

The Main Contact of a Special Olympics Great Britain (GB) Regional Steering Group must sign, adopt and abide by this Governance Agreement.

1. Region Objectives

- a) Follow the mission of Special Olympics by supporting and developing inclusive opportunities for all Special Olympics athletes
- b) Fulfil the philosophy of Special Olympics by:
 - i. Encouraging local competition events within the region
 - ii. Managing the staging of regional competition events for sports delivered within the region
 - iii. Managing a Regional competition calendar
 - iv. Co-ordinating participation in national and international events in order that athletes may qualify for selection at higher levels of competition

2. Regional Steering Group

The Regional Steering Group is a group of individuals who represent stakeholders from within their region, who regularly meet to discuss competition activity and developments, but who also vote to agree on how resources are allocated to Special Olympics competition. The following responsibilities apply:

- a) Administration and Membership:
 - i. Complete annual accreditation with Special Olympics GB, using up to date information
 - ii. Notify Special Olympics GB of any change to information relating to accreditation as necessary
 - iii. Members can join the Regional Steering Group at any time of the year
 - iv. Each accredited Special Olympics GB Club or Network (Branch or Associate), may elect one representative onto the Regional 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 respective Club or Network at least every two years and must be registered with Special Olympics GB. It is up to the Regional Steering Group to find the most suitable method for re-election
 - v. Ensure as a minimum, the following roles are adopted between at least three different members of the Regional Steering Group, who are listed on Special Olympics GB Regional accreditation:
 - o 1x Main Contact
 - o 1x Finance Officer
 - o 2x Competition Co-ordinators
 - vi. Regional Steering Groups are expected to appoint, or where necessary co-opt additional representatives of stakeholders onto the Group (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 must be re-elected by the Regional Steering Group every two years and must be registered with Special Olympics GB. It is up to the Regional Steering Group to find the most suitable method for re-election
 - vii. Only Steering Group members who are registered as a volunteer with Special Olympics GB have voting rights for Regional Special Olympics activity
 - viii. Induct new Regional Steering Group members into their respective roles
 - ix. In the event of a grievance or disciplinary action being brought, the Region Steering Group shall in the first instance contact the Chief Executive Officer of Special Olympics GB in writing
 - x. Regional Steering Groups must decide by way of vote, a member of their Steering Group to represent the Region on the English National Council (ENC). This

representative must be reviewed by way of vote at least every 2 years. This may be an additional Steering Group role and does not have to be the Main Contact or Chairperson (if appointed). The representative must complete the Special Olympics GB volunteer registration process in full.

b) Meetings and Communication:

- i. Called by the Main Contact (or Chairperson if appointed by the Steering Group) a minimum of three times per year, with at least 21 days' notice
- ii. Chaired by the registered Main Contact (or Chairperson if appointed by the Steering Group) or a substituted Regional Steering Group member
- iii. Include invitations to all accredited Club or Network Main Contacts if required
- iv. Include an agenda which covers an evaluation of previous competition events since the previous meeting, future competition events and development plans that cover all sports delivered by Clubs or Networks in the Region, which is made available and open to all Regional Steering Group members. It is the responsibility of the Competition Co-ordinators to ensure sufficient information is gathered or prepared to cover all agenda items, and to ensure actions are completed between meetings
- v. Base discussions on information received from Clubs or Networks, either prior to or at the meeting, on competition events the region is involved in
- vi. Discuss all relevant event sanctions
- vii. May include invitations to external organisations who do not have voting rights
- viii. Outcomes and actions must be noted and shared by the Main Contact or Secretary with all Regional Steering Group members within two weeks of the meeting
- ix. If votes are cast with a split result, the Main Contact registered on Special Olympics GB Region 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
- x. Members not present at meetings may cast votes in advance, but only in writing to the Main Contact
- xi. Forward any concerns on Club or Network participation to Special Olympics GB National Office
- xii. A minimum (quorum) of 25% of Steering Group Members are required to complete any form of voting process

c) Finance:

The Regional Steering Group has an obligation delegated from the Board of Directors of Special Olympics GB to ensure that proper accounting records and functions are in place by using the name, logo and charity number of Special Olympics GB. The Regional Steering Group will follow all regulations surrounding accounting and financial procedures as may from time to time be set down by the Board.

- i. 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
- ii. Raise funds and invite contributions, provided that in doing so all funds are used solely for Special Olympics activities. The Steering Group shall not undertake any substantial permanent trading activities, the investment of surplus funds in shares, property or investment products or arrangement of overdraft facilities or loans or bequests of any nature or enter into commercial sponsorship agreements (without prior consent from Special Olympics GB's Chief Executive Officer). The Steering Group shall conform to any relevant requirements of Special Olympics GB and the law.
- iii. Manage and agree how funds raised using the Special Olympics name and / or registered charity number (800329), are spent on competition activity. Please note if for any reason the region runs at a loss, this shall be the responsibility of the members of the region and Special Olympics GB will in no way be responsible for making good any such loss.
- iv. Ensure any competition expenses are covered by funds held by the Region and / or are paid by Clubs or Networks who are entering competition events

- v. Ensure no individual is prevented from participation in Special Olympics activity because of an inability to meet any financial requirements including competition entry fees
- vi. Collate and submit annually, financial reports of income and expenditure related to the use of the Special Olympics GB charity number (800329). The Special Olympics GB financial year is from 1st January to 31st December. These reports must be approved by the Regional Steering Group registered Finance Officer
- d) Branding:
 - i. When referring to any Special Olympics Regional activity, use in accordance with the Special Olympics GB Branding Guidelines, the Special Olympics Region logo and name provided by Special Olympics GB National Office
- 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. Receive information from Clubs and Networks in the Region for the purposes of competition delivery and event calendar co-ordination
 - iii. Subscribe to and engage with Special Olympics GB newsletters, updates, conferences and meetings at 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
 - v. Ensure the Region is represented on the English National Council (ENC) as described in 2. a) x.
- f) Policies:
 - i. The Regional Steering Group members must adhere to policies in respect of
 - o Safeguarding and Welfare
 - o Equal Opportunities
 - o Data Protection
 - o Health and Safety
 - o Fees
 - ii. The Regional Steering Group members when on Special Olympics GB activity, must operate in accordance with Special Olympics GB Policies (available on the Special Olympics GB website)
 - iii. Special Olympics GB policies will be used at all Special Olympics events
 - iv. 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
 - v. 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. The Steering Group members must still complete the Special Olympics GB basic volunteer registration process
 - vi. The Regional 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

3. Dissolution of the Region

- a) The accredited Region may be dissolved on a motion put in writing by a proposer and seconder which is considered by the Regional Steering Group members present at any meeting. The accredited Region shall only be dissolved if a majority of the Regional 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 Region, 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 Special Olympics GB until such time as a new accredited Region is established and accredited, up to a maximum period of 18 months

4. 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) Lead on the creation of the Regional Steering Groups where needed
- b) Provide support, guidance and information on competition events upon request from any accredited Regional Steering Group members
- c) Support Regional Steering Groups to manage the delivery of local and regional competition events
- d) Provide where possible, national and international competition opportunities to those eligible to take part
- e) Signpost towards further support and guidance that Special Olympics GB cannot directly provide
- f) Reserve the right to remove or suspend (pending further investigation) any individual member of an accredited Region or dissolve any Region after consultation with the relevant parties
- g) Special Olympics GB reserves the right to withdraw accreditation status of a Region at any time after appropriate consultation with members concerned

5. Sign and Return

To be signed by the Main Contact of the Special Olympics GB Regional Steering Group:

On behalf of the Regional Steering Group, we have read and understood the content of this Governance Agreement, which as a Special Olympics GB Regional Steering Group we agree to adopt.

English Region 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.