

## **Terms of Reference of the Scottish Adventure Activity Forum**

1. Primary Role:
  - i) To act as a forum in Scotland for the exchange of views and experience for all of the stakeholders (including official and local authority, companies, charities and other training bodies, staff, National Governing Bodies (NGBs) and voluntary bodies) in the outdoor sector.
  - ii) To provide advice to the Scottish Government, the Health and Safety Executive (HSE), and other official bodies, on issues in the adventure activities field as appropriate.
  - iii) To consider the implications of legislation as it affects the sector or particular activities and act as a forum for consultation on draft legislation from both the UK and the EU. This extends to the Licensing Regulations on which the Forum provides an opportunity for consultation with the Licensing Authority.
  - iv) To liaise with and provide Scottish representation on the UK Adventure Activities Industry Advisory Committee (AAIAC), and assist in the implementation of any AAIAC conclusions in Scotland as relevant.
2. Campaigning: SAAF is not a campaigning organisation, but will normally respond to relevant consultation material, and may publicise its advice and its responses.
3. The Membership of SAAF  
Members: SAAF consists of not more than 16 Members appointed individually by the Appointments Committee, save that SAAF itself may co-opt a person to fill a casual vacancy for the remainder of the original Member's term. Membership is on a voluntary basis and no fees or expenses are payable.
4. Notwithstanding their role(s) in any other organisation(s), Members are appointed in a personal capacity, on the basis of nominations made in accordance with clause 20 and having regard to the criteria set out in clauses 8 and 21. Members may not be represented at meetings by alternates.
5. Members are expected to bring to bear on the work of SAAF their own experience, knowledge, and judgement, but at the same time they are understood as coming from broadly defined "constituencies" with which they are expected to keep in touch, and of whose concerns and interests they are expected to be aware.
6. Save in the case of a casual vacancy, Members are normally appointed for a fixed period of three years. No Member may serve as such for more than six years without a break in membership. At its first meeting, the Appointments Committee shall draw lots to determine

whether individuals appointed shall serve for 1,2 or 3 years thereby avoiding a full change around of members every 3 years.

7. A Member who is absent from three consecutive meetings of SAAF shall be deemed to have resigned.
8. Criteria for Membership: Members shall be appointed having regard to the following criteria [see also clause 21] –
  - personal adventure activity experience, expertise and currency;
  - adventure activity provider type and expertise(e.g. commercial centres, sole providers, local authorities, schools, youth organisations, voluntary organisations and charities and clubs);
  - adventure activity user & consumer type and experience (e.g. local authorities as users, schools as users, teachers, voluntary & youth organisations, charities and leaders; Church organisations, parents groups etc.);
  - relevant 'sport governing body' (or NGB) expertise and experience (e.g. of NGB qualifications and applicability);
  - managerial and staff knowledge, experience and competence (e.g. in the direct provision of adventure activities, in childcare, in leadership, in staff welfare/health & safety, in training);
  - relevant tourism industry expertise and experience (e.g. Tourist Boards and cognate organisations).
9. Chair & Vice-Chair: The Chair of SAAF shall be elected or re-elected (for a maximum period of 3 years) on an annual basis by and from the Members. SAAF may choose to elect a Vice-Chair on the same basis. There is no automatic expectation that the Vice-Chair should succeed the Chair although this may be the case.
10. Observers: Each of the following shall be entitled to appoint an Observer to SAAF: the Scottish Sports Association; Adventure Activity Industry Advisory Committee, SkillsActive; the Health and Safety Executive; the Adventure Activity Licensing Service; Scottish Government and Sportscotland, SAPOE, IOL, AHOEC.
11. Observers shall be entitled to attend and to speak at meetings of SAAF. Observers may be represented at meetings by alternates.
12. Invited Persons: SAAF may invite such persons as it thinks appropriate to attend the whole or part of one or more of its meetings to speak on specified matters.
13. SAAF may co-opt such persons as it thinks fit primarily to work on specific topics, committees or sub-groups in order to progress its work. Such persons shall be eligible to speak to and vote on SAAF's agenda items at full meetings. A co-option shall last for no longer than one year or the duration of the specific purpose/task/work to which that co-option relates.

14. The SAAF Appointments Committee  
The Appointments Committee: There shall exist a SAAF Appointments Committee [the Appointments Committee]. It is not a committee or a sub-committee of the SAAF. Its purpose is to appoint, and to oversee the process of the appointment of, the Members of the SAAF.
15. The Appointments Committee shall be Chaired by the Observer appointed by sportscotland.
16. The Scottish Sports Association's will nominate a representative (normally the senior employee) and the Chair of SAAF will complete the appointments committee. When considering any possible changes to the membership, it shall consult within the industry.
17. All full appointments to the membership of the SAAF shall be made by the Appointments Committee in accordance with this constitution after public advertisement of the vacancy or vacancies. The industry's own publications and collective bodies shall also be used to seek nominations for membership.
18. Any members of the Appointments Committee who have been nominated for membership of SAAF shall be excluded from all discussions relating to their own or each other's appointment, re-appointment, or otherwise, to SAAF.
19. The Appointments Committee shall meet each year before the end of the calendar year in order that members may then take up their appointments from the beginning of the following year (1<sup>st</sup> January).
20. Criteria: In addition to having regard to the criteria set out in clause 8, the Appointments Committee shall take fully into account –
  - the need for a proper balance in the membership of SAAF;
  - the need for the widest possible coverage within the membership of SAAF of all sectors of the industry;
  - the need for the educational, commercial, recreational and training purposes of adventure activities to be appropriately represented within the membership of SAAF;
  - the relevance to the membership and the work of SAAF of equality issues.
21. Nominations: Any person, body or organisation nominating a person or persons for membership of SAAF shall do so in a format to be prescribed by the Appointments Committee, which shall provide:
  - for the nominee's qualifications for membership, in terms of the criteria set out in this constitution, to be clearly identified;
  - for the nominee's membership of relevant bodies and organisations to be listed;

- for a list of any other persons, bodies or organisations sponsoring the nomination to be provided.

22. Nominations shall be sought in the last three months of each calendar year with a closing date of the 1st December in order that the Appointments Committee can make appointments in time for the new year.
23. Notice of Appointment: When appointing Members to SAAF, the Appointments Committee shall specify the duration of their appointments as Members, list the persons, bodies or organisations sponsoring their nominations of the Member, and state from which broad industry “constituency” it considers the Members to have come.

#### Working Arrangements

24. SAAF Year: The operating year of the SAAF shall coincide with the normal calendar year.
25. Meetings: SAAF shall meet not less than three times a year.
26. Working Groups: SAAF may establish such working groups with such terms of reference as it deems appropriate. The chair of all working groups shall be appointed by and from SAAF, but the membership of working groups is not otherwise limited by this constitution.
27. All working groups shall be required to submit a report on work in progress [which may be a ‘nil’ report] to every meeting of the SAAF.

#### Other Matters

28. Quorum: The quorum at meetings of SAAF [without which decisions may not be taken] shall be a number not less than one half of the total number of currently serving Members, including co-opted members.
29. The Terms of Reference: The adoption and modification of this terms of reference shall be by an affirmative vote of not less than three quarters of the total number of currently serving Members, including co-opted members.

(End)