

## Terms and conditions for challenge events

Thank you so much for your interest in fundraising for The Matthew Project. We ask everyone who is taking part in an event for us to be aware of and to comply with the following terms and conditions.

By taking part in the event I have entered (“Event”), I agree as follows:

- 1. Disclaimer:** I agree that I am taking part in this Event at my own risk and that The Matthew Project shall not be held liable for any accident, injury, loss or damage incurred as a result of my participation in the Event, unless such accident, injury, loss or damage is caused by the negligence of The Matthew Project.
- 2. Health:** I agree that I am responsible for my health and for deciding whether I am physically able to take part in the Event. If I am unsure about whether I am physically able to participate, then I will obtain medical advice prior to the Event. I agree that if I need to drop out of the Event, I will let The Matthew Project know as soon as possible.
- 3. Age:** I hereby confirm that I am 18 years of age or older or that I am an adult parent or legal guardian taking full responsibility for someone under 18 years of age.
- 4. Entry:** I agree that I must complete the registration process with The Matthew Project in order to secure my place. I also agree that I must comply with all conditions of the Event as set out by The Matthew Project. If the Event is cancelled or postponed, I understand that The Matthew Project will do everything it can to transfer my place to the next available similar event. However, I acknowledge that this may not always be possible, and that a place on the next similar event is not guaranteed.
- 5. Sponsorship:** I agree that acceptance of my place in this Event confirms my commitment to raise as much money as possible for The Matthew Project by my participation. I agree to encourage my sponsors to Gift Aid their sponsorship (which will incur no extra cost to them). I agree that I will not bring The Matthew Project’s name into disrepute and that I will fundraise responsibly and legally. If I have to pull out of the Event for any reason (including injury), I agree that I will submit all sponsorship raised by then to The Matthew Project, subject to informing my sponsors that I am no longer participating in the Event and their right, if they wish, to have their sponsorship money returned to them.
- 6. Payments to The Matthew Project:** All funds raised via my online TotalGiving sponsorship page will be transferred to The Matthew Project automatically. I will pay any offline sponsorship via bank transfer. I will forward all outstanding donations to The Matthew Project no later than two weeks after the date of the Event. If I require any further information about transferring my offline sponsorship, I will email the fundraising team at [hello@matthewproject.org](mailto:hello@matthewproject.org).
- 7. Complaints:** If I have any complaints about the Event, I will contact The Matthew Project at [hello@matthewproject.org](mailto:hello@matthewproject.org) outlining the nature of my complaint.
- 8. Instructions:** I agree that I will comply with any instructions or guidance provided by The Matthew Project relating to my fundraising activities in connection with the Event and to my participation in the Event, but I acknowledge that I remain responsible for organising and carrying out my fundraising activities in connection with the Event and my participation in the Event.
- 9. Insurance:** I acknowledge and accept that The Matthew Project’s insurance policies do not cover my participation in the Event.
- 10. Laws:** I will comply with all applicable laws and regulations relating to the Event.
- 11. Reputation:** I will not do anything that may damage The Matthew Project’s reputation or name. I agree that, in the event that The Matthew Project reasonably believes that my participation in the Event may damage The Matthew Project’s name or reputation, I will withdraw from the Event immediately at the request of The Matthew Project.
- 12. Transfer of participation:** I can only transfer my participation in the Event to someone else if The Matthew Project agrees to this. I understand that the Matthew Project may not agree if the age or health of the person I wish to transfer my participation in the Event to means that they cannot participate in the Event or that the individual may damage the Matthew Project’s reputation or name.

### The Matthew Project

Registered charity no. 1122801

Company limited by guarantee no. 6388343

Registered office address: 70-80 Oak Street, Norwich NR3 3A