



## 回饋社會 服務社群

電訊盈科及其集團成員香港電訊多年來為市民及商界提供優質服務的時，亦致力將企業公民責任理念融入業務及規劃之中。

公司的管理層帶領義工隊積極參與社區活動。我們的努力屢獲表揚，除了獲香港社會服務聯會頒發「商界展關懷」標誌超過十五年外，多年來亦獲社會福利署頒發最高服務時數獎。

**我們積極履行企業社會責任：**

**弱勢社群：**透過長期義工服務及其他單次活動服務弱勢社群

**長者服務：**多項長者服務計劃為他們帶來關懷和溫暖

**環保服務：**積極參與及推動環保活動，宣揚環保意識

**青年服務：**推動香港青少年科技知識交流





## You must observe the following rules:

1. **All team members must be aged 18 or above by 29 January 2021.**
2. **Applicable to the teams that have reserved their team place for OTW 2020, to be held in Jan, 2021:** Participants must form teams of four; confirm the team slot within the deadline mentioned by the organiser and submit team members' particulars by 22 December in order to complete the registration process. Late submissions will not be entertained and the team slot will be forfeited.
3. **Applicable to the newly registered Open Teams at OTW 2020 (to be held in Jan, 2021):** Participants must form teams of four. To confirm your place, you must pay the registration fee of HK\$1,600 (per team) within the deadline mentioned in the email to the Team Leader together with the registration information, and submit team members' particulars by 22 December in order to complete the registration process. Late submissions will not be entertained and the team slot will be forfeited.
4. The OTW is a challenging team event. Participants are strongly advised to allocate sufficient time for training and team building before the event. Please also avoid changing team members in the last month before the event. Changing team members on the day of the event is also not advised.
5. 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 Oxfam.** Please note that there are new arrangements regarding the Start Point and starting time updates, please refer to Page 33.
6. **All participants will be required to sign a disclaimer during the registration period** agreeing 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 property. Please refer to the full version of the disclaimer on Page 59 of this booklet. This year, participants will also be required to sign a Health Declaration Form. Details to be announced.
7. Participants are strongly advised to purchase insurance at their own expense.
8. All teams (including those teams which are absent / withdraw on the event day) must raise a minimum sponsorship of HK\$7,600, except for Pledge Teams, which must raise at least HK\$72,000. **Oxfam 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.**
9. **Registered teams wishing to withdraw from the event must give a written notice to Oxfam before 30 September 2020.** This will allow wait-listed teams to take up the vacated places. Please note the following for withdrawal:

Withdrawal with written notice between 1 October, 2020 and 13 January, 2021	HK\$3,800 HK\$36,000 (Pledge Team)
After 13 January, 2021, absence or withdrawal on the event day	HK\$7,600 HK\$72,000 (Pledge Team)

Oxfam reserves the right not to accept applications for future Oxfam Trailwalker events from any member of a team which has failed to comply with the above stipulations.



10. 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.
11. Teams found to have taken shortcuts will be disqualified. **A Control Point will be set up between CP9 and the Finish Point. Only teams that have registered at that Control Point and have completed the 100km course on the designated route are eligible for ranking or prizes.**
12. All teams must register at a CP at or before its closing time in order to be allowed to proceed. Please refer to P.33-37 for the closing times of CPs. Oxfam reserves the right to suspend the registration process of any walker whose condition is deemed unfit to continue.
13. The trail could get quite crowded, particularly in the early stages of the event. Please give way to teams that are walking faster.
14. **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.**
15. Teams representing a company / organisation must provide the name of the company / organisation to Oxfam.
16. For Veteran I teams, all four members must be aged 55-64 on event day (29 January, 2021) in order to qualify. For Veteran II, all four team members must be aged 65 or above on event day (29 January, 2021) in order to qualify; Otherwise, those teams will be classified as Veteran I.
17. The Organiser reserves the right to change the event dates, routes or cancel the event in case of adverse weather conditions and / or other unpredictable factors. **The registration fee and the donations will not be refunded.**



## Changing Your Team Members

1. **Teams that carried forward their team slot to OTW 2020 (to be held in Jan, 2021)** can make changes to their team members, including their team leader, before the deadline for changing team members.
2. All teams (including Special Teams, Elite Teams and Sponsors/Supporting Organisation Teams) can make changes to their team members, including their team leader, before the deadline for changing team members.
3. **Newly registered Open Teams at OTW 2020 (to be held in Jan, 2021) can only change team members; changing the team leader will result in the disqualification of the whole team.**

You can change your team member(s) during the following phases:

Phase	Fee (for each new member)	Period	Procedure
Submission of team members' information	Free	13 October, 2020, 10:00 – 22 December, 2020, 18:00	<b>Via online Team Page</b> <ul style="list-style-type: none"> <li>• Login to Oxfam Trailwalker System</li> <li>• Visit your team page to add / edit team member</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 to Oxfam by post or by hand</li> </ul>
Late Change of Team Member Phase I	HK\$200	23 December, 2020, 10:00 – 13 January, 2021, 18:00	<b>Via online team page</b> <ul style="list-style-type: none"> <li>• Login to Oxfam Trailwalker System</li> <li>• Visit your team page to add / edit team member</li> <li>• Pay the Late Change Fee by credit card</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 with payment record to Oxfam by post or by hand</li> </ul>
Late Change of Team Member Phase II	HK\$500	29 January, 2021 (Event Day)	All requests made after 18:00, 13 January, 2021 will be handled on the Event Day. Fill in the Change of Team Member Form and pay the fee in cash at the registration hall.

\* Teams can pay the Change of Team Member Fee (HK\$200 for each new member) into Oxfam Hong Kong's bank account (listed in the "Registration Procedure"). Please write your team number and leader's name on the original copy of the deposit slip or printed copy of the online transfer Acknowledgement Note, and submit it together with the completed Change of Team Member Form to Oxfam Hong Kong by post or by hand. Please write "Oxfam Trailwalker 2020 (to be held in Jan, 2021) Change of Team Member" and your team number on the envelope. Cash or cheques will not be accepted.

\* **The Late Change of Team Member Fee is non-refundable. It cannot be regarded as donation and is not tax deductible.**

**Deadline: 18:00, 13 January 2021 (submission should be postmarked by or before the deadline)**

The OTW is a challenging team event. Participants are strongly advised to allocate sufficient time for training and team building before the event. **Please also avoid changing team members in the last month before the event. Changing team members on the day of the event is also not advised.**



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## Sickness or Injury

1. The organiser will implement some COVID-19 precautionary measures, participants and support team members are strongly advised to follow the measures, for details please refer to page 16 -17.
2. **Take good care of your health.** In case of sickness, please inform your teammates immediately and do not hesitate to call for help.
3. **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 teammates for assistance.
4. If a team member becomes seriously injured and cannot move, you must call the emergency phone number immediately (printed on the wristlets) to inform the organiser and specify your location. Teammates must accompany the injured person until the rescue team arrives.
5. There are distance posts on the MacLehose Trail for every 500 metres from (M001 – M174) and the final 5 km of the trail leading to the Finish Point is marked by (OTW175-OTW195) every 500 metres. **Please take note of the location of these posts during your training and the event. In case of emergency, quote the number of the nearest distance post to locate yourself.**
6. **We advise that each team should 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.
7. 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 then record the withdrawal in the computer and confirm the status of the whole team. Remaining team members are not allowed to continue 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. If for any reason you have an urgent need to leave the event, you must call the emergency phone number to report to the Oxfam Trailwalker Control as soon as possible. You must also pass your number bib and wristlet to the remaining team members for the completion of the drop-out procedure at the next CP.
3. 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 have joined up with another team at a CP.
5. Anyone who withdraws during the event must inform Oxfam Hong Kong as soon as possible.
6. The organiser will not provide transport for walkers who withdraw during the event. **Please note that CP 7 & 9 are restricted areas which cannot be accessed by public transport. The organiser will not provide shuttle service for walkers who retire at these CPs.** Walkers should only choose to retire at places which are accessible by public transport, otherwise please be prepared to walk further and make sure you have sufficient food and water with you.
7. **You are strongly advised not to continue on the Oxfam Trailwalker 2020 (to be held in Jan, 2021) course after withdrawing.** If you continue, you do so entirely at your own risk.

A team photo will be taken by the Organiser at the Start Point for rescue action use.





樂健坊  
Natures Village



**NEW PACK**  
**GO FAST!**  
**GO! TRI-GO**

中環店 Central  
2121 1637  
G/F., 36 Lyndhurst Terrace

灣仔店 Wan Chai  
2111 0683  
Shop 106, 1/F., Tai Yau  
Plaza, 181 Johnston Rd

觀塘分店 Causeway Bay  
2575 0188  
Shop 54, G/F., Elizabeth House,  
250-254 Gloucester Rd

太古店 Tai Koo  
2117 2373  
Shop 5, 4/F., Kornhill Plaza  
South, 1 Kornhill Rd

尖沙咀店 Tsim Sha Tsui  
2770 5098  
Shop 135, 2/F., CKE  
Shopping Mall, 36 Nathan Rd

旺角店 Mong Kok  
3188 5183  
Shop 2A, G/F., Yan On  
Building, 1 Kwong Wah St

荃灣店 Tuen Wan  
3586 2123  
Unit A092, 1/F., Nan  
Fung Centre

# CERTIFICATES AND AWARDS

## AIA Vitality – Dare to Challenge Award

It is not easy to complete the Oxfam Trailwalker 100 km challenge. You have to be committed to attending countless training sessions as well as to building up extraordinary stamina and willpower. The establishment of the 'AIA Vitality-Dare to Challenge Award' aims to encourage people to take charge of their health; it will reward a first-time Oxfam Trailwalker team that demonstrates the highest motivation and determination to complete the event.

The winning team will receive a HK\$5,000 cash reward. Meanwhile, AIA will donate HK\$50,000 to Oxfam to support its poverty alleviation programmes and emergency relief work around the world. The winning team will also earn a priority spot for next year's Oxfam Trailwalker.

To qualify, all four team members must be new to Oxfam Trailwalker. They must then register for the event by 22 December and upload their own team story about how they have been preparing for the Oxfam Trailwalker to Facebook. Suggested content includes training, change of lifestyle, diet, physical improvement, team building, etc. The team must also complete the entire 100 km trail during the event. The awardee will be announced in March 2021. More information about the 'AIA Vitality - Dare to Challenge Award' will be available on the event website.

## Certificates and Awards

Team Certificate	For each member of a team who has completed the route within 48 hours.
Individual Certificate	For those who have completed the route within 48 hours but not with the entire team.
Oxfam Super Trailwalker Certificate	Awarded to teams whose four members have completed the entire route within 18 hours; otherwise participants may qualify for either a Team Certificate or an Individual Certificate.
Speed Award	Prizes will be awarded to the overall champion, first runner-up and second runner-up, as well as the fastest team in each category (provided they finish the trail within 24 hours as a full team).
Fundraising Award	For teams or organisations which have raised the most sponsorship (over HK\$200,000) in each category.
Outstanding Fundraiser Award	Awarded to teams which have raised HK\$100,000 or above.
Outstanding Online Fundraiser Award	Awarded to the team which has raised the highest amount online.
Special Prizes	Asia Miles, the Logistics Sponsor, has donated 1,000,000 Asia Miles, which will be awarded to 10 teams (100,000 Asia Miles per team or 25,000 Asia Miles per team member). Any team that has raised HK\$36,000 or above by 28 February, 2021 is eligible to enter a lucky draw to win the prize. The awarded prize will be evenly shared by the four registered members of each winning team. The right to enter the lucky draw will be forfeited if the team cannot submit all proof of donations to Oxfam on or before 28 February, 2021 (according to the postmark). Teams that submit the sponsorship they have raised and / or proof of their donations late (i.e. after 28 February, 2021) will not be considered for the lucky draw.

1. Only teams which have completed the whole trail on the designated route and in compliance with the Organiser's instructions are eligible for ranking or prizes.
2. The Organiser will cancel both the Speed and Fundraising Awards if there are fewer than three organisations eligible for them. This does not apply to Individual Teams.
3. The Organiser has the right to request all winning teams in the Speed Awards and Fundraising Awards categories to provide documentation (such as staff cards, corporate sponsorship letters, relevant identification, etc.) to prove that **at least TWO of the team members are eligible for that category**. Any team which fails to do so will not be considered for the award.
4. The finishing times and rankings announced during the event are subject to verification and will be announced on the Oxfam Trailwalker website after the event. The Organiser's decisions regarding the rankings and prizes are final and shall not be contested. Should any team notice any discrepancies on their certificates, please contact the Organiser for clarification and a reprint, if necessary.
5. For the collection arrangement of the finish certificate this year, please refer to page 37.
6. The winners of various awards will be invited to the Prize Presentation ceremony, which will be held in April 2021 (date to be confirmed). On the day of the ceremony, a Thank You Advertisement will be placed in Chinese and English newspapers. The names of all fundraising award winners and the teams / organisations that have raised HK\$72,000 or above will also be published.

# PROTREK

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2002 - 2020

## Official Outdoor Shop

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# 2020 Your On-to-Offline Link



FACEBOOK



ESHOP

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1. Thank you for supporting Oxfam Trailwalker. All teams (including those that withdraw without written notice / are absent / withdraw on the day of the event) must raise a minimum of HK\$7,600 in sponsorship, except for Pledge Teams, which must raise a minimum of HK\$72,000. **The Organiser reserves the right not to accept applications for future Oxfam Trailwalker events from any member of a team who fails to raise the specified minimum sponsorship.**
2. In order to encourage participants to actively raise funds, teams that have raised HK\$36,000 or above can have priority in registering for Oxfam Trailwalker 2021 as Special Teams. Teams or organisations that raise over HK\$72,000 will be acknowledged in the Oxfam Trailwalker 2020 (to be held in Jan, 2021) Thank You Advertisement, which will be published in newspapers. Teams that raise over HK\$100,000 will each receive an 'Oxfam Trailwalker Outstanding Fundraiser Award'.
3. All money raised from Oxfam Trailwalker must be donated in full to Oxfam. **You should not use your participation in Oxfam Trailwalker to raise funds for other organisations. The fundraising amount of each team will be uploaded onto the Oxfam Trailwalker website and**
4. **Trailwalker Team Page from early March and will be updated regularly.**
5. Donations will NOT be refunded should the event be cancelled due to bad weather or under any other circumstances beyond the control of Oxfam Hong Kong.

## Donations carried forward to OTW 2020 (to be held in Jan, 2021)

- Teams that have chosen to carry their team slot and donations forward to **OTW 2020 (to be held in Jan, 2021)**, but have not met the donation requirements yet, can make up for the difference and submit it to OHK before the donation deadline (28 February 2021).
- Donation receipts will not be issued in the 2020/2021 financial year for OTW 2019 donations transferred to **OTW 2020 (to be held in Jan, 2021)**. Only donations newly made after 1 April 2020 will be issued a donation receipt for the 2020/2021 financial year.
- The Organiser reserves the right to not accept future OTW applications from participants who fail to comply with the above stipulations.
- Donations will NOT be refunded should the event be cancelled due to bad weather or under any other circumstances beyond the control of Oxfam Hong Kong.
- OTW is a special fundraising event. Participants will be raising funds to support Oxfam's various poverty alleviation programmes including those that improve smallholder farmers' lives, and emergency relief projects in Africa and Asia, including Hong Kong and mainland China. All money raised from the OTW must be donated to Oxfam in full.



## Donation Methods

Donations should be collected immediately after the event and submitted to Oxfam **by 28 February 2021** (according to the postmark).

<b>Fundraising Team Page</b>	Donors print out tax-deductible receipts themselves
<b>Bank Account</b>	Submit original deposit slips and sponsorship form to Oxfam
<b>Remittance</b>	Submit original deposit slips and sponsorship form to Oxfam
<b>Cheque</b>	Made payable to 'Oxfam Hong Kong'; submit sponsorship form to Oxfam

### 1. Fundraising Team Page ([www.oxfamtrailwalker.org.hk](http://www.oxfamtrailwalker.org.hk))

Each team can activate a Fundraising Team Page on the Oxfam Trailwalker website. Your family and friends can donate online and leave encouraging messages for your team. This page also makes it easier for your sponsors to make donations and greatly reduces our administrative costs. Your sponsors can choose to print out a tax-deductible receipt\*, so you would not need to record donations on sponsorship forms and send them back.

\*For Hong Kong taxpayers only. If you or your sponsors require receipts for tax deduction overseas, you may send the sponsorship to our overseas Oxfam offices. For details, please refer to the Oxfam Trailwalker website.

### 2. Bank account transfer

You can also submit the donations to Oxfam Hong Kong's account as below:

<b>Deposit at a branch</b>	Bank of China	Hang Seng Bank
<b>Direct transfer through ATM or e-Banking</b>	012-874-0-013039-1	284-401080-010

Please write your team number and leader's name on the original copy of the deposit slip or in the remarks section when making the transfer online and submit it to Oxfam Hong Kong. Please write "Oxfam Trailwalker 2020" and your team number on the envelope.

### 3. Remittance

<b>Banker Name</b>	Bank of China (HK) Limited, HK	<b>Banker Name</b>	Hang Seng Bank Limited
<b>Banker Address</b>	608 Nathan Road, Mongkok, HK	<b>Banker Address</b>	83 Des Voeux Road Central, HK
<b>Bank Swift Code</b>	BKC HKK HH XXX	<b>Bank Swift Code</b>	HASEHKHH
<b>Account Name</b>	Oxfam Hong Kong	<b>CHIPS No.</b>	010522
<b>Account No.</b>	012-874-0-0130391	<b>Account Name</b>	Oxfam Hong Kong
<b>Currency</b>	HKD	<b>Account No.</b>	284-401080-010
		<b>Currency</b>	HKD

Please write your team number on the original copy of the deposit slip or the printed copy of the online transfer Acknowledgement Note and submit it with your sponsorship form by post or by hand to Oxfam.

Notes: if you make the remittance from the USA, you need to provide the account number, Hang Seng Bank's SWIFT code (i.e. HASEHKHH) and the CHIPS number (i.e. 010522).

### 4. Cheque

Cheques should be made payable to 'Oxfam Hong Kong'. Please write 'Oxfam Trailwalker 2020' (Jan Event), your team number and your Team Leader's full name in English on the back of all cheques. Cash will not be accepted.

Please note that the balance of your team's sponsorship may affect your qualification for subsequent Oxfam Trailwalker events. Please follow the instructions here so all donations you raise can be accurately accounted for.

## Donation receipts and submission of sponsorship

1. Please detach the original **blue** and **pink** copies of each sponsorship form and send them to Oxfam together with the original deposit slips, cheques, or the printed copies of the online transfer Acknowledgement Note. Keep the **yellow** copy for your own reference.
2. **Make sure that you fill in the correct team number on the sponsorship forms.** Incorrect numbers printed on the sponsorship form may result in the sponsorship being credited to the wrong team.
3. Please provide the names of your sponsors for tax deduction purposes and **submit the sponsorship by 28 February 2021.** Please hand in donations before the deadline, otherwise your sponsors may not be able to process tax deductions for the current financial year.
4. Please contact Oxfam or download additional sponsorship forms from the Oxfam Trailwalker website ([www.oxfamtrailwalker.org.hk](http://www.oxfamtrailwalker.org.hk)) if needed.
5. You should notify Oxfam immediately if you decide to share your sponsorship with another team (especially corporate teams). Please clearly indicate the details, team number, and amount involved on the sponsorship form.
6. **You MUST keep the yellow copy of your sponsorship form and photocopies of your deposit slips, online transfer Acknowledgement Note, cheques, or other documents (such as bank statements) as a record of your donations being transferred to Oxfam Hong Kong's account. Do NOT destroy them until you have received all receipts.**
7. To reduce administrative costs, **receipts for tax deductions will only be issued for donations of HK\$100 or above.** Receipts will be sent to the team leader or each team member 10 weeks after donations and forms have been received by Oxfam. Please contact Oxfam if your mailing address is different from the information provided during the registration period. For company / organisation teams with a corporate coordinator as your contact person, receipts will be sent to the corporate coordinator.

**Note :** Donation receipts will not be issued in the 2020/2021 financial year for OTW 2019 donations transferred to OTW 2020 (JAN EVENT). Only donations newly made after 1 April 2020 will be issued a donation receipt for the 2020/2021 financial year.

