



Memorandum of Understanding  
between the Board  
and Technical Committees

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### 1. Introduction

It is recognised that following the change in Board structure from 2014, there has been a disconnect between technical committees and the Board and this MoU is designed to formalise an improved relationship and provide a regular forum through which the TDU and the various disciplines can come together as a group with the Board to review issues of common concern in the interests of the development of the sport as a whole. It is also to clearly set out the responsibilities of both technical committees and the Board to each other.

### 2. Annual Calendar of Events:

By 31 October of each year, the committee must compile a draft calendar of events for the following year in consultation with event organisers and submit to the CEO of CI. A meeting of all technical committee representatives will be held in mid-November to identify any serious clashes and seek to achieve compromise on desirable alterations prior to determining and publishing an overall calendar of events by the end of the year.

### 3. Discipline Policies and Procedures for Domestic events:

Each discipline committee will adopt:

- 1 A Rulebook based on the ICF rules relating to their discipline which may be modified as necessary to accommodate domestic requirements / limitations
- 2 Event Management Guidelines for regulating the conduct of domestic events held under their auspices. This must incorporate a standard Risk Assessment Form which must be completed for each such event and lodged with the CI office.

#### 4. Discipline Policies and Procedures for International Teams:

Each discipline committee must formulate the following policies to regulate the conduct of international teams:

1. Selection Policy setting out in sufficient detail the procedure for selection of international teams and team officials. This policy should be published before the end of each year to cover the following season.
2. Role specifications for team managers and coaches to be appointed by the committee
3. Code of conduct for all athletes, team managers and coaches selected for international teams
4. Athlete, coach and team manager contracts which must be entered into by all members of international teams prior to departure.

Sample policies, procedures and contracts will be provided by Canoeing Ireland to guide the development of this documentation.

#### 5. Central Rulebook / Guidelines Register

Copies of all discipline committee-approved / updated documents in sections 2 and 3 will be lodged with the CEO of CI and maintained in a Central Rulebook / Guidelines Register.

#### 6. CI Board / Technical Committees communications and supports

Canoeing Ireland recognises the valuable and vital work of volunteer technical committees and commits to the following communication structure and supports:

1. The CEO, President and relevant Board members will hold quarterly meetings with the Chairs of all technical committees which will act as a two-way conduit for communication.
2. On an ongoing basis, the Olympic / Non-Olympic Discipline Representative or in the case of the TDU, the Training, Awards & Accreditation Representative, whichever is applicable, will liaise regularly with each technical committee on matters of common interest, concern and support.
3. On an annual basis, CI will organise workshops for members of all technical committees and clubs on various aspects of interest including financial management, complaint / disciplinary procedures, child protection, communications and PR, website administration etc. This recognises the challenges and lack of continuity which can arise from annual changes in committee members.
4. Each technical committee will be required to submit an annual report of its activities to the Board for presentation at the CI Annual Delegate Meeting.

#### 7. Funding Support for Disciplines:

Subject to availability of funds, CI will provide a standard application format and terms and conditions under which each technical committee may apply for annual grant-aid to assist in the running of their discipline's activities. Applications will be invited by 30 September of each year and decisions on funding will be announced in March following confirmation of Core Grant Allocation from Sport Ireland. Funding, which may be phased, will be on condition of compliance with minimum published criteria including but not limited to:

1. Active use of technical committee section of CI website for news / event information and results posts with links across to Social Media
2. Use of CI logo / branding on all technical committee publications / posts based on templates to be supplied
3. Use of CI promotional material at technical committee-organised events
4. Confirmation of compliance of technical committee members' with Garda vetting / Child Protection course requirements
5. Fixed Asset returns under CI's Fixed Asset Policy by 31 January each year
6. Submission of funding application in required format and level of detail including programme and financial report on current year's activities and programme / proposals / budget for following year.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
President of Canoeing Ireland

\_\_\_\_\_ Date \_\_\_\_\_  
Chairman of Technical Committee