancelled runs where the leader was not at fault, but no alternative session was delivered
- Committee meetings or admin tasks

### **3.3 Notes**

1. The Run Co-ordinator has final say on whether an activity qualifies, and will update the rota tracker accordingly.
2. If you lead two groups in one evening, e.g. beginners + main group back-to-back, that counts as 2 runs.
3. Planning time doesn't count separately – it's included in the credit for delivering the run.

## **4. Repayment of LiRF Course Fees**

### **4.1 Condition for Repayment of Course Fees**

Lawley Running Club reserves the right to request repayment of Leadership in Running Fitness (LiRF) course fees paid by the Club in either of the following circumstances:

1. At the end of a 12-month period, the Run Leader has led fewer than 18 runs in total and has not discussed any mitigating circumstances with the Committee.
2. The Run Leader resigns from Lawley Running Club, or transfers to another club, before completing 12 months of service as a Run Leader. In this case, repayment must be made before the Club will authorise any transfer with England Athletics (EA).

### **4.2 Mitigating Circumstances**

The club will waive repayment where under-delivery is due to:

- Injury or significant illness
- Bereavement or family caring responsibilities
- Relocation away from Lawley/Telford area
- Change in work patterns outside the leader's control
- Other circumstances agreed by the Committee

Leaders should raise these with the Committee as soon as possible.

### **4.3 Repayment Process**

1. Committee will notify the Run Leader in writing if repayment is being requested
2. Repayment amount = total LiRF course fee paid by the club, including VAT
3. Payment plan options can be discussed and agreed with the Treasurer
4. Repayment will not be pursued where it would cause financial hardship

## 5. Agreement

Before the club books and pays for LiRF training, new applicants will sign to confirm they have read, understood, and accept this policy.

### Acknowledgement

I, \_\_\_\_\_, understand the minimum commitment expected of Lawley Running Club Run Leaders is to be available to lead an average of 2 runs per month for 12 months post-qualification, and that leading more than this minimum is encouraged to support the club. I understand the club may request repayment of LiRF fees if this minimum commitment is not met, subject to the conditions above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_