



British Skydiving
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Head of Delegation / Team Manager at Overseas Competitions / FCEs – Role Description

- Role title:** Head of Delegation for the British Skydiving Team / Team Manager for the British Skydiving Team (British Skydiving is the trading name for British Parachute Association (BPA) Ltd.).
- Role held by:** A volunteer (full British Skydiving member in good standing with the Association) or member of British Skydiving staff, appointed by the Elite Performance Committee.
- Time Commitment:** The time commitment for these roles largely depends on the duration, location and nature of the event, which is specified in each call for volunteers. In general terms, a Head of Delegation or Team Manager can expect to be available to the delegation across the days of the event including opening and closing ceremonies. A few days either side of the event will also be required for tasks such as pre-event planning and communications and compiling post-event reports.
- Expenses:** The role of Head of Delegation / Team Manager is voluntary. Therefore it is unremunerated. Travel and subsistence expenses will be reimbursed in accordance with Form 335 Volunteer Expenses Policy.

About the Roles

The roles of Head of Delegation [HOD] and Team Manager [TM] will vary according to factors such as the size of the delegation, the event location(s), the type of event (or if more than one event is running concurrently), the discipline(s) involved etc. The following is a general description of these roles, and further detail is given on Form 267 Duties and Responsibilities of the Head of Delegation / Team Manager at Overseas Competitions / FCEs.

A HOD / TM is expected to assist our delegation of elite athletes as far as is practicable and to the best of their ability. The ideal HOD / TM will ensure the athletes safe attendance and that they can concentrate on their performance and compete to their highest ability. The ideal HOD / TM will treat the delegation as a whole with impartiality and integrity.

A HOD / TM is expected to represent British Skydiving and the UK in a professional and organised manner.

A Head of Delegation is provided for all First Category Events (ie World Cups and World Championships) at which a delegation of British Skydiving athletes are competing, and when British Skydiving's National Championships are taking place overseas. This role assumes a greater need for the competencies set out below than the TM role, and brings with it more, or all, of the responsibilities described below.

A Team Manager is usually provided when there is a need for increased support, which might be a consequence of a range of factors such as the delegation size, the location(s) or the disciplines represented. A TM might not have competencies at the same level as a HOD and may field a smaller share of the responsibilities. This role is often taken on as a way of gaining experience by working alongside a HOD.

Both HOD and TM will be provided with British Skydiving Team uniform for the event.

Summary of Responsibilities

The responsibilities of the HOD and TM will include, but are not limited to:

- Following all British Skydiving directives relevant to the event.
- Ensuring items to be supplied by British Skydiving are taken to the event (such as the Union Flag and additional items of delegation uniform etc) and promptly returned as appropriate,
- Maintaining good communication with the Team Captains / athletes within the delegation, the British Skydiving office and the event organisers.
- Arriving in advance of the rest of the British Skydiving delegation (as agreed by EPC) and familiarising with the DZ, facilities, registration process, any specific DZ rules / regulations and safety issues etc.
- Liaising with the event organisers and office team. For example, ensuring all teams are registered with paperwork completed once at the event and delegate passes are issued correctly.
- Prior to the start of the competition, confirming detail of manifesting requirements, boarding strategies, any aircraft boarding and exiting rules etc.
- Keeping the delegation fully informed during the event (i.e. calls, stand downs, jump offs etc).
- Promptly and correctly dealing with any protest on behalf of competitor(s)
- Assisting athletes as necessary and dealing with issues arising. This might, for example, range from a lost pass to major illness or injury. It might include being a point of contact for any emergencies that arise for members of the delegation and liaising with medical staff or facilities, or insurers.
- Providing British Skydiving's Communications Manager with good quality media (i.e. images, videos, and text updates) for timely use across social media platforms for the duration of the event and, where relevant and possible, ground-based footage for competitors' use.
- Helping elite athletes to comply with British Skydiving's requirements, which includes attendance at opening and closing ceremonies in the British Skydiving Team clothing provided.
- Submitting a written report to the Elite Performance Committee on return.

The HOD and TM only provide assistance, support and guidance. 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.

Competencies and Behaviours

The following competencies are advantageous to either role:

- Sound multi-tasking skills
- An ability to maintain an organised, professional and impartial approach
- Networking and soft influencing skills
- Excellent communication skills (depending on the event, competency in a language in addition to English may also be an advantage)
- Experience of first aid / incident management.

Knowledge of the following is advantageous to either role:

- The disciplines that are competing
- The format of First Category Events
- Travel, paperwork, safety and logistical considerations etc relevant to the event and / or its location(s)
- The FAI Sporting Code as relevant, and any pertinent FAI or specific event rules
- Good practice for content generation for social media platforms.

Those fulfilling the role of HOD or TM must conduct themselves appropriately and are required to meet the standards of behaviour set out in Form 303 British Skydiving's Code of Conduct for Volunteers. Therefore anyone in either of those roles must familiarise themselves with the contents of that document and agree to abide by the code of conduct it sets out.