



**Relay For Life**

# A-Z of Relay Team Handbook

Everything you need to get ready for Relay For Life

 [relayforlifeaustralia](https://www.facebook.com/relayforlifeaustralia)

[relayforlife.org.au](https://www.relayforlife.org.au)



**Celebrate.  
Remember.  
Fight Back.**

Register. Participate. Donate.

## Activities

A range of activities will be held throughout the event. Anyone taking part in Relay For Life is welcome to join in the activities happening around the track. A detailed program will be available on the day.

- Tug O War – please register at the Activities Tent
- Relays Got Talent at midnight – please register before 10:00 pm at HQ
- Library – you will receive the library card game in your team kit

## Awards and Presentations

Several awards will be presented throughout the event. These include the best team costume, best campsite, best letterbox, best baton, best banner, Highest Fundraising Team and Youth Team.

## Banking Fundraising Money

You should already have your deposit banking slip where you can deposit funds at NAB. Alternatively, you can deposit via the website.

**N.B. The final banking day for money to account towards your total fundraising at Relay is Thursday 23 July 2020. Banking can be still done after this date.**

## Baton

Each team is encouraged to create a team baton to carry around the track throughout the 18 hours of the event. The baton does not have to be a traditional relay-style baton, it can be anything you like!

## Breakfast

Bacon and egg sandwich served on a napkin will be supplied for breakfast.

## Candlelight Ceremony

A time to remember, a time for hope. This is the defining element of Relay For Life. It is a time to remember those lost to cancer and to show support for those living with cancer. Candle tribute bags line the track inscribed with personal messages of love and support. As they burn throughout the night, they guide and inspire tired bodies to keep on going.

Everything at Relay comes to a standstill for this very special ceremony. Your candle bags and candle will be presented to you in the kit you receive at the start of the Relay. You will be asked to place your bags around the track (on the grass) ready for the ceremony – please listen out for the PA announcements.

## Catering

Food will be available from our on-site vendors throughout the event however teams are also welcomed to bring their own. Water will also be available throughout the evening.

## Entertainment

A showcase of amazing local talent will be performing on the main stage and centre stage throughout the entire event.

## Emergency Procedures

**Fire:** The person who discovers the fire is to call for help. Notify a Relay committee member immediately. Committee members / Security are to attempt to extinguish the fire but at no point are they to endanger themselves or others.

If a fire is beyond control, dial 000 and request the services of the Queensland Fire and Emergency Services (QFES).

## Emergency Procedures

**Evacuation:** If a site evacuation is required, an announcement will be made over the sound system and all teams and volunteers are to evacuate following directions of staff and committee.

During an evacuation, please remain calm, walk, do not run and ensure children are with a parent or guardian. Leave all possessions at a team tent and do not go back to the tent site area.

Team Captains are to do a headcount of teams and report to the Relay Teams Coordinator.

If any team member, committee member or volunteer is unaccounted for, the Relay Chairperson should be notified immediately. Teams will be allowed back to the tent site only after the all-clear has been given to the Relay Chairperson.

## Fight Back! Ceremony

This ceremony represents our ongoing commitment to Fighting Back against Cancer and is conducted in the early hours of Sunday morning.

## First Aid

ALL incidents and injuries including sprains must be reported to

Cancer Council Queensland Team Leader, Community Engagement North, Jenny Coates 0413 598 694 or Cairns Relay For Life Chair Christina French 0409 561 500.

There will be professional First Aid on-site, please head to HQ if you or anyone is injured.

## Footwear

Correct footwear will help support your feet through your walking shifts and will also protect your feet from any nasty foreign objects such as sharp sticks. Rubber-soled sandals are recommended. In case of rain bring along some gumboots or some spare pairs of socks! No high heels, spiked shoes, rollerblades or roller skates are permitted on site.

## Fundraising

Because every dollar raised at Relay For Life helps support Cancer Council's research, education and support programs, every cent you raise will make a difference. Fundraising events like this enable us to provide access to counselling and support groups, accommodation at our Marilyn Mayo Lodge for regional patients travelling to Cairns for treatment, transport to treatment, and provide wigs and turbans free of charge to anyone who has lost their hair as a result of cancer. More than 1500 people in Far North Queensland are diagnosed with cancer. With your help, we can be there for those affected by cancer every minute, every hour, every day.

## Hats

In keeping with our SunSmart policy, HATS ARE TO BE WORN DURING SUNLIGHT HOURS.

## Merchandise for sale

A range of Relay For Life merchandise will be for sale including water bottles, shoelaces, bucket hats, flameproof candles and glow products. A price list for these will be available on the day of the event.

## Pack down times

All teams are encouraged to be on the track for the last half hour of Relay. Teams can start cleaning their campsites and organising their belongings prior to the end of the event. At 8:00 am the Closing Ceremony will take place and we request that all participants attend. Sites and tents can then be dismantled immediately after the ceremony.



## Registration

ALL teams are required to register BEFORE setting up the campsite. This is a very important Health and Safety regulation and must be adhered to. Not all team members are required to be in attendance when you register, just your Team Captain. Your Team Captain will receive wristbands for all team members when they register.

Upon registration, teams will be directed to their campsite as well as receiving the team kit.

## Rubbish

Ample rubbish bins will be stationed in prominent areas. Participants are encouraged to keep a clean and tidy area throughout the event and to ensure all rubbish items are put in the bin. If team members notice any rubbish lying around throughout the event, your assistance with placing it in a nearby bin will be greatly appreciated.

## Rules at Relay

- Relay For Life is a Smoke-Free Event.  
We ask all participants to observe the **No Smoking** rule when at the event
- Remember Relay For Life is a family event and misbehaviour will not be accepted.  
Those choosing to offend will be asked to leave.
- No glass
- No BBQ's
- No gas lights
- No animals (guide dogs excepted)
- No bikes, rollerblades etc.
- No energy drinks
- 2 adult supervisors (over 21) must be present at all times for each youth team
- **SLIP** on protective clothing
- **SLAP** on a wide brim or legionnaire hat
- **SLOP** on 30+ sunscreen
- **SEEK** shade where possible
- **SLIDE** on a pair of sunnies

## Runners

Participants are asked to be mindful of everyone on the track. Walkers are asked to keep to the inside of the track closest to campsites. Runners are asked to keep to the outside 2 lanes of the track and to be understanding of walkers, children and bystanders.

## Security

Participants are responsible for the safety of their belongings. Participants are not advised to leave any valuables unattended. If participants have any security concerns throughout the event, please contact a CCQ staff member.

## Set-Up times

Teams can register and set up campsites any time after 4.00 pm on Friday however, there will be no security overnight so please don't leave any valuables. Alternatively, from 10:00 am on Saturday. It is important that teams do not arrive to set up any earlier than this allocated time due to health and safety regulations.

## Set-Up procedure

Prior to the event you will be provided with information about your campsite location, be sure to familiarise yourself and your team members with this information to assist in making the onsite registration process a smooth one.

On arrival Team Captains **MUST check-in** at the registration desk on arrival. It is also important that everyone on-site **MUST** be checked-in, in the case of an emergency evacuation.

## Survivors and Carers

Cancer survivors and carers are invited to walk in the first lap of the Relay "The Survivors and Carers Walk". This lap takes place directly following the opening ceremony. Survivors and carers are then invited to attend a special afternoon tea held under the Corporate Room at approximately 2:15 pm, following the opening lap.

All cancer survivors and carers are very welcome to attend at no cost (regardless of whether they are in a team). If possible, please pre-register by calling Cancer Council Queensland on 4047 5509.

We ask that new registrations and sign-in of pre-registered survivors be completed before 1:00 pm Saturday at the Registration area. Upon registration Survivors and Carers will be provided with a sash to wear for the duration of the event. Please invite any friends, family or colleagues who may be cancer survivors or carers to attend Relay For Life to join the Survivors and Carers Walk.

All other Relay For Life participants will line the track during the Survivors and Carers walk to applaud the courage and strength shown by those completing the lap. Relay For Life begins with all participants walking the second lap together.

## Tea, Coffee, Milo

The Bearded Barista coffee van will be on site all night for you to purchase espresso coffees. We will supply free tea, coffee and milo at 'The Hill Café'.

## Team Kits

During registration, each team will receive a team kit containing:

- |               |          |                 |                |
|---------------|----------|-----------------|----------------|
| ✓ Candles     | ✓ Textas | ✓ Wrist Bands   | ✓ Team Pennant |
| ✓ Candle Bags | ✓ Menu   | ✓ Event Program | ✓              |

Team kits are made up for teams of 10 participants, if you have more participants you will need to collect additional items for the remainder of your team member from Registration Desk.

## Team Letterbox

Teams are encouraged to create a team letterbox that can be placed at the front of your campsite. Throughout Relay the mailman will be making special deliveries. There will be a prize for the best letterbox.

## Track

Please respect the grounds and remember to put all rubbish items in the bin. No glass is permitted anywhere on the grounds.

## Visitors to the event

Visitors are welcome to attend the event and are particularly encouraged to join in the Survivors and Carers walk and the Candlelight Ceremony.

## What to Bring

- |   |  |
|---|--|
| ✓ Walking shoes or runners                    | ✓ Wet weather gear (just in case)                      |
| ✓ Relay For Life shirt                        | ✓ Marquee, outdoor chair and table, sleeping items     |
| ✓ Light clothing for walking in the afternoon | ✓ Esky, cutlery, cups, food/drink, garbage bags, torch |
| ✓ Hat, sunglasses, sunscreen                  | ✓ Games, cards, battery-powered radio, camera          |
| ✓ Sun protective clothing                     | ✓ Drinking water and/or water bottle                   |
| ✓ Warm clothing for the evening               | ✓ Money for food and incidentals                       |

**HAVE FUN!!**