



Thank you for entering Leisure & Culture Dundee's SANTA DASH and for helping to make a difference with The ARCHIE Foundation. We've attached all of the information you need to know in this one simple document so continue reading to find out more.

Fundraising Information

Fundraising plays a very important part in a charity event like this and anything you can do to help raise money for **The ARCHIE Foundation** will be greatly appreciated. You can help play your part by collecting sponsorship or by spreading the word around your family, friends and workplaces. The more people who know about it, the more ways in which we will be able to improve the lives of the children and their families who receive support through Tayside Children's Hospital and **The ARCHIE Foundation**.

Create your own Virgin Money Giving on-line Sponsorship Form

You can use this to set up your own on-line sponsorship form, which you can share with friends and colleagues. It also allows your sponsors to pay using credit and debit cards and all your gift aid is managed automatically. All profits go directly to **The ARCHIE Foundation** who use this money to help sick children throughout Tayside.

Just follow these easy steps to set up your own online sponsorship page

1. Go to www.virginmoneygiving.com and search for Leisure and Culture Dundee
2. Once in our homepage, click on Events and select our Santa Dash Event.
3. You will now have the option to just make a donation or to **Start Fundraising** with Leisure and Culture Dundee's SANTA DASH 2018 shown as the selected charity event
4. You can now enter the target amount you wish to raise £ (or leave blank)
5. For the question "has your charity contributed to the cost of your event?" answer **No**
6. You'll see here you can also set this up as a joint fundraising page if you want to do this as a team
7. Click **Next** and you will now be asked to sign in or register with **www.VirginMoneyGiving.com**
8. Finally, the last page is your own to create and design - make it as simple or as fancy as you wish.

Donate now with Virgin Money Giving

Can't take part in our Santa Dash but still want to do your part to help **The ARCHIE Foundation**? Then why not give us a donation through our **Virgin Money Giving** page and help to improve the lives of sick children throughout Tayside.

Who does your money help?

All of the money raised from this event goes to **The ARCHIE Foundation** which is the official charity of Tayside Children's Hospital in Dundee.

Travelling to the Event

Why not take advantage of **Xplore Dundee's** very generous offer and hop onto one of their busses **FREE OF CHARGE**. That's right, you can get **FREE** travel to and from the event courtesy of **Xplore Dundee** who are our official Transport Partners. All you need to do is wear your Santa Suit, hop on an **Xplore Dundee** bus into the City Centre and then sit back & relax all thanks to **Xplore Dundee**.

What to Wear on the Day

Obviously you will need to wear a Santa Suit, but this doesn't have to be the one provided. Participants are more than welcome to wear their own Santa Suits or accessorize in any way they wish. The fancier the better as long as you stick to the Christmas theme and remember that you will still have to walk or run around the course. Please remember that our suits are designed to be worn over additional clothing and will not be warm enough to wear on their own at this time of year. Keep an eye on the weather and make sure that you dress accordingly.

Race Number

Your race number is important as without this, you cannot enter the race. We store all of your personal details against this number so please do not exchange it or give it away. Your number should be fastened securely to your Santa Suit with the safety pins provided. Do not fold, cut down or deface the number in anyway. Please place your full name and the nature of any medical conditions you may have on the reverse of your number. This is required in case of an emergency.

Registration

All Santas must register before the race begins at the appropriate registration desk as dictated by your Race Number. Registration desks will be clearly marked to show which desk you need to go to e.g. Race Numbers 1-200 must go to desk 1, Race Numbers 201-400 must go to desk 2 etc. Registration desks will be open from **9.30am** so please ensure that you are there in plenty of time to register prior to the big race starting.

Race Day Programme

There will be plenty of fun to be had on race day as we will be joined by Wave FM who will have plenty of music and chat on the go to keep the crowds going. Full programme line up is as follows:-

9.30am - Registration

10.15am - Warm Up Session

10.30am - Santa Dash start time

11.00am onwards - Medal Collection and photo opportunities

11.30am - Race Ends as all Santa's reach the North Pole

11:35am - Prize Winners announced

Race Route

The race will start and finish in Dundee's City Square, following a route through the City Centre as detailed on our website. It is a 2km lap and can either be done once or twice if you wish to complete the full 4km race. Those who are completing the full 4km should turn left at the bottom of Reform Street to continue around the route. Anyone finishing should continue straight ahead from Reform Street and cross the finish line back in City Square.

Accessibility

The route selected is fully accessible with only a few flat cobbles along the way on High Street, Panmure Street and Barrack Street. There is also a slight incline on Constitution Road and a matching decline on Court House Square.

Pushchairs and Young Children

Pushchairs and young children are more than welcome to come along and join the fun with all under 3's taking part **FREE OF CHARGE**. Please note that for safety reasons, we advise all Santa's with young children or pushchairs to start at the back of the crowd, allowing anyone wishing to run the race to get away from the start safely and quickly. This will then ensure a much more enjoyable walk, run or push for all of our younger Santa's.

Please note that children under 12 must be accompanied by a participating adult.

Lost Children

In the event of a child becoming lost, they will be taken by one of our Stewards to the Start/Finish area in City Square where they will be looked after by a qualified and security cleared member of staff. Our Stewards around the route will be notified about the lost child and will be able to help you if you discover that you have lost your child. Please approach any Steward wearing a **yellow high viz vest**, as they all have radios and can contact our staff in City Square. Please note that lost children will not be released to a member of the public until the member of staff is satisfied that their identity is genuine.

Parking

Parking isn't available on site but there are a number of car parks nearby including:-

Shore Terrace Car Park, DD1 3AH

Gellatly Street Car Park, DD1 3DY

NCP Overgate Shopping Centre, Bank Street Car Park, DD1 1RW

Wellgate Centre Car Park, DD1 2DB

NCP Marketgait Car Park, DD1 1QP

For up-to-date information visit:

www.dundee.gov.uk/transport-streets/second/Parking-and-car-parks

Changing Facilities

There are no changing facilities on site so please come dressed and ready to go. If not, it won't take too long to put your suit on at the start and get ready for the fun to begin.

Toilets

There are no toilet facilities at City Square but there are plenty in the nearby Overgate and Wellgate Shopping Centres.

Music & Earphones

For safety reasons please **DO NOT** wear earphones when running. It is essential that you can hear our Stewards and that you are aware of any traffic or emergency vehicles which may be on the route nearby.

Photography

Leisure & Culture Dundee will be taking photographs and videos on the day along with members of the press for official use only by Leisure & Culture Dundee and our Partners. By participating in this event, you consent to being filmed or photographed at this event. These images may be used on our website, promotional material or social media for promotional purposes only.

Please be aware that local press, in particular **The Evening Telegraph**, will be in attendance on the day and that any photos they take may appear in the local press.

Media

Please note that we will be inviting local media to be present on the day from Press, Radio and TV, so please be aware that by participating in this event, you are acknowledging that you give permissions for them to use any images taken.

The **Evening Telegraph** are our official Media Partners and they will be publishing a special commemorative pull-out after the event which will contain numerous photos of the day, alongside a special “**Santa’s Roll of Honour**”. Every Santa who has entered this event will have their name mentioned to say thank you for all of your amazing efforts in helping us to raise awareness for **The ARCHIE Foundation**.

At the “North Pole” (Finish Line)

After reaching the “North Pole” you must go back to your original registration desk to collect your Medal, Certificate and Special Goody Bag. Whilst there, we will also sign you out as having completed the race. Please ensure that you do sign out, as we will be contacting any Santas who do not, just to make sure that you are safe and well.

Spectators

We would welcome all spectators to come down and cheer on our Santas at any part of the route. The more encouragement they get the better the atmosphere will be so please come and join in the fun.

Terms & Conditions

- Entry fees and fundraising donations are non-refundable as the money will be presented to our partner charity – **The ARCHIE Foundation**.
- By entering the Leisure & Culture Dundee’s SANTA DASH, you declare that you are medically fit and enter at your own risk. The organisers or sponsors will not be held responsible for any injury or illness caused to you during or as a result of the run.
- The organisers or sponsors will not be held responsible for any property lost during the event.
- You give permission for your image, voice or name to be used in any broadcast, promotion or other account of the event by Leisure & Culture Dundee and our Partners. This will include a special commemorative pull-out in **The Evening Telegraph** which will contain numerous photos of the day, alongside a special “**Santa’s Roll of Honour**”. Every Santa who has entered this event will have their name mentioned to say thank you for all of your amazing efforts in helping us to raise awareness for **The ARCHIE Foundation**.
- By registering for Leisure & Culture Dundee’s SANTA DASH 2018 you consent to the personal information you provide being held and processed electronically by the Leisure & Culture Dundee for the purposes of managing you/your child’s place on this activity.
- Leisure and Culture Dundee will not share this information with any other party unless clearly stated in these terms with one of our Partners. Information will be retained for the duration of the contract agreement between the applicant and Leisure and Culture Dundee. All data provided on this application form will be processed, stored and destroyed in accordance with the General Data Protection Regulation (GDPR).
- For full information on Leisure and Culture Dundee’s privacy policy, please see our website at www.leisureandculturedundee.com/privacy-policy
- By participating in this event, you consent to being filmed or photographed. These images may be used on our website, promotional material or social media for promotional purposes only by ourselves and our Partners. Due to the nature of the event, it is not possible to isolate any one individual from photographs.
- Please be aware that local press will be in attendance on the day and that any photos they take may appear in local publications. The local press will ask for details of any individual they photograph.
- Please note that children under 12 must be accompanied by a participating adult.

For any further information, please contact:

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