



Hills Relay for Life 2015

Saturday 16 – Sunday 17 May
Centenary of ANZAC Reserve, Castle Hill

TEAM INFORMATION PACK

Important dates and times

Thursday 14 May, 2015

Aim to bank most team fundraising at the National Bank using your team deposit slips.

Event Details -

Friday 15 May

1pm – 6pm Site open for team tent set-up (**Vehicles are only allowed on after 1pm**)

Saturday 16 May:

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| 7.00am | Gates and vehicle access open |
| 8.00am | Vehicle access to Relay track is closed. Pedestrian access remains open. |
| 8:30am | Registration desk open |
| 9.30am | Celebrate “Opening” Ceremony |
| 10.00am | Survivors Walk & start of relay |
| 5:00pm | All raffle tickets to have been returned to Raffle Tent |
| 6:00pm | Ceremony of Remembrance and Hope – (Candles and candle bags are on sale from 11am) |
| 7:00pm | Raffle drawn |

Sunday 17 May:

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| 7.00am | Free Healthy Breakfast for all campers. |
| 9.30am | Final lap |
| 9:45am | Closing Ceremony |
| 10.00am | Relay For Life concludes for 2015 |



Team Management

- The Team Captain is to communicate important information to their team and to provide team members with their volunteer card, donation tally sheet, and Relay shirt.
- Shirts can be collected on the day of the event at the Registration tent. Exchange of shirts for another size can be made on the day unless pre arranged with CCNSW prior to the event.
- The Team Captain is to collect all funds and donation tally sheets from their team members and bank the money using the allocated deposit slips. Team captain is to send the donor tally sheet back to CCNSW for receipts to be issued.
- Participants under the age of 18 will be the Team's responsibility.
- **Under age alcohol consumption will be strictly policed, and NOT tolerated at this event. If this occurs the participant or attendees will be asked to leave.**
- Remember – slip, slop & slap! If you forget to bring sunscreen there will be some available free of charge at the Registration Tent.
- If you have a cancer survivor or carer in your team, please register them from 8:30am for the Survivors Walk at the opening ceremony and the Survivors Morning Tea.
- **No pets are allowed at the event site.**
- **Open flame cookers and BBQ's are not permitted at the event site.**
- **Relay For Life is a strictly non-smoking event.**

Youth Registrations

- All under 18 participants must complete a separate youth registration form, signed by a parent or legal guardian.
- Youth team registrations will not be accepted without the parent or guardian's permission.
- For every 8 youth participants, there must be at least 1 adult chaperone at all times during the Relay.

Security

- **Although we will have some security at the venue please do not bring any valuables. The Cancer Council will not take responsibility for any lost or stolen property.**
- Security guards will be on site during the 24 hours of the Relay, who will patrol all areas during the Saturday night.
- The Police have also been notified that the event will be on and have been provided with a program of activities and asked to make regular patrols of both the Relay and carpark areas as part of their rounds.
- Security patrols will also be provided from Friday 15 May to keep an eye on installed equipment and the camping equipment.
- A lost and found area will be located in the registration tent.



Camping and Team Sites

- **Teams are encouraged to set up camp sites between 1pm and 6pm on Friday 15 May. This will allow you to secure your site and prevent congestion on the morning of the Relay.**
- Cars will be permitted to enter the grounds from 7am Saturday only to drop gear off. Once the on ground vehicle access is closed at 8am there will be a drop off zone within the car park for teams to drop items before parking the car. We ask that vehicles be parked in the designated areas outside of the grounds and participants follow the instructions of the parking assistants on the day. **PARTICIPANTS ARE NOT ALLOWED TO PARK WITHIN THE KELLYVILLE SHOPPING CAR PARK.**
- No Parking access inside the track perimeter fence.
- Caravan and campervans will be permitted in designated areas. There will be no power available for vans. **Please advise prior to the weekend should you wish to bring a van.**
- Camping overnight isn't always everyone's cup of tea so you are not required to camp overnight if you do not wish to.
- Tents are to be pitched infield as directed.
- Please speak with our Logistics Coordinator if you have a big marquee so we can arrange appropriate space for you.
- Team sites will not have access to electricity so you should bring your own battery operated torches or lanterns.
- Make your campsite 'Sun Smart'- protect from sun and wind.
- No open flames permitted at venue.
- Team sites are to reduce noise from around 10pm until 6am. We will have the Silent Disco again this year so those who want to kick on into the night will have access to our headsets.
- Ensure team members are aware of the evacuation assembly area.
- Don't forget your torches, insect repellent and warm sleeping gear if you are camping overnight!

Financial

- On registering, the team captain will receive a team info pack containing your donor tally sheets and banking deposit slips. Blank donor tally sheets can be photocopied as many times as you need.
- When collecting donations, a donor may ask for a receipt to be issued. Any donation over \$2 is tax deductible. The team member is to then fill in the donor's details on the Donor Tally Sheet. Once the sheet is completed, scan and email to nikkih@nswcc.org.au or post back to the address written on the sheet.
- Please note a "donation" is when the donor does not receive anything in return for their money ie, a raffle ticket sale does not count as a donation as they are receiving a ticket to win a prize.
- Team members are to give any donations raised to their Team Captain. The team captain can then bank using the deposit slips.
- More deposit slips are available on request
- Teams Captains should aim to deposit funds raised to date with the National Australia Bank by Thursday 14 May, 2015.
- For security reasons, please do not bring cash donations to the venue on the day

- Cheques and money orders may be posted to 'Cancer Council NSW', 43 Hunter Street, Parramatta NSW 2150
- Team sponsor logos may be placed on the team campsite (and on t-shirts).
- Donations over \$2 are GST exempt and tax deductible.

Raffle

- We have a wonderful raffle this year available to all participants to sell. Raffle books are available by emailing lynette.pike@optusnet.com.au
- All money raised selling the raffle tickets is to be banked under your own team! Easy, no fuss fundraising!
- A reminder that ALL raffle ticket butts and unused raffle tickets need to be brought to the Relay and handed in prior to 5pm on the Saturday night as it is to be drawn the evening of Saturday 16 May. Please return them at the Raffle Tent located near the Registration Tent.

Relay Walking & Running

- Team members can come and go as they please during the 24 hours and there is no penalty if a team doesn't have a person on the track at all times.
- Teams can keep their own lap tallies for the purposes of fundraising (e.g. sponsorship per lap) or for general interest, but there is no requirement to do so.
- Team members may walk in pairs, groups, or as individuals.
- There will be no designated running lanes this year as they have proven unsuccessful in the past at other relays given the number of participants. Those who would like to run are asked to navigate through walkers taking care at all times to prevent injury.
- The direction of the relay will change every 2 hours which will be indicated by a committee member on stage.
- Prams and wheelchairs may be pushed around the track – no roller blades, skateboards or bikes.
- Any participant wishing to walk for the entire 24hrs must notify Cancer Council prior to the relay. This is not encouraged and special rules are to be explained to all 24hr walkers.

Team Services

- Toilets, change rooms and shade are outlined on the site map which will be available at the registration desk as well as displayed around the grounds.
- First Aid will be on site at all times. Location of the First Aid tent is outlined on the site map.



Catering

- Food can be purchased during the 24 hours from the vendors
- There will be a variety of food choices available at reasonable prices with part or all of the proceeds being donated to the Cancer Council. Please use the vendors at the event as a priority, rather than purchasing less healthy choices from outside.
- Details of the food choices available from vendors will be included in your team packs.
- You can bring your own food and drinks if desired although we encourage you to take advantage of the wonderful choices the committee have provided for you.
- Tea and Coffee vendors will be present over the full 24 hours of Relay.

Survivors Morning Tea

We invite all cancer Survivors and their Carers to join us for the Celebrate (Opening) Ceremony and to walk the first lap (**10am**). A complimentary morning tea with light entertainment will follow this for survivors and their family. Location will be advised on the day.

If you would like to attend please register using the survivor's registration form on the day at the Registration Tent.

Ceremonies – What do they mean?

The importance of Relay For Life is based around the 3 main ceremonies held through out the event.

Opening Ceremony – **CELEBRATE** is about supporting and celebrating those in our community who have been through the cancer journey and survived. Survivors and Carers are given a sash to wear proudly as they walk the first official lap of relay to open the event. Participants are asked to line the track to clap and cheer on the Survivors and Carers as they walk. During the event shake their hand, give them a hug or even a high five. We are a community who care and want to celebrate their life.

Hope Ceremony – **REMEMBER** is a chance to honour the lives of loved ones who have passed from cancer. It is a time to reflect on the importance of them in our lives and to honour their memory. Candle bags are able to be purchased on the day of Relay and participants can write a special message of hope or a thought for those they lost on the bag. During the ceremony you will be given a time to light your candle and after the official part of the ceremony everyone will walk a lap of the track and then place your bags with lighted candle in front of our Hope sign. These candles will be left to burn throughout the night.

Closing Ceremony – **FIGHT BACK!** is about making a pledge to empower you to lead a cancer smart life. It can be anything from changing your diet, committing to regular check ups, increasing your exercise or giving up smoking. Your pledge can be internal and private or you can announce it to our whole Relay. The more informed and committed we are as a community to minimising the chances of cancer the better.



How you can help the Committee & the Event

- **SPREAD THE WORD!** Tell your friends, family, colleagues, the postman, the guy at the café who makes your coffee in the mornings – EVERYONE! Are you social media savvy? Take photos of you getting your tent prepared, you in your Relay shirt, you at the event and encourage everyone to come down and join you! If you post to social media please use **#HillsRelayForLife** or like us on Facebook and tag us in! Search **Hills Relay For Life**
- Encourage friends and family to take part in the 'Survivors' Walk' and 'Candlelight Ceremony of Hope'
- Encourage team members to sell Raffle tickets, all proceeds of which go to the Cancer Council. Raffle proceeds go towards your team fundraising total.

Information on the Day

In the first instance, questions should be directed to Relay For Life committee members who will be wearing **yellow Cancer Council shirts**.

Questions

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By being part of Hills Relay For Life you are making a difference in the fight against Cancer.

THANK YOU