



BRITISH PARALYMPIC ASSOCIATION MEMBERS' HANDBOOK

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PREAMBLE

The British Paralympic Association (BPA) is the National Paralympic Committee for Great Britain and Northern Ireland and a member of the International Paralympic Committee. Its principal responsibility is its unique mandate to select, enter and manage the British Paralympic team at the Summer and Winter Paralympic Games. It is also a registered Charity. With its Members, and according to its Articles of Association, it therefore aims to encourage interest in the Paralympic Games and other international championships for disabled people and to foster the aims and ideals of the Paralympic movement throughout the United Kingdom in accordance with the principles and rules of the IPC and to focus public attention, with particular reference to the youth of the country, on the Paralympic events.

To support the continued success and growth of the Paralympic movement it is important that there are the right structures and processes in place between the BPA and its members to demonstrate that the movement is collectively capable of delivering at a world class level and – in the words of the BPA vision – able to “*through sport, inspire a better world for disabled people.*” At the same time all involved will want to ensure that any process, policy or obligation is kept to a necessary minimum and that methods of implementation and evaluation utilise existing structures and arrangements wherever possible.

This BPA Members’ Handbook seeks to deliver on these two balancing elements and bring greater clarity and rigour to the BPA’s interaction with its Membership in a practical and sensible way.

1. STATUS OF THE HANDBOOK

- 1.1 This Handbook sets out the rules of the BPA which Members are required to abide by and which applies both during an identified Paralympic Games period and at all other times.
- 1.2 This Handbook is additional to all other obligations that apply to Members in the Articles of Association of the BPA, its bylaws and rules, by law or otherwise.
- 1.3 Unless expressly stated otherwise:
 - (a) the terms used in this Handbook shall have the same meaning as set out in the Articles of Association of the BPA; and
 - (b) references to the Articles of Association of the BPA, codes, rules, regulations or laws in this Handbook is reference to those in force or as updated and published (as the case may be) at the relevant time.
- 1.4 To the extent there is any conflict between the Articles of Association of the BPA and this Handbook, the Articles of Association of the BPA shall prevail.

2. MEMBERS

Application to Members:

- 2.1 The categories of membership of the BPA are set out in the Articles of Association of the BPA. There are currently two categories of membership: Voting Members and Non-Voting Members. The voting membership includes National Governing Bodies (NGB) whose sport is currently competed for in the Summer or Winter Paralympic Games, Home Nation Disability Sports Organisations (HNSDO) and National Disability Sports Organisations (NDSO). The Non-Voting members include NGBs where that sport is not on the current programme of either the Summer or Winter Paralympic Games, but where the IPC acts as

the International Federation for that Sport, and the Honorary Vice Presidents of the BPA, as well as other specifically nominated individuals. A list of the Members at the time of publication of this Handbook is set out in Appendix 2.

- 2.2 This Handbook applies to all Members in so far as it is relevant to their activities relating to the Paralympic Movement,
- 2.3 Where a Non-Voting Member is an individual, the rules in section 4 (in particular, sections 4.1(e), (f), (g) and (h)) that apply to legal entities or organisations shall not apply. However, Non-Voting Members, in so far as it is practicable and reasonable to do so, are expected through their conduct and actions to support the spirit and intent of these rules.
- 2.4 This Handbook also sets out obligations that apply solely to and specifically for NGBs who are Voting Members, in particular in relation to preparation for and/or attendance at the Paralympic Games or other events where the BPA is submitting a national team.

Observer Status:

- 2.5 The BPA may permit potential Voting Members to have observer status at NPC meetings prior to them becoming a Voting Member.

3. MEMBERS' RIGHTS

- 3.1 This Handbook does not change the rights of Members which are set out in the Articles of Association of the BPA. These include:
 - (a) participation in and, for Voting Members, the right to vote, at meetings of the members of the BPA, including the Annual General Meeting and National Paralympic Committee meeting, subject to their delegates being duly mandated and in accordance with the published procedures; recognising that this voice and vote grants the right to influence and direct the overall activity and governance of the BPA;
 - (b) the ability for Voting Members, to nominate and vote for candidates for membership to the BPA Board, subject to compliance with the procedures published by the BPA; thereby ensuring that the strategy, governance and actions of the BPA are representative of the members;
- 3.2 Members are also entitled to
 - (a) submit discussion topics to the BPA for consideration at the National Paralympic Committee meeting and other meetings as will be held from time to time; and
 - (b) participate in BPA activities such as congresses/conferences and any other performance, education or promotion activities organised by the BPA, subject to meeting the relevant eligibility conditions established by the BPA for each activity.
- 3.3 Every Voting Member shall, subject to the rules of the IPC or other organiser of the relevant competition, have the specific right to enter athletes in either the summer or winter edition of the Paralympic Games as members of ParalympicsGB and all other competitions sanctioned by the IPC or where the BPA as National Paralympic Committee is the entering organisation, subject to compliance with the BPA rules and regulations (including this Handbook) and the decisions of the BPA regarding the participation of the athletes.

- 3.4 The BPA and the Voting Member bodies shall work together to ensure the effective promotion and celebration of the success of athletes as part of ParalympicsGB in the period following a summer or winter edition of the Paralympic Games, including where appropriate within their identified Home Country.

4. MEMBERS' OBLIGATIONS

General obligations:

4.1 All Members must:

- (a) respect and abide by the BPA Articles of Association, the BPA bylaws, codes, rules and regulations adopted by the BPA;
- (b) respect and abide by the decisions taken by the NPC and the BPA Board that are applicable and/or relevant to their Membership of the BPA;
- (c) comply where required with the UK National Anti-Doping Policy and UK National Anti-Doping rules (each as published from time to time by UKAD);
- (d) take such actions and provide all reasonable support and assistance that the BPA requires in order for it to comply with its obligations under the World Anti-Doping Code;
- (e) comply with the UK Athlete Classification Code (as published from time to time by the BPA);
- (f) take such actions and provide all reasonable support and assistance that the BPA requires in order for it to comply with its obligations under the IPC Classification Code;
- (g) take such actions and provide all reasonable support and assistance that the BPA requires in order for it to comply with its obligations under the IPC Medical Code;
- (h) take such actions and provide all reasonable support and assistance that the BPA requires to assist it in complying with its obligations under the IPC Code of Ethics;
- (i) support and use reasonable endeavours to contribute to the development of the vision, mission, objects, purposes and goals outlined in the BPA Strategic Plan (as published from time to time);
- (j) operate their organisation in a financially prudent and sound manner;
- (k) maintain and demonstrate a high standard of integrity and welfare along with a positive and supportive culture for the benefit of their athletes, support personnel and staff;
- (l) have in place processes to monitor and ensure its ongoing compliance with the standards referred to in section 4.1 (k) which must include, but are not limited to:
 - (i) operating an effective due diligence, review and remedial process within their organisation to ensure that potential issues affecting culture or leading to poor behaviour can be promptly identified and addressed;

- (ii) having in place at all times effective grievance and whistleblowing procedures; and
 - (iii) taking appropriate remedial actions to address any concerns identified by itself or the BPA around such standards not being met;
 - (iv) seeking and taking into account the views and input of the BPA in relation to the appropriate remedial actions to address concerns and, if requested to do so, report details and outcomes following the implementation of any such remedial actions to the BPA.
- (m) inform the BPA of any changes in its governance including, but not limited to, changes to:
- (i) its body's rules or constitution; and/or
 - (ii) the composition of the member's Board and key staff on its executive such as the CEO (where applicable);
- (n) inform the BPA of any changes to:
- (i) the Member's official contact details; and
 - (ii) (where applicable) the contact details for its nominated representative on the NPC;
- (o) promptly inform the BPA on any matter coming to their attention which may hinder the effective development of the Paralympic movement or which may adversely affect the BPA or the ParalympicsGB team (whether occurring during an identified Paralympic Games period or at any other time);
- (p) engage in an agreed level of communications with the BPA about its activities relevant to the BPA and provide full and complete responses to official requests by the BPA in a timely manner;
- (q) support and promote (including, in the case of NGBs, to their respective individual members, and the Member's athletes, support personnel and staff) the Paralympic values; and
- (r) cooperate as agreed with the BPA in relation to the development of opportunities for people with a disability to be introduced to and participate in sport, including by providing sport specific expertise;

4.2 For ease of reference, direct links to the current versions at the time of publication of this Handbook of the following documents referred to in section 4.1 are included as Appendix 1 to this Handbook:

- (a) the UK National Anti-Doping Policy and UK National Anti-Doping rules;
- (b) the World Anti-Doping Code;
- (c) the UK Athlete Classification Code;
- (d) the IPC Classification Code;

- (e) the IPC Medical Code;
- (f) the IPC Code of Ethics; and
- (g) the BPA Strategic Plan.

Specific obligations for NGBs in relation to attendance at Paralympic Games or other events to which the BPA is submitting a national team:

4.3 Every NGB must:

- (a) consider the eligibility for nomination for selection into the National Paralympic team, without any form of unlawful discrimination, of all athletes from Great Britain and Northern Ireland who, according to the qualification standards of the relevant international federation, qualify for the Paralympic Games;
- (b) observe and comply with the administrative and operational guidelines issued by the BPA regarding eligibility, nomination, selection, entry, team management and preparation for the Paralympic Games and any other competitions to which the BPA is submitting a national team;
- (c) if requested by the BPA, provide the BPA with access to, and rights to use, sport data and information held by the Member, including images, used for the technical preparation and general promotion of the Paralympic Games and Paralympic Movement. The provision of such data and information must be in compliance with all relevant data protection laws and the NGB must use reasonable endeavours to obtain all necessary consents or permissions to enable the relevant information to be provided to and used by the BPA.

4.4 Every NGB acknowledges and accepts that:

- (a) the BPA has the final authority to determine the inclusion of a sport as a whole and also an athlete, support personnel or other persons as a team member in the National Paralympic Team; and
- (b) attendance as a team member in the National Paralympic Team shall be subject to the relevant individual entering into a Team Members Agreement with the BPA (on terms acceptable to the BPA).

4.5 To assist NGB Members whose athletes, support personnel or other persons are attending as a team member of the National Paralympic Team at the Paralympic Games, the BPA may act as the coordinator of the preparation environment or on other matters on behalf of the Member, for example, through identifying training venues or hotels for pre-training camps. The Members acknowledge that this may require the BPA to commit to the purchase of goods or services in order to secure such facilities for the benefit of the Member. If the Member wishes to participate in such arrangements the Member will enter into an agreement with the BPA to confirm its obligations and commitments and the Member must comply with the terms it has agreed with the BPA in respect of such arrangements including paying any amounts owed to the BPA when due.

4.6 Where the BPA has purchased goods or services for the use by the NGB Member (or its athletes, support personnel or other persons), the NGB Member shall be responsible for ensuring that such products and services are used lawfully and in accordance with the terms and any other rules applying to the goods and services that are being supplied.

- 4.7 The BPA may also ask Members to enter into further agreements with it that set out the obligations and commitments of both the BPA and the Member at the Summer or Winter Paralympic Games. This agreement may be part of or separate to an agreement in relation to the matters referred to in section 4.4 above and the purpose of such agreement shall be to ensure that there is clarity and mutual understanding between the BPA and a Member in relation to their responsibilities to each other around the preparation for and during the Paralympic Games.

Additional Obligations on NGBs

- 4.8 Each NGB must:
- (a) respect the BPA's intellectual property rights and also the obligations the BPA has to the IPC (or other competition organisers) in relation to their intellectual property rights and rules for participating in the Paralympic Games or other competitions to which the BPA has entered a National Paralympic Team;
 - (b) not knowingly do anything which will, or which would be reasonably likely to, interfere with or be detrimental to BPA's commercial marketing activities and plans in relation to its role as National Paralympic Committee and in competitions and at events when the BPA is the entering organisation of the British National Team.
- 4.9 Every NGB whose sport is governed at an international level by the IPC shall have the additional obligation to provide all information and assistance to, work with and act at all times in a way that will enable the BPA to comply with the requirements imposed on the BPA by the IPC in respect of that sport.
- 4.10 Every NGB whose sport is governed at an international level by the IPC must enter into an agreement with the BPA that sets out how the BPA and the NGB will work together and also engage with the IPC in order to facilitate a good working relationship with the IPC.

5. INFORMATION EXCHANGE

- 5.1 Members acknowledge that the BPA may communicate with the IPC, UK Sport, the Home Country Sports Councils and other appropriate bodies which are involved in promoting and supporting the Paralympic Movement, any matters relating to the Member in respect of the Paralympic Movement and its activities as a Member of the BPA.
- 5.2 If requested by the BPA, a Member shall (to the extent necessary) consent to the sharing by UK Sport, the Home Country Sports Councils and other appropriate bodies which are promoting and supporting the Paralympic Movement (for example the Sport and Recreation Alliance) any reports, analysis or other information which may be relevant to confirming the Member's compliance with its obligations, including the rules set out in this Handbook.

6. COMPLIANCE PROCEDURES

- 6.1 The BPA will from time to time provide (and update) guidance about the type of procedures, tools and other information that may be used by a Member to demonstrate compliance. The BPA's intent is that such procedures, tools and other information should wherever practical not be duplicative and may utilise or benefit from existing reporting or other information requirements such as those the Member may have with UK Sport, the Home Country Sports Councils and other bodies which are promoting and supporting the Paralympic Movement.

- 6.2 If the BPA reasonably determines that any Member is not complying with the obligations and requirements set out in this Handbook or any other rights under its by-laws and rules then the following shall apply:
- (a) if the BPA, acting reasonably, believes there has been non-compliance with the rules set out in the Handbook, it will advise the Member of its concerns. The Member should then respond to its concerns within such reasonable timeframe as may be specified by the BPA or otherwise agreed with the Member. The BPA and the relevant Member will then engage in further discussions as the BPA reasonably believes is necessary in order for the Member to have adequate opportunity fully to inform the BPA about its position regarding the concerns that have been raised and, if possible, reach an agreed resolution to address such concerns.
 - (b) the BPA may also request that the Member prepare an action plan setting out the steps and actions the Member will take to address the BPA's concerns. If so requested, the Member shall (in accordance with the timeline reasonably specified by the BPA):
 - (i) prepare an action plan to remedy any suspected non-compliance or to confirm that it is in compliance and submit it to BPA for approval;
 - (ii) consult with the BPA on the action plan it has prepared;
 - (iii) if necessary, amend and update the action plan to take into account the comments and input of the BPA and resubmit it to the BPA (this may be required more than once by the BPA until the action plan is approved); and
 - (iv) upon approval of the action plan by the BPA, implement the approved action plan and not amend the action plan without obtaining the BPA's prior approval.
 - (c) additionally the BPA may conduct a disciplinary investigation and the Member shall cooperate and provide all information that the BPA may reasonably request to assist the BPA in that investigation; and
 - (d) the BPA may suspend or revoke the participation by that Member (and its athletes, support personnel or other person as a team member in the National Paralympics Team) at the Paralympic Games or any other competitions entered by the BPA;
- 6.3 The rights in section 6.2 of this Handbook are in addition and without prejudice to any rights that the BPA may have under its Articles of Association (including to terminate a Voting Member under the Articles 9.6 or 9.9 or to terminate a Non-Voting Member under Articles 10.5 and 10.9) and any other rights it may have under any other arrangement or at law.

Appendix 1 – Codes and Rules

Links to Online Copies of the Following Documentation:

- (a) [the UK National Anti-Doping Policy](#) and [UK National Anti-Doping rules](#);
- (b) [the World Anti-Doping Code](#);
- (c) [the UK Athlete Classification Code](#);
- (d) [the IPC Classification Code](#);
- (e) [the IPC Medical Code](#);
- (f) [the IPC Code of Ethics](#); and
- (g) [the BPA Strategic Plan](#).

Appendix 2 – The Membership of the British Paralympic Association

As of 1 April 2018

Voting Members:

- [National Governing Bodies](#)
- [National Disability Sport Organisations](#)
- [Home Country Elite Disability Sport Organisations](#)
- President and Vice-Presidents of the BPA

Non-Voting Members:

- Officers and Directors/Trustees of the BPA
- [Wheelchair Dance Sport](#)
- Personal Members (Honorary, Life or Ordinary Members)
- Other Interested Organisations/Individual