



## Scottish Athletics Limited

Information for applicants for the positions of

# Independent Disciplinary Panel Member

(Voluntary Pro-bono role)

### About Us

**scottishathletics** is the national governing body for athletics in Scotland. Our vision is for everyone in Scotland to have the opportunity to participate in athletics and running and to achieve their personal ambitions.

Our mission is to deliver an integrated, inclusive and adaptable model of athletics and running provision that inspires everyone in Scotland to enjoy the sport and experience personal success. Equality, diversity, and inclusion are at the heart of the work that **scottishathletics** leads, and the organisation works closely with all stakeholders in athletics across Scotland, to continue improving diversity and create an inclusive culture in the sport, and to be reflective of Scottish society.

Our strategy, [\*Building a Culture of Success \(2023-2027\)\*](#), captures the breadth of work that **scottishathletics** facilitates, from supporting performance athletes on the world stage to providing opportunities for people to participate in the sport within their local community. The member clubs play a crucial role in growing and developing the sport and, along with the volunteer workforce, they are integral to the sport's future success.

Everyone in Scotland can participate in athletics and **scottishathletics** strives to continuously evolve to deliver on our vision for the sport.

### About You

As a motivated individual, you will possess the ability to assess information presented, identify key elements and draw reasoned conclusions. With impeccable communication skills you will be adept at presenting your views clearly and succinctly to a range of individuals with varying skills and experiences.

You will ideally have a deep understanding of ethical sporting issues and an interest in sport with a genuine desire to promote an environment where everyone can feel welcome, safe, valued, and included, whatever their role and background in the sport.

With an eye for detail, you will have prior experience in working as part of a team and the ability to maintain confidentiality in all aspects of the role, including handling sensitive information in a safe and secure manner.

## About the Role

**scottishathletics** is looking to recruit Independent Disciplinary Panel Members to manage disciplinary matters and complaints which have been referred to the Company. Reporting to the Chair of the Panel, you will be responsible for hearing disciplinary matters and complaints as part of an Independent Panel, these complaints may concern\*:

- Failing to comply with Scottish Athletics Articles of Association or Regulations;
- Doing anything which has the potential to harm **scottishathletics** or bring the sport of athletics or **scottishathletics** into disrepute;
- Failing to comply with a written agreement with or a written undertaking given to **scottishathletics**;
- Making an untrue written or verbal statement to **scottishathletics** or a person or organisation acting on behalf of **scottishathletics**;
- Committing a breach of the Code of Conduct for Partakers;
- Failing to treat others in the sport with dignity and respect;
- Acting in a way that directly or indirectly adversely affects the welfare or safety of a Vulnerable Adult or places them at risk;
- Committing a breach of Scottish Athletics Sports Betting and Anti-corruption Policy
- Acting in a way that directly or indirectly adversely affects the welfare or safety of a person under 18 or places them at risk;
- Acting in a way that directly or indirectly adversely affects the welfare or safety of a Vulnerable Adult or places them at risk.

\*This list is in no way exhaustive.

## Terms and Conditions

Persons shall be appointed to the Panel for a term of their own choosing with a minimum expectation of 12 months and provided that it is no longer than four years (with there being no limit on the number of consecutive terms that a person can be appointed).

As the panel ultimately report to the Board of Directors, members of the Board shall not be eligible to apply and in the event that a person is appointed to the Panel and thereafter becomes a member of the Board the person shall automatically be removed from the Panel.

For the avoidance of doubt the Company shall be entitled to accept or reject any application to the Panel and remove any person from the Panel at any time.

**scottishathletics** will keep a database of panel members and as and when we receive disciplinary matters, complaints and appeals we will contact you to confirm your availability. We are looking for members to be available to sit on circa two panels per year.

## Expenses

This is a voluntary position; however, expenses for travel will be met by **scottishathletics** at the standard volunteer rate.

## Candidate Specification

ESSENTIAL	DESIRABLE
Ability to read and assess information and identify key points/issues	Detailed understanding of the requirements of <b>scottishathletics</b> and its governance in relation to complaints
Ability to listen to information and ask questions to obtain information and clarify points being made	Previous experience of sitting on complaints hearings or managing any form of dispute resolution. Training will be provided.
Proven leadership, teamwork and decision making skills with the ability to prioritise and commit time to the role	Previous experience of high level committee activity in a voluntary organisation
Strong communication skills coupled with the ability to present own views in a clear, concise manner	A keen interest in sport
Thorough knowledge of the ethical issues within sport	
Willingness to work as part of a team / take advice and develop your own skills and knowledge	
The ability to maintain confidentiality and handle sensitive information securely	

## Application Process

If you are interested in the above appointment please submit a CV and covering letter (addressing how your skills and expertise fit with the role and candidate specification) and equal opportunities form, to [opportunities@scottishathletics.org.uk](mailto:opportunities@scottishathletics.org.uk)

The closing date for applications is **12 noon on Friday 28<sup>th</sup> February 2025**.

Our privacy notices can be found at <https://www.scottishathletics.org.uk/about/privacy-notice/>

**scottishathletics** is committed to selecting solely on the basis of ability and welcomes applications from all sectors of the community.

If you require any reasonable adjustments, please email [opportunities@scottishathletics.org.uk](mailto:opportunities@scottishathletics.org.uk)

