

Scottish Athletics Hill Running Commission Terms of Reference

1 Purpose

The purpose of the Hill Running Commission of Scottish Athletics ("the HRC") shall be to assist Scottish Athletics to set appropriate objectives for the sport of hill running, and carry these forward. These will be within the framework of Scottish Athletics' overall purpose which is to:

- foster, develop and control the sport of athletics in Scotland;
- take responsibility for all athletic teams representing Scotland;
- promote annual Championships and other competitions;
- establish and enforce rules for competition; and
- advance and safeguard the interests of athletics in Scotland.

2 Composition

2.1 The membership of the HRC shall comprise:

- 3 officers, namely Convenor, Finance Officer and Secretary;
- 1 region co-ordinator from each of Central, East, North and West regions;
- 2 members from Scottish Hill Runners ("SHR");
- 1 athlete member;
- National Endurance Manager of Scottish Athletics (*ex officio*); and
- Chief Executive of Scottish Athletics (*ex officio*).

2.2 The members of the HRC shall be appointed as follows:

- the Convenor, Finance Officer and Secretary shall be appointed annually at the Scottish Athletics' Annual General Meeting;
- region co-ordinators and the athlete member shall be appointed by the Convenor with the agreement of the members of the HRC; and
- SHR members shall be nominated by that body, subject to approval by the HRC.

2.3 The HRC may co-opt further members as required.

2.4 In the event of a vacancy occurring in the membership, the HRC may appoint a suitable substitute (or invite SHR to do so in the case of their members). If this occurs for the Convenor, Finance Officer or Secretary, the appointed substitute shall serve until the next Scottish Athletics' Annual General Meeting.

2.5 Members of the HRC (apart from the ex-officio members) will be appointed for a period of one year, and will serve for a maximum consecutive period of 4 years in the same role before standing down. From time to time, a member may serve for longer in order to ensure an orderly transition to their appointed successor.

3 Roles and responsibilities

3.1 Convenor:

- to chair meetings of the HRC;
- to ensure that the HRC fulfils its responsibilities; and
- to represent the HRC, including to other parts of Scottish Athletics and to counterpart organisations in other countries.

3.2 Finance Officer:

- to prepare a budget for HRC expenditure, and agree it with Scottish Athletics; and
- to monitor expenditure against the budget, and report on this to the HRC and to Scottish Athletics.

3.3 Secretary:

- to deal with correspondence;
- to arrange for minutes of meetings to be prepared, and meeting papers to be circulated; and
- to co-ordinate the programme of fixtures.

3.4 Region co-ordinators:

- to liaise with clubs in their region; and
- to arrange representative region teams when they are required.

3.5 SHR members:

- to ensure good communication between SHR and the HRC.

3.6 Athlete member:

- to ensure that the HRC is aware of issues of importance to competitors, both senior and junior.

4 Meetings

4.1 The HRC shall meet as required, and not less than 4 times per year.

4.2 Meetings will be chaired by the Convenor, or in his or her absence by a member chosen by the members present at the meeting.

4.3 The quorum at meetings of the HRC will be 4, including at least one of the Convenor, Finance Officer and Secretary.

4.4 If a decision at a meeting is to be made by a vote, then it will be decided by a simple majority of votes cast, with each member present having one vote. If a vote is tied, the person chairing the meeting will have a second, casting, vote.

4.5 Meetings will be conducted in the spirit of transparency, through, for example, the publication of minutes on the web.

5 Responsibilities

The responsibilities of the HRC shall include the following:

5.1 Governance

- to operate within the budget agreed with Scottish Athletics;
- to establish guidelines and standards for hill running events;
- to ensure Scottish Athletics membership on relevant UK Athletics committees;
- to liaise with other bodies active in the development of hill running in Scotland; and
- to liaise with representative bodies active in hill running elsewhere in the UK and more widely.

5.2 Competition

- to organise hill running events;
- to appoint selectors;
- to appoint team coaches; and
- to take responsibility in consultation with the National Endurance Manager for the management of hill running teams representing Scotland in line with Scottish Athletics guidelines.

5.3 Promotion

- to promote hill running; and
- to publicise its activities through Scottish Athletics and by other means as appropriate.

Appendix - Regions

There are four regions used by Scottish Athletics for hill running in Scotland. They are each defined as the combined area of a number of local authorities as follows:

- Central -** Angus; Clackmannanshire; Dundee City; Falkirk; Fife; Perth and Kinross; Stirling; West Lothian
- East -** City of Edinburgh; East Lothian; Midlothian; Scottish Borders
- West -** Argyll and Bute; Dumfries and Galloway; East Ayrshire; East Dunbartonshire; East Renfrewshire; Glasgow City; Inverclyde; North Ayrshire; North Lanarkshire; Renfrewshire; South Ayrshire; South Lanarkshire; West Dunbartonshire
- North -** Aberdeen City; Aberdeenshire; Highland; Moray; Na h-Eileanan an Iar; Orkney; Shetland

Approved by the Hill Running Commission 5 May 2009