



# **Management and Communication Plan**

13<sup>th</sup> June 2018 Bisham Abbey

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## Contents

Rivertime Accessible Regatta	2
Management Structure	2
Communication Prior to the Regatta	2
Communication during the Regatta	3
Volunteer Briefing and Management	3
The Volunteer's voice	3
Follow Up and Feedback	3

## Rivertime Accessible Regatta

In keeping with the Rivertime mission the Trust organises an annual regatta for disabled school children at Bisham Abbey. This document is the Management and Communications Plan for this event.

### Management Structure

The Regatta is organised and managed by a small committee chaired by the Regatta Director. The Regatta Director is appointed by the Trustees of the Rivertime Boat Trust with delegated authority to make commitments on behalf of the Trust in respect of the organisation and running of the regatta.

The 2018 Committee comprises the following roles

Regatta Director Stephen Illman

Overall responsibility for the organisation and management of the regatta  
Responsible for those matters not covered by other members of the committee

Schools Liaison and Welfare Manager Denise Knipps

Responsible for inviting, coordinating and communicating with the invited schools  
Responsible for recruiting and organising the school volunteers

Volunteer Management Greg Wilkinson

Responsible for the recruitment, organisation and management of the volunteers other than school children.

Water borne Sports Peter May

Responsible for the organisation of the water borne activities  
Responsible for the safety on the water

Publicity and Guest Management Chris Barrett

Responsible for advertising and promoting the regatta  
Responsible for inviting and hosting Guests and representatives of the press.

The Regatta Director reports to the Managing Trustee of the Rivertime Boat Trust.

### Communication Prior to the Regatta

The Regatta Director can be contacted via email [regattas@rivertimeboattrust.org.uk](mailto:regattas@rivertimeboattrust.org.uk) or on 07392 972364

## Communication during the Regatta

The regatta takes place within Bisham Abbey, the grounds surrounding the Abbey and on the River Thames between Marlow Sailing Club and Bisham church.

In order to ensure communication across the site all Committee members, volunteer leads and key personal will be issued with PMT radios. The channels will be assigned to form appropriate open groups for routine management of the regatta. There will be a dedicated open channel for use in the event of an emergency.

A detailed brief on the use of the radios will be issued to all volunteers before the regatta.

All individuals that have a radio will wear a distinctive (Purple) Hi Vis vest. In this way anybody attending the regatta can easily identify somebody with a radio

## Volunteer Briefing and Management

The volunteers will be organised into teams headed by a team leader. The team leaders will report to the Volunteer Manager. Team leaders will be briefed on their role and responsibilities by the Volunteer Manager.

Volunteers working at the regatta will take direction from their team leader or a member of the management committee.

## The Volunteer's voice

Volunteers are encouraged to express their views or any concerns about matters concerning RAR to the Volunteer Manager or Regatta Director.

## Follow Up and Feedback

After the regatta the views and opinions of the participants, volunteers and providers will be canvassed in order to further develop the regatta in future years.