



## Organise a 5-a-side football tournament for the Muscular Dystrophy Campaign

### What is it?

- Get a group of people together who like playing football and would like to take part in a 5-a-side football event.
- Teams can be Men's, Women's, Kids or Mixed.
- As long as you have two or more teams, your event can take place.
- Think about a theme for the teams and players and decide if they will get sponsored for the whole event or for every match they play.
- You could have departments, distribution centers, stores, existing work or social teams or teams representing professional Premier, Championship, Nationwide, Scottish, Welsh, Northern Irish or National teams.
- Or you could try a World Cup or European Championship themed event where each entrant finds out which National teams it is representing by drawing them from a hat.

### What you will need

- Write the details (time, where it's taking place, how to enter) of your 5-a-side football event on your blank poster found in your fundraising pack. To order more through the **Tesco Hotline call 0845 872 9058**.
- A sponsorship form or if your team has internet access you can set up an online sponsorship page so your friends, family and colleagues can sponsor you online.
- An area where you can mark out the required number of pitches. Try your local sports centre, school, football club or 5-a-side football centre.
- Put together a schedule detailing the time and locations of each match to be played.
- Willing volunteers to participate and help you organise the event including referees.
- Check out insurance, health & safety guidelines. Players **MUST** wear shin pads.
- Why not sell refreshments at the event to make the event even more profitable for the Muscular Dystrophy Campaign.
- You could make the day into a family day. Get players to invite friends and family along to support the event and act as cheerleaders, sell refreshments or help with car parking.
- A first aider who can be on hand to help with minor injuries.

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- Equipment. Goals, footballs, whistles, goal keeping gloves, first aider, water.
- Prizes - ask a local supplier if they are willing to sponsor the trophies and/or other prizes.

## How long it will take...

- Allow time to draw up a plan for your event, and make posters/materials to publicise the event to your colleagues. This should be done at least a couple of months prior to the event.
- Allow at least 5-6 weeks to advertise the event.
- The more notice you give people of the date the more people will be able to participate and come to the event.
- The length of the football event will depend on how many teams are taking part and the length of the games.
- Allow plenty of time before the first game and after the last game for setting up and clearing up on the day.

## Top tips

- Tell as many people as possible what you're doing to generate interest.
- Recruit participants/volunteers to take part in the event.
- Advertise the event locally to get supporters to attend.
- Ask your manager to remind people at any team meetings in the run up to the event.
- Put posters up in staff areas to let people know what you're doing, include your contact details
- Put details on your staff intranet or tell people at your staff team meeting.
- Try and generate publicity for your store/depot by contacting One Team or the local press to see if they will feature a story and photo of your event.
- Consult the publicity section of the fundraising pack for more details or call the **Tesco Hotline 0845 872 9058**.

## Show me the money!

- Participating in the event is dependent on paying the money.
- Charge a fee for entering the 5-a-side football competition
- £5 is the standard suggested amount per person participating.
- Give people sponsor forms early so that participants can get sponsored and collect their sponsor money as soon as possible after the event.

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- Encourage everyone to set up an online sponsorship page or set up just one page for the whole group/depot or store.
- Ask people to sponsor you. Set yourself and your team of participants fundraising targets.
- Try and get your prizes donated by suppliers to save money and run a raffle if at all possible during the day.
- Increase your donation to The Muscular Dystrophy Campaign by adding Gift Aid\*.
- Please ask your sponsors to include their full name, home address and postcode on the sponsor sheets, as without it, Muscular Dystrophy Campaign cannot claim back any tax paid.
- Please note: we do NOT add your sponsors, details to any mailing lists.
- Bank the money for information about how you should bank the money please refer to page 7 of your fundraising pack, consult your designated charity champion or call the **Tesco Hotline 0845 872 9058**
- Bank the money. All money raised should be banked in cash reports till number 702.
- 702 for Share a Smile events.
- Update everyone on how much you or your team raised by displaying the amount on one of the blank posters.
- **Remember before you start any fundraising activity to please check with your line manager first.**

\*Gift Aid is a government scheme which allows us to increase your sponsorship at no extra cost to you. For every pound you give we can get an extra 28p (25p from April 1<sup>st</sup> 2008) from the Inland Revenue.

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