



## RULES AND REGULATIONS



### You must observe the following rules:

1. Oxfam Trailwalker participants must be aged 18 or above on event day (18 November 2016).
2. Participants must form teams of four. Teams should pay the registration fee of HK\$1,400 between 7 June and 5 July, 2016, and submit team members' particulars by 26 October, 2016, in order to complete the registration process. Late submissions will not be entertained and the team slot will be forfeited.
3. Each team must have four members when they begin the walk. Please arrive on time for registration to avoid delays. No team is allowed to change its registration and start time without the prior approval of the organiser.
4. All participants will be required to submit a signed disclaimer at the Start Point to agree not to hold the organiser or any sponsor / supporting organisation responsible for circumstances of, but not limited to, death, injury or damage to or loss of personal properties. Please refer to the full version of the disclaimer on P.58.
5. All teams (including those teams which are absent / withdraw on the event day) must raise a minimum sponsorship of HK\$7,200, except for Pledge Teams, which must raise at least HK\$70,000. The organiser reserves the right not to accept applications for future Oxfam Trailwalker events from any member of a team which has failed to raise the minimum amount.
6. Registered teams wishing to withdraw from the event must give written notice to the organiser before 19 September, 2016. This will allow wait-listed teams to take up the vacated places. Please note the following for withdrawal:

**Withdrawal with written notice on or before 19 September**

**Sponsorship not required**

**Withdrawal with written notice from 19 September - 15 November**

**HK\$3,600 minimum sponsorship**

**Absent or withdrawal on the event day**

**HK\$7,200 minimum sponsorship**

7. There are nine Checkpoints (CPs) along the trail. All team members must stay together between CPs and register together at each CP. You may not leave a CP until all your team members have registered. CP staff reserve the right to refuse to register incomplete teams or teams with members unaccounted for.
8. A timing chip is attached to your race bib. All walkers must wear their race bibs and wristlets throughout the event for identification purposes.
9. Teams found to have taken shortcuts will be disqualified. Control Points will be set up between CPs. Only teams that have passed through all Control Points and have completed the 100 km course on the designated route are eligible for ranking or prizes.
10. All teams must register at a CP at or before its closing time in order to be allowed to proceed. Please refer to P.35-38 for the closing times of CPs. The organiser reserves the right to suspend the registration process of any walker whose condition is deemed unfit to continue.
11. The trail could get quite crowded, particularly in the early stages of the event. Please give way to teams that are walking faster.
12. Teams' finishing times will be recorded based on when the last member of their team reports to officials at the Finish Point. Since Oxfam Trailwalker is a team event, no individual finishing times will be recorded.
13. Teams representing a company / organisation must provide the name of the company / organisation to the organiser.
14. For Veteran II, all four team members must be aged 60 or above on event day (18 November) in order to qualify; all four members aged 50 or above will be classified as Veteran I.

## Changing Your Team Members

In the interest of fairness, team leaders in the Open Team Category CANNOT be changed. Changing your team leader will result in the disqualification of the whole team. However, you can change your team member(s) during the following periods:

Phase	Fee (per member)	Procedure
Submission of Particulars of Confirmed Team Members (7 June - 26 October)	Free	<b>Via online team page</b> <ul style="list-style-type: none"> <li>- Log in to the Oxfam Trailwalker System</li> <li>- Visit your team page to add / change team members</li> </ul> <b>By post or hand</b> <ul style="list-style-type: none"> <li>- Fill in the Registration Form and submit it to Oxfam</li> </ul>
Late Change of Team Members (27 October - 15 November)	HK\$200	<b>Via online team page</b> <ul style="list-style-type: none"> <li>- Log in to the Oxfam Trailwalker System</li> <li>- Pay the Late Change of Team Member Fee by credit card</li> <li>- Visit your team page to add / change team members</li> </ul> <b>By post or hand</b> <ul style="list-style-type: none"> <li>- Fill in the Change of Team Member Form and submit it with payment record to Oxfam</li> </ul>
Change of Team Members on Event Day (16 - 18 November)	HK\$500	After 15 November, all change requests will be handled on the day of the event. Fill in the Change of Team Member Form and pay the fee in cash at the start hall.

Late Change of Team Members: Teams can pay the Late Change of Team Member Fee (HK\$200 for each new member) into Oxfam Hong Kong's bank account (please refer to P.28). Please write your team number and leader's name on the original copy of the deposit slip or a printed copy of the online transfer Acknowledgement Note, and submit it together with the completed Change of Team Member Form to Oxfam by post or by hand. Please write 'Oxfam Trailwalker 2016 Change of Team Member' and your team number on the envelope. Cash or cheques will not be accepted.

Deadline: 15 November, 2016 (Hong Kong Time, according to the postmark)

Special Note:

Oxfam Trailwalker is a challenging team event. Participants are strongly recommended to allow adequate time for training and team building before the event. Please avoid changing team members in the last month before the event. Changing team members on the day of the event is also not advised. The Late Change of Team Member Fee is non-refundable. It cannot be regarded as donation and is not tax deductible.

## Sickness or Injury

1. Take good care of your health. In case of sickness, please inform your teammates immediately and do not hesitate to call for help.
2. Under no circumstances should any person be left unattended. Any member who is injured or suffering from exhaustion must be brought to the nearest CP by his/her teammates for assistance.
3. If a team member becomes seriously injured and cannot move, you must call the emergency phone number immediately (printed on the barcode bracelet) to inform the organiser and specify your location. Teammates must accompany the injured person until the rescue team arrives.
4. The MacLehose Trail is marked by numbered distance posts (M001 - M174) every 500 metres. Numbered sign posts (OTW175 - OTW198) are placed in the continuous route leading to the Finish Point every 500 metres. Please take note of the location of these distance posts and sign posts during your training and the event. In case of emergency, quote the number on the nearest distance post to describe your position.

5. We advise that each team have at least two fully charged mobile phones for emergency use. If you require emergency assistance, please inform us of your team number, location, distance post number, state of injury and phone number to facilitate our immediate response.
6. Team members should have basic knowledge of first aid. Please contact the Hong Kong St. John Ambulance at 2524 4888 or the Auxiliary Medical Service at 2762 2020 for information on first aid courses.



## Withdrawal

1. If you want to withdraw during the event, you must first report to the nearest CP. The working personnel at that CP will record the withdrawal and confirm the status of the whole team. Remaining team members are not allowed to continue with the event until the withdrawal is reported and a Drop-out Certificate is issued. The Certificate should be kept by the remaining team members and will be checked at each subsequent CP.
2. Anyone who withdraws during the event must inform the organiser. If for any reason you need to leave during the event, you must call the emergency phone number to notify to the organiser as soon as possible. You must also pass your barcode bracelet to the remaining team members for the completion of the drop-out procedure at the next CP.
3. The remaining team members have to hand in the Drop-out Certificate to the working personnel at the Finish Point.
4. For the safety of all walkers, if two members of a team have withdrawn, the remaining two members will not be allowed to continue until they are joined by another team at a CP.
5. The organiser will not provide transport for walkers who withdraw during the event. Please note that CPs 7 and 9 are restricted areas which cannot be accessed by public transport. The organiser will NOT provide a shuttle service for walkers who leave at these CPs. Walkers should only choose to leave at places which are accessible by public transport, otherwise please be prepared to walk for a further distance and make sure you have sufficient food and water with you.
6. You are strongly advised not to continue on the Oxfam Trailwalker 2016 course after withdrawing. If you do continue, you do so entirely at your own risk.



A team photo will be taken by the organiser at the Start Point for Police's rescue action use (if necessary).

