

IMSWA 2023: VOLUNTEERING – IRONMAN SWANSEA 70.3 GROUP

TERMS & CONDITIONS

Last Updated: 24th May 2023

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A. GROUP DONATIONS

Volunteer donations are available for Groups of 10+. Please ensure you have agreed your group number with your Volunteer Coordinator **PRIOR** to Race Week.

B. FOOD

Food: Snacks and water are provided as standard in the Volunteer Pack.

C. TRAVEL

For information on travel, please see the Volunteer Guide.

D. **PAYMENT**

After the event, the full invoice **PLUS** the Volunteer Group Sign-In sheet (overleaf) needs to be submitted electronically. This is done by filling out the online form at:

<https://ironmanforms.wufoo.com/forms/qncexdy0zvbmj/>

The invoice needs to be submitted within **one month** of the event taking place. The information needed in the invoice is:

- Volunteer group name
- Number of volunteers
- Total invoice amount
- Account Name
- Account number
- Sort Code
- IBAN
- SWIFT
- Bank name
- Volunteer Group Sign-In
- Your contact details including: email, phone and address

The Volunteer Donation will be sent from our HQ in Tampa. As this is an overseas payment:

We require your IBAN and SWIFT numbers. These are often shown on your statement, or you can get them by calling your bank. If you experience difficulty with these numbers, please only enter the numerical values.

The minimum lead time for an invoice to be paid by us is 30 days from the date we received the invoice. We do not have the ability to process this payment any faster.

Please ensure to complete the invoicing form within one month of the event. We do not cover the cost of travel expenses for volunteer groups.

Please contact your Volunteer Coordinator if you have any problems submitting your invoice or do not receive an email confirming your invoice has been submitted.

NOTE

If you do not submit your invoice within 30 days of the race ending, donations will not be made.

E. GROUP BRIEFING INFORMATION

Your group will be briefed together onsite by your Team Leader on arrival to your shift.

One or two members of your group must come and collect your volunteer packs during volunteer registration in race week, which contains everything you need for your role.

You will also be given a volunteer t-shirt for each of your group members. Please make sure these are worn at all times, and can be seen by athletes, media, spectators and other volunteers. If it is cold, please request a bigger size and wear the t-shirt over the top of your coat / hoody.

Please make sure to send your group t-shirt sizes to your Volunteer Coordinator by **Tuesday 11th July 2023.**

F. IMSWA 2023 GROUP T-SHIRT SIZE SHEET

To guarantee size please fill in group name followed by how many of each size is required by your group and send back to beth.willetts@ironman.com ahead of race week.

Equally, you are welcome to try on collection, however sizes cannot be guaranteed.

Group Name	XSMALL	SMALL	MEDIUM	LARGE	XL	XXL	XXXL	XXXXL



G. IMSWA2023 GROUP SIGN-IN SHEET

	PRINT NAME	START TIME	END TIME	SIGNED
<u>1</u>				
<u>2</u>				
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ONCE AGAIN THANK YOU FOR VOLUNTEERING AT IRONMAN 70.3 SWANSEA
2023!

