



# Sponsorship Rules

March 2022

# HMS Sponsorship Criteria & Guidelines

The following rules shall apply when requesting sponsorship with HMS and should be read and considered with the Application & T&C's below.

## 1. Principles

- 1.1 HMS will only sponsor activities, organisations or teams which align or are consistent with our objectives.
- 1.2 Every application received will be considered, we will only reply to successful applicants. The decision of HMS as to which activity, organisation or activity has been successful is final and no correspondence will be entered.
- 1.3 Only one entry per club, club member or organisation employee. Multiple entries will be discounted. Entrants must be submitted by a person over the age of 18.
- 1.4 HMS reserves the right to verify the eligibility of all entrants.
- 1.5 Successful applicants will be advised within 28 days of submitting their application.
- 1.6 Proof of sending email is not proof of our receipt of entries. No responsibility can be accepted for entries that are lost, delayed or damaged.
- 1.7 HMS reserve the right to disqualify an Applicant if they are in breach of these Guidelines.

## 2. Data

- 2.1 Any personal data provided by applying for sponsorship will be used in accordance with the UKs Data Protection Legislation (from time to time). Please see the [Privacy Policy](#) for further details.
- 2.2 After the successful applicants have been advised, all personal details held will be destroyed unless consent has been sought to retain these details.

## 3. Process

- 3.1 If you are interested in applying for sponsorship, please fill in the Application Form and submit to [info@hmsworks.co.uk](mailto:info@hmsworks.co.uk)

## 4. What we will not sponsor

- 4.1 Activities, team or organisations:
  - 4.1.1 with direct links to political or religious groups.

- 4.1.2 With direct links to tobacco, alcohol, gambling, negative impact on health or environment or associated with risk-based activities.
- 4.1.3 That are inconsistent with our image and key message.
- 4.1.4 Occurring or registered outside of UK and Northern Ireland.
- 4.1.5 Sponsorship that conflicts with or is too similar to another sponsorship.
- 4.1.6 Retrospective sponsorship.
- 4.1.7 That expose HMS or any Torus Group company or staff member to reputational or financial risk.

**5. What we will sponsor (as examples and not an exhaustive list).**

5.1 Activities, teams or organisations:

- 5.1.1 Which are community based and for the benefit of the community.
- 5.1.2 Which are community based and within local areas.
- 5.1.3 Associated with local suppliers linked to the communities in which we operate.

**HMS SPONSORSHIP  
APPLICATION & T&C's**

We are applying to HMS for Sponsorship for *[give brief details of the club/  
organisation/address/size and what sponsorship you are seeking.]*

.....  
.....  
.....  
..... “the Sponsorship”

**Following confirmation from HMS that your application has been successful, the following T&Cs will apply.**

1. We understand that any Sponsorship can only be used for the purpose in which it was given.
2. We understand that we will have to keep to these terms and conditions specified should we break these conditions we understand that HMS may recoup the Sponsorship.
3. We understand that we may have to prove how the Sponsorship was spent to HMS.
4. We understand that HMS may use photographs and information for promotional purposes.
5. We understand we must seek permission from HMS before they are used for any promotional purpose.
6. We will only spend the Sponsorship for the purpose it was granted and accept that failure to do so may result in all or part of the Sponsorship being withdrawn and having to repay to HMS.
7. We will repay any unspent Sponsorship within 3 months (following receipt of the funds).
8. We accept HMS has the right in its absolute discretion to withdraw and recover all or part of the Sponsorship.
9. We have all the necessary permissions required by any governmental or other authority to run the team or organisation.
10. We will obtain and maintain any insurance and policies relevant to the project and will provide evidence to HMS of these insurances on request.
11. We will keep accurate and comprehensive records showing how the Sponsorship has been used for a period of 12 months after the financial year in which the Sponsorship was approved.

12. We will comply with all relevant legislation.
13. We will ensure that we have a child safeguarding policy in place if the project involves children and young people under 18 and that staff and volunteers are DBS checked.
14. We will have a Safeguarding Adults Policy in place if your organisation works with vulnerable adults.
15. We will comply with any additional conditions specified from time to time.
16. We will not perform or exclude to do anything in the course of running this project or in any other of our activities that would bring HMS into disrepute or attract adverse publicity.
17. We understand this Application and T&Cs does not create any partnership with HMS and the involvement is limited to providing the Sponsorship.
18. HMS shall have the right, at its sole discretion and at any time, to cancel, amend, change or modify this document. Such changes will be effective immediately upon posting on this webpage.
19. We understand that HMS reserves the right to make any necessary checks on information provided in this application.
20. By completing this form, you warrant that all information submitted is true, current and complete at the time of submission. It is your sole responsibility to ensure that your details and e-mail address are accurate, and that HMS is informed of any changes to these. HMS accepts no responsibility for any changes which are not properly notified from the time of submission of your entry to the time of notification.

I am authorised to sign this application on behalf of my group/organisation.

I have read and agree to the above information (required)

Yes

Name of person sending the form (required)

Role in organisation (required)

Date (required)