

Galloway Group Leader Manual



We are excited that you have decided to become a Jeff Galloway Group Leader. You will find the experience rewarding and enjoyable. Thank you for making the commitment to help others achieve their personal goals.

The challenge for each participant gives meaning to the program. For many this is the most significant physical test in their lives. Even normally confident and successful people may have doubts and experience periodic lapses of confidence and motivation.

As leaders, we help each person to keep the dream alive. Not only must we be there for questions, we must anticipate when a member is losing confidence or motivation. Often all they need is a positive word or any cheerful contact.

Communicating regularly with each member of your group is one of the best ways to keep all members feeling involved and committed to the group. On your run/walks, talk with each member of the group; learn their names, their goals and their life.

Each pace group has an energy of its own. Let this happen, steering it in a positive direction. As you project a positive attitude, you'll find others doing the same.

One of the dynamic aspects of Jeff Galloway's Training Program is the way people work together to help and encourage one another. The group comes together quickly and develops a strong bond but only with the essential help of the group leaders. Encourage your group members to take on different roles on each run/walk - one person can call the walk breaks, another checks the pace, a third keep track of the mileage or route, etc.

Take advantage of all the resources out there to help you become a successful group leader. Jeff's E-book *Galloway Training Programs* is a tremendous source of information. If you or the members of your group have questions about training, shoes, diet, race day preparations and a host of many other topics, most of the answers are in the E-book. Encourage your group members to read it; they too will find it a valuable resource.

The Basic Structure of a Galloway Training Program

Every Galloway Training Program's basic structure is the same. There are scheduled group runs every weekend that are the primary part of the weekly schedule each member receives. The groups are divided by pace and led by the Group Leaders. You will be given a schedule that has been designed by Jeff Galloway. The Program Director(s), Assistants and Group Leaders are responsible for following this schedule.

WHO DOES WHAT?

Program Director – The Program Director in each city leads the overall program with the assistance of a Co-Director or Assistant Director. The Program Director's responsibilities include:

- Appoints a Co-Director or Assistant Director and keeps that person involved in the day to day operations of the program
- Delegates to Co-Director, Assistant, and Group Leaders
- Is the prime force in the start-up of the program
- Secures local sponsors or partners such as running stores or community organizations, etc.
- Promotes the program using media and especially email lists
- Plans and leads kick-off meeting
- Plans a flyer and advertising
- Generates flyer and places ads
- Selects, trains, and keeps in touch on a weekly basis with Group Leaders
- Organizes the run support operation
- Maintain a list of emergency contact numbers for each member of the group
- Establish an emergency plan, including support in case of an emergency
- Sets a starting date, location of run/walks, clinics, courses, etc.
- Ensures that each person in the program signs a waiver and pays the fees
- Keeps program on track, anticipates problems
- Supervises Victory Celebration and other events during the training season
- Answers as many questions from Group Leaders as possible
- Communicates with Galloway Productions on how things are going, any problems, etc.

Co-Director or Assistant Director: The Program Director should appoint someone within the program to assist them in the day to day operations of the program. The Co-Director's responsibilities may include:

- Assists the Program Director with program promotion and set up
- The Co-Director or Assistant Director is to assist the Program Director and be familiar with all aspects of the program management
- Assume responsibilities of the Program Director's absence
- Maintain a list of emergency contact numbers for every member in the event of an injury or accident
- Establish a support call up list for each run in the event of an emergency

Group Leaders: Galloway Group Leaders are the backbone of the program. GL responsibilities are varied and important.

- Assist the Program Director as needed.
- Assist the Program Director and other Group Leaders with the organization of run support.
- Meet and get to know the members of the pace group.
- Pay attention during a run to each member of the group. Know where the member is and anticipate problems.
- Keep the group together. Watch for stragglers.
- Educate your group members about road safety and road hazards.
- Maintain safety for the group.
- If a member of the group is struggling and needs to slow down, it is the Group Leader's responsibility to stay with that member or ask another member to stay back. No Galloway member should be left behind.
- Ensure every member of the group is accounted for at the end of the run.
- Enforce walking breaks early and often.
- Maintain the assigned pace for the group. Don't allow runner's to pull the group.
- Be sure the group runs the Magic Mile as scheduled. It's not optional.
- Follow the program schedule as designed by Jeff Galloway.
- Encourage members of your group to get the runs in during the week.
- Maintain a list of emergency contact numbers for every member of your group.
- Carry a cell phone in case of an emergency with the Program Director's phone number. Know the emergency plan and the appropriate person to contact in case of an accident or injury.
- Ensure that each person in your group registers, pays, and signs the waiver. Be sure you sign the Phidippides Runners Club Membership Application Waiver. This form allows us to get liability insurance on each Program Director and Group Leader.
- Inform the Program Director of how many group members completed the longest training run/walks and then how many finished the 5K/10K/Half/Marathon.
- Keep motivation high. Be the cheerleader.
- Promote and assist with the Victory Celebration and other program events.

So, Now You're A Group Leader, What's Next?

First Thing - Get help! Appoint a co-leader who can assist you as group leader. You may not be able to make every run. Have a backup leader to help out. Also, if you are leading a large group, it's best to have one of you in the front of the group and one of you in the back of the group. An extra set of eyes, ears and legs are always an asset.

Be able to "take charge" and be team oriented. Be responsible and flexible.

Understand and follow the Galloway Training Program philosophy.

Be supportive to and assist the Galloway Training Program and Program Director.

Be there! It is important that the leader be at as many runs as possible, be on time and ready! If you can't make a run, be sure to ask someone to lead the group in your absence. Make sure this person knows the rules of the road and pays attention to the group.

Be constantly aware of health and safety of the group.

Watch for hazards and anticipate problems.

Carry cell phone and ask others too also.

Review health and safety guidelines before and during each run/walk.

Take action before there is a serious problem.

Start walk breaks from the beginning of each run/walk

Increase the frequency of the breaks as the run/walks get longer.

Organizational duties - Compare your member list with PD to make sure that each person is registered and has signed a waiver (especially the late entrants or guest runners).

Stay "In Touch" with group members: Email each person in group every week. It is always better to get the weekly run information out early in the week, rather than later. Encourage the group and emphasize the importance of weekday run/walks. If someone hasn't shown up for a while, be sure to call them and see how they are doing. Sometimes they are discouraged and a simple phone call can make a big difference for them.

It is your job to ensure a comfortable pace for everyone in the group. Be sure the slowest member is comfortable and is not left behind. If someone needs to move to another group, whether it a faster OR a slower group, encourage them to do so. 48

Encourage group members to carry their own water. As Group Leaders you have the authority to not allow someone to run with the group if they refuse to carry their own water. Things can happen on the road and water stops may be missed. A runner without water can be at risk for serious, life threatening injury. It is also your responsibility to recognize the symptoms of hypernatremia or water intoxication and what to do in case a member of your group shows signs they may have it.

Point out water stops and bathrooms on the route. If a member of the group needs to make a bathroom stop, the group should walk until that person returns. This is especially important during early morning runs when it is still dark.

Be a Part of the Team

Take turns with other leaders in getting water on the routes

Get containers, cups, garbage bags and locks (if necessary) from Program Director

Make sure that water area is cleaned up before leaving that day

Make sure that each person wears his/her official T-shirt on each run/walk. With all the runners/walkers out there, this allows us to identify our group members and take care of those in trouble

Your Galloway Program Director, Jeff Galloway and his staff are here to help you out. If you have problems or questions, please do not hesitate to contact any of us for help and advice.

Galloway Program Summary

IN GENERAL...

- You can complete a marathon in six months.
- You will join the fitness elite: 1/10th of 1% of the population has completed a marathon.
- By supporting one another, you keep the spirit and motivation high.
- We are all working together to get everyone to the finish line.
- Your pace group will become a strong unit.
- We encourage group nicknames and other FUN aspects.

RULES:

- Your safety is your responsibility. Stay to the left and out of traffic whenever possible
- Avoid medical problems - get help at the first sign of problems.
- Take walk breaks early and often.
- Drink water every time it is available.

- Support others and work together.
- Don't add more to the schedule.
- Make it fun and everything else will come.

VISUALIZE

- The group working together to become a strong unit of support.
- Group members spreading positive energy to each other.
- The energy you put into the program bringing you many times the return.
- This is YOUR program - you make it happen.

TRAINING PACE

- The pace is slow - one that you can do easily.
- The slower you run/walk, the faster you recover
- If your group is too fast, shift to a slower group.

WALKING BREAKS

- You must take them - they're not optional.
- They allow you to go farther without breaking down.
- You'll recover faster.
- They do not take away any of the endurance of the run/walk.

RACES

- Take advantage of local races.
- 5K or 10K races should be run/walk only on non-long-run/walk weekends.

Group Leader Important Information

MORE STUFF TO HELP OUT!

Have fun!

GLs nurture the bonding process, talking with each member on each run/walk, inserting a joke or two when it is necessary, and setting an example as needed. While there will be some difficult run/walks, the group keeps the individuals going. The most important

part of the process is the encouragement of fun. This will naturally evolve as the participants get to know one another, with a push from a catalyst, the Group Leader.

The easier the pace, the quicker the recovery!

Group leaders MUST enforce the walk breaks from the start of each run/walk/walk. As the length of the run/walk increases beyond 20 miles, the early and frequent walking breaks will reduce the discomfort of the run/walk and speed up recovery dramatically. Group leaders must keep the pace SLOW at the beginning and throughout each long run/walk and watch each member of the group to ensure that all are running//walking well within themselves. Group Leaders should set the pace for the SLOWEST in the group. The faster people may complain, but the slower pace will only help them recover faster. As a group, we must slow down to pull everyone through.

If the pace is significantly slow for the group and a member is still struggling, work with him or her to move to a slower group. Remember, the purposes of the program are to:

- 1) Complete each long run/walk without overextending and;
- 2) Recover as quickly as possible.

SAFETY FIRST - AT ALL TIMES!

Group Leaders must be particularly alert for any potential medical or weather-related problems. At the first sign that someone may be in trouble, take action as needed and get help quickly. Develop a buddy system before each run/walk.

Group members should be drinking about four to six ounces of water every hour they are awake, more if they are sweating a lot. Avoiding alcohol or caffeine as much as possible is also recommended, as both cause dehydration.

It is the group leader's responsibility to make stops for water. Don't be afraid to stop at a fast food restaurant, gas station, hotel/motel or other public place— be creative! Also, don't give the group the option of stopping, just stop and set the example.

Always look ahead for potential hazards and problems, and take action before the situation gets to be dangerous. For example, many runners/walkers may socialize by running/walking two or three or more abreast on a busy road. Even if you are running/walking on a trail, be considerate of the others who are running/walking there. You will probably have to keep reminding your group that they must run/walk single file in traffic and to jump off the road if a vehicle comes close. Also, the group should be going against traffic whenever possible. Pay careful attention when crossing intersections and make sure all your runners/walkers are safely across the street before the group continues. (Don't leave any members behind who are waiting at stoplights.)

If you feel uncomfortable or the situation poses a safety concern, follow your instincts. Find an alternative route and notify the groups behind you of the problem or risk.

FIRST MEETING

Members of the group will be dividing into smaller pace groups at the first gathering of your group, based on 5K pace. Check with your Program Director for pace signs or colored t-shirts that will identify your group. Introduce yourself and have everyone print his or her name, phone number, and email address on a list. Turn this list into your PD who will make sure everyone is officially registered. Keep your PD current on who has joined or left your group.

Next, emphasize that your group will be running/walking at or slower than the pace assigned. Tell everyone that your job is to enforce walk breaks and that these will be done more often as the program progresses. Mention that the hot/humid weather will cause a slowdown in pace and that the slower we go, the faster we will recover. The purpose of the group is to mold everyone into a unit that can give support and enjoyment. We run/walk at the pace of the slowest member of the group unless someone is having a significantly bad day. During the first three to four weeks there is some shifting among the various groups.

PACING IS IMPORTANT - GO SLOW AND BE CONSISTENT.

The long run/walks will train the group to go the distance. These are training run/walks, not races. The slower the run/walk- the faster the recovery; and the lower the chance of injury. We want the run to be a positive experience.

NOTE: for those alumni who want to get faster, they need to do hill repeats and mile repeats according to *Galloway Training Programs*, separate from the group during their weekday run/walks.

Some group members may become anxious especially in the beginning of the run/walks, when you have everyone walking at regular intervals. Remind them that these breaks will keep the legs relatively fresh throughout the run/walk. They will get your members to the end without being overly fatigued. The rest provided by the program is designed to protect everyone by not running/walking more than is noted on the schedule. Also, those who have been sick or injured may need to be encouraged to move back a group for a week or so before jumping right back into things.

WEAR YOUR GALLOWAY SHIRT! – SET THE EXAMPLE

You should wear your Galloway shirt on each of our group run/walks. Please encourage your members to do so for identification purposes. With a large group, it makes it much easier for those driving to spot you among all the other runners/walkers.

EATING -- SET THE EXAMPLE

For those training for a full or half marathon, use the long run/walks to fine-tune your eating routine before the event itself. Many marathoners find that eating of an energy bar or GU (or other low fat energy snack such as a bagel) one hour before exercise will give them the energy they need. Each person may need to try this several times before their system becomes adjusted to new foods.

As the long run/walks get longer, members can try eating additional pieces of an energy bar or GU throughout the run/walk. Again, each person is different and his or her system will work out the best timetable for this. The walk breaks are also a perfect time to eat something and drink during the run/walk.

BE FLEXIBLE

Members of your pace group will change throughout the season as some get faster and others need to slow down. Be flexible and make all runners/walkers feel welcome in your group. It's not always possible to predict schedule changes, road construction, citywide events and other obstacles that may impact our meeting location, time, route, etc. Please be patient and help the PD work through unanticipated challenges.

Run/Walk Injury Free

TRAINING

- No matter how busy we get, try to get the weekday runs in every week.
- Don't increase mileage more than 10% per week.
- Never sprint (run/walk all out).
- Ease into longer or faster running/walking.
- Run/walk the long ones extra slowly.
- Don't run/walk a long one and a race on the same weekend.
- Never run/walk fast at the end of a run/walk. Warm down slowly.
- Insert enough rest days each week and monitor weekly mileage.

OTHER

- Don't overstretch or perform the wrong stretches.
- Monitor shoe midsole wear; don't go from worn out shoe to new one.
- Stay on stable surface.
- Don't over stride (especially when going uphill, downhill or when you are tired).
- Be sensitive to your "weak links."
- When in doubt, don't run/walk for one to two days.
- If it doesn't go away, see a physician.

IT IS AN INJURY WHEN...

- there is swelling,
- there is loss of function,
- the pain stays for a week, or
- the pain gets worse.

TREATMENT

- Don't stretch.
- Use ice massage.
- Use compression if there is inflammation.
- Talk to a doctor about anti-inflammatory medicine if swelling persists.
- Stay active.
- Choose alternative exercise that doesn't aggravate injury.
- The more your alternative exercise simulates running/walking, the less fitness you will lose during recovery.
- Talk to physician about massage.