

Could participants from my organisation win anything else?

Everyone who registers for the challenge will be entered into a draw to win £150 of cycle vouchers.

In addition, during each of the four complete weeks in June we will carry out a prize draw to win £100 of cycle vouchers. To be eligible for these prize draws participants will have to register at least one cycle trip on the website during that week.

Is there anything for new cyclists to help them get involved?

Cycle training is a great way to gain the skills and confidence that make cycling on London's roads a practical and pleasant experience. Transport for London works with all the London boroughs and Cycling England to organise and fund free or subsidised cycle training.

We have up to 150 free cycle training sessions to offer to anyone registered for the Cycle Challenge.* You can find out more by visiting www.cycletraining.co.uk or calling 020 7231 6005. Quote 'Cycle Challenge' to claim your free session when you call.

I work for a large organisation which has multiple sites in London. How will it work for me?

You have two options:

- > You can register your organisation as a whole and let all of your London colleagues know that you have set up a team that they can join. When you register you'll need to enter the number of London based employees that your organisation has

- > You can register your workplace as an individual team. When you register you'll need to enter the number of employees that are based at the site that you work at. If you go for this option, you might also want to let someone in the organisation's other sites know that you're joining the challenge so that they can set up teams and compete against you

What if my organisation has less than six employees?

You are welcome to enter the challenge and you'll be eligible for the free prize draws but not the organisational awards.

Can we log miles that we cycle outside of work?

Yes you can. The cycle miles you log will all contribute towards your team total, and we don't mind if you log trips that you make outside of work. Just remember that the main awards are all about getting as many people as you can to take part, rather than logging the most miles.

Finally...

The Cycle Challenge is a fun, free competition and we can't check to see whether or not you really have been cycling. However, if you're in contention for one of the awards at the end of June then we'll certainly be checking that the information you provided at registration is correct, particularly the number of employees at your workplace.

Good luck and enjoy the challenge!

The London Workplace Cycle Challenge

Team leader guide



Register now at tfl.gov.uk/cyclechallenge to join the cycle challenge and to have a chance to win £150 of cycle vouchers!

* Terms and conditions apply. Please refer to the website.



This guide will help you to understand what the London Workplace Cycle Challenge is all about, how you can win and what you need to do to successfully lead your workplace in this year's challenge.



What's the challenge all about?

Cycling is a great way to get around London and this fun, free competition will help you to raise the profile of cycling in your workplace and persuade your colleagues to give it a go.

How does it work?

It's all about teamwork. Once you've registered your organisation, you and your colleagues will be able to log the trips that you cycle during the challenge at tfl.gov.uk/cyclechallenge. Your participation and the miles that your colleagues each submit will count towards your organisation's team totals.

To win the **best performing organisation** award you'll need to get as many of your colleagues as possible to sign up and log at least one cycle trip online. We'll calculate the number of people that are participating at your organisation as a percentage of your total workforce and compare it to other organisations of a similar size.



Best performing organisation award

There'll be a prize for the **best performing** team in each of the four different size categories:

- > **Small sized organisation**
(6 – 19 employees)
- > **Enterprise sized organisation**
(20 – 250 employees)
- > **Corporate sized organisation**
(251 – 1,000 employees)
- > **Large corporate sized organisation**
(1,001+ employees)

Most new cyclists in an organisation award

As we're keen to get your colleagues who don't currently ride a bike to give cycling a go we'll also give a prize to the organisation that can recruit the most new cyclists. All participants will answer a couple of questions about their current cycling habits when they register for the challenge so we'll be able to work out which team has the most members that are new to cycling.

Most miles cycled by an organisation award

On top of the awards for participation we'll recognise one team that logs the most miles. Don't forget that to have a chance of being the best performing organisation in your size category you'll need to get some of your non-cycling colleagues to give it a go too to increase your participation levels.

What will I have to do as team leader?

- 1 As the person registering on behalf of your organisation you'll be the team leader. We've made it a nice and easy job, but you are an important part of the challenge as you need to let other people in your workplace know that it's happening.
- 2 First you'll need to register your organisation online at tfl.gov.uk/cyclechallenge. This won't take long but you'll need to have an idea of how many people currently work at your workplace so you might want to check first if you don't already know.
- 3 Once you've registered online we'll send you an email to confirm your registration and remind you what to do next.
- 4 After this, you should let your colleagues know about the challenge so that they can join the team you have created at tfl.gov.uk/cyclechallenge. It's up to you how you do this, but you can download template posters and leaflets that you might want to put up around your building or template emails to send to your colleagues. You could also use your intranet, internal newsletter or e-bulletin to let people know about the challenge. It's up to you!
- 5 We'll send emails to encourage you and your colleagues to keep cycling and logging those trips on the challenge website during June. But don't forget that you can keep recruiting new team members right up until the end of the challenge on 30 June.

What will my colleagues have to do?

Once you've registered your organisation your colleagues will be able to register themselves online and join the team that you have set up. Once they've done this they just have to come back to the website to submit any miles that they cycle during June.

What could my organisation win?

Not only will you have the satisfaction of being named winners of the London Workplace Cycle Challenge, we'll also award a prize to the winning organisation in each of the size categories.

Each prize will consist of a breakfast for all of your participants, on the day of your choice and we'll invite you and your team members along to a separate prize giving where you'll get a chance to meet some of the other participants in the challenge, and receive your cycle challenge trophy.

As team leader, you will automatically be invited along to the prize giving event as a thank you for taking part, whether you have won an award or not.