



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 Canoe Slalom 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

1. Create Agenda & Chair meetings in a fair and impartial manner.
2. Take Minutes at meetings.
3. Provide leadership for the committee.
4. Liaise with HP Director and CEO of Canoeing Ireland on various issues
5. Work with the Committee in relation to Budgeting, Activities, selection etc.
6. Pass all relevant information onto Committee on all various issues

1.4.2 Hon Secretary

1. The Hon Secretary will act as vice-chair in the absence of the Chairperson
2. Will take minutes for Agms, Egms & forward to Pub/Marketing for posting to CI Slalom Web page.
3. Will send out all emails to Slalom Athletes in relation to Selection, Team other important issues
4. Email selection Documents and liaise with HP Director in relation to Athlete Selection list.
5. Deal with general queries in relation to slalom

1.4.3 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 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 & Balance sheet account to their 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, Hon Secretary, Hon Treasurer or International Team Manager (or equivalent position).
6. Liaise with CI office in relation to Slalom bank account & transactions
7. At committee meetings present Slalom A/C Opening & Closing Balance, bank rec.

1.4.4 Children's Officer

This Officer will carry out the role as detailed in C.I.'s Safeguarding Policy and Procedures. Ensuring proper procedures are adhered to at all times in relation to the activities of the technical 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 including; Slalom Committee minutes, updates news on Races, Results etc.

1.4.6 International Team Coordinator

The International Team Coordinator will:

1. Liaise with International athletes, the Committee, and NGBs.
2. Represent and support International athletes as and when required.
3. Work with 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
7. Co-Opt assistance from CI Hp Director or committee for additional assistance during summer events.

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 the pathways for developing paddlers to enable them to participate at International competitions abroad.

3. Communication to Athletes about Training Camps
4. Forward communication on upcoming events
5. Liaise with Domestic Comp Coordinator on races support etc.

1.4.8 Domestic Competition and Development Co-ordinator

The Domestic Competition and Development Co-ordinator will:

1. Liaise with clubs in developing the domestic race calendar.
2. Liaise with clubs, coaching staff, and volunteers in promoting and providing flat water Div 3 “Pop up Slalom” events.
3. Promote the race calendar throughout clubs to develop increased participation across all levels of competition. Strive to provide race opportunities at all, ie Div 1,2 & 3, levels.
4. Work to reinstate and populate the divisions over the coming years.
5. Maintain a register of all competitors and records of race results for all competitors at all levels.
6. Keep all points and records of all ranking races
7. Publish end of season ranking divisional lists and notifications of national champions
8. 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.
9. Develop a stream of younger athletes that will join the squad
10. Assist in developing and promoting additional competitive activity by encouraging clubs to become involved with running races open to various levels of competitor.
11. Distribute and collect national trophies

1.4.9 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. Promote cooperation between the various organisations.
4. 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 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 committee will 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.

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 Procedures

The committee will abide by the Governance of CI and will comply and work with the Complaints and Disciplinary Rules and Procedures of Canoeing Ireland when needed.

1.7 Safeguarding Policy and Procedures

The committee will follow the CI Safeguarding Policy & Procedures, in line with the Children and Vulnerable Persons Act.

1.8 Canoeing Ireland Governance

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 the following Policies to regulate the conduct of international teams
 - a. A selection policy by the end of each year for the following year
 - b. Role Specifications for Team managers and coaches
 - c. A Code of Conduct for international athletes, coaches, and managers
 - d. Athlete, coach and team manager contracts which must be entered into by all members of international teams prior to departure.
5. Establish a Draft Selection Criteria Policy for the National Irish Team by or before the end of December each year. A draft selection policy becomes final when approved by the board of Canoeing Ireland. On Olympic cycles it will be approved by Olympic Federation of Ireland. The final version of the policy will be published on the committee's Canoeing Ireland website within 10 days of its approval.
6. Organise and promote coaching courses for coaches at varied levels in conjunction with Canoeing Ireland (ICU).
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.
11. Liaise with Canoeing Ireland HP Director in all areas of High Performance

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.
3. Proposals should be submitted by Canoeing Ireland members, who are eligible to vote at a general meeting, to the Slalom 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.

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 he/she 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

1. Irish Canoe Slalom competitions will follow ICF Rules
2. Must be a canoeing Ireland Member to participate in events

4 Anti-doping

1. Athletes of the Irish Canoe Slalom Teams must adhere to Sport Ireland Anti-Doping Program.
2. Athletes of the Irish Canoe Slalom Teams must adhere to WADA.

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

4. 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.

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

5 Safety Equipment

All Developing classes (U23 & Juniors) Canoe Slalom Paddlers are required to wear buoyancy aids and helmets during training weekends/camps.

All athletes competing in competition(s) must wear buoyancy aids and helmets

6 CI Garda Vetting Policy & Procedures

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

Persons are required to be vetted by Canoeing Ireland if they wish to work with Junior paddlers

7. CI GDPR Policy and Procedures

The Slalom committee will follow the CI GDPR policy and procedures please go to the link below for more information: <https://www.canoe.ie/gdpr-and-you/>

8. CI Brand Management & Communication Guidelines

The Slalom committee will follow and abide by the Brand Management & Communication Guidelines. Please go to CI website to review.

Revision Date: January 2020 ---following 2019 AGM