



Cycling Ireland TOR Number

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Cycling Ireland Terms of Reference – Track Commission

Version 3

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Document History

Track Commission – Terms of Reference

Purpose of the Track Commission

To provide insight to the CEO, through the Sports and Operations Director, that ensures the management and strategic development of discipline of Track in accordance with the Goals and Deliverables below **and build a robust Track discipline for the future, by increasing participation numbers and growing the Ireland Track landscape.**

The Track Commission is a Commission of Cycling Ireland and as such holds the same voting rights at any Cycling Ireland meeting as any other **approved** Commission.

Goals of the Track Commission

1. The goals of the Track Commission are:

- a. To continuously improve the facilitation and management of the Track discipline for all participants and stakeholders.
- b. To ensure safety and fairness in both competitive and recreational aspects of the sport.
- c. To raise awareness of the Track discipline and to increase / sustain participation.
- d. Through consultation and engagement with participants, represent the voice of the discipline.
- e. **To ensure continued growth in the numbers of people participating in Track across all age bands and abilities, and across all Velodromes on the island of Ireland.**

2. The deliverables of the Track Commission are:

- a. Development and evolution of Track Competition and **work with Coaching and Education Department to Develop approved programs**, ensuring fair and equitable opportunities for all participants, irrespective of gender or ability.
- b. Agree the allocation of any funding/grant by Cycling Ireland to the Commission and ensure budget is managed responsibly, while proactively seeking additional funding through government initiatives, sponsorships, and partnerships to support and expand our programs. **There must be no conflict of interest with any other Cycling Ireland Sponsors.** Budgets must be signed off in January for the year ahead and any changes to budgets approved by the Sports and Operations Director.
- c. Review of the rules and regulations relating to the Track discipline and make recommendations for any required updates or changes to the Technical Working Group
- d. Update the CEO on developments and recommendations – through the Sports and Operations Director.
- e. Annual written report to the Cycling Ireland AGM on the Track Commission activities over the past year.

Track Commission Responsibilities

The responsibilities of the Track Commission are:

- a. To examine the strategic development of Track and to ensure its future sustainability and success.
- b. To promote Track: Actively work towards increasing awareness and participation in Track. Develop and implement strategies and initiatives to promote the sport at

various levels and across all the Track specialities. **Ensure that any initiatives for youth are based around participation and enjoyment of the sport.**

- c. Event Management and Coordination: Oversee the planning and execution of Track events, ensuring they are safe, fair, and in line with international standards. Plan and run the Track National Championships and other Competition of major significance identified each year **by the Events Lead in Cycling Ireland ensuring these fully comply with all Cycling Ireland and UCI Regulations were applicable.**
- d. Stakeholder Engagement: Engage with relevant stakeholders, including athletes, coaches, sponsors, and governing bodies, to foster collaborative relationships. Ensure queries from individuals and clubs relating to Track **are addressed correctly in an appropriate time period.**
- e. Training and Education: Facilitate training and educational opportunities for athletes, coaches, and other stakeholders in the Track community, while working in close cooperation with other CI units and Commissions specifically responsible for these areas ie HP, HP development, Coaching, College of Commissaires, etc. **All initiatives on Coaching and Education must be approved by the relevant department within Cycling Ireland before they commence, and a periodical review plan agreed.**
- f. Safety and Welfare: Ensure the safety and welfare of all participants in Track activities, including adherence to safeguarding policies.
- g. To inform their recommendations to the CEO, through the Sports and Operations Director, relating to Track by provision of 'on the ground' knowledge.
- h. To ensure that the terms of reference are reviewed regularly and are fit for purpose.
- i. To ensure that greater inclusivity and diversity are promoted and reflected in Track promoting opportunities to connect to new participants.
- j. to work collaboratively with other disciplines and commissions to address cross-disciplinary issues.
- k. To undertake appropriate induction and training to enable the other responsibilities of the Track Commission to be enacted in line with the Cycling Ireland Governance Policies.
- l. **Ensure that all processes align with Cycling Ireland Policies, including Finance with particular reference to the use of Coaches or Team Assistants. Any such persons, prior to engagement, must provide a quote for services which once approved will be given a Cycling Ireland order number for invoicing to Cycling Ireland after the work is carried out, in line with Revenue Guidelines.**
- m. **It must be noted that commissions are not responsible for HP and HP Pathway which are the responsibility of the Cycling Ireland High Performance Department. Therefore, any commission must ensure that do not use the terms High Performance and Pathway within any of the coaching plans they submit for approval to the Coaching and Education Department.**

Timelines of the Track Commission

The following are key dates for the Track Commission

- a. The Track Commission should meet monthly as far as practicable – meeting should be held online if possible, to ensure costs and environmental impact are kept to a minimum;
- b. Notes and Action Points of these meetings should be sent to the Sports and Operations Director for retention by Cycling Ireland **within 2 weeks of the meeting date**
- c. To provide Annual written report to the Cycling Ireland AGM on the Track Commission activities over the past year.

Track Commission Procedures

The Board of Cycling Ireland has committed to improving diversity and inclusivity on its committees and commissions in line with Sport Ireland governance guidelines.

The Commission should be mix of experts on Track and can be advised by CI Staff – **but these staff have no voting rights and are only there to advise.**

- a. The membership of the Track Commission should be made up from the following – this list is for guidance only and not exhaustive – the Chairperson can decide what other expertise they need on the Track Commission. . **All members of any Cycling Ireland Commission must be members of Cycling Ireland and operate under the Cycling Ireland Code of Conduct.**
 - Chairperson – (an expert on all aspects of Track, Leadership experience would be beneficial) Leads the commission, presides over meetings, and represents the commission in official capacities. Ensures strategic objectives are being pursued and provides guidance on key decisions.
 - Secretary: Manages meeting logistics, maintains records, and handles correspondence. Responsible for documenting minutes and distributing meeting materials.
 - Treasurer: Oversees financial matters, including budget management, financial reporting, and handling of funds.
 - Participation Officer: Focuses on increasing participation in Track, developing outreach programs, and ensuring accessibility for all potential athletes. **Should liaise with each of Cycling Ireland's Provincial Regional Development Officers to ensure joint plans to increase participation across all provinces**
 - Athletes Representative: Voice the perspectives and needs of athletes, ensuring their interests are represented in any commission decisions
 - The Track Commission may opt to add other Members viewed as experts in their fields – however these must be reflective of all Track Clubs and there must not be overrepresentation from any one club, Province or Velodrome on the Commission (ideally there should be representation from all Provinces).
It is highly recommended that all members of Cycling Ireland Commissions that are responsible for, and communicate with anyone under 18 years of age, are suitably trained in Safeguarding, and comply with the Cycling Ireland Safeguarding Policy.
- b. The Sports and Operations Director will be the liaison person for the Track Commission and should be invited to all meetings however they do not hold a position and are unable to vote on any proposal, the S&O Director can also nominate another member of staff to attend meetings of the Track Commission if required.
- c. Any Main Office Holders, as elected at an agm, can only hold their office for a maximum of 6 years. after which they can be brought onto the Commission in any other position other than Chairperson, Secretary or Treasurer; they can then re-stand for election to a Main Office position after a further 4 years.
- d. Should the AGM fail to elect, all or any of the Main Officer Positions – the CEO and Sports and Operations Director have the option to allow all or any of these main officers to run for a second period of 6 years, or alternatively put in position another person who will hold that position until the next AGM.
- e. Members shall be elected at the Track Commission AGM held annually. **This should be held within 15months of the previous AGM. This AGM must be operated within the Regulations of Cycling Ireland and must be operated through the**

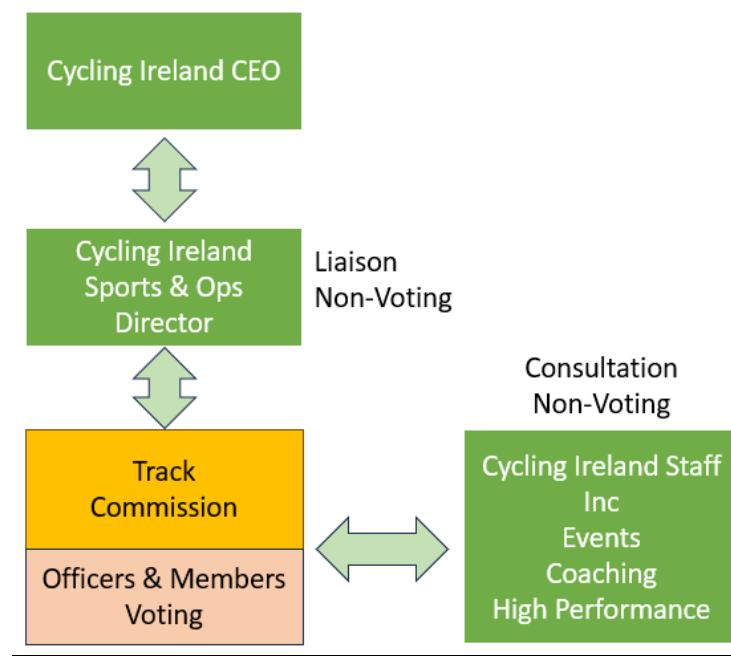
Cycling Ireland events ticketing system to ensure only members are in attendance and can vote.

- f. Additional Members shall be appointed on recommendation by the Chairperson and approved by the other members of the Commission. Again, these must be members of Cycling Ireland.
- g. The final Commission make up must be approved by either the CEO or Cycling Ireland Sports and Operations Director – and must represent the full sport here in Ireland with mix of Clubs and Experts.
- h. If the Chairperson resigns or needs to be replaced this should be done by the CEO along with the Sports and Operation Director.
- i. The Track Commission will have their budget allocated by the CFO of Cycling Ireland in line with their budget requirements submitted and aligned with Cycling Ireland overall budget. It is essential that the Commission manages this budget and ensures there will be no overspend. Changes to spending within the allocated budget must be agreed with their allocated Staff Liaison Person in this case – the Sports and Operations Director. Finances must all be managed in line with Cycling Ireland Financial Policies and all finances must be operated through the Cycling Ireland Bank Accounts.
- j. The Track Commission does not have any sub-groups however it has the ability to establish temporary smaller working groups should there be an agreed need for a smaller group to work on a specialist area. Any such group is required to be established by the Chairperson with the support of the Track Commission and should report back their work through the Chairperson. These groups are likely to operate virtually to save on cost.

Track Commission Procedures

- a. The Track Commission shall aim to meet monthly and at a minimum bi-monthly the dates of meetings will be set by the chairperson in consultation with the Secretary.
- b. A quorum for the meeting shall be 50%.
- c. Where voting is necessary, this will be by majority vote.
- d. Notes and Action Points of each meeting shall be recorded by the Secretary and circulated to all members of the Track Commission and the Sports and Operations Director **within 2 weeks**.
- e. Otherwise, subject to any contrary direction or intention provided by the Sport and Operations Director, the Track Commission shall be free to determine its own procedures.
- f. Cycling Ireland shall meet all reasonable expenses of the Track Commission in line with its expenses and other financial policies **as part of their allocated budget**.
- g. Conflicts of Interest in any topic or subject to be discussed by the Track Commission must be stated before the commencement of any subject discussion and noted in the Notes and Action Points.
- h. Confidentiality – Subjects discussed at Track Commission Meetings and Notes and Action Points of these meetings may contain confidential information, no member who attends any meeting or receives these notes of a meeting shall discuss or show these items to any other person who is not a member of the Track Commission.

Communication flow



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