

## Scottish Cycling Sport Commission: Terms of Reference

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### 1.0 Purpose

- 1.1 Scottish Cycling Commissions are specific groups for key areas, set up to provide a national advisory and support platform for the implementation of the domestic events strategy.
- 1.2 The key roles for the Scottish Cycling Sport Commission may include, but are not limited to:
  - Supporting the implementation and successful delivery of the Domestic Events Strategy
  - Representing the Scottish Cycling community, inputting to the development and growth of the sport
  - Building strong relationships with British Cycling, specifically their Commissions
  - Reporting to the Scottish Cycling Development & Participation Board Committee

### 2.0 Membership

- 2.1 The membership of the Sport Commission shall include;
  - Chair of the Commissaire Commission
  - Chair of the Technical Commission
  - Between six and ten representatives from the cycling community (to include a representative from each SC region, and covering a broad range of disciplines)
  - Scottish Cycling Events Manager
  - Scottish Cycling Head of Development & Participation
  - Scottish Cycling Events Administrator, or other staff member (Minute Taker)
- 2.2 A Chair of the Sport Commission will be nominated from within the regional representatives after appointment to the group. The Chair will serve a maximum term of three years as Chair. This does not affect their term on the commission.
- 2.3 The membership should reflect the diversity within cycling, from grassroots to performance, encompassing different disciplines, regions, participants, event roles and minority groups involved in the sport.
- 2.4 All members of the Commission must be British Cycling members.
- 2.5 Membership terms shall be for three years, although terms shall be offered for one, two or three years in 2023 (the first year of recruitment) in order to stagger end dates for commission members. Members can serve a maximum of three consecutive terms of three years.
- 2.6 Where a Chair of the Scottish Cycling Commissaire Commission, Technical Commission or a Scottish Cycling member of staff or Board resigns from their post, they shall be replaced on the Sport Commission by their direct role replacement. Representatives from the cycling community may either be replaced immediately on resignation, or that role left vacant for the remainder of their term.
- 2.7 Recruitment for each group is via the completion of an Expression of Interest form, to be considered by a selection panel consisting of the Chair of the Sport Commission, the Scottish Cycling Events Manager and another nominated member of the commission.

### **3.0 Meetings**

- 3.1 Meetings will be held at least bi-annually, although more frequently may be required, dependent on needs.
- 3.2 Quorum for meetings shall be 50% of voting members. Decisions taken to a vote will require a majority vote to pass. The role of Chair is non-voting, however in the event of a voting tie, the Chair will have the casting vote. Scottish Cycling staff members will be non-voting.
- 3.3 The agenda for each meeting shall be shared with group members at least one week in advance of each meeting.
- 3.4 A member of Scottish Cycling staff will be responsible for the minute taking and these will be published on the Scottish Cycling website, following approval of the minutes by the Chair.
- 3.5 Guests may be invited to attend meetings, for example to present to the group, as an observer or to provide specialist information. The Chair shall inform Scottish Cycling Events Team in advance of any guests being invited to attend. The commission shall be informed on publication of the agenda.

### **4.0 Responsibilities**

- 4.1 Members will be expected to;
  - engage fully in collective consideration of the discussions, taking account of the full range of relevant factors, including any guidance available
  - have a strong commitment to Scottish Cycling, knowledge and experience of operations and be constructive within the context of a formal strategy / corporate plan
  - treat discussions and information disclosed within meetings with appropriate confidentiality
- 4.2 All members of the Scottish Cycling Sport Commission must adhere to the Scottish Cycling [Code of Conduct](#). Any unacceptable behaviour at meetings or whilst in attendance at Scottish Cycling events will not be tolerated and any members displaying this type of behaviour may be removed from the Commission or referred for disciplinary action.
- 4.3 In the event that differences between Commission members cannot be resolved through mutual agreement, the issue will be taken to the Scottish Cycling Board for arbitration.

### **5.0 Expenses**

- 5.1 Members are entitled to claim reasonable travel expenses for attending meetings in line with Scottish Cycling expenses policy.

### **6.0 Review**

- 6.1 This document will be reviewed every three years.