LUTON WARDOWN PARKRUN

Saturday 19th November 2016
Wardown Park, Old Bedford Road, Luton LU2 7HA
(Cricket Club for cakes afterwards)
Hello,

Thank you for choosing to take part in the Mayor's Charity Parkrun - 9am, Saturday 19th November 2016

In this sponsor pack you will find:

- Introduction to Mayor’s Charities & Luton Wardown Parkrun
- Details to register yourselves with Luton Wardown Parkrun
- Course Description
- Top Tips on Getting Sponsored
- Sponsorship forms
Welcome,

The Mayor of Luton Cllr Tahir Khan,

has chosen 3 charities to adopt for his Mayoral year 2016-2017

Keech Hospice Care supports adults in Luton and South Bedfordshire and children and their families living in Bedfordshire, Hertfordshire and Milton Keynes. Keech is based in a purpose-built facility in Luton. However our hospice care is delivered to patients, children and their families in a variety of settings including the family home, school or in hospital. In 1996 the idea of a hospice for terminally ill adults in South Bedfordshire was instigated by Dr. 'Wink' White, a local retired GP. After five years of planning and fundraising, what was then called the Luton & South Bedfordshire Hospice was built on land generously donated by Mrs. Betty Robinson and became operational in April 1991. Land for the building was again given by Mrs. Robinson and a local businessman, Mr. Dennis Keech, boosted the appeal with a £1 million donation. Keech Cottage Children’s Hospice was officially opened by HRH the Princess Royal in March 2000. On 1st October 2009, the charity changed its name to ‘Keech Hospice Care’ since then, the charity has continued to develop and improve the services it offers to patients and their families across both hospices. The new name was chosen to reflect the strongest elements of the charity’s previous identities – Keech because this was highly recognised in the community; Hospice because this clearly describes the charity’s work; and Care because this is at the centre of the hospice’s values. The Board of Trustees is a group of volunteers which takes overall responsibility and acts collectively to govern the hospice. Keech’s trustees are ultimately responsible in law for the hospice, its assets and activities. They are appointed because of their commitment to Keech and their experience and skills which enable them to undertake the responsibilities of the hospice. For more on Keech Hospice Care visit our website:

MACMILLAN CANCER SUPPORT

At Macmillan, we know how a cancer diagnosis can affect everything. So we’re here to support you and help you take back some control in your life. From help with money worries and advice about work, to someone who’ll listen if you just want to talk, we’re here. No one should face cancer alone. So when you need someone to turn to, we’re here. Right from the moment you’re diagnosed, through your treatment and beyond, we’re a constant source of support, giving you the energy and inspiration to help you take back control of your life, and feel more like yourself again. We want to reach and improve the lives of everyone living with cancer and to inspire millions of others to do the same. There are 2.5 million people living with cancer in the UK today, and as more people live longer with their cancer, this number is set to grow to 4 million by 2030. We want to make sure we can provide support to everyone who needs it, to help people affected by cancer feel more in control of their lives. It’s a big task and we can’t do it alone. But there are lots of ways you can get involved and help us achieve our goal, from fundraising, to volunteering and campaigning. Together we are all Macmillan. Since Douglas Macmillan founded our charity in 1911, we have grown to be the UK’s leading source of cancer support, helping more and more people affected by cancer, all with your help. In 1911, a young man named Douglas Macmillan watched his father die of cancer. His father’s pain and suffering moved Douglas so much; he founded the ‘Society for the Prevention and Relief of Cancer’. Douglas wanted advice and information to be provided to all people with cancer, homes for patients at low or no cost, and voluntary nurses to attend to patients in their own homes. Today much of Douglas’ legacy lives on. We are still a source of support for people living with cancer today and we are a force for improving cancer care. We are millions of supporters, professionals, volunteers, campaigners and people affected by cancer. Together we make sure there’s always someone here for you, to give you the support, energy and inspiration you need to help you feel more like yourself again. We are all Macmillan. For more on MacMillan visit our website: www.macmillan.org

CRESCENT CARE

At Crescent Care we strive to prevent or relieve poverty in particular among people living in Bangladesh and the Bangladeshi Community in Luton by providing goods, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty and to advance education among people Bangladesh and Luton. In particular, we work with young people and the unemployed, through the provision of equipment and facilities for education and training. Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales, as are the trustees may from time to time determine. For more information on Crescent Care, contact: Admin@crescentcare.org
Mayors Charities & Luton Wardown Parkrun
Registration & Information

What is Luton Wardown Parkrun? It is a 5km run - it's you against the clock!
Luton Wardown parkrun is a FREE weekly 5km event for runners of all standards, which takes place every Saturday at 9:00am in Wardown Park, Old Bedford Road, Luton, LU2 7HA. It is not a race against other runners, but a 5k timed run and it can really be whatever you want it to be, whether that's for fun or as part of a training plan. It offers an opportunity for all the local community, male or female, young or old, to come together on a regular basis to enjoy this beautiful park and get physically active into the bargain. We want to encourage people to jog or run together irrespective of their ability – this event is truly open to all and best of all it really is FREE!

Taking part is easy – just register before your first ever Parkrun. The great thing is that you only ever need to do this once! Then just set your alarm for Saturday morning and get yourself there! Every week we grab a post Parkrun coffee in the Luton Town and Indians Cricket Club - please come and join us! Maybe swap stories about your run that day, chat to other runners over a cup of tea or coffee and just be an important part of this new running community. So whether you are a complete novice looking to get yourself started on your own “running journey” or a seasoned athlete wanting to use this as a part of your training schedule, you’re welcome to come along and join us.

When is it? Saturday 19th November 2016, please arrive for 8.15am – Parkrun to start at 9:00am (Parkrun is every Saturday at 9am but for one Saturday (19th) only, in support of Mayor’s Charities)

Where is it? The event takes place in Wardown Park, Old Bedford Road, Luton, LU2 7HA

How fast do I have to be? We all run for our own enjoyment. Please come along and join in whatever your pace! Run or Walk! Come alone or with friends, bring the kids, you can even run/walk with the dog! This event is for all ages!!

What does it cost to join in? Nothing - it's free! But for one Saturday only (19th Nov 2016) in support of the Mayor’s Charities, all we ask is for you to raise as much funds as possible through sponsorship. But please register first before you run at www.parkrun.org.uk/register by Friday 4th November 2016. You only ever need to register with parkrun once. When you have registered and received your unique bar code, please email your barcode along with your name and address to Simone Pennant, Mayors Secretary at mayors.secretary@luton.gov.uk

We're friendly! After the run there will be a post parkrun coffee in the Luton Town and Indians Cricket Club - please come and join us!
Tips

- Don't forget your paper barcode! See your initial registration email, or you can www.parkrun.com/runner/getbarcodelink. Phones don't scan, so please bring a printed copy.
- We operate a "No barcode, No result" policy. If you forget your printed barcode, you won't get a time.
- Coming along for the first time? Please make sure you have registered with Parkrun, emailed the mayor's secretary with your unique barcode and also read the course description.
- Not received your results email? It may be in your spam folder or we have a few tips on our support site to help you. – Located on website home page.

Any other questions? Read Parkrun’s dedicated support site www.parkrun.org.uk/lutonwardown where you will find, event photos, links pages that connects you to local and national running resources, summary event statistics located at the bottom of every page and much more. This event is run by volunteers who love running; so if you want to join us, find out more on our volunteering page.

On the Day

- Don't forget to bring a printed copy of your barcode. If you forget it, you won't get a time. (you can request a reminder at www.parkrun.com/runner/getbarcodelink)
- Bring as much of raised funds on the day with you as possible.
- Meet at Parkrun entrance to sign in with the Mayor's Charities Team at 8.15am (please inform the wardens that you are with the Mayor's Charities and you will be directed to the correct table)
- Sign in with Parkrun
- Limber up!! Make your way to start line, the run/walk is about to begin!

After the Run

- You are most very welcome to join us for a post run Parkrun coffee in the Luton & Indians Cricket Club, Wardown Park, Old Bedford Rd, Luton LU2 7NX
- A very very big thank you from Cllr Tahir Khan, The Mayor of Luton for all your support, hard work, dedication, fund raising and taking part in this event. We do hope you thoroughly enjoyed yourselves and encourage you to continue to partake in the weekly Parkrun visit www.parkrun.org.uk to locate a parkrun near you or even to start your own.

Please contact the Mayor's Secretary, 01582 546 011 or mayors.secretary@luton.gov.uk to arrange for any remaining raise funds to be forwarded to the Mayor’s Office, either by cash or cheque, please make cheques payable to 'The Mayors Fund', and can be posted to Mayor’s Office, Luton Town Hall, George Street, Luton LU1 2BQ. Alternatively, remaining funds can also be transferred direct to the Mayors Charity account. Account Name: The Mayors Fund - Account No: 40629723 – Sort Code: 205330

We will be in touch with you soon to inform you of how much we managed to raise in total. (please remember to contact the mayors secretary with your email and postal address details)
Course Information

The Course
The course is 5000m (5K) long. The course is in Wardown Park, Luton. The course is run on a mixture of tarmac paths and grass. Some sections of the course may accumulate mud, leaves and puddles after rain. Dependent on availability, marshals will be at key sections of the course, or signs will be in place.

Please remember that the parkrun uses shared paths. For the continued success of the event, please give way to other park users. This won’t hurt your time, it won’t stop you from getting a PB and it will make sure everyone continues to enjoy the event.

Please, wherever possible, walk, jog, cycle or use public transport when attending the event. If you do have to drive, please consider car-sharing to reduce our impact on both the environment and other park users. Please also watch out for other park users when arriving and leaving. Parking may be limited so try to arrive early.

Course Safety
The Luton Wardown parkrun is a fun, free event organised by volunteers for the benefit of everyone. We wish to make the run as safe as possible, so runners, spectators and helpers are asked to take care about the following:

- Please be considerate to the park and other park users at all times.
- Children under the age of eleven must be accompanied (within arm’s reach) throughout the run by a parent, guardian or appropriate adult of the parent’s choice.
- Please arrive by foot, by pedal-power or by public transport if you can - you help to reduce our impact on the park and the planet.
- Please consider volunteering to help occasionally - this event survives only because of your generosity - please visit www.parkrun.org.uk/lutonwardown/volunteer for more information.
- Take care near roads and car parks - some vehicles drive very quickly. Please congregate away from the cars and be careful in particular if you have children. If you’re driving to the run, please drive carefully even if you’re late!
- When running, take care on uneven surfaces - whether on grass or on tarmac. Watch out for cyclists, other runners, pedestrians, children, dogs, wildlife, park animals, vehicles, park maintenance work, falling branches, bollards, posts and other obstacles around the course.

Please ensure that you are fit enough to walk, jog, run 5k (3.1 miles) with us. Health advice about running can be found at the excellent Runners’ Medical Resource website www.runnersmedicalresource.com/en (although this external website focuses on preparation for a race and does not describe parkrun events).

- Remember to warm up before the run.
- If you see a runner with a serious problem, please stop to help them out and get help as soon as possible.
- If you’re watching, keep clear of runners on the course, and look after any children and dogs you may have with you.
- Runners wishing to run with a dog are welcome, but please keep the dog on a short lead or harness and under control throughout the event. Please also visit our website to review the parkrun support page about running with a dog at parkrun events.
- Runners pushing buggies are also welcome, but please take extreme care of other runners around you. If possible start from the back of the field and try to keep to one side of the main body of runners.
- While rare, Lyme Disease is present in areas where deer live, and occasionally passed to humans through infected ticks. See NHS Choices website for more about Lyme Disease, and how to deal with ticks.
We hope these tips help to ensure that Luton Wardown parkrun is fun and safe for everyone.

Age Grading
All parkrun events use Age Grading to help athletes compare results.
Age Grading takes your time and uses the world record time for your sex and age group to produce a score (a percentage). This score allows you to compare your personal performance against other people’s performances even though they might be a different age and a different sex to you - the higher the score the better the performance. The scores can also be compared across different race distances - to allow you to, for example, compare a 5km time against a marathon.
For more information, please see the Running For Fitness website: [www.runningforfitness.org/faq/agegrading](http://www.runningforfitness.org/faq/agegrading)

Course Map

Course Description
The course is a “three and a bit” clockwise loop of Wardown Park, run almost completely on tarmac paths, with a short section on grass. Meeting at the Boat House on the western side of the lake the start is a short walk towards the 1919 Drinking Fountain roundabout. The course follows the western side of Wardown Lake, up the slope and to the side and back of the museum, past the tennis courts, returning to the eastern side of the lake. Once across the bridge and roundabout it turns right then right again towards the Boathouse and the lake. After the third lap, the run finishes at the Summer House behind the museum.

Facilities
Toilets will be available at Luton Town and Indians Cricket Club behind the museum.

Getting There
Location of start
The run starts on the path between the Boathouse and the 1919 Drinking Fountain roundabout on the western side of the lake.

Getting there by public transport
The park is well served by several local bus routes. Arriva No 24 and 25 (see the Arriva website [www.arrivabus.co.uk/luton](http://www.arrivabus.co.uk/luton) for timetables) and Centrebus No 231 (see the Centrebus website [www.centrebus.info/Pages/Luton.aspx](http://www.centrebus.info/Pages/Luton.aspx) for timetable).
The nearest national rail station is Luton, on the East Midlands line that runs between St Pancras International and Nottingham via Bedford. Wardown Park is 1km (15 min walk) from the station.

Getting there on foot
The park is a short walk from Luton Town Centre. It is 1km (15 min walk) from the train station. There are several bus routes that stop outside the entrances to the park on Old Bedford Road and New Bedford Road, all of which are less than a five-minute walk from the start and finish lines.

Getting there by road
The Museum has a small car park with 40 spaces, so runners are strongly encouraged to travel to the event by foot, bike or public transport. If travelling by car, please consider car sharing. The park is located on the A6, which connects Bedford in the north. If travelling via the M1, take the junction for Luton Airport, join the A605 and then follow the A6. The post code for the park is LU2 7HA.

Post Run Coffee
Every week we grab a post parkrun coffee in the Luton Town and Indians Cricket Club - please come and join us!
Getting Sponsored
A Few Top Tips

You name it – if it's daft, bold or different enough, then people will sponsor you to do it! But getting sponsored for your efforts does not have to be another challenge. Just follow our top tips and guide to fundraising and you'll soon reach your target.

Start As soon as you can!
The earlier you start collecting, the more money you are likely to raise.

Carry your sponsorship form at all times!
After all – you never know who you’re going to bump into!

Approach your most generous sponsors first
Put their amounts at the top of the form, hopefully this will encourage others to follow suit.

Give copies of your form to others
Ask family, colleagues and friends to raise sponsorship on your behalf, that way you will cover more people.

Contact those you can’t see face-to-face
Relatives and friends living further afield may well be happy to sponsor you. Send them a letter, text or email, letting them know what you are doing and how to sponsor you.

Matching gifts
Talk to your employer about matching what your raise pound-for-pound. Many companies have a budget for this.

Use publicity
Place an appeal for sponsors in your company newsletter, local community magazine or newspapers around the area. This could increase the money you raise and inspire others to support the Mayor’s Adopted Charities too.

What happens if I’ve collected my sponsorship money and can’t take part in the activity?
If you have raised your sponsorship money and are then not able to take part in the activity, you must contact your sponsors. Some may be happy for you to still donate the money, but you must give them the option.

If you have any queries, please do not hesitate to contact the mayoral office on 01582 546 011 or by email at mayors.secretary@luton.gov.uk
# Sponsorship Form

**Name of Participant**

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*Cheques can be made payable to: The Mayors Fund*

*Thank You for All Your Help & Contributions*
Sponsorship Form

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