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**Aide Memoir on the roles of Heads of Delegation and Delegation Managers of UK Skydiving Delegations at World or other International Skydiving Championships**

Thank you for accepting the role of Head of Delegation and/or Team Manager. The role or roles, will depend up upon many factors, including Size of Delegation, Place of Event (i.e. special visa/travel requirements etc) Type of event (or if more than one event run concurrently) Governing Rules, Discipline/s. etc.

The key to the role is to assist our delegation, to your best ability, as far as is practicable, to ensure their safe attendance and allowing them to compete without disadvantage against other delegations on an equal footing, to their highest ability, and to represent their Association and country in a professional and organised manner as good sports.

**1. On taking the role and prior to the Event, find out:**

- Date and Place of Event
- Delegate arrival / departure means & dates.
- Event organiser Web / contact / email / key personnel etc.
- Category of Event / Events (i.e. World cup / Euro/ World champs / ESL, other)
- Which disciplines are competing
- British Teams attending / qualified and contacts of each team leader
- All team members are registered as current sporting licence holders on FAI database
- Your own travel, paperwork, logistical requirements.
- Knowledge & Hard Copy of Relevant FAI Sporting Code
- Knowledge & Hard Copy of Relevant FAI or specific event rules
- All logistical details relevant to Organisers and meet organisation, including:
  - Transportation at event
  - Accommodation on and off site – Hotel rooms per delegate and contact numbers
  - Mobile contact details per delegate
  - Delegate / team number for event(s) they may be entered in.
  - DZ orientation and logistical orientation such as administration offices / judging areas / scoreboards / notice boards
  - Communications – notice boards / “in trays” per delegation.
  - Meal timings and requirements (tickets / passes to be shown)
  - Ceremonial timings (open and closing) and Flag / Anthem requirements (who is bringing Flag / CD / MP3 or Tape for anthem)
  - Dress codes (normal at least for Opening ceremony)
  - Medical support facilities on and off site (hospital)
  - All Delegation member insurance details – photograph-copy of each certificate or copy of BPA Delegation Insurance policy and contact sheet if provided
  - Equipment requirements - parachute and other such as creepers for FS
  - Distribution of any Delegation uniform to delegates
  - Information as in Section 11 below

## 2. Ensure the following are taken to the event:

- Union Flag and other national emblems i.e. banners, etc.
- National Anthem (tape? DVD? Mp3 format as required by organisers)
- Copies of all entry fee receipts paid by BPA on behalf of delegates
- Delegation Uniform sizing and allocation detail including any extras
- All information and relevant paperwork (including section 11 below)
- Digital camera (if available)
- Mobile phone (if available) suitable for country of travel

## 3. On arrival, which if possible should be prior to delegate arrival:

- Introduction to delegation
- Ascertain any immediate issues
- Familiarise with DZ, facilities, competitor facilities, catering, transport etc
- Introduce yourself as HOD to: Organisers, Office
- Ascertain Process of Registration, Docs, Kit Check etc
- Confirm Manifesting requirements/rules
- Confirm meet "Call" rules (i.e. 45 minute, boarding etc)
- Confirm Any Aircraft boarding rules and Place of boarding
- Confirm any Rules regarding Aircraft exit, lights, emergency etc.
- Ascertain any specific DZ rules / regulations and safety issues etc.
- Ensure all Teams and delegation registered and paperwork completed with delegate passes issued
- Ensure all Hotel, travel and transfer information is passed to delegates
- Be aware that it has happened before that a British military attaché might approach the delegation asking to speak to any competitors from the military in our delegation.

## 4. Opening Ceremony:

- Ensure full attendance (check details, time, place, programme etc-travel issues) – keeping delegation fully informed.
- Ensure Team Clothing/T shirts distributed and worn
- Take photographs (if possible)

## 5. During Competition:

- Assist Teams as necessary, and deal with issues arising
- Keep informed as progress of Event, (i.e. calls, stand downs, jump offs etc)
- Keep informed with score board (and ensure correct, all delegations)
- Inform and update, if knowledge of any protest etc underway
- Promptly and correctly (with details or rule, to correct authority etc) lodge any protest within 2 hours of score posting and prior to next round
- Attend and or assist attendance of any protest meeting
- Ensure higher authority taken, if required, and / or full details to take further on return
- Ensure full delegation attendance at any Medal Ceremonies, meetings etc. pertinent events
- Ensure all necessary Delegation Regalia for prize giving in terms of Flags / Anthems
- Take photographs if possible

## 6. Health, Safety and Well Being of Competitors and accompanying persons:

- Identify and assist with any problems / issues / queries
- Ensure all persons have adequate accommodation and subsistence

- Ensure no person or persons are placed in precarious situations (ie, lone females travelling to accommodation in the dark, etc).
- Assist competitors and accompanying personnel to conduct themselves appropriately
- Enable teams to concentrate on the event not other issues.
- Ensure Delegation is not exposed to unacceptable risks/ situations including those of the event itself

#### 7. In the Event of an Emergency:

- Identify level of incident and on going situation
- Identify persons involved etc
- Identify persons dealing with situation (ie organisers, doctors, hospital etc)
- Keep relevant persons informed (i.e. team leader)
- Travel with or visit person in medical facilities / other.
- Have relevant paperwork, info to hand (ie E111, insurance details etc)
- Contact relevant persons, i.e. BPA, next of kin, with update
- Contact and or liaise with insurance and other agencies.
- Act to assist member, and delegation and other authority to best of ability
- Take advice, (i.e. BPA, insurance, Organisers, Police etc) as necessary
- Update as required FAI Meet director / FAI controller

#### 8. On Departure:

- Assist delegation, as necessary- hotel check out, transfers and travel etc
- Ensure return of Delegation property, (BPA emblem, Union flag, tapes etc)
- Continue to be in contact until full delegation departed and returned to the UK
- Obtain final event score sheets
- Liaise with Hotels/DZ etc to ensure no outstanding issues arising

#### 9. On Return to the UK:

- Ensure copy of relevant documents passed to BPA Office (i.e. full score sheet including breakdowns etc)
- Contact Team Leaders get feed back on ALL issues
- Prepare report to BPA, copy team leaders
- Make suggestions and recommendations, i.e. improvements etc.
- Report any issues for IPC, Jury and or BPA to report/complain/clarify.
- Furnish Final results including result of British Delegation.
- Complete Head of Delegation Form 143F and return to the BPA office

#### 10. To Team Leaders from BPA / HOD: - Prior to the event

- Provide HOD and BPA contact details email and mobile/other for UK and Event support including emergency situations.
- Event bulletins including schedule of dates and deadlines
- Visa requirements and any other important travel information/dates
- Packages available, options and pertinent cut off dates, i.e. registration payment details etc.
- Event logistical information not contained within the bulletin – team uniform / team administration tasks (t-shirts) and full delegate list
- Agree role and tasks (i.e. will arrange visa? will arrange taxis etc)
- Agree any roles and tasks of teams (i.e. arrange on visa, arrange own travel etc)

#### 11. From Team leaders - ascertain, prior to travelling:

- Discipline/s of each Team (i.e. FS 4 way etc)
- Names of Team (plus alternates) and role of each member.
- BPA number and FAI license number
- FAI Sporting Licence number for each team member – Each Team member MUST be registered on the FAI Sporting Licence database or they WILL NOT be able to compete
- Accompanying persons and their roles
- Copy of Passports
- Copy of Visa and Visa Details (if required)
- Copy of Valid Accident insurance
- Full UK and event contact details of each member and accompanying persons
- Next of Kin details
- Full Flight and Travel Details
- Date / Time of Departure UK
- Date of Arrival
- Accommodation and transfer details including Address, email and telephone number
- Any special requirements (medical needs / catering etc)
- Delegation uniform size requirements and quantity, including accompanying persons

#### **HOD/BPA Office/Team Leaders - agreed single communication points.**

It must be emphasised that the BPA and BPA office act only as collative/administrative role. They will not be responsible for ensuring information is gathered, this role is one of the Teams via the Team Leader who must be responsible for timely and accurate collation of relevant information, requested or otherwise, for successful registration of team and its team members. The BPA will only forward relevant entry fees etc. after receipt from the relevant team/s. Teams not providing relevant information /fees will not be responsibility of the BPA.

Due to the limited man power and problem of collating large number of information from multiple sources, it is at all times the teams responsibility, via an agreed Team Leader to supply such information to the BPA. Multiple /overlap of requests communication problems can only be avoided by single and agreed communication systems, such systems must be adhered to.

#### **Conclusion**

These notes are provided purely as an aide memoir, and cannot be exhaustive. However, the HOD and/or Team Manager role is only one of assistance and support. Members of the delegation - including accompanying persons – have a responsibility themselves to act in a responsible and professional manner, and personally to provide their own necessary paperwork, financial and logistical arrangements in accordance with instructions and advice given ahead of the competition.