

INTERNATIONAL BLIND SPORTS
ASSOCIATION (IBSA) WORLD GAMES
BIRMINGHAM 18-27th August 2023

INDEPENDENT BOARD MEMBERS'
RECRUITMENT PACK

NOVEMBER 2020



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BIRMINGHAM



Birmingham
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ADVERT

INDEPENDENT BOARD MEMBERS FOR THE 2023 IBSA WORLD BLIND GAMES STAKEHOLDER BOARD

Birmingham is the host City for the 2023 IBSA World Blind Games. The World Games are IBSA's pinnacle event, held every 4 years. In addition, for the first time ever, the World Blind Football Championships (BS1 Men), will be held as part of this event and will be the primary qualification event for the 2024 Paris Paralympic Games.

The World Blind Games in 2023 Birmingham will be the 7th edition and is the International Blind Sport Association's (IBSA) pinnacle event. Held every 4 years, the Games originated in 1998 in Spain, and were then staged in Canada, Brazil, Turkey, South Korea, and the USA.

Held across two weeks in August 2023 (18-27th plus training and classification days), the Games will include the following 11 sports: chess; cricket; football; goalball; judo; powerlifting; shooting; tennis; ten pin bowling; tennis and showdown. Over 1,000 athletes and 400 direct support staff from circa 70 nations, supported by 500 volunteers will participate in the event. Three of the sports competitions (BS1 Men's Football, Goalball M&W, Judo M&W) will be pre-qualifying events for the 2024 Paris Paralympic Games.

Hosting the World Blind Games in Birmingham in 2023 provides a unique opportunity to showcase the city to a global audience and demonstrates the major events legacy following the city's hosting of the 2022 Commonwealth Games. With world class facilities in Birmingham and Wolverhampton, brilliant partners, and passionate crowds, we look forward to giving the athletes and spectators a World Games to remember.

To support the delivery of a successful World Games the event partners, British Blind Sport (BBS), Birmingham City Council (BCC), University of Birmingham (UoB) and UK Sport, are creating a Stakeholder Board. The purpose of the Board is to provide oversight and strategic direction to the development, planning and staging of the event.

The board will bring together strategic representation from BCC (x2), British Blind Sport (x2), UoB (x1), Event Director (x1) and UK Sport (x1). These members will be complemented by several external independent appointees.

We are looking for up to 3 independent board members who understand the role that sport, participation, elite para sport, and major events can play in society.

Candidates could come from a wide variety of backgrounds with relevant skills to enhance the board's ability to support the delivery of a successful championships. We are specifically looking for individuals with expertise in the following areas:

- Elite VI Athlete Experience
- Social impacts and legacy
- Marketing and Communications – with social media and digital expertise
- Finance and Legal

The post is not remunerated, though reasonable expenses will be paid. Meetings are expected to take place quarterly, increasing in frequency in 2023, and will take place at venues in Birmingham. We would hope that appointees would be willing to make contributions/provide

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advice, within reason, outside of the Board cycle of meetings.

To apply, please send a CV and covering letter to Sallie Barker, Chair of BBS at info@britishblindpsort.org.uk by 22nd November 2020. Interviews will be held at the beginning of December and the first meeting of the Stakeholder Board will be held in January 2021.

RECRUITMENT PROCESS AND TIMETABLE

In line with best practice BBS and BCC are recruiting the role via an open and transparent process.

To apply for either role, please provide the following:

- A copy of your CV
- A cover letter (not exceeding 2 pages) explaining why you are interested in the role and how you meet the key skills and experience required.

For more information on the role please contact Sallie Barker via info@britishblindpsort.org.uk.

The provisional timetable for the role is as follows:

22 nd November	Closing date for applications
15 th /14 th December	Interviews
w/c 21st December	Notification of successful candidate
2 nd January	Induction period
January	First board meeting

ELIGIBILITY CRITERIA

The following circumstances would make prospective candidates ineligible for the role/s.

- Anyone who has an unspent conviction
- Anyone who has been removed from trusteeship of a charity or university for misconduct or mismanagement
- Anyone under a disqualification order under the Company's Directors Disqualification Act
- Anyone who has entered a composition or arrangement with their creditors which includes an IVA and is currently on the insolvency register

STAKEHOLDERS OF THE 2023 IBSA WORLD GAMES

British Blind Sport has put together an exciting programme that reflects the growing popularity of VI sport in Great Britain, both at grassroots and Paralympic levels, and those growing in popularity amongst the VI communities around the world. This programme and this event will be delivered through a partnership of British Blind Sport, the City of Birmingham, the University of Birmingham, and an Event Management Company.

UNIVERSITY OF BIRMINGHAM, EDGBASTON

The university prides itself as a global university at the heart of an ambitious city. With 34,000 students and 8,000 staff the University has recently completed a £60 million investment into outstanding sporting facilities on its beautiful and green campus.

The University will provide the Games Village for the 2022 Commonwealth Games and host hockey and squash in the Commonwealth Games. This knowledge will provide significant insight into the creation of the 2023 IBSA World Games the following summer.

The campus is also home to blind and VI students and staff. International para-cyclist Lora Fachie is a graduate of the university's elite sports scholarship programme and the university is a recent host for the National Conference for Action for the Blind.

The University is just one of several world class sporting venues in Edgbaston which have seen significant investment in recent years, including close neighbours Edgbaston Cricket Ground, Edgbaston Priory Club and King Edward Edgbaston Schools. This consequently forms an Edgbaston Sports Campus for the Games, all of which are within a short walk or short ride of the Games Village.

BIRMINGHAM CITY COUNCIL (BCC)

BCC is the governing body for the City of Birmingham and is the 2nd largest local authority by population nationally, serving nearly 1,140,000 residents. The City Council is led by Cllr Ian Ward, who holds the City's portfolio for Major Events and Birmingham will be the main host of the 2022 Commonwealth Games.

Birmingham City Council annually delivers a programme of exciting major sporting events, but the 2023 World Games for the Blind will be the City's first legacy events post the Commonwealth Games, providing opportunities for both tangible physical infrastructure and human capital legacy and learnings.

Birmingham, with its three Universities, existing and new sporting infrastructures, provides an amazing backdrop to the 2023 World Games. The City has 30,000 residents registered blind or visually impaired and whilst it has a history of support for the VI community, this event forms an important commitment to disability sport and a wider City Region commitment to people's inclusion, health and well-being.

BRITISH BLIND SPORT

British Blind Sport is the National Disability Sports Organisation for people with visual impairment. Its vision is to create "A Visible Difference Through Sport" so that more blind and partially sighted people can participate in, and enjoy, quality sport and physical activity experiences. We aim to do this by promoting inclusivity across the sporting community for VI

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people and enabling, encouraging, and educating deliverers of sport to the needs of VI athletes, from grassroots to Paralympic standard.

BBS believes that by hosting the 2023 Games it will be able to significantly raise the profile of VI sport in Great Britain; inspire existing and future VI young people to take up sport and encourage the deliverers of sport to address the needs of VI athletes.

BBS prides itself on making a visible difference through sport, but of all the disability groups, those who have visual impairments are less likely to participate. The Games organisers are keen to provide opportunities for VI people at several levels, including volunteering, workforce, officiating, participation in the sports legacy sessions, as well as hosting the world's finest para athletes. Research shows that taking the first step into participating in a sporting or recreational activity can change lives for the better.

Further information on the work of British Blind Sport can be found at www.britishblindsport.org.uk

UK SPORT

UK Sport is the trading arm of the United Kingdom Sports Council which was established by Royal Charter in 1996. As the UK's high-performance sports agency, UK Sport provides strategic investment to enable Great Britain's Olympic and Paralympic sports and athletes to achieve their full medal winning potential.

UK Sport has made a significant award to the Games and are enthusiastic supporters of this event and what it can achieve for the blind and visually impaired athletes and for the wider VI community.

UK Sport also has responsibility for activities best delivered at a UK level, such as: bidding for and staging major sporting events through its Pinnacle and Performance events programme; increasing sporting activity and influence overseas; and promoting sporting conduct, ethics and diversity. UK Sport is funded by a mix of Government Exchequer and National Lottery income.

ABOUT THE STAKEHOLDER BOARD

The Stakeholder Board will provide oversight and direction to the development, planning and staging of the World Blind Games in 2023. This strategic oversight encompasses the following aspects of the event below, and its draft Terms of Reference are attached. (Appendix 1)

- Strategy and policy
- Budget and Finance
- Audit and risk management
- Legal and contracts
- Taxation



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The full Governance and Delivery model is attached and depicts the scale and scope of the Games operation. (Appendix 2).

The financially **Accountable Body** for the Games will be Birmingham City Council, who through their major events team, will provide the financial accounting and procurement processes required to account for games revenues and expenditures, but also maximum the event's vat position.

The **event underwriting** is shared amongst the stakeholders and manifested in an agreement incorporating all parties, reflecting the responsibilities of the host organiser's agreement with the International Federation.



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**INDEPENDENT MEMBER of the STAKEHOLDER BOARD
ROLE DESCRIPTION**

Title	Independent Member of the World Blind Games 2023 Stakeholder Board
Time Commitment	<ul style="list-style-type: none"> • Attend up to 4 board meetings a year, plus reading of the associated board papers • Press and media interviews as requested in the run up to the World Blind Games in 2023 • Attendance at some PR activity in the run up to 2023 • Attendance at the opening event in 2023 • Attendance at some activity during the World Games in 2023
Remuneration	All reasonable expenses will be covered
Length of Term	The term of office will begin in January 2021 and shall last until after delivery of the Games. This date is likely to be December 2023.
Overview of the role	The board is responsible for the oversight and planning of the Games as executed by British Blind Sport in partnership with Birmingham City Council, University of Birmingham, UK Sport. and the appointed event management company.
Main responsibilities of the Independent Board Member	<p>Provide independent leadership to ensure that the strategic and delivery objectives of the World Games are met</p> <p>Foster, maintain and ensure that constructive relationships exist with and between the group members</p> <p>Utilise your skills and knowledge to input into Board discussions to benefit the delivery of the event</p> <p>Represent the Games at appropriate events, meetings, or functions</p> <p>Act as an advocate for the Games where appropriate</p> <p>Represent the board on other committees and working groups when appropriate</p>

<p>Key Skills and Experience Required</p>	<p>Strategic planning</p> <p>Significant track record in management/leadership within business, social or sports sectors</p> <p>Ability to identify and respond to external factors that may impact on event delivery</p> <p>Good working knowledge and understanding of major sporting events and elite sports</p> <p>Successful track record of achievement through their career</p> <p>Experience of governance and oversight charity and being a member of the board</p> <p>Knowledge and skills in specific areas e.g. legal, marketing, public affairs, technology and data, digital experience, and high-performance sport</p> <p>Good communication skills - tact and diplomacy</p> <p>Ability to devote the time and effort to the requirements of the role</p> <p>Understanding and experience of risk management in relation to business delivery</p> <p>Objective judgement and a willingness to speak one's mind and listen to the views of others</p> <p>Integrity</p>
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Appendix 1.

IBSA WORLD GAMES, 2023: TERMS OF REFERENCE – STAKEHOLDER BOARD - DRAFT		
Group	Stakeholder Board	
Policy Owner	Sallie Barker, Chair, British Blind Sport	
Date Approved		Approved by Stakeholder Board
Functions:		
Purpose	Management responsibility for the delivery of the tournament, providing a positive experience for all the participants and competing teams, volunteers, spectators, media, delivery, and management partners. Ensuring that all opportunities are maximised, particularly for blind and VI residents of the UK, the event is delivered to budget and the reputation of the delivery partners is enhanced through these events.	
Board Representation/Position - as of October 2020		
Birmingham City Council	Chair	Birmingham City Council
Sallie Barker	Member	British Blind Sport
Alaina MacGregor	Member & Chair Marcoms Group	British Blind Sport
Simon Bray	Member	University of Birmingham
John Muddeman	Observer	UK Sport Major Event Consultant
Event Director	Member	Event Management Company
Chris Jordan	Member	Birmingham City Council
Brian Jones	Member & Chair Fund Raising Group	British Blind Sport
Independent Director	Member	TBC
Independent Director	Member	TBC
VI Athlete Representative	Member	TBC
Mike Chamberlain	Member & Chair Volunteers/Legacy	Sport Birmingham
TBC	Member & Chair Sports Tech Group	TBC
TBC	Invited Attendee	Event Management Company
IBSA General Secretary	Invited Attendee	IBSA
Remit/Outcomes		
1. Provide a formal mechanism for key partners/stakeholders to shape the Games in accordance with IBSA guidelines and in line with the Games Contract, and through a collaborative approach, ensure the agreed objectives are achieved.		
2. Overview the financial management of the Games and support/maximise income generation opportunities, monitor and challenge expenditure, to ensure that the event delivers great value for money and operates within the agreed budget.		
3. Ensure appropriate procurement and authorisation procedures are being followed whilst approving major income and or expenditure decisions (Over £25,000) and any significant changes to the event budget, in respect of Games impact and stakeholder reputation.		
4. Oversee the scoping and delivery of key strategies (e.g. Marketing to ensure successful delivery of the tournament and Fund Raising to ensure income targets are in line with forecasts, to prevent the need for underwriting of any shortfalls.		

5. Provide reports to the International Blind Sports Association providing progress, financial and risk assessment updates, amongst which may be further Covid-19 concerns.	
6. Ensure the events are delivered in accordance with IBSA expectations and regulations, receiving and reviewing the reports and recommendations of the Sports Technical Committee. Build the reputation of all national governing body partners in the UK as potential hosts of world class major international events and a major influencer in the sport globally.	
7. Receive updates and monitor progress made by the LOC ensuring deadlines and targets are met, through the consideration and approval of minutes, project plans and updates/presentations via the Event Director and invited LOC members, or other invitees, as required by the agenda.	
8. Ensure a crisis management group and communication protocols is established during the event and operates appropriately to deal with any serious security/adverse situations and subsequent PR issues.	
9. Monitor and evaluate the risk register to ensure risks are identified, minimised and mitigations implemented where required.	
10. Monitor and evaluate planning progress via the agreed milestone tracker and ensure that the implementation of the project plan via the LOC whilst adhering to principles of good project management and governance.	
Meeting Management	
Quorum	At least 5 voting members of the Stakeholder Board must be present to vote on decisions. 50% or more vote in favour is required to pass a decision. If required, the Chair holds the casting vote and the Chair is from the Accountable Body. Substitutions allowable but not desirable.
Meeting Frequency	At least 4 times a year with the possibility of monthly in the final quarter preceding the event in 2023. Once after the tournament to review outcomes and approve a final Games post report to IBSA.
Chair:	PRE: Approves agenda and any key papers MEET: Chairs meeting POST: Approves draft minutes for circulation
Event Director:	PRE: Approves key papers to be presented from LOC. Drafts Agenda, ensuring appropriate decisions are brought to group. Updates Group of functional area progress. Circulates all paperwork at least one week in advance MEET: ensure personnel present to take minutes & service the meeting POST: minutes to Chair for approval, circulation to wider stakeholder group. Draft an Executive Summary of progress/report for dissemination to key partners/stakeholders delegated to Event Management Company
Member: University of Birmingham	PRE: facilitate room hire/accommodation/ F&B & equipment for meetings
Decision making:	Where possible decisions will be made by consensus. If this is not possible, decisions will be made by the majority. The Chair and those designated Members are only allowed to vote
Quorum	The board is quorate if half, plus one members are present
Conflicts of Interest	
These will be managed as a standing agenda item for each meeting and recorded in the minutes. Members of the group shall decide on a case by case basis if a conflict requires that member to be excluded from any relevant discussions or decisions.	
Remuneration	

Reasonable expenses will be covered.
Any invited attendees will be remunerated in line with their contract.

Appointments

Each organisation designated as a “Member” shall have sole discretion as to who they appoint to represent them on the stakeholder board and may at any time replace that person either temporarily or permanently with the approval of the Chair.
All Invited Attendees must be proposed to the Chair and subsequently approved before being invited.
All Independent Directors will be appointed through a recruitment process
It is important to the Board that VI and Blind people, where possible, are involved at all levels in the Games governance and delivery of the Games and that the composition of the board is multi-skilled and an inclusive and diverse board.
With the Stakeholder Board’s approval, (by simple majority) where it is seen as beneficial to the Games, can appoint additional Members to the Board

Authority

The staging of the world games has been awarded to British Blind Sport by IBSA;

The principle commitments relating to delivery of the championships are outlined in the bid contract signed by all parties;

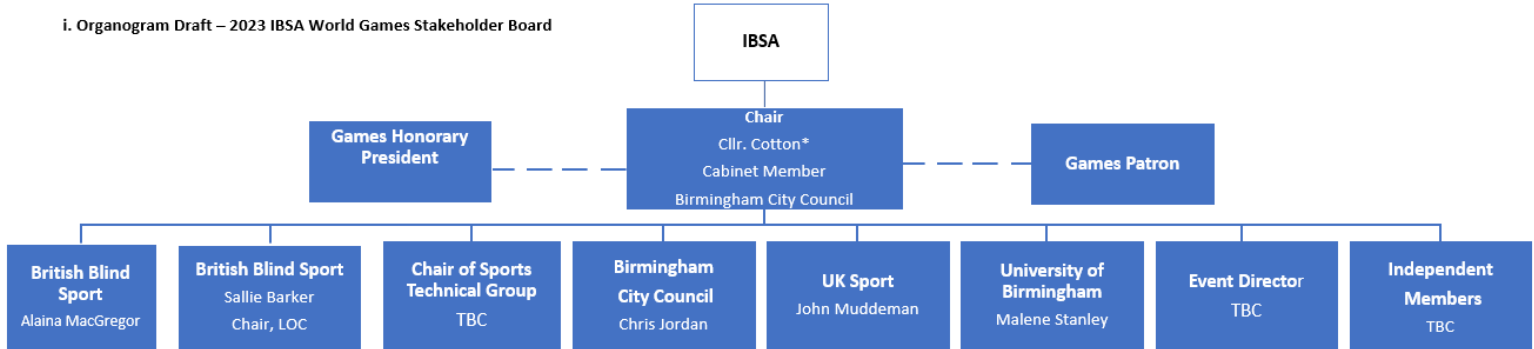
Decision making in regard to championship delivery is devolved by British Blind Sport and the Accountable Body to the event board in line with the appropriate budget and procurement controls;

Review

This document shall be reviewed by the stakeholder board annually

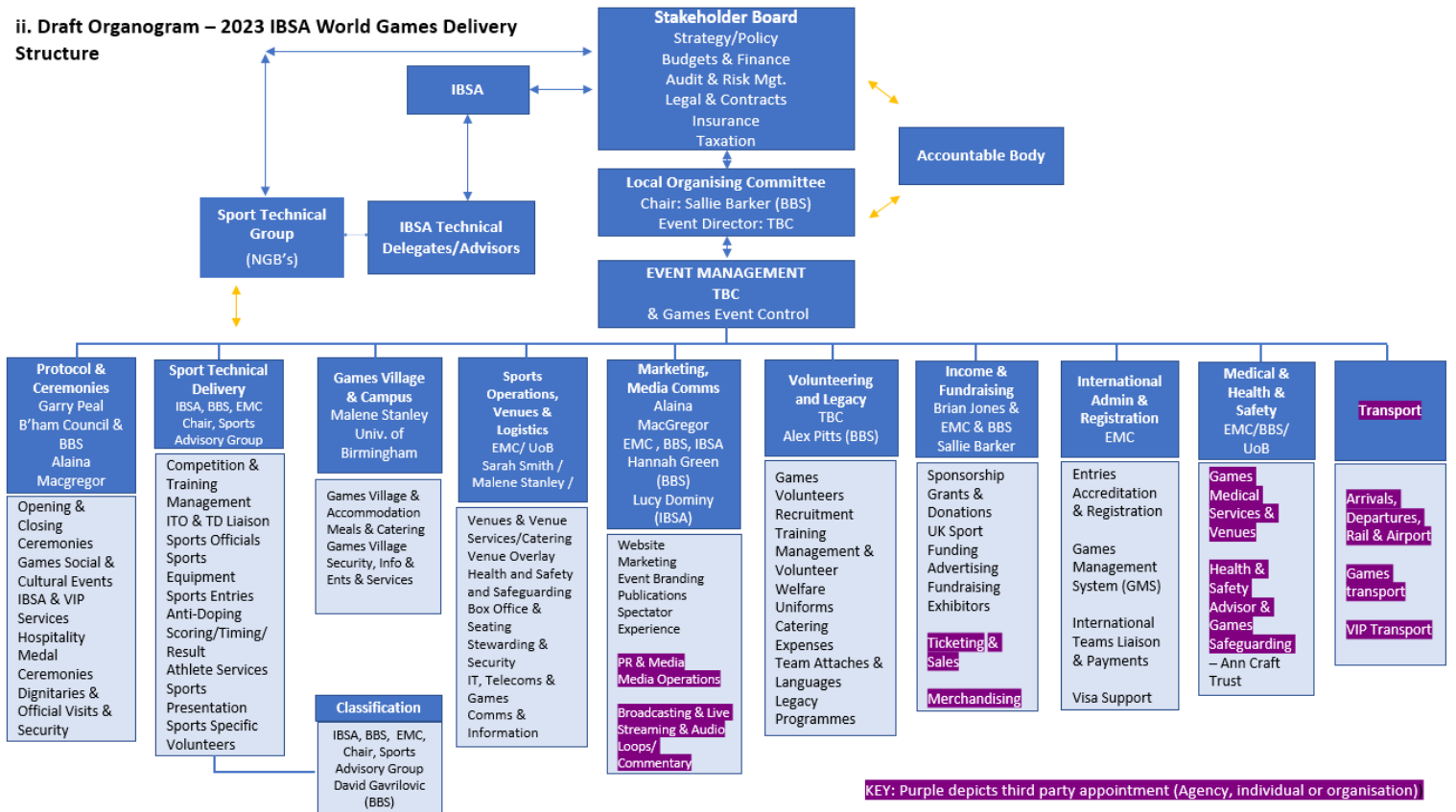
Appendix 2.

i. Organogram Draft – 2023 IBSA World Games Stakeholder Board



* If BCC are accountable body
 **VI Athlete – recruitment process

ii. Draft Organogram – 2023 IBSA World Games Delivery Structure



KEY: Purple depicts third party appointment (Agency, individual or organisation)