

SCA Recreation Committee TERMS OF REFERENCE



Aim

To support and represent SCA members, affiliated clubs and communities with their recreational paddlesport needs and contribute to the safe delivery of recreational events/activities across Scotland

Objectives

- Be a National representative group for SCA recreation activities
- Facilitate opportunities for SCA members to organise/run recreational events/activities
- Respond to the recreational events needs of SCA members
- Appoint Event Organising committees (EOCs) and oversee their management of recreation events
- Provide adequate support to event organising committees as required

Key tasks

The committee will monitor the following key activities for events organised by Event Organising Committees:

- Safety – including event safety
- Event approval
- Support and guidance for event committees
- Finance
- Promotion of recreational activities
- Compliance with SCA policies and processes

Process/Meetings

- This group will meet as required, but meetings will usually be conducted by conference calls and the group will communicate electronically as required.
- Administrative support is available from SCA staff as appropriate

Delegation

The committee has been delegated responsibility for overseeing the support and delivery of SCA recreational events. Any items of a high risk, strategic or commercial nature will be referred to the SCA Board for approval/consideration.

Finance

The committee will not directly be incurring expense, but will be responsible for monitoring/managing the direct income and expenditure of the events groups. The committee will be responsible for the potential cross allocation of funds to support recreational activities development.

Membership

The committee will have between three and nine members including the Recreation Director who must all be current SCA Voting members

The committee will appoint the following roles:

- Chair
- Secretary
- Event Safety Officer
- Safeguarding Officer
- Treasurer

Voting

In the event that a clear consensus is not reached on an issue then a vote will be held. Only the committee members will be eligible to vote.

Election and Nomination Process

- The SCA will openly invite applications for membership of the Recreation committee with a deadline in mid-August each year.
- All applications will be reviewed by the SCA Appointments Committee to check for suitability and eligibility.
- In the event of more applications than positions available a ballot will be held. If less, individuals will be appointed without the need for a ballot.
- Appointment is for 3 years. Individuals may apply for reappointment and there is no maximum number of consecutive terms.

Appointment of Event Organising Committees

At the start of each calendar year, the committee will approve the membership of each of the Event Organising Committees or sub-committees that will organise specific events.

Membership of each Event Organising Committee and sub-committee will be published on the SCA website when finalised.

Reporting to Board

The committee will prepare minutes from each meeting (whether that be a meeting via conference call or in person), to be submitted to the SCA Board for recording. The Recreation Director will submit a report of activities/actions required by the board for each board meeting.

Reporting to Membership

The committee will prepare a highlights report for each financial year (April-March) by end of May to be included in SCA annual report.

Role Descriptions

Chair

- Chairs the committee meetings
- Ensures smooth running of the committee
- Remains unbiased and impartial during discussions.
- Ideally should be able to make most meetings, and be available for committee members to contact
- Ensures the meeting and activities are conducted in accordance with the SCA Conflicts of Interest Policy.
- Reports to the SCA Board member for the to ensure the direction and strategy of the SCA is being implemented, and report on current progress

Secretary

- Prepares and circulates agendas for and records minutes at each committee meeting.
- Sends the approved minutes to the SCA office for publishing on SCA Website and circulation to SCA Board
- Organises the dates and venues for meetings
- Deals with and records any correspondence on behalf of the committee
- Prepares activity summary for the committee annual report at the SCA AGM

Treasurer

- Prepares and manages budgets on behalf of the committee

- Responsible for authorising expenditure (expenses/invoices) on behalf of the committee up to £200 limit
- Receives monthly accounts from SCA office
- Provides financial updates to the committee

Safeguarding Officer

- Implement the SCA safeguarding policy and procedures within the committee and its activities.
- Encourage good practice by promoting and championing the SCA child protection policy and procedures.
- Raise awareness of the Code of Conduct and challenge behaviour which breaches it
- Respond appropriately to disclosures or concerns which relate to safeguarding

Event Safety Officer

- Assist the committee to put in place the British Canoeing Event Safety Requirements within the committee's activities
- To undertake an assessment of event risk assessment and safety plans on behalf of the committee before authorising a committee event to take place and passing to SCA office for recording
- Ensure all accidents and incidents at events are correctly reported in accordance with British Canoeing guidelines, and encourage the committee to document and report for analysis near misses and accidents
- Ensure that the committee's safe systems of work are employed by maintaining up-to-date risk assessments and associated policies

Review

This document will be subject to annual review.