**APPENDIX – PART III**

**TRACK AND FIELD COMMISSION**

1. **The Track and Field Commission**
	1. Subject to the overall authority of the Board of Management of Scottish Athletics, the management of Track and Field Athletics in respect of Scottish and International affairs is delegated to the Track and Field Commission. The Terms of Reference of the Track and Field Commission are set out in this agreement between the Commission and the Board of Management.
	2. For the purposes of such management the Commission shall administer an operating budget determined by The Board of Management in consultation with the Commission and the Scottish Athletics head of Operations.
2. **The Composition of the Commission**
	1. **The membership of the Track and Field Commission shall comprise:**

2.1.1 Two Officers, namely Convener and Secretary

2.1.2 Up to 5 other members co-opted by the Commission to assist the affairs of the Commission.

2.1.3 Chief Executive of scottishathletics (ex officio) or any other Scottish Athletics team member (staff/Board) where approved by CEO

* 1. **The members of the Track and Field Commission shall be appointed as follows:**

2.2.1 The Convener and Secretary shall be appointed annually at the scottishathletics AGM

2.2.2 The 5 other members shall be appointed by the Convener and Secretary with support of CEO and any other relevant Board Member.

 **2.3 Co-option**

The Track and Field Commission and sub group may co-opt further members as required.

 **2.4 Vacancies**

In the event of a vacancy occurring in the membership, the Track and Field Commission may appoint a suitable substitute. If this occurs for the Convener or Secretary the appointed substitute shall serve until the next scottishathletics AGM.

 **2.5 Term of Office**

Members of the Track and Field Commission (apart from ex –officio members) will be appointed for a period of one year, and will serve for a maximum of 8 years in the same role before standing down (agreed annually at AGM to serve maximum of 2 terms of 4 years). From time to time, a member may serve longer in order to ensure an orderly transition from experienced members to new members.

1. **Meetings**
	1. The Track and Field Commission shall meet as required but not less than 3 times per year.
	2. Not less than 10 days’ clear notice of all meetings shall be given to all members of the Commission entitled to attend. Such notice, together with the agenda and relevant papers, shall be e mailed to their respective addresses as registered with scottishathletics.

3.3 Meetings shall be chaired by the Convener, or in his or her absence, by a member chosen by the members present at the meeting.

* 1. The quorum at meetings of the T & F Commission will 3, including ex-officio and at least 1 of the Convener or Secretary.
	2. If a decision at a meeting is to be made by vote, then it will be decided by a simple majority of votes cast, with each member present including ex-officio having one vote. If a vote is tied, the person chairing the meeting will have a second, casting vote.
	3. Meeting will be conducted in the spirit of transparency, minutes will be available on request.
1. **Responsibilities of the Commission**

The Commission shall work closely with the staff of scottishathletics and manage the Track and Field functions of scottishathletics including:

**Governance**

* To have input into the financial aspects of the financial aspects of the T & F Commission and receive financial reports.
* To establish the requirements for the operation of the T and F events
	+ All committees and sub committees under the supervision of the T & F Commission (Records Committee, Selection Committee, Timetabling group chaired by T and F with representatives from officials, scottishathletics events management and co-opted members.
	+ Receive and consider minutes/reports of all bodies relevant to T & F.
* To ensure scottishathletics on relevant UKA committees.
* Ensure that T & F Commission’s views are communicated to the board.
* Generally, drawing up and enforcing regulations for the Management of T & F subject to the approval of scottishathletics, but no such regulations shall contravene a provision of the Competition rules.
* Appointing other representatives to other Commissions established under scottishathletics where appropriate.

**Competition**

1. To oversee scottishathletics National T & F Championships.
2. To support, implement and ensure delivery of Home International matches held in Scotland.
3. In conjunction with Performance Director and appropriate scottishathletics senior staff, to draw together guidelines and criteria for the operation of the selection policy for all T and F Teams and squads.
4. To appoint selectors to selection subcommittee.
5. Through selection sub group to consult with and subsequently agree Team Managers to Scotland Representative matches.
6. Establish sub-committees and working groups as required and delegate to them such functions as it shall determine. In establishing a sub-committee, the Commission shall appoint its Convener. The Commission may appoint persons to membership of a subcommittee, who are not members of the Commission and such persons shall have a vote in the sub-committee.
7. **The Role of Sub Committees**

5.1 The selection Sub Committee shall be responsible for selection from amongst all eligible athletes for individual and team events as directed by the T and F Commission.

 5.2 Powers of the Sub Committee shall be:

5.2.1 To organise and manage on the Commission’s behalf

 5.3 Proceedings of the Sub Committee

5.3.1 The Sub Committee shall convene as and when necessary throughout the calendar year.

5.3.2 Not less than 10 days’ clear notice shall be given to all members of the Sub Committee entitled to attend.

5.3.3 All meetings of the Sub Committee shall be chaired by a nomination from scottishathletics T & F Commission.

5.3.4 A record of proceedings shall be kept and a copy sent to the Track & Field Commission for information purposes.

1. **Proceedings of other Sub Committees**

6.1 Any other Sub Committees set up by the Commission will operate in accordance with 5.3.1, 5.3.2, 5.3.3,

 5.3.4