## MARATHON CANOE RACING CONSTITUTION - Rev: 2018

The ***Marathon Racing Committee*** is a technical committee of Canoeing Ireland and is responsible for the organisation, development and administration of Marathon Canoe / Kayak Racing in Ireland.

The Canoe Marathon Ireland committee consists of a Chair, Treasurer and Secretary, and up to a maximum of seven additional members elected at AGM.

All officers are elected at the Annual General Meeting of the Marathon Committee and the Chairperson is then ratified at the ADM of Canoeing Ireland

The duties of the members shall be as follows:-

***Chairperson:*** The Chairperson shall be responsible for:-

* Chairing all committee meetings.
* Ensuring that meetings are held as necessary.
* Implementing policy and ensuring action is taken on committee decisions.
* Representing the committee at Canoeing Ireland Council meetings.
* Preparation of yearly Government Grant Application in liaison with the Treasurer.
* Representing committee views at Canoeing Ireland board meetings
* Exercising a casting vote when required.

***Secretary:*** The Secretary shall be responsible for:-

* Calling meetings and dealing with correspondence is conjunction with the chairperson.
* Arranging venue, date and time of meetings and notifying all committee members.
* Notifying all clubs of the date, venue and the time of Marathon AGM (21 days' notice must be given).
* Taking minutes of all meetings and circulation to committee members.
* Notifying clubs of changes in Marathon Canoe/Kayak Rules and Regulations.
* The secretary shall delegate for the chairperson in his/ her absence

***Treasurer:*** The Treasurer shall be responsible for:-

* All monies paid to the Marathon Committee.
* The Collection of levies for all ranking and non-ranking events.
* Preparing a Balance Sheet for the Marathon AGM and the Canoeing Ireland ADM.
* Preparation of yearly Government Grant Application in liaison with the
* Chairperson.
* General financial affairs of the Committee.
* The preparation and presentation of the financial accounts at committee meetings

The ***Collective Committee*** shall be responsible for:-

* Production of fixture list each year for Marathon racing.
* Producing a draft calendar by the 31st December
* Producing a confirmed calendar of events in a timely manner
* Promotions and demotions will be ongoing throughout the Marathon year.
* The organisation of coaching and training sessions for junior and senior squads.
* Selection of international teams or the establishment for a selection committee to do same.
* The organisation and promotion of coaching courses for teachers and coaches at varied levels.
* Promoting the sport of Marathon Canoe / Kayak Racing.
* Identifying international events paddlers might be likely to attend during the course of the coming year and producing and publishing a Selection Policy to select the optimal team to attend such events, such policy shall be produced and published by the 31st March.
* Such selection policies shall comply with Canoeing Ireland rules, regulations and guidelines.

***Quorum for meetings***

***Quorum for Canoe Marathon Ireland committee meetings*** The quorum for meetings of Canoe Marathon Ireland shall be half plus one of the membership of Canoe Marathon Ireland with a requirement that at least two officers (from Chairperson, Secretary, and Treasurer) be in attendance at meetings

***Quorum for Annual General Meeting*** A minimum of 20 people will be deemed to be a quorum for a General meeting (AGM & EGM)

 **Role of the Committee**

* To spread Marathon Racing throughout Ireland by encouraging and organising ranking and non-ranking races.
* To encourage a broad base of marathon paddlers in Ireland through the development of introductory training courses and specialised training weekends in Marathon Racing.
* To promote and improve the standard of Irish paddlers through International competition at home and abroad.
* To improve our International image by promoting good Irish International Marathon competition and by sending good standard teams abroad.
* To draft rules and make recommendations for the conduct of Canoeing Ireland National Marathon Races.

***Marathon Racing General Meetings***

* An Annual General Meeting (AGM) shall be held ideally no later than the second weekend inJanuaryeach year
* The secretary shall notify the general marathon population of General meetings at least 21 days in advance using current Marathon committee/ Canoeing Ireland social media.
* Proposals should be submitted to the Marathon committee at least 14 days in advance of the General meeting
* Proposals shall be posted on the media site at least 7 days in advance of the General meeting
* Extraordinary General Meetings (EGM) can be called if a minimum of *20 marathon paddlers*sign the request for an EGM.
* All registered members of Canoeing Ireland are entitled to attend the AGM
* Registered members of Canoeing Ireland over the age of 18 years (on 1st of January of the year of the General meeting) are entitled to vote at AGM (in keeping with the memos and articles of Canoeing Ireland)
* Registered members of Canoeing Ireland over the age of 18 years (on 1st of January of the year of the General meeting) are entitled to run for committee positions
* A minimum of 20 people will be deemed to be a quorum for a General meeting (AGM & EGM)

***Complaints & Appeals Process***

* In the event a marathon paddler has a complaint or grievance a written complaint shall be submitted to the Marathon Committee Secretary within **10** days of the event.
* The committee shall then investigate the complaint requesting written reports from all parties involved.
* In the event the complaint involves a member of the committee they shall be excluded from the complaints investigation process.
* The committee shall report back to the aggrieved party within 30 days of receiving the initial written complaint.
* Initial efforts by the committee shall be to resolve the matter via conciliation
* Should the parties be unhappy with the outcome and require that the matter be escalated the matter shall be referred to Canoeing Ireland for further deliberation.
* In the event the outcome from the appeal to Canoeing Ireland is unacceptable to both parties then the matter will be referred to independent arbitration with both parties agreeing in writing in advance to accept the outcome of the arbitration as final and binding.
* All rules of natural justice shall apply to the process at all stages.
* A fee of €50 shall be payable to the Marathon Racing committee which be refundable should the complaint be upheld.
* All complaints shall be copied to the Canoeing Ireland office at the time of appeal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_13/01/2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_