



**Celebrate.
Remember.
Fight Back.**

Sutherland Shire Relay For Life 2019

**Don Lucas Reserve,
Wanda Beach, Cronulla
4-5 May 2019**

A-Z INFORMATION BOOKLET

Website: www.shirerelay.com.au

Facebook: <https://www.facebook.com/ssrfl/>

Instagram: @ShireRelay

Twitter: @ShireRelay

Hashtags: #shirerelay #shirerelay2019 #relayforlife

WELCOME TO THE SUTHERLAND SHIRE RELAY FOR LIFE 2019

Welcome and thank you for your support of Cancer Council NSW and Sutherland Shire Relay For Life. This info pack contains everything you need to get prepared leading up to Relay For Life. Inside, you will find information about:

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If you have any questions that are not covered here, please do not hesitate to contact us at Renee.Dean@nswcc.org.au or call 9334 1600.

NOTE: Some times and items may change as we get closer to the event. An updated information booklet will be available 2 weeks prior to event weekend.

REGISTRATION

Relay For Life welcomes all age groups to attend.

We encourage you to register online before event weekend.

- \$20 registration fee – until 3 February 2019.
- \$30 registration fee – until 4 May 2019 (5pm)

All participants must report to the Registration Tent on arrival

Already Registered Participants

If you are already registered for the event, each individual **MUST** go to the Registration Tent on arrival to check in to receive your event wristband. Registration will be open from 7am – 5pm.

All Team Captains

Shirts will be packed by team and they will also be provided with a team captain pack that includes your site map, program and wristbands.

*All participants must be registered and have an entry wristband. This is for safety and insurance purposes.

New Registrations (On the Day)

If you have new members to register for the event, they also **MUST** go to the registration tent to register themselves in your team. On the day registration is \$30pp and there will be cash and EFTPOS facilities available. Otherwise you can register online until 5pm, but will still need to check in with the Registration Tent on arrival.

Do I have to have 10-15 people in my team?

No. 10 to 15 is ideal. With fewer than 10, it's hard to keep someone on the track for the whole event. More than 15 members is hard to manage and we recommend spilling over into a second team.

Can I add team members to my team after we have already registered?

Absolutely! Most teams register online with one person and then slowly add team members as time goes by.

Can visitors come to Relay For Life without registering in a team?

Yes. We ask that visitors make a gold coin donation in one of the many Relay For Life donation buckets around the venue.

YOUTH REGISTRATION AND POLICIES

Youth teams are an essential part of Relay For Life and to ensure everyone is looked after, please read our youth policies below.

Cancer Council NSW requires that every youth under the age of 18 must have signed approval by a parent or guardian to participate in the Relay, this is during the online registration process.

In addition all youths must be accompanied by a SUPERVISOR throughout the duration of the event. SUPERVISORS must be 25 years or older (unless a parent, who can supervise their own children). **Supervisors must be in attendance at the event at all times and are completely responsible for the behaviour of the youth they oversee.**

An under 18 participant can be a Team Captain, however due to privacy laws they may not receive all Relay communications. We recommend an adult to be a Captain for this reason. Cancer Council NSW requires youth teams follow a SUPERVISOR ratio of:

- 1 Supervisor for every 6 youth (14 years and under)
- 1 Supervisor for every 9 youth (15 years +)

Youth Supervisor Forms

The team captain of a youth team MUST fill out and submit the Youth Team Supervisors Form to their local Cancer Council NSW office. Please find a youth supervisor form at the back of this pack to fill out, scan and send to Renee.Dean@nswcc.org.au by Friday 19 April 2019.

All SUPERVISORS name and phone number must be written on the form (this includes anyone scheduled for a specific shift as well as anyone staying for the entire event).

Youth at the Relay

All youth participants should be encouraged to bring some form of ID with their name on it e.g. bus pass, concession card, library card to the event and be able to present it if asked. Only those participants who are registered may be at the track after dark. Anyone not signed up on a team will be asked to leave.

SUPERVISORS are required to sign-in at the Registration Tent when they arrive at the event.

Youth cannot register for a youth team on the day without a form signed by their parent/guardian and the youth team SUPERVISOR present for the registration.

Any Youth and Relay that doesn't have a wristband after 5pm, will be asked to leave the event for security and safety purposes.

TEAM SITES AND CAMPING

Each team can book a campsite to set up tables, chairs, shade tent, marquee, eski, fundraising activities and anything you need to be prepared and comfortable on the day. This will be your team's 'home base' and somewhere to leave your stuff when you are walking/running or enjoying the entertainment.

It is recommended that one person from each team mans the area throughout the event for security purposes, as we cannot be responsible for your valuables.

As part of Cancer Council's Sunsmart initiative, and in case of different weather conditions, we encourage all teams to bring a shade tent. Please note you will need to secure this with weights or small tent pegs – due to underground irrigation systems please use weights where possible, or pegs that are no longer than 7cm. It is also suggested that teams bring weights to hold goods and merchandise for sale in case of wind etc.

CAMPSITE BOOKING

You can book your team campsite by emailing: camping@shirerelay.com.au

Please email the following information:

- Team Name
- Team Captain name
- Team Captain phone and email
- No. of expected team members (minimum of 4)
- How many campsites (each campsite is 3 x 5m) We recommend 10 people per site

If you have any camping questions, please email our coordinator: camping@shirerelay.com.au

All teams must reserve a site, even if they have not done so in the past. Teams who haven't requested their site before the cut-off will be allocated a site based on what is left. All other teams must rebook their camping spot for the 2019 event. It's advised that all teams registered must book a camping spot, and have a minimum of FOUR people also registered to the team.

Please register your team and camping spot **before 31st March 2019** to help assist us with allocating the spaces available and email us the details above ASAP.

The best dressed 10 trackside campsites will be automatically given the same guaranteed site for the following year's Relay in 2020.

All other trackside campsites will have to re-apply to get their site again.

SITE ACCESS

Teams are able to drop off their gear and set up from 7.00am Saturday 4 May. A 5 minute unloading zone will be available at the site's car park to allow teams to unload their gear before finding parking in the nearby streets. We recommend you get there with plenty of time to set up your team site and get organised before the day officially begins with the Opening Ceremony at 9.15am.

There is no access for teams to drive on the site so you will have to carry your gear the short distance to your campsite.

Do all team members need to stay overnight at the track?

No. We understand that some people won't be able to be at the track for the entire event. We ask that team members do try to stay at the track for as long as possible to support their team and share the relay roster, particularly late at night but we realise that this isn't always possible.

Track-side campers are strongly encouraged to enter the spirit of Relay by dressing up and giving their campsites a theme. Track-side sites that are not actively involved in this may not be given a track-side spot next year.

Do I get the same campsite number as previous years?

No, all teams must register for their campsite this year by emailing: camping@shirerelay.com.au

WHAT TO BRING

Relay runs for 24 hours so come prepared for hot, cold and damp weather!

Suggested Items to Bring With You

- Your Team Baton and team costumes!
- Water bottle (water stations are available but as a waste wise event, we will not be providing cups)
- Hat, sunscreen & lip balm
- Warm clothing – pants, jacket, beanie, gloves
- Wet weather gear – raincoat / poncho/umbrella
- Rug / blanket /beanbag/foldable chairs
- Fold up table and chairs for your team site
- Money/loose change

What NOT to bring!

- No glass containers or bottles allowed on the track
- No heaters, BBQs or anything with an exposed flame
- Fundraising money you want to bank. Cancer Council can NOT accept team funds on the day. Please bank all monies received before the event, or the next business day after Relay.
- No helium balloons, party poppers, paper streamers.

Please remember: you are responsible for keeping your area clean.

EVENT LOGISTICS

PARKING AND PUBLIC TRANSPORT

Due to the large amount of participants expected at Relay, we encourage car-pooling to the event. Participants & teams are encouraged to drop off families & friends & find parking in surrounding streets and the car parking area. The car park adjacent to Don Lucas Reserve is a 5 min loading zone only and parking reserved for suppliers & dignitaries.

Please be courteous of our neighbours and do not park in any area not designated for parking or across resident's driveways.

If you are catching public transport, Cronulla Train station is a 25 min walk from Don Lucas Reserve.

AMENITIES

Water Stations

We've partnered with Sydney Water to bring free water stations to Sutherland Shire Relay for Life so we can help reduce plastic waste! BYO water bottle to refill all day long and keep hydrated.

Toilets

There are toilets located at Don Lucas Reserve and we will have additional portaloos available. This includes accessible toilets. Showers are not available onsite.

ATM Machine

We will have an ATM machine onsite. We will also have EFTPOS available at the Registration tent to pay for your registration.

Phone Charging

ANSTO are donating a phone charging facility onsite.

Noise Restrictions

Due to Council guidelines, PA announcements can only occur between 7am – 11pm. Please be mindful of our neighbours outside these hours.

Although we have noise restrictions you can still expect a 24hour program of entertainment and activities including Silent Disco. Refer to the event program

available closer to event weekend for details.

WET WEATHER

The show goes on rain, hail or shine! Please come prepared for all weather. However if there are bad weather conditions before the event and grounds are determined dangerous, we will contact you the day before the event. Any concerns, please call Cancer Council Monday-Friday on 9334 1600 and check out our Facebook page for regular updates.

HEALTH AND SAFETY

In any case of an Emergency Evacuation, please follow instructions from the Cancer Council Representative or Committee Members on site. Emergency Evacuation points are noted on the site map (provided closer to event weekend).

We will have St. Johns on site for the 24 hours of the event. There will be security guards on site on Saturday (overnight) to ensure the safety of the site and event participants. Please note you are responsible for the safety of your belongings though so please don't bring valuables and ensure someone is in charge of your team site at all times.

EVENT RESTRICTIONS

Please note Sutherland Shire Relay For Life is:

- Smoke Free
- Pet Free
- Waste Wise
- Glass Free

ENTERTAINMENT & ACTIVITIES

There will be a variety of entertainment and activities with fun for all ages.

MAINSTAGE

Showcasing local bands and talent from the Sutherland Shire.

YOUTH STAGE (until early afternoon)

Showcasing entertainment from the Shire's best youth talent.

KIDS ZONE & ACTIVITIES (various activities available for a gold coin donation, adults welcome too)

BANQUET

The Relay For Life Banquet was introduced with great success in 2009. It is a group outdoor dinner, situated on the track, and is a great time at the event to sit and relax with your team mates (and friends and family) and enjoy the entertainment on the main stage.

Banquet guests are encouraged to bring their own food from home, order in food from a local takeaway restaurant, or purchase food onsite from the catering marquee for dinner.

Banquet tables must be booked and paid for in advance via banquet@shirerelay.com.au; a table and 10 chairs is \$50. The banquet will be located in front of the main stage around the track and will be designated as per the order of the booking. Specific table locations will be available after 4pm Saturday at the Information Tent.

Banquet Order forms can be found on our website www.shirerelay.com.au under the Pre-Event section in the Banquet tab. Banquet starts at 7:15pm

What is this year's theme?

TBC

Can I bring my own table and chairs and join in?

No.

When will we know where our table is located?

Banquet tables will be set up in front of the stage after the Candlelight Ceremony and you can find your number from the Information tent after 4pm.

What if it is raining?

The Banquet will still go ahead if raining, but will be moved to an undercover area. A wet weather plan will be decided as needed on the day.

Prizes will be awarded for the best themed table and the best dressed banquet guests.

BREAKFAST ON SUNDAY

Breakfast is provided on Sunday morning for all registered participants, available from 7am.

CANDLE BAG SALES

Candle bags will be available for purchase from 2pm on Saturday next to the Information Tent for \$2.00 (including a battery operated candle).

Names, messages, drawings and photos can be put on candle bags in memory of loved ones lost to cancer. After 2pm, you can collect your candle, candle bag, and sand (to weigh down the bag).

It would be appreciated if you can assist the committee in lighting candles before the start of the Candlelight ceremony at 6:15pm. Participants are to line the track with their candlebags – ensure that they are weighted with sand.

CEREMONIES

OPENING CEREMONY

The Opening Ceremony serves as the official start of the Relay. The first lap is the *Survivors and Carers Lap* which will be completed by cancer survivors, carers, and cancer patients. The 24 hour Relay timer will begin its countdown, and everyone joins in to start the event.

Opening Ceremony starts at 9:15am in front of the main stage.

CANDLELIGHT CEREMONY

The candlelight ceremony is a time of remembrance of those who we have lost to cancer.

Photos of loved ones lost must be emailed to candlelight@shirerelay.com.au by Tuesday 30 April and will be shown on the big screen at the end of the ceremony. Note: **If you have sent photos in the past, you will need to re-send them as we will not be re-using photos from previous years.**

Candles are lit and placed in bags around the track to burn softly through the night in their memory.

Candlelight Ceremony starts at 6.15pm in front of the main stage.

CLOSING CEREMONY

We will be finishing off the event as the clock counts down to 24 hours with an official event finish and closing ceremony.

Prior to the closing ceremony, we ask for all cancer survivors and carers gather at the start line for a reverse lap.

Closing Ceremony starts at 10am in front of the main stage.

CATERING

This year we will have an array of quality of food, healthy & vegetarian options, icy cold drinks, warm beverages & snacks at affordable prices.

Food and beverages can be purchased from the Catering Tent or around the track. Please bring your own cash to purchase food and drinks.

You are welcome to bring your own food and drinks to Relay.

ATM Access:

An ATM will be available throughout the 24 hours of the event.

FIGHT BACK TENT

FIGHT BACK is all about YOUR health, and learning ways to maintain optimum health and wellness. In addition it will hold information about various Cancer Council information and support services. Visit the Fight Back tent next to the Catering Tent between 10am – 5pm.

Specific initiatives and activities TBC

EVERYONE MARATHON

Want to challenge yourself this year at Relay? Participate in the Everyone Marathon at the 2019 Sutherland Shire Relay. The Marathon is fun and achievable for all.

How does it work?

On Saturday 4 May, arrive at 7am to register for the marathon at the Marathon Registration desk.

Once registered for the Everyone Marathon you must purchase a timing chip at a cost of \$5.00 each. Each timing chip is linked to an individual's name. Each participant will do their own laps with their own timing chips.

Timing chips must be returned to the registration area after completing your marathon.

At the end of the marathon, every participant who finishes will receive their very own medal.

FAQ's can be found on our website www.shirerelay.com.au under the On The Day section in the Everyone Marathon tab.

RAFFLE TICKETS

Raffle tickets can be handed in to the Information Tent at the Relay, or can be returned via post or delivered in person to the following addresses:

Post: Cancer Council NSW, PO Box 572, Kings Cross NSW 2011

Delivery: Bronwyn Mitchell, 102 Sutherland Road, Jannali NSW 2226

All used and unused raffle ticket books must be returned prior to the draw date (Wednesday 15 May) to either CCNSW or to the Raffle Coordinator. Please do not bring your monies collected from ticket sales to the event, please use your NAB deposit slip or login to your participant centre to bank the funds to your team.

SHELLEY WOOD AWARD

Shelley Wood worked tirelessly on the Relay For Life Committee and the event, alongside her family, to bring hope, courage and inspiration to others affected by Cancer. Despite her treatment and the effect cancer had on her health, Shelley continued to give back to others with a huge smile and a love for life.

Shelley attended the 2005 Shire Relay and read the OATH at the Opening Ceremony, shortly before passing away on 21 June 2005. Her memory lives on through the volunteer work of her family, Marion and Don Wood (parents) and Stuart Wood (brother) and the Sutherland Shire Relay For Life Shelley Wood Award.

The Award is given each year to a survivor who also has experienced the effects of cancer; someone who against all odds, has fought back and overcome their life circumstances, and who looks beyond themselves to the welfare of others to bring hope, courage and inspiration. Invitations for nominations are requested each year at the Sutherland Shire Relay For Life.

The Shelley Wood Award winner is announced at the Wrap Up Function where an Award is presented. Nomination forms can be found on our website under the Pre-Event section or available at the Information Tent over Relay weekend.

SILENT AUCTION

We will have some great items up for grabs at our Silent Auction that will be located in the Fightback Tent from 10am – 4pm.

SURVIVORS & CARERS

REGISTRATION & LAP OF HONOUR

For Survivors and Carers who are a part of a team, please go to the registration tent to check in with your team and then check in at the Survivors and Carers Registration area (in the Registration Tent) where you will receive your Relay sash and be informed of the details for the Survivors & Carers Lap at approximately 9.50am.

Survivors and Carers who are not in a team are able to register as a Guest of Honour prior to the event by going to our website www.shirerelay.com.au or registering on the day to get their sash.

MORNING TEA

Following the first Lap of Honour, Survivors and Carers are invited to a complimentary morning tea in Alyvia's Café in the catering tent, and then a massage at the Pamper Tent. The Pamper Tent will be open until early afternoon.

MOTORCYCLE & VINTAGE CAR RIDES

Following the Lap of Honour and Morning Tea, at about 11am, riders from Ulysses Motor Cycle Club will take Survivors and Carers on Harley Davidson Joyrides and Vintage Car rides. This will take approximately 15-20 mins and offered to Survivors and Carers ONLY.

SUNDAY MORNING

On Sunday, Survivors & Carers finish off Relay by gathering at the start line for the Reverse Lap which leads into our Closing Ceremony.

Survivors & Carers are our VIP's on the day, please make them feel welcome.

Can I take part in the 'Survivors Walk' and 'Candlelight Ceremony' without being on a Relay For Life team?

Yes. These ceremonies are the real highlights and we want to see as many people as possible taking part.

TEAM CAPTAIN MEETINGS

We will be hosting two Team Captain Meetings behind the Main Stage. Time's will be confirmed closer to event weekend.

WRAP UP FUNCTION

Wednesday 15th May 2019, Tradies Gynea

- The wrap up function is a thank you function for all committee and teams.
- Winner of the Shelley Wood award is announced
- Major raffle prizes drawn and announced
- Team Awards will be announced
- Photos will be shared

AWARDS

This year we will be awarding prizes for the following categories. The winners will be announced at the Wrap Up Function.

- 1. Best Campsite Award**
- 2. Best Dressed Team**
- 3. Best Baton Award**
- 4. Best Themed and Dressed Banquet Guests Award**

Your Team Baton can be anything you like, make it something creative that represents your team. Have the aim to keep your baton on the track with a team member the whole 24 hours in true Relay style and join the team baton parade in the afternoon!

5. Tradies Miss Relay Pageant Award

For all the males - bring your dress up clothes or borrow from any female person you know, bring along some makeup to get crowned 'Tradies Miss Relay 2019'.

Be creative and complete your outfit with a wig, stockings, heels or anything you desire. There will be great prizes up for grabs and of course, the coveted crown!

6. Spirit Of Relay Award

This will be awarded to a person or a team that represents everything about Relay. The winner can show their spirit of Relay over event weekend, or throughout the months leading up to Relay.

7. Highest Team Fundraiser Award

We know how much effort our teams put into fundraising and this is our biggest award. We will announce the winner at our Wrap Up Function. You have until then to bank you money to be in the draw to win this award. See the Fundraising Flyer for tips.

8. Most laps individual

9. Most laps team

10. Nippers Challenge

11. Shelley Wood Award

YOUTH SUPERVISOR FORM

This form must be returned to your Cancer Council office no later than two weeks prior to your RFL event.

Cancer Council NSW requires supervisor/s 25 years or older for every youth (under 18's) team as per the ratio below:

- 1 Supervisor for every 6 youth (14 years and under)
- 1 Supervisor for every 9 youth (15 years +)

Youth team supervisors are completely responsible for the behaviour of the youth they oversee and must sign in & be in attendance at all times throughout the Relay. For more information, please see the [Youth Policy](#).

Team Name _____

Team Captain Name _____

SUPERVISOR 1

Title _____ First Name _____ Surname _____

Address _____

Postcode _____ Tel _____ Mobile* _____

E-mail _____ DOB _____

I have reviewed the responsibilities and waiver below and agree to abide by them.

Signature _____

SUPERVISOR 2

Title _____ First Name _____ Surname _____

Address _____

Postcode _____ Tel _____ Mobile* _____

E-mail _____ DOB _____

I have reviewed the responsibilities and waiver below and agree to abide by them.

Signature _____

IF FURTHER SUPERVISORS ARE REQUIRED, PLEASE COMPLETE FURTHER COPIES OF THIS FORM.

Supervisor responsibilities:

- Supervisors must sign in at the start of the Relay at the Registration Tent.
- Supervisors must remain on-site for the duration of the Relay. This includes remaining at the campsite during overnight hours. Any anti-social behaviour by youth teams will result in immediate eviction from the event. If you need to leave early, another supervisor must take over and details given to Cancer Council NSW ahead of time.
- We recommend supervisors attend a Team Information Night ahead of the event. These meetings present an opportunity for you to ask any questions you may have about youth teams or your supervisor responsibilities.
- Supervisors must sign liability waiver and follow event rules and regulations.
- Supervisors are responsible for each youth (under 18) on the team and their behaviour for the duration of the Relay.
- If a youth needs to leave for any reason, the supervisor is responsible to ensure parental/guardian approval is sought.
- Extra Youth participants cannot register on the day without the Youth Team Supervisor being present and a registration form signed by their parent/guardian.
- If your Relay requires youth team members to wear a wristband, please ensure your team members do so.

DISCLAIMER: In consideration of this entry being accepted, I grant permission to the Cancer Council NSW to photograph me in the course of my participation in the **Relay For Life** event, and to use my name and any photographs of me for Cancer Council NSW purposes in any media and territory in perpetuity. I waive and release any and all claims for myself, my heirs, executors and administrators against the Cancer Council NSW, its agents, employees and licensees and any sponsors, officials and organizers of the **Relay For Life** event in connection with any injury, illness or death which may directly or indirectly result from my participation in this event, or from any claim arising in connection with the use of my name or any photographs of me. I acknowledge that I will not receive any financial remuneration for any of the above and that my compensation is the opportunity to contribute to the activities of the Cancer Council NSW.