

## **Shetland Island Games Association – Operational Guidelines**

### ***Proposal submitted to the SIGA Committee at the Biennial General Meeting, 26 Oct 2011***

#### **Background**

This short document outlines the responsibility of the SIGA Committee and of the sports representatives in the period leading up to each Games.

SIGA has the following two principal objectives (taken from the current Constitution):

- 2.1 To maintain membership of the International Island Games Association (“IIGA”)
- 2.2 To be responsible for the planning, preparation and management of the Shetland Island Games Team”

First held in 1985, the NatWest Island Games take place every two years, normally during the months of June/July. Competing teams are managed by their own Island Games Associations, who are all Member Islands of the IIGA.

The overall responsibility for the delivery of the Games lies with the IIGA and the Host Island Organising Committee. SIGA will comply with the requirements of the IIGA Constitution and Operational Guidelines and the Sports Byelaws of the Games. (These are updated at least annually and are available online at [www.islandgames.net](http://www.islandgames.net))

#### **The SIGA Committee**

The SIGA Committee is mostly comprised of representatives from each of the sports involved in the Games. Each of these representatives is nominated by a local sports organisation who makes an application to becoming a Member of SIGA for a two-year period. Up to two representatives of the Sport & Leisure Service of Shetland Islands Council can also sit on the Committee. The Principal Office Bearers (ie Chair, Secretary and Treasurer) are elected from this Committee.

The main function of SIGA is to collectively plan and manage the Shetland Team at each successive NatWest Island Games. The purpose for this is threefold:

- To achieve a cost-effective means of taking part in the Games, by jointly planning travel and accommodation and other shared needs.
- To help create a sense of team-spirit that supports individuals to achieve higher levels of performance, thereby increasing the prospects of medals and personal bests.
- To reduce the burden of individual planning for the Games, thereby allowing individual competitors to focus their efforts on sports training and competition preparations.

#### **The responsibilities of SIGA**

- 1) The SIGA Committee will collectively be responsible for the following activities in the period leading up to and during the Games:
- 2) Investigate options and plan travel for the Team.

- 3) Liaise with Host Island Organising Committee (“OC”) to arrange accommodation for the Team.
- 4) Submit entries for the Team to the Host Island OC.
- 5) Provide approximate cost estimates and collect Team Members payments.
- 6) Arrange suitable travel insurance.
- 7) Source suitable qualified individuals to provide medical support to the Team and arrange suitable facilities to use during the Games period.
- 8) Supply Team Shetland clothing, pin badges and pennants for all Team Members.
- 9) Co-ordinate fundraising for the Team, including planning of fundraising events, raffles, grant applications and sponsorship projects.
- 10) Liaise with local media on relevant news stories relating to the Team.
- 11) Communicate with the IIGA Executive, Host Island sports coordinators and other OC members on relevant Games matters.
- 12) Ensure Code of Conduct forms are signed by all Team Members and to deal with any disciplinary matters that arise.
- 13) Provide basic Anti-Doping in Sport advice to all Team Members.
- 14) Ensure that parental consent forms are obtained for any Team Members aged under 18 years of age.

### **The responsibilities of Sports Representatives**

Sports representatives on the SIGA Committee will represent the interest of the sport at the Games. They will be the principal point of contact for their sport on Games issues and will usually act as a Sports Team Manager/Coach during the period of the Games.

Sports representatives will be responsible for the following:

- 1) Liaison between the SIGA Committee, their own local sports organisation and Individual Team Members.
- 2) Attendance at SIGA meetings to contribute to planning discussions.
- 3) Distribution and return of paperwork such as Games entries, orders for Team clothing, Code of Conduct and Parental Consent forms.
- 4) Collection of payments from individual Team Members.
- 5) Support Team fundraising projects, including the organisation of raffles and fundraising events.
- 6) Discussing with Team Members the proposed plans for travel, accommodation and other relevant issues, and seeking comments on such.
- 7) Ensuring that all Team Members are aware of the IIGA “Conditions for Representing a Member Island” and basic anti-doping in sport guidelines.
- 8) Making competitors aware of any insurance issues for their individual sports competitions and/or sports equipment.
- 9) Communication with the SIGA Secretary, and Host Island sports co-ordinators on relevant Games matters.

*Agreed 26 Oct 2011*