

# Brief for Local Co-ordinators

## Sponsored Bike Ride and Walk



### Before the Day

1. *Opening arrangements for places of worship*

As soon as possible gain the support of your own church or chapel, and those of other denominations locally. Please ensure that the maximum number will be opened and manned on the day of the event from 9.00am to 5.00pm. If a church cannot be manned, please ensure it is open and leave a Record of Participants to be signed. This year the List of Churches and Chapels Open is available on the Norfolk Churches Trust website. Please email [info@norfolkchurchestrust.org.uk](mailto:info@norfolkchurchestrust.org.uk) if the details about your church are incorrect. We encourage volunteers on duty in places of worship to be sponsored.

2. *Latest Information on the Bike Ride and Walk*

Don't forget to visit and direct participants to the Norfolk Churches Trust website for the latest updates on the Bike Ride, and to download and print out any material that you need to stock up on.

3. *Note from the Treasurer*

Please insert your name, address and email address on the back of both the cyclist and recorder sponsor forms before they are handed out.

4. *Gift Aid*

***Gift Aid means that the Trust can reclaim an additional 25 pence for every £1 which any sponsor gives, so long as he/she is a UK taxpayer. So that we can reclaim the tax, all sponsors who wish to give by way of Gift Aid must tick the box and give their address and postcode on the sponsorship form. Please return all sponsorship forms to the Hon. Treasurer with the money collected. Please encourage all sponsors who are taxpayers to give by way of Gift Aid.***

5. *Refreshments and lavatories*

At previous cycle rides soft drinks have frequently been offered and have been gratefully received by thirsty cyclists and walkers. Please signpost if lavatories are available.

6. *Signposting*

If your place of worship is difficult to find, please put up a simple sign.

7. *Publicity for the Sponsored Bike Ride and Walk*

- It is the personal approach of all organisers which has led to the enormous success of the Ride
- Please try to involve as many participants – cyclists, walkers and recorders – as soon as possible.
- Distribute sponsorship forms direct to known participants, as well as placing a small supply in your church or chapel.
- Encourage any local organisations to take part, such as youth clubs, guides, scouts, cycle clubs, young farmers, Women's Institutes etc.
- Please request that your Parish Magazine or Newsletter includes an article about the Ride.

### After the Event

1. *Collecting the money*

Cyclists should collect money from their sponsors as soon as possible, and hand it to their local organiser **by the end of October in each year**. Sponsorship forms should be handed in with the money.

2. *What to do with the sponsorship forms and money collected*

You will have been provided with remittance slips and envelopes addressed to the Treasurer. Forward completed sponsorship forms and proceeds, and ensure that cheques are made payable to The Norfolk Churches Trust, and provide the cheque payee name for your church/chapel's share (if not accurate, the bank may reject it). Make sure that those sponsors who wish to give by way of Gift Aid have given their full address and postcode, dated and ticked the column headed Gift Aid. You may forward money as you receive it, but **please include a remittance slip each time.**

The Treasurer will make the distribution of the money received once the money for the event has been processed, and Gift Aid collected. To save time and money, no formal acknowledgement of receipts will be sent. **We hope to receive all sponsorship money by 1<sup>st</sup> November in each year.**

3. *The money raised by the Bike Ride and Walk*

- A deduction of 2.5% for administration and printing will be made to all monies submitted, including that received through Gift Aid.
- The remaining 97.5% will be divided, i.e. 47.5% to the nominated Christian place of worship and 50% to the Trust.
- The share retained by the Norfolk Churches Trust will be distributed by the Trust's Grant Committee to places of worship that have made an application for grant aid for repair and restoration work.

**Common Queries**

<p><i>Q. Who can participate?</i> A. Anyone, including those manning the churches that use the sponsorship form</p> <p><i>Q. Do I have to start in my own parish?</i> A. No. You can start anywhere in the 32 participating counties, and you can cross county boundaries during the day.</p> <p><i>Q. What should I do if the church is not open?</i> A. Ask the recorder at the next church to sign your sponsorship form.</p>	<p><i>Q. May I use forms of transport other than a bicycle?</i> A. Yes. Horses and cars are permitted, as are wheelchairs, and any other method you would like to try!</p> <p><i>Q. What do I do with my sponsorship money?</i> A. Send it to the Norfolk Churches Trust using the form and envelope provided. The Trust Treasurer will make the distribution speedily.</p>
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**Guidance for recording visitors**

1. Please have your place of worship open between 9.00am and 5.00pm
2. Please use the white form provided (Record of Participants) to record people starting at your place of worship, and all visiting participants. This record will be useful on the day for families and friends to check on other cyclists' progress. If the church cannot be manned, please leave the form in a prominent place.
3. The sponsorship form can be signed in every place of worship visited, including those of cyclists from visiting counties. If a neighbouring church or chapel is closed, please sign participants' forms. Keep spare sponsorship forms at places of worship as "second sheets". Sponsorship forms are interchangeable between counties.
4. Stickers should be given to those starting from your place of worship, and if you have spares, to any rider who has not got one. Please wear a sticker yourself!

**Think Safety all the way**

1. Please try and prevent car parking near church/chapel gates on Bike Ride day.
2. All those thinking of cycling should be given a sponsorship form in good time, and be encouraged to read the safety advice and appropriate section of the Highway Code.
3. Young children should be accompanied by a responsible adult.
4. If possible, reflective or bright clothing should be worn, as should protective helmets.
5. Please do not ride more than two abreast, and keep to single file if traffic demands it.
6. It is a Road Traffic Offence to ride an unroadworthy cycle. Please make sure you've given your bicycle a check over before the ride, especially if it is not regularly used. Brakes and tyres need special attention. Simple tools should be carried to adjustments the saddle height etc.