



How to: Hold a Frame Running Have a Go Event Without Supplier Support

This information pack is part of the resources created during the Erasmus RUNFREE project. This pack is full of information to help you plan and hold a Frame Running Have a Go event with **frame supplier support**.

This pack includes:

- How to raise awareness of the event
- What facilities you will need
- What Human Resources are required?
- What equipment is required
- Timetabling the event
- Safety considerations
- Project contact details

How to Raise Awareness of the event

1. Link with a variety of stake holders

To raise awareness of your Have a Go event, it is important to link with a variety of stake holders. These could include mainstream schools, schools for children with special needs, disability sport organisations, disability charities, local athletics clubs, local physiotherapists, and rehabilitation centres.

2. Make use of social media

To advertise the event as widely as possible, use posters and fliers on your website and share on social media.

3. Use effective posters

An example poster is included in this pack, but in all event advertising you should include:

- Who can take part in the event? For example, is it aimed at a specific age group or is it open to all? Is it aimed at specific disability groups?¹
- The start and finishing time, whether the participant must register, book a time slot, or can just turn up.
- The location of the event, and directions to get there.
- If there is a cost to attend the event, and if so, how much?
- What clothing and equipment the participants will need to bring with them?
- Confirm that participants should be accompanied by a parent or assistant. The registration form can be used to ascertain what special needs a participant may have

4. Engage with local media

It can be useful to advertise the event in your local newspaper to reach people who may not be online.

¹ If the event is open to wider than those with a co-ordination impairment, the organiser should be able to provide details of the relevant development pathway for each disability group, or whether it is only available recreationally.

What facilities you will need

1. A flat, hard surface

An athletics tracks is not essential! Just a flat, hard surface with minimum dimensions of approximately 60m x 20m.

2. Indoor or Outdoor space (depending on weather)

Depending on where you are in the world and the time of year, consideration should be given to whether you hold the event indoors or outside. If outside, the facility should have somewhere for participants to shelter in if it rains or be shaded from the sun.

3. Wheelchair accessibility

As many participants will be manual or electric wheelchair users, it is essential that facilities are fully wheelchair accessible and have car parking within close proximity to the event area.

4. Accessible toilets and changing rooms

Ensure there are enough accessible toilets for the number of athletes you expect at your event, and changing rooms if possible.

5. Water

Water should be easily accessible to the athletes to avoid dehydration. The athlete may only spend a short time on the frame (a maximum of 20 minutes exercise), but it could be their first experience of aerobic exercise, and they could tire very quickly.

6. Hand sanitising stations

Hand sanitising stations should be placed round the venue. These should be at appropriate height for wheelchair users and those with reduced hand function should be able to dispense this gel.

What human resources are required?

1. A minimum of two people who are knowledgeable about setting up a Frame Running frame

The first experience the athlete has of Frame Running will be a lasting one. If the athlete is sore or uncomfortable because they have been placed in a badly fitted frame, they are likely to have a negative experience, and will not be encouraged to keep up the sport. It is therefore important to have people experienced in setting up frames for athletes as part of your team. It is often best to utilise the frame supplier for this role.

2. An athletics coach knowledgeable about Frame Running

The coach can instruct the potential athlete on basic running techniques. They can also set the more proficient athletes' simple tasks and games to challenge them and stimulate their interest. This coach may be one of the people who is knowledgeable in setting up the frames, but not necessarily.

3. Support staff, parents, or carers

All potential athletes should be encouraged to attend with their support staff, parents or carers, but you should also have a minimum of 2-3 designated volunteers to assist support staff and those setting up the frames to get athletes in and out of the frames. All volunteers setting up frames or supporting this work should have experience of working with and lifting those with disabilities. The athlete must always be respected and should only be touched or lifted with their consent.

4. Administration support

It is advisable to have 1 or 2 volunteers to register athletes and give them additional information about Frame Running clubs they can join and the relevant development pathways. Depending on the COVID-19 situation and requirements in the host country, they can also record contact and trace details.

5. Invite established athletes

If you have established athletes participating in Frame Running in the host country, you should consider inviting them to the event. These athletes can act as role models for the new athletes and hopefully will inspire those attending the Come and Try Day to become more involved in Frame Running.

All staff and volunteers should be vetted for working with children and vulnerable adults in accordance with the policies and guidelines of the country where the event is taking place.

What equipment is required

1. Frame Running frames

The limiting factor when organising a come and try day is the number of and range of sizes of frames

2. Helmets

A range of sizes of crash helmets should be available for participants to use. Participants could also be encouraged to bring their own helmets, gloves and sports clothing.

3. Allan keys and spanners

A good supply of Allan keys and spanners are essential to allow the frames, saddles, and chest plates to be adjusted for each participant.

4. Cleaning supplies

Hand sanitiser and disinfectant wipes to clean hands and wipe down equipment after each use.

5. Personal protective equipment (PPE)

Consideration should be given to the PPE that volunteers and participants will need, for example gloves, face coverings, and visors. These requirements should be compliant with the host country's Government and Athletics Federation COVID-19 rules and regulations.

6. Ground markers

Cones or other ground markers should be available as a coaching aid. Details of basic drills and games that can be played with the athletes to improve steering, and manoeuvring of the frame, are available in the coaching material that accompanies this information pack.

Timetabling the event

1. How long will your event last?

When deciding how long your event will last, you will need to consider the number of frames available in each size, the number of volunteers, a rough estimate of the number of participants² and the cost of hiring facilities. When working in partnership with a frame supplier the constraint around the number and sizes of frames available may not apply. Even so you would normally expect such an event to last between 3- 6 hours depending on the number of participants.

2. Allocated time slots

When you have a limited number of frames it is important to allocate time slots if you are expecting large numbers. This will prevent queues and participants having to wait too long to have a go. Booked time slots may also be appropriate in the current COVID-19 situation to limit the number of people in the event facility at any one time.

It is estimated that on average a participant will be on the frame for around 30 minutes. This will include around 10 minutes to set up the athlete correctly in the frame, leaving 20 minutes for the athlete to enjoy the experience of Frame Running for the first time. Remember this could be the participant's first experience of aerobic exercise, so 20 minutes will be more than sufficient time for them to safely enjoy the experience.

3. Is your Have a Go day linked to another event?

Consideration should be given to linking the Have a Go Day to another event, for example a para sports event. This can help to raise awareness and the profile of Frame Running but will need to be considered when timing your event. You could also hold your Have a Go day parallel to a Frame Running competition. This can have a motivational effect so new athletes can witness established athletes. However, this can stretch resources and there are health and safety implications when you have novice athletes sharing the same field of play as more experienced athletes.

You may also consider linking a Have a Go day to introductory coaching courses or workshops. Again, this can have a positive effect in that those attending the course can gain a practical insight into Frame Running and can be mentored by experienced coaches. The downside of this is that it can also stretch limited resources, and those wishing to participate in such courses are likely to come with a potential athlete, and will have caring and support duties to fulfil while the course is on.

Safety Considerations

1. Safety Rules

Participants should be briefed on health and safety before the start of the session.

2. Helmets

Participants should not be allowed on a frame unless they are wearing a helmet.

3. Supervision

A participant should not be allowed on a frame unless they are supervised by at least one volunteer or coach organisers.

4. Distance between Frames on Training Area

Participant's using frame should be at least 1.5 meters apart from any other or if you are using athletics track there should be a spare lane between each frame.

5. Direction of travel

All participant should run in one agreed direction of travel and there should be a separate recovery area to allow participants to walk or be pushed back to the start area.

6. Run off area

Sufficient space should be available (minimum 20m) to slow down before turning a corner or coming into contact with a wall or barrier. If an athletics track is being used, activity should be restricted to the straights



Project contact details

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