



Canoe Sprint Ireland Constitution

1. Canoe Sprint Ireland Committee

The Canoe Sprint Ireland Committee (CSIC) is a technical committee of Canoeing Ireland and is responsible for the organisation, development, promotion and administration of the sport of Canoe Sprint in Ireland. To the extent to which it is authorised by the Board of Canoeing Ireland, the CSIC shall control all competitions in canoes and kayaks over distanced up to and including 10k on flat water racing courses.

The Canoe Sprint Ireland Committee is also responsible for the Paralympic sport of Paracanoe.

The Committee shall consist of six committee members namely a Chairperson, Secretary, Treasurer, Development Officer, Team Manager and Club Liaison/Child Protection Officer. All Officers shall be elected at the Annual General Meeting of the Canoe Sprint Ireland Committee and the Chairperson shall be ratified at the ADM of Canoeing Ireland.

In the event of a casual vacancy amongst the officers of the Committee, the Committee shall appoint another eligible person to act for an appropriate period, but not beyond the next AGM.

The position of PR Officer, Coach, High Performance Officer, Paralympic Officer and Equipment officer are as ex-officio Committee and will be selected by interview by the CSIC and ratified by the Board of Canoeing Ireland. Ex-officio Committee members do not have voting rights.

All members and ex-officio members of the CSIC must be Garda vetted and have the relevant child protection course completed as per current Child protection legislation.

2. The Committee shall be collectively responsible for:

1. Establishing a Selection Policy and Selection criteria each year for the Irish Team by the end of December of the year preceeding the international events. This policy should be submitted to the Board of Canoeing Ireland-and then following approval published by end of January of the year in which the Selections will take place.
2. Setting dates and location (s) for selection events for the National Team by latest end of January of each year.
3. Develop a competition pathway for selection purposes for Juniors, U23's and Seniors.
4. Production of fixture list each year for Sprint racing including Regattas, Time Trials, Squad assessment weekends and National Championships.



5. Development yearly of a Performance Plan for development classes (U23 & Juniors) for Canoe and Paracanoe Sprint athletes in conjunction with Canoeing Ireland for submission to the ISC (Irish Sports Council) for funding.
6. Development yearly of a High Performance Plan for Canoe and Paracanoe Sprint athletes in conjunction with Canoeing Ireland for submission to the ISC (Irish Sports Council) for funding.
7. Select athletes for the National Team and manage teams representing Ireland at International competitions and events.
8. Promote and encourage clubs and individuals in the development of the sport of Canoe Sprint.
9. Promote the development and organisation of coaching courses for coaches at various levels in conjunction with Canoeing Ireland.
10. Support Canoeing Ireland by providing expertise in relation to developing the Olympic Selection Policy in the year prior to the Olympic year.
11. To liaise with the Canoe Slalom Committee and agree on a person to represent both disciplines as the High Performance Olympic Representative (HPOR) on the Board of Canoeing Ireland. This HPOR is mandated by both committees to represent the disciplines. The CSIC will communicate any items to be raised at Board level and the HPOR will communicate back with relevant items discussed at Board level to the CSIC.

3. Membership

Membership shall be open to individual members of Canoeing Ireland and members of a Canoe Club who is registered with Canoeing Ireland who have participated in or aided the running of an International or domestic Canoe Sprint event in the preceding 2 years.

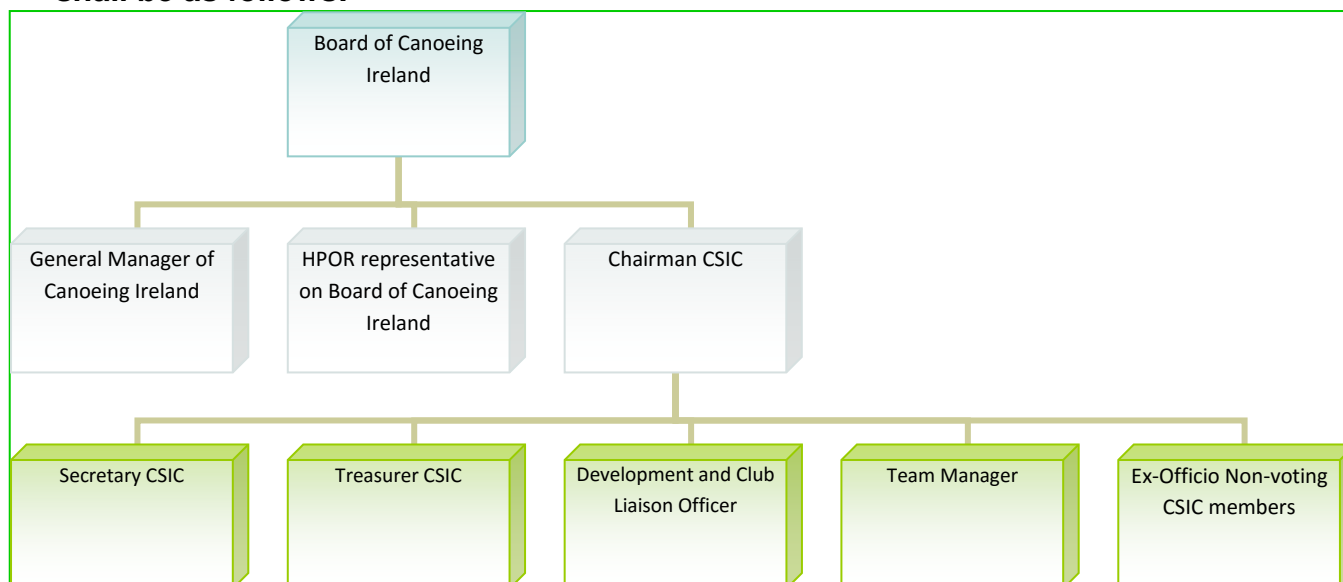
4. Aims of the CSIC

1. To run the National Canoe Sprint and Paracanoe Team programme to prepare athletes for International competition and qualification for the Olympic Games.
2. To increase participation in Canoe Sprint racing throughout Ireland by developing structures and pathways for developing Athletes to be the best they can be.
3. To organise and support regattas, squad weekends and other events with established Canoe/Kayak clubs throughout Ireland.
4. To encourage the participation of a broad base of developing Junior and U23 Sprint Athletes in Ireland through the development of squad training and assessment weekends in Canoe Sprint.



5. To develop the competition pathways for developing Junior and U23 Sprint Athletes to enable them to participate at International competitions abroad.
6. To represent Canoe Sprint Irelands best interests and make recommendations to the HPOR on the Board of Canoeing Ireland on all matters regarding Canoe Sprint and High Performance Strategy.
7. To support top international Athletes by providing a liaison between the Canoe Sprint Ireland Committee and Canoeing Ireland.

5. Roles, Responsibilities and Structure of the Canoe Sprint Ireland Committee members shall be as follows:



5.1 Chairperson,

The Chairperson shall be responsible for:

- Chairing of all committee meetings.
- Ensuring that meetings are held as necessary.
- A minimum of 4 meetings and preferably 6 should be held in any racing year.
- Implementing policy and ensuring action is taken on CSIC and Board decisions.
- Liaise with the HPOR and communicate any items required to be discussed at Canoeing Ireland Board meetings.
- Support the members of the CSIC to complete their duties.

5.2 Secretary,

The Secretary shall be responsible for:

- Calling meetings and taking minutes.
- Dealing with correspondence in 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 Canoe Sprint Irelands AGM's and EGM's AGM within the notice period.
- Taking minutes of all meetings and circulate to all Committee members.
- Publish changes in ICF or CI Canoe Sprint and Regulations on website.



- The Secretary shall delegate for the Chairperson in his/her absence.

5.3 Treasurer,

The Treasurer shall be responsible for:

- All monies paid to the CSIC.
- The collection of levies for all events.
- The collection of contributions from athletes for International events.
- Preparing a Balance Sheet in conjunction with Canoeing Ireland office staff for the Sprint AGM.
- General financial affairs of the Committee.
- The preparation and presentation of the financial accounts at Committee meetings.
- Maintaining a list of fixed assets

5.4 Development and Club Liason Officer:

The Development Officer shall be responsible for:

- Development and improvement of Canoe Sprint at club and national level
- Development of Canoe Sprint at U23 & junior level.
- Organise Squad Training and Assessment weekends at U23 & junior level.
- Encourage activities which are directed towards the promotion of the sport

5.5 Team Manager

- The Team Manager shall be responsible for the travel arrangements for the team. He/she will ensure that all members of the team and any extra drivers are fully aware of the travel arrangements as to tickets, passports, visa etc and for any specific regulations, either traffic or otherwise, in the countries concerned
- The Team Manager and Athletes will check that the team have suitable boats and equipment.
- The Team Manager will brief all concerned just before departure and ensure that accommodation and feeding arrangements have been made.
- On arrival at an event the Team Manager will report to the Organisers office and familiarise himself / herself with all the necessary information and details. The Team should be fully briefed with this information and any useful details such as location of cafes, shops etc.
- The official team transport and equipment will be under the control of the Team Manager whether owned by him or not.
- The Team Manager will be responsible for discipline.
- After each trip the Team Manager shall submit a report to the CSIC of their team achievements, expenses incurred etc.



6. Roles and Responsibilities of Canoe Sprint Ireland Committee ex-officio members shall be as follows:

5.1 PR Officer

The PR Officer shall be responsible for:

- Obtaining publicity for Sprint racing via press, social media, radio and T.V.
- Preparation of programmes for major events.
- Compiling Sprint news for Canoeing Ireland communications
- Keeping a record of all international results for selected Irish teams
- The distribution and collection of national trophies
- Maintaining an active and regularly updated website
- Maintaining 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 Canoe Sprint racing.

5.2 High Performance Development Officer

- If nominated act as the HPOR on the Board of Canoeing Ireland.
- Liaise with the nominated HPOR to implement a High Performance system for Canoe Sprint Ireland.
- Liaise with Canoeing Ireland, HPOR and the CSI Coach to implement a coaching development programme.

5.3 Paralympics Officer

- Will represent the CSIC as 1 of the 2 nominated delegates from Canoeing Ireland to sit on the member forum of Paralympics Ireland.
- Will liaise with the CSIC, HPOR and Canoeing Ireland to implement a High Performance Paralympic Programme.
- Will liaise with the CSIC, HPOR and Canoeing Ireland to implement a Paralympic Development Programme.

5.4 Coach(contracted or voluntary)

The Coach shall be responsible for:

- Design and implement a training programme for Canoe Sprint Ireland Athletes.
- Will liaise with the CSIC, HPOR and Canoeing Ireland to implement a Coaching training programme.
- Provide technical advice to the selection panel as outlined in the CSIC selection policy.
- Travel with the CSI team to competition and training events

5.5 Equipments Officer

- Maintain the Fixed Asset Register.
- Arrange for repair and refurbishment of equipment if needed.
- Advise the CSIC on a best use of any grants available.



7. Election of the Committee

All committee members elected or appointed as provided above, as officers or committee members are eligible for re-election or reappointment but should not serve for more than four consecutive years in any one position. The Term of the committee members will be for a 1 year term.

8. Annual General Meetings

An Annual General Meeting (AGM) shall be held at least every 12 months by the end of January of each year. The Secretary shall issue a notice in writing to the secretaries of the relevant clubs at least 21 days in advance and publish the notice on the Canoeing Ireland website (www.canoe.ie) or any other useful or applicable means of communication. Non receipt of the notification shall not invalidate the meeting.

In order for the meeting to take place 1/2 of the outgoing Committee must be present. Attendance at the AGM is open to every registered member of Canoeing Ireland.

Motions and proposals should be submitted in writing to the CSIC at least 7 days in advance of the Annual General Meeting. This can be posted to the CI office or a signed scanned copy by email to canoesprintireland@gmail.com

Motions and proposals shall be posted on the Canoe Ireland website (www.canoe.ie) at least 5 days in advance of the Annual General meeting.

9. Extraordinary General Meetings

Extraordinary General Meetings (EGM) can be called if a minimum of 5 Canoe Clubs to vote as per section 10 below sign a request for an EGM.

A minimum of 15 Canoe Clubs or individual Canoeing Ireland members eligible to vote as per section 10 will be deemed to be a quorum for the AGM or EGM.

10. Voting Rights and Procedures at Annual General Meetings.

1. All attendees at the Sprint Committee AGM shall sign the supervised register of attendance on arrival and if eligible as per 2. below will be issued with distinctive voting cards by reference to the register of members maintained by their Hon Secretary.
2. Voting rights will be one vote per qualifying senior member. This is determined as anyone who has competed in or has been involved in coaching or has been a volunteer in the



organisation of a sprint discipline-specific event within the last twenty four months. A register of such members shall be maintained by the Secretary to administer voting rights of this type.

3. Any change to this voting methodology which may be passed at an AGM / EGM shall not have effect unless approved subsequently by the Board of CI and revised TOR issued on foot of such approval
4. Decisions at Annual General Meetings shall be taken by a simple majority based on the number of votes cast as per section 1 above. The Chairperson shall 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.

9 Competitions

All competitions will be run under Canoeing Ireland and ICF competition rules.

10 Anti-doping

The use of banned performance enhancing substances by anyone taking part in the sport is strictly prohibited. Abuse of any other substance while involved in a competition that puts at risk the athletes' safety or any other participant is deemed a disciplinary offence. All competitors must comply with the Canoeing Ireland and ISC anti-doping rules and regulations. Those involved in the taking or distribution of banned substances shall be automatically suspended and will be dealt with under Canoeing Ireland and ISC anti-doping rules and regulations.

11 Child Protection Safety & Vetting of Persons working with Juniors (Coaches & Managers/Team leaders etc)

All members and ex officio members working with Developing Canoe Sprint Athletes (Juniors) must be Garda vetted and comply with Canoeing Ireland in relation to the Code of Ethics and Children First Policy. Persons are required to be vetted by Canoe Ireland if they wish to work with Junior Athletes.

12 Complaints & Appeals Process

Complaints and grievance procedures will be followed in accordance with the Canoe Sprint Ireland Selection Policy and Canoeing Ireland disciplinary procedures.

13 Selection

1. All entries for International Sprint Competitions outside Ireland must be made through the CSIC.



2. Selection for the Canoe Sprint Ireland team will be as per the ratified selection policy.
3. Canoe Sprint Ireland team Selections can only be made for CSIC approved International events or events awarded International status by the ICF.
4. The nomination of events for selection and the criteria for selection shall be advised by the CSIC before the 31st January each year. Notification of the reasons for non attendance at nominated events shall be the responsibility of the individual athletes who must state their reasons in writing to the CSIC.
5. Where possible at least one selection event must take place in Ireland each year.
6. All financial assistance by host organisers or Canoeing Ireland shall be paid only to the selected team for the event on the basis of the performance criteria defined in the CSIC selection policy for that year subject to OCI and ISC rules if applicable.
7. In certain events it may be desirable to send a large team, these may be selected to represent Canoeing Ireland and may receive a proportion of any expenses money made available on the basis of the performance criteria defined in the CSIC selection policy for that year.
8. The appointed Team Manager may be given financial assistance.
9. A team coach may be appointed and may be given financial assistance.
10. An experienced member of the team shall be appointed captain.
11. Individual members of Canoeing Ireland or members of affiliated clubs wishing to compete abroad outside the Irish team must have approval of the CSIC. Club Teams shall appoint a Team Manager and shall notify the CSIC in writing of same before travelling abroad. They shall also advise the CSIC in writing of all results obtained at such events.