

SCA Discipline Development Group

TERMS OF REFERENCE



Definition of Discipline Development Groups

The SCA 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 British Canoeing, where there is a perceived demand from SCA members. The SCA may also form Groups for other disciplines where there is an interest from members in developing specific disciplines.

The current Groups are:-

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

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 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 organised by clubs or individuals on behalf of the SCA Group
- Liaise with the relevant British Canoeing Group to ensure consistency of approach and participation in British ranking systems as appropriate
- In the cases where some athletes in the discipline are included in the SCA Performance Programme, a member of the SCA Group will also be a member of the SCA Performance Group and will participate in the SCA 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 SCA members may attend by invitation only.

Communications

- The group shall communicate via a formal SCA 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 SCA 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 SCA 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 SCA Delivery 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 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 the SCA and all expenditure paid by the SCA. The Group Treasurer prepares and submits projected monthly income and expenditure to SCA Finance prior to the start of the financial year. SCA Finance consolidates the overall SCA budget projection for approval by the SCA Board.

Membership

Each Group will consist of up to 6 members who must all be current SCA 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
- Event 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 a member of the Sprint and Slalom Development Groups and will Chair these two SCA 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 SCA staff each autumn with appointments being confirmed by the SCA AGM in November.
- SCA JustGo will always hold the master record of all committee/group members.
- All applications will be reviewed by the SCA Appointments Committee (or delegated staff) to check for suitability and eligibility.
- The SCA Appointments Committee 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 SCA Appointments Committee than the Group has places for a ballot of all SCA members with an active interest in the relevant discipline will take place. 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.
- 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 a 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.
- All members appointed to this group are required to comply with the SCA 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 SCA Members.

Volunteer Induction and Training

All Volunteers on SCA Groups or Committees are required to complete the SCA 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 SCA 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 SCA 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 SCA staff operations team for recording and sharing with the next SCA 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, Head of Coaching & Development 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 SCA 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 SCA website and in SCA 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 SCA 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 SCA Conflicts of Interest Policy and any other relevant SCA Policies.
- Provides reports to the SCA Board to confirm that the direction and strategy of the SCA 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 SCA staff 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 Group
- Regularly checks and manages the Group's SCA email account
- Prepares activity summary for the Group annual report at the SCA AGM

Treasurer

- Prepares and submits projected monthly income and expenditure to SCA Finance prior to the start of the financial year. SCA Finance consolidate the overall SCA budget projection for approval by SCA 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 SCA staff
- Provides financial updates to the Group

Safeguarding Officer

- Implement the SCA safeguarding policy and procedures within the Group 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 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 SCA 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 British Canoeing 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 SCA Board.

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. SCA Board shall approve any revisions.

Terms of Reference may also be amended prior to scheduled review upon request of the Group and approved by SCA Board.