

Discipline Development Group

TERMS OF REFERENCE

Definition of Discipline Development Groups

Paddle Scotland will establish and maintain separate Discipline Development Groups (Groups) to look after and manage the various competitive aspects of canoeing as recognised by the International Canoe Federation and Paddle UK, where there is a perceived demand from Paddle Scotland members. Paddle Scotland may also form Groups for other disciplines where there is an interest from members in developing specific disciplines.

The current Groups are:-

- Canoe Polo
- Freestyle
- Marathon Racing
- Ocean Racing
- Rafting
- Slalom
- Sprint
- Stand Up Paddleboarding
- Surf Kayak
- Wild Water Racing

The Board may establish new Groups where there is perceived to be a sufficient demand to make them viable.

Aim

To support and develop each discipline within the scope of Paddle Scotland and to provide opportunities for Paddle Scotland 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 organised by clubs or individuals on behalf of the Paddle Scotland Group
- Liaise with the relevant Paddle UK Group to ensure consistency of approach and participation in British ranking systems as appropriate

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- In the cases where some athletes in the discipline are included in the Paddle Scotland Performance Programme, a member of the Paddle Scotland Group will also be a member of the Paddle Scotland Performance Group and will participate in the Paddle Scotland Performance Group meetings in order to act as a liaison with the Group.

Process/Meetings

- Each Group will meet online and/or in person as required. A Group will normally be expected to meet 2-4 times a year.
- Work will also be conducted via email.
- Meetings will comprise members of the Group. Additional Paddle Scotland members may attend by invitation only.

Communications

- The group shall communicate via a formal Paddle Scotland email group, based on the official, registered membership of the group
- Informal Whatsapp or Messenger chat groups may be formed comprising all committee members and the allocated staff member, if agreed between the group, but shall not be used for making or recording any formal decisions.
- Minutes of the Group shall be published in JustGo for Paddle Scotland members to access.
- Communication of the Group/Committee's activities shall be carried out via the Marketing & Communications Manager or other allocated staff member via JustGo in order to ensure data protection compliance and member preferences are adhered to. Groups shall not form separate mailing lists.
- An Paddle Scotland mailbox with a published email address shall be provided. The Secretary or other nominated member of the group shall monitor and action emails to this mailbox on a timely basis.

Delegation

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

Finance

Each Group is responsible for managing its direct income and expenditure in line with the Group Finance document in force at the current time. The Group is responsible for the income and expenditure related to events or activities run by the Group and its sub-Groups with all income being paid into Paddle Scotland bank account and all expenditure paid by Paddle Scotland. The Group Treasurer prepares and submits projected monthly income and expenditure to Paddle Scotland Finance prior to the start of the financial year. Paddle Scotland Finance consolidates the overall Paddle Scotland budget projection for approval by the Paddle Scotland Board.

Membership

Each Group will consist of up to 9 members who must all be current Paddle Scotland voting members throughout their term on the Group

Each Group must appoint the following roles from within its membership (see below for outline role descriptions)

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

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

The Head of Pathways and Performance will be an ex-officio member of the Sprint and Slalom Development Groups.

Any member of the Group who fails to attend 2 meetings without notice may be removed from the group if they fail to respond.

Voting

In the event that a clear consensus is not reached on an issue then a vote will be held. Only the Group 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 Group will have a casting vote.

Election and Appointment Process

- An annual application window will be coordinated by Paddle Scotland staff each autumn with appointments being confirmed by Paddle Scotland AGM
- Paddle Scotland JustGo will always hold the master record of all group members.
- All applications will be reviewed by the Paddle Scotland Appointments Committee (or delegated panel) to check for suitability and eligibility.
- The Paddle Scotland Appointments Committee (or delegated panel) may interview prospective Group members to explore and determine their experience, motivation and suitability to serve on the Group
- In the event of multiple applications leading to more candidates being approved by the Paddle Scotland Appointments Committee (or delegated panel) than the Group has free places the Appointments Committee (or delegated panel) shall conduct an appropriate selection and appointment process. In the event of fewer approved candidates being available than there are free positions, the individuals will be appointed without the need for a ballot.
- Each appointment is for 3 years. Individuals may apply for reappointment and there is no maximum number of consecutive terms.
- All members appointed to this group are required to comply with the Paddle Scotland policy for registering and managing conflicts of interest. It is necessary for group members to be able to act with independence

- For the purposes of continuity, positions on each Group will be appointed on a rolling basis (e.g. 2 Group members each year).

Appointment of Sub-Groups or Task Groups

Each Group may establish working groups or sub-Groups to organise specific events or to run projects, which may consist of members of the coaching Group only or may include others who can support the sub-Group objectives. All sub-group members must be Paddle Scotland Members.

Volunteer Induction and Training

All Volunteers on Paddle Scotland Groups or Committees are required to complete the Paddle Scotland Volunteer eLearning within 3 months of appointment in order to understand the scope and responsibilities of the role. All Volunteers on Discipline Development Groups must complete or have completed Category 1 (introductory) Safeguarding elearning or above within the previous 3 years and refresh every 3 years thereafter.

Failure to meet these training requirements will result in the person not being appointed to the group.

An annual 'welcome meet' will take place in November/December, normally by online conference call, to welcome new committee/group members

Volunteers appointed to Groups are required to complete the code of conduct and declaration of interest at the time of appointment and a Paddle Scotland Volunteer elearning within 3 months.

Systems

All documentation, files and data relating to the operation and work of the group is to be stored and retained in the Paddle Scotland file management structure to support operational continuity, data protection and good governance.

A shared drive on Google Workspace for this purpose shall be provided and shared with group members.

Reporting to Board

The group will prepare minutes from each group meeting. These minutes are submitted to the Paddle Scotland staff operations team for recording and sharing with the next Paddle Scotland Board meeting.

If a Group wishes to raise a particular question or issue then they should do so initially through the allocated Staff contact, or via the CEO, Chief Operating Officer or Head of Performance & Pathways.

Reporting to Membership

Each Group will prepare a highlights report for each financial year (April-March) by the end of September to be included in the Paddle Scotland Annual Report.

Each Group will hold an Annual Consultative Meeting between the months of October and December inclusive either online or in person. The purpose of this meeting will be to

- provide a report to members of the work of the Group over the preceding season;
- to allow discussion of any suggestions for changes or improvement for future seasons

Arrangements for such a meeting will be published on the Paddle Scotland website and in Paddle Scotland communications to ensure that all interested members are informed.

Role Descriptions

Each Group is required to have people allocated to and fulfilling all of the following roles in order for the Paddle Scotland Board to recognise the activities of the Group:

Chair

- Chairs the Group meetings
- Ensures smooth running of the Group
- Remains unbiased and impartial during discussions.
- Ideally should be able to make most meetings, and be available for Group members to contact
- Ensures the meeting and activities are conducted in accordance with the Paddle Scotland Conflicts of Interest Policy and any other relevant Paddle Scotland Policies.
- Provides reports to the Paddle Scotland Board to confirm that the direction and strategy of the Paddle Scotland is being implemented, and to report on progress.

Secretary

- Prepares and circulates agendas for and records minutes at each Group meeting.
- Sends the approved minutes to Paddle Scotland staff for publishing on Paddle Scotland Website and circulation to Paddle Scotland Board
- Organises the dates and venues for meetings
- Deals with and records any correspondence on behalf of the Group
- Regularly checks and manages the Group's Paddle Scotland email account
- Prepares activity summary for the Group annual report at the Paddle Scotland AGM

Treasurer

- Prepares and submits projected monthly income and expenditure to Paddle Scotland Finance prior to the start of the financial year. Paddle Scotland Finance consolidate the overall Paddle Scotland budget projection for approval by Paddle Scotland Board
- Manages budgets on behalf of the Group,
- Responsible for authorising expenditure (expenses/invoices) on behalf of the Group up to £200 limit or in accordance with the agreed budget
- Receives monthly accounts from Paddle Scotland staff
- Provides financial updates to the Group

Safeguarding Officer

- Implement the Paddle Scotland safeguarding policy and procedures within the Group and its activities.

- Encourage good practice by promoting and championing the Paddle Scotland 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 Group to put in place the Event Safety Requirements within the Group's activities
- To review and endorse event risk assessment, event management and safety plans on behalf of the Group, passing information to Paddle Scotland staff for recording in order that all of the discipline's events are approved in advance
- Ensure all accidents and incidents at events are correctly reported in accordance with Paddle UK guidelines, and encourage the Group to document and report for analysis near misses and accidents - first aid/external assistance, reportable / managed individually, no assistance needed, non-reportable.
- Ensure that the Group's safe systems of work are employed by maintaining up-to-date risk assessments and associated policies

Approval, Amendment and Review arrangements

Group Terms of Reference are approved by the Paddle Scotland Board or delegated authority.

This Terms of Reference shall be subject to review every 3 years, seeking input from the current Group members, Board members and others operationally involved. Paddle Scotland Board (or delegated authority) shall approve any revisions.

Terms of Reference may also be amended prior to scheduled review upon request of the Group and dependant on the approval by the Paddle Scotland Board.

Skills and Experience

A successful group will have a range of skills and experience across the volunteers. Not all the volunteers in each group will need to possess the full range the following skills and experience:

- **Passion for Paddlesports:** A strong interest and enthusiasm for the discipline and the desire to develop and grow the discipline.
- **Knowledge of the Discipline:** A solid understanding of the specific discipline's rules, regulations, and competitive structure.
- **Commitment to Safeguarding:** A strong commitment to safeguarding and promoting the welfare of all participants.
- **Commitment to Safety:** A strong commitment to the safety of events and the practices and procedures that result in the safe running of events
- **Organisational Skills:** Excellent organisational and administrative abilities to effectively manage meetings projects, initiatives and events.
- **Communication Skills:** Strong interpersonal and communication skills to work collaboratively with group members, other paddlers, and other stakeholders in order to promote the discipline and the events taking place within the discipline.
- **Leadership Skills:** Proven leadership abilities to guide the group, make informed decisions, and inspire others.

- **Financial Management:** Experience with financial planning, and the overseeing and reporting of income and expenditure accurately.
- **Event Management:** Where Discipline Development Groups directly organiser event, experience in organising and managing events, including logistics, safety, and risk management.
- **Volunteer Management:** Ability to recruit, train, motivate and manage volunteers.