

Flooding

Developing A Club Flood Plan

Making sure everyone knows what to do in a flood



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Issues to consider

- The club flood plan must be agreed and owned by the club membership. Decisions may need to be made quickly and therefore it is important that they are properly considered and have the authority of the club committee.
- A well considered and implemented club flood plan can significantly reduce the impact of the costs or delays to recovery. It is worth taking the time to do it properly
- The club flood plan ensures that all of the critical information and agreed procedures are in one place so that you and everyone else at your club know what to do when a flood is imminent.
- The principle aim of the club flood plan is to ensure the safety of all club members and general public. No one should be put at risk.
- Your plan should identify the areas and elements at risk and what action needs to be taken, when and by who.
- Has a local community flood plan been developed? Consider how the club plan can link into this. (Your local authority and the Environment Agency will be able to advise you).
- How will you know when to activate your plan?
 - The Environment Agency offers a free flood warning service in many areas in risk of flooding from rivers and the sea. All you need to do is register.
- If flood warnings are not available for your area then you need to have your own system in place for activating your plan. The Environment Agency can provide advice on developing your own flood warning arrangements.

To help you develop a plan, a template is provided with this information sheet that you can download, use and amend to suit your needs. Try to keep your plan simple – there's no need for it to be long and complicated.

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Actions

1. **The club committee should review the implications of flooding to the club and its facilities and develop a club flood plan.**
2. **Register with the Environment Agency for their free flood warning service.**
3. **Identify which part of the site is likely to flood and what sort of warning you are likely to get.**

Consider the previous flooding in the area and establish the direction and location of flooding.

4. **If in doubt take the advice of the experienced professionals, the Environment Agency and other informed agencies.**
5. **The flood plan must include a list of key contacts, personnel and a list of agreed actions and responsibilities.**

You will need to identify a list of volunteers, with their contact details, who you can call on if there is a flood alert.

6. **The flood plan should be a formal club document and similar in structure and content to the template included at the end of this document.**

(The Environment Agency also have a similar template - see <http://www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx>)

7. **The club committee should appoint an officer to act as the first point of contact and be responsible for reviewing and updating the plan.**
8. **You must regularly test and improve your flood plan to ensure everyone understands what is required and that the information and key responsibilities are up to date.**
9. **Ensure all key personnel have a copy of the plan.**
10. **Display a copy of the of the flood plan on the club notice board and on the club website.**

This ensures everyone knows that the plan has been implemented and what will happen and why.

11. **Ensure the club flood plan effectively links in with any local community flood plan that may have been developed.**
12. **Ensure that the flood plan takes account of any specific requirements of your insurers.**

13. **Make sure that you are aware of all the organisations that respond to flooding in your area.**

This will help you contact the correct organisations when the club needs help. Identify all of the resources that are available to you and the club.

14. **Make a list of reputable contractors who may be required after the flood.**

Further help and information

Further help and advice can be found on the following flood information sheets produced by Sport England and the governing bodies of sport.

- **How to plan ahead** – What to do to minimise the impact of future flooding of your sports facilities
- **Flood resilient design** – How to make sports facilities more resilient to flooding
- **Flood alert / warning received** – What to do to minimise the impact of flooding following a flood alert / flood warning.
- **After the flood – buildings** – How to recover from a flood safely and quickly
- **After the flood – pitches and courts** – How to recover from a flood safely and quickly.

Seek professional advice

We strongly recommend that you seek professional advice from a building surveyor, architect or other independent professional if you are considering flood protection and or recovery solutions for your property and facilities.

There is no formal assurance scheme for flood surveyors, but the following professional institutions hold lists of members who have undergone internal vetting and adhere to a common code of conduct:

- Royal Institution of Chartered Surveyors (RICS)
<http://www.rics.org/uk/>
- Royal Institute of British Architects (RIBA)
<http://www.architecture.com/Home.aspx>

Check with your local Environment Agency office

if you plan to take measures which could affect the flow of a river or divert flood water to other properties. Call them on **03708 506 506** and ask to speak to someone in the Partnerships and Strategic Overview team in your local area.

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This guidance is one of a series of information sheets that have been developed by Sport England, the England and Wales Cricket Board, the Football Association, the Rugby Football League, the Rugby Football Union, The Lawn Tennis Association and England Hockey to provide simple advice to voluntary clubs on minimising the impact of flooding on their sports facilities and to enable them to plan and act safely and effectively.

These sheets are not intended to replace experienced expert advisors from the local authority, Environment Agency or specialist consultant.



Alternative Languages and Formats:

This document can be provided in alternative languages, or alternative formats such as large print, Braille, tape and on disk upon request. Call the Sport England switchboard on 08458 508 508 for more details.

National Governing Bodies Main Offices:

England and Wales Cricket Board	020 7432 1200	http://www.ecb.co.uk/
England Hockey Board	01628 897500	http://www.englishockey.co.uk/
Lawn Tennis Association	020 8487 7000	http://www.lta.org.uk/
Rugby Football League	0844 477 7113	http://www.the rfl.co.uk/
Rugby Football Union	0871 222 2120	http://www.rfu.com/
The Football Association	0844 980 8200	http://www.thefa.com/

User Guide:

Before using this guidance for any specific projects all users should refer to the User Guide to understand when and how to use the guidance as well as understanding the limitations of use.

Click here for **'User Guide'**

Click here for current **'Design and Cost Guidance'**

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Further Information:

To find out more about Sport England and to get the latest news and information about our various initiatives and programmes, please go to www.sportengland.org