

## **MARATHON RACING COMMITTEE - TERMS OF REFERENCE**

(PREVIOUSLY REGULATIONS AND ADMINISTRATION)

These Terms of Reference are bound to the Articles of Association of British Canoeing. ("BC").

### **1. Title**

- 1.1. The Committee shall be called the Marathon Racing Committee of British Canoeing (MRC)

### **2. Accountability**

- 2.1. The BC Board has overall responsibility for canoeing within Great Britain and Northern Ireland but delegates the responsibility for the management of canoe marathon racing to the MRC.
- 2.2. The BC Board will:
  - approve the Terms of Reference
  - approve the 4 year plan
  - approve the annual plan
  - approve the annual budget
  - consider grant support
  - receive and consider the minutes of MRC meetings
  - receive and publish the annual report from the MRC as part of the BC annual report
- 2.3. The MRC is responsible for the delivery of its objectives to the Board of BC, and to individual members of BC and their clubs who are actively involved in canoe marathon racing.

### **3. Purpose**

- 3.1 The MRC is an entirely volunteer led committee whose purpose is to interest itself in all matters relating to the management and development of Marathon Racing in the UK with particular focus on:
  - Increasing participation at all levels through the provision of competition
  - Encouraging the organisation of, and participation in club, regional, national and international marathon events.
  - Preparation of selection policies
  - Management of selection and participation by elite athletes at international competition
  - Administration of rules and regulations
  - The development of talent, clubs, coaches and officials

### **4. Responsibilities**

- 4.1 The following responsibilities are reserved by British Canoeing and may involve the MRC but are not the direct responsibility of MRC:

- Establish and be responsible for the maintenance of anti-doping policy and rules
- Approval of changes to these Terms of Reference.

#### 4.2 The Responsibilities of the MRC shall include to:-

- 4.2.1 Establish and deliver a 4-year plan, in alignment with the 4-year Strategy and Annual Plan of British Canoeing. This plan shall be approved by the Board of BC.
- 4.2.2 Set and maintain a financial budget in accordance with the Strategic Plan, with the aim of achieving a balanced budget over the period of the plan, and maintaining sufficient financial reserves to ensure its delivery.
- 4.2.3 Organise and conduct National Championships, The Hasler Series, and other competitions on behalf of BC.
- 4.2.4 Oversee the annual election of Regional Marathon Advisors in each British Canoeing region, who will guide the organisation and development of regional competition on behalf of the MRC.
- 4.2.5 Set and publish competition rules and make recommendations for the conduct of national and regional marathons.
- 4.2.6 Give advice, guidance and encouragement to sponsors of marathon racing in Great Britain.
- 4.2.7 Select and administer teams representing Great Britain in international events.
- 4.2.8 Select and administer teams representing England in international events.
- 4.2.9 Maintain marathon specific disciplinary regulations and manage disputes, protests and appeals as per those rules and regulations
- 4.2.10 Maintain Terms of Reference which incorporate BC Terms of Reference.
- 4.2.11 Nominate representatives to become involved in the marathon committees, or act as technical officials of the ECA and ICF
- 4.2.12 Encourage the development of suitable new and existing marathon competition sites.
- 4.2.13 To work in collaboration with the Racing Technical group to guide the development of coaching in clubs and regions.
- 4.2.14 To support the development of programmes which increase marathon participation.
- 4.2.15 To work with the BC Safety Group to ensure the provision of a safety framework for the delivery of events within marathon within the UK.

4.2.16 The MRC shall adhere to all current BC policies, procedures and guidelines.

4.3 Each National Association Marathon Racing Committee (where they exist) is subject to their own separate terms of reference and objectives but these may include the following responsibilities broadly in line with the MRC:

- Manage the rules and regulations
- Organise and maintain control of National Association championships
- Develop and support coaching development within regions and clubs
- Administer the finances of the National Association committee

## **5. Appointment of the members of the MRC**

5.1. The MRC shall comprise up to 12 persons, being Full Individual Members of BC or other National Association. This total shall include the Chairperson, Secretary and Treasurer but does not include national delegates, co-opted members or the representative from the Regional Development Teams.

5.2. Members of the MRC shall serve for approximately two years (a year being measured as the period between ACMs) and shall be eligible to stand for re-election. One half of the elected members shall retire at each Annual Consultative Meeting.

5.3. The terms of each member shall be coordinated and arranged so that 6 members of the committee shall retire each year. The Chair, Secretary and Treasurer positions shall retire in different years. Should a member retire before the end of a term then the person elected to replace them will be appointed only for the remainder of that term. MRC may co-opt someone to fill a mid-year vacancy until the next ACM.

5.4. Persons who are employees of the BC or National Associations may serve as members of the MRC with the consent of the BC CEO.

5.5. Nominations of candidates for election at the Annual Consultative Meeting shall be made to the Secretary of the MRC in writing supported by the signatures of two Full Individual Members of BC or other National Association and must reach the Secretary not less than 30 days prior to the Annual Consultative Meeting.

5.6. The MRC shall appoint from within their membership (including co-opted members), a Secretary, a Treasurer, a safeguarding/ welfare officer, an event safety officer, a major championship co-ordinator and such other officers the MRC considers necessary for its administration and representation on other committees.

5.7. Elected Regional Marathon Advisors shall be entitled to attend meetings of the MRC as non-voting members.

5.8. The MRC may co-opt not more than six Full Individual Members to serve on the MRC until the next Annual Consultative Meeting. Co-opted members shall have the same voting rights as other MRC members.

- 5.9. The MRC shall appoint roles to each committee member on an annual basis, to fulfil the responsibilities of the committee.
- 5.10. Elected and co-opted members of the MRC are expected to:
- Act as a representative of the MRC, and fulfil any roles to which they have been appointed to the best of their abilities, both during and outside committee meetings.
  - Delegate decisions or refer enquiries to the appropriate MRC member, in keeping with the decision-making processes of the committee.
  - Except in extenuating circumstances, attend a minimum of two ordinary meetings of the MRC per year.
  - Volunteer for, and fulfil at least one committee or sub-committee role, involving work outside ordinary meetings.
- 5.11. The MRC may appoint sub-committees, standing or otherwise, each for a specific period and with a specific brief. The MRC shall appoint one of its number to chair the sub-committee and all members shall be Full Individual Members of BC or other National Association. The MRC shall supervise and be responsible for the work of its sub-committees and shall fund its sub-committees from within its set approved budget.
- 5.12. Each sub-committee shall be fully accountable to MRC and shall have in place Terms of Reference which are approved by the MRC.

## **6. Managing the meetings of the MRC**

- 6.1. The MRC shall meet at least three times in each calendar year and shall report to the BC CEO, which in turn shall report to the Board.
- 6.2. At least 30 days' notice of meetings shall be given in writing (by post, email or fax) to all members of the MRC.
- 6.3. The Secretary shall keep minutes of the proceedings of the MRC and of the Annual Consultative Meeting. Copies of the minutes shall be sent to BC. Summary reports of each meeting shall be published on the MRC website no later than 14 days following each meeting. Final adopted minutes of each meeting shall be published on the MRC website no later than 14 days following the meeting at which the minutes of the previous meeting were adopted.
- 6.4. The quorum at MRC meetings shall be a majority of the number of voting members who are elected or co-opted to the committee. Voting shall be by show of hands only and each member shall have one vote.
- 6.5. Decisions shall usually be reached through consensus, but when voting takes place this shall be by show of hands only and each elected and co-opted member shall have one vote. Only those who are in attendance at the meetings shall have the right to vote.
- 6.6. For urgent business or on other occasions as required, the committee may hold meetings and take votes electronically by means such as conference call or email.

- 6.7. It matters of urgency or of a sensitive nature powers may be delegated to specific committee members to make executive decisions which would then be ratified by the committee at their next meeting.
- 6.8. The MRC may create sub-committees of the MRC, either as a standing committee or for a specific period and with a specific brief.

## **7. Managing the finances**

- 7.1 The finances of the MRC will be managed in accordance with the guidelines provided by BC and agreed with the MRC
- 7.2 Treasurer shall keep such books of account as the Board and the MRC may from time to time direct. The accounts of the MRC shall be submitted annually to the Finance Manager within BC, made up to 31 October. The accounts will be audited as part of the BC audit process.
- 7.3 The MRC will present an annual budget for approval by the BC Board. This will include the budgets of any subcommittees.
- 7.4 Approved expenses of members attending meetings shall be paid.

## **8. Consultative Meetings**

- 8.1 The MRC will be responsible for organising the MRC Annual Consultative Meeting (ACM) for the clubs to attend for the purpose of electing members to the MRC, reporting progress and discussing major changes proposed for the future.
- 8.2 An Annual Consultative Meeting shall be held in each calendar year .The MRC ACM shall usually be held at the National Marathon Championships each year.
- 8.3 The date of the ACM will usually be published approximately 3 months in advance.
- 8.4 At least 30 clear days' notice of the date, time and place of Consultative Meetings shall be published on the MRC website. The agenda for a Consultative Meeting, details of the business to be discussed at the meeting and of the persons nominated for election shall accompany the notice of meeting.
- 8.5 The business of the Annual Consultative Meeting shall be:
- To receive the report of the Chairperson
  - To receive a summary statement of accounts
  - To elect persons nominated to serve on the MRC, including the Chairperson
  - To consider any items included in the notice of meeting. Any conclusions reached on such items shall stand as recommendations for further consideration by the MRC.
- 8.6 Only business notified in the notice of meeting shall be transacted.

- 8.7 Any item for the agenda at the Annual Consultative Meeting shall be submitted to the Secretary of the MRC in writing supported by the signatures of two Full Individual Members of BC or other National Association and must reach the Secretary not less than 45 days prior to the Annual Consultative Meeting. Other items may be discussed at the discretion of the Chairperson.
- 8.8 "Voting Member" means any club or organisation affiliated to BC or other National Association who participate in and have registered an interest in marathon racing. Each voting member represented at a Consultative Meeting by a Full Individual Member shall be entitled to one vote.
- 8.9 No business shall be transacted at any Consultative Meeting unless a quorum of members is present at the time the meeting proceeds to do business. A quorum shall be eight Voting Members representing 8 individual clubs
- 8.10 The Chairperson of the MRC shall preside at Consultative Meetings. If the Chairperson is known to be unable to attend or if they remain absent 30 minutes after the schedule start time of the meeting, the voting members present may choose another member of the MRC to take the chair.
- 8.11 The Chairperson may vote, but only as a representative of their club.
- 8.12 Voting shall be by show of hands unless two or more voting members who are present or the Chairperson request a poll.
- 8.13 A Consultative Meeting may be called at any time at the discretion of the MRC or by notice in writing to the Secretary by not less than 10 voting members. Such notice must state in the form of a motion the business to be discussed and be signed on behalf of the voting members. The MRC shall convene a Consultative Meeting within 60 days of receipt of such notice.

## **9. Trophies**

- 9.1 The MRC shall approve the list of trophies which are the property of the committee and are awarded each year. The MRC will also determine and publish the basis for competition for these trophies.

July 2018

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