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Duties and Responsibilities of the Head of Delegation / Team Manager at Overseas Competitions / FCEs

Introduction

The detail of the Head of Delegation and Team Manager roles is necessarily shaped by many factors, including the size of the delegation, the type of event and its location, any medical conditions declared by athletes, whether more than one event is running concurrently etc. However, we can summarise the roles as:
providing assistance to our delegation, to your best ability, as far as is practicable, to ensure the athletes' safe attendance and opportunity to compete to their highest ability, and to ensure the delegation represents British Skydiving and the UK in a professional, organised and inspiring manner.

Specific Roles

Head of Delegation [HOD]: When the Elite Performance Committee is sending a delegation of athletes to compete at a First Category Event (i.e. a World Cup or World Championship), and when British Skydiving's National Championships are taking place overseas, the Committee will appoint a HOD to assist the delegation for the event.

Team Manager [TM]: At times, such as when a World Championship is spread across more than one location or when a large number of events are running concurrently, the Elite Performance Committee will appoint a TM to support the HOD. A TM is expected to be allocated a lesser load of the duties and responsibilities described below and to be guided by the HOD in the fulfilment of these duties and responsibilities.

Duties and Responsibilities

If a Head of Delegation [HOD] is appointed without a Team Manager [TM], then that individual will be required to fulfil the duties and responsibilities detailed below. If both HOD and TM are appointed, they should delegate the duties and responsibilities between them to make the best of their respective competencies, attributes and aspirations.

The nature of these roles means that the duties and responsibilities will include, but are not limited to:

General

- Following all British Skydiving directives relevant to the event and the role
- Maintaining good communication with the Team Captains and / or athletes within the delegation (such as setting up an appropriate social media or official communications group) and the British Skydiving office (i.e. the Competitions Coordinator and Communications Manager), and the event organisers where appropriate
- Seeking advice and / or guidance from the Competitions Coordinator, Communications Manager and / or Chair of the Elite Performance Committee as appropriate
- Becoming familiar with all relevant documents (e.g. Event Bulletin(s), the FAI Sporting Code, Form 230a FCE Competitor Contract etc)
- Representing British Skydiving and the UK in a professional and organised manner and treating the delegation as a whole with impartiality and integrity.

Prior to the Event

- On taking the role, making yourself known to the delegation as a whole
- Arranging your own travel, paperwork, logistical requirements in accordance with Form 335 Volunteer Expenses Policy

- Ensuring you have a mobile phone and network suitable for both travel and the location of the event
- Ascertaining all relevant detail on the event before it begins (e.g. disciplines competing, delegate arrival and departure dates, contact details for the event organiser and other key personnel, size of the British Skydiving delegation attending and other logistical details relevant to the event)
- Familiarising yourself with the relevant scoring platforms and any relevant FAI event-specific and discipline specific rules
- Ensuring you have the correct contact details for each Team Captain / athlete if it is not a team discipline and current detail of their accommodation (e.g. hotel name, location and room number)
- Ascertaining any special medical requirements or considerations among the delegation
- Agreeing a suitable comms. plan with British Skydiving's Communications Manager
- Ensuring items to be supplied by British Skydiving are taken to the event (such as the Union Flag and additional items of delegation uniform, hard copies of the FAI Sporting Code and any relevant FAI event-specific rules etc)
- Arriving in advance of the rest of the British Skydiving delegation (e.g. one day before the official practice days for the event, or as agreed by EPC) and familiarising with the DZ, facilities, registration process and kit & docs check arrangements, any specific DZ rules, regulations and safety issues, medical support facilities (on and off site), transport arrangements for the event, judging areas, locations of scoreboards and notice boards, delegation provision at the DZ etc
- Prior to the start of the competition, confirming relevant detail, such as manifesting requirements, "Call" rules, emplaning points, any aircraft boarding and exiting rules etc
- Ensuring all athletes receive appropriate DZ and competition briefs, and that any queries are resolved
- Introducing yourself as HOD / TM to the organisers and the office and ensuring they have your correct contact details
- Liaising with the event organisers and office team as appropriate. For example, ensuring all teams are registered with paperwork completed once at the event and delegate passes are issued correctly
- Familiarising yourself with key personnel and their offices (e.g. Chief Judge, Meet Controller etc)

During the Event

- Wearing the British Skydiving Team uniform supplied (t-shirts and jacket) as much as practicable throughout the event and for all event meetings, briefings etc and formal occasions including the opening and closing ceremonies
- Remaining available to the delegation throughout the event
- Enabling our athletes to concentrate on achieving their best performance
- Ensuring our athletes are not exposed to unacceptable risks / situations, including those of the event itself
- Ensuring delegation provision at the DZ is suitable and appropriately equipped
- Attending all relevant meetings, briefings etc
- Ensuring athletes are informed of, and attend, all relevant meetings, briefings etc
- Circulating information to keep the delegation fully informed during the event (e.g. on calls, stand downs, jump offs etc)
- Keep an eye on the scores for national and world records and submit a Form 243 if appropriate and agreed by the athlete(s) concerned either during or after the event
- Keeping track of the score board (and ensuring it is correct, for all delegations)
- Promptly and correctly (with details or rule, to correct authority etc) lodging any protest on behalf of competitor(s), keep competitor(s) informed of its progress and assist their attendance at any protest meeting. If required, ensure this is promptly and correctly taken to a higher authority at the event or on return
- Dealing with any problems, issues or queries arising. This might, for example, range from arranging a local taxi to helping a competitor arrange their return to the UK in a personal emergency, from replacing a lost meal pass to dealing with major illness or a fatality
- Being a point of contact for any emergencies that arise for members of the delegation, which might include liaising with medical staff, insurers, British Skydiving's Head of Safety, Training & Competitions etc
- Providing British Skydiving's Communications Manager with appropriate media ((i.e. images, videos, and text updates) for timely use across social media platforms for the duration of the event in accordance with Form 267b and British Skydiving's Visual Guidelines document
- Where possible and relevant (e.g. Canopy Piloting and Accuracy Landings), providing ground-based footage for competitors' use

- Ensuring elite athletes comply with the competitors' contract, which includes attending opening and closing ceremonies in the British Skydiving Team clothing provided
- If approached by a British military attaché asking to speak to any competitors from the military in our delegation, facilitating this

After the Event

- Remaining available to the delegation until all have completed their onward travel where practicable
- Liaising with the DZ, organisers etc to ensure there are no outstanding issues
- Contacting the delegates (Team Captains where appropriate) to get feedback on all issues
- Submitting a written report to the Elite Performance Committee on return, which should include detail such as delegate feedback, suggestions and recommendations, any issues for IPC, Jury or British Skydiving to report, address or clarify, final results for the competition etc. Where there is both HOD and TM, each may submit a separate report. If a single report is provided, that must come from the HOD
- Completing Form 143F Officials Expenses Claim Form (HOD / TM version) in accordance with Form 335 Volunteer Expenses Policy and submitting it within one month of the end of the event
- Ensuring all returnable items supplied for the event by British Skydiving are promptly returned as appropriate

In the Event of an Emergency

- Identify and carefully note
 - the level of incident, on-going situation and any immediate or potential risks
 - person(s) involved
 - person(s) dealing with situation (e.g. organisers, doctors, hospital etc)
 - support required and resources available
- Assist a delegate, the delegation, authority, service etc., as appropriate, to the best of your ability
- Travel with or visit any person(s) taken off site, for example to medical facilities
- Have relevant paperwork and / or information to hand (e.g. insurance details, medical details etc)
- Contact, and liaise with, insurance and other agencies as required
- Take advice from appropriate parties (e.g. British Skydiving, insurance, Police etc) as necessary
- Keep relevant persons informed and updated as appropriate (e.g. Team Captain, British Skydiving's Head of Safety, Training & Competitions, FAI Meet Director, FAI Event Controller etc)
- In the case of serious injury or fatality, the HOD should follow British Skydiving guidance (on acceptance of the role, an online briefing session will be scheduled for each HOD to support this)

Additional Considerations

The nature of these events means that the list of duties and responsibilities given above cannot be exhaustive and that a HOD or TM will likely need to use a good deal of initiative and independent problem-solving. This underscores the importance of being familiar with all relevant processes and documents (e.g. the FAI Sporting Code, Form 230a FCE Competitor Contract etc) and being in close contact with British Skydiving's Competitions Coordinator and Chair of the Elite Performance Committee should any guidance and / or advice be needed. However, it should also be noted that time differences and working hours can have a significant impact on the immediacy of such communications during an event.

A HOD / TM should remember that the role only requires them to provide assistance, support and guidance to the delegation. Members of the delegation (including accompanying persons) have a personal responsibility for their own management of paperwork and financial and logistical arrangements in accordance with the requirements of the event. Members of the delegation (and accompanying persons) also have a personal responsibility to act in a professional manner, in accordance with advice given by the HOD / TM, and as required by Form 230a FCE Competitor Contract.

It is also important to note that some of the duties and responsibilities above may not necessarily apply to a HOD for a British Skydiving National Championships held overseas in the same way as at an FCE. Where any doubt arises, the HOD should contact the Competitions Coordinator, Chair of the Elite Performance Committee or other nominated person for guidance and / or clarification.

Those fulfilling the role of HOD or TM are role models within our sport and representatives of our

association at an international level and must conduct themselves appropriately. As British Skydiving volunteers all our HODs and TMs are required to meet the standards of behaviour set out in British Skydiving's Code of Conduct for Volunteers (Form 303). Therefore anyone fulfilling either of these roles at an FCE or a British Skydiving National Championships held overseas must familiarise themselves with the contents of that document and agree to adhere to it.

Duties and Responsibilities of British Skydiving's Head of Delegation / Team Manager at International Competitions

I confirm that I have read and understand this document (Form 267) and I agree to discharge the duties and responsibilities of the Head of Delegation / Team Manager [please delete as appropriate] set out in this document diligently and to the best of my abilities in relation to the event nominated below.

Signature _____

I confirm that I have read and understand the Code of Conduct for all British Skydiving Volunteers (Form 303) and I agree to return a completed copy of the Code of Conduct for all British Skydiving Volunteers with this form (267)

Signature _____

Name _____

Date _____

Title, location and dates of the competition _____

Please return a completed copy of this form (267) and a completed copy of Form 303 to the Competitions Coordinator and retain copies for your own reference.