

SCA Discipline Committees

TERMS OF REFERENCE



Definition of Discipline Committees

The SCA will establish and maintain separate discipline committees to look after and manage the various competitive aspects of canoeing as recognised by the International Canoe Federation and British Canoeing and where there is a perceived demand from SCA members. The SCA may also form committees for non-competitive disciplines where there is an interest from members in developing specific disciplines.

The current committees are:-

- Canoe Polo
- Marathon Racing
- Slalom
- Sprint Racing
- Surf
- Wild Water Racing

New committees may be established where there is perceived to be a sufficient demand to make them viable or existing committees may become dormant if demand ceases (although this is not anticipated for any of the current committees)

Aim

To support and develop each discipline within the scope of the SCA and to provide opportunities for SCA members to participate and achieve success which matches their ambitions and ability.

Objectives

- Facilitate the delivery of a calendar of competitions/discipline related events throughout the season across a range of venues within Scotland as appropriate to the discipline;
- Ensure the rules of competition are adhered to (where applicable);
- To plan for and manage the development of the discipline within Scotland, working with clubs and paddlers and partner organisations as appropriate;
- For those disciplines which can compete as Scotland at international events, to select and manage Scottish Teams and their participation at relevant events;
- Coordinate the management of events held in Scotland which are organized by clubs or individuals on behalf of the committee
- Liaise with the relevant British Canoeing committee to ensure consistency of approach and participation in British ranking systems as appropriate

Process/Meetings

- Each committee will meet in person as required. Normally this will be a minimum of 2 times a year.
- Work will also be conducted via email and conference calls.

Delegation

Each committee has been delegated responsibility for overseeing the management of their discipline and for delivery of the relevant sections of the SCA Development Plan. Any items of a strategic or commercial nature will be referred to the SCA Board for approval, usually through the annual budget planning process but exceptionally through the Treasurer if required at other times.

Finance

Each committee is responsible for managing its direct income and expenditure as set out in the Committee and Stream Terms of Reference document. The committee is responsible for the income and expenditure related to events or activities run by the committee and its sub-committees. The committee will routinely prepare an annual budget to assist the overall SCA financial planning process.

Membership

Each committee will consist of up to 9 members who must all be current SCA voting members throughout their term on the committee

Each committee will appoint the following support functions from within its membership (see below for outline role descriptions)

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

Each committee may also establish such other roles and responsibilities as required to effectively manage their discipline.

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. In the event of a tied vote and further discussion does not establish a consensus then the chair of the committee will have a casting vote.

Election and Appointment Process

- The SCA will invite applications for members of each committee. All applications will be reviewed by the SCA Appointments Committee to check for suitability and eligibility. In the event of multiple applications, a ballot of all SCA members with an active interest in the relevant discipline will take place. In the event of fewer applications being received than there are available positions, the individuals will be appointed without the need for a ballot.
- The ballot will be held at the Annual Consultative Meeting held for each discipline and will be decided by the members in attendance at such meeting. An opportunity for postal voting will also be provided for those who are unable to vote in person.
- Each appointment is for 3 years. Individuals may apply for reappointment and there is no maximum number of consecutive terms.
- For the purposes of continuity, positions on each committee will be appointed on a rolling basis (e.g. 2/3 committee members each year).

Appointment of Sub-Committees or Task Groups

Each committee may establish working groups or sub-committees to organise specific events or to run projects, which may consist of members of the coaching committee only or may include others who can support the sub-committee objectives.

Reporting to Board

Each committee will prepare a summary meeting minute of each meeting, and each key decision where this is reached by electronic means, to be submitted to the SCA Board for recording. The Board will note each minute at their next meeting after it is received and will discuss any questions arising directly with the relevant committee.

If a committee wishes to raise a particular question or issue with the Board then they will do so initially with the Competition Director, for competitive disciplines, or the Recreation Director for recreational disciplines who will take it to the next Board meeting for discussion and decision.

Reporting to Membership

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

Each committee will hold an Annual Consultative Meeting at a time and place which is appropriate for the discipline concerned (usually around the end of the discipline's season). The purpose of this meeting will be to

- hold any elections as may be required for members of the committee;
- provide a report to members of the work of the committee over the preceding season;
- to allow discussion of any suggestions for changes or improvement for future seasons

Arrangements for such meeting will be publicised on the SCA website and in SCA communications to ensure that all interested members are informed.

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 and any other relevant SCA Policies.
- Reports to the relevant Director (SCA Competition Director / SCA Recreation Director) to confirm 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 stream/committee
- Prepares activity summary for the stream/committee annual report at the SCA AGM

Treasurer

- Prepares and manages budgets on behalf of the stream/committee
- Responsible for authorising expenditure (expenses/invoices) on behalf of the committee up to £200 limit or in accordance with the agreed budget
- 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.