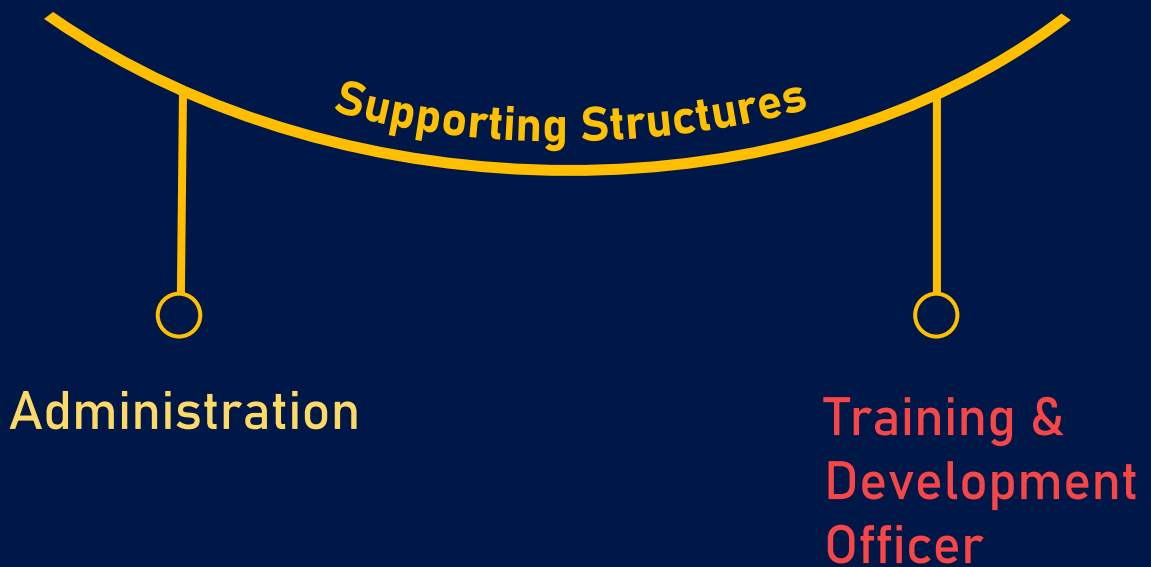
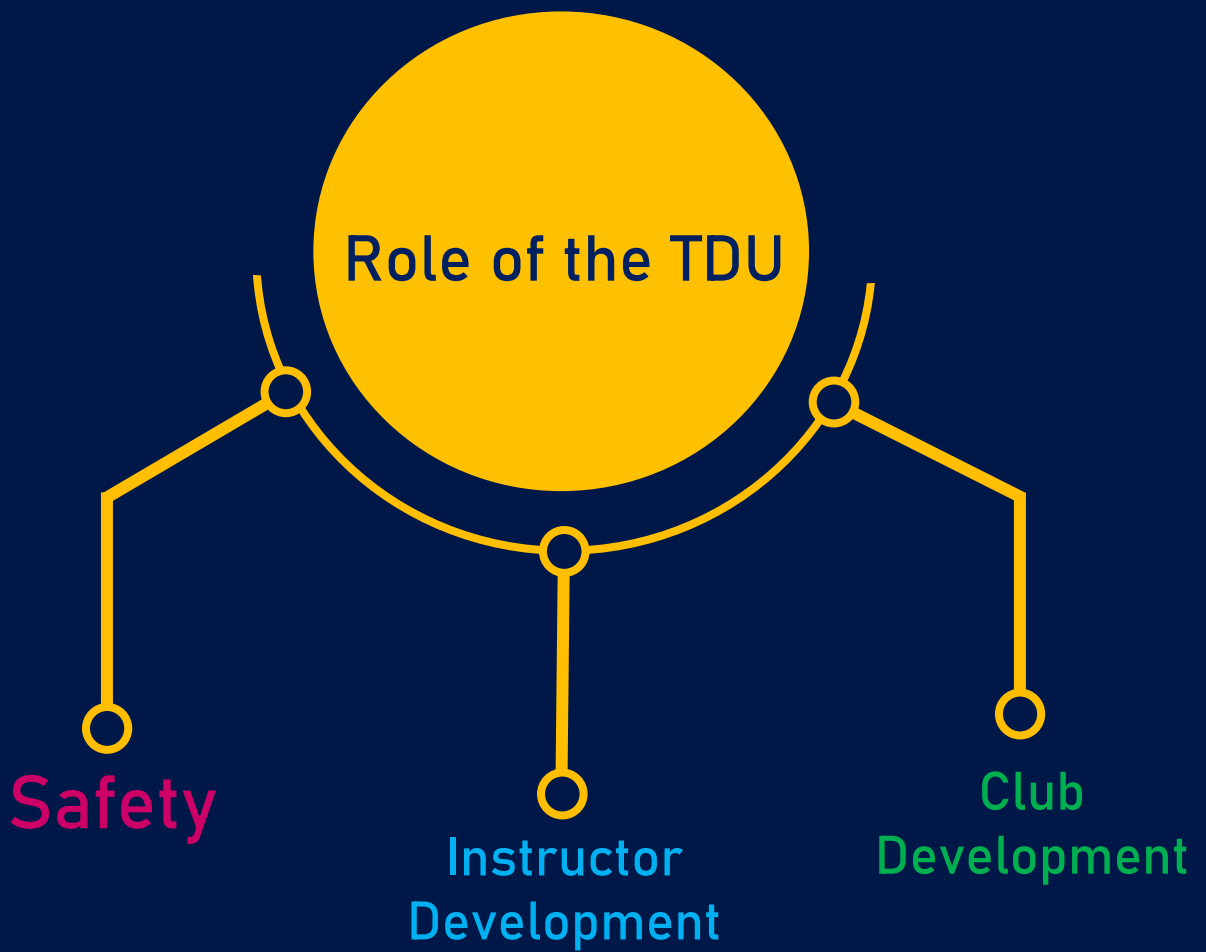


Canoeing
Ireland



Training and Development Unit



Overview of this Document Structure

We have divided the Role of the TDU into 3 key pillars, Safety, Instructor Development and Club Development. A description of the TDU work associated with each pillar is outlined below.

The final chapter describes how the TDU will interact with the executive and the board in a mutually beneficial and supportive relationship intended to support and supplement the work of the TDU

Safety

1. The TDU will interact with the RNLI, Irish Coast Guard and Inland Waterways Ireland on matters relating to the promotion of Safer Paddlesports for all. If opportunities arise to work on a project basis on steering groups etc the TDU will nominate a suitable representative.
2. The TDU will liaise and consult with the Management Team of Canoeing Ireland to ensure that Paddlesports Safety is continually an agenda item and suitably resourced in every way.
3. Continual development of Safety Resources for the benefit of members is a key action for the TDU Committee. This should happen in partnership with the CI Management Team. This content and its validity must be evaluated before publishing.

Instructor Development

1. The TDU will engage with award scheme related queries that are notified to the Training and Development Officer. The purpose of this is to ensure fair process is ensured to such queries and that no one individual takes such decisions unilaterally.
2. The TDU will work with the Training and Development officer to periodically organise Continuous Professional Development opportunities for its members. This could take the form of workshops to ensure the consistency of user experience on a range of awards or safety related matters.
3. The TDU will be available for consultation with Paddlesport related Stakeholders.
4. The TDU will work with the TDO and other Canoeing Ireland Officers to develop strategies for club development. The purpose will be to ensure that there are sufficient levels of instructors to drive grass root introductions and to ensure there are bridging programs to drive future development.





Club Development

1. The TDU Committee will work with the TDO on any club development support queries relating to where new club development intersects with the award scheme. This could take the form of award scheme opportunities and initiatives that might support the spawning or further growth of Canoeing Ireland Canoe Clubs nationwide.
2. In order to support the whole process of continuous improvement of the Award Scheme and support of Clubs and providers. CPD's should be run where necessary.
3. Clubs should be encouraged to reach out to the TDU if they have training needs and the TDU can explore opportunities to facilitate the hosting of workshops / courses to meet those needs. These should be done via the TDO / CI Administration.
4. The TDU will work with the events officer in CI to create a virtuous program of events associated with the award scheme that balance regional and discipline diversity with the program tied into an event calendar.
5. The TDU will work with the CI club officer to create an open communication network that allows clubs to communicate between themselves with guidance from CI and TDU where required.
6. The TDU will work with CI to create and update a library of resources to be published on the CI website in specific relation to formation, progression, and continual development of clubs.





Administration

1. The TDU Committee will support the administration of Canoeing Ireland on matters of Strategic Development and in the implementation of relevant initiatives / work.
2. The CEO will work with the Chair and Treasurer of the TDU to ensure the necessary financial provisions are made on an annual basis for the Committee to carry out its affairs.
3. The CEO, Board and management Team will work to support the TDU Committee to ensure the highest standards of Corporate Governance and compliance are adhered to.



Training & Development Officer

1. The Canoeing Ireland Training and Development Officer will have an automatic and non-voting seat on the TDU.
2. The TDU will support the work of the TDO to ensure the benchmarking of the Award Scheme continues to operate at a high standard. Updates, review work, improvements and supporting positive change is all part of this brief.
3. The TDU and TDO working together will seek continual feedback from the membership in order to support the Award Scheme's development.
4. The TDO will oversee the implementation of approved changes to the scheme.
5. The Committee should serve as a filter and support for proposed changes brought by the TDO.



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