

We are delighted that you have chosen to show your commitment to providing sporting opportunities for people with an intellectual (learning) disability by joining the Special Olympics family. By signing this Charter, you are demonstrating that you share the Special Olympics mission and philosophy to enhance the lives of people with an intellectual disability by providing high-quality, sports coaching and competition programmes for athletes of all abilities.

## 1. Special Olympics GB ideals

Follow the mission and philosophy of Special Olympics GB:

- a) Organise and develop sports coaching for people with an intellectual disability in your local area on a year round basis
- b) Fulfil the philosophy of Special Olympics by staging and participating in local, regional and national events in order that athletes may qualify for selection at higher levels of competition
- c) Promote the benefits of sport to people with an intellectual disability
- d) Promote an inclusive model of sports provision for people with an intellectual disability
- e) Uphold the good name and reputation of Special Olympics GB at all times

## 2. Steering Group

The Steering Group is a group of individuals who represent stakeholders from within your Club, who regularly meet to discuss activity and developments, but who also vote to agree on how resources are allocated to Special Olympics activity. It is best practice for all accredited Clubs to have a Steering Group where possible. The following responsibilities apply:

- a) Administration and Membership:
  - i. Ensure as a minimum, the following roles are adopted by at least two members of the Steering Group (defined below), who are listed on Special Olympics GB Club (Associate) accreditation:
    - o Main Contact
    - o Finance Officer
    - o Eligibility Officer(s) (must also complete a specific registration form)
    - o Safeguarding & Welfare Officer
  - ii. Existing Steering Group Members are encouraged to co-opt additional representatives of stakeholders onto the Steering Group, who are encouraged to contribute at meetings (for example athlete, family, volunteer representatives, PR and fundraising consultants, Chairperson)
  - iii. Maintain an up-to-date list of members involved in Special Olympics activity and the roles that they hold within your Club
  - iv. Complete annual accreditation with Special Olympics GB, using up to date information
  - v. Notify Special Olympics GB of any change to information relating to accreditation as necessary
  - vi. Ensure all athletes, Unified Partners and volunteers (including Steering Group members) are registered appropriately with Special Olympics GB
  - vii. The Steering Group may elect one representative to join the Region Steering Group, who once approved, will have one vote at any Region meeting
- b) As an accredited Club (Associate), it is up to you when and how often the Steering Group meets. However Special Olympics GB recommends the Steering Group meets at least three times per year and members are re-elected every two years

## 3. Finance

- a) Pay to the Special Olympics GB an annual accreditation fee of £1.75 for each person (athletes, Unified Partner and volunteer) involved in your Special Olympics programme. Payment of the accreditation fee automatically gives the person coverage by Special Olympics GB's insurance policy and the entitlement to enter / attend Special Olympics events

- b) Ensure no individual is prevented from participation in Special Olympics activity because of an inability to meet any financial requirements (membership, competition entry fees etc.)
- c) Ensure any funds raised and spent on Special Olympics activity are accounted for and reported on to Special Olympics GB when requested. The Special Olympics GB financial year is from 1st January to 31st December. These reports must be approved by the Club's registered Finance Officer

## 4. Branding

- a) In order to maintain and develop the recognition of the Special Olympics name and logo, your Club (Associate) should use in accordance with the Special Olympics GB Branding Guidelines, the Special Olympics logo provided by Special Olympics GB National Office, when referring to any Special Olympics activity or on any related materials

## 5. Relationships

- a) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of Special Olympics objectives or of similar charitable purposes and exchange information and advice with them
- b) Provide information to their respective Special Olympics GB Region for the purposes of competition and event calendar co-ordination
- c) Subscribe to and engage with Special Olympics GB newsletters, updates, conferences and meetings at Regional, Home Country and National levels where possible
- d) Contact Special Olympics GB to request support in any area of development or change in circumstances, which affects Special Olympics GB accreditation

## 6. Policies

- a) Each Club (Associate) must have policies in respect of:
  - o Safeguarding and Welfare
  - o Equal Opportunities
  - o Data Protection
  - o Health and Safety
  - o Fees
- b) Clubs may use their own policies (with the exception of the Special Olympics GB Fees Policy), those of their parent organisation (NGB etc.) or Special Olympics GBs (available on the Special Olympics GB website). The appropriate policies must be shared with the organisation's members
- c) Special Olympics GB policies will be used at all Special Olympics events
- d) Volunteers and Steering Group members who fulfil more than one Special Olympics role within any organisation should only complete a Disclosure and Barring Service (DBS) check for the role or roles that are included in regulated activity or activity that Special Olympics GB deems still requires a DBS check
- e) Steering Group members, who are only part of a Steering Group and not in regular contact with athletes or Unified Partners, do not need to complete a DBS check. All Steering Group members must still complete the Special Olympics GB basic volunteer registration process
- f) All Steering Group members must comply with the Data Protection Act 1998. Where personal data is processed on another party's behalf, the Steering Group members must process such data strictly in accordance with the instructing party's instructions and put such operational and technological processes in place to safeguard against unauthorised loss, destruction, theft of use of disclosed data. The party collecting such data shall be the owner and controller of any such data

## 7. Special Olympics GB

To support the Special Olympics GB mission statement and to ensure quality delivery and development of activity in the name of Special Olympics, Special Olympics GB will:

- a) Provide support, guidance and information upon request from any accredited Club members
- b) Provide where possible, national and international competition opportunities to those eligible to take part
- c) Signpost towards further support and guidance that Special Olympics GB cannot directly provide
- d) Special Olympics GB reserves the right to withdraw accreditation status of a Club at any time after appropriate consultation with members concerned

## 8. Sign and Return

To be signed by the Main Contact of a Special Olympics Club (Associate):

I have read and understood the content of this Charter which we agree to adopt. I confirm that I am authorised to sign this Charter on behalf of the organisation named below.

**Club (Associate) Name:** \_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

A copy of this page must be uploaded to your online accreditation form in order to complete accreditation with Special Olympics GB.

This document must not be edited in any way without prior permission from Special Olympics GB National Office. Any changes made without permission will invalidate this document and may affect your accreditation status.