

Canoeing Ireland

Training, Coaching and Accreditation Unit

Constitution

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This constitution was reviewed and amended in January 2013.

Constitution was accepted March 2015

1.0 Introduction

1.1 The Training, Coaching and Accreditation Unit, (Referred to in this Constitutions hereafter as the Training Development Unit – TDU) shall be responsible to Canoeing Ireland (CI) for all aspects of instruction in relation to canoeing* and canoeing standards throughout Ireland, including the setting and maintaining of coaching standards.

1.2 The TDU has the overall responsibility for the Award Scheme. The Training Officer and Canoeing Ireland office are responsible for the administration and implementation of the Award Scheme.

1.3 The Training Development Unit Committee's role is to:

- *To actively promote and review the Award Scheme.*
- *To keep up with new developments and modern teaching practices.*
- *To propose changes and develop new courses where needed.*
- *To arbitrate in the event of disputes.*
- *To further develop the Coaching Scheme.*
- *To promote the further training of club canoeists.*
- *To provide a forum for members contributions.*
- *To ensure a consistency of courses and assessments.*
- *To promote and develop further training for Coaches.*
- *To actively promote and review safety issues.*
- *To set up a means of communicating problems and possible solutions.*
- *To promote further youth participation on training courses.*
- *To develop a system of licensing Course Providers to ensure consistency and quality assurance.*

1.4 The Training Development Unit Committee (known hereafter as the Committee) which shall be a sub-committee of Canoeing Ireland shall govern the TDU.

1.5 The Executive Officers of the TDUC shall be elected from those in membership Class

A. These three separate positions shall consist of: -

- Chairperson
- Secretary
- Treasurer

1.6 The non-executive officers of the TDU shall be elected from Class A or may be co-opted.

1.7 The number of non-executive officer positions shall not be less than 7. They shall include the following positions:

- Kayak Officer
- Sea Officer
- Open Canoe Officer
- Coach Officer
- Safety Officer
- PRO/Club Liaison Officer
- Environmental and Access officer

1.8 The Canoeing Ireland Training and Development officer shall hold an ex-

officio position on the committee.

- 1.9** The Committee shall meet at least eight times per year. Minutes of each meeting and an agenda shall be circulated to all committee members prior to the following meeting.
- 1.10** The Committee shall keep proper records of its business, membership and finances.
- 1.11** The Committee will furnish the appropriate information to the Board of the Canoeing Ireland as required.
- 1.12** The Committee shall deal with all matters deemed pertinent to the operation of the Training Development Unit Committee as outlined in its constitution.
- 1.13** The committee shall appoint Training Advisory Panels (TAPs) as required. A TAP shall consist of suitable members of the Training Development Unit and shall be chaired by the relevant officer of the committee.
- 1.14** The purpose of the TAP shall be to discuss matters of policy relating to the awards schemes and standards and to make recommendations to the Committee. Such recommendations may be accepted, rejected or amended by the Committee in part or in whole.
- 1.15** The Committee shall have the authority to appoint such sub-committees as it deems necessary to assist and support the objectives and the work of the Training Committee. A member of the Training Development Unit Committee shall chair each such sub-committee.
- 1.16** The Committee shall have the power to deal with all matters that are relevant to the objectives of the Training unit not expressly provided for in this Constitution or in the CANOEING IRELAND Constitution and all things necessary for the proper control and administration of the TDU. Any such action shall be subject to review at the next TDU AGM or S.G.M.

** The term canoeing where used in this constitution refers to canoeing/kayaking in all aspects of the sport.*

2.0 Objectives

The Training, Coaching and Accreditation Unit' objectives are:

- 2.1** The Training Development Unit shall contribute actively to, and participate in, the promotion and development of canoeing in Ireland.
- 2.2** All members of the Training Development Unit shall maintain the highest standards of personal conduct and fair play both on and off the water.
- 2.3** Rules, policies and expectations shall be positively stated, agreed and communicated to all members.
- 2.4** The Training Development Unit shall maintain a set of rules and procedures, which shall be:
- (a) Operated
 - (b) Evaluated
 - (c) Monitored

- 2.5** The Training Development Unit shall actively promote and maintain the highest standards of safety and good practice in all its activities and in all the activities of its members.
- 2.6** The Training Development Unit and its members shall treat all persons in an equitable and fair manner, regardless of age, ability, sex, religion, social and ethnic background, political persuasion, and level of mental and/or physical development.
- 2.7** The Training Development Unit shall promote quality relationships in sport.
- 2.8** Such relationships in the case of children* should be:
- Entered into by choice.
 - Open, positive and encouraging.
 - Defined by a mutually agreed set of goals and commitments.
 - Respectful of the creativity and autonomy of children.
 - Defined by an ethical code of conduct relating to interaction, teaching and bullying.
 - Carried out in a context where children are protected and where their rights are promoted.
 - Free from verbal, physical, emotional or sexual abuse.
 - Respectful of the needs and the developmental stage of the child.
 - Aimed at the promotion and enjoyment of individual progress.
 - Respectful of the roles and responsibilities of sports leaders and instructors and coaches.
 - Governed by a code of ethics and good practice in sport.

**For the purposes of the Objective, Section 2.8. a child shall be defined as any person under the age of eighteen years.*

- 2.9** Such relationships in the case of adults should be: -
- Entered into by choice.
 - Open, positive and encouraging.
 - Defined by a mutually agreed set of goals and commitments.
 - Respectful of the autonomy of adults.
 - Defined by an ethical code of conduct relating to interaction, teaching and bullying.
 - Carried out in a context where everyone is protected and where his or her rights are promoted.
 - Free from verbal, physical, emotional or sexual abuse.
 - Aimed at the promotion and enjoyment of individual progress.
 - Respectful of the roles and responsibilities of sports leaders and instructors and coaches.
 - Governed by a code of ethics and good practice in sport.
- 2.10** The Training Development Unit and its members shall protect the beauty and amenities of Irish waterways, rivers, lakes and seas, the conservation thereof and the access thereto.

3.0 Coaching and Instructing Standards and Awards

- 3.1** The TDU shall set up, administer and promote such coaching and instructing awards as are deemed necessary by the committee.
- 3.2** The TDU shall make available a manual, consisting of current awards, regulations and practices.
- 3.3** The TDU shall maintain in place the structure of the Awards Scheme for a minimum of 5 years following its adoption at an AGM.
- 3.4** The TDU shall monitor the content of the Awards Scheme on an on-going basis and make such changes as they deem necessary.
- 3.5** The TDU shall liaise with any and all national and international bodies as appropriate.

4.0 Membership

4.1 Membership of the Training Development Unit shall be open to:

- A. Those holding instructorship and/or coaching certificates.
- B. Those registered as Instructor and/or coach trainees.
- C. Those accepted to re-assessment for an Instructor or coach award.
- D. Those invited to be members of the Training Development Unit (TDU).

- 4.2** Those in categories A, B and C shall pay an annual registration fee, the amount to be equivalent to individual CANOEING IRELAND membership.
- 4.3** Those in Category A, B and C whose membership has lapsed for more than one year shall pay re-registration fee, the amount to be set by the Training Development Unit Committee.
- 4.4** Only those in Category A, whose membership, certification and registration are current, may vote.

5.0 Committee Meetings

- 5.1** The quorum for Committee meetings shall be 5 members, at least two of whom must be executive officers. If there is no quorum present within 30 minutes of the time appointed for the holding of a meeting, a meeting with the same agenda would take place seven days later.
- 5.2** The second meeting shall deal with the business of the agenda and other matters that may arise.
- 5.3** This second meeting, should it fail to have a quorum, shall deal with the business of the Agenda but no other business shall be transacted to save that set out on the notice calling the meeting.

- 5.4** The Chairperson of the Committee shall take the Chair, or in her/his absence, the members of the Training Development Unit Committee shall elect one of their members to preside.
- 5.5** Should a meeting be equally divided on a matter involving a vote then the Chairperson shall have a casting vote.
- 5.6** The Treasurer may pay any reasonable out of pocket expenses incurred by members of the Committee in the course of their duties, subject to the sanction and rules of the TDU in all cases.
- 5.7** The Committee may co-opt members as necessary.
- 5.8** The Committee shall have a set of rules governing its business.
- 5.9** Such business shall include standards, discipline, membership, finances and other matters as deemed necessary by the Committee.
- 5.10** Rules may only be changed at an SGM or AGM by a simple majority.
- 5.11** Where members of the TDU committee miss 3 consecutive meetings, that their position be reviewed. This review to take place at the next TDU committee meeting. The onus is on the member involved to provide an explanation for their absence and this should be submitted in advance of the meeting to the Secretary and Chairperson. The committee members at that meeting will have the power to revoke the member's position and the power to co-opt a replacement.

6.0 ANNUAL GENERAL MEETING (AGM)

- 6.1.1** The AGM of the Training Development Unit shall be held prior to that of the CANOEING IRELAND.
- 6.1.2** The AGM shall constitute the main policy making body of the Training Unit.
- 6.1.3** Not more than 18 months shall elapse between one AGM and the next AGM.
- 6.2.** All members of the Training Development Unit shall be entitled to attend the AGM.
- 6.3.** The only persons entitled to vote shall be those paid-up members holding at least one current valid Instructor/Coaching Certificate and members of the outgoing Training Committee.
- 6.4.** There shall be 28 days notice given of the AGM in writing to all members of the TDU. The quorum shall be no less than 25 members entitled to vote. The Chairperson shall delay the start of the meeting until a quorum is present. If, after one hour there is no such quorum, then the Secretary shall be instructed to call another AGM within 30 days. The business of such a meeting shall proceed, irrespective of the number present.
- 6.5.** The Chairperson of the Training Development Unit Committee shall take the Chair, or in his/her absence, the members shall elect one of their members to preside.
- 6.6.** The following business shall be transacted at the AGM;
 - A. The minutes of the previous AGM.
 - B. Executive Officers' Reports.
 - C. Other officers' reports.
 - D. Motions notified.
 - E. Setting of fees and charges.

 - F. Election of officers.
 - G. Any other business.

- 6.7. Motions must be submitted to the secretary in written or email to the committee a minimum of 14 days prior to the date of the AGM. Each motion must be proposed and seconded by current voting members of the Training Development Unit.
- 6.8. Nominations for executive and/or officer positions must be submitted in written or email to the secretary of the committee a minimum of 14 days prior to the AGM. Each nomination must be proposed and nominated by current voting members of the Training Development Unit.
- 6.9. Notification of Agenda of AGM, nominations and motions to be published on the Training Development Unit or Canoeing Ireland website 7 days prior to its being held.
- 6.10.1. A motion put to the vote of the meeting shall be decided on a show of hands, unless a poll is demanded (either before or on the declaration of the result of a show of hands) by at least three people present and entitled to vote and, unless a poll is demanded, a declaration by the Chairperson that a motion, on a show of hands, has been carried or lost. Every person present and entitled to vote shall have one vote.
- 6.10.2. A secret ballot shall be held if it is proposed, seconded and passed by a simple majority of those present and entitled to vote.
- 6.10.3. If a secret ballot is to be held three tellers shall be agreed by a simple majority of those present. The tellers may not include any committee member or the proposer or seconder of the motion.
- 6.11. All decisions, nominations, amendments and minutes shall be forwarded to the Board of Canoeing Ireland within 28 days of the TDU AGM.

7.0 Special General Meeting (SGM)

- 7.1. A Special General Meeting (SGM) shall be held if a request is signed by 25 current voting members of the Training Development Unit or is requested by two-thirds of the Committee. Such a request shall be in the form of motion received by the secretary of the committee. The meeting shall be held within 45 days of the request being received by the secretary, except where the AGM intervenes when it shall suffice. There shall be 21 days notice given in writing to all TDU members of any SGM and only such matters as appear on the Agenda shall be determined at such a meeting.
- 7.2. The quorum for an SGM shall be the voting members present on the day.

8.0 Discipline and Complaints.

- 8.1** The TDU, within the constitution and rules of the CANOEING IRELAND, shall have a discipline, complaints and appeals procedures.
- 8.2** These procedures shall be made known to all members.
- 8.3** These procedures shall be binding on all members.

9.0 Amendments to the Constitution

- 9.1.** The Constitution may be amended only at an AGM or SGM.
- 9.2.** Any such proposed alteration or amendment thereto shall not be passed unless supported by at least two-thirds of those present and entitled to vote.
- 9.3.** Notice of any proposed alterations or amendments must be circulated to all members of the Training Unit not later than 21 days before the meeting.
- 9.4.** Any and all amendments to the constitution of the Training Unit must be circulated by the Training Development Unit Committee to all registered members of the Training Development Unit within 28 days of such an amendment being passed.

10.0 Standards of Conduct and Fair Play.

- 10.1** The TDU shall maintain the highest standards of conduct for itself and for and from its members.
- 10.2** The TDU shall support the principle of fair play for itself and for and amongst its members.
- 10.3** The TDU shall support the principle of equality of opportunity for itself and for its members.

11.0 Interpretation.

- 11.1** In the interpretation of the Constitution the decision(s) of the TDU shall be binding in the interim, subject to ratification at the next AGM or SGM.