

## **FRIENDS OF SOMERSET CHURCHES & CHAPELS**

[www.fscandc.org.uk](http://www.fscandc.org.uk)

Registered Charity No. 1055840

### **ANNUAL SPONSORED RIDE & STRIDE**

*Helping Somerset's churches and chapels*



## **Instructions for Local Coordinators and Church Representatives**

### **1. General Information**

The Friends of Somerset Churches and Chapels 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 places of worship.

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

### **2. Date**

The main event is always held on the same day, namely the second Saturday in September. In Somerset, in order to increase the opportunity to take part people can walk or ride at any time during the period from the preceding Saturday to the Sunday of the following week.

### **3. Route**

There is no set route. We ask Local Coordinators to plan a route, taking safety and the likely fitness level of participants into account, and to liaise with churches and chapels involved with the intention of persuading them to open for the day.

### **4. Mode of travel**

The intention is that people should walk or cycle, although in rural areas riding on horseback may be possible. If participants are unable to cycle or walk because of age or infirmity, churches may be visited by car or mobility vehicle provided sponsors are happy with this and insurers are notified and confirm that cover is in force.

## 5. Sponsorship

Walkers and cyclists are sponsored for a total amount or by the number of churches visited. Stewards may also be sponsored by the number of hours on duty to man the open church. Half the money raised is returned by the FSCC to the church, chapel or organisation nominated by the rider/walker on their sponsor forms. (Conditions apply. See paragraph 10 – Collection of Sponsorship money.) If they wish, entrants may donate all of the money raised for the benefit of FSCC.

Coordinators need to ensure that sufficient numbers of Sponsorship Forms are issued well in advance of the event to all church representatives and others taking part.

Entrants are encouraged to obtain Gift Aid on their sponsorship and all of the Gift Aid recovered is for the benefit of FSCC. Gift Aid makes a valuable addition to the total raised – a declaration made on the Sponsor Form (Form 4) brings a tax refund of 28%.

All money must go initially to FSCC Ride & Stride by charity law before the 50% is returned.

**Important:** Together with the Church Representatives, Local Coordinators need to check the sponsorship forms to ensure that sponsors' details are complete and legible. **In order to claim Gift Aid the minimum information required is the sponsor's initials and surname, their postcode and house name or number.**

## 6. Giving On Line

Participants should be encouraged to obtain sponsorship on line via the JustGiving website. A link to this website is available on the FSCC website.

## 7. Organising a route

What is needed is a group of churches and/or chapels which, if possible, can be open on the day and at the same time cyclists and walkers from one or more of the churches/chapels to visit them.

Sometimes just two churches arrange a walk or ride between their two churches possibly over a challenging route, but more commonly a group of five or six places of worship work together to provide a circuit for their riders/walkers.

Ideally, churches on the route should be open from 10.00 am to 6.00 pm, however, this is by no means essential, particularly if the number of visitors is likely to be small. It is really up to the Local Coordinator and Church Representatives to decide on what they want to provide – stewards,

refreshments etc. and how they wish to organise the event. A summary of the route should be sent to the County Coordinator.

## **8. Church Representatives**

In order for the event to be as successful as possible, ideally a representative is needed in each church taking part. Church Representatives need to encourage as many as possible from their congregations and amongst their wider circle of friends, family and work colleagues to take part as sponsored riders and 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. This information does not need to be sent to the County Coordinator.

## **9. Publicity**

A lot of publicity will be generated both at county and national level. However, this is of a general nature only and is aimed at raising awareness of the overall concept. It does not cover details of local activities.

**Please advertise your own event as widely as possible.** You can download the poster we have prepared, or design one of your own for display 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.

## **10. Collection of Sponsorship Money**

Church Representatives should arrange for the collection and return of sponsorship money, or the Local Coordinator may wish to coordinate this so that collections from all churches are sent off together.

The County Coordinator should receive all donations by end of November if at all possible. Sponsorship money must be sent by cheque. Notes and coins cannot be accepted.

Please use the Remittance Form (Form 6) to record the money given to you. The County Coordinator asks that all of the 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 County Coordinator 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 nothing will be paid.**

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 £15.00.

Important: When completing the Remittance Form (Form 6), please ensure that the five numbered sections at the bottom are filled in correctly so that the County Coordinator can make the 50% cheque payable to the right person (usually the church treasurer) and send it to the right address.

Later, when all the money has been collected from the sponsored participants, send:

1. The completed Remittance Form
2. All sponsor forms with Gift Aid Declarations
3. A cheque(s)

To: The County Coordinator: Chris Hawkings, 3, Glastonbury Road, Wells, Somerset, BA5 1TW

## **11. Health and safety**

Safety is all 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, railway line by an unmanned crossing, 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.
6. Parents are responsible for the safety of children in their charge.

## **12. Forms**

A sample of each form will be sent to Local Coordinators. All of the forms are available on the FSCC website: [www.fscandc.org.uk](http://www.fscandc.org.uk). Please access the

website and print off the number of each form you require. In order 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 details the role 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 county coordinator with Form 6. This is important as without them FSCC cannot reclaim tax from Gift Aid Declarations.

### **Form 5 Register of Visitors**

A copy of this form needs to be positioned in each church or chapel together with a pencil or pen on the planned route. Participants like to be able to sign in to show they have completed their journey. Church Representatives need to 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 County Coordinator. Please ensure that full

details are shown of the church or organisation to whom the 50% cheque should be made payable.

### **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 will need to 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 or not the church will be open, if there are toilets available and if refreshments are provided. This information will need to be distributed to all those taking part in your area. Details of all churches taking part will not be produced at a county level although a list of all churches in the Diocese will be available on the FSCC website.

#### **Stickers**

A supply of bright yellow stickers will be sent to you based on previous levels of activity. These may be worn by participants to aid recognition with participants from other churches and organisations. Additional supplies are held by the County Coordinator if required.

#### **Further information**

Please note that at present the role of both County Coordinator and Ride and Stride Treasurer is being undertaken by Chris Hawkings.

If you require further guidance or information please contact the County Coordinator:

Chris Hawkings  
3, Glastonbury Road  
Wells  
Somerset  
BA5 1TW

Tel: 01749 672327

email: [chrishawkings@hotmail.co.uk](mailto:chrishawkings@hotmail.co.uk)