

## **Head of Delegation (HOD) Duties & Responsibilities for a GB Team attending a Special Olympics International Invitational Event**

Please read the following carefully before completing an expression of interest form.

### **Introduction**

A GB Team attending a Special Olympics International Invitational event generally includes one or more different sports squads made up of athletes/unified partners who will be supported by one or more Coaches depending on the size of a sports squad.

The principle goal of the HOD is to ensure the GB Team is sufficiently prepared to enable athletes/unified partners to perform at their optimum level and gain the best possible experience from the event.

The HOD role is a **voluntary** position. The HOD has overall responsibility for the preparation, participation and evaluation of the GB Team attending the event.

The HOD shall be appointed by the National Advisory Council and is accountable to the CEO of Special Olympics GB.

### **The Role**

Special Olympics GB National Office will provide advice and support to the HOD. Some aspects of the GB Teams preparation will remain the responsibility of the HOD whilst others may by mutual agreement, be shared or delegated to Special Olympics GB staff or other volunteers within the GB Team.

### ***Event Planning/Budgeting***

- Prepare an Event Plan (including timelines)
- Assist and work with Special Olympics GB in preparation of drafting an event budget

### ***Team Management***

- Ensure all GB Team members are familiar with and adhere to all relevant policies, procedures and rules of Special Olympics GB
- Manage and support GB Team sports' Head Coaches including the training/induction, preparation of their squads and sports-specific training
- Support the Family Coordinator (if relevant)
- Organise GB Team training (including a GB Team Reunion) if applicable
- Organise/attend as necessary; Head Coach and GB Team briefings and HOD meetings
- Ensure that all GB Team volunteers understand and meet the duties and responsibilities of their roles
- Ensure that the GB Team acts in a professional and courteous manner at all times
- Support the care needs of up to four athletes/unified partners during all event related activities if required to

### ***Health, Safeguarding and Welfare and Medical***

- Ensure the Special Olympics GB Safeguarding and Welfare Officer is in place and where appropriate, support the appointed lead in their role
- Ensure that risk assessments and emergency action plans are completed where necessary

- Manage the medical and care requirements of the GB Team including the compilation and assessment of health information and medical personnel needs

### **Logistics**

- Lead on or support Special Olympics GB in the preparation of all planning and production of any tender documents for suppliers of uniform, equipment, gifts and mobile phones
- Lead on or support Special Olympics GB in the coordination of the travel arrangements for the GB Team to and from the event

### **Communications/Reporting**

- Prepare regular progress reports as required by the Special Olympics GB National Advisory Council/CEO and National Office
- Liaise with all relevant bodies including the Event Organising Committee, the Host Town (if applicable) and Special Olympics GB National Office
- Disseminate relevant information to the GB Team and to family members, clubs/regions in regular newsletters
- Prepare, produce and (where appropriate) distribute all relevant paperwork for the GB Team including the GB Team Handbook and training diaries
- Support and liaise with the Special Olympics GB Communications team to ensure highest levels of awareness are achieved for the GB Team
- Ensure that GB Team members, family members, clubs/regions etc. have the opportunity to give their views on the GB Teams preparation for and experience of the event (e.g. via surveys and de-brief meetings) and produce a written report as guidance for future HODs

### **Special Olympics GB Responsibilities**

Special Olympics GB will support the HOD to fulfill their responsibilities and will have lead responsibility for agreed areas.

Special Olympics GB will ensure that all current policies, procedures and rules of Special Olympics are complied with in respect of the GB Team.

## **Person Specification**

### ***Essential criteria***

- Is a minimum of 18 years of age (at the point of application)
- Is a fully registered Special Olympics GB Volunteer (at the point of application)
- Has a suitable DBS/PVG in place that meets Special Olympics GB requirements
- Has experience of working with budgets, timescales and of successfully managing large groups of volunteers
- Has experience of arranging residential trips
- Has experience of working with individuals with an intellectual disability
- Has the ability to be flexible with the completion of tasks
- Fully endorses the mission and philosophy of Special Olympics
- Is committed to making the event a positive experience for the GB Team
- Is fully conversant with the current version of Article I of the Special Olympics Sport Rules
- Is able to demonstrate leadership qualities and the ability to foster a spirit of teamwork

### ***Desirable criteria***

- Has acted as a HOD/AHOD at previous Special Olympics GB national events
- Has acted as an AHOD/Head Coach at previous Special Olympics international events for a GB Team
- Is familiar with all current Official Special Olympics Sports Rules
- Has coaching experience

### **Notes**

- The HOD will be required to make a financial contribution to the event costs
- HOD expenses can be covered but only in accordance with the approved Event Budget and when submitted on the correct expenses form
- At the event the HOD will be accommodated with the GB Team
- Any GB Team member who, in the opinion of the Special Olympics GB National Advisory Council or National Office fails to fulfill their duties and responsibilities or does not adhere to the Special Olympics GB Volunteer Code of Conduct, may after due consultation, be relieved of their position
- **The responsibilities of the HOD require a considerable time commitment in both the preparation of the GB Team prior to the event and for the event itself.** If you are in employment, you are advised to make your employer aware and obtain their support prior to expressing an interest in attending the event. On request, Special Olympics GB can make representations on the HODs behalf