

The Main Contact of a Special Olympics Scotland 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 coaching and competition opportunities for all Special Olympics athletes in the Region on a year round basis
- 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
  - v. Promote the benefits of sport to people with an intellectual disability
  - vi. Uphold the good name and reputation of Special Olympics GB at all times

### **2. Region – Definition**

The Region 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 Region shares resources, workload, information, time, knowledge and in some cases funding, leading to more sustained development. The Region is appointed by Special Olympics Scotland and is responsible for co-ordinating Regional activity, meetings, administration, development and funding.

### **3. Regional Steering Group**

The Steering Group is a group of individuals who represent stakeholders, clubs and organisations from within the Region, who regularly meet to discuss activity and developments, but who also vote to agree on how resources are allocated to Special Olympics activity. 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 by keeping the Regions accreditation form up to date
  - iii. Notify Special Olympics Scotland of any change to information relating to membership of the Regions Steering Group or Scottish National Council
  - iv. Ensure Partner Organisations sign, adopt and abide by the Regions Partner Organisation Charter
  - v. Ensure all athletes, Unified Partners and volunteers (including Steering Group members) are registered appropriately with Special Olympics GB
- b) Membership
  - i. Each Steering Group member must be over the age of 18 years old and have the ability to make informed and rational decisions either themselves or with the support of someone who can.
  - ii. Ensure as a minimum, the following roles are adopted by at least four members of the Steering Group (defined below), who are listed on Special Olympics GB Regional accreditation:
    - Main Contact
    - Finance Officer
    - Eligibility Officer
    - Safeguarding & Welfare Officer
    - Volunteer Co-ordinator
    - 2x Competition Co-ordinators

- 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. Members can nominate themselves for election onto the Steering Group at any time of the year
  - v. Each Partner Organisation (defined below) 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 the Steering Group members at least every two years and must be registered with Special Olympics GB
  - vi. Only Steering Group members who are registered as a volunteer with Special Olympics GB have voting rights for Special Olympics Regional activity
  - vii. The Steering Group may elect one representative to join the Scottish National Council, who once approved, will have one vote at any Home Country (Scotland) meeting
  - viii. In the event of a grievance or disciplinary action being brought, the Regional Steering Group should follow Special Olympics GB Disciplinary, Complaints and Grievance Procedures.
- c) Meetings
- i. Called by the Regional Steering Group a minimum of three times per year, with at least 14 days' notice
  - ii. Chaired by the Regions registered Main Contact, unless a specific Chairperson has been appointed or a substituted Steering Group member
  - iii. Include an agenda which covers as a minimum
    - an evaluation of delivery since the previous meeting
    - future activity, events and competitions
    - related development plans
    - how funds are raised and spent using the Special Olympics names and / or Special Olympics GB Charity Number (800329)
  - iv. The agenda must be made available and open to all Steering Group members
  - v. May include invitations to external organisations who do not have voting rights
  - vi. May include invitations to one additional representative of any Partner Organisation who does not have voting rights
  - vii. Outcomes and actions must be noted and shared by an appointed member of the Steering Group with all Steering Group members within two weeks of the meeting
  - viii. 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
  - ix. Members not present at meetings may cast votes in advance, but only in writing to the Main Contact
  - x. A minimum (quorum) of 25% of Steering Group Members are required to complete any form of voting process
- d) 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 Home Country (Scotland) 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 Home Country and National levels where possible

- iv. Contact Special Olympics GB and / or Special Olympics Scotland to request support in any area of development or change in circumstances, which affects Special Olympics GB accreditation

#### **4. Finance**

The Region and its Steering Group may raise funds and invite contributions in the name of Special Olympics, provided that in doing so the Steering Group shall:

- a) not undertake any substantial permanent trading activities or enter into commercial sponsorship agreements (without prior consent from Special Olympics GB's Chief Executive Officer)
- b) conform to any relevant requirements of Special Olympics GB, Special Olympics Scotland and the law
- c) Pay annual accreditation fees to Special Olympics GB on behalf of all registered individuals (athletes, Unified Partners and volunteers) in the Region 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. The Regional Steering Group may ask Partner Organisations to contribute towards annual accreditation fees and other related costs
- d) Pay annual levy's (if any) to the Home Country (Scotland), details of which are confirmed by the Scottish National Council each year
- e) 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.)
- f) Manage Special Olympics related funds, in agreement with the Steering Group, in a separate bank account or audited budget line.
- g) 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
- h) Maintain annual audited accounts as per accepted accounting procedures for OSCR, to include all funds raised and spent related to the use of the name "Special Olympics". A copy of the Regions annual audited accounts must be submitted by the Regions Finance Officer to Special Olympics GB when requested. The Special Olympics GB financial year is from 1st January to 31st December.

#### **5. Branding**

- a) The Region and its Steering Group should use in accordance with the Special Olympics GB Branding Guidelines, the Special Olympics Regional logo and name provided by Special Olympics GB National Office, when referring to any Special Olympics activity or on any related materials
- b) The Regional Steering Group may grant permission, but in doing so must manage the use of, the provided logo to Partner Organisations, ensuring it is used appropriately, placed on all Special Olympics related materials and activity and used in line with Special Olympics GB Branding Guidelines

#### **6. Registered Charity Members**

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)

- a) As a Region (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
- b) 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
- c) A Region (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 Region; two RCM's for 51 to 100 members; three RCM's for over 101 members

- d) RCM's should be revised at least every two years through a Steering Group vote
- e) Any accredited Region (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

## **7. Policies:**

- a) All Regions and Regional Steering Group members must as a minimum standard, have policies in respect of:
  - Safeguarding and Welfare
  - Equal Opportunities
  - Data Protection
  - Health and Safety
  - Fees
- b) All individual Steering Group members when on Regional Steering Group activity, must operate in accordance with the Regions policies
- c) Regions 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
- d) Special Olympics GB policies will be used at all Special Olympics events
- e) All Volunteers must complete a Protecting Vulnerable Groups (PVG) check for any role Special Olympics GB or the Law deems necessary.
- f) All Volunteers, regardless of their requirements to complete a PVG check, must still complete the Special Olympics GB volunteer registration process in full
- g) 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

## **8. Partner Organisation**

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

- a) Administration:
  - i. Sign, adopt and abide by the Regions Partner Organisation Charter
  - ii. Ensure all athletes, Unified Partners and volunteers are registered with Special Olympics GB through the Region
  - iii. Supply information on Special Olympics activity to the Regions Steering Group for the completion of accreditation to Special Olympics GB when requested
  - iv. Maintain an up-to-date list of all members involved in Special Olympics activity and the roles that they hold within the organisation
- b) Steering Group membership:
  - i. Elect one representative onto the Regions 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 Region annual accreditation fees of £1.75 for each person (athletes, Unified Partners and volunteers) involved in the Special Olympics programme, when requested. 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 Regional Steering Group 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 Regional Steering Group
  - ii. Should Partner Organisations want to create team logos that incorporate the Special Olympics 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
    - Safeguarding and Welfare
    - Equal Opportunities
    - Data Protection
    - Health and Safety
    - 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

## **9. Dissolution of the Region (Branch)**

- a) The accredited Region (Branch) 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 (Branch) 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 (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 Special Olympics Scotland until such time as a new accredited Region (Branch) is established and accredited in the same area, up to a maximum period of 18 months. After this time, Special Olympics GB will consult with Special Olympics Scotland to discuss alternative plans for re-investing the funds.

## **10. Registration with the Office of the Scottish Charity Regulator**

- a) Special Olympics GB will continue to support any of its Regions (Branches) in Scotland to register with OSCR, as there are clear benefits in doing so.
- b) Special Olympics GB will support the creation and / or review of any appropriate documents logged with OSCR, such as Constitutions, particularly where the name "Special Olympics" is used. However, it is suggested in the first instance, any Special Olympics GB accredited Regions (Branches) in Scotland should review and use existing Special Olympics GB documents to meet OSCR requirements rather than creating independent documents. "Existing documents" include:
  - i. the Special Olympics GB Articles of Association
  - ii. this Region (Branch) Governance Agreement
- c) Where the name "Special Olympics" is used by any accredited Regions (Branches) in Scotland to register with OSCR, the Region (Branch) must provide Special Olympics GB (as the governing organisation of Special Olympics activity in Great Britain as per permission granted to it by Special Olympics International) with a copy of related documents, particularly when the Region (Branch) is using documents other than the "existing documents" listed above.

- d) If Special Olympics GB dissolves any of its Regions (Branches) in Scotland, permissions to use the Special Olympics name, brand or charitable status will be removed. This would mean the remaining organisation would no longer include “Special Olympics” in its title and all documents logged with OSCR would need to be reviewed and updated, assuming the organisation wanted to remain a registered charity in Scotland, independent of Special Olympics.

### **11. 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 Region 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 Region or dissolve any Region after consultation with the relevant parties
- e) Special Olympics GB reserves the right to withdraw accreditation status of a Region at any time after appropriate consultation with members concerned

### **12. Sign and Return**

To be signed by the Main Contact or Chair of the Special Olympics GB Region:

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

**Region (Branch) Name:** \_\_\_\_\_

**Main Contact / Chair Name:** \_\_\_\_\_

**Role (Main Contact or Chair):** \_\_\_\_\_

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

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

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

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