



Terms of Reference (TOR) for
Canoeing Ireland Technical Committees

Ref No: CI-0001-xxxx

Document Author: Board
Issue Date: 12/04/2017
Version: V1.0

Document Information

Prepared By:	Board	Document Template Version No:	1.
Title:	Terms of Reference for Technical Committees	Document Template Version Date:	12/04/2017
Reviewed By:	Board	Review Date:	19/11/2016

Distribution List

From	Date	Phone/Fax/Email
President to Board	16/11/2016	N/a
President to Technical Committees	12/04/2017	N/a

Sign Off, Review & Information

The following stakeholders are required to either sign off (or formally delegate sign off), review, or have been provided with a copy for information purposes. It is understood that Reviewers required to sign off do so primarily from the perspective of their relevant business area / project role.

To	Action*	Due Date	Phone/Fax/Email
Chairs of Technical Committees	Sign-off	26/04/17	N/a

* Action Types: Approve, Review, Inform, File, Action Required, Other (please specify)

Version History

Ver. No.	Ver. Date	Revised By	Description
V0.1	11/2016	Board	TOR agreed
V0.1	04/2017	Board	Final document circulated for signature

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Abbreviations

The following table provides a list of abbreviations commonly used throughout the project documentation.

Abbreviation	Description
CI	Canoeing Ireland
TOR	Terms of Reference

Referenced Documents

The following table provides a list of documents that are referenced in this document.

Title	Description / Comment	Location
Disciplinary & Appeals Procedure	Standing Operating Procedure	Canoeing Ireland Office
Child Protection & Vulnerable Adult Policy	Standing Operating Procedure	Canoeing Ireland Office

Terms of Reference for Technical Committees of Canoeing Ireland

1. Introduction and Purpose:

These Terms of Reference (TOR) establish the function and basic operating procedures for the the Technical Committees of Canoeing Ireland. They set out the required governance standards which the committees need to embrace in order to establish their legitimacy. The need for TOR was identified and set out as an important requirement in a governance audit carried out on Canoeing Ireland by Sport Ireland.

The TOR do not replace the technical committee's own Constitution. They are between the Board of Canoeing Ireland each technical committee and must be ratified by the technical committee, not by their AGM. It is acknowledged that some technical committees have more extensive and detailed constitutions and these TOR do not exclude this, provided that the content of the constitution is not in conflict with any of the basic principles set out below. In some respects they are not prescriptive but give a range of options e.g. in relation to AGM voting procedures, from which a committee may choose to operate.

2. Function:

Technical committees comprise:

- the Training, Coaching, Accreditation and Development Unit (TDU) whose purpose is to promote, review and develop the Awards Scheme, promote modern teaching practices, ensure consistency of courses and assessments and actively promote and review safety issues.
- And the seven competitive discipline committees (Sprint / Slalom / Marathon / Wildwater / Polo / Freestyle / Surf) who oversee the promotion and development of their discipline including compiling an annual calendar of events, setting rules and guidelines for running domestic competitions, running training and squad sessions, publishing selection criteria, selecting international teams and organizing the management / coaching of those teams.

The CI office work in tandem with the committees and deal with aspects of their administration.

3. Membership & Term of Service

The committees shall have a membership of at least 5 people (may be more) who shall have specific titles and role descriptions to suit the needs of technical committee. At a minimum, each committee should have the following members

- Chairperson
- Hon Secretary
- Hon Treasurer
- Childrens Officer

Some roles may be combined so that one person may perform more than one role. However the functions of these roles must be carried out by a committee member.

Committee members can have a term of one year or two. In the event that a two-year term is selected for some or all of the members, two of the four core members above should come up for renewal in odd numbered years and the remaining two in even-numbered years to achieve continuity.

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.

No individual may hold the same position on the committee for any longer than four consecutive years.

All committee members shall be Garda vetted and complete a child protection course. This can be arranged at the first meeting following the Annual General Meeting (AGM).

4. Primary Roles:

- a. **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 Hon Secretary.
- b. **Hon Secretary:** The Hon Secretary will act as vice-chair 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 Hon Secretary will forward a copy of approved minutes of each Committee meeting, AGM and EGM signed by the Hon Sec and the Chairperson to the CEO of Canoeing Ireland for the central Minutes Register.
- c. **Hon Treasurer:** The Hon 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. The Treasurer shall:
 - o keep an up to date ledger of all receipts and expenditure for the committee.
 - o present an up to date income and expenditure account to their committee on a minimum quarterly basis
 - o liaise with the Canoeing Ireland office in matters of expenditure
 - o 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.
 - o ensure that all payment requisitions to Canoeing Ireland office staff are accompanied by receipts and approved by any two of the Chairperson, Hon Secretary, Hon Treasurer or International Team Manager (or equivalent position).
- d. **Childrens Officer:** This 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 technical committee.
- e. **Other committee roles:** May be added depending on the needs of the technical committee.

5. Conduct and Frequency: of Meetings:

This shall be set out in Standing Orders to be adopted by the committee at its first meeting after each AGM which will include matters such as:

- Usual meeting procedure to be followed for all meetings:
- Timescales for submission of agenda items, issue of agenda and minutes
- Allowing for meetings to be face to face, electronically or via telephone conference call as circumstances require
- Minutes will record issues, decisions and actions only.

The committees should meet (electronically or face to face) 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.

Canoeing Ireland will issue a Standing Order template for guidance and consistency across technical committees.

6. Quorum:

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

7. Decision Making:

Committee decisions to 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.

8. Responsibilities of all sub-committee members.

Members should actively engage in the work of the committee within and outside meetings. For meetings they should:

- 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.

9. Complaints, Disciplinary & Appeals:

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

10. Child and Vulnerable Adult Protection.

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

11. 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.

12. Annual General Meeting.

An AGM of the TDU / discipline shall be held every twelve months and not later than fifteen months in exceptional cases. If an AGM fails to elect a chairperson then the Board of Canoeing Ireland reserve the right to appoint one in their stead. If a technical committee fail to hold an AGM in accordance with these terms of reference then the Board reserve the right to stand down the committee and take responsibility for the calling of an AGM / EGM within a period specified by the Board under the terms of the committee's constitution. Where this process is unsuccessful, the Board reserves the right to take on the role and responsibilities of the committee for a temporary period or wind up the committee altogether.

13. Voting:

All attendees at an AGM or EGM shall sign the supervised register of attendance on arrival. Voting entitlement can be chosen from one or a combination of the following criteria:

- a. **One vote per senior C.I. member** (either a club or individual C.I. member) in attendance
- b. **One vote per *qualifying* senior member** (either a club or individual C.I. member) in attendance. Voting qualification is awarded to any such individual who has competed in, has provided coaching or has been an official in the organisation of a discipline-specific event within the last twelve months. In the case of the Training and Development Unit voting rights are restricted to qualified TDU members.
- c. **Club delegate voting** based on the number of club members (senior & junior) who competed in discipline-approved events in the 12 months leading up to the AGM / EGM. Vote allocation to clubs may be on the basis of one-for-one or a ratio of delegate votes to competitor numbers which will be set out in the discipline's constitution. All canoe clubs registered with Canoeing Ireland who do not qualify for voting based on this method could be awarded a single delegate vote in order to encourage interest and participation.

If option b) or c) is chosen, a register of such members must be maintained by the sub-Committee Secretary in consultation with event organisers and made available at the meeting to administer voting rights.

In the case of c) above, Delegate votes cast by clubs shall be presented on delegate voting cards issued to the club delegate on foot of a signed letter of authorisation from the club chairperson.

Whatever option is chosen, each person seeking to cast a vote as either an individual or delegate voter must present proof of CI membership and be issued with a voting card.

Any proposal to adopt a voting method other than the options above must be approved by the Board of C.I. prior to being put to the technical committee's AGM / EGM for consideration. Proxy voting will not be permitted.

All members voting shall be over the age of 18 years and registered members of Canoeing Ireland and in the case of the Training, Coaching, Accreditation and Development Unit shall be members of the TDU.

14. Compliance with these TOR:

Each technical committee of C.I. which is not already in compliance with these TOR shall amend their constitution accordingly and put the revised constitution to their next AGM / EGM for ratification following their adoption by the Board of C.I. A technical committee shall not have the right to derogate from the terms of these TOR. In the event of this occurring, the Board of Canoeing Ireland reserve the right to stand down the technical committee and take responsibility for the calling of an AGM / EGM within a period specified by the Board under the terms of the technical committee's constitution to bring their constitution in line with the TOR. Where this process is unsuccessful, the Board of Canoeing Ireland reserves the right to take on the role and responsibilities of the technical committee for a temporary period or wind up the committee altogether.

Signed _____
President of Canoeing Ireland

Date _____

Chairperson of the Technical Committee

Date _____