

Volunteer Information Pack

Bisham Abbey National Sports Centre

14 June 2017



Contents

Welcome to the Rivertime Accessible Regatta

Volunteer Briefing

Event Day Timings

Traffic Management

Volunteer Parking

Registration

Code of Conduct

What to Bring with You

Photography

Welfare

First Aid

Disabled Access

Wet Weather Contingency

Emergency Procedures

About the Event

School Code of Conduct

Unacceptable Behaviour

Spectators

Volunteer Roles

Feedback

Event Office Contact

Directions to Bisham

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

VENUE:

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

Volunteer Briefing 13th June

For those who are able to attend the briefing please arrive at Bisham Abbey (the old Abbey building) at 1.45pm so we can make a prompt start at 2pm. It can be quite difficult to park on site so please leave yourself time for this. The briefing will provide you with an overview of the event, your role and a tour of the site.

14th June

Event Day Timings

We ask that all volunteers arrive on site by 7.45am. This will allow time for on the day briefings and set up. It is remarkable how quickly time can go in the morning.

Schools will arrive on site from 9.15am and ideally before 9.45am. We are expecting some schools to arrive after 10am and some will leave before 2.30pm.

<i>Time</i>	<i>Activity</i>
7.45am	Volunteers Arrive
8.15am	Volunteer Briefing
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
3.30-5.30pm	Event Breakdown

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

We ask that you stay and help break the event down at the end of the day and expect you will be able to leave at the very latest at 5.30pm.

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)

Volunteer Parking

We ask where possible that volunteers travel together. Parking on the site is very tight and we have over 500 people coming to the event. We have allocated parking for volunteers in the underground parking area below the sportshall. Please park only in the designated spaces.

Registration

On arrival at the event, please make your way to Registration on the back lawn (this may change on the day if weather is adverse). You will be asked to sign the Volunteer Code of Conduct and provided with your Orange Volunteer Arm Band. Jane Ohlenschlager our Volunteer Manager will meet you at this point for a final briefing.

Volunteer Code of Conduct

Volunteers must respect the rights of every individual to participate

Volunteers should:

- Assist in forming an environment where every individual has access to participation regardless of their gender, ability, cultural background or religion.
- Create and maintain an environment free of fear and harassment.
- Always promote the positive aspects of the sport (e.g. fair play)

Volunteers must adopt a relationship with individuals based on openness, honesty, mutual trust and respect.

Volunteers:

- Must not engage in behaviour that constitutes any form of abuse whether it is emotional, physical, sexual, neglect or bullying.
- Must take action if they have concerns about a person's welfare and work with each other in the person's best interests.

Volunteers have a personal responsibility to demonstrate proper behaviour and conduct at all times.

Volunteers:

- Must be fair, honest and considerate to participants and other individuals taking part in the regatta.
- Must consistently display high standards of behaviour and appearance.
- Must demonstrate proper personal/professional behaviour at all times promoting positive role models for individuals they are working with.
- No alcohol to be consumed.
- The regatta is a no smoking event.

Volunteers have a professional responsibility to maximise benefits and minimise risks to participants. Volunteers should always attempt to attain a high level of competence through formal qualifications and commit to ongoing training.

Volunteers will:

- Provide a safe environment for participants in sport
- Promote the execution of safe and correct practices
- Be professional and accept responsibility for their actions.

What to bring with you

Each volunteer will need to bring with them:

- Rivertime Boat Trust Volunteers: Rivertime Polo/sweat shirts and dark trousers (black or navy)
- Rotary Volunteers: mono colour polo shirt, preferably dark and dark trousers (black or navy)
PLEASE NO JEANS
- Footwear: comfortable and appropriate for an outdoor event, it maybe wet underfoot
- Water Bottle
- Suntan lotion
- Waterproof jacket
- Hat/cap

Those volunteers supporting with River based activities may wish to bring their own buoyancy aid/life jacket for comfort. If you do not have your own one will be provided on the day.

Please keep your personal effects to a minimum, as there will be no place to store them. We advise no handbags and if necessary on a small back pack or waist belt, that can be easily carried all day.

We will be providing you with a packed lunch and there will be access to tea/coffee and water through the day.

There is an on-site café if you wish to purchase other snack or drinks. 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.

By attending the event, you are consenting to having your phot taken and published. If you do not want to your photos to be taken or published, please pick up a pink wristband at registration and wear it on your left wrist.

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 no 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 badge.

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. We ask all volunteers to read this document prior to the event. <http://www.rivertimeboattrust.org.uk/downloads>

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).

Disabled Access

Bisham is disabled access compliant in most areas we are using. Wheelchair users maybe limited from accessing some elements of the outdoor 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. For wheelchair users to access the sportshall they will need to use the lift in the main reception and then a smaller lift in the sportshall.

Wet Weather Contingency

It would be highly unlikely that any part of the event will be cancelled due to wet weather. If there are extreme weather conditions then the event will be cancelled. Please ensure we have your correct contact number for the day.

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)

ABOUT THE EVENT

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 will be 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. Schools should arrive at each activity promptly as they will be providing safety briefings at the start. If they arrive late they 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	
Disc Golf- near 3G	
Tag Rugby-3G	
START TIMES 11am; 11.30am; 12.0pm; 12.30pm; 1pm; 1.30pm	
Football- 3G	

The above colour coding identifies activities that are close to each other.

Spectators

Spectators are welcome to attend.

Where health, safety, and the venues allow us to we open events for spectators. The numbers are only restricted due to allocated space for spectators. Please ensure that your spectators are fully aware of this and that if numbers reach capacity, numbers will be limited.

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 pupils.

Volunteer Roles

Volunteers are a crucial element of delivering this event successfully. They may not be the most high profile of roles but each is important to making this event happen.

Volunteer roles have been allocated based on the needs of the event and the availability of volunteers to attend the briefing session. It is important that each volunteer undertake their role so as not to impact on others. If you are unhappy about the role you have been allocated please do make contact, it may not be possible to move you at this stage but we will try if we can. If on the day you have a problem with your role or any concerns please contact our Volunteer Manager Jane Ohlenschlager regatta@rivertimeboattrust.org.uk 07494798844.

Teams

Those highlighted in red below will have more than one role during the day.

TEAMS	TRAFFIC MANAGEMENT	GAZEBO GARDEN	RIVER ACTIVITIES SUPPORT	REGISTRATION	LAND BASED ACTIVITIES MANAGER	VIP MANAGER
TEAM MANAGER	Neil Gordon - Henderson	Janet Slatter	Tom Sowerby	James Craggs	Jon McCann/Neel Sood	Peter Farrup
	Stephen Leitch	Mr Slatter	Bruce Brown	Chris Spencer	Arnold Kransdorff	Arthur Edmunds
	Umut Calcam		Gwenda Lilley	Pam Curtis	Shirley Parnis	Christine Bailie
	Izabela Frankie		Maureen Campbell		Gordon Hopewell	Nigel Anker
	Lucy Cawthraw		Sandra Tucker		Roger Thurston	Dennis Craggs
	Val Robinson		Val Robinson		Chris Vance	Alan Gapes
	Nicky Wilkinson		Nicky Wilkinson		Bredon Blaney	Tim Lodge
	Jim Gillett		Jim Gillett		Keith Miller	Derek Bailey
	Dennis Turner		Dennis Turner		Mike Barnes	
	Phillipa Turner		Phillipa Turner		David Calladine	
	Bill Bearn		Bill Bearn		Chris Spencer	
	Paul Ovstedal		Paul Ovstedal		Pam Curtis	
	Arnold Kransdorff		Rob Waters			
	Shirley Parnis		Nancy Ovstedal			
	Keith Miller		Jeff Creak			
			Tricia Creek			

I attach a schedule in a separate spreadsheet. More detail will be provided in your briefing on either the 13th or 14th June.

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 Volunteer Manager Jane Ohlenschlager regatta@rivertimeboattrust.org.uk 07494798844 or 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 will provide you with a copy on the day or at the briefing.