

All Special Olympics Great Britain (GB) accredited Clubs, Networks and Partner Organisations must:

- a) Organise and develop sports coaching for people with an intellectual disability in their 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

## 1. Network

The Network is a group of like-minded clubs, organisations and individuals, who have an interest in delivering, supporting and developing sports coaching and competition opportunities for people with intellectual disabilities within a particular area. The Network shares resources, workload, information, time, knowledge and in some cases funding, leading to more sustained development.

## 2. Lead Organisation

The Lead Organisation is an organisation that has been appointed by Special Olympics GB to co-ordinate Network activity, meetings, administration, development and funding. The following responsibilities apply:

- a) Administration:
  - i. Complete annual accreditation with Special Olympics GB, using up to date information gathered from Partner Organisations (defined below)
  - ii. Notify Special Olympics GB of any change to information relating to accreditation as necessary
  - iii. 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  
Network accreditation:
    - o Main Contact (must be from the Lead Organisation)
    - o Finance Officer
    - o Eligibility Officer(s) (must also complete a specific registration form)
    - o Safeguarding & Welfare Officer
  - iv. Ensure Partner Organisations sign, adopt and abide by the Network (Partner Organisation) Charter
  - v. Ensure all athletes, Unified Partners and volunteers (including Steering Group members) are registered appropriately with Special Olympics GB
- b) Communication:
  - i. Create, manage and provide support to the Steering Group responsible for the operation and delivery of Special Olympics activity within the area
  - ii. Induct new Steering Group members into their respective roles
  - iii. Ensure that Partner Organisations elect one representative onto the Steering Group, who is over the age of 18 years old, who has the ability to make informed and rational decisions either themselves or with the support of someone who can
  - iv. Call a minimum of three meetings per year of the Steering Group with at least 14 days' notice
  - v. Share meeting outcomes and actions of such meetings with all Steering Group members within seven days of meeting
- c) Finance:
  - i. Pay annual accreditation fees to Special Olympics GB on behalf of all Network registered individuals (athletes, Unified Partners and volunteers) of £1.75 per person. 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
  - ii. Manage Special Olympics related funds, in agreement with the Steering Group, in a separate bank account or audited budget line.

- iii. Seek permission from Special Olympics GB to open a bank account in the name of Special Olympics if required. At least two signatories (recommended three) must be named on the account
  - iv. Collate annual financial reports on funds raised and spent related to the use of the Special Olympics GB charity number (800329) by the Steering Group and submit 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 Networks registered Finance Officer
  - v. Collate financial reports from Partner Organisations on funds raised and spent on Special Olympics activity, and submit to Special Olympics GB when requested
  - vi. If independently registered as a charity in Scotland with a separate Charity number must, annually report directly to the Office of the Scottish Charity Regulator (OSCR). In order to comply with OSCR requirements, such accounts reports must be independently examined
- d) Branding:
- i. Use in accordance with the Special Olympics GB Branding Guidelines, the Special Olympics Network logo and name provided by Special Olympics GB National Office, when referring to any Special Olympics activity or on any related materials
  - ii. Manage the use of the provided logo by Partner Organisations, ensuring it is used appropriately placed on all Special Olympics related materials and activity and in line with Special Olympics GB Branding Guidelines
- e) Policies:
- i. All Lead and Partner Organisations as a minimum standard, must have policies in respect of
    - o Safeguarding and Welfare
    - o Equal Opportunities
    - o Data Protection
    - o Health and Safety
    - o Fees
  - ii. Lead and Partner Organisations 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
  - iii. Lead Organisations must ensure all Partner Organisation have suitable policies in place
  - iv. Special Olympics GB policies will be used at all Special Olympics events

### **3. Steering Group**

The Steering Group is a group of individuals who represent stakeholders from within the Network, who regularly meet to discuss activity and developments, but who also vote to agree on how resources are allocated to Special Olympics activity. The Steering Group is managed and led by the Lead Organisation. The following responsibilities apply:

- a) Administration and Membership:
- i. Members can join the Steering Group at any time of the year
  - ii. Each Partner Organisation must elect one representative onto the Steering Group, who is over the age of 18 years old, who has the ability to make informed and rational decisions either themselves or with the support of someone who can. Such representatives must be re-elected by their Network members at least every two years and must be registered with Special Olympics GB
  - iii. Existing Steering Group Members may 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, Head Coaches). It is highly recommended that the Steering Group includes an Athlete representative who if needed, is provided with

- additional support to fulfil their role. Such members are re-elected by the Steering Group every two years and must be registered with Special Olympics GB
- iv. Only Steering Group members who are registered as a volunteer with Special Olympics GB have voting rights for Special Olympics Network activity
  - v. The Steering Group may elect one representative to join the Region Steering Group, who once approved, will have one vote at any Region meeting
  - vi. In the event of a grievance or disciplinary action being brought, the Network Steering Group shall in the first instance contact the Chief Executive Officer of Special Olympics GB in writing
- b) Meetings:
- i. Called by the Lead Organisation a minimum of three times per year, with at least 14 days' notice
  - ii. Chaired by the Lead Organisation's registered Main Contact or a substituted Steering Group member
  - iii. Include an agenda which covers an evaluation of delivery since the previous meeting and future activity and development plans, which is made available and open to all Steering Group members
  - iv. May include invitations to external organisations who do not have voting rights
  - v. May include invitations to one additional representative of any Partner Organisation who does not have voting rights
  - vi. Outcomes and actions must be noted and shared by the Lead Organisation with all Steering Group members within two weeks of the meeting
  - vii. If votes are cast with a split result, the Main Contact registered on Special Olympics GB accreditation will have an additional casting vote. However, if a Chairperson is appointed by the Steering Group they will have the casting and final vote
  - viii. Members not present at meetings may cast votes in advance, but only in writing to the Main Contact
  - ix. A minimum (quorum) of 25% of Steering Group Members are required to complete any form of voting process
- c) Finance and Resources:
- i. Discuss and agree how funds raised using the Special Olympics name and registered charity number (800329), are spent
  - ii. Raise funds and invite contributions, provided that in doing so, the Steering Group shall not undertake any substantial permanent trading activities or enter into commercial sponsorship agreements (without prior consent from Special Olympics GB's Chief Executive Officer) and shall conform to any relevant requirements of Special Olympics GB and the law
  - iii. Supply information on request to the Lead Organisation to support any financial reporting requirements to Special Olympics GB
  - iv. Discuss and agree how resources and logos related to Special Olympics activity are shared amongst Partner Organisations
- d) Registered Charity Members:
- i. The definition of a Registered Charity Member (RCM) is a member of Special Olympics GB, a company limited by guarantee, who has voting rights at any Special Olympics GB Annual General Meeting (AGM)
  - ii. As a Network (Branch) of Special Olympics GB, and to ensure the members it represents have their thoughts and opinions represented at a National level, the Steering Group should list RCM's on Special Olympics GB accreditation
  - iii. RCM's are deemed to apply for membership of the company and are entered as a RCM with voting rights at an AGM of Special Olympics GB. In the event of liquidation of the company, that member will undertake to provide the sum of £1 (one pound) to the assets of the charity
  - iv. A Network (Branch) may nominate up to three RCM's from the Steering Group, depending on its total membership: one RCM for up to 50 registered members (athletes, Unified Partners and volunteers) within the Network; two RCM's for 51 to 100 members; three RCM's for over 101 members

- v. RCM's should be revised at least every two years through a Steering Group vote
  - vi. Any accredited Network (Branch) of Special Olympics GB that is also an independently registered charity in Scotland and has a separate Charity number must also register appropriate Trustees of their activity with the Office of the Scottish Charity Regulator
- e) Relationships:
- i. 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
  - ii. Provide information to their respective Special Olympics GB Region for the purposes of competition and event calendar co-ordination
  - iii. Subscribe to and engage with Special Olympics GB newsletters, updates, conferences and meetings at Regional, Home Country and National levels where possible
  - iv. Contact Special Olympics GB to request support in any area of development or change in circumstances, which affects Special Olympics GB accreditation
- f) Policies:
- i. The Steering Group members must adhere to policies shared by the Lead Organisation in respect of
    - o Safeguarding and Welfare
    - o Equal Opportunities
    - o Data Protection
    - o Health and Safety
    - o Fees
  - ii. All individual Steering Group members when on Special Olympics GB Network Steering Group activity, must operate in accordance with the Policies received by the Lead Organisation
  - iii. Lead Organisations 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
  - iv. Special Olympics GB policies will be used at all Special Olympics events
  - v. 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
  - vi. 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
  - vii. 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

#### **4. Partner Organisation**

The Partner Organisation is an individual organisation that has an interest in either delivering or supporting Special Olympics activity within the Network. The following responsibilities apply:

- a) Administration:
- i. Sign, adopt and abide by the Network (Partner Organisation) Charter
  - ii. Ensure all athletes, Unified Partners and volunteers are registered with Special Olympics GB through the Lead Organisation of the Network
  - iii. Supply information on the Special Olympics programme to the Lead Organisation for the completion of accreditation to Special Olympics GB when requested



- iv. Maintain an up-to-date list of members involved in Special Olympics activity and the roles that they hold within the organisation
- b) Communication:
  - i. Elect one representative onto the Network Steering Group, who is over the age of 18 years old, who has the ability to make informed and rational decisions either themselves or with the support of someone who can. Such representatives must be re-elected by the respective Partner Organisation at least every two years
  - ii. Involve athletes, Unified Partners, families and volunteers in Special Olympics activity discussions
- c) Finance:
  - i. Pay to the Special Olympics Network an annual accreditation fee of £1.75 for each person (athletes, Unified Partners and volunteers) involved in the Special Olympics programme. Payment of the accreditation fee gives the person coverage by Special Olympics GB's insurance policy and the entitlement to enter / attend Special Olympics events
  - ii. 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.)
  - iii. Ensure any funds raised and spent on Special Olympics activity are accounted for and reported on to the Network Lead Organisation when requested
- d) Branding:
  - i. In order to maintain and develop the recognition of the Special Olympics name and logo, each Partner Organisation is permitted to use the Special Olympics logo, provided by and with permission of the Network Steering Group
  - ii. Should Partner Organisations want to create team logos that incorporate the Special Olympics GB logo, guidance from Special Olympics GB must be sought
- e) Policies:
  - i. All Partner Organisations as a minimum standard, must have policies in respect of
    - o Safeguarding and Welfare
    - o Equal Opportunities
    - o Data Protection
    - o Health and Safety
    - o Fees
  - ii. Partner Organisations 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
  - iii. Special Olympics GB policies will be used at all Special Olympics events

## **5. Dissolution of the Network (Branch)**

- a) The accredited Network (Branch) may be dissolved on a motion put in writing by a proposer and seconder which is considered by the Network Steering Group members present at any meeting. The accredited Network (Branch) shall only be dissolved if a majority of the Network Steering Group vote in favour of the motion, either in person or by proxy
- b) In such a case, the Finance Officer shall personally be responsible for the showing of any cash or other assets of the Network (Branch) after the satisfaction of all its debts and liabilities, when a written report will be submitted to Special Olympics GB. All assets and funds will be held in trust by the Special Olympics Region until such time as a new accredited Network (Branch) or Club (Branch) is established and accredited, up to a maximum period of 18 months. After this time, Special Olympics GB will consult with the Region to discuss alternative plans for re-investing the funds.

**6. 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 Network members
- b) Provide where possible, national and international competition opportunities to those eligible to take part
- c) Sign post towards further support and guidance that Special Olympics GB cannot directly provide
- d) Reserve the right to remove or suspend (pending further investigation) any individual member of an accredited Special Olympics GB Network or dissolve any Network after consultation with the relevant parties
- e) Special Olympics GB reserves the right to withdraw accreditation status of a Network at any time after appropriate consultation with members concerned

**7. Sign and Return**

To be signed by the Main Contact of the Special Olympics GB Network:

On behalf of our organisation (the Lead Organisation), we have read and understood the content of this Governance Agreement, which as a Special Olympics GB Network (Branch) we agree to adopt.

**Network (Branch) 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.