

Codes of Practice and Training Guidance

Responses to frequently asked questions

Q. What is the current protocol regarding First Aid training for leaders?

A. If a leader is the only person leading an activity in an area with an expected emergency response time of between 10-30 minutes, then Category B training (similar to a First Aid at work course, with context within a sports environment) would be strongly recommended. If however, there are other leaders or runners with category B training regularly on the run and they are happy to be designated first aider, then the leader could take the category A UKA course and this would be acceptable via the leader's planned risk assessment for safe training provision.

Q. What first aid kit should we be carrying?

A. First Aid Kit guidance is on the UKA Governance Health & Safety Pages or by following this [link](#).

Q. If we have a mixed group and only one leader, is it within the rules to send a small group off a different way and meet up as a whole group at a fixed point? They would briefly be out of sight of the leader, but would have the leader's contact details.

A. This would be determined by your own risk assessment based on the environment, emergency contingency planning, runners' ability and capability. Guidance on developing your own risk assessment is in the [Code of Practice](#) and considerations for managing risk in off-track running settings are available on the Health & Safety webpages under [Off-track Guidance](#).

Q. What is the current ratio of leader to club members out on a run?

A. The UKA guidance bases ratios on the NSPCC good practice ratios and from benchmarking with other sports.

The recommended ratios are as follows:

8-12 years; 1 suitable volunteer to 8 children (with at least 1 UKA Licenced Coach present)

13-18 years; 1 suitable volunteer to 10 children (with at least 1 UKA Licenced Coach present)

18 +; The recommended ratio is 1 suitable volunteer to 10 participants. UKA recommend a qualified leader or coach should always be involved or oversee activities

NB – these are recommended, and the guidance provides advice on how to create your own risk assessment for running activities.

Q. The reduced coach : athlete ratios will have a significant impact on our club 's ability to deliver training to our current members, where we are already constrained by the availability of coaches and run leaders. It is also possible that the more onerous requirements on first aid qualifications and risk assessments will deter some of our existing volunteer coaches and run leaders from continuing to offer their services to the club.

A. The ratio guidance is based on good practice and are strongly recommended but not mandatory. If you are satisfied based on your own risk assessment, that your training activities are safely supervised and demonstrate that you are looking after your participants, then you can plan and implement your own supervision ratios.

First Aid Training requirements are based on good practice and in place to support coaches and leaders to manage their responsibilities in that regard. By offering a risk-based approach and a heavily subsidised course, we have tried to make this as accessible and easy to implement for coaches and leaders as possible.

Q. How does the PARQ waiver align with the UKA public liability cover for coaches?

A. The waiver can't remove the acts of negligence that a coach might make, so the PARQ is there to prompt reasonable questions to ensure that the participant is aware of the need to be fit and able for the activity.

Q. What are the rules in terms of leaders' qualifications and First Aiders for running with adult groups off road or on trails that are difficult to access by road eg for ambulance crew?

A. Category C: Where Coaches and Leaders are delivering athletic activities in remote and hard to access areas, where athletic activity takes place without a First Aider and where help may take a long time to arrive, they must have an in-date Outdoor First Aid Training Certificate. The minimum requirement is a two-day course. This is a requirement for the Fell Leadership in Running and Fitness (LIRF) and Fell Coaching in Running and Fitness (CIRF) UK Athletics Coach licence scheme.

Q. The Code of Practice states that a group of experienced senior athletes must be indirectly supervised with a competent person nearby (low risk activities) or be unsupervised for relatively risk-free activities. Is it acceptable for a qualified run leader to plan a group session, carrying out all risk assessment as necessary, and the session to be delivered by a group helper - an experienced person but without formal LiRF qualification, if a leader is not available?

A. The simplest way to demonstrate competence is using a qualified coach or leader and club training runs come into that category. The guidance document on appropriate supervision ratios covers club social runs, where the recommendation

is 1 leader or coach to 10 runners or in instances where club officers' sanction social runs (non-training), then an example risk assessment template is referenced for guidance.

Q. Can other club members / helpers take the UKA First Aid Essentials in Sport and Active Leisure course?

A. Yes they can. It is available as a standalone course on Athletics Hub for those who are not licenced coaches or leaders.

Q. If a runner falls or trips during a Run Together session, does this need to be reported as an incident? If so, who to and how?

A. Yes, via the UKA Governance webpages under the Health & Safety Section ([using the online Health & Safety Incident Reporting Form](#)). This allows us to keep a record of incidences to monitor patterns for education and guidance purposes.

Q. We have a Facebook page where we encourage people to get out and move by buddying up. Also an athlete from a local athletics club advertises a weekly social run on our page. The run is nothing to do with us but it's open to members of all local Run Together groups and athletics clubs. Where does our group stand in relation to the Code of Practice, supervision, safety etc. in terms of who is responsible, who should be planning, assessing etc.

If people are running independently of the club and are not children or vulnerable adults, then they are responsible for their own health and safety. As the runs are being advertised via your club Facebook group, then the club would have a responsibility to ensure that the buddy system is included as part of the risk assessment.

If another club is advertising runs that they deliver on your club page, then that club would be responsible for those runs. It would be worth noting that it is difficult for a coach or leader to monitor appropriate loadings for a runner if they are doing runs elsewhere and outside of your club programme.

The club should carefully consider its duty of care towards members when advertising activities that are delivered outside of the club or delivered by individuals that are not qualified or UKA Licensed.

Q. It is sometimes very difficult to monitor athlete / runner loadings if they are training and doing sports activities elsewhere.

A. It is good practice for a coach when profiling or engaging with athletes to find out what other activities they do and when. This will enable them to plan activities taking the full training load into consideration. One of the purposes of a warm-up, is to allow the coach or leader to establish how the athletes are feeling and see how they are moving. This would then enable the session to be adapted with reduced loadings if required.

Q. Is a racing wheelchair considered sports equipment that needs to be checked for safety by the coach?

A. Yes, a racing wheelchair is considered sporting equipment and information about checking the safe functioning of the chair and athlete can be found in the Track Training Guidance.

Q. Should clubs be issuing PARQs to all members regularly?

A. It is good practice to ask a new club member to complete a PARQ on joining the club. After this the pre-session check in or warm-up should be sufficient for a coach or leader to be aware of any health changes that the session may need to be adapted for.

Q. Do we have to carry a first aid kit with us when we are out leading a group?

A. Yes, this is good practice and guidance on what to carry can be found on the [UKA H&S pages](#).

Q. Do the Codes of Practice and guidance apply to non-affiliated social running clubs.

A. The Code of Practice and Training guidance applies to all UKA Licenced Coaches and Leaders regardless of where they do their coaching or leading.

Q. Can a Leader in Running Fitness take a session on an athletics track?

A. The Leader in Running and Fitness Qualification does not cover risk assessment of the track environment. A Leader is likely to be familiar with the roads they run on and road safety through their daily activity and can apply this knowledge to their risk assessment. A similar premise could be taken by a leader who is familiar with a track environment and the risks associated with training events happening concurrently such as throws and jumps.

Q. Is a Leader in Running Fitness without the Fell, Hill, Off-road and trail bolt on insured to lead runners on those terrains?

A. The bolt on module was developed for those leaders who wish to lead running groups on those terrains, and either were not familiar with the risks associated with that environment or who are familiar with those risks, but as good practice wish to re-enforce that knowledge. The question to ask yourself would be; “Am I confident that I have the knowledge and skills to risk assess and mitigate against leading groups in remote and hard to access areas in variable conditions and that my decisions and actions would be considered reasonable when leading a group?”

If the answer is 'Yes' and you can demonstrate this through an appropriate risk assessment, then the cover offered by the insurers would apply.

Note: UKA have been working with Marsh (the appointed insurance broker to UK Athletics) and Bluefin Sport to develop a dedicated Insurance Hub which provides further detail relating to insurance across the sport. This can be found here: [UK Athletics Insurance Zone](#)



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