



parkrun

Run Director Induction / Refresher

May 2026



Your guide as a Run Director

- This guide provides a high level overview for the role as a parkrun Run Director.
- Links are provided to access the relevant sections of [Volunteer](#), [Safeguarding](#) and [Resources](#) Hubs for more information.
- This will provide understanding to the role, the responsibilities, and the rewards of leading a parkrun event.
- While the Run Director vest comes with responsibility, it is supported by a global framework and a local team, i.e. the Event Director, Event Ambassador and the Head Office.

This guide serves as your orientation to the key resources.



Run Director Role Defined



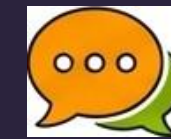
Team Captain

You are the leader for the day, you coordinate the team and bring community together



Conductor

You don't need to do every role, you ensure roles are carried out by other volunteers



Point of contact

You are the face of parkrun for the landowner and public during the event



3.2 What do the volunteers do?

parkrun Principles

Our global framework is centred around these principles

Simple Free 5k event every Saturday

Safe Risk assessed, course checked, “no defib, no parkrun”

Sustainable Keep it simple, so it can be sustainable

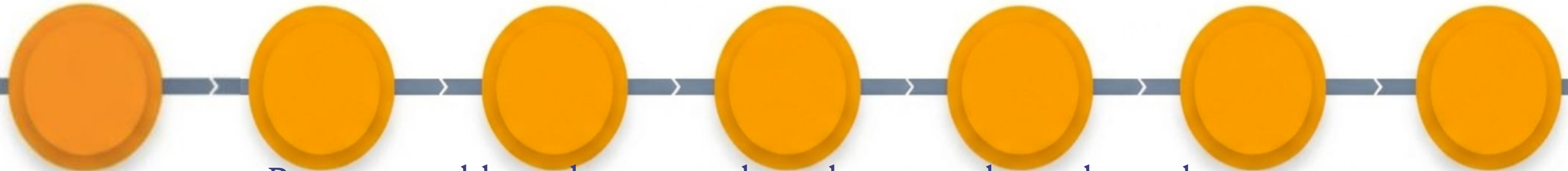
Inclusive Welcome all volunteers, walkers, runners and spectators

Event Delivery: The Saturday Timeline

Discuss the timeline with your Event Director

**Start
Time**

Timeline varies depending on when participants return



Course Check

Ensure course check is done, risk assessment and defib are checked.

Welcome Volunteers

Welcome volunteers and explain roles

First Timers Welcome

Ensure first timers are welcomed and briefed

Pre Event Brief

Welcome participants, thank volunteers and have the safety briefing

The Start

Ensure participants are positioned appropriately and initiate event start

The Finish

Oversee funnel management

Close Down

Pack up. process result, confirm volunteer roster and report incidents, if any

Risk Assessment

What it is: A formal record that identifies potential hazards at a specific event and outlines how to mitigate those risks to keep everyone safe. Run Directors should understand the Risk Assessment of the event they volunteer at.

The Core Framework: Each risk is evaluated by:

- Likelihood: How often it might happen.
- Impact: How serious the result would be.
- Mitigation: The specific action (cones, marshals, or briefing) taken to lower the risk.
- For example, likelihood of no access to working AED is low, impact is high and mitigation is cancellation.

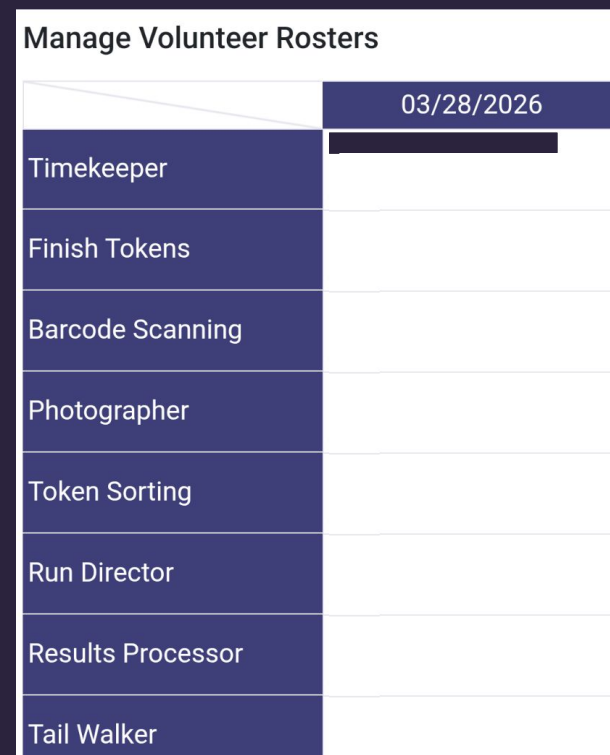
The Run Director's "On-the-Day" Checklist for Risks:

- Pre-Event Check: Check safety of the course, paying attention to event specific risks listed.
- Briefing: Clearly communicating specific "Mitigations" (e.g., "Slippery turn at the 2km mark").
- Event Specific: Check event specific risks e.g. snake bite and implement mitigation strategies outlined.

Current Version of Risk Assessment				
S1 - Risks to Safety (Weather)				
Item	Risk	Likelihood	Impact	Mitigation
S1.1	Lightning causing danger	Low	High	Run director to postpone or cancel the event
S1.2	High wind causing possible falling branches/trees	Low	High	Run director to postpone or cancel the event. If event proceeds, at start remind participants to be careful of trees/branches
S1.3	Extreme heat	Medium	Medium	Run director to postpone or cancel the event. If event proceeds, at start remind participants to protect themselves from the sun and keep hydrated at water stations along course.
S2 - Risks to Safety (Obstacles)				

Managing the Volunteer Team

The People

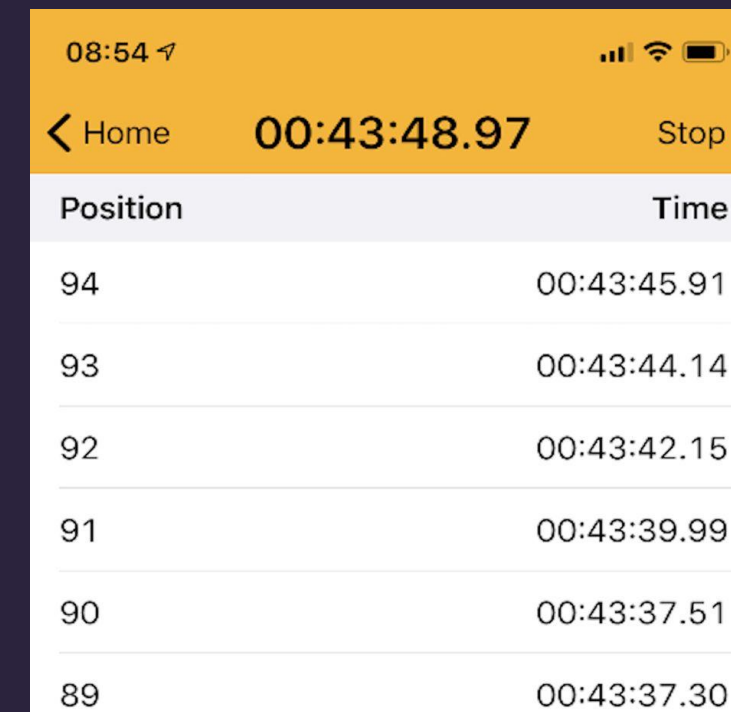


Manage Volunteer Rosters	
	03/28/2026
Timekeeper	
Finish Tokens	
Barcode Scanning	
Photographer	
Token Sorting	
Run Director	
Results Processor	
Tail Walker	

- Ensure all compulsory roles are covered.
- Ensure marshalls and tailwalkers have your mobile number.
- Briefly explain roles to new volunteers, ensure all volunteers are comfortable with their role.
- Introduce volunteers to each other and take a group photo of volunteers for social media posting.
- Resolve disputes calmly.

3.2 What do the volunteers do?

The Technology



Position	Time
94	00:43:45.91
93	00:43:44.14
92	00:43:42.15
91	00:43:39.99
90	00:43:37.51
89	00:43:37.30

- Ensure Timekeepers & Barcode Scanners have the Virtual Volunteer app and know how to use it.
- Phones must be charged and in Airplane Mode.
- Seek help from Event Processing Support Ambassadors if challenges arise.

4.1 Virtual Volunteer

Setting the Tone: The Pre-Event Brief

Briefing Checklist

Keep it simple, refer to the back of Welcome Board provided

1. **Thank:** the volunteers and promote volunteering.
2. **Welcome:** Everyone including first timers and visitors.
3. **Milestones:** Celebrate milestones.
4. **Safety:** Reminder to keep left, and share path with other park users, mention course hazards if any.
5. **Under 11s:** Must be within arm's reach of a designated adult.
6. **Dogs:** One dog per participant, short hand-held leads and no waist harnesses.
7. **Defib and First Aid Kit:** Point out locations and see volunteers if required.
8. **Barcode:** Reminder to scan barcode and return tokens.



Health and Wellbeing: Safety First

Safety Protocols



The Essentials

Know the location of the AED (Defibrillator) and First Aid Kit at all times.

[2.6 Automated External Defibrillator \(AED\)](#)

Authority

Head Office will support your decision to cancel the event for any reason relating to participant safety.

[2.4 Cancellations](#)

Emergency

Call the emergency number your region in an emergency and follow the Critical Incident Protocol.

[2.12.1 Critical Incident Protocol](#)

Report Incident

Any out of ordinary incident must be reported in the EMS system post-event.

[2.12 Incidents](#)

Safeguarding

parkrun is committed to safeguarding **children** and **vulnerable adults**.



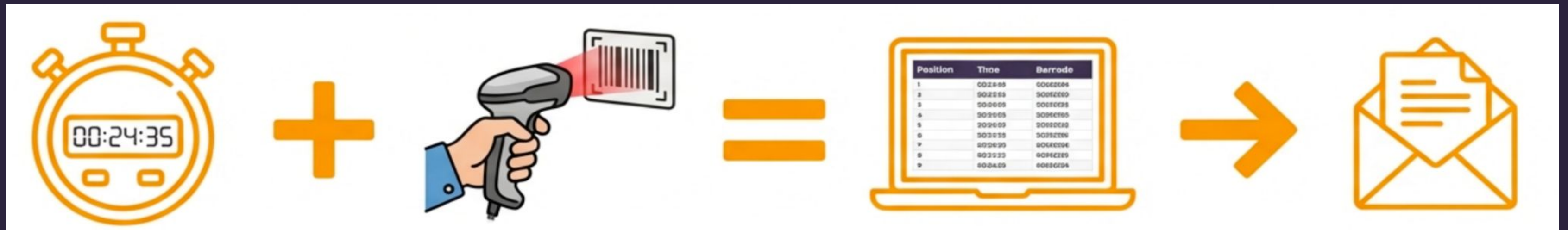
Safeguarding Policy Statement: We believe that everyone should be able to participate in, and enjoy, physical activity in a safe environment, and be safeguarded from harm through a duty of care.

Under 11s Rule: Children under 11 must participate within arm's reach of a parent or guardian.

Photography: Be mindful. Respect those who ask not to be photographed.

Reporting: Any safeguarding incidents or disclosures must be reported via EMS.

Result Processing: Where the Magic Happens



Time Data

Position Data

EMS

Published Results

The Goal: The System will match the time recorded at the finish line with the barcode scanned by the participant.

The Tool: EMS. You simply upload files from the Virtual Volunteer app via QR code or email, and the system matches the position numbers automatically.

The Support: Don't panic, support is available, contact Support via the Chat function in EMS or your Event Director.

Incident Reporting

Report Details

- **Take Detailed Notes:** Write down as much detail as possible during the event on a notebook or a phone.
- **Take Your Time:** Do not rush, report post-event when your memory is fresh.
- **Provide Details:** Please provide as much factual detail as possible, see [2.12 Incidents](#) for more information. Who, What, Where, Why and any action taken.
- **Support Is Here:** Contact your Event Director or Event Ambassador, if support is needed.



Quick Guide to Social Media

Social media is a great way for events to interact with parkrunners, share photos, call for volunteers, etc.

Tone & Language (The "We" Policy)

- **Collective Voice:** Use "**we/our/us**" never "I/me/my."
- **Inclusion:** It is an **event**, not a race; there are **finishers**, not winners.
- **Focus:** Emphasise that parkrun is also for **volunteers** and **walkers** as well as runners.

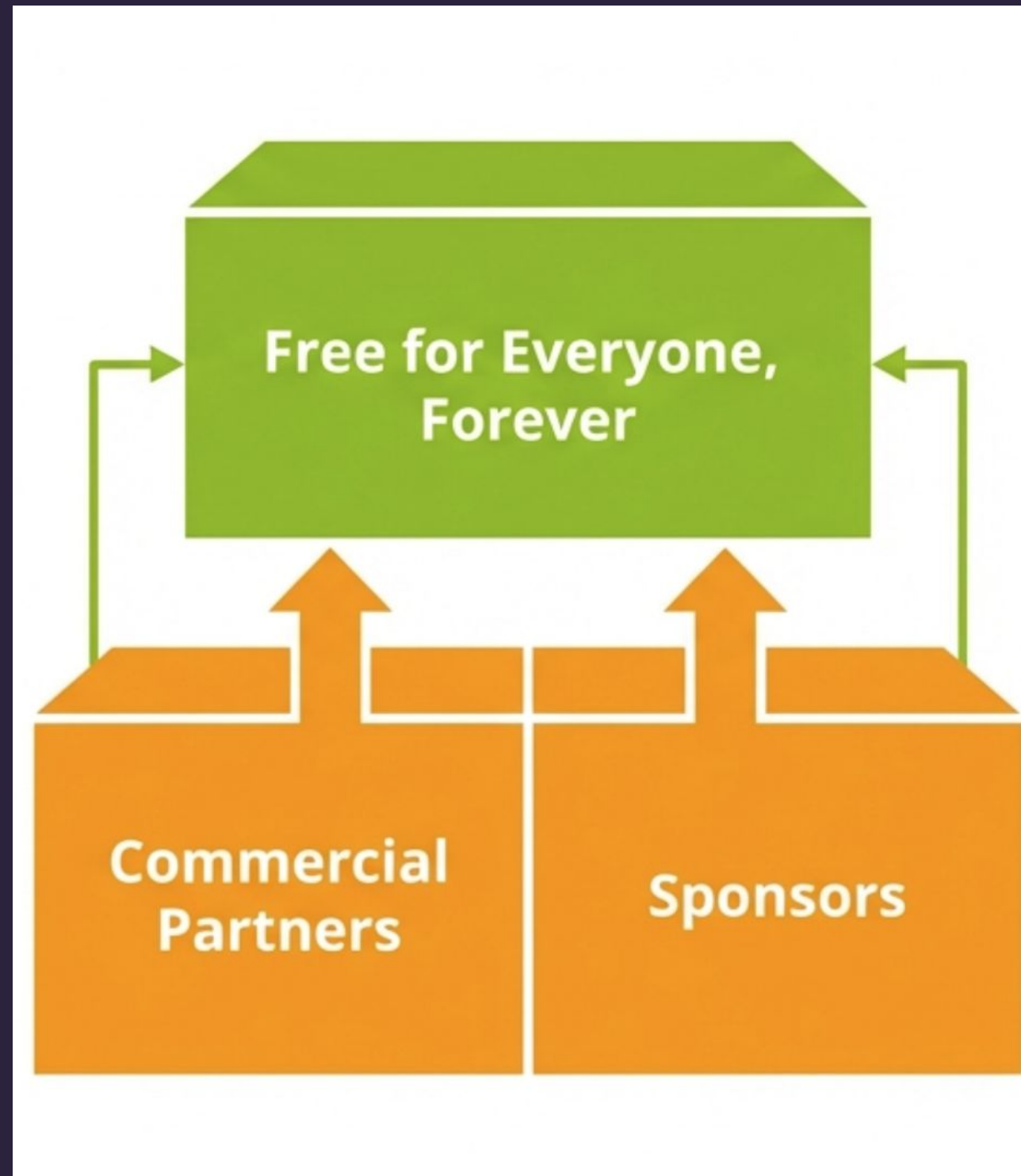
Safeguarding & Privacy

- **No Names:** Avoid using the names of children.
- **Photos:** Follow the photography policy strictly; remove photos if requested.
- **No Politics/Business:** Do not promote local businesses or political causes (except the post-event cafe).
- **Tiles:** Use photos from event or social media tiles available in the [Resources Hub](#)

Commercial & Partnerships: The Support Network

Why Partners Exist

Our official partners are a vital part of our funding model, allowing us to ensure that parkrun always remains free, for everyone, forever.



Run Director's Responsibilities

- Respect parkrun partner branding on kit (flags and photo frame, etc.).
- Do not allow any unauthorised commercial promotion.
- Understand that partners are part of the family that makes the event possible.

Your Online Resources

You don't need to memorise everything. The [Global Volunteer Hub](#), the [Safeguarding Hub](#) and the [Resources Hub](#) are your reference libraries. They are:

- **[Searchable](#):** Find specific policies and resources quickly.
- **[Up to Date](#):** Always contains the latest protocols and resources.
- **[Change Log](#):** Check for updates.



Q Search

Principles

Event Delivery

Volunteering

Result Processing

Health & Wellbeing

Commercial & Partnerships

Promoted articles

Change Log

volunteer.parkrun.com

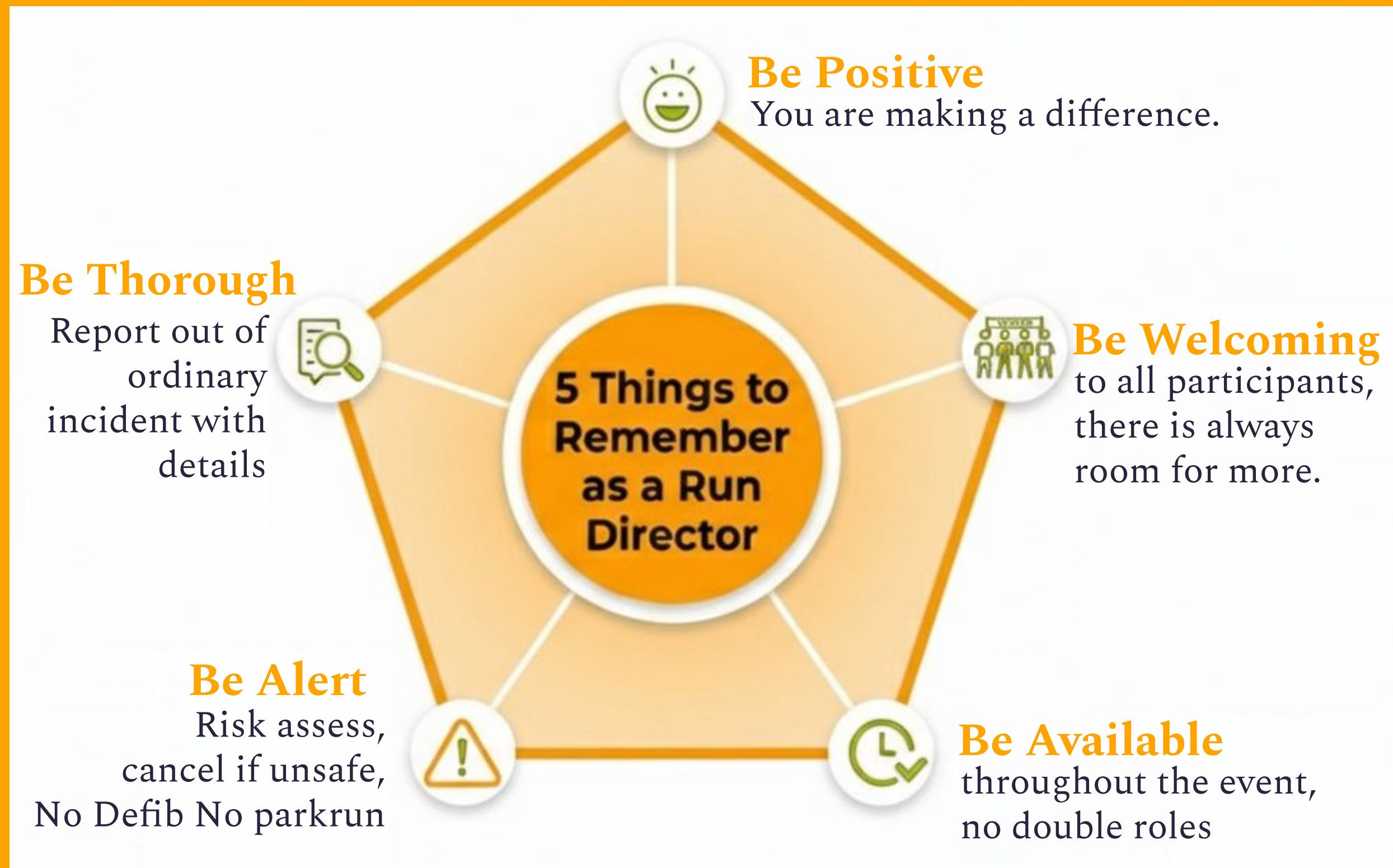
safeguarding.parkrun.com

resources.parkrun.com

5 Pillars of Success for a Run Director



5 Things to Remember as a Run Director



parkrun

Thank you!

