



ANNUAL SPONSORED RIDE & STRIDE

*Helping Somerset's churches
and chapels*



Instructions for Local Coordinators and Church Representatives

1. General Information

Somerset Churches Trust is affiliated to the National Churches Trust. The Ride and Stride is an annual nationwide event with over 30 counties taking part. The aim of the event is to raise money for the repair and improvement of Christian places of worship.

The event is non-denominational and is open to all. As well as church and chapel groups other charitable organisations can take part. Individual entrants are also welcome.

2. Date

The main national event is always held on the second Saturday in September (14th September in 2019). In Somerset, to encourage more people to get involved, walks and rides can also take place any time between Saturday 7th and Sunday 22 September.

3. Route

There is no set route, although a selection of routes organised at a county level can be downloaded from the events section of the SCT website (www.somersetchurchestrust.org). We invite Local Coordinators to plan a route, taking safety and the likely fitness level of participants into account, and to liaise with churches and chapels on the route with the intention of persuading them to open for the day.

4. Mode of travel

The intention is that people should walk, run, ride on horseback, or cycle. If participants are unable to cycle or walk because of age or disability, churches may be visited by car or mobility vehicle provided sponsors are happy with this and participant's insurers are notified and confirm that cover is in force.

5. Open Churches Day

If churches feel unable to recruit members of their congregation to walk to ride, we are inviting them to organise their own activity on site and open their doors for the public to visit. Ideas include running a coffee morning, bring and buy or cake sale. Something which can involve the whole community. 50% of monies raises will stay with the church.

6. Sponsorship

Walkers and cyclists can be sponsored for a total amount or by the number of churches visited. Half the money raised will be returned by Somerset Churches Trust to the church, chapel or charitable organisation nominated by the rider/walker on their sponsor forms.

(Conditions apply. See paragraph 10 – Collection of Sponsorship money.) Alternatively, participants may donate all the money raised for the benefit of Somerset Churches Trust.

Coordinators should ensure that enough numbers of Sponsorship Forms are issued well in advance of the event to church representatives and those taking part. These can be downloaded from SCT website (<https://www.somersetchurchestrust.org/ride-stride/forms>). Printed copies can also be requested from Michael Auton, R+S Co-ordinator.

Entrants are encouraged to claim Gift Aid on their sponsorship which will be recovered for the benefit of Somerset Churches Trust. Gift Aid makes a valuable addition to the total raised – a declaration made on the Sponsor Form (Form 4) brings a tax refund of 25%.

All money must (by charity law) go initially to Somerset Churches Trust Ride & Stride before the 50% is returned.

HMRC Rules For sponsored events, HMRC require us to submit the Title, first name and last name of both the Participant and sponsor, their address (house name or number and postcode at a minimum).

Important: Together with the Church Representatives, Local Coordinators need to check the sponsorship forms to ensure that the participant's and sponsors' details are complete and legible.

6. Giving Online

Participants can create their own online giving page to help them with their fundraising. The SCT registered with Virgin Money Giving. Signing up is very easy. Simply;

- Go to their website - www.virginmoneygiving.com
- Click on the Fundraisers tab at the top of the home page
- Write Somerset Churches Trust in the search option
- Complete the Virgin Money Giving registration form
- Click on the events tab on the Somerset Churches Trust page (Ride+Stride is the only event now)
- Set yourself a fundraising target and start your fundraising.
- Don't forget to tell your family and friends about this page.

If they have any problems setting up their page, please contact Michael Auton, Ride+Stride Co-ordinator, for assistance (michaelautonconsultancy@gmail.com) or 07862 253514.

7. Organising a route

The ideal is a group of churches and/or chapels which can be open on the day, so that cyclists and walkers from one or more of the churches/chapels can visit them. The route should be open from 10.00 am to 6.00 pm; however, this is not essential, particularly if the number of visitors is likely to be small.

The Local Coordinator and Church Representatives should decide what they want to provide – stewards, refreshments etc. and how they wish to organise the event.

8. Church Representatives

Church Representatives are asked to encourage as many members of their congregation and wider circle of friends, family and work colleagues to take part as sponsored riders or walkers. **Remember, the aim of the day is to raise money.**

Information regarding the facilities at each participating place of worship, including stewards, refreshments and any toilet facilities should be circulated to all churches/individuals taking part. The churches/chapels themselves should send this information to Michael Auton, County Co-ordinator (contact details at the end of this document).

9. Publicity

The 2019 Ride+Stride event will be promoted at both county and national level. **Please advertise your own event as widely as possible.** You can download the poster from our website and display it in churches, on local notice boards, perhaps in shops, schools, clubs and other establishments. Why not advertise in church magazines, weekly notice sheets, local newsletters, etc? Local radio might also be happy to talk about your event.

Please let Michael Auton know of any unusual stories linked to your event so that this can be shared with the local media. We are also keen to collect photos from the day which can be used to help promote future events. Please make sure that we have permission from the people in the photos (if under the age of 16, this should be given by a parent or acceptable guardian) to us this image for marketing and promotional purposes.

10. Collection of Sponsorship Money

Church Representatives (or the Local Co-Ordinator if there is one) should arrange for the collection and return of sponsorship money to the Trust Treasurer. He should receive all donations by 30th November if possible. Sponsorship money must be sent by cheque or electronically only. Notes and coins should not be sent in the post.

Please use the Remittance Form (Form 6) to record the money given to you. The Trust Treasurer asks that all money for each church is collected before it is sent off - but late offerings are always welcome!

Gift Aid Declarations are made on the Sponsorship Form (Form 4). **Important:** all Sponsorship Forms with completed Gift Aid Declarations must be forwarded to the Trust Treasurer with the sponsorship money and Remittance Form so that tax can be reclaimed.

Please note that if there is no church/organisation specified for the 50% return, then all proceeds will be retained by the Trust. 50% of the sponsorship money received from each place of worship, club or organisation will only be returned if the total sponsorship exceeds £30. i.e. a minimum return of £15.

Important: When completing the Remittance Form (Form 6), please ensure that all sections of the form are filled in correctly. This enables the Treasurer to make the 50% cheque payable to the right payee and send it to the right address (usually the church treasurer).

When all the money has been collected from the sponsored participants, please send this to the Treasurer with the following items:

1. The completed Remittance Form
2. All sponsor forms with Gift Aid Declarations
3. A cheque(s) – made payable to the Somerset Churches Trust

Payment should be sent to Tony Davies, SCT Treasurer, Somerset Churches Trust, Tony Davies, 52, Purlewent Drive, Weston, Bath BA1 4AZ.

11. Health and safety

Safety is very important. When routes are being planned, a risk assessment should be carried out to identify hazards and appropriate measures taken to eliminate or reduce risks as far as possible. Examples could be if the route crosses a main road, a railway line by an unmanned crossing, or a ford, etc. The hazard should be recorded and the means of reducing the risk (control measures) noted. It is better to eliminate the hazard if possible, by changing the route. A generic risk assessment form is available.

Church Representatives and participants need to be made aware of the following:

1. Always follow the Highway Code.
2. Ensure that bikes are roadworthy.
3. Ride with care and consideration for others.
4. Remember it might be safer to dismount at junctions and walk across.
5. Ride in single file.
6. Wear high visibility clothing.
7. Parents are responsible for the safety of children in their charge.

12. Forms

All of the forms are available on the Somerset Churches Trust website: www.somersetchurchestrust.org Please access the website and print off the number of each form you require. To reduce printing and postage costs large stocks are not held centrally.

Summary of Forms

Form 1 Instructions for Local Coordinators and Church Representatives

This explains the roles of the Local Coordinator and Church Representative.

Form 2 Poster: - This gives brief details of the event and the website. Please display this as widely as possible to generate interest in the event. Suggested sites are church notice boards, village hall notice boards, social and sports clubs and grounds, local shops and pubs. Ensure that the appropriate contact details are completed. This could be you or the church representative.

Form 3 Join us! - This form needs to be prominently displayed in all churches or on the premises of organisations taking part. Please liaise with the church or organisation representative to ensure that attention is drawn to the form at services and meetings etc. and participants sign up.

Form 4 Sponsor Form: - This is the most important form of all. Please ensure these are distributed to church and organisation representatives well in advance of the event. Church and organisation representatives need to keep a record of people to whom they give these so that they can be collected after the event and sent to the Trust Treasurer with Form 6. This is important as without them Somerset Churches Trust cannot reclaim tax from Gift Aid Declarations.

Form 5 Register of Visitors: - A copy of this form should be positioned in each church or chapel on the planned route, together with a pencil or pen. Participants like to be able to sign in to show they have visited each place of worship. Church Representatives should return this form to the Local Coordinator for safe keeping. This will enable you to check the level of activity, those who took part and will help in planning the following year's event. **These forms do not need to be returned to the County Coordinator.**

Form 6 Remittance Form: - The returned sponsor forms and cheques need to be collated and returned together with this form to the Trust Treasurer. Please ensure that full details are shown of the bank account to which the 50% cheque should be made payable, and the address to which it should be sent.

Form 7 Flier: - This gives brief details of the event and the website designed to encourage people to take part. Please circulate this as widely as possible to generate interest in the event. Supplies should be left on church information tables in social and sports clubs and pubs (subject to permission).

Other Documentation

List of Churches to visit.

You can produce locally a list of the churches on your planned route, to which you can add information specific to individual churches and chapels, such as historical notes, points of interest, whether the church will be open, whether there are toilets available and whether refreshments are provided. This information should be distributed to all those taking part in your area. Details of all churches taking part will not be produced at a county level.

Further information

If you require further guidance or information please contact Michael Auton at michaelautonconsultancy@gmail.com or 07862 253514, or by post at 41 Millards Hill, Midsomer Norton, BA3 2BN.

**Thank you for supporting the
Somerset Churches Trust**