 **ROTTINGEAN AND SALTDEAN LIONS CLUB**

 **SPONSORED CHARITY SWIM 2019**

 **General Conditions**

The Swim is open to all clubs, business houses, charities, schools, associations, youth organisations, public houses, family groups etc. Solo swimmers can swim if they wish. It will take place at Roedean School on **Sunday 11 November 2019** starting at 10.00am. The last session may commence in the early afternoon, depending on the demand.

We ask you to seek your own sponsorship. When the money is collected, you may retain up to 50% for your own charitable purposes and donate the balance to the Lions for Lions’ community projects (see note at end). As usual, the main beneficiary of the Lions’ share of the funds raised will be the Chestnut Tree House Children’s Hospice.

To participate, all you need is a team of any size to swim in relay style for 55 minutes. The event will start at 10.00 am, continuing until all teams have completed their session in the pool. Normally a maximum of two swimmers per team will be allowed in the pool at the same time.

**Please encourage your sponsors, where possible, to place a tick in the “GIFT AID” column of the sponsorship form to signify they would like the Lions to reclaim the tax on the amount donated to the Lions (at no cost to them).** This is only permitted if the donor is a UK taxpayer and pays an amount of income and/or capital gains tax at least equal to the amount to be reclaimed (i.e. 25% of the Lions’ share of sponsorship).

If you want to claim gift aid on your retained portion please let us know and we will send you a copy of the sponsor forms.

If you would prefer to collect sponsorship using an online giving site we can arrange a MyDonate page for you. In this case 100% of your sponsorship will come direct to the Lions Club, but we can donate your share back to you. In this case we will claim Gift Aid on the full amount and you cannot reclaim it for your charity. Please let us know if you want to do it this way.

**To be able to claim gift aid we must receive physical cash or sponsors’ personal cheques payable to R & S Lions, not an overall cheque for the total amount from your team. Alternatively sponsorship can be made online with MyDonate.**

***Teams must submit an entry form no later than Friday 11 October 2018*** to Lion Ian Christie, 2 Eileen Avenue, Saltdean, Brighton, BN2 8AD, or by email to *ian\_christie@yahoo.co.uk. (Tel 07917155048)*

***Roedean School requires that all swimmers wear swimming caps,*** and does not allow dogs or pets on site. Cars must be parked in the “Lets car park”.

**Participating teams must bring their completed sponsorship forms to the pool on the day and hand them to the Lions before commencing their swim.** The number of laps(two lengths of the pool) will be certified on the forms, which will then be handed back to the swimmers to enable them to collect the money pledged from their sponsors.

pto

The Organisers will advise the captain of each team when his or her team is required to swim. Captains are asked to ensure that their team is aware of all the details and that times are followed to ensure smooth running of the event.

Sponsorship money should be passed to Lion Ian Christie at the address above as soon as possible after the event. All cheques should be made payable to “Rottingdean & Saltdean Lions Club”. Sponsorship forms must be given to the Lions with the sponsorship money to permit the claiming of gift aid. We will return copies if your charity also wants to claim gift aid on your share.

Rottingdean & Saltdean Lions Club reserves the right to make alterations to the above as may be considered necessary for the efficient organisation of the event.

Note

Our 50% share must come via us because

* There are very complex HMRC rules relating to claims for gift aid and it is essential from the Lions Club point of view that we make the gift aid claim for swim sponsorship.
* Also for reasons relating to the HMRC gift aid rules we are unable to say that Chestnut Tree House is the sole beneficiary of our swim and only make them the main beneficiary. In practice they do receive the majority of the money raised.
* To be able to claim gift aid we must receive physical cash or sponsors’ personal cheques payable to R & S Lions, not an overall cheque for the total amount from your team. Alternatively sponsorship can be made online with MyDonate.
* There are costs associated with the swim, for example pool hire, lifeguard expenses and liability insurance, and all of these have to be met from the sponsorship money before the net proceeds from the swim are used for charitable purposes.