



**COMMUNITY SPORTS
FOUNDATION**



KOBLENZ TO NORWICH CHALLENGE 2018

Thursday 23rd August - Monday 27th August 2018

www.communitysportsfoundation.org.uk



INTRODUCTION



On behalf of the Norwich City Community Sports Foundation (CSF), I would like to say a huge thank you for agreeing to take part in our inaugural Koblenz to Norwich cycle ride, our first European fundraising challenge.

The beautiful city of Koblenz, located on the banks of the Rhine river, is of course the twin sister of Norwich, and, with 2018 marking 40-years of the partnership, it is the perfect time to saddle up for the challenge.

The money you raise will have a lasting legacy on the programmes we run for disabled and disadvantaged individuals, and the knowledge of this will hopefully spur you along as you cycle the 419 miles between the two cities.

I will be part of the team that will be there to support you on the challenge and I look forward to helping you along your journey.

This pack will give you a small flavour of what to expect but please do not hesitate to contact me directly if you have any questions. I look forward to meeting you.

Emma Fletcher
Fundraising and Events Manager

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Koblenz to Norwich is a **fantastic challenge**. Starting at the Deutsches Eck in Norwich's twin city of Koblenz, the ride passes some amazing European towns and cities, and includes stops at some of the biggest football clubs in Germany and Holland. The camaraderie in the **team** is fantastic and it's **an experience you'll never forget.**



Matt Parkhouse
Group Leader



THE CHALLENGE

Itinerary

Wednesday 22nd August 2018

- Drop bikes and bags off at Carrow Road

Day 1 – Thursday 23rd August 2018

- Meet at Norwich City Football Club
- Drive to Stansted Airport to catch a flight to Bonn
- Drive from Bonn to Koblenz (via taxi)
- Dinner and overnight accommodation

Day 2 – Friday 24th August 2018 (104 miles)

- Cycle to Bonn - visiting Sportpark Nord (home of Bonner SC)
- Cycle to Cologne - visiting RheinEnergie Stadion (home of FC Köln)
- Lunch break
- Cycle to Leverkusen - visiting BayArena (home of Bayer Leverkusen)
- Cycle to Mönchengladbach - visiting Stadion im Borussia-Park (home of Borussia Mönchengladbach)
- Dinner and overnight accommodation

Day 3 – Saturday 25th August 2018 (110 miles)

- Cycle to Venlo - visiting De Koel (home of VVV Venlo)
- Cycle to Eindhoven - visiting Philips Stadion (home of PSV)
- Lunch break
- Cycle to Nijmegen - visiting Goffertstadion (home of NEC Nijmegen)
- Cycle to Arnhem - visiting GelreDome (home of Vitesse Arnhem)
- Dinner and overnight accommodation

Day 4 – Sunday 26th August 2018 (116 miles)

- Cycle to Utrecht - visiting Stadion Galgenwaard (home of FC Utrecht)
- Cycle to Amsterdam - visiting Johan Cruyff Arena (home of AFC Ajax)
- Lunch break
- Cycle to The Hague - visiting Stadion Galgenwaard (home of ADO Den Haag)
- Cycle to Hook of Holland
- Dinner and overnight ferry

Day 5 – Monday 27th August 2018 (89 miles)

- Cycle to Colchester - visiting Colchester Community Stadium (home of Colchester United FC)
- Cycle to Ipswich - visiting Portman Road (home of Ipswich Town FC)
- Lunch break
- Cycle to Norwich
- Finish celebration at Carrow Road

Please note: the itinerary is subject to change



BayArena - home of Bayer Leverkusen

WHOM WE HELP

“

Bethany was so **so happy** to not only meet Russ...but to be able to meet the rest of the team too. It was something **she loved every minute of.** ”

Steven
Parent of Bethany, Wish day participant



KEY INFORMATION

Each person taking part in the Koblenz to Norwich Cycle Challenge must raise a minimum of £1000 (excluding £200 sign-up fee and £100 self-funded/fundraising), but of course, if you can raise more then that's fantastic!

Induction evening

We will be holding an induction evening in March/April at Norwich City Football Club, the date of which will be communicated separately. The evening is a chance for you to meet your team leaders and fellow cyclists, talk through the itinerary, and have any questions answered.

Cycle support

You will be guided by experienced team leaders, who will have maps, GPS and radios linking them to the support vehicles. There will also be a volunteer physio on-hand at rest stops to support the cyclists.

Support vehicles/rest stops

In addition to the above, you will have support vehicles who will meet you at certain points on the route. They will prepare hot/cold drinks for you, transfer your luggage and bikes, and support with any personal requests.

First aid

Your team leaders and support team will carry first aid equipment with them. A physio will also be on hand to offer support.

Travel insurance

You will be required to obtain your own travel insurance for the duration of this challenge. Evidence of this will need to be provided before travel.



Cost & deposit

The cost to participate is £200, plus an additional £100 (which can be added to your fundraising). This covers four nights' accommodation, charity cycling t-shirt, flights and transfers, transport, and fuel. Please note, you will be responsible for food costs for the duration of the challenge.

A £100 deposit is required to secure your place:

- Payment by cheque made payable to 'Norwich City Community Sports Foundation'
- Call 01603 761122 and pay by debit/credit card

The remaining £100 will need to be received no later than Friday 4th May 2018.

Proof that the minimum £1,100 has been raised must be given by Friday 17th August 2018 (this can be via online donations or a copy of your offline sponsor form).



Stadion im Borussia-Park - home of Borussia Mönchengladbach

KEY INFORMATION

Kit & equipment

Each cyclist will be provided with a charity cycle t-shirt. Our kit list suggestions are:

- Road bike and accessories
- Puncture repair kit
- Helmet
- Clothes for all weather conditions
- Passport
- Gloves
- Sun cream
- Any medical essentials you require

Training

It is important that you prepare yourself for this challenge as, on average, you will be cycling over 100 miles a day and, on some some days, will be on the saddle for as long as 12 hours.

Passport

A passport is essential and must be valid for the duration of your stay. There are no visa requirements for UK citizens or EU members.

Routine UK vaccinations (e.g. tetanus) should be up-to-date.





SPONSORSHIP

Online sponsorship

We are listed on Virgin Money Giving and it is a fantastic site for you to set up your online sponsorship page and have the funds transferred to us with ease. An online sponsorship page is a simple way for you to monitor your fundraising target and is a great way to spread the word about your fundraising and why you are doing it for Norwich City Community Sports Foundation. Virgin Money Giving has some useful guides on how to set up a team page, registering as a fundraiser and setting up a single page online.

Here is a simple step-by-step guide for how to set up a Fundraising Page:

Step 1:

Click the 'set up a fundraising page' button on our homepage to start

Select what kind of event you're taking part in, when the event is taking place, where, and if you're doing it alone or with friends. If you're taking part in an organised event the details may already be loaded onto Virgin Money Giving so simply search for **'Koblentz to Norwich 2018'**.

Step 2: Your charity

Select Norwich City Community Sports Foundation as the charity you would like your sponsorship to go to.

Step 3: Register or sign in

Register with your contact details. Select a web address for your Virgin Money Giving Page, it will be the same for every event you take part in, so it's best to avoid one that's related to a specific event or date. It's now set up and you are free to customise your page!

In addition to online please feel free to use one of our sponsor forms included in this pack. Encourage people to use gift aid where possible.

Business sponsorship

Have you thought about getting your place of work involved? Did you know that certain organisations support their staff/employees by matching the money they raise, or by contributing a certain amount? It's always worth asking!

WHOM WE HELP



The Foundation has **helped me change my life** for the better by getting fitter, having a better routine, and **building my confidence**. They are a fantastic charity and have been a **great support**.

Brian Cook
Street Life Soccer participant



TOP TIPS FOR FUNDRAISING...

START EARLY

The sooner you start, the more money you will raise.



SET A TARGET

Your goal should be reachable, but also if you are getting close to your goal, stretch it again!



CONTACT EVERYONE!

Check your personal and work address book and, let your contacts know. You may be surprised at who will support your cause.



CUSTOMISE YOUR EMAILS



Why not personalise your personal or work email signature to include a link to your fundraising page? Recipients of your emails may be inspired to help support your walk.

COMMUNICATION SCHEDULE



Plan dates in advance for when you will contact people. Don't bombard your friend list with emails, but make sure you keep up a regular stream of communication.

IF YOU DON'T ASK YOU DON'T GET!



People can only donate if they know about it, so make sure you tell them! Don't be shy and don't be scared to remind them.

CUSTOMISE YOUR FUNDRAISING PAGE

Try to add photos, videos, a story and even a blog - let people feel what you are going through and why.



SOCIAL MEDIA

Update your status on Facebook, Twitter, LinkedIn, or Instagram. Keep directing them to your fundraising page!



BE CREATIVE AND FUN

Cake sales, pub quizzes and car-washes are some of the most common fundraising events but don't be afraid to think 'outside of the box'.



FUNDRAISE WITH OTHERS



Join forces and raise money with another fundraiser - two heads are often better than one! Having a shared target can motivate both of you to reach your goal.

STAY FOCUSED

If you need reminding of why you are completing the walk, visit the charity's website, watch our videos, read our case-studies and get re-inspired!



SAY THANK YOU!

Make sure you say thank you to your donors. You might need them again next time!



POST-EVENT

When it is time to transfer the money raised to Norwich City Community Sports Foundation, you can use one of the three methods below:

- **Using Virgin Money Giving** any monies donated against the fundraising page you have set up, are automatically sent through to our bank account on a weekly basis.
- **Via bank transfer** – Pay to the account of: Norwich City Community Sports Foundation.

Bank: Barclays
Sort Code: 20-62-61
Account Number: 83299104
Please reference: KN followed by your name

- **By cheque or Charities Aid Foundation (CAF)** made payable to Norwich City Community Sports Foundation.

We appreciate at times actually collecting in the money after an event can cause delays; where at all possible we encourage you to try and collect the money as people pledge. However we have also found that quite often people will donate post event, especially when they hear first-hand your experiences on the day. Don't be afraid to leave your online page open for up to four weeks after the event.

We do ask however that any offline money is collected and returned to us as soon as possible, or at the latest **Friday 28th September 2018.**



WHOM WE HELP

“

The happy, **welcoming environment** at the sessions gives Tommy not only an opportunity to exercise, but to be **part of a team**, build **friendships** and have **fun.** ”

Caron
Parent of Tommy, Down's Syndrome participant





CONTACT DETAILS

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Charity No.: 1088239

Website: www.communitysportsfoundation.org.uk

Twitter: @NorwichCityCSF / @CSFfundraising

Facebook: facebook/communitysportsfoundation

Instagram: NorwichCityCSF

WHOM WE HELP

“

Annabel is such a quiet and shy girl - the skills and **confidence** she is **developing** through dance are great not only for her physical fitness but also her **social interaction** with others...

Sarah,
Parent of Annabel, disability Dance participant

”



Please sponsor me as I take part in the Koblenz to Norwich Cycle Challenge 2018. I am fundraising for the Norwich City Community Sports Foundation who use sport to improve the quality of life for those who need it most in Norfolk, and every penny will make a difference!



Name of participant:

Address:

.....

..... **Postcode:**

Gift Aid

We, who have given our names and addresses below, and who have ticked the box entitled 'Gift Aid', want the above charity to reclaim tax on the donation detailed below, given on the date shown. We understand that each of us must pay Income Tax or Capital Gains Tax equal to the tax reclaimed by the charity on the donation.

PLEASE FILL THE SPONSORSHIP FORM IN **BLOCK CAPITALS**

Full name	Home address	Postcode	Amount	Gift Aid?	Date collected
					DD/MM/YY



Full name	Home address	Postcode	Amount	Gift Aid?	Date collected
					DD/MM/YY

CSF Office use only

Amount Raised: Money Received: Format Received: Gift Aid collected:

KOBLENZ TO NORWICH CHALLENGE 2018

OUR TARGET



Raising funds for



**COMMUNITY SPORTS
FOUNDATION**

Follow us on:  @NorwichCityCSF  [communitysportsfoundation](https://www.facebook.com/communitysportsfoundation)  [norwichcitycsf](https://www.instagram.com/norwichcitycsf)

Norwich City Community Sports Foundation Norwich City FC, Carrow Road, Norwich, NR1 1JE
www.communitysportsfoundation.org.uk / 01603 761122 / Registered charity number: 1088239

KOBLENZ TO NORWICH CHALLENGE 2018

MY TARGET

£



Raising funds for



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