

Constitution of Irish Canoe Slalom

1 The Committee

1.1 Title and purpose of the Committee

The Irish Canoe Slalom Committee is a Technical Committee affiliated to Canoeing Ireland and is responsible for undertaking the organisation, development, promotion, administration, and support of Canoe Slalom activity at every level in Ireland including all national and international athletes and competitions.

All references throughout the constitution to “the Committee” refer to the Irish Canoe Slalom Committee.

1.2 Make Up of the Committee

The Committee will have a minimum of five members.

The members of every committee will, at a minimum, fulfil the following roles:

1. Chairperson,
2. Secretary,
3. Treasurer,
4. Children’s Officer
5. Publicity and Marketing Officer
6. International Team coordinator
7. ICS Squad coordinator
8. Domestic Competition and Development Co-ordinator
9. Northern Ireland representative

Furthermore, the Committee may co-opt two persons to fulfil specific positions or requirements should the need arise during the Committee’s tenure.

Any member of the Committee may be assigned more than one of the roles listed above.

1.3 Election of the Committee

All Officers are elected at the Annual General Meeting of Irish Canoe Slalom and the Chairperson is ratified at the ADM of Canoeing Ireland.

Committee members will have a term of one year which will run from one AGM to the next.

All committee members elected or appointed as provided above are eligible for re-election or reappointment. However, no individual may hold the same position on the Committee for any longer than four consecutive years.

All persons going forward for election must be either club or individual members of C.I. and must maintain their membership for their full term in office.

All committee members will be Garda vetted and complete a child protection course. This will be arranged, for any committee member that does not already fulfil these requirements, at the first meeting following the Committee member's election or appointment.

1.4 Duties of Committee members

1.4.1 Chairperson

The Chairperson will chair all meetings and provide leadership for the Committee. She/he will schedule meetings and chair them in a fair and impartial manner. The Chairperson will prepare the agenda in consultation with the Secretary.

1.4.2 Secretary

The Secretary will act as vice-chairperson in the absence of the Chairperson and will be responsible for the production of minutes and deal with all committee correspondence in consultation with relevant committee members. The Secretary will forward a copy of approved minutes of each committee meeting, AGM and EGM signed by the Secretary and the Chairperson to the CEO of Canoeing Ireland for the Central Minutes Register.

1.4.3 Treasurer

The Treasurer will be the 2nd vice-chair and will be responsible for managing the finances of the Committee in compliance with any relevant Standard Operating Procedures adopted by the Board of Canoeing Ireland.

The Treasurer will:

1. Keep an up to date ledger of all receipts and expenditure for the Committee.
2. Present an up to date income and expenditure account to the Committee on a minimum quarterly basis.
3. Liaise with the Canoeing Ireland office in matters of expenditure.
4. Ensure that all expenditure and receipts relating to the Committee's operations are channelled through the Committee's bank account which will be under the control of staff of Canoeing Ireland.
5. Ensure that all payment requisitions to Canoeing Ireland office staff are accompanied by receipts and approved by any two of the Chairperson, Secretary, Treasurer or International Team Manager (or equivalent position).

1.4.4 Children's Officer

The Children's Officer will carry out the role as detailed in C.I.'s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of the Committee.

1.4.5 Publicity and Marketing Officer

The Publicity and Marketing Officer will:

1. Obtain publicity for Slalom racing via, press, Radio and T.V.
2. Prepare programmes for major events.
3. Compile Slalom news for Canoeing Ireland communications.
4. Maintain an active and regularly updated website.
5. Liaise with clubs to develop a domestic Slalom race calendar.
6. Liaise with clubs, coaching staff, and volunteers in promoting and providing flat water Div 3 "Pop up Slalom" events.
7. Promote the Slalom race calendar throughout clubs to develop increased participation across all levels of competition. Strive to provide race opportunities at all, i.e. Div 1, 2 & 3, levels.
8. Assist in developing and promoting additional competitive activity by encouraging clubs to become involved in running races open to various levels of competitor.

1.4.6 International Team Coordinator

The International Team Coordinator will:

1. Liaise with international athletes, the Committee, and NGBs.
2. Represent and support all Irish international athletes as and when required.
3. Work with all Irish international athletes in determining their requirements and establishing and securing available support.
4. Encourage, promote and facilitate cooperation and communication between the NGB, the Committee and international athletes.
5. Continually update the Committee on the activities and progress of international athletes.
6. Maintain a record of all international results for selected Irish teams.

1.4.7 ICS Squad Coordinator

The ICS Squad Coordinator will:

1. Liaise with coaching staff and volunteers in providing coaching and training activities.
2. Develop pathways for paddlers to enable them participate at international competitions abroad.

1.4.9 Domestic Competition and Development Co-ordinator

The Domestic Competition and Development Co-ordinator will:

1. Populate and maintain the Canoe Slalom divisional structure.
2. Maintain a register of all competitors and records of race results for all competitors at all levels.
3. Keep a record of results from all ranking races.
4. Publish end of season ranking divisional lists and notifications of national champions.
5. Maintain a database of active and potential participants and working with race and event organisers, to communicate directly with clubs, club members. Individuals and interested parties in slalom racing.
6. Develop a stream of younger athletes that will join the squad.
7. Distribute and collect national trophies.

1.4.10 Northern Ireland Representative

The Northern Ireland Representative will:

1. Provide a conduit and promote cooperation and communication between CANI, the ICSC and CI.
2. Maintain communication between all organisations to try and ensure the best possible outcomes for all athletes involved at all levels.
3. Assist in preventing overlaps in activities and encourage better use of available resources.

1.5 Committee Meetings

1.5.1 Conduct and frequency of meetings

The Committee will adopt Standing Orders at its first meeting after each AGM. These will include matters such as:

- Procedures to be followed for all meetings.
- Timescales for submission of agenda items and publication of the agenda.
- Arrange for meetings to be; face to face, electronic or via telephone conference call as circumstances require.
- Minutes will record issues, decisions and actions only.

The Committee will meet as regularly as is feasible and necessary for the efficient running of its affairs subject to the maximum interval between meetings being no more than eight weeks.

The Chairperson shall call a meeting if requested to do so by a majority of the Committee.

1.5.2 Quorum

The quorum shall be established at the first meeting following the AGM but shall not be less than three.

1.5.3 Decision Making

Committee decisions will be by a quorum and ideally by consensus or if required, by show of hands and majority vote the Chairperson has a vote and in the event of an equality of votes on an issue, she/he shall have a casting vote.

1.5.4 Responsibilities of all Committee members

Members will actively engage in the work of the Committee within and outside meetings.

For meetings, they will:

- Prepare by reading papers/material sent in advance of meeting.
- Abide by the decisions of the Committee.
- Ensure confidentiality of information provided where specified.
- Actively engage in discussion and decision-making processes.
- Discuss and disseminate information
- Communicate relevant issues to the Chair for the agenda, prior to the agenda closing date.
- Contribute to the development of and provide feedback on documents received.
- Engage with other Committees and relevant stakeholders, as and when necessary.
- Ensure that assigned actions are followed through and reported on in the time frame agreed to.

1.6 Discipline and Appeals

The Committee is subject to and must comply with the Complaints and Disciplinary Rules and Procedures of Canoeing Ireland.

1.7 Child and Vulnerable Adult Protection

The Committee is subject to and must comply with the current Child Protection & Vulnerable Adult Policy of Canoeing Ireland.

1.8 Adherence to other C.I. Policies and guidelines

The Committee must familiarise itself with, is subject to and must comply with all other published policies and guidelines of Canoeing Ireland. A Register of up-to-date versions of all policies and guidelines will be maintained on the CI website.

1.9 Collective responsibilities of the Committee

The Committee will:

1. Publish, by October 31st, a draft list of events for the following year that will be agreed with other disciplines.
2. Adopt a rulebook based on the ICF Rulebook.
3. Prepare Event Management Guidelines.
4. Formulate and enact policies to regulate the conduct of international teams.
5. Establish a Draft Selection Criteria Policy for the National Irish Team two weeks before each AGM.

The draft selection policy will be forwarded to the Board of Canoeing Ireland for review and comment. In the absence of any request for alteration from Canoeing Ireland the final version of the policy will be published on the Committee's page of the Canoeing Ireland website by the end of January.

6. Organise and promote coaching courses for coaches at varied levels in conjunction with Canoeing Ireland.
7. Promote the discipline of Canoe Slalom.
8. Actively fundraise/ seek sponsorship and make application to Canoeing Ireland to support Canoe Slalom Paddlers
9. Support Canoeing Ireland by providing expertise in relation to developing the Olympic Selection Policy in the year prior to the Olympic year.
10. Work with Canoeing Ireland in the development of permanent Canoe Slalom course(s) in Ireland.

2 Annual General Meetings

2.1 *Notification and arrangements for general meetings*

1. An Annual General Meeting (AGM) shall be held at least every 12 months and not later than fifteen months in exceptional cases.
2. The Secretary will notify the general Slalom population of general meetings (AGM's & EGM's) at least 14 days in advance using email, the Canoeing Ireland website, via text message or any other useful or applicable means of communications. The Secretary shall also issue the Standing Orders for the general meeting (AGM or EGM).
3. Proposals should be submitted by Canoeing Ireland members who are eligible to vote at a general meeting to the Committee at least 7 days in advance of the general meeting.
4. Proposals and accounts will be posted on the Canoeing Ireland website at least 5 days in advance of the general meeting.
5. Extraordinary General Meetings (EGM) can be called if a minimum of 15 Canoeing Ireland members who are eligible to vote at a general meeting, sign the request for an EGM.
6. A minimum of 15 people will be deemed to be a quorum for a general meeting.
7. Draft minutes of a general meeting (AGM or EGM) shall be published within 6 weeks of all general meetings.

2.2 *Voting rights at General Meetings*

Voting will be by one vote per C.I. member in attendance, who is over 18 years of age on the date of the AGM.

All attendees at an AGM or EGM shall sign the supervised register of attendance on arrival.

Each person seeking to cast a vote must present proof of CI membership and be issued with a voting card.

2.3 *Voting procedures*

Decisions at general meetings will be taken by a simple majority expressed by a show of hands. The Chairperson will not vote, except that in the case of equality of votes she/he shall be entitled to a casting vote. The Returning Officers, if required shall be appointed by the outgoing Chairperson, or may be agreed by the voting majority.

3 Competitions

All competitions will be run under Canoeing Ireland competition rules.

4 Anti-doping

4.1 Performance Enhancing Substances

The use of performance enhancing substances by anyone taking part in the sport is strictly prohibited

4.2 Other Substances

Abuse of any other subsistence while involved in a competition that puts at risk the athlete's safety or any other participant is deemed a disciplinary offence.

4.3 Regulations

All competitors must comply with Canoeing Ireland and ISC anti-doping regulations

5 Safety Equipment

All Irish Canoe Slalom Paddlers are required to wear buoyancy aids and helmets that comply with current International Canoe Federation (ICF) competition rules during training weekends/camps, national and international competitions.

The Committee advocates that all Paddlers should also wear suitable footwear at all times when training or competing. While this is not an ICF rule it is essential for personal health and safety.

6 Persons working with Juniors and Vulnerable Adults

All persons under the direction of Irish Canoe Slalom, including coaches, managers, team leaders and volunteers, who are working with Juniors or vulnerable adults must comply with the Canoeing Ireland Code of Ethics, Garda vetting procedures and Children First policies.

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