

## How To Lead a Run- Some Tips

There are a number of members who do not need to read this but will join me in hoping that, by providing a guide, many more members will step up and lead runs. Events, be they social or runs, are what keeps a car club, well, a car club.

Even though everyone has butterflies in the stomach for the first run they lead, it really isn't hard or stressful.

**Step 1.** Let your committee know you will lead a run and when. Be prepared to be bear hugged!

**Step 2.** Figure out where you want to go.

It is a good idea to keep in mind the time of year; Not a good idea to organise a picnic in a place with little shelter in the heat of summer or rainy season. Actually it is not a good idea to go to a place with little shelter anytime. In summer an **air conditioned** restaurant is a must. Oh, and consider the parking. We have members for whom walking long distances is difficult and members with valuable cars don't like parking that is too far away.

**Step 3.** Figure out where you want to meet.

Check it has some sort of shelter – a coffee shop is fine- and that there are toilets.

**Step 4.** Figure out the route you will take.

This is where Google maps are your friend and they are easy to use. My preference is not to use the Google Maps app on tablet or phone because it doesn't give as much flexibility to move a route around. You can also use street directories and other maps except they don't give printable instructions. I usually use a combination of both.

When you start out leading runs, it might be best to start with morning tea at the meeting place and then plan about an hour's drive to lunch. Anything longer than about 90 minutes and you need to schedule a comfort stop part way and that means finding out where there are toilets along your route. If you have attended any runs you'll know that when the cars stop, conversations start and it's not easy to get everyone back in their cars to keep to a time schedule.

Under no circumstances include roads which are not sealed. (exception to this is when there is a short section of dirt due to construction. Members won't be happy but will usually accept this. These you will likely discover in Step 5)

If you are ending up at a restaurant, ask when they need to know final numbers and make a mental note that you need your RSVP date to be a day or so before that.

Transfer directions to a run sheet (template is on the JDCQ website under Resources.)

Let the Secretary of your Register know the when, where, what time etc of your run. If you are computer literate, a flyer is good. You also need to let people know the RSVP date and the email/mobile for that.

**Step 5.** Do at least one recce preferably reasonably close to the event.

I've attended runs where the leaders had not done so. One such time we found ourselves, after about 20km on a single lane road, at a road wash away which had happened over 9 months before. It was not pretty turning around 20 or so cars on such a narrow road. 😞

It's a good idea to have two of you on the recce. One navigates, notes down mileages for turns and makes corrections to the run sheet and the other drives and yells out the mileage at each turn. Both get to check out the coffee, cake, lunch offerings etc. Drivers, in the interests of not aggravating other road users, you should try to stick as close as possible to the speed limit. Having said this quite a few of our members don't like to drive fast so we try not to be on major roads ( not always possible) so that we can usually go a little slower.

A clipboard and multiple pens are good tools. Mr Google's directions are not always easily **understood and might need revision.**

**Step 6.** Transfer the changes you have made to the draft run sheet

**Step 7.** Always a good idea to ask the Secretary to resend the flyer about your run about a week before the RSVP date.

As responses come in, compile an attendance sheet with names and mobile numbers (template on website). In Step9 you may need those numbers.

**Step 8.** At the cut off date call the venue with final numbers. Good idea to have the venue's number in your phone in case people who haven't RSVPed just turn up on the day. It usually happens 😊. Print out your attendance sheet and the required number of run sheets (I **recommend printing at least 3 extra for the non-repliers who turn up**).

**Step 9.** On the day

Arrive at least 10 minutes before the time you've told everyone to be there. Carry your mobile at all times.

Check off participants as they arrive and distribute run sheets. When it is getting very close to departure time, try to ring any no shows who haven't called you to find out a) if they are still coming or b) their status; sometimes you just have to let them know a good place to meet up later.

With about 5 minutes to go before departure, call the group together, welcome them, point out any tricky turns, roads etc and get a volunteer to be Tail End Charlie. You need to lead the run the whole way and, if anyone breaks down, it is Tail end Charlie who stops, renders assistance and lets you know.

**Step 10.** Breathe easy and have fun. On your first run, this will not come naturally. You will get into the groove after that.

Remember, there will only be events for members if people are brave and step forward to lead a run, as you have just done.

Wendy Gross