

Sports Leaders Information Pack

Bisham Abbey National Sports Centre
14 June 2017



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Welcome to the Rivertime Accessible Regatta

We are delighted to be sending you the information pack for our first ever Rivertime Accessible Regatta to be held at Bisham Abbey on Wednesday 14th June.

You should find all the information you require within but Pat and I just wanted to thank you personally for supporting this exciting new initiative and to share the exciting news, for those who do not already know, that we are honoured to be holding the regatta in the presence of HRH The Princess Anne.

In order to deliver a comprehensive programme of events we have joined forces with other charities including Give Them A Sporting Chance. Together we are encouraging all the games makers and participants to continue the chain of goodness by raising funds for another charity of their choice.

We hope The Rivertime Accessible Regatta will be a huge success and the first of many such events up and down the river.

We very much look forward to seeing you on the day!

Pat and Simon

DATE: 14th June 2017

Bisham Abbey National Sports Centre
 Bisham Village
 Marlow Road
 Bisham
 Marlow
 SL7 1RR

Event Day Timings

Schools will arrive on site from 9.15am and ideally before 9.45am. It would be helpful if you can arrive on site by 9am if you can.

Time	Activity
9.15am- 9.45am	Schools arrive on site and Register
10am- 12pm	Morning Sessions
12pm-12.30pm	Lunch*
12.30pm- 2.30pm	Afternoon Sessions
2.30pm	School Departure

*The lunch break time may be adapted to suit involvement in activities

Traffic Management

Please be mindful that there can be heavy traffic flow in this area at this time of day and the potential of road works- please check the local traffic news for the day.

PLEASE NOTE THERE WILL BE NO PARKING IN THE MAIN BISHAM ABBEY CAR PARK (except for those in wheelchairs)

Parking & Drop-off points

Schools travelling by Minibuses & Cars that stay

All schools should drive directly to the designated event **car & minibus** park unless they require disabled parking. The car park is found approx. 400m AFTER the entrance to Bisham Abbey by Bisham Primary School & Church. Once you are parked please walk your pupils around the pitches avoiding any sports activities in progress. It is approx. 200m from the car park to the registration point.

Disabled Parking

A designated Disabled Parking Area has been allocated in front of the Sports Centre for both minibuses and cars. Please only use this car park if you are transporting wheelchair participants; school managers and/or spectators as space is very limited.

Cars/Minibuses that Depart & Return

Those schools travelling by car/minibuses and not staying for the day should drop their participants off at the main entrance in the drop zone in front of the Abbey. **Please note that cars/minibuses dropping individuals at the event and departing will not be able to stay and park in this area whilst waiting for other school members/teachers. If you need to stay for awhile please park in the designated car park as above.**

Schools Arriving by Coach

Coaches **are NOT allowed to stay** on the Bisham Abbey site. Coaches will drive on to the main site, drop schools, and depart. Ideally we would like all coaches off site by 10.00am. The Car parking school will assist with traffic flow. Coaches must depart and return ONLY when they are called to pick up their schools and **may not come on site before 2pm** due to high-level pedestrian movement.

Registration

On arrival at the event please make its way to Registration on the back lawn (this may change on the day if weather is adverse). Teachers are responsible for completing in advance the registration form and bringing **1 HT signed copy** with them on the day. A copy of this form can be found here; <http://www.rivertimeboattrust.org.uk/downloads>

The Role of Sports Leaders at the Event

A briefing will be held on 13th June at Bisham 1-3pm. This will provide the leaders with the opportunity to understand their role and tour the site. Two Team Managers will be allocated to each school in attendance. Their role is a team manager. The expectation is that, as they will know the site and activities taking place they will be able to provide support to the school staff in finding their way around the site and activities. It is not expected that the Team Managers will take part in the activities taking place and should not do so unless parental permission has been gained in advance by the school.

Water Based Activities

The **Bell Boating regatta** will run throughout the day with distinct competitions for each age group. Each school will be allocated a race time before the day. Each boat will take 8 pupils and 2 school staff members; 9 pupils and 1 school staff members or 10 pupils. The decision on this should be made by the school staff based on the needs of their pupils. Bisham Sailing School will provide a boat helm for each bell boat.

Other water activities are available for pupils in on an allocated basis. Engage Water Sports and Bisham Sailing School have stated that non-swimmers may take part in the water activities as long as they feel comfortable that they can float in the water wearing a buoyancy aid.

Kayaking- tandem sit on top- for 2 people- either 1 school staff member and 1 pupil or 2 pupils. Pupils should be fairly able-bodied to go on without an adult, a back support is available. Instructors are not on the kayaks but on the water. Instructors provided by Engage Water Sports.

Kayaking- single sit on top - for one pupil only. Pupils should be fairly able-bodied, a back support is available. Instructors not on kayak but on the water. Instructors provided by Engage Water Sports.

Canoeing- for 2 people- either 1 school staff member and 1 pupil or 2 pupils. Pupils should be fairly able-bodied to go on without an adult, a back support is available Instructors are not on the canoes but on the water. Instructors provided by Engage Water Sports.

There may be some flexibility to rotate an extra 1 or 2 pupils within your kayak/canoeing time slot to give more pupils the opportunity to take part but you will need to request this when you arrive at your allocated time.

Sailing Demonstration- for one pupil and one school staff member only. Bisham Sailing School will provide an instructor on each boat. Your time slot allows upto 3 pupils to rotate taking part during the allocated time.

Wheelyboat-river trips on 2 accessible (including wheelchairs) powerboats for 6 pupils and 2 school staff members. Bisham Sailing School will provide skippers on board each boat.

Allocated time slots have been sent in advance to each school. It is the responsibility of the school staff to identify the appropriate pupils to each activity and provide support to the instructors on their individual needs. For safety purposes there will be qualified support crew independently on the water in line with H&S procedures and risk assessments.

Land Based Activities

We have engaged many organisations to support the delivery of land-based activities for pupils to take part in when they are not on the water. We are providing flexibility to schools to select which activities they would like to do rather than prescribe. Schools should plan in advance of the day which activities they feel their pupils would like to attend. Schools may break themselves into smaller groups that are more manageable as long as they adhere to their school ratios and guidance.

All sport activity will run for 30 minutes. Please arrive at each activity promptly as they will be providing safety briefings at the start. If you arrive late you may have to wait for the next session to start. Each activity has a maximum capacity as deemed by the person leading the session and the ability of the pupils taking part. If the session is full when you arrive you may need to wait for the next session to start.

Providers of activities have a range of experience in dealing with disabled participants. Some have a range of equipment to suit different needs. We ask that the school staff provide guidance to those delivering with any specific needs their pupils might have to be able to engage your pupils appropriately.

Open sessions are stalls on the back lawn where pupils can get more information on activities they might find interesting.

30 minute sessions START TIMES 10am; 10.30am; 11am; 11.30am; 12.0pm; 12.30pm; 1pm; 1.30pm	Open Sessions- all on back lawn
Wheelchair Tennis – Outdoor courts	River & Rowing Museum
New Age Kurling- sportshall	Queens Swan Maker
Boccia- sportshall	Guide Dogs
Cheerleading -sportshall	Wheelyboat Trust Stand
Wheelchair Basketball- sportshall	Land Based Sailing Activities
Air Weapons- near 3G	Face Painting
Archery- near 3G	Super Tri
Cycling – back lawn	
Football- 3G	
Tag Rugby-3G	

The above colour coding identifies activities that are close to each other to support your planning for the day.

Schools have been given the grid below to help plan their day

Expected time of Arrival				
Allocated Water Activities				
	Bell Boating	Kayak	Wheelyboat	SUP
ALLOCATED TIME				
PLAN FOR THE DAY	Group 1	Group 2	Group 3	Group 4
10.00				
10.30				
11.00				
11.30				
12.00				
12.30				
1.00				
1.30				

PUPILS TAKING PART IN THE ACTIVITIES

	BELL BOATING	KAYAK	WHEELYBOAT	CANOEING	STAND UP PADDLEBOARDING
# PLACES ALLOCATED					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

What to bring with you

Each sports leader should bring with them:

- Sports Kit including sweatshirt and jogging bottoms/leggings (T-shirts will be provided for pupils)
- Packed lunch, drinks and snacks for the day
- Water Bottle
- Suntan lotion
- Waterproofs
- Hat/cap
- Change of shoes
- Change of clothes/waterproof for water based activities

Each school should bring with them

- Completed Registration Form **signed by the Headteacher**
- First Aid kit
- Medication for any pupil

There is an on-site café. However we advise all schools to bring enough food, drink and snacks for the day. Water bottles can be filled in the sports centre- taps in the toilets in the Abbey are not drinking water.

Please note that large elements of the day are outside so even if your event is inside please ensure you are prepared for the day's weather conditions.

Photography

As a high profile event it is expected that the Press, Teachers and spectators will wish to take photographs, we will also have an Event Photographer on the day.

Photographs and videos taken by Rivertime Accessible Regatta may be used in future publicity by the organising committee and their partners (specifically Rivertime Boat Trust, Give them a sporting chance and delivery partners on the day), either in printed publications, digital media, social media, outdoor advertising, on video and/or on websites.

Every school is responsible for ensuring they have gained consent for each individual child attending the games confirming whether permission is given or not given in relation to photography/videoing and its distribution as above. You will be required to declare this on your Registration Form. **This form MUST be signed by your Head Teacher.** Schools without a Headteacher signature will not be allowed to be photographed or take part in the event.

Please note that photography/video consent is valid for five years from the date of the Event. Every young person without consent will be given a pink band indicating we do not have permission to take photos/videos of them. It will be the responsibility of the **Teachers to ensure all young people in their care without permission are wearing this band on their left wrist or ankle.** Teachers should also take some responsibility in ensuring those pupils without consent are not put in any group photos.

Welfare

The welfare of young people is taken very seriously by the organisers. All adults involved in the event delivery will have undergone a selection process. The site we are using are not for our sole use and there will be some member and business access to some of the site. We expect all schools to have taken responsibility for ensuring all the teachers and adult helpers have undergone the appropriate checks and briefings on safeguarding of young people on school trips. All staff, volunteers, young leaders, teachers and officials will be asked to sign the code of conduct at registration. As this is a one-off event and not deemed a regulated activity DBS checks have not been undertaken

specifically for this event and not all providers have a DBS check in place. School staff should be aware of this as part of their duty of care on the day.

An accreditation system has been put in place so that all involved in the event can be identified. Pupils will be identified by wearing the provided T-shirt. All Event Staff, Leaders, Officials and Volunteers will be wearing branded clothing. VIPs and press will be asked to register on arrival and must wear an identity card.

Group	T-Shirt/Band Colour
School Pupils	Pale blue t-shirt
School Staff	Pale blue Wristband
Sports Leaders	Yellow t-shirt
Volunteers	Orange Arm Band or Hi Vis Vest
Event Team	Turquoise t-shirt

All those providing activities have been asked to wear identifiable clothing for their organisation

A full Welfare plan can be found on the Regatta website.

First Aid

We have contracted a paramedic and medic to work across the site for the Event Day. We do advise all schools to bring their own first kit as per a normal school trip as they will not be providing the basics of plasters etc. If you require an ambulance please contact a member of the Event Team (turquoise shirts). We advise schools to provide a first aid trained staff member to come with the school.

Disabled Access

Bisham is disabled access compliant in most areas we are using. Wheelchair users maybe limited from accessing some elements of the outdoor cultural activities due to limited access to the grass areas especially if wet. To access the abbey wheelchair users should enter via the main door by the road. It is advised that wheelchair users park in the main sports centre car.

Risk Assessments & Public Liability Insurance

Full Risk Assessments and Public Liability documents for the event are available on the website. Please note that each provider has its own insurance and risk assessment. There is also a general risk assessment and insurance for the event. Documents can be found here: <http://www.rivertimeboattrust.org.uk/downloads>

Please be aware that the River Thames is at the back of the main house (approx. 20m) of the Abbey where the water activities take place. There is no fence along the river.

Wet Weather Contingency

It would be highly unlikely that any sport competition will be cancelled due to wet weather. If there are extreme weather conditions then the event will be cancelled. Please ensure they have your correct contact number for that day and that you have the ability to contact your school pupils and staff.

Emergency Procedures

Should a building or area required to be evacuated please follow the lead of the Event School (turquoise tops) and the site staff (SERCO)

School Responsibilities

This is a school event and it is expected that all pupils will be attending as a school. As with all school trips you are required to complete your regular off site forms for your school. We expect all schools to abide by their school policy on use of adult helpers to support the schools travelling to the event and providing support on the day as well as first aid. We would expect schools to attend with a minimum of 2 adults in case an individual in their care requires hospital treatment. The school staff must take responsibility for their pupils at all times and are responsible for their pupil's behaviour and medical needs.

Please ensure that all your school members have the following parent/carer consent in place prior to the day:

- Attendance at this event,
- travel arrangements
- Photographic/Video permission to include use of photographs in Rivertime Accessible Regatta promotion for this and future media use as mentioned previously
- You are asked to evidence photographic consent on the Registration Form with a tick and HT signature

If the school do not bring a registration form signed by the Headteacher to give consent to attend they will NOT be able to take part.

Code of Conduct for School Staff and Pupils

I will:

- Try my best in everything that I do
- Wear the provided safety equipment to take part in the activities
- Listen to the instructors/providers of activity at all times
- Adhere to any safety instructions I am given
- Talk to someone on the day if you have any concerns or need help
- Have fun

Unacceptable Behaviour

Due to the nature of the event and the individuals involved, we cannot tolerate unacceptable behaviour that puts others at risk. We understand that some of the pupils involved on the day may have challenging behaviour. We will endeavour to keep all pupils engaged in the activities they are involved in through positive reinforcement, however we expect the school staff to manage the behaviour of their pupils to an acceptable level that is does not pose a risk to others and remove them from situations/activities if necessary. It is not the responsibility of the instructors/providers to manage the behaviour of your pupils.

Feedback

Your feedback is very important to us and after the event; we will be sending you an online evaluation survey to complete. Your thoughts and ideas will help us to shape future planning for future events.

Event Office Contact

If you have problems arriving on the event day, please contact the Event Office 07973480501. During the event your first port of call should be the Event Staff on site (turquoise tops). Any queries prior to the event should be sent to staylorrar@gmail.com

Directions to Bisham

Directions to Bisham can be found here.

http://www.bishamabbeynsc.co.uk/bisham_abbey/ContactUs

Site Map

This is attached separately. We advise having at least 2 copies (or one per group) with you on the day.