



Committee

The Irish Canoe Slalom Committee is a subcommittee of Canoeing Ireland and is responsible for undertaking the organisation, development, promotion, administration, and support of domestic canoe-slalom activity and to assist with International Team events.

Standing Orders

The Committee will act in accordance with the Canoeing Ireland “Standing Orders for Committees”.

Role and Remit

- Publish a draft list of events by 30th Nov each year.
- Adopt a rulebook based on the ICF Rulebook.
- Prepare Event Management Guidelines.
- Promote the discipline of Canoe slalom.
- Actively fundraise/seek sponsorship in accordance with Canoeing Ireland’s commercial strategy.
- Support Canoeing Ireland PD in relation to the development of the yearly Selection Policy for Junior, U23 and Seniors and the Olympic Policy in the year prior to the Olympics.
- Work with Canoeing Ireland in the development of permanent canoe slalom course(s) in Ireland.
- Liaise with Canoeing Ireland PD in all areas of High Performance.
- Support and work towards the objectives of the Canoeing Ireland High Performance programme

Composition

The Committee will have a minimum of five members elected at the Annual Committee Meeting and then approved by the Board of Canoeing Ireland. Furthermore, the committee may co-opt two persons to fulfil specific positions or requirements should the need arise during the committee’s tenure and approved by the Board of Canoeing Ireland. Any member of the committee may be assigned more than one of the roles listed below.

The committee shall consist of the following roles:

Chair

- a) Chair all committee meetings.
- b) Ensure that meetings are held as necessary.
- c) Implement policy and ensuring action is taken on committee decisions.
- d) Represent the committee at Canoeing Ireland meetings.
- e) Exercise a casting vote when required.
- f) Liaise with the PD and CEO of canoeing Ireland on various issues.
- g) Work with Committee on Budgeting, Slalom Activities.
- h) Pass on all information to committee received from HP PD and CEO.
- i) Such other duties as the Committee may delegate.

Secretary

- a) Organise meetings and papers for meetings.
- b) Handle correspondence in conjunction with the Chair.

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- c) Notify all clubs of the date, venue and the time of any general member meetings.
- d) Record the minutes and decisions of all meetings and circulating these in advance.
- e) Ensure agenda and papers are circulated to members within [] days of general meetings.
- f) Notify clubs of changes in rules and regulations.
- g) Chair any meeting in the absence of the Chair.
- h) Liaise with Slalom Athletes in relations to Training, Selection, Team Issues, Events etc.
- i) Will Liaise with HPPD in relations to Selection Documents, Event entries
- j) Deal with general enquiries about slalom Training, team events etc.
- k) Such other duties as the Committee may delegate.

Treasurer

- a) Liaise with Canoeing Ireland to operate the Committee bank account including matters relating to expenditure.
- b) Forward on an annual basis, details of the financial controls in place in respect of the bank account including the 3 named signatories.
- c) Comply with the Canoeing Ireland financial control policy.
- d) Update the Canoeing Ireland CEO with regard to any information required in respect of the Bank account or other financial management information in relation to the operation of the Committee as and when required.
- e) The reconciliation of the bank account.
- f) Account for of all monies collected on behalf of the Committee and ensuring accounting records including income and expenditures are up to date and accurate.
- g) Liaise with Canoeing Ireland in respect of grant applications.
- h) Liaise with Committee on Budget, event Costings, incurred expenses etc.
- i) Liaise with Slalom Athletes on bills for Training, Coaching, Events etc.
- j) Liaise with PD on financial matters surrounding events, athletes coaching etc.

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 sub-committee.

Publicity and Marketing Officer

The Publicity and marketing Officer will in conjunction with the CI Communications lead:

- a) Obtain publicity for Slalom racing via, social media, press, Radio and T.V.
- b) Prepare programmes for major events.
- c) Compile Slalom news for Canoeing Ireland communications.
- d) Maintain an active and regularly updated website including Slalom Committee minutes, updates news on Races, Results etc.
- e) Put notices of events, activities etc. on Social Media platforms

International Team coordinator

The International Team Coordinator will:

- a) Through agreed protocols with the PD liaise with international athletes, the Committee, and Canoeing Ireland.
- b) Encourage, promote and facilitate cooperation and communication between Canoeing Ireland, the Committee and International athletes.

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- c) Continually update the Committee on the activities and progress of international athletes. Maintain a record of all international results for selected Irish teams.
- d) Liaise with PD, Secretary, CI Office in relation to ICF Database, International Entries.
- e) Liaise with PD, Secretary, Coaches, Squad Coord, Athletes in relation to ICF and ECA Events, Roles etc.

ICS Squad coordinator

The ICS Squad Coordinator will:

- a) Liaise with coaching staff and volunteers in providing domestic coaching and training activities.
- b) Liaise with PD about International Race and Training camps and events for athletes.
- c) Communication to Athletes about Training Camps
- d) Forward communication on upcoming events
- e) Liaise with Domestic Comp Coordinator on races support etc.

Domestic Competition and Development Co-ordinator

The Domestic Competition and Development Co-ordinator will:

- a) Liaise with clubs in developing the domestic race calendar.
- b) Liaise with clubs, coaching staff, and volunteers in promoting and providing flat water Div. 3 “Pop up Slalom” events.
- c) Promote the race calendar throughout clubs to develop increased participation across all levels of competition. Strive to provide race opportunities at all, i.e., Div. 1,2 & 3, levels. Work to reinstate and populate the divisions over the coming years.
- d) Maintain a register of all competitors and records of race results for all competitors at all levels.
- e) Keep all points and records of all ranking races.
- f) Publish end of season ranking divisional lists and notifications of national champions.
- g) Maintain a listing of active and potential participants and, work with race and event organisers, to communicate directly with clubs, club members. Individuals and interested parties in slalom racing.
- h) Assist in developing and promoting additional competitive activity by encouraging clubs to become involved with running races open to various levels of competitor.
- i) Distribute and collect national trophies.

Northern Ireland representative

The Northern Ireland representative will:

- a) Provide a conduit and promote cooperation and communication between CANI, the ICSC and CI.
- b) Maintain communication between all organisations to try and ensure the best possible outcomes for all athletes involved at all levels.
- c) Promote cooperation between the various organisations.
- d) Assist in preventing overlaps in activities and encourage better use of available resources.

Amending the Terms of Reference

The Terms of Reference may be revised by the board of Canoeing Ireland from time to time. The board will consider recommendations from the committee for amendments to these Terms of Reference if the need arises.