



ASSOCIACIÓ KEEP CALM BARCELONA

# KEEP CALM RUNNING

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Organiser Guide

ORGANISER GUIDE

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## THE ROLE IN ONE SENTENCE

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You lead the Wednesday evening run and look after the group on the night. The route poll, the weekly announcements, and the RSVP event all take care of themselves.

## HOW A WEDNESDAY RUN COMES TOGETHER

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Each week's route is chosen by the group itself, through a WhatsApp poll that runs automatically over the preceding days. The winning route's own starting point becomes that week's meeting point, and it's announced in the group well ahead of Wednesday. Shortly before the run, an attendance register goes out so names can be ticked off as people actually arrive.

You don't need to plan the route or announce it yourself. Your job starts on the day.

## WHAT'S AUTOMATIC

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- The route poll and the meeting point that comes with it
- The weekly announcement, reminder, and day-of post
- The attendance register and the following week's RSVP event
- Keeping track of who showed up. If someone votes for the route that wins and then doesn't turn up without letting the group know, a repeated pattern of that may lead to a quiet check-in - never an automatic removal, always a human decision

## WHAT'S YOURS

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- **Lead the run:** be at the meeting point on time, brief the group before you set off, including a quick reminder for newcomers on sharing the path safely (don't run more than two abreast on narrow stretches, face oncoming traffic if there's no pavement, don't cross on red, stay out of cycle and bus lanes, and watch for pedestrians)
- **Flag any planned workout or swim ahead of time:** if you're building a short group workout into a run - a warm-up, some intervals, stretching at the start, middle, or end - or including a swim, say so in the group before the day. Don't spring it on people at the meeting point
- **Tick off the register** as people arrive - it's the only record of who actually showed up
- **Keep an eye on the whole group, not just the back:** circle back occasionally to check on anyone who looks like they're struggling, wherever they are in the group. On a bigger week, ask a confident regular to be that night's sweeper and deliberately stay with the last of the group the whole way, so you're not trying to watch both ends of the group at once

- **Look out for real warning signs, not just tiredness** - stumbling, confusion, slurred speech, or someone going quiet and pale, especially in summer heat. If someone needs to stop, help them get home safely (the nearest metro or bus is often the easiest option), and make sure they're hydrated
- **Welcome newcomers:** pair them with someone running at their pace, and make the no-drop promise real rather than just a line in the group description
- **Take a photo or two** at the start, mid-run, or finish for Instagram, and respect anyone who's said they'd rather not be in one
- **Make the safety call:** shorten, reroute, or cancel the run for heat, daylight, or weather. There's a built-in way to mark a run as cancelled so nobody's wrongly treated as a no-show
- **Stay a while after:** overexertion and heat issues often only show up once people stop moving, and the coffee/social afterwards is half the point anyway

## JUDGEMENT CALLS THAT ARE YOURS ALONE

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- Pace-group handling and regroup points on the day
- Weather and safety calls, including cancelling on the day
- Whether someone struggling should turn back or be walked to transport

## ASK ANOTHER ORGANISER FIRST

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- Changing the regular run day or adding a second weekly run
- Anything with a recurring cost
- Partnerships that touch running

## TALK TO THE COMMUNITY LEAD FOR

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- Money beyond the above
- Bans and appeals
- Anything technical: the poll, the register, the website

## STEPPING DOWN

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If you're stepping down, follow the Stepping Down checklist in the Association's [Organiser Guide](#), and pass on anything you know about good routes or regulars who might want to help lead.