



## Special Olympics Great Britain – Accreditation Agreement 2026

### Introduction

We are delighted that you have chosen to show your commitment to providing sporting opportunities for people with an intellectual or learning disability by being a part of the Special Olympics GB family.

This document sets out terms under which Special Olympics GB Accredited Programmes must operate to be certified and approved members of the organisation.

By signing this Accreditation Agreement, the Local Accredited Programme is confirming that the Special Olympics GB vision and philosophy to enhance the lives of people with an intellectual disability by providing high-quality sports coaching and competition programmes for athletes of all abilities is shared and applied across all Local Accredited Programme activity. This document must be reviewed and re-attested annually by any Local Accredited Programme.

### Background

- (A) Special Olympics, Inc. (“**SOI**”), the international governing body of the Special Olympics, licences and accredits qualified programmes throughout the world to organise and conduct Special Olympics training and competition programmes within their respective jurisdiction.
- (B) Special Olympics Great Britain (“**Special Olympics GB**”) is a licensed and accredited programme of SOI and accordingly the governing organisation of Special Olympics activity in Great Britain.
- (C) Special Olympics GB has the ability to licence and accredit clubs and organisations as ‘**Local Accredited Programmes**’ which are permitted to organise and conduct Special Olympics activity across specific geographic areas.
- (D) This Accreditation Agreement and any non-contractual obligations arising out of or in connection with this Accreditation Agreement shall be governed by the laws of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales. For clarification, the Accreditation Agreement is therefore in the context of Local Accredited Programme activity applicable across Great Britain and Bailiwicks of Jersey and Guernsey inclusive under the constitution of Special Olympics GB (sub-program of Special Olympics International). By signing this document, you agree that, on behalf of your Local Accredited Programme, on and from the Commencement Date, by Special Olympics GB, to organise and conduct Special Olympics activity within defined parameters of delivery via the Special Olympics GB Accreditation process outlined in Section 3 (the “**Geographic Area**”) (“**Local Accredited Programme**”), to:
- (i) support Special Olympics GB by sharing and applying Special Olympics GB’s vision, purpose and ethos in activity. The Special Olympics GB Vision is to grow a strong organisation that will transform the lives of the 1.5 million people who live with intellectual disabilities in Great Britain through sport. (“**Vision**”); and



(ii) comply, and ensure the Local Accredited Programme complies, with the provisions of the accreditation agreement within this document (the “**Accreditation Agreement**”) in exchange for the rights set out in the Accreditation Agreement in Section 5.

(E) Special Olympics GB will maintain proper and ongoing supervision and control over the Local Accredited Programme’s operations on the terms set out in the Accreditation Agreement and as required by Special Olympics GB Policy, Procedures and Standards of Minimum Operation.

By signing this document, Special Olympics GB is agreeing to comply with the Accreditation Agreement attached to this document:

For and on behalf of **Special Olympics GB**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By signing this document, you in your capacity as [Chair/ Main Contact] of the **Local Accredited Programme** shall ensure the **Local Accredited Programme** complies, with the Accreditation Agreement attached to this document:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## 1 Definitions and Interpretation

1.1 In this Accreditation Agreement:



**“Accreditation”** means the process enforced by Special Olympics GB to bring a club or organisation into the Special Olympics GB Network of Local Accredited Programmes.

**“Active Member Register”** means the register of all Members registered and involved in the Local Accredited Programme maintained by Special Olympics GB for which the Local Accredited Programme is responsible for updating and communicating with Special Olympics GB;

**“Commencement Date”** means 31 March 2026;

**“DP Laws”** means any law applicable to Special Olympics GB and the Local Accredited Programme from time to time relating to the processing of personal data and/or privacy, as in force at the Commencement Date or as re-enacted, applied, amended, superseded, repealed or consolidated.

**“DBS”** means Disclosure and Barring Service;

**“DBS Check”** means a check undertaken by the DBS;

**“General Rules”** means the Special Olympics Official General Rules adopted by the Special Olympics GB, and any amendments or supplements to the General Rules subsequently approved by SOI;

**“Geographic Area”** has the meaning given to such term in the Background;

**“Local Accredited Programme”** has the meaning given to such term in the Background;

**“Member”** means an individual that is a formally registered athlete, unified partner or volunteer with Special Olympics GB;

**“Participant”** means a non-registered individual that is participating in Special Olympics activity recreationally and recorded via the Local Accredited Programme active member register;

**“PVG Check”** means a check undertaken under the Protecting Vulnerable Groups scheme managed and delivered by Disclosure Scotland;

**“SOI”** has the meaning given to such term in the Background;

**“Special Olympics Brand Guidelines”** means the publication entitled "Brand Guidelines" issued periodically by SOI for the use of all Local Accredited Programme, and any amendments or supplements to the Brand Guidelines subsequently approved by SOI and by Special Olympics GB;

**“Special Olympics GB”** has the meaning given to such term in the Background;

**“Special Olympics GB Charity Number”** means the Charity Numbers held by Special Olympics GB - Special Olympics GB is Registered as a Charity in accordance with the Charities Act 1960 No. 800329 (England & Wales) / No. SC052090 (Scotland).

**“Special Olympics GB Guide to Competition”** means the publication entitled “Guide to Competition” issued in 2023 and reviewed periodically by Special Olympics GB for the use of all Local Accredited Programmes, inclusive of competition rules, processes and advancement pathway information from come and try/local through to international competitions;

**“Steering Group”** means a group of individuals who represent key defined stakeholders from within the Local Accredited Programme;

**“Term”** means the period of time in which an organisation’s accreditation with Special Olympics GB is valid; and

**“Vision”** has the meaning given to such term in the Background.

## 2 Special Olympics GB Purpose & Vision



2.1 The Local Accredited Programme's role in sharing and applying the Vision, within the parameters of accredited activity as defined and approved through the process of Special Olympics GB Accreditation as defined in Section 3, is to:

- (a) support the Special Olympics GB Strategy, Mission and Values (See Schedule 4);
- (b) provide year-round sports training in a variety of Olympic-type sports for children and adults with intellectual disabilities;
- (c) provide year-round competition and pathway opportunities to Members, enabling them to access Opportunities including the Special Olympics GB Competition Advancement Pathway as per the Rules set out in the Special Olympics GB Guide to Competition and applicable processes explained in this document;
- (d) provide continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills and friendship of current and prospective Members and Member's families, other Special Olympics athletes and the Special Olympics community;
- (e) provide support, guidance, and information upon request to any current and prospective Members and Member's families; and
- (f) advocate for the brand and reputation of Special Olympics GB at all times.

### 3 Provision of Accreditation

3.1 This Accreditation Agreement shall come into force on the Commencement Date and shall (subject to any earlier right of termination) remain in force until the end of the 12 month term from the Commencement Date (the "**Term**").

3.2 With effect from the Commencement Date, Special Olympics GB grants the Local Accredited Programme accreditation with Special Olympics GB to organise and conduct local Special Olympics activity as individually agreed via the Accreditation process within a Geographic Area for the Term subject to the terms of this Accreditation Agreement.

3.3 The Local Accredited Programme's accreditation must be renewed on an annual basis. Special Olympics GB and the Local Accredited Programme will, prior to the end of the Term, discuss opportunities for reaccreditation of the Local Accredited Programme by Special Olympics GB for the following calendar year on expiry of the Term.

3.4 Accreditation is subject to the continuing accreditation of Special Olympics GB by SOI.

3.5 The Special Olympics GB Accreditation Process is broken down as follows:

- (a) Registration of new Members, mainly those filling the mandatory roles outlined in Schedule 2 and fulfilling any applicable volunteer compliance requirements as outlined in Schedule 2;
- (b) Completion of the Special Olympics GB Online Accreditation form. This includes:
  - (i) sharing of sport/ delivery session information (such as venue, time(s), lead, etc.);
  - (ii) sharing of current and applicable website and/or social media information;
  - (iii) sharing of current and active partnership/ relationship information (eg. National Governing Body affiliation(s));
  - (iv) sharing of financial information as outlined in Section 10;
  - (v) sharing of policy information; and
  - (vi) signing of the Accreditation Agreement.

### 4 Member Fees

4.1 The Local Accredited Programme must pay an annual fixed fee of £20 (plus any applicable value added tax) for each Member on the Active Member Register during the Term (the "**Member Fees**") to Special Olympics GB in consideration of the Accreditation Benefits set out in the Accreditation Agreement in Section 5. This fee amount is reviewed by Special Olympics GB on an annual basis with the aspiration to reduce wherever possible in future.

4.2 The Member Fees shall be due and payable by the Local Accredited Programme within 30 days of receipt of any invoice issued by Special Olympics GB to the Local Accredited Programme during the Term. Special Olympics GB may have more than one invoicing window per financial year.



4.3 To ensure Special Olympics GB and the Local Accredited Programme comply with the Special Olympics Fees Policy, the Local Accredited Programme can only request a voluntary financial contribution from its Members that can be used towards the Members Fee.

4.4 The Local Accredited Programme is to ensure that, wherever possible, no Member is to be prevented from taking part in any Special Olympics GB activity due to financial status or an inability to meet any financial requirements, in consultation with Special Olympics GB National Office. See Schedule 1 for Policies.

## 5 Accreditation Benefits

5.1 As referenced in Background, once accredited with Special Olympics GB, the Local Accredited Programme will be provided with:

- (a) coverage from Special Olympics GB's third party liability insurance subject to exclusions;
- (b) access to the Special Olympics GB's name, Special Olympics GB Logo or any other Special Olympics GB Mark subject to Section 12;
- (c) the right to deliver sport and activity opportunities;
- (d) the right to participate in any Special Olympics GB sanctioned competitions and events subject to Schedule 3;
- (e) access to any Special Olympics GB support, training, and resources; and
- (f) the right to raise, hold and/or spend funds under the name of Special Olympics GB in furtherance of Special Olympics GB's charitable purpose and as agreed by Special Olympics GB, and subject to the terms of this Accreditation Agreement.

## 6 Local Accredited Programme Structure

6.1 As referenced in Background and explained in Section 3, Special Olympics GB has the ability to license and accredit clubs and organisations as "**Local Accredited Programmes**" which are permitted to organise and conduct Special Olympics activity across specific geographic areas. Each local accredited programme must:

- (a) Be led by a Steering Group, members of which must:
  - (i) be aged over 18 years old and able to make informed decisions either independently or with the support of someone who can;
  - (ii) be elected/re-elected every two years by the Local Accredited Programme's athletes and volunteers;
  - (iii) be formally registered with Special Olympics GB and listed within the Local Accredited Programme's Active Member Register, as per section 7; and
  - (iv) meet and discuss the local accredited programme activities and developments and vote, where possible, on how resources are allocated to the Local Accredited Programme's activities and engage in opportunities for development, growth and support with Special Olympics GB.
- (b) Ensure as a minimum, the mandatory roles listed in Schedule 2 are filled by at least two members of the Steering Group, who are listed on the Local Accredited Programme's relative accreditation documentation as described in Sections 7 and 12, unless written approval has been obtained from Special Olympics GB National Office to agree an alternate registered structure.
- (c) Encourage the recruitment of additional representatives within Local Accredited Programmes on to the Steering Group to fulfil additional roles such as those listed in Schedule 2. Such individuals must be registered as Members and should be elected/re-elected every two years.
- (d) Wherever possible, imbed succession planning within their Local Accredited Programme and committee.
- (e) Notify Special Olympics GB National Office directly of any changes in information relating to the accredited programme and/or its members as necessary on a year-round basis, as outlined in section 7; and



- (f) Ensure all Local Accredited Programme Members are appropriately registered to Special Olympics GB.

## **7 Active Member Register**

7.1 All Members and Participants must be registered appropriately with Special Olympics GB and listed and reported within the Local Accredited Programme's Active Member Register.

7.2 The Local Accredited Programme must maintain its own up to date data and register of Members and Participants and notify Special Olympics GB of any changes in information relating to the Local Accredited Programme, Members and Participants as necessary to ensure accurate and up to date information is maintained on the Active Member Register. The Local Accredited Programme must adhere to applicable Data Protection Laws with regards to sharing of information.

7.3 The Local Accredited Programme must work with Special Olympics GB to ensure that volunteers are compliant with Special Olympics GB standards as listed in the Special Olympics GB Safeguarding Policy and in Schedule 2. Special Olympics GB shall carry out applicable processes and necessary checks on Members of the Local Accredited Programme as per registration requirements outlined in the Special Olympics GB Safeguarding Policy and in Schedule 2.

7.4 Special Olympics GB retains the right to remove or suspend, any Member from the Active Member Register, at any time, after further investigation and consultation with the relevant parties, following any breaches with the policies, rules and guidelines of Special Olympics GB and SOI. If a Member is removed from the Active Member Register under this Clause 7.4, the individual is prohibited from participating in any Special Olympics GB activities until notified otherwise.

7.5 All Steering Group members must comply with the Data Protection Laws, which control how individuals' personal information is used by organisations, businesses, or the Government. Where personal data is processed on another party's behalf, the Local Accredited Programme 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 or use of disclosed data.

## **8 Relationships**

8.1 The Local Accredited Programme shall:

- (a) ensure all Local Accredited Programme Members adhere to the policies, rules, Codes of Conduct and Guidelines of Special Olympics GB and SOI;
- (b) collaborate and exchange information with other Local Accredited Programme member clubs and Local Accredited Programmes accredited by Special Olympics GB, charities, voluntary bodies, and statutory authorities involved in the Vision;
- (c) subscribe to and engage with Special Olympics GB newsletters, updates, resources, training, conferences, and meetings at the regional, home country and national levels;
- (d) collaborate with other Local Accredited Programmes accredited by Special Olympics GB for the purposes of the development of Special Olympics GB's purpose, including competitions and event calendar co-ordination; and
- (e) contact Special Olympics GB to request support in any area of development or to notify a change in circumstances that may affect Special Olympics GB's accreditation.

8.2 Any Local Accredited Programme must seek permission directly and in writing from Special Olympics GB before instigating, entering into or engaging in any formal relationships or partnerships/contracts with a third-party organisation to ensure that Local Accredited Programmes comply with Special Olympics Rules, Values, Ethos, General Rules and Brand Guidelines. This includes and is not limited to restrictions and prohibited activity.



## 9 Financial Management and Reporting Standards

9.1 The Local Accredited Programme shall use assets and resources held on behalf of Special Olympics GB solely to conduct Special Olympics GB approved and accredited activity and in compliance with the Special Olympics General Rules and Purpose of Special Olympics.

9.2 The Local Accredited Programme must manage and deposit funds, received or raised on behalf of an athlete attending Special Olympics competition into a club/programme owned bank account opened and maintained solely in the club/programme name.

9.3 Any Local Accredited Programme **must** seek permission directly and in writing from Special Olympics GB to open a bank account under the name of Special Olympics or linking to Special Olympics GB financially, including with the use of the charity number.

9.4 The Local Accredited Programme shall:

- (a) implement reliable internal control systems for recording and accounting for the receipt and expenditure of funds, which must be sufficient to guard against unauthorised and fraudulent acts;
- (b) record all deposits and expenditures from the Local Accredited Club or Programme Bank Accounts linked to Special Olympics GB per definitions in this Agreement properly in accordance with applicable accounting principles in the Local Accredited Programme's financial records .
- (c) raise funds and invite contributions, provided that in doing so, the Steering Group shall not undertake any substantial permanent trading activities or enter into commercial sponsorship agreements (without prior consent from Special Olympics GB) and shall conform to any relevant requirements of Special Olympics GB and the law.

## 10 Financial Reporting

10.1 There are different requirements for Local Accredited Programmes which utilise and those which do not utilise the Special Olympics GB Charity Number through any function, and/or hold a bank account including the name 'Special Olympics', and as such hold, manage and/or raise funds under the purpose of Special Olympics GB activity.

In the limited circumstances where this may be appropriate, a Local Accredited Programme must seek permission directly and in writing from Special Olympics GB to open a bank account in the name of Special Olympics, and/or to utilise the Special Olympics GB Charity Number in any way, in any activity. Where this is or has been granted historically, at least two signatories (recommended three) must be named on the account who must be registered Members of Special Olympics GB, and applicable financial reporting processes as referred to in Section 10 must be strictly adhered to via the Local Accredited Programme.

### 10.1.1 Local Accredited Programmes utilising the Special Olympics GB charity number must:

- (a) Ensure any funds and/or assets held, raised and/or spent on Special Olympics GB activity are accurately accounted for via applicable financial controls (See Schedule 3), and are utilised solely for the purpose of the furtherance of the Special Olympics GB vision and cause, and reported on to Special Olympics GB when requested.
- (b) Develop and maintain accurate, clear financial statements that comply with applicable accounting principles within the Financial Procedures, prepared in GBP (£).
- (c) Submit financial returns twice per year when requested by Special Olympics GB directly as per most recent and up to date accredited programme guidance. This includes information with regards to any assets held by the Local Accredited Programme. (See Schedule 3).
- (d) If requested, provide Special Olympics GB with "View Only" access to any bank account which is operational under the Special Olympics GB charity number and/or name which may be accessed on a year-round basis.



### **10.1.2 Local Accredited Programmes registered as a Charity Independently of Special Olympics**

#### **GB must:**

- (a) Comply with applicable Special Olympics Reporting Requirements as outlined in Section 10 with regards to Special Olympics GB funds and/or assets.
- (b) Ensure any funds raised and/or spent on Special Olympics GB activities are accounted for and reported on to Special Olympics GB within 30 days of a request.
- (c) Comply with all relevant reporting requirements for the specific charity regulator including the Charity Commission, Office of the Scottish Regulator (OSCR), The Jersey Charity Commission and The Guernsey Registry.
- (d) Ensure that all activities and finances remain independent of Special Olympics GB and when registering with the specific charity regulator, that the Special Olympics and/or Special Olympics GB name is not used. Note: As an accredited programme, you will still have access to the benefits outlined in Section 5.

### **10.1.3 Local Accredited Programmes not Registered as a Charity, do not utilise the Special Olympics GB Charity Number and/or do not hold a bank account with the name 'Special Olympics must:**

- (a) Not raise, hold or manage funds on behalf of Special Olympics GB without explicit permission.
- (b) Ensure any funds raised and/or spent on Special Olympics GB activities are accounted for and reported on to Special Olympics GB within 30 days of a request.
- (c) Obtain written consent from Special Olympics GB if the Local Accredited Programme wishes to register as an independent charity. All requirements listed in 10.1.2 would apply.

## **11 Fundraising**

### **11.1 The Local Accredited Programme must:**

- (a) obtain written consent from Special Olympics GB to conduct any fundraising activities using the brand, name or purpose of Special Olympics GB and associated activity;
- (b) comply with any instructions or guidelines from Special Olympics GB on the methods and projects the Local Accredited Programme is to use to raise funds;
- (c) comply with the requirements of the Special Olympics GB financial procedures (See Schedule 3) when undertaking any fundraising activities in the context of Special Olympics GB;
- (d) maintain a written record of funds raised by the Local Accredited Programme and the specific purpose the funds were raised for (if any), which the Local Accredited Programme must provide to Special Olympics GB upon request for a range of purposes including financial auditing; and
- (e) only use the funds raised for the purpose for which they are given and in line with any conditions attached, including using all funds raised for a particular cause, for that cause.

## **12 Branding**

12.1 The Local Accredited Programme must seek approval from Special Olympics GB in advance and in writing, of the form, content, and appearance of all designs, uses, displays, and reproductions of the "Special Olympics" name, the SO Logo, or any other SO Mark to be used by the Local Accredited Programme. The Local Accredited Programme must make any changes requested by Special Olympics GB. All such uses or reproductions by the Local Accredited Programme must comply with the Special Olympics Brand Guidelines. The Local Accredited Programme must request Special Olympics GB to provide the design files and accompanying guidance on use of the SO Logo, or any other SO Mark.

12.2 The Local Accredited Programme must comply with any requests made by Special Olympics GB to the Local Accredited Programme use, display or reproduction of the "Special Olympics" name, the SO Logo, or any other SO Mark.

12.3 While using the Special Olympics name, the SO Logo, or any other SO Mark, the Local Accredited Programme must ensure that these are used only in connection with Special Olympics events and those fundraising activities which are consistent with the public image and reputation of



Special Olympics, and protect the value and ownership of all copyrights, trademarks, service marks and other forms of intellectual property owned by SOI.

12.4 Special Olympics GB will provide the Local Accredited Programme with a copy of the Special Olympics Brand Guidelines (and any updates thereof) so that the Local Accredited Programme may comply with these throughout the “**Term**”.

12.5 The Local Accredited Programme must not apply for, or obtain, trade mark registrations for or including the “Special Olympics” name, the SO Logo, or any other SO Mark, in any territory.

### 13 Policies

13.1 The Local Accredited Programme must have the policies set out in Schedule 1 in place and adopt all Special Olympics GB policies and procedures as applicable unless explicitly agreed otherwise in writing by Special Olympics GB directly:

- (a) Subject to the exception set of the Special Olympics Fees Policy, the Local Accredited Programme may adopt Special Olympics GB policies or other policies at its discretion, provided that the other policies are either equal to or enhance the relevant Special Olympics GB policy and have been reviewed and approved by Special Olympics GB directly.

13.2 Special Olympics GB will notify Local Accredited Programmes of any updates or amendments to Special Olympics GB Policies in a timely manner and directly via Local Accredited Programme Main Contacts.

### 14 Termination

14.1 The Local Accredited Programme may end its accreditation with Special Olympics GB at any stage within the “**Term**” provided that the following provisions are complied with:

- (a) the decision to terminate has been put forward by a proposer and seconder as a motion to the Steering Group and has been agreed by a majority of the Members (either in person or by proxy);
- (b) the Local Accredited Programme has given written notice (via email) to Special Olympics GB directly of the decision to terminate, which must include confirmation that Clause 14.1(a) has been complied with and an explanation of the reasons for ending accreditation;
- (c) Special Olympics GB National Office has undertaken a consultative discussion with the Members and Steering Group to explore all options for retaining accreditation and has made all parties aware of the steps for ending accreditation with Special Olympics GB; and
- (d) if discussions under Clause 14.1(c) are unsuccessful, the decision to cease accreditation shall be circulated in writing to the relevant National Office staff of Special Olympics GB and Regional Main Contact of the Local Accredited Programme.

14.2 Special Olympics GB reserves the right to terminate or suspend the accreditation of the Local Accredited Programme:

- (a) at any time, following any breaches of this Accreditation Agreement, the Special Olympics General Rules and Special Olympics GB Policies that are applicable to the Local Accredited Programme; or
- (b) where the Local Accredited Programme does anything which, in the opinion of SOI or Special Olympics GB, brings, or is reasonably likely to bring, the SOI, Special Olympics GB or reputation of the Special Olympics into disrepute.

14.3 If the Local Accredited Programme’s accreditation is terminated, Special Olympics GB will:

- (a) retain and archive all Local Accredited Programme Member information on the Special Olympics GB database as permitted to be retained by Data Protection Law and Regulation in accordance with SOGB Policy.
- (b) work with the Local Accredited Programme to adequately notify Members that they are no longer active Members of Special Olympics GB and are therefore unable to be involved in further Special Olympics GB activities of any kind, unless they transfer their membership to another Local Accredited Programme; and
- (c) signpost the Members to an alternative Local Accredited Programme or opportunity where possible and in a timely and clear manner. Special Olympics GB will support Members in the re-registration process with another Local Accredited Programme and is able to support with member communication regarding connecting with a new/ alternative Accredited provision. Please note it may not always be possible to signpost an athlete to a new accredited provision.



- 14.4 If the Local Accredited Programme's accreditation is terminated, the Local Accredited Programme is no longer permitted to manage, raise, hold and/or spend funds under the name of Special Olympics GB nor any other cause through the use of the Special Olympics GB Charity Number, name or brand, where applicable as per the terms outlined in this Agreement. The Local Accredited Programme must:
- (a) provide suitable evidence of the amount held in GBP (£) and in assets by the Local Accredited Programme to Special Olympics GB National Office directly for which Special Olympics GB shall issue an invoice;
  - (b) close any bank account, or any other financial function and/or any other association, operating under the use of the Special Olympics GB Charity Number and/or SOGB name or brand. The Local Accredited Programme must provide suitable evidence of this to Special Olympics GB National Office directly to review and approve. This shall include bank statements over the course of 12 months enclosed with the final returns/statements showing final balance and official confirmation from the bank that the account has been closed;
  - (c) record and return all funds and/or assets raised and/or held on behalf of Special Olympics GB or otherwise deemed items belonging to Special Olympics GB to Special Olympics GB directly within a period of 60 days of notification unless otherwise agreed by Special Olympics GB directly;
  - (d) at the request of Special Olympics GB, securely destroy or return all information and materials in possession custody or control, belonging to Special Olympics GB/ associated to Special Olympics GB via the Club or Programme's prior accreditation, and shall not retain any copies of this, subject to the constraints of automated back-up and archiving, and any legal or regulatory retention requirements; and
  - (e) cease all use of the name "Special Olympics", the SO Logo, the SO Marks and any trademarks or other intellectual property associated with SOI or Special Olympics GB.
- 14.5 If the Local Accredited Programme's accreditation is terminated, Special Olympics GB will be entitled to retain any Member Fees paid for the current financial year.
- 14.6 If the Local Accredited Programme's accreditation is terminated, this Accreditation Agreement automatically terminates. The termination or expiry of this Accreditation Agreement shall be without prejudice to the provisions of Clauses 14.3 to 14.5 and 15 to 17 (inclusive), which will survive termination or expiry.

## **15 Governing Law and Jurisdiction**

15.1 This Accreditation Agreement and any non-contractual obligations arising out of or in connection with this Accreditation Agreement shall be governed by the laws of England and Wales and are subject to the exclusive jurisdiction of the courts of England and Wales as referenced in Background.

## **16 Severability**

16.1 In the event that any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, such determination shall in no way affect the validity or enforceability of any other provision hereunder.

## **17 Confidentiality**

17.1 The information contained in this Accreditation Agreement, as well as any information relating to or disclosed in the course of the relationship between Special Olympics GB and Local Accredited Programme hereto which is or should reasonably be understood to be confidential or proprietary shall not be disclosed to any third party without the prior consent of Special Olympics GB. Any documents and/or other materials containing confidential information delivered by Special Olympics GB to the Local Accredited Programme and all reproductions, translations and presentations thereof, shall at all times be



and remain the property of the Special Olympics GB and save as required by law or regulation shall promptly be returned to the Special Olympics GB upon written demand at any time.

17.2 Notwithstanding the foregoing, the Local Accredited Programme shall be under no obligation to keep confidential any information which:

- (a) the Local Accredited Programme can demonstrate was already rightfully known to or possessed by it prior to the Commencement Date without obligation of confidentiality;
- (b) is or becomes generally available to the public other than by means of the Local Accredited Programme's breach of its obligations under this Accreditation Agreement; or
- (c) is required to be disclosed by law, regulation, or legal or judicial process, provided that the Local Accredited Programme shall give Special Olympics GB notice of the request for disclosure and reasonable opportunity to review the request and the disclosure, if any, before it is made, and to interpose its own objection to, or seek to limit, the disclosure at its own expense.



## Schedules

### Schedule 1: Special Olympics GB Policies

The Local Accredited Programme must adhere to Special Olympics GB Policies and Procedures where appropriate. On ad-hoc cases an accredited club or programme may also adhere to other policies and procedures such as National Governing Bodies, as pre-approved and agreed. The following policies are in place and applicable to Special Olympic GB Accredited Clubs and Programmes:

- (a) safeguarding and welfare (including resources and the club Safeguarding Policy Template, found [HERE](#));
- (b) equality and diversity;
- (c) data protection;
- (d) health and safety; and
- (e) fees;

Such Policies can be found [here](#) on the Special Olympics GB website resources page.

### Schedule 2: Local Accredited Programme Volunteer Roles and Compliance

#### **Mandatory Roles**

The following **mandatory roles** must be filled by, at least, two members of the Steering Group, unless written approval has been obtained from the National Office of Special Olympics GB to agree an alternate registered structure:

- (a) main contact;
- (b) finance officer;
- (c) safeguarding and welfare officer;
- (d) eligibility officer;
- (e) lead and/or assistant coach(es) involved in facilitation or delivery of Special Olympics GB sporting sessions (mandatory).

Please note – for regional committees, mandatory roles and structures are under review.

#### **Additional Representatives**

The Local Accredited Programme shall also use reasonable endeavors to recruit additional representatives to fulfil additional roles including but not limited to:

- (a) local/regional programme representatives;
- (b) an athlete representative\*;
- (c) a family representative;
- (d) a volunteer coordinator/representative;
- (e) Chairperson/Vice-Chairperson;
- (f) competition or sport development coordinators;



- (g) public relations or media;
- (h) fundraising support;
- (i) driver; and
- (j) first aid\*\*.

\*It is highly recommended that the Local Accredited Programme leadership function, such as the Steering Group or Committee, includes an athlete representative who, if needed, is provided with additional support to fulfill their role, as to ensure that the Athlete Voice is adequately channelled and imbedded into Local Accredited Programme Activity and decision-making. Special Olympics GB are committed to supporting in this process.

\*\*Please note – recommendations with regards to ratios with first aid and other coaching support is under review, however as a general rule of thumb we recommend where possible a 1:4 ratio.

Special Olympics GB recommends that where possible, committees meet on a regular basis to discuss club/programme operations, collaborative decision-making, events/competitions, communication, general troubleshooting and development opportunities.

For support with Special Olympics volunteering, contact [volunteer@sogb.org.uk](mailto:volunteer@sogb.org.uk).

### **Member Type**

Within any Local Accredited Programme, all Members must be registered with Special Olympics GB as their most applicable Member Type – **Athlete, Participant, Volunteer** or **Event Volunteer**.

**Athlete** – an individual with a learning/intellectual disability as defined in the [Special Olympics Eligibility Criteria](#) and in the [Special Olympics General Rules](#) who has registered with Special Olympics GB as an athlete via the process described on the website resources page [HERE](#). This includes the completing of applicable registration forms and permits access to Special Olympics pathways such as competition and advancement. This individual will obtain a 'SAM' (Special Olympics Athlete Membership) Number. The athlete Code of Conduct is applicable to this Member Type.

**Participant** – an individual with a learning/intellectual disability as defined in the [Special Olympics Eligibility Criteria](#) and in the [Special Olympics General Rules](#) who may have registered with Special Olympics GB and must be named in the programme Active Member Register, but is not a registered athlete and cannot access Special Olympics pathways such as competition and advancement. The athlete Code of Conduct is applicable to this Member Type.

**Volunteer** – an individual who has registered with Special Olympics GB as a volunteer through the applicable process outlined on the website resources page [HERE](#) and will obtain a volunteer registration number (format "V/XXXX/XX"). The volunteer Code of Conduct is applicable to this Member Type.



**Event Volunteer** – an individual who has registered with Special Olympics GB as an event only volunteer through the applicable process outlined on the website resources page [HERE](#) and will obtain a volunteer registration number (format “V/XXXX/EV”). The individual will not be permitted to volunteer in regular/ongoing Special Olympics GB activity and will only be permitted to register as an event volunteer at specific events, up to 6 per calendar year. Beyond 6, the individual must register as a Special Olympics GB Volunteer.

*Please note: an individual may be both an athlete, and a volunteer in their membership.*

### **Compliance and Requirements**

The volunteer role descriptions highlight requirements for the mandatory roles and can be found on the Special Olympics GB resources page of the website, [HERE](#).

In addition, the Special Olympics GB Safeguarding Policy and associated resources found [HERE](#) highlight the requirements for Special Olympics GB volunteers with regards to Member Registration and Verification. This includes the holding of a **valid DBS/PVG**. Special Olympics GB is required to complete the following actions to fulfil compliance requirements for all Local Accredited Programmes as per SOGB Policies highlighted in Schedule 1:

- Special Olympics GB may complete a DBS Check and/or verification of an individual’s membership of the Update Service, if appropriate, where the individual fulfils their role for the Local Accredited Programme in England and Wales, and the role is considered a regulated activity by DBS or Special Olympics GB otherwise deems the DBS Check and membership of the Update Service necessary. Special Olympics GB shall notify Members to inform them of checks and processes required as per the Special Olympics GB Privacy Statement and Special Olympics GB Safeguarding Policy. In addition to this, the Local Accredited Programme’s Main Contact and Safeguarding & Welfare Officer must also notify Members of the Local Accredited Programme of this requirement and of applicable processes in a timely manner;
- Special Olympics GB may complete a PVG Check where the individual fulfils their role for the Local Accredited Programme in Scotland and the role requires a PVG Check by law or Special Olympics GB otherwise deems it necessary. Special Olympics GB shall notify Members to inform them of checks and processes required as per the Special Olympics GB Privacy Statement and Special Olympics GB Safeguarding Policy. In addition to this, the Local Accredited Programme’s Main Contact and Safeguarding & Welfare Officer must also notify Members of the Local Accredited Programme of this requirement and of applicable processes in a timely manner;
- Special Olympics GB may complete a check or verification of coaching qualification and other training, including but not limited to Safeguarding Training, relative to activity and delivery in the context of Special Olympics GB and the role held by an individual; and
- Special Olympics GB may complete a check or verification of a member’s signing and adhering to the Special Olympics GB Code of Conduct(s) applicable to their Member Type as outlined in Schedule 2.



### **Schedule 3: Special Olympics GB Competition, Sport Delivery and Advancement**

Special Olympics GB and therefore all Local Accredited Programmes are required to follow the [Special Olympics General Rules](#) with regards to competition, events and delivery and facilitation of sports at all levels.

Local Accredited Programmes must adhere to the [Special Olympics GB Guide to Competition](#) and associated processes applicable, including but not limited to the Special Olympics GB Event Sanctioning Process when hosting events. In addition, all Special Olympics GB Members and Participants must follow the Special Olympics GB Codes of Conduct, Values and Ethos throughout any competition, event or sport facilitated session.

Resources with regards to Special Olympics GB Competition can be found [HERE](#) on the Special Olympics GB resources page.

### **Schedule 4: Special Olympics GB Key Documents**

Key Documents referred to throughout this Agreement can be found [HERE](#) on the Special Olympics GB resources page. This includes:

- Club Guide
- Financial Controls Information Document
- Safeguarding Policy Template
- Competition Update
- List of roles requiring a DBS/PVG
- Special Olympics GB Guide to Competition
- Key Templates (Active Member Register, Risk Assessments, etc.)