

# Relay For Life

## Team Registration Form

Welcome to Relay For Life and thank you for volunteering to be a Team Captain. By taking part in this event, you will help to raise funds that will make a real difference to people with cancer and their families.

Your Relay For Life committee will provide you and your team with t-shirts for the event and any advice and support that you might need to make the most of the Relay experience.

The Relay Team in the Irish Cancer Society will shortly send you the Team Captain's Pack, which contains the Team Captain's Handbook (this has lots of useful information to help you prepare for the event) bank giro for lodging the funds raised and sponsorship cards.

### Registering Your Team

To enter your team for the event, please complete this form (see overleaf). Please sign and date the form and return it to the Relay committee with the registration fee.

### Team Registration Fee

**€100** - Full Team Registration fee ( *You are paying €100 to register yourself and your team*)

**€10** - Deposit for Team Registration ( *You are paying of €10 to register yourself only and you will collect additional registration payments from your team members*).

Please make cheques payable to Irish Cancer Society.

### Remember:

We want you to enjoy your fundraising activities and stay safe! The Irish Cancer Society can accept no liability for any loss, damage or injury caused during the event you undertake. The Society's insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your event participants. Please seek independent insurance advice prior to organising your event. Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practices.

*If you have any questions or queries about Relay For Life please contact a member of the organising committee or contact the Relay Team in the Irish Cancer Society at 01 2310500 or [Relayforlife@irishcancer.ie](mailto:Relayforlife@irishcancer.ie)*



# Relay Team Registration Form

Relay For Life Event	Relay For Life _____
Team Name	
Team Captains Name	
Address	
Email	
Contact Number	
Number of people on Team	

By providing your email address and phone number above, you are agreeing to be contacted about this and future relays by Relay committee members and the Irish Cancer Society.

We will always respect your privacy and you can choose to stop hearing from us at any time.

### Disclaimer:

The Fundraiser agrees to release the Irish Cancer Society to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arises because of the negligence of the Irish Cancer Society or its agents. The Irish Cancer Society reserves the right to terminate the agreement relating to an event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the terms and conditions outlined in the Terms and Conditions document. Fundraising activities and events organized by the RFL teams in advance of the RFL event are not covered by insurance. Teams must seek their own insurance advice. Third party suppliers and vendors at your event are not covered by the RFL Insurance Policy. They must provide copies of their own insurance.

### Agreement and Signature:

- Yes, I have read the “Relay For Life Teams Terms & Conditions” document and I agree to hold my fundraising event in accordance with them and all applicable laws.
- Yes, I agree to lodge all revenue from the event with the Relay For Life Event committee or with the Irish Cancer Society within 30 days of the event.

Signature of Team Captain: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*(if applicant under 18)*

# Relay For Life

## Terms and Conditions for Relay Teams

Thank you for registering your team for Relay For Life – we really appreciate your support. We want your fundraising to be an enjoyable experience as well as being safe and successful, so please read these terms and conditions. If you need any further information we're just a phone call away on 1850 60 60 60.

### Fundraising for the Irish Cancer Society and Relay For Life

- All activities must be conducted in accordance with all applicable laws.
- The Relay For Life Support Team in the Irish Cancer Society and your local Relay committee are happy to offer advice and guidance.
- If you are organising a public collection or a raffle where tickets are to be sold to the public, you should contact your local Garda station for advice.
- Your events should state clearly indicate that they are run by the Relay For Life team in aid of your local Relay For Life event and the Irish Cancer Society.
- The Irish Cancer Society's "Event Planning Guide" provides useful information and guidelines for the planning of large events. Please ring 1850 60 60 60 for more details.
- Please contact your Relay For Life Committee before contacting local businesses for contributions, or sponsorship.

### Cash Handling and Banking

To comply with auditor requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds. All net proceeds must be submitted to the Irish Cancer Society or to your Relay For Life committee within 30 days of the conclusion of the 24-hour event.

### Insurance

Fundraising activities and events organised by Relay For Life teams in advance of the 24-hour event are not covered by the insurance policy for the 24-hour event. Teams who are planning activities in advance of the 24-hour event must seek their own insurance advice and arrange appropriate cover. Please send a copy of your insurance policy to the 24-hour event's Relay For Life Committee.

### Irish Cancer Society

The Relay For Life Support Team in the Society are happy to provide you with information about the work of the Irish Cancer Society in your area.

*If you have any questions about Relay For Life please contact your local committee or the Relay Team in the Irish Cancer Society at 1850 606060 or email [relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)*