

Track & Field Commission - Terms of Reference

1. Introduction

1.1. The Track & Field 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 Track & Field Commission (T&FC) has overall responsibility for the planning, delivery and review of all track and field activities delivered by Scottish Athletics.

3. Responsibilities

3.1. The T&FC 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 requirements for the operation of track and field events, working with Scottish Athletics Head of Competition;
- 3.1.1.4. to establish and manage sub-committees required to support the work of the T&FC;
- 3.1.1.5. to ensure Scottish Athletics membership on relevant UK Athletics committees;
- 3.1.1.6. to liaise with other bodies active in the development of track and field in Scotland; and
- 3.1.1.7. to appoint representatives to other Scottish Athletics Commissions, committees or sub-committees where appropriate.

3.1.2. Competition & Events

- 3.1.2.1. to oversee Scottish Athletics national track and field championships;
- 3.1.2.2. to support Scottish Athletics Head of Competition to set dates and make arrangements for key events in the annual Scottish Athletics competition calendar;
- 3.1.2.3. to plan, support and ensure delivery of any home international matches held in Scotland;
- 3.1.2.4. to contribute to Scottish Athletics' responses to UKA rules consultations;
- 3.1.2.5. to support the development of track and field in Scotland;
- 3.1.2.6. to work with Scottish Athletics Head of Performance to produce a selection policy and appoint a selection committee to select teams for representative track and field fixtures;
- 3.1.2.7. to appoint appropriately qualified team managers and support staff ensuring that background checks and safeguarding training are completed where appropriate; and
- 3.1.2.8. to take responsibility in consultation with the Head of Performance for the management of track and field teams representing Scotland in line with the Scottish Athletics guidelines.

3.1.3. Promotion

- 3.1.3.1. to promote and support the development of track and field; and
- 3.1.3.2. to publicise its activities through Scottish Athletics and by other means as appropriate.

3.2. The T&FC 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 T&FC membership will consist of the following roles.

- Convenor
- Secretary
- Club representative
- Coach representative
- Athlete representative
- Young athlete 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 and Secretary shall be appointed annually at the Scottish Athletics Ltd Annual General Meeting in accordance with the Articles of Association. Any casual vacancy arising in any elected role shall be filled by the Commission until the next AGM.

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

Chief Executive Officer
Head of Performance

Head of Competition

- 5.5. Appointments will be made in accordance with Scottish Athletics '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 T&FC and a Scottish Athletics staff member.
- 5.6. All non-staff members of the Commission must sign a code of conduct, confidentiality agreement and conflict of interest declaration.
- 5.7. Members of the T&FC (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 T&FC 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).
- 5.8. The T&FC 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 T&FC 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 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 Scottish Athletics 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 Track & Field Commission (T&FC)

Convenor

- To serve as a Director on the Board of Scottish Athletics Ltd
- To represent the interests of track and field within the Scottish Athletics Board
- To chair meetings of the T&FC, circulate meeting papers, and arrange for minutes of meetings to be prepared;
- To ensure that the T&FC fulfils its responsibilities; and
- To represent the T&FC, including to other parts of Scottish Athletics and to counterpart organisations in other countries.
- To agree with the Head of Performance any selection policies and roles.

Secretary

- To deal with correspondence;
- To prepare minutes of meetings in conjunction with the Convenor; and
- To circulate meeting papers and minutes.

Club representative

- Support the overall planning, delivery and review of all track and field activities delivered by Scottish Athletics.
- To ensure that the T&FC is aware of issues of importance to clubs across Scotland that participate in track and field, and to provide a voice for these clubs within the T&FC.

Coach representative

- Support the overall planning, delivery and review of all track and field activities delivered by Scottish Athletics.
- To ensure that the T&FC is aware of issues of importance to coaches in track and field, and to provide a voice for these coaches within the T&FC.

Athlete representative

- Support the overall planning, delivery and review of all track and field activities delivered by Scottish Athletics.
- To ensure that the T&FC is aware of issues of importance to competitors in track and field, and to provide a voice for athletes within the T&FC.

Young athlete representative

- Support the overall planning, delivery and review of all track and field activities delivered by Scottish Athletics.
- To ensure that the T&FC is aware of issues of importance to young athletes competing in track and field, and to provide a voice for these athletes within the T&FC.

APPENDIX B

Districts

There are three Districts used by Scottish Athletics for track and field in Scotland. They are each defined as the combined area of a number of local authorities as follows:

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