

TRAINING WALK LEADER GUIDELINES

Thank you for stepping up to be a leader in the Susan G. Komen 3-Day® community!

By joining us as a Komen 3-Day training walk leader, you've joined a grassroots network of individuals committed to safety. Individuals just like you who've not only decided to challenge themselves with 20, 40 or 60 miles but have also chosen to help others achieve their goal of doing the same. We are so grateful for your commitment and dedication!

The purpose of facilitating group training walks is to provide a consistent, supportive environment for walkers to train, meet others in the 3-Day® community and learn from one another. The essence of your role as a volunteer training walk leader is simple: to be a model for safe walking and a friendly guardian to others. There are many resources in place to ensure you're supported in having a successful and fun time while fulfilling the goals of the training walk leader program.

Responsibilities of the Training Walk Leader:

1. Know and follow the [Training Walk Rules for Safety](#).
2. Plan safe walking routes. Ensure water and restroom availability.
3. Post and manage at least one training walk per month using the 3-Day website.
4. On the day of your walk:
 - Provide a welcoming, supportive and inclusive atmosphere.
 - Maintain a sign-in sheet to help you keep track of attendees.
 - Collect signatures on the Training Walk Waiver and Release of Liability from attendees **only if they are not registered** for the 3-Day (if there is an unregistered minor, parents and guardians must sign twice—once for themselves and again for the minor) and return the signed waivers to the 3-Day Coach on a regular basis, but no later than the start of the 3-Day.
 - Create and distribute route maps or route cues to training walk attendees.
 - Practice safe walking habits including proper stretching, hydration and nutrition, not walking while on your cell phone, etc.
 - Keep an eye on walkers and make sure that everyone is able to complete the training walk safely.
 - Read a safety speech prior to each walk and model safe walking behaviors.

You don't need to be an experienced athlete, an expert walker (or even a fast walker) to lead training walks. In fact, you *shouldn't* be too fast; consider this a journey and not a race. We need leaders at all paces and abilities because throughout the 3-Day season there are always walkers at various paces and different stages of training.

Whether this is your first time preparing for a 3-Day event or your tenth, we ask that you take some time to explore the many resources available on The3Day.org. From there, you and your training group can learn together; we know you'll do a fantastic job—and the 3-Day coaches are always standing by, ready to help!

In return for all of your efforts, you'll have the opportunity to meet amazing new friends, share inspiring stories, exchange training tips and brainstorm fundraising ideas. Ultimately, you'll also have the knowledge that you helped someone complete a journey they may not have been able to do without you! We encourage you to lead as many walks as you can throughout the season. Enjoy every step. Have fun!

The guidelines on the next few pages will provide all the basics for hosting successful training walks.

Show Up Early and Welcome Everyone!

By arriving early, you will be able to spot and gather walkers (so they're not anxiously wondering if they're in the right place). This will also make you available to new walkers so you can answer any questions they

TRAINING WALK LEADER GUIDELINES

may have. Plan a way to identify yourself; maybe a pink ribbon, a bright hat or a balloon on your car. Select an easy to find, easy to describe location to meet (i.e., near the restrooms) that will help people find you easily if they are shy or uncertain of the area.

Sign-In Sheet

In order to help account for everyone at your training walk please print the RSVP list from your Training Walk Leader Host Center (or copy and paste to your own spreadsheet) and bring it with you to the training walk to use as a sign-in sheet (with blank lines at the bottom for anyone who did not RSVP). If you anticipate that the group will split up and some walkers will be finished before you, request a text message when people finish so you can check off their name to confirm they made it back safely. It is very important that everyone provide their cell phone number and emergency contact information next to their name on this form. This will enable you to track them down in case their name is not checked off and you feel they should have returned by a certain time.

Training Walk Waiver

Friends and family members of registered participants are welcome to join in the training walks. Minors under the age of 18 must be accompanied by a guardian on all training walks.

Attendees of your training walk who are not registered for the 3-Day will need to sign the training walk waiver and release of liability. Please note that parents or guardians of minors who are participating in the training walk must sign twice (if they are not registered for the 3-Day)—once for themselves and again on behalf of the minor.

Waivers will need to be returned to your 3-Day Coach by the start of the 3-Day event. (Please note: In the case of an accident or injury on a training walk, the waiver for that particular training walk must be sent immediately to your 3-Day Coach.)

Teach Safety

As you progress through the training season, your walks will become longer and more difficult. While you will be prepared for these walks, friends and family members may not realize what they're getting into. As a training walk leader, you may choose to restrict people from attending who are obviously not ready for a particular walk. Should you find yourself in this situation, please explain your concerns to the person privately to avoid causing embarrassment and either suggest an abbreviated route (if you know of one) or ask that they not participate.

- The following [Training Walk Rules for Safety](#) have been established by the 3-Day and should be enforced on all official 3-Day training walks. *These rules appear for review each time someone RSVPs to a training walk so they should not come as a surprise to your walk attendees.*
- No Headphones
- No Cell Phones While Walking
- Share the Trail
- Obey All Traffic Laws
- Pets must be on a leash at the back of the group
- Minors must be with a parent at all times.
- Baby strollers are allowed at the back of the pack to avoid congestion

Music on Training Walks

While the use of headphones is prohibited on training walks you may choose to play music during your training walks via speakers. If some walkers find music distracting, please respect their wishes and either turn the volume down or off completely.

TRAINING WALK LEADER GUIDELINES

Safety Speech

Your official Training Walk Safety Speech can be found with the other training walk resources on The3Day.org. Please make sure all of your training walk attendees are aware of the safety policies.

Distribute Route Directions

Pass out your route directions, highlight any important points (restrooms, tricky intersections, etc.) and answer any questions walkers may have.

Designate a “Caboose”

On the 3-Day event, there is one person called the “caboose” who follows the very last walker. If you are leading a large group and/or going a long distance, you should designate a person to be the caboose for your training walk. You may choose to be the caboose yourself, or you may wish to ask a friend or one of the regulars on your walk to be the caboose. Swapping cell phone numbers with the caboose will ease communication should the need arise.

Stretch

Stretching is the most effective way to prevent injury during your training and during the 3-Day. Many walkers are not familiar with the importance of stretching and need encouragement to develop good stretching habits. Please incorporate regular stretching into your training walks and facilitate stretching 5 minutes for every hour of walking.

- In order to prevent pulled muscles, you should warm up before stretching by walking for about 5 minutes.
- Remind walkers to stretch immediately after the training walk. This will help prevent stiffness later in the day and will help prevent injuries in the long run.
- Use the stretching diagrams provided on The3Day.org/Training. You are welcome to add your own favorite stretches as well.

Rest

Walkers sometimes complain that stopping and resting during a walk makes them stiff—so they choose not to rest. It is very important to stop and take the time to re-hydrate and eat, especially during long walks. To prevent stiffness after a long break or lunch stop, you should stretch before you sit down to eat or rest. When it is time to start walking again, walk for 5-10 minutes to warm up and then stretch completely before continuing on.

Encourage Regular Hydration

Dehydration and hyponatremia (loss of sodium) are the causes of the most severe medical cases seen on the 3-Day. Both of these conditions are easily preventable. Unfortunately, they are also life-threatening. While dehydration and hyponatremia are experienced most often during hot weather, they can occur during moderate and cold weather as well. On the event, walkers are encouraged to drink a bottle of water and a bottle of sports drink between each pit stop (every three to five miles). Please encourage walkers to start this regimen during their training—drinking before, during and after all their training walks—even short ones—and regardless of weather.

Accidents/Injuries

If you or one of the other walkers experiences an accident or injury on your walk, 911 is the appropriate resource. Be prepared for the unexpected:

- Ask that everyone write their cell phone number and emergency contact information on the sign-in sheet or share it with the Training Walk Leader and Caboose.
- Recommend that those walking with you add your cell phone number to their phone.
- Recommend that all walk participants program an emergency contact into their cell phone or ask

TRAINING WALK LEADER GUIDELINES

- them to carry a piece of paper with emergency contact information on it.
- If an accident or injury occurs on one of your training walks, please make a follow-up call to the attendee within a week after the incident to see if they're okay and then follow up with your 3-Day Coach with the outcome. Additionally, submit the signed waivers for this walk to your 3-Day Coach immediately following the walk, indicating the attendee who was injured.

Answer questions to which you know the answers in good faith and in accordance with the information provided to you by the 3-Day. For questions you cannot answer or for which you are unsure of the appropriate response, refer your peers to a 3-Day coach.

Give as much notice as possible to your 3-Day coach if it becomes necessary to cancel a walk. Once a training walk is officially cancelled on the 3-Day website, the attendees who have already RSVP'd will receive an email notification. Update any social media posts you have made about the training walk to notify prospective attendees about the cancellation.