

Men United match days 2018/19

Lead Volunteer guide



**PROSTATE
CANCER UK**

Thank you for leading our Men United match day collection. The money you raise will help fund vital research and services throughout the UK to help stop prostate cancer being a killer. Without the support of volunteers like you we wouldn't be able to continue our lifesaving work.

Our match days include:

- a collection before the match
- managers and club staff wearing our pin badge
- tickets to the game for volunteers, unless otherwise stated.

Your responsibilities

As Lead Volunteer you're pivotal to the match day's success. Your key responsibilities include:

- Encouraging your family, friends or colleagues to volunteer as collectors ahead of the game. We will also be recruiting directly, so it's not all on your shoulders.
- Touching base with the Volunteer Engagement Coordinator, and informing your collectors of the collection plan a few days ahead of the game.
- Arriving early on match day to meet your club contact and prepare materials ready for your team to arrive.
- Meeting and greeting your team members, issuing them with materials and briefing them on what to do and how to keep safe during the the collection. (For more information see page 6).
- Collecting up all the materials after the collection, thanking your team and issuing their match tickets (if applicable).
- Counting the money and safely paying it into the Prostate Cancer UK bank account (see page 8).

Why we need you

We are proud and honoured to have you on board. We know when people get together to support us, they'll have a great time while helping us beat prostate cancer.

Because of your hard work more men will know about our Specialist Nurses, our website, and their risk of prostate cancer.





I find it ever so uplifting to get involved in the volunteering opportunities for Prostate Cancer UK. Having been through the diagnoses and treatment process myself it gives me the opportunity to chat to men who are keen to further their knowledge of prostate cancer, as well as helping to raise funds for the charity.

Volunteer at Bolton Wanderers

Thank you for supporting Prostate Cancer UK.



Your checklist

1

Prepare early

- Read carefully the briefing we will send to you.
- Check with the Volunteer Engagement Coordinator if your match includes free tickets to the game (most will but not all do).
- Ask one of the volunteers (perhaps a friend or family member) to be your 'assistant leader.' Let us know if you want our help to find someone.
- Ask your friends, family, and colleagues to join you. They will need to fill out our [online volunteer registration form](#). We usually need 12-20 volunteers at every match so everyone you can get on board counts!
- Check out our football resources prostatecanceruk.org/matchdayresources for handy hints and tips on recruiting and collecting on the day, do's and don't when fundraising. Read through our [Health and Safety Checklist](#).

2

Get to know your team – ahead of the match day

- We will send you a list of who's on your collection team, please touch base with them and introduce yourself and double check they are still available for the day.
- Catch up with the Volunteer Engagement Coordinator to receive updates on the day and go over the plan for the collection.



3

Pre-match preparation – the day before

- ☑ Get all your paperwork ready – this document, your match-specific briefing, letters of authority for your collection team and your team contact details.
- ☑ Plan your journey to the ground.
- ☑ Plan your journey home. Make sure your plan will help you taking the money home safely (see page 8).
- ☑ If you have an Assistant Leader helping you, liaise with them to confirm any last minute details.
- ☑ Check with the club that materials have arrived (if applicable).

NB: If you need printed copies of the letters of authority to be sent to you in the post please email us on volunteer@prostatecanceruk.org no later than a week before the collection.

We'll be sending each club a box of materials in advance, including:

- buckets, with lids and seals
- tabards for volunteers
- coin bags for you to bank the money
- pocket cards and other awareness materials.

If you feel that any extra materials are needed, please email us on volunteer@prostatecanceruk.org no later than a week before the collection and we will try to make it happen.



Please refer to the resources page of our website where you will find useful information for the day such as banking instructions.

prostatecanceruk.org/matchdayresources



4

The match day

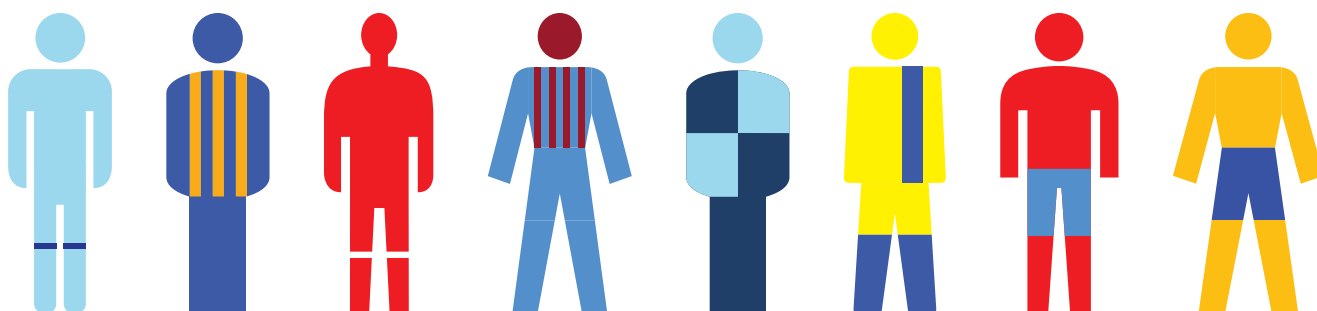
Approximate kick off time for most games is 3pm. The kick-off time for your match day may vary so double-check with your Volunteer Engagement Coordinator. We'll send you a volunteer briefing a few days ahead of the match days. Please make sure you read it carefully as it will include a detailed breakdown of the day.

Briefing your team

Once your team has arrived, give them a short team-talk – this is extremely important to the success of the collection.

- Introduce yourself and thank your team for helping out at the match.
- Go over the following housekeeping points:
 - Location of toilets.
 - Timings of the collection, when and where to meet back at the end.
 - Always work in pairs.
 - In case of emergency always defer to the on-site security.
 - Ensure that all volunteers have your phone number.
 - Encourage them to take a break if needed, but to always let you know. They should leave their collection bucket with their partner.
 - Keep a copy of the letter of authority with them in case any security or police need to check permissions. (Ensure you remember to hand these out to your team).
 - They should always move from their station/location should they not feel comfortable and safe in their surroundings.
 - Never leave collection buckets unattended.
- Suggest some key phrases [see overleaf] – ensure all fans are aware of who they are and why they're here.
- If supporters would like more information, ask volunteers to hand out a pocket card and direct people to our website and our Specialist Nurses.
- Have fun and enjoy the collection!

Run through some key statistics (you can find them on our 'Risk Infographic' at the end of this document) to ensure everyone knows them.



Share Geoff's top tips with everyone

Geoff Douglass is an experienced fundraising volunteer and has shared with us some of his success secrets.

- Always look happy and approachable.
- Make eye contact.
- Be friendly and joke with people giving a donation and always thank them.
- Say hello to people and tell them you are collecting for Prostate Cancer UK.
- Wish them luck for the match.
- Try standing near places where people will be spending money e.g. programme sellers, the superstore.

Some of his tried and tested phrases:



**Let's have your small change,
you'll only need notes when
you buy your beer inside.**



**Make sure the (opposition)
fans don't give more than you!**



**Spend a penny for
prostate cancer.**



**Donate to Prostate Cancer UK;
it's an investment in your future!**

And let everyone know what else is going on at the game – check twitter, look out for the manager wearing our badge and our advert in the programme.



After the match

What do I do with the money?

Some clubs will store the money for you during the game to allow you to watch the game. Others will require you to take the money out of the stadium before kick off. Your Volunteer Lead's brief sheet will tell you whether your club will agree to securely store the money until after the game.

Getting the money to the bank

It is your responsibility as Lead Volunteer to count the money and safely pay it into the Prostate Cancer UK bank account. This can take some planning, so it's important to work out how you'll do this ahead of the game.

Taking the money home

We will provide two security bags- one to take the money home (please use this immediately to store the money securely as soon as the collection has ended), and a second one to take the money to the bank (after the money has been counted). Note that the bags of coins can be heavy. Enlisting the help of some strong team member is a good idea!

Counting the money

You must count the money with another person present, and separate coins and notes into the individual coin bags provided. Place all the coin bags into the security bag and write the total amount on the security bag, your cash collection sheet and your bank paying-in slip. Both of you must sign the bag and cash collection sheet to confirm the amount.

Your safety when handling money

Your safety is important to us. Below are some hints and tips to help you keep safe:

PLEASE NOTE: Some NatWest banks have counting machines you can use and save you time. Please call your local bank prior to taking the money down to double check they have the facility and it is in working order. Alternatively click on this link: <http://goo.gl/9LqNP5> and search your town or postcode via 'cheque and cash deposit machine' search function.

- If at all possible buddy up with someone to help you transport the money.
- Don't make it obvious to thieves that you are carrying money.
- Stay alert to what's going on around you.
- Stay away from dark or empty places
- Take extra care where thieves often operate: tube stations, cash machines, car parks, bus stations and overcrowded areas.
- The club should provide a parking space for you as close to the stadium as possible – we encourage you to travel by car where possible.

Paying into the bank

- Take the counted money in your sealed security bag to your local bank as soon as possible on the next working day.
- You might need pay in slips from your Volunteer Engagement Coordinator in advance
- Please email volunteer@prostatecanceruk.org with how much you raised!

What happens afterwards?

At the end of the season we'll be in touch to let you know how much our Men United match days have raised across the country.

We'll also send a short survey to you and your team to find out how your volunteering experience went. Please do take a moment to fill this survey out as your feedback will help us improve these events in the future.

Thank you!

With your help we're raising money and awareness among thousands of men across the country. If you have any questions please email volunteer@prostatecanceruk.org or call your Volunteer Engagement Coordinator.



What is my risk of prostate cancer?

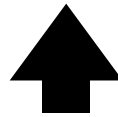


1 in 8

In the UK, about one in eight men will get prostate cancer at some point in their lives.



Prostate cancer is the most common cancer in men in the UK.



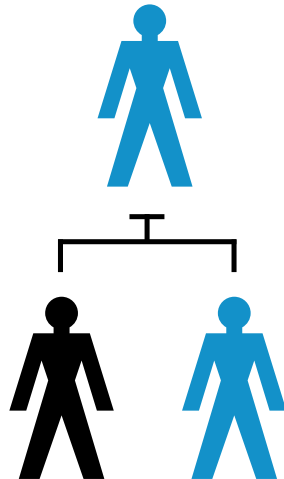
Over 50 years old

Prostate cancer mainly affects men over 50 and **your risk increases with age.**

The average age for men to be diagnosed with prostate cancer is between 65 and 69 years.

Family history and genetics

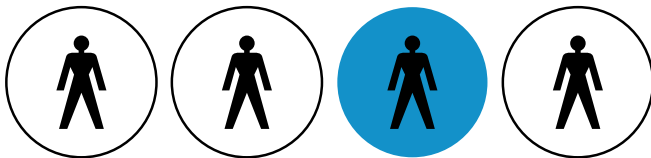
You are two and a half times more likely to get prostate cancer if **your father or brother** has been diagnosed with it, compared with a man who has no affected relatives.



Your risk of prostate cancer might be higher if **your mother or sister** has had breast cancer, particularly if it was linked to faults in the genes BRCA1 or BRCA2.



Ethnicity



Black men are more likely to get prostate cancer than other men. In the UK, about 1 in 4 Black men will get prostate cancer at some point in their lives.



Speak to our
Specialist Nurses

0800 074 8383*

prostatecanceruk.org