

Hill & Trail Running Commission - Terms of Reference

1. Introduction

- 1.1. The Hill & Trail Running Commission is a sub-committee of the **scottish**athletics Board and is one of four commissions which focus on the delivery of the sport.

2. Purpose

- 2.1. The Hill & Trail Running Commission (HTRC) leads the planning, delivery and review of all hill running and trail running activities delivered by **scottish**athletics.

3. Responsibilities

- 3.1. The HTRC is responsible for:

3.1.1. Governance

- 3.1.1.1. to contribute to the delivery of Scottish Athletics strategy;
- 3.1.1.2. to operate within the budget agreed with Scottish Athletics;
- 3.1.1.3. to establish guidelines and standards for hill and trail running events;
- 3.1.1.4. to ensure Scottish Athletics membership on relevant UK Athletics committees;
- 3.1.1.5. to liaise with other bodies active in the development of hill and trail running in Scotland; and
- 3.1.1.6. to liaise with representative bodies active in hill and trail running elsewhere in the UK and more widely.

3.1.2. Competition & Events

- 3.1.2.1. to organise hill and trail running events;
- 3.1.2.2. to set dates and make arrangements for key events in the annual Scottish Athletics competition calendar;
- 3.1.2.3. to contribute to Scottish Athletics' responses to UKA rules consultations;
- 3.1.2.4. to support the development of hill and trail running;
- 3.1.2.5. to produce a selection policy and appoint a selection committee to select teams for representative fixtures;
- 3.1.2.6. to appoint appropriately qualified team managers and support staff ensuring that background checks and safeguarding training are completed where appropriate; and
- 3.1.2.7. to take responsibility in consultation with the National Endurance Manager (Off Track Pathway) for the management of hill and trail running teams representing Scotland in line with the Scottish Athletics guidelines.

3.1.3. Promotion

- 3.1.3.1. to promote hill and trail running;
- 3.1.3.2. to support the development of junior hill running; and
- 3.1.3.3. to publicise its activities through Scottish Athletics and by other means as appropriate.

3.1.4. UK Athletics and Partner Liaison

- 3.1.4.1. to liaise with UK Athletics and other home country athletics federations through the Mountain and Trail Strategy Group (MTSG);
- 3.1.4.2. to agree selection events for UK teams through MTSG; and
- 3.1.4.3. to agree UK Championship events through MTSG.

3.2. The HTRC has delegated authority to deliver the responsibilities outlined in 3.1.

4. Relationship with the Board

- 4.1. The Commission is authorised by the Board to undertake any activity within its Terms of Reference.
- 4.2. In accordance with the Articles of Association for Scottish Athletics Ltd, in exceptional circumstances where a Commission is unable to act, the Board may make temporary arrangements to allow the business of the Commission to be carried on.
- 4.3. The Commission will actively review its performance and Terms of Reference annually, or more frequently as may be required, and recommend any changes it considers necessary to the Board in March each year.
- 4.4. The Board will review the role of the Commission annually and will agree any changes to the Terms of Reference.

5. Composition

- 5.1. The Board is ultimately responsible for the appointment of members to the Commission (except for those specific appointments named as per 5.3), for setting the term of members' appointments and for the revocation of any such appointments in line with the Articles of Association.
- 5.2. The HTRC membership will consist of the following roles.

- Convenor
- Finance Officer
- Secretary
- Regional Coordinators x3 (East, North and West)
- Scottish Hill Runners (SHR) representative x2
- Junior Hill Running Coordinator
- Athlete representative
- Trail running representative

Where a vacancy arises and it is deemed appropriate by the Commission, a member may fill an additional non-elected role.

- 5.3. The Convenor, Finance Officer and Secretary shall be appointed annually at the **scottishathletics** Annual General Meeting in accordance with the Articles of Association. Any

casual vacancy arising in one of these three elected roles shall be filled by the Commission until the next AGM.

5.4. SHR will nominate their representatives, subject to approval from the HTRC. SHR will be invited to nominate a replacement should any vacancy arise.

5.5. The postholders of the following executive roles within Scottish Athletics are ex-officio members of the Commission:

Chief Executive Officer
Head of Performance
National Endurance Manager (Off Track Pathway)

5.6. Appointments will be made in accordance with **scottishathletics** 'Safe Recruitment and Management of Volunteers' guidance, or any subsequent guidance. The Convenor will lead the recruitment and appointment process for all non-elected roles assisted by at least one other member of the HTRC and a Scottish Athletics staff member.

5.7. All non-staff members of the Commission must sign a code of conduct, confidentiality agreement and conflict of interest declaration.

5.8. Members of the HTRC (apart from ex-officio members) will be appointed for a term of up to four years. Members may serve a maximum of two terms of four years, although from time to time, a member may serve for a further 12 months to ensure an orderly transition to their appointed successor. If appointed Convenor or Secretary then a member may serve on the HTRC for a maximum of twelve years (except where the continued appointment of the Convenor will contravene Article 3.2.5 of the Articles of Association).

5.9. The HTRC may co-opt further members as required.

6. Transition

6.1. Those members of the Commission in post on the date the Terms of Reference are approved by the Board of Directors may serve a minimum of a further 12 months to support an orderly transition.

6.2. If more than one existing commission member is due to step down in accordance with point 5.8., the Commission may with the Board of Directors approval agree a transition plan to manage retirements.

7. Structure and meetings

7.1. The HTRC will meet a minimum of four times per calendar year. Further meetings may be held if required.

7.2. Commission meetings will be chaired by the Convenor, or in their absence by another commission member chosen by the members present at the meeting.

7.3. The quorum for each meeting is 50% of the membership of the Commission, including at least one of the Convenor, Finance Officer or Secretary.

- 7.4. A duly convened meeting of the Commission at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Commission.
- 7.5. Where a vote is required, it will be decided by a simple majority of votes cast, with each member present having one vote (including ex-officio). If a vote is tied, the person chairing the meeting will have a second or casting vote.
- 7.6. Only members of the Commission and the President of **scottishathletics** have the right to attend meetings. Additional Board members, staff and guests may be invited to join a meeting if deemed appropriate.
- 7.7. The agenda and relevant papers for each meeting will be distributed by the Secretary in agreement with the Convenor a minimum of 5 days in advance of the meeting.

8. Sub-Committees

- 8.1. The Commission can establish any sub-committees that it deems necessary to effectively deliver its responsibilities.
- 8.2. The Terms of Reference, membership and reporting processes for all sub-committees must be agreed by the Convenor and the CEO.

Appendix A

Roles and Responsibilities of the Hill & Trail Running Commission (HTRC)

Convenor

- To serve as a Director on the Board of Scottish Athletics Ltd
- To represent the interests of hill and trail running within the Scottish Athletics Board
- To chair meetings of the HTRC, circulate meeting papers, and arrange for minutes of meetings to be prepared;
- To ensure that the HTRC fulfils its responsibilities; and
- To represent the HTRC, including to other parts of Scottish Athletics and to counterpart organisations in other countries.
- To agree with the Head of Performance and National Endurance Manager (Off Track Pathway) any selection policies and roles.

Finance Officer

- To prepare a budget for HTRC expenditure annually, and agree it with Scottish Athletics Head of Operations and National Endurance Manager (Off Track Pathway) for approval by the Scottish Athletics Board; and
- To monitor expenditure against the budget, and report on this to the HTRC and to Scottish Athletics.

Secretary

- To deal with correspondence;
- To prepare minutes of meetings in conjunction with the Convenor;
- To coordinate the fixtures calendar; and
- To maintain performance and participation monitoring data in hill running and prepare an Annual Report for Scottish Athletics on behalf of the Commission.

Regional Coordinators

- To liaise with clubs in their region;
- To identify appropriate Scottish Athletics District Championship events for hill running each year, handing out medals to championship winners at these events; and
- To help arrange representative region teams when they are required, liaising with the National Endurance Manager (Off Track Pathway).

SHR representatives

- To maintain a positive relationship and effective communication between SHR and the HTRC.

Athlete member

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

Junior Hill Running Coordinator

- To coordinate the planning and delivery of the Junior Hill Running League.

Trail running representative

- Support selection of representative trail running teams; and
- Represent the interests of trail running within the Commission.

APPENDIX B

Regions

There are three 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:

East	North	West
Angus	Aberdeen City	Argyll and Bute
City of Edinburgh	Aberdeenshire	Dumfries & Galloway
Clackmannanshire	Comhairle nan Eilean Sar	East Ayrshire
Dundee City	Highland	East Dunbartonshire
East Lothian	Moray	East Renfrewshire
Falkirk	Orkney	Glasgow City
Fife	Shetland	Inverclyde
Midlothian		North Ayrshire
Perth & Kinross		North Lanarkshire
Scottish Borders		Renfrewshire
Stirling		South Ayrshire
West Lothian		South Lanarkshire
		West Dunbartonshire

Approved by the Board 18 March 2024

BELIEVE, BELONG, ACHIEVE TOGETHER

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