

Tewkesbury Junior Anglers

Tewkesbury Junior Anglers (TJA)

Business Continuity Plan (BCP)

Version: 1.0

Date: April 30, 2025

Review Date: April 30, 2026

1. Introduction & Purpose

This Business Continuity Plan (BCP) outlines the procedures Tewkesbury Junior Anglers (TJA) will follow in response to significant disruptions. Its purpose is to ensure the safety and welfare of our members and volunteers, maintain critical functions, protect the organisation's assets and reputation, and enable the resumption of activities as quickly and safely as possible following an incident.

2. Scope

This plan covers all activities organised by TJA, including coaching sessions, competitions, events, committee meetings, and administrative functions. It applies to disruptions affecting personnel, venues, equipment, finances, data, or reputation.

3. Assumptions

- TJA relies heavily on the availability and goodwill of its volunteer committee members and coaches.
- Activities primarily occur at publicly accessible or third-party owned/managed venues (e.g., local fisheries, riverbanks).
- Financial resources are limited, primarily derived from fees, grants, and fundraising.
- Access to critical information (member lists, contacts) may depend on specific individuals or electronic records.

4. Plan Activation

This BCP will be activated by the TJA Committee Chair or Secretary (or nominated deputy) in the event of a significant incident that disrupts, or has the potential to disrupt, critical functions or poses a risk to safety or reputation.

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5. Emergency Contact Information

Internal Contacts:

- Committee Chair: Christopher Birch 07368 626282, info@tewkesburyjunioranglers.co.uk
- Committee Secretary: Gareth Ferbrache, 07368 679248, gferbrache.gf@gmail.com
- Treasurer: Stacey Birch, 07961 208250, mummastace24@outlook.com
- Safeguarding Lead: Christopher Birch, 07368 626282, info@tewkesburyjunioranglers.co.uk
- Head Coach / Coaching Coordinator: Christopher Birch, 07368 626282, info@tewkesburyjunioranglers.co.uk
- Volunteer Contact List: Maintained by Secretary (Offline & Cloud Backup)
- Member/Parent Contact List: Maintained by Secretary/Membership Sec (Offline & Cloud Backup)

External Contacts:

- Emergency Services (Police, Fire, Ambulance): 999 (Emergency), 101 (Police Non-Emergency), 111 (NHS Non-Emergency)
- Local Council: 01684 295010
- Environment Agency Incident Hotline (Pollution/Fish Kills): 0800 80 70 60
- Angling Trust: Dean Asplin, [07854 239731](tel:07854239731), dean.asplin@anglingtrust.net
- Insurance Provider: Provided by Angling Trust Coaching License
- Key Venue Owners/Managers: (Contact List Maintained by Secretary)
- Local Police Community Support Officer (PCSO): [Contact Details if established]

6. Incident Response Team & Roles

The TJA Committee will act as the core Incident Response Team:

- Chair: Overall lead, decision-making, external liaison (e.g., media).
- Secretary: Communications coordination (internal/external), record-keeping, contact list management.
- Treasurer: Assesses financial impact, manages emergency funds, insurance claims.
- Safeguarding Lead: Leads on any welfare/safeguarding aspects, liaises with authorities as per policy.
- Head Coach/Coordinator: Assesses impact on coaching/events, coordinates coaches/volunteers on the ground.

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7. Critical Functions List

These are the essential functions TJA must prioritise maintaining or restoring:

- **Safeguarding & Welfare:** Ensuring the immediate safety of members and volunteers during activities. Adherence to Safeguarding Policy is paramount. (Highest Priority)
- **Emergency Communications:** Ability to contact members, parents, volunteers, and emergency services/key stakeholders.
- **Incident Management & Control:** Ability of the committee to coordinate a response.
- **Core Activity Management:** Safe delivery, postponement, cancellation, or rescheduling of planned sessions/events.
- **Information Access:** Access to member/volunteer contact details, medical/consent forms, insurance policy, safeguarding policy.
- **Financial Management:** Ability to access funds for urgent needs or process essential payments/refunds.

8. Potential Disruption Scenarios & Action Plans

| Scenario | Potential Impact | Action Plan | Lead Responsibility | Safeguarding Incident | Member/Volunteer Welfare, Reputation, Legal |

1. Ensure immediate safety.
2. Follow TJA Safeguarding Policy exactly.
3. Inform Safeguarding Lead/Chair immediately.
4. Contact emergency services/LADO if required by policy.
5. Suspend/cancel activity if necessary.
6. Manage communications carefully per policy.

| Safeguarding Lead / Chair | Severe Weather / Flood | Safety Risk, Venue Access Lost, Equipment Damage |

1. Monitor forecasts/warnings (Met Office, EA).
2. Conduct dynamic risk assessment pre-session.
3. Cancel/postpone if unsafe.
4. Communicate decision promptly (Sec).
5. Check venue safety post-event before reuse.

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| Chair / Head Coach / Sec | Loss of Key Venue | Activities Cancelled/Postponed, Member Dissatisfaction |

1. Assess duration (short/long term).
2. Identify potential alternative venues (pre-identified list helpful).
3. Negotiate access.
4. Communicate changes/cancellations clearly (Sec).
5. Update risk assessments for new venue.

| Chair / Secretary | Key Volunteer Unavailability | Safety Ratios Breached, Activity Cancelled/Modified |

1. Attempt to find replacement volunteer from list.
2. Assess impact on safety ratios/expertise.
3. Modify activity scope or cancel if safety is compromised.
4. Communicate changes promptly (Sec/Coach).

| Head Coach / Chair | Equipment Loss/Theft/Damage | Inability to run sessions, Financial Loss |

1. Assess impact on planned activities.
2. Report theft to Police (get crime ref number).
3. Inform Treasurer for insurance claim.
4. Seek temporary loan/hire equipment if possible.
5. Communicate impact on activities (Sec).

| Treasurer / Head Coach | IT Failure / Data Loss | Loss of contacts/records, Admin Disruption |

1. Implement data backup strategy (cloud/offline).
2. Attempt data recovery.
3. Use alternative comms methods if needed (e.g., phone tree, social media).
4. Rebuild critical data if necessary.

| Secretary / Treasurer | Funding Crisis | Inability to cover costs, Activity Cuts |

1. Treasurer assesses immediate impact/cash flow.
2. Committee review budget/spending urgently.
3. Identify essential vs non-essential costs.
4. Accelerate grant applications/fundraising.
5. Communicate transparently with members if activities affected.

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| Treasurer / Chair / Committee | Pollution / Fish Kill | Venue Unusable, Environmental Damage, Safety Risk |

1. Report immediately to Environment Agency Hotline (0800 80 70 60).
2. Cancel activities at affected venue.
3. Inform venue owner.
4. Communicate cancellation/reason to members (Sec).
5. Await EA guidance before resuming use. | Chair / Secretary |

9. Crisis Communication Strategy

Clear, timely, and accurate communication is vital during a crisis.

- Internal Communication (Committee & Volunteers):
 - Primary Method: Designated WhatsApp Group / Email List.
 - Backup Method: Phone Tree (list maintained by Secretary).
 - Key Messenger: Secretary (or Chair).
 - Content: Situation updates, required actions, safety information, confirmation of volunteer availability. Ensure consistency.
- External Communication (Members, Parents/Guardians):
 - Primary Method: Email Distribution List, Updates on Website/Social Media Page(s).
 - Backup Method: SMS messaging (if numbers held with consent).
 - Key Messenger: Secretary (or Chair/designated comms person).
 - Content: Factual information about the incident's impact on activities (cancellations, postponements, venue changes), safety advice, contact point for queries. Be empathetic and reassuring. Acknowledge concerns. Do NOT speculate.
- Safeguarding Incidents: Communication must strictly follow Safeguarding Policy guidelines, prioritising confidentiality and the welfare of those involved. Only release information approved by the Safeguarding Lead/Chair.
- External Communication (Stakeholders - Venues, Sponsors, Angling Trust etc.):
 - Method: Phone or Email, as appropriate.
 - Key Messenger: Chair or Secretary.
 - Content: Factual updates relevant to their involvement/support. Maintain positive relationships.
- Media Enquiries (If applicable):
 - All media enquiries should be directed to the Committee Chair.
 - Prepare brief, factual holding statements if needed. Do not provide "off the record" comments. Consult with Angling Trust comms team if necessary/affiliated.

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10. Data Backup & Recovery

- Critical records (Member database including contacts/medical/consent, Volunteer contacts, Financial accounts, Insurance details, Safeguarding Policy/Logs, BCP) must be backed up regularly.
- Backups should be stored securely both offline (e.g., encrypted USB drive held by Secretary/Chair) and ideally in a secure cloud location (e.g., Google Drive, Dropbox - ensure GDPR compliance).
- Responsibility: Secretary & Treasurer. Test recovery periodically.

11. Plan Maintenance & Review

- This BCP will be formally reviewed by the TJA Committee at least annually, or sooner if significant changes occur (e.g., key personnel changes, new venues, major incident).
- Contact lists will be updated quarterly or as changes are notified.
- Elements of the plan (e.g., communication tree test) may be tested periodically.