

Head of Delegation & Team Manager Delineation of Responsibilities (Indicative)

To be read in conjunction with the current version of Form 267

WHAT ARE THESE ROLES?

The Head of Delegation (HoD) and Team Manager (TM) are volunteer (or staff) positions appointed by the Elite Performance Committee (EPC) to support British Skydiving athletes at First Category Events (World Cups, World Championships) and overseas National Championships. Both roles are unremunerated; expenses are reimbursed per the Volunteer Expenses Policy (Form 335).

PRIMARY PURPOSE

To handle critical incidents, support athletes' safe attendance and allow them to focus on performance.

Both roles represent British Skydiving and the UK professionally and must comply with the Code of Conduct (Form 303).

To achieve this, HoD and TM(s) will need to work as a team. The following provides a guide to the delineation of responsibilities. As each event and delegation will vary, this guide should be approached with some flexibility and when responsibilities arise that are not covered by this guide the HoD and TM(s) will need to mutually agree an appropriate approach between them.

ROLE OVERVIEW

Head of Delegation (HoD)	Team Manager (TM)
- Appointed by EPC for First Category Events (FCEs) and overseas National Championships as appropriate. - Full ownership of all delegation duties. Final decision-maker. - Sets the split of responsibilities with the TM at the outset. - Primary escalation point for whole-delegation decisions. - Submits the official post-event report to EPC.	- Appointed by EPC as required, eg when FCEs are multi-site or run concurrently. - Owns an agreed portfolio of duties; operates autonomously within it. - No need to seek HoD approval for routine actions within their portfolio. - Escalates only when beyond their remit, a whole-delegation decision is needed or support is required. - Contributes to the HoD report to EPC

BEFORE THE EVENT

HoD	TM
- Establishes primary communication structure(s) once delegation is confirmed. - Ascertains all event details and full delegation composition from Events team. - Holds central awareness of all medical requirements and shares with TM as appropriate. - Holds central awareness of all emergency contacts and contact details for official bodies such as the Consulate. - Agrees the social media/comms plan with BS Comms Team. - Liaises with the Events team to ensure all BS items (Union Flag, uniforms, HoD pack) reach the event. - Arrives before the delegation. - At the event, manages registration and paperwork with organisers.	- Manages communications within their assigned area. - Self-familiarises with disciplines, FAI rules and DZ specifics for their portfolio. - Arranges their own pre-event briefing with the Head of Safety, Training & Competitions. - Independently holds medical info for their athletes as appropriate. - Takes responsibility for any BS items assigned to them for transport. - Arrives in time to independently set up their assigned area. - Independently captures and submits media for their disciplines.

DURING THE EVENT

HoD	TM
• Available to the full delegation throughout, including all ceremonies. • Oversees information flow and scoreboard accuracy across all delegations. • Primary contact for complex, cross-delegation or high-severity issues. • Retains overall authority on escalating issues to higher event authorities. • Monitors record opportunities across all disciplines; submits Form 243. • Ensures all athletes comply with Competitors' Contract (Form 230a). • Establishes and maintains regular contact with TM(s) throughout the event.	• Primary contact for their assigned group throughout, including ceremonies. • Independently manages information flow and scoreboard for their disciplines. • Resolves day-to-day issues in their group independently; escalates only when beyond remit or support is required. • Lodges protests for their disciplines directly – without routing via HoD. • Independently identifies records in their disciplines; provides completed Form 243 to HoD as appropriate. • Independently enforces Competitors' Contract compliance within their group. • Communicates regularly with HoD, reporting in on matters such as scores, issues, potential records etc

AFTER THE EVENT

HoD	TM
• Available until all delegation members have completed travel. • Collects feedback from delegates and team captains where appropriate for inclusion in the event report. • Submits official written report to EPC. • Ensures all returnable BS items are returned to HQ. • Submits Form 143F expenses claim within one month.	• Primary contact for their group until all athletes have departed. • Encourages delegates in their group to provide feedback through British Skydiving's FCE survey process. • Contributes to the HoD report to EPC covering their full portfolio. • Independently returns their own BS items directly to HQ. • Submits Form 143F expenses claim within one month.

IN AN EMERGENCY

HoD	TM
• Takes overall command across the delegation. • Holds central insurance/medical documentation; leads liaison with insurers and agencies. • Keeps all key stakeholders informed (HoSTC, FAI officials, Team Captains). • Nominates TM as acting HoD if required to leave site. • Follows BS guidance for serious injury or fatality. • Automatically assumes TM role if TM is unable to fulfil their duties due to injury, illness or emergency.	• Acts immediately for critical incidents in their group – does not wait for HoD direction but hands over to HoD as soon as possible. • Takes direct responsibility for communications for their group, updates HoD as required. • Assumes full HoD authority if delegated by HoD or Events team.

HOD PACK MANAGEMENT

HoD	TM
• Responsible for overall security and confidentiality of delegation information. • Reports any loss or theft to British Skydiving immediately. • Oversees that all missing delegation information is collected before competition starts.	• Independently responsible for their own copy: accessible, confidential, never unattended, destroyed after use. • Reports loss or theft directly to British Skydiving and informs HoD. • Independently collects missing info from their athletes on arrival; updates shared spreadsheet.

Note: Both roles are voluntary; expenses reimbursed per Form 335. Both must comply with the Code of Conduct (Form 303). TM authority is independent within their agreed portfolio; the HoD remains the final escalation point for the delegation. Where no TM is appointed, all responsibilities rest with the HoD.