



# Terms of Reference

Version 7  
24.06.2021  
Compiled by  
Paul Donovan  
on behalf of VAAN

## 1. Background

Following the interest/engagement of key individuals and organisations with the Vale of Glamorgan (VoG) Creative Rural Communities (CRC) 'Coastal Activities Feasibility Study and Showcase Event' conducted by the Wales Adventure Tourism Organisation (WATO) during 2018 & 2019, the time has come to look at implementing some of the highlighted goals. The final report

<https://www.valeofglamorgan.gov.uk/Documents/Working/Regeneration/Rural%20Regeneration/Leader-2014-2020/Coastal-Activities-Feasibility-Study-2019-English.pdf> , published in October 2019, highlighted a number of short, medium and long term goals, recognising the Vale of Glamorgan as ***“One of Wales’ Best Kept Secret Adventure Destinations”***. In the short term, one of the recommended goals linked to business development was to:

- Establish a Vale based Adventure Activity Network.

## 2. Vision

The Vale Adventure Activities Network will play a pivotal role in supporting the development of a sustainable approach to the use of the Vale of Glamorgan’s natural resources. Through collaborative engagement, the membership of the Vale Adventure Activities Network will establish their common values and work together to increase the opportunities for environmental, social, cultural and economic benefits through adventure activities. The vision subscribed to by the Vale Adventure Activities Network is:

**‘Sustainable, enjoyable, respectful & responsible outdoor practices for a healthy Vale of Glamorgan’**

## 3. Mission Statement

**Vale Adventure Activities Network aims to develop a coordinated approach within the wider adventure activity sector by harnessing the experience, skills and knowledge of its membership and the people they reach to facilitate its Vision –**

***‘sustainable, enjoyable, respectful & responsible outdoor practices for a healthy Vale of Glamorgan’.***

## 4. Core Aims & Objectives

Within the scope of the Vision & Mission, 5 Core Aims / Objectives have been identified.

Vale Adventure Activities Network aims to provide a:

Secretariat: C/o Atlantic Experience, Atlantic College, St Donats Castle, Llantwit Major, Vale of Glamorgan, CF61 1WF



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1. means of communication where members can voice their concerns and have their questions answered – somewhere to go for relevant and timely information.
2. pro-active role in working with and positively influencing relevant organisations within the Vale of Glamorgan.
3. support mechanism for members, providing a route to advice and consultation.
4. 'hub' for relevant training and the sharing of 'best practice'.
5. support in promoting and undertaking environmental improvement projects.

### Vale Adventure Activities Network is not a:

1. forum for 'criticising' different companies or dictator of how people run their Organisations.
2. profit making organisation - any funds raised to be reinvested to the benefit of members.
3. provider of Marketing – only providing access to external Marketing opportunities.

## 5. Members

The membership of VAAN is open to any individual or organisation involved in either the delivery of adventure activities (commercially or voluntary) or providing advice and support to those delivering adventure activities. Applications for membership will be via an online application form.

### 5.1 Membership Categories

There are four categories of membership:

1. **Provider (Accredited)** - refers to those adventure activity businesses/organisations who are accredited by a recognised UK accreditation scheme (e.g. AALA, Adventuremark, Visit Wales) and offer adventure activities (as defined by VAAN) for commercial gain. All accredited providers will be eligible to have a visible listing on the Visit the Vale website and display the VAAN logo.

**NB.** All adventure activity provider listings on the Visit the Vale website are achieved by firstly completing the Visit Wales Activity Providers Self Certification form here: <https://www.visitwales.com/activity-providers-self-certification-form>. To complete this process, you will need to hold a suitable accreditation (AALA, Adventuremark etc.) or have been audited by a Visit Wales nominated technical consultant to be promoted by Visit Wales.



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2. **Provider (Non-Accredited)** - refers to those adventure activity businesses/organisations who are yet to be accredited by a recognised UK accreditation scheme (e.g. AALA, Adventuremark, Visit Wales) and offer adventure activities (as defined by VAAN) for commercial gain.

**NB. All non-accredited providers are neither eligible to have a visible listing on the Visit the Vale website, nor use the VAAN logo.**

3. **Club** - refers to those organisations who are affiliated to their respective National Governing Body and provide adventure activities (as defined by VAAN) in a voluntary capacity e.g. canoe clubs, scouts etc.
4. **Observer** - refers to those who support the provision of adventure activities (as defined by VAAN) e.g. local authority, NGO etc.

### **5.2 Termination of Membership**

Should any member of VAAN wish to terminate their membership they should do so by putting their request in writing (letter or email) to the VAAN Secretariat (details below) who will confirm the request in writing.

Should a member of VAAN be in breach of these Terms of Reference then in the first instance the member will be contacted by the VAAN Secretariat to discuss the breach. Should there not be a satisfactory resolution then the matter will be taken to the VAAN Termination Panel (to be set up by the VAAN Secretariat) for a decision on action to be taken which may result in a Special Resolution for expulsion of the Member being proposed to the VAAN membership. Any such decisions will be provided in writing (letter or email) to the member by the VAAN Secretariat.

## **6. Operational Principles**

### **6.1 Structure of the Vale Adventure Activities Network – Membership**

- Vale Adventure Activities Network is a non-judgmental, not for profit network of key stakeholders on an equal standing and is open to membership by any organisation that relates to its definition of Adventure, its Vision, Mission Statement and Core Aims & Objectives.
- Members of Vale Adventure Activities Network will receive regular updates regarding live discussions, highlighted issues etc. via the established portal.



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- Members can choose to:
  - Engage openly in any of the live discussions.
  - Start up their own discussions and invite members to contribute.
  - Keep a watching briefing on all discussions.
  - Stay neutral / impartial to any/all discussions.

### **6.2 Function of Vale Adventure Activities Network – Meetings**

- The full membership of Vale Adventure Activities Network will meet approximately every 3 months
- Meetings will usually be two hours in duration and may vary in venue.
- The membership will take responsibility for organising meetings, covering meeting room costs and providing secretariat etc.
- Agenda items to be with the secretariat two weeks prior to the next meeting.
- The agenda, along with any meeting papers will be posted on the established portal one week prior to the next scheduled meeting.
- Where specific projects/issues need greater attention, appropriate Task & Finish Groups would come together to consider to projects/issues etc. and take the lead on its/their developments.
- All communications will take place via the established Portal.

### **6.3 Review**

- The effectiveness, membership and Terms of Reference will be reviewed periodically.

This document is available in Welsh/Mae'r ddogfen hon ar gael yn Gymraeg