

**Scottish Athletics Limited**  
**Road Running and Cross Country Commission**  
**Scottish Athletics Road Running & Cross Country Commission**  
**Terms of Reference**

## **1 Purpose**

The purpose of the Road Running & Cross Country Commission of Scottish Athletics (RR&CCC) is to oversee the operation of the day-to-day business of the sport of road and cross country running and shall operate in accordance with rules made by the Commission and approved by the Board. In accordance with the Memorandum and Articles of Association of SAL the Commission shall:

- foster, develop and control the sport of road and cross country running in Scotland;
- take responsibility for all road and cross country running teams representing Scotland;
- promote annual Championships and other competitions;
- establish and enforce rules for competition; and
- advance and safeguard the interests of road and cross country running in Scotland.

## **2 Composition of the Commission**

### **2.1 The membership of the RR&CCC shall comprise:**

- 3 officers, namely Convener, Finance Officer and Secretary;
- The Past Convener;
- 2 District co-ordinators from each of East, North and West Districts;
- Championship Convener;
- Summer Road Running Co-ordinator;
- Officials Co-ordinator;
- 1 athlete member;
- a Minute Secretary if required by the Secretary;
- Events Manager of SAL (*ex officio*);
- National Endurance Coach (or Assistant) of SAL (*ex officio*);
- President of SAL (*ex officio*); and
- Chief Executive of SAL (*ex officio*).

### **2.2 The members of the RR&CCC shall be appointed as follows:**

- the Convener, Finance Officer and Secretary shall be appointed annually at the SAL Annual General Meeting; and
- District co-ordinators shall be elected by the Clubs in the District
- the Championship Convener, Summer Road Running Co-ordinator and the athlete member shall be appointed by the Convener subject to the veto of the members of the RR&CCC.

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### 2.3 Co-option

The RR&CCC may co-opt further members as required.

### 2.4 Vacancies

In the event of a vacancy occurring in the membership, the RR&CCC may appoint a suitable substitute. If this occurs for the Convener, Finance Officer or Secretary, the appointed substitute shall serve until the next SAL Annual General Meeting.

### 2.5 Term of Office

Members of the RR&CCC (apart from the ex-officio members) will be appointed for a period of one year, and will serve for a maximum consecutive period of 4 years in the same role before standing down. From time to time, a member may serve for longer in order to ensure an orderly transition from experienced members to new members.

## 3 Roles

### 3.1 Convener:

- to chair meetings of the RR&CCC;
- to ensure that the RR&CCC fulfils its responsibilities; and
- to represent the RR&CCC, including to other parts of SAL and to counterpart organisations in other countries.

### 3.2 Finance Officer:

- to prepare a budget for RR&CCC expenditure, and agree it with SAL; and
- to monitor expenditure against the budget, and report on this to the RR&CCC and to SAL.

### 3.3 Secretary:

- to arrange for minutes of meetings to be prepared, and meeting papers to be circulated;
- to deal with correspondence; and
- to co-ordinate the programme of fixtures.

### 3.4 District co-ordinators:

- to liaise with clubs in their District;
- to oversee the organization of District Championships; and
- to arrange and select representative District teams when they are required.

### 3.5 Championship Convener:

- to oversee the organization of National Championships.
- this is summarized in SAL Championship Convener's Road Running and Cross Country Guidelines

### 3.6 Summer Road Running Co-ordinator:

- to plan and develop the summer road running;

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- to oversee and develop the summer road running National Championships, Home Countries' Internationals and the Stewarts Grand Prix Series in conjunction with the National Endurance Manager.

#### **3.7 Officials Co-ordination:**

- to liaise with the SAL Officials Committee on the use of RR&CC Officials, Accidents Reports and other matter relating to RR&CC Officials. This post is normally held by the Past Convener.

#### **3.8 Athlete member:**

- to ensure that the RR&CCC is aware of issues of importance to competitors.

### **4 Meetings**

- The RR&CCC shall meet as required, and not less than 3 times per year.
- Meetings will be chaired by the Convener, or in his or her absence, by a member chosen by the members present at the meeting.
- The quorum at meetings of the RR&CCC will be 6, including at least two of the Convener, Finance Officer and Secretary.
- If a decision at a meeting is to be made by a vote, then it will be decided by a simple majority of votes cast, with each member present having one vote. If a vote is tied, the person chairing the meeting will have a second, casting, vote.
- Meetings will be conducted in the spirit of transparency, through, for example, the publication of minutes on the web.
- Meetings may take place virtually using the Internet.

### **5 Responsibilities**

The responsibilities of the RR&CCC shall include the following:

#### **5.1 Governance**

- to operate within the budget agreed with SAL;
- to establish guidelines and standards for road and cross country running events;
- to ensure SAL membership on relevant UK Athletics committees;
- to liaise with other bodies active in the development of road and cross country running in Scotland; and
- to liaise with representative bodies active in road and cross country running elsewhere in the UK and more widely.

#### **5.2 Competition**

- to organise road and cross country running events;
- to appoint selectors in conjunction with the National Endurance Coach;
- to appoint coaches; and

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- to take responsibility in consultation with the National Endurance Coach for the management of road and cross country running representing Scotland in line with SAL guidelines.

### **5.3 Promotion**

- to promote road and cross country running; and
- to publicise its activities through SAL and by other means as appropriate.

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#### **Appendix I – Districts**

##### **Districts**

There are 3 Districts used by SAL for road and cross country running in Scotland. They are each defined as the combined area of a number of local authorities as follows:

##### **East**

Scottish Borders, East/West & Mid Lothian, Edinburgh City, Falkirk, Stirling, Clackmannanshire, Fife, Perth & Kinross, Angus, Aberdeen, Aberdeenshire

##### **West**

Dumfries & Galloway and Strathclyde

##### **North**

Highland Region, the Western Isles, Orkney and Shetland and the Moray, Banff and Buchan Districts of the Grampian Region

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#### **1. Officials and Officials Training Remit**

- Co-ordinate Endurance Officials & Tutors
  - Co-ordinate Endurance Officials training courses - including UKA, SAL, the Commission and Districts
  - Maintain a record of accredited UKA Tutors in Scotland and co-ordinate their training
  - Liaise with UKA with respect to Tutor Training and accreditation of Tutors
  - Promote the up skilling of Endurance Officials
- Support Endurance Officials
  - Ensure that the Trinity DB reflects the contribution of Officials

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