

Team Captain Handbook

What Is Relay For Life?

Relay is our local community coming together to **celebrate** cancer survivors, to **remember** those we have lost and to **fight back** against cancer by raising awareness of the services provided by the Irish Cancer Society.

Celebrate - Cancer Survivors

Relay begins with a Survivor's Lap, where cancer survivors from the community are invited to take part wearing a purple t-shirt. We **celebrate** them as the VIPs who provide hope and inspiration to the whole community in the fight against cancer. At Relay, we also **celebrate** caregivers, who give time, love, and support to their friends and family, facing cancer.

Remember - Candle Of Hope

As darkness falls, the Candle of Hope Ceremony takes place and we **remember** the people affected by cancer. Candle bags line the track. They are dedicated to someone lost to cancer or in celebration of a Survivor. They remind the community that we will never forget the pain caused by cancer and that we will never let our determination to live in a cancer free world be diminished.

Fight Back - As A Community

Relay helps the community **fight back** against cancer. At Relay we **fight back** by supporting people in our community affected by cancer. We **fight back** by funding research. We **fight back** by funding vital services such as Night Nursing and the Volunteer Driver service. We **fight back** by encouraging the community to make lifestyle choices that will reduce their risk of cancer.



Celebrate Remember Fight Back



Your role as Team Captain

At Relay, teams of family members & friends commit to having at least one team member walking around the track at all times, while lots of fun activities and entertainment takes place.

Teams are the heart and soul of Relay. As a captain, you will recruit your team. You will also be the link between your team and your local Relay committee.

Each team is asked to fundraise prior to enable the Irish Cancer Society to continue to provide vital services and life saving research.

Your To-Do List

Your main activities as Team Captain are:

- Recruit team members (most teams have between 10 & 20 people)
- Organise fundraising events before Relay such as a table quiz, 5-a-side, bag pack etc.
- Let your team know about Relay For Life and the work of the Irish Cancer Society.
- Attend the Team Captain's meetings organised by the committee (if you can't make it, see if a team member can attend).
- Hold team meetings. Talk about your plans and work together to get ready to Relay.
- Find out your team member's reasons to Relay. Use this as inspiration for your site decoration, banners and team activities
- FinallyHAVE FUN !

Lodging your funds...

Your team's Bank Giro forms are included in this pack. Please use these giros to lodge funds.

Please contact us 1850 60 60 60 if you lodge through a Post Office or If you need more giros.

If you have any queries about Relay and the work of the Society.....

Contact your local Committee, contact the Relay Team on 1850 60 60 60,
or email relayforlife@irishcancer.ie

Online Fundraising

We encourage teams to fundraise online, which can be very effective especially in generating support from family and friends you don't see on a regular basis.

You can set up a single fundraising page for your team. Alternatively, team members can set up their own fundraising pages. To set up a fundraising page on "Just Giving", just follow these steps:

- Log onto the Just Giving website <https://home.justgiving.com/>
- Click "Log In" (or "Sign Up" if you are not registered with Just Giving)
- In the Search Box enter "Irish Cancer Society"
- Then click on "Irish Cancer Society"
- Click "Fundraise For Us"
- Click "Organised Event"
- Scroll down to your Relay For Life event and click on the event
- Then set up the online fundraising page

Candle of Hope

If you would like to sell Candle of Hope bags as a fundraising event for your team, contact your Relay committee.

Friends & supporters worldwide can dedicate a Candle of Hope online. The person's message will be transcribed onto the candle bag and the bag will be placed on the track for the Candle of Hope ceremony.

To dedicate a Candle of Hope bag online, simply:

- Go to the Relay For Life website at www.cancer.ie/relay
- Click "Dedicate a Candle of Hope" and fill in the relevant details



Relay for Life — Fundraising Terms and Conditions for Relay Teams

Thank you for registering your team for Relay — **we really appreciate your support.** We want your fundraising to be a safe and enjoyable experience, 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 Team in the 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 sold to the public, you should contact your local Garda station for advice.
- Your events should state clearly 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 audit requirements and to preserve the integrity of the organiser, at least two people should count and lodge the funds raised. All net proceeds must be submitted to the Irish Cancer Society or to your Relay For Life committee within 30 days of the Relay.

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.

Irish Cancer Society

The Relay 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, please contact your local Relay committee or the Relay Team in the Society at 1850 606060 or email relayforlife@irishcancer.ie

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 arise because of 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 "Relay For Life Teams Terms & Conditions" document.

Please 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 your 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. You should seek independent insurance advice prior to organising your event.