R4KC Runner Policies & Commitments

2027 terms · Applies to every R4KC runner · Effective: 1 October 2026 · Reviewed after each race season

Thank you for choosing to run for Kenya's children. A charity place is a partnership: KCC secures your place and supports you all the way to the finish line, and you train, fundraise and keep in touch. 100% of the money you raise goes to our work with vulnerable children in Kenya.

This document sets out what we ask of you and what you can expect from us. It is short, and the same terms apply to every runner.

PART A · YOUR PLACE

1. Joining R4KC

- Charity places are limited. We allocate them on the same basis for everyone, mainly your pledge (which must meet the minimum for your race) and your commitment to fundraising.
- Your pledge amount and its currency are confirmed in writing in your acceptance email.
- Your place is personal to you. It can't be passed to anyone else without KCC's agreement.

2. Registration contribution

- When you accept your place, you pay a registration contribution to confirm it. The amount is set out in your acceptance email.
- It counts towards your fundraising total. Because it secures your place, Gift Aid can't be claimed on it.

3. Your race entry

- Once we confirm your place, register promptly with the race organiser or our charity entry partner. Complete your race account, start card and wave or corral steps yourself.
- Follow the race organiser's rules, including any age and medical requirements.
- Travel, accommodation, visas and race-weekend costs are yours. KCC never pays them from donations.

PART B · FUNDRAISING

4. Your pledge

- Your pledge is a genuine commitment to raise that amount for KCC. It's what allows us to secure a place for you.
- Sponsorship, events, employer matched giving and your own donations all count towards it.

5. Fundraising milestones

Steady progress keeps fundraising manageable and lets us plan. Your exact dates are in your acceptance email. As a guide:

Milestone	Typical timing	Example: Copenhagen, 9 May 2027
25% of pledge	About 5–6 months before race day	30 November 2026
50% of pledge	About 10–12 weeks before race day	28 February 2027
75% of pledge	About 1 month before race day	9 April 2027
100% of pledge	By race day	9 May 2027

The 50% milestone is the key one (see section 6). Donations often keep coming in for up to a month after race day.

6. If you fall behind

- We'll check in first. If you're struggling, tell us, and we'll help with ideas, templates and a revised plan.

- **You will not be asked to cover a shortfall yourself.**
- If you haven't reached 50% by the 50% milestone and we haven't heard from you despite our check-ins, KCC may give your place to another runner. Sustained, unexplained inactivity may also affect your place and future applications.

7. Fundraising the right way

- Use your official KCC fundraising page (Give2You, or CAF as an alternative) so donations reach KCC directly. Pay any money you collect offline into your page promptly, and never hold donations in a personal account.
- Be honest with supporters. Their donations go to KCC's work in Kenya, not to your travel or race costs.
- Gift Aid can only be claimed when the donor is a UK taxpayer giving their own money. Payments that secure a place are not eligible.
- Follow the Fundraising Regulator's Code of Fundraising Practice: no pressure, respect people's wishes, and keep donors' details safe. Use KCC's name and logo only in the form we provide.

PART C · LOOKING AFTER YOU

8. Health and training

- Train sensibly and get medical advice if you're unsure about your fitness. You take part at your own risk and are responsible for being fit to run.
- If you're injured or unwell, don't run. Tell us (see Part D), and we'll look after your place and your fundraising.

9. What you can expect from KCC

- Fundraising support and resources, and help with your race entry.
- Prompt replies, a quarterly runner newsletter and stories showing the difference your fundraising makes.
- Fair, consistent treatment: the same terms apply to every runner.

10. Keeping in touch and your data

- Please reply to our check-ins and let us know if your contact details or circumstances change.
- We hold your details to manage your place, and we share them only with the race organiser and our charity entry partner as needed, in line with UK data protection law. We use your photos or story only with your consent.

PART D · IF YOU CAN'T RUN

11. Tell us early

- Contact the R4KC Lead at eventsteam@kenyachildrencentres.com as soon as you think you may not be able to run. The earlier we know, the better our chance of transferring or deferring your place.

12. Injury, illness or serious personal circumstances

- **No cost to you.** You won't be asked to repay the entry fee KCC has paid.
- We'll first try to transfer or defer your place under the race organiser's rules.
- **Priority for a future place,** subject to places being available. We may ask you to confirm you're fit to run. We won't ask for detailed medical information.
- **A future place is for genuine cases only.** Before offering a new place, KCC will need to be satisfied that:
  - your withdrawal was genuinely beyond your control; ○ you
  - told us promptly; and ○ you were actively training and fundraising
  - up to that point.

Where one of these isn't met, we'll treat the withdrawal under section 13.

13. Withdrawing for any other reason

- There's no automatic right to a future place. You may reapply, and we'll consider your application against the points below.

- **Further places are only offered in exceptional cases.** When considering a new application, we'll look at:
  - why you withdrew and whether it could have been avoided;
  - how much notice you gave us; and
  - your fundraising and engagement before you withdrew.

Late or unexplained withdrawals will not normally be offered a further place.

14. Money already raised

- Every donation, including your registration contribution, is a gift to KCC's work with children and stays there. It isn't refunded automatically or paid to the runner.
- Please update your fundraising page and let your supporters know you're no longer running.
- If a donor asks for a refund, we'll handle it individually and in line with fundraising rules.

15. Running for us in a future year

If KCC offers you a place in a future race

- **Your previous fundraising counts.** Everything you raised is credited towards your pledge for the new race.
- **You cover the cost of your new place.** The charity cost varies by event. We'll confirm it before you commit, and it's paid before your place is confirmed.
- **Pledge already met?** You're welcome to run once the cost of your new place is paid.
- Whatever your position, we hope you'll make every effort to raise further funds in your new race year.

> *Example: a runner pledges £2,000 and has raised £1,100 when injury stops them running. They enrol for next year's race: the £1,100 is credited, so £900 remains to raise towards the pledge, and they also pay the charity cost of their new place.*

PART E · HOW DECISIONS ARE MADE

16. Decisions and review

- The R4KC Lead applies these policies. Unusual or disputed cases go to the Chair or Treasurer.
- Any exception is briefly recorded so that similar cases are treated alike. An exception doesn't set a precedent for different circumstances.
- In line with KCC's 100% ethos, programme costs such as race places are met from ring-fenced reserves or dedicated sponsor gifts, never from your donors' gifts.
- The trustees review these policies after each race season.

Runner declaration (completed with your R4KC application)

I have read and accept the R4KC Runner Policies & Commitments. In particular, I understand that:

- my pledge is a genuine commitment, and I'll aim to meet the fundraising milestones;
- KCC may give my place to another runner if I fall well behind and stop responding;
- I'm responsible for my own travel, accommodation and fitness to run; and
- if I withdraw, money raised stays with KCC's work. If I run in a future year, it will be credited towards my pledge, and I'll pay the charity cost of my new place.

Name: _____ Race: _____

Pledge (amount & currency): _____ Date: _____

☐ **I agree**