

## Leukaemia Care – Skydive Day

We're so pleased you've decided to sign up to our skydive day organised by Skyline. Here we've put together some terms and conditions for the event

- All bookings are done online at [leukaemiacare.org.uk](http://leukaemiacare.org.uk) and through skydive provider skyline.
- To secure a place, you must pay a non-refundable and non-transferable booking fee. The booking fee is refundable only if the event is cancelled by Leukaemia Care and not by the airfield. The registration fee will not be refunded if you withdraw for any other reason.
- By signing up you commit to reaching the fundraising goal of £440, and inform Leukaemia Care if you think you will not be able to achieve this.
- You must have raised £280 by 5pm on Friday 19<sup>th</sup> April 2019. If you do not reach this, Leukaemia Care may withdraw your place if, at any time, in its absolute discretion, it considers that you are not committed to raising this sponsorship amount.
- All sponsorship money must be sent to Leukaemia Care within six weeks after completing the event.
- If you do not take part in the event, any sponsorship money raised will be treated as a donation unless your sponsors contact Leukaemia Care directly for a refund.
- You understand that Gift Aid is not included in your fundraising goal but that money raised from Gift Aid is a valuable bonus for Leukaemia Care and contributes to event costs and commission charged by online giving platforms.
- Should the weather be unsuitable for jumping on the day it will be up to you to return to the parachute centre on another occasion if necessary to complete your jump.
- If you can no longer make our skydive day, a fee of £50 will be charged to change the date of your jump. This is in addition to the booking fee and is not in any way deductible from any sponsorship money raised for a charity. If you do change you jump date, Leukaemia Care will not attend on the day of your jump. To change the date of your jump you will need to contact Skyline directly.
- By signing up you agree that you are over 16 years of age, under 15 stone and if over 40 you have self-certified yourself (if you have any previous medical history, please contact your doctor). Those under the age of 18 will need the medical form signed by a parent or guardian – either of these will need to be with you on the day of the jump. Further details about medical restrictions can be found below.
- You give your permission for Leukaemia Care to use any photographs/videos taken of you at this event, to raise awareness and/or money for its work to support those affected by a blood cancer.
- You agree that Leukaemia Care may share your details with the event organiser, Skyline.
- You agree to Leukaemia Care storing the information that you provided on their database.
- By signing up, you agree for Leukaemia Care to contact you about anything regarding the event.

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- By signing up to an event with Leukaemia Care you agree to receiving further communications from Leukaemia Care until you manually unsubscribe from our mailing lists.

## Medical Restrictions

For a tandem skydive you must be at least 16 years old and must weigh under 15 stone. The principal medical restrictions are diabetes, epilepsy, fits, recurrent blackouts, heart or lung disease, mental illness and some cases of asthma but if you are in any doubt please contact us for further information.

You will be required to sign a medical form before your jump declaring your fitness to take part - this will be sent to you upon receipt of your reservation form but is also available on request.

Those under the age of 18 will need the medical form signed by a parent or guardian; those aged 40 and over, or those with a medical condition, will need it signed by their doctor.

## Insurance

On payment to the parachute centre of the fee for the training and the jump, all jumpers are covered by the British Parachute Association Liability Insurance Policy up to £2 million for liability to Third Parties. Please note that this does not cover you or your dependants for personal injury including death. You are therefore strongly recommended to take out your own insurance cover for personal accident benefits to whatever level you consider appropriate. You can do this either in conjunction with your own insurance broker or you may call us on the number below and we will send you a Personal Insurance Form. If in any doubt you should seek independent advice.

## In fundraising for Leukaemia Care you agree to:

- Not to reproduce Leukaemia Care's name or logo without permission from the Communications Team [communications@leukaemiacare.org.uk](mailto:communications@leukaemiacare.org.uk)
- Not to collect in a public place without first obtaining the appropriate license from the council.
- Not to raise funds by carrying out house-to-house collections.
- Not to do anything to bring Leukaemia Care's name into disrepute.
- To keep Leukaemia Care informed of any changes to your contact details.
- Raise all money using legal methods and complying with the advice given in the fundraising pack.
- All funds raised for Leukaemia Care through the event will be made payable to Leukaemia Care.

## In return, we promise to:

### Commit to high standards

- We will adhere to the Code of Fundraising Practice.

# Leukaemia Care

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- We will monitor fundraisers, volunteers and third parties working with us to raise funds, to ensure that they comply with the Code of Fundraising Practice and with this Promise.
- We will comply with the law as it applies to charities and fundraising.
- We will display the Fundraising Regulator badge on our fundraising material to show we are committed to good practice.

## **Be clear, honest & open**

- We will tell the truth and we will not exaggerate.
- We will do what we say we are going to do with donations we receive.
- We will be clear about who we are and what we do.
- We will give a clear explanation of how you can make a gift and change a regular donation.
- Where we ask a third party to fundraise on our behalf, we will make this relationship and the financial arrangement transparent.
- We will be able to explain our fundraising costs and show how they are in the best interests of our cause if challenged.
- We will ensure our complaints process is clear and easily accessible.
- We will provide clear and evidence based reasons for our decisions on complaints.

## **Be respectful**

- We will respect your rights and privacy.
- We will not put undue pressure on you to make a gift. If you do not want to give or wish to cease giving, we will respect your decision.
- We will have a procedure for dealing with people in vulnerable circumstances and it will be available on request.
- Where the law requires, we will get your consent before we contact you to fundraise.
- If you tell us that you don't want us to contact you in a particular way we will not do so. We will work with the Telephone, Mail and Fundraising Preference Services to ensure that those who choose not to receive specific types of communication don't have to.

## **Be fair & reasonable**

- We will treat donors and the public fairly, showing sensitivity and adapting our approach depending on your needs.
- We will take care not to use any images or words that intentionally cause distress or anxiety.
- We will take care not to cause nuisance or disruption to the public.

## **Be accountable & responsible**

- We will manage our resources responsibly and consider the impact of our fundraising on our donors, supporters and the wider public.

# Leukaemia Care

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- If you are unhappy with anything we've done whilst fundraising, you can contact us to make a complaint. We will listen to feedback and respond appropriately to compliments and criticism we receive.
- We will have a complaints procedure, a copy of which will be available on our website or available on request.
- Our complaints procedure will let you know how to contact the Fundraising Regulator in the event that you feel our response is unsatisfactory.
- We will monitor and record the number of complaints we receive each year and share this data with the Fundraising Regulator on request.