

## **Role Description, Duties and Responsibilities of The Head of Delegation / Team Manager at Overseas Competitions / FCEs**

### **Role Description**

When the Elite Performance Committee (EPC) sends a delegation of athletes to compete at a First Category Event (i.e. World Cup or World Championship), and when British Skydiving's National Championships are taking place overseas, EPC will appoint a Head of Delegation (HoD) to assist the delegation for the event. The HoD will be required to fulfil the duties and responsibilities detailed below.

At times, such as when a World Championship is spread across more than one location or when a large number of events are running concurrently, EPC will appoint a Team Manager (TM) to support the HoD. A TM is expected to field a smaller share of the duties and responsibilities described in this document, and to be guided by the HoD in the fulfilment of these duties and responsibilities; they should delegate the duties and responsibilities between them to make the best of their respective competencies and attributes.

The HoD/TM for the British Skydiving Team are roles held by a volunteer or a member of British Skydiving staff.

As the positions are voluntary, the roles are unremunerated. Travel and subsistence expenses will be reimbursed in accordance with the Volunteer Expenses Policy (Form 335).

The time commitment required of these roles will depend on the duration, location and nature of the event, and is specified in each call for volunteers. A HoD/TM can expect to be available a few days either side of the event (i.e. pre-event planning and communications and compiling post event reports), as well as across the duration of the event, including opening and closing ceremonies.

A HoD's/TM's primary role is to deal with critical incidents within a British Skydiving delegation. They are expected to assist our delegation of athletes as far as is practicable and to the best of their ability. The ideal HoD/TM will ensure the athletes' safe attendance and allow them to concentrate on their performance in order to compete to their highest ability. The HoD/TM will represent British Skydiving and the UK in a professional, organised and inspiring manner, and treat the delegation with impartiality and integrity.

These roles only require the HoD/TM to provide assistance, support and guidance to the delegation. Members of the delegation (including accompanying persons) have a personal responsibility for their own management of paperwork, financial and logistical arrangements, and are required to act in a professional manner, in accordance with advice given by the HoD/TM and as required by the FCE Competitor Contract (Form 230a).

Those fulfilling the role of HoD/TM are role models within our sport and representatives of our association at an international level and must conduct themselves appropriately. As British Skydiving volunteers, all our HoDs and TMs are required to meet and agree to the standards of behaviour set out in British Skydiving's Code of Conduct (Form 303).

## **Competencies and Behaviours**

- Sound multi-tasking skills
- Demonstrate initiative and common-sense
- Showcase and aptitude for independent problem-solving and critical thinking
- Ability to maintain a professional and impartial approach
- Networking and soft influencing skills
- Excellent communication skills, both written and verbal (competency in a language other than English may also be an advantage)
- Experience of first aid / incident management
- Knowledge and/or willingness to familiarise with the disciplines competing, the format of FCE events, FAI Sporting Code, FAI or event-specific rules
- Well-organised and cognisant of the various travel, logistical, safety, etc. considerations
- Good practice for content generation for social media platforms

## **Duties and Responsibilities**

Physical and digital HoD Packs will be provided to both the HoD and TM. These packs will contain several documents pertaining to the event itself, and may include sensitive delegation information.

HoDs / TMs may be required to collect any information that an individual was not able to initially provide to British Skydiving (ie: travel details, personal insurance documents, location of where passports will be kept); this should be done upon arrival, but prior to the start of the event. This information can be added into the individual's spreadsheet in the HoD pack.

HoDs and TMs must ensure their pack (whether physical or digital):

- is easily accessible to them at all times during the competition
- is not left unattended
- is kept confidential and not given out to anyone
- is destroyed/shredded as soon as is practicable after the event has taken place and is no longer needed
- in the event of a theft or loss of a HoD pack, British Skydiving must be notified immediately

Duties and responsibilities include, but are not limited to:

### **General**

- Follow all British Skydiving directives relevant to the event and the role.
- Maintain good communication with the Team Captain(s) and athletes within the delegation (such as setting up an appropriate communications group), the British Skydiving office, and the event organisers where appropriate.
- Treat the delegation as a whole with impartiality and integrity.
- Seek advice and/or guidance from the Event & Competitions Team, Comms Team and/or Chair of EPC as appropriate.
- Be familiar with all relevant documents (i.e. Event Bulletin(s), the FAI Sporting Code, FCE Competitor Contract, etc.).
- Represent British Skydiving and the UK in a professional and organised manner.

## **Prior to the Event**

- Make yourself known to the delegation as a whole.
- Arrange your own travel, paperwork, and logistical requirements in accordance with Form 335 (Volunteer Expenses Policy).
- Ensure you have a mobile phone and network suitable for both travel and the location of the event.
- Ascertain all relevant details of the event before it begins (i.e. disciplines competing, contact details for the event organiser and other key personnel, size of the British Skydiving delegation attending, delegation details, etc).
- Familiarise yourself with the relevant scoring platforms and any relevant FAI event-specific and discipline-specific rules.
- Ascertain any special medical requirements or considerations among the delegation.
- Agree a suitable communication plan with British Skydiving's Comm Team to provide them with appropriate media (i.e. images, videos, text updates) for timely use across social media platforms for the duration of the event, in accordance with British Skydiving's Visual Guidelines document.
- Ensure items to be supplied by British Skydiving are taken to the event (i.e. Union Flag, additional items of delegation uniform, hard copy of Head of Delegation pack, etc).
- Arrive in advance of the rest of the British Skydiving delegation (i.e. one day before the official practice days for the event, or as agreed by EPC) in order to familiarise yourself with the DZ, including introducing yourself as HOD/TM to the event organisers and the office, and ensuring they have your correct contact details.
- Familiarise yourself with the registration process, kit and documents check arrangements, any specific DZ rules, regulations and safety issues, medical support facilities (on and off site), transport arrangements for the event, judging areas, locations of scoreboards and notice boards, delegation provision at the DZ, etc.
- Prior to the start of the competition, confirm relevant details such as manifesting requirements, "Call" rules, emplaning points, any aircraft boarding and exiting rules, etc.
- Liaise with the event organisers and office team as appropriate. (i.e. ensuring all teams are registered with paperwork completed once at the event and that delegate passes are issued correctly).
- Familiarise yourself with key personnel and their offices (i.e. Chief Judge, Meet Controller, etc).
- Ensure all athletes receive appropriate DZ and competition briefs, and that any queries are resolved.

## **During the Event**

- Wear the British Skydiving team uniform supplied (t-shirts and jacket) as much as practicable throughout the event, including all event meetings, briefings, etc. and on formal occasions, including the opening and closing ceremonies.
- Remaining available to the delegation throughout the event.

- Enable our athletes to concentrate on achieving their best performance.
- Ensure our athletes are not exposed to unacceptable risks/situations, including those of the event itself.
- Ensure delegation provision at the DZ is suitable and appropriately equipped.
- Attend all relevant event meetings, briefings etc.
- Ensure athletes are informed of, and attend, all relevant event meetings, briefings, etc.
- Circulate information to keep the delegation fully informed during the event (i.e. on calls, stand downs, jump offs, etc).
- Keep an eye on the scores for national and world records and submitting Form 243 if appropriate and agreed by the athlete(s) concerned either during or after the event.
- Keep track of the score board and ensuring it is correct for all delegations participating.
- Promptly and correctly (with details or rule, to correct authority, etc.) lodging any protest on behalf of competitor(s), keep competitor(s) informed of its progress and assist their attendance at any protest meeting. If required, ensure this is promptly and correctly taken to a higher authority at the event or on return.
- Deal with any problems, issues or queries arising (i.e. arranging a local taxi, helping a competitor arrange their return to the UK in a personal emergency, replacing a lost meal pass, dealing with major illness or a fatality).
- Be a point of contact for any emergencies that arise for members of the delegation, which might include liaising with medical staff, insurers, British Skydiving's Head of Safety, Training & Competitions (HoSTC), etc.
- Where possible and relevant (i.e. Canopy Piloting and Accuracy Landings), provide ground-based footage for competitors' use.
- Ensure athletes comply with the Competitors' Contract, which includes attending opening and closing ceremonies in the British Skydiving Team clothing provided.
- Occasionally, military members of our delegation may be approached by a British military attaché and would require your facilitation between the two parties.

## **After the Event**

- Remain available, where practicable, to the delegation until all have completed their onward travel.
- Liaise with the DZ, organisers, etc. to ensure there are no outstanding issues.
- Contact the delegates (Team Captains where appropriate) to get feedback on all issues.
- Submit a written report of the event to EPC on return. The report should include details such as delegate feedback, suggestions and recommendations, any issues for IPC, Jury or British Skydiving to report, address or clarify, final results from the competition, etc. Where there is both HoD and TM, each may submit a separate report. If a single report is provided, it must come from the HoD.

- Complete Form 143F Officials Expenses Claim Form (HoD/TM version) in accordance with Form 335 (Volunteer Expenses Policy) and submit it within one month of the end of the event.
- Ensure all returnable items supplied for the event by British Skydiving are promptly returned to HQ.

### **In the Event of an Emergency**

- Identify and carefully note:
  - the level of incident, on-going situation and any immediate or potential risks
  - person(s) involved
  - person(s) dealing with situation (i.e. organisers, doctors, hospital, etc)
  - support required and resources available
- Assist the delegate(s), the delegation, authority, service etc., as appropriate, to the best of your ability.
- Travel with or visit any person(s) taken off site (i.e. to medical facilities). In the event that the HoD has to leave the site with an injured person(s), an acting HoD should be nominated in their absence. In the first instance this would be the TM; if there is no TM, then the HoD will need to nominate a member of the delegation to act as HoD during their absence.
- Have relevant paperwork and/or information to hand (i.e. insurance details, medical details, etc).
- Contact and liaise with insurance and other agencies as required.
- Take advice from appropriate parties (i.e. British Skydiving, insurance, police, etc) as necessary.
- Keep relevant persons informed and updated as appropriate (i.e. Team Captain, British Skydiving's HoSTC, FAI Meet Director, FAI Event Controller, etc).
- In the case of serious injury or fatality, the HoD should follow British Skydiving guidance. Upon acceptance of the role, an online briefing session can be scheduled with the HoSTC. Please contact the HoSTC and Events Team to arrange the meeting.

### **Additional Considerations**

It is important to note that when liaising with any British Skydiving staff, time differences and working hours can have a significant impact on the immediacy of communications during an event.

Some of the duties and responsibilities above may not necessarily apply to a HoD for a British Skydiving National Championships held overseas in the same way as at an FCE. Where any doubt arises, the HoD should contact the Competitions & Event Team, Chair of EPC or other nominated person for guidance and/or clarification.

## **How To Apply**

To apply for the role of HoD / TM please send a cover letter and CV-style application to the Competitions & Events Team. Be sure to include any previous experience in similar roles, why you would be a great fit, and how you meet the competencies and behaviours outlined in this document.

## **Role Description, Duties and Responsibilities of The Head of Delegation / Team Manager at Overseas Competitions / FCEs**

If you have been selected and accept the role of HoD / TM, please complete and return this page, **along with a completed copy of Form 303.**

I confirm that I have read and understand this document.

I confirm that I agree to undertake the duties and responsibilities of the Head of Delegation / Team Manager to the best of my abilities in relation to the event nominated below.

I confirm that I have read and understand the Code of Conduct (Form 303).

Title of Competition \_\_\_\_\_

Location of Competition\_\_\_\_\_

Dates of Competition \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_