



Conditions of Entry:

Your Deposit:

- A non-refundable registration fee of £200.00 is required, paid direct to Ultimate Travel upon registering for the event.
- This will only be refundable if we change any aspect of the event that prevents you from taking part e.g. the date.

Your Medical Details:

- You must be aged between 18 and 60 before the departure date of the event, if not your medical form will need to be signed by your GP.
- You must not suffer from alcohol or drug dependency.
- Your BMI must pass the approval of our tour operator medics, or you must be able to prove you are fit/will be fit for the challenge. This is for your own health and safety and for the safety of your group.
- All participants take part at their own risk.
- For health and safety reasons the tour operator, ground agents, Velindre staff and/or medical staff reserve the right to stop any participant from taking part in the challenge at any time.

Your Travel Details:

- Your passport must have at least six months to run from date of entry.
- You must organise your own ESTA / Visa if required to travel.
- You should not have any criminal convictions.
- You must make sure you are fully insured for the event you are undertaking e.g. road bike cycling, trek at altitude etc. Please make sure you are insured for the full duration of your trip (if you are extending then make sure you are covered for any additional days). Your insurance cover should also include air evacuation and repatriation. You must also make sure you inform the insurance company of any existing medical conditions as they may affect your cover or any subsequent claim.
- As stated in the UTC booking conditions, you must have adequate insurance cover for the event and provide a copy to UTC and the charity ahead of the event.

Your Sponsorship:

- You will need to have raised at least 75% of the fundraising target no later than 12 weeks prior to departure.
- Failure to raise the agreed target by the deadline date could result in you being withdrawn from the trip.



- If you have raised at least 75% of the full fundraising target but a specific situation has prevented you from raising the full amount; for example, the cancellation of a planned fundraising event due to bad weather, or a corporate sponsor not fulfilling their pledge, please contact the charity team to discuss your options as soon as possible.

Cancellation Policy:

- *Participants who withdraw from the event after 12 weeks prior to departure may be required to pay the total of any costs incurred to the Charity for their space. In the event this happens, and invoice for these costs will be provided to the participant and this payment will need to be paid in full to the Charity within 30 days, unless an alternative date is mutually agreed.
- If you withdraw because of a major change to the event that **we** have made, such as us having to reschedule the event and the new dates not being suitable for you, you are entitled to withdraw without any costs. However, you will be required to inform your donors/sponsors of this and offer them a refund for their donations. Alternatively, you can ask if they are willing for their donation to be donated directly to the charity.

Fundraising:

Charities and fundraising are governed by regulations and law. Velindre Cancer Charity is a member of the Fundraising Standards Board, the independent regulator of all fundraising carried out by and on behalf of charities in the UK. As a member we must follow their code of standards and practices and ensure our fundraisers do too.

All fundraisers that raise over £1000 are deemed a professional fundraiser and are required to adhere to these standards in all aspects of your fundraising. This is to protect yourself, others, and the charity.

The following four values supports the standards in the code:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.



Please click here to read a full list of these guidelines:

<https://www.fundraisingregulator.org.uk/sites/default/files/2019-09/Code-of-Fundraising-Practice-October-2019.pdf>

If you are unsure of anything, please contact a member of the Velindre Charity Team.

Promoting your overseas challenge and associated fundraising events/activities

- If you are using some of the funds you raise to cover the cost of the trip, you must make sure this is made clear to every donor or event attendee.
- You must be clear and transparent regarding the costs of the trip and how much the charity will receive from your participation.
- You must clearly state the challenge event logo and the 'in aid of' Velindre charity logo on all your promotional and event materials.

Fundraising materials

- If you receive charity fundraising materials to help you raise funds such as roller banners, collection tins or buckets, it is your responsibility to ensure they are looked after and handed back after the event they are used for. If you want to keep them for an extended period, you must inform the charity team.
- If you plan on placing collection tins at one or more venues for a period, you must keep a record of where they are located and collect them in after that period.
- You are accountable for the cost of any items that are lost or damaged.

Representing Velindre:

- Whether by fundraising, on social media or on the trip itself, we ask that all participants represent Velindre respectfully and positively. Your conduct and behaviour are direct reflection on the Charity and the hospital.
- Any incidents that arise because of inappropriate behaviour is a potential cause for complaint, which could harm the reputation of the charity and potentially risk future events taking place, will be taken seriously by the charity.
- As mentioned in point 2 of section 12 in the UTC booking conditions, any behaviour that results in refusal of travel, alternative travel arrangements will be at your own costs.
- In a situation whereby inappropriate behaviour results in damage to property, any costs incurred will be transferred to the participant responsible.
- In such situations, the charity can stop a participant from continuing with the event and be excluded from taking part in future events.
- NHS employees must also adhere to the standards set out in their contract of employment.



Social Media

- We ask that no participant share any information on the event or its participants that could be deemed sensitive before, during or after the event without prior approval of a member of the charity team or tour operator. For example, if a participant has an accident on the trip it's the responsibility of the Charity and/or Tour Operator to deal with this situation correctly. Information shared on social media or similar can cause huge issues for all parties if not shared appropriately.