Paddlesurf Ireland Terms of Reference Update 2026

The PaddleSurf Committee is a subcommittee of Canoeing Ireland and is responsible for the organisation, development and administration of Surf Kayaking and Waveski Competition in Ireland.

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

All committee members are required to read, understand, and operate within the framework outlined in the Terms of Reference, General Committee Provisions, and Standing Orders. Familiarity with these documents is required to ensure decisions are made transparently, responsibilities are fulfilled appropriately, and the committee functions within its defined mandate.

Composition of The Paddlesurf Committee

1. Chairperson
2. Secretary
3. Treasurer
4. Safeguarding Officer
5. A Public Relations Officer
6. Waveski Rep/Surfkayak Rep
7. Development Officer
8. One Ordinary committee member

All officers to be elected annually at the Annual Committee Meeting and approved by the Board of Canoeing Ireland

Chairperson
The Chairperson shall be responsible for:

- Chairing all committee meetings.
- Manage any correspondence in conjunction with the Secretary
- Ensure that meetings are held as required
- Implement policy and ensure committee decisions are implemented.
- Represent Paddlesurf Ireland at Canoeing Ireland meetings.
- Exercise a casting vote when required.
- Liaise with Canoeing Ireland where required
- Pass on all information from Canoeing Ireland to the Paddlesurf Committee.
- Liaise with the Non Olympic Discipline Rep of Board of Canoeing Ireland
- Work with all committee members to run Paddlesurf
- Ensuring that the AGM is held annually
- Any other duties as the Committee may delegate.

Secretary
The Secretary shall be responsible for:

- Organising meetings and circulate any required documentation for meetings.
- Manage any correspondence in conjunction with the Chair.
- Notify all the Paddlesurf Community of the location, date and the time of any general member meetings.
- Record the minutes and decisions of all meetings and circulate these in advance.
- Minutes should be a high level clear factual summary of meetings. The summary should be what decisions were made, what actions need to be taken and who is responsible for what.Minutes should not be a word for word transcript of the meeting
- Minutes should be saved in the Paddlesurf Ireland Google Drive
- Ensure agenda and papers are circulated to members a minimum of 30 days prior to the Annual General Meetings.
- Notify the Paddlesurf community of changes in rules and regulations.
- Chair any meeting in the absence of the Chair.
- Represent Paddlesurf Ireland at Canoeing Ireland meetings
- Liaise with Paddlesurf Athletes in relations to Training, Selection, Team Issues, Events and Competitions.
- Will Liaise with Performance and Pathway Director and Non Olympic Discipline Rep in relation to Selection Documents and competition entries.
- Deal with general enquiries about Surf Kayaking and Waveski Training, team events and competitions.
- Work with all committee members to run Paddlesurf.
- Any other duties as the Committee may delegate.

Treasurer

The Treasurer shall be responsible for:

- All monies paid to the PaddleSurf Committee.
- The Collection of levies for all ranking and non-ranking events.
- Comply with the Canoeing Ireland financial control policy.
- Liaise with Canoeing Ireland to operate the Committee bank account
- Preparing a Balance Sheet for the PaddleSurf AGM and the CI ADM.
- Preparation of yearly Government Grant Application in liaison with the Chairperson and other committee members.
- General financial affairs of the Committee.
- The preparation and presentation of the financial accounts at committee meeting
- Work with all committee members to run Paddlesurf

Safeguarding 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.
- Work with all committee members to run Paddlesurf

PRO

The PRO shall be responsible for:

- Obtaining publicity for PaddleSurf via Press, Radio, T.V. and social media.

- Social Media is a major part of promotion and should be used regularly to promote Paddlesurf in Ireland.
- Prepare programmes for major events.
- Compile PaddleSurf news for Canoeing Ireland communications.
- Work with event organisers and Canoeing Ireland to communicate with clubs, club members, individuals and all interested parties in PaddleSurf.
- Work with all committee members to run Paddlesurf

Surfkayak Rep/Waveski Rep

The Surfkayak/Waveski Rep shall be responsible for:

- Technical input from 'Surf-kayak & Waveski' discipline.
- Promoting participation and training opportunities.
- Work with Canoeing Ireland to promote both paddling disciplines through media outlets.
- Work with all committee members to run Paddlesurf

Development Officer

The Development Officer shall be responsible for:

- Liaising with the National Development Office on the Paddesurf Syballas.
- Promoting the Paddlesurf Syballus.
- Promoting participation and training of Paddlesurf
- Work with all committee members to run Paddlesurf

Ordinary Members

The Ordinary Members shall be responsible for:

- Promoting participation and training opportunities
- Work with the Paddlesurf Committee and Canoeing Ireland to promote the sport
- Work with event and competition organisers.
- Work with all committee members to run Paddlesurf

Committee Remit/Role.

- Production of a draft fixtures list each year for PaddleSurf competition by 30th Nov each year.
- Production of a confirmed calendar of events in a timely manner. A draft calendar of events must be shared with the Paddlesurf Committee and community before being published, to prevent event conflicts.
- The organisation of coaching and training sessions for the squad.
- To promote PaddleSurf throughout Ireland by encouraging and organising ranking and non-ranking events.
- To show others how to run events and competitions.
- To help event and competition organisers run events and competitions successfully.

- To encourage a broad base of PaddleSurf paddlers in Ireland through the development of introductory training courses and specialised training weekends in PaddleSurf.
- 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 PaddleSurf competition and by sending performance teams abroad.
- The committee shall provide regular updates to the Paddlesurf community to ensure transparency and engagement.
- To draft rules and make recommendations for the conduct of Canoeing Ireland National PaddleSurf events.
- Working with the PD to draw up selection policies for the National Team (PD and board approval)
- Any Paddlesurf Ireland member accepting a position on the World Surf Kayaking Association (WSKA) committee or World Waveski Surfing Association (WWSA) should inform the Paddlesurf community and Committee.
- Selection of international teams or the establishment of a selection committee to do the same.
- The organisation and promotion of coaching courses at varied levels.
- Promoting the sport of PaddleSurf (Surfkayak & Waveski).
- Liaise with the National Development Officer on the Paddesurf Sysballas.
- Keep the asset register of all Paddlesurf Equipment up to date.
- 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 of March.
- Such selection policies shall comply with Canoeing Ireland rules, regulations and guidelines.The Ranking Policy must be published prior to any competitions that contribute to Irish Team selection. No exceptions should be made.
- Timely Organisation of Team Ireland The committee must designate and support individuals to organise Team Ireland in a timely and structured manner.
- At least two committee members must have access to Canoeing Ireland's Event Master system and other systems required to run events and competitions to ensure continuity and access.
- Access to the Paddlesurf Social Media should be given to committee members to ensure regular posting and to ensure access is not lost.
- Allocation of Funding for international teams.
- Allocation of funding for equipment/initiatives aimed at furthering the sport.
- Determining the subscription fees to PaddleSurf.
- Presenting a funding application to Canoeing Ireland Board by 30th Sept each year to support the promotion of the discipline for the following year.
- Maintaining good relations with all other Paddlesport disciplines in order to identify potential talent.

- Committee members should maintain a respectful and sporting manner in all matters relating to Paddlesurf.

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.

Version	Created	Approved Paddlesurf Committee	Approved Board
New	07/2021	07/2021	07/2021
V1.0	01/2025	01/25	01/25
V1.1	03/2026		