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# Constitution for the National Canoe Polo Association

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Amended Nov 2019

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# Constitution for the National Canoe Polo Association

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## Amendments



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Date	Amendment	Original	New	Amended By
Nov 2019	Amend Appendix 1	Development & Childrens Officer: This Officer will carry out the role as detailed in C.I.'s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of Canoe Polo together with a broader remit to encourage participation for all in events under the auspices of the discipline.	Childrens Officer: This Officer will carry out the role as detailed in C.I.'s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of Canoe Polo.	AGM 2019
Nov 2019	Amend 3.1	3.1 The Association shall be governed by the Committee, which is a recognised subcommittee of C.I. The officers will be drawn from the members and will ideally consist of: - Chairperson, - Hon Secretary, - Hon Treasurer - Development and Childrens Officer	3.1 The Association shall be governed by the Committee, which is a recognised subcommittee of C.I. The officers will be drawn from the members and will ideally consist of: - Chairperson, - Hon Secretary, - Hon Treasurer - Childrens Officer	AGM 2019



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Nov 2016	Add Clause 4.0		<i>An Annual General Meeting of the discipline shall be held every twelve months and not later than fifteen months in exceptional cases. If an AGM fails to elect a chairperson then the Board of Canoeing Ireland reserve the right to appoint one in their stead. If the discipline committee fail to hold an annual general meeting then the Board of Canoeing Ireland reserve the right to stand down the committee and take responsibility for the calling of an AGM / EGM within a period specified by the Board under the terms of the discipline's constitution. Where this process is unsuccessful, the Board of Canoeing Ireland reserves the right to take on the role and responsibilities of the discipline committee for a temporary period or wind up the committee altogether</i>	AGM 2016
Nov 2016	Add Clause 11		All competitors must comply with the current Child Protection & Vulnerable Adult Policy of C.I.	AGM 2016
Nov 2016	Add Clause 6.9		Notwithstanding the above the Committee is subject to and must comply with the Complaints and Disciplinary rules and Procedures of Canoeing Ireland.	AGM 2016
Nov 2016	Appendix 1	<p><b>Chairperson</b></p> <p><i>The Chairperson will be responsible for:</i></p> <p><i>Chairing all Committee meetings</i></p> <p><i>Ensuring that meetings are held as necessary.</i></p> <p><i>Representing the Committee at I.C.U Meetings.</i></p>	<p><b>Chairperson:</b> The Chairperson will chair all meetings and provide leadership for the committee. She/he will schedule meetings and chair them in a fair and impartial manner. Ensure that decisions made by the committee are carried out. The Chairperson will prepare the agenda in consultation with the Hon Secretary.</p>	AGM 2016



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		<p><i>Ensuring that policies decided upon by the committee are carried out.</i></p> <p><i>Submission of outstanding sports person grant application and progress records.</i></p> <p><b>Secretary</b></p> <p><i>The secretary is responsible for:</i></p> <p><i>Calling meetings and dealing with correspondence.</i></p> <p><i>Arranging the venue and notifying members of the ANNUAL GENERAL MEETING and any E.G.M.</i></p> <p><i>Taking minutes of all meetings and distributing them to the committee members.</i></p> <p><i>Maintaining membership lists.</i></p> <p><b>Treasurer</b></p> <p><i>The Treasurer is responsible for:</i></p> <p><i>Collection of all Committee and Canoeing Ireland levies from regional Committee's and Competition organisers as appropriate.</i></p> <p><i>The general financial affairs of the committee</i></p> <p><i>Preparing a financial statement for the Treasurer of the Canoeing Ireland by the required date.</i></p>	<p>Hon Secretary: The Hon Secretary will act as vice-chair in the absence of the Chairperson and will be responsible for the production of minutes and deal with all committee correspondence in consultation with relevant committee members. The Hon Secretary will forward a copy of approved minutes of each Committee meeting, AGM and EGM signed by the Hon Sec and the Chairman to the CEO of Canoeing Ireland for the central Minutes Register.</p> <p>Hon Treasurer: The Hon Treasurer will be the 2nd vicechair and will be responsible for managing the finances of the committee in compliance with any relevant Standard Operating Procedures adopted by the Board. The Treasurer shall: keep an up to date ledger of all receipts and expenditure for the committee. present an up to date income and expenditure account to their committee on a minimum quarterly basis liaise with the Canoeing Ireland office in matters of expenditure ensure that all expenditure and receipts relating to the Committee's operations are channelled through the Committee's bank account which will be under the control of staff of Canoeing Ireland. ensure that all payment requisitions to Canoeing Ireland office staff are approved by any two of the Chairman, Hon Secretary, Hon Treasurer or International Team Manager (or equivalent position). if necessary operate a petty cash account in a manner set out in</p>	
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## Constitution for the National Canoe Polo Association

		<p><b>Other Committee roles:</b></p> <p><b>Refereeing Officer</b></p> <p><i>The refereeing officer is responsible for: Arranging refereeing courses and examinations for potential referees and trainee Grade 3 and grade 2 referees and notification of ICF dates for ICF Qualifications. Arranging regular refereeing seminars to ensure a consistent and informed interpretation of the rules by all referees. Arranging a refereeing rota for all competitions run by the committee. Updating of rules and interpretations from the ICF.</i></p> <p><b>Equipment Officer</b></p> <p><i>The Equipment Officer will be responsible for: Pricing and purchase of any equipment being bought by the committee Maintenance of such equipment Keeping a log of all such equipment and its whereabouts and liaison with the Regional officers as to their requirements.</i></p>	<p>Canoeing Ireland’s Standard Operating Procedures. Collect any levees from competition organisers and leagues.</p> <p>Development &amp; Childrens Officer: This Officer will carry out the role as detailed in C.I.’s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of Canoe Polo together with a broader remit to encourage participation for all in events under the auspices of the discipline.</p> <p>Other Committee roles:  <b>Refereeing Officer:</b> The Refereeing officer will be responsible for Arranging refereeing courses and examinations for potential referees and trainee Grade 3 and grade 2 referees and notification of ICF dates for ICF Qualifications. Arranging regular refereeing seminars to ensure a consistent and informed interpretation of the rules by all referees. Arranging a refereeing rota for all competitions run by the committee. Updating of rules and interpretations from the ICF.  <b>Equipment Officer:</b> The Equipment Officer will be responsible for: Pricing and purchase of any equipment being bought by the committee Maintenance of such equipment Keeping the C.I. asset list of all such equipment and its whereabouts and liaison with the Regional officers as to their requirements.</p>	
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# Constitution for the National Canoe Polo Association

			Competitions Organiser	
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## Constitution for the National Canoe Polo Association

		<p><b>Competitions</b></p> <p><b>Organiser</b></p> <p><i>The competitions Organiser is responsible for:</i></p> <p><i>The running to the National League (in conjunction with Local Organisers)</i></p> <p><i>Running the Irish Open.</i></p> <p><i>Ensuring the National League Rules is fully complied with.</i></p> <p><b>Development Officer</b></p> <p><i>The Development Officer will be responsible for:</i></p> <p><i>Introduction of polo to new areas, schools, youth clubs etc.</i></p> <p><i>Development of a plan along with the Chairperson to advance Polo.</i></p> <p><b>Public Relations Officer</b></p> <p><i>The Public Relations Officer will be responsible for:</i></p> <p><i>Publication of newsletter.</i></p> <p><i>Attempt to get publicity for Polo events.</i></p> <p><b>Youth Officer</b></p> <p><i>The Youth Officer will be responsible for:</i></p> <p><i>Liaising with all groups working with youth to get more juniors into polo.</i></p>	<p>The competitions Organiser is responsible for:</p> <p>Running the Irish Open.</p> <p>Liaising with the competition organisers to ensure that competitions happen</p> <p>Maintain the set of rules for competitions</p> <p>Development Officer</p> <p>The Development Officer will be responsible for:</p> <p>Introduction of polo to new areas, schools, youth clubs etc.</p> <p>Development of a plan along with the Chairperson to advance Polo.</p> <p>Public Relations Officer</p> <p>The Public Relations Officer will be responsible for:</p> <p>Publication of newsletter.</p> <p>Attempt to get publicity for Polo events</p> <hr/>	
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## Constitution for the National Canoe Polo Association

		<i>Sitting on the appropriate Canoeing Ireland Committee.</i>		
Nov 2016	Add Clause 7.3		<i>'No later than 14 days after a competition, the competition organisers shall forward the results and the details of all players who entered the competition to the NCPC Secretary'</i>	AGM 2016
Nov 2016	Clause 3.2	<i>Regional representatives will be co-opted at the Annual General Meeting as non-voting members on the committee.</i>	<i>Regional representatives <b>can</b> be coopted at the Annual General Meeting as non-voting members on the committee</i>	AGM 2016
Nov 2016	Clause 3.1	<p>3.1 The Association shall be governed by the Committee, which is a recognised sub-committee of the I.C.U. The officers will be drawn from the members and will ideally consist of:</p> <p>Chairperson, Secretary, And 5 other people.</p> <p>The duties of the committee will include</p> <p>Development Referring Equipment Provision Squad Liaison Competition co-ordination Youth Officer Public Relations</p> <p>One of the elected 7 members must assume the role of treasurer. The Term of the committee members will be for a 2 year term with the Chairperson and 3 other members rotating every even year and the secretary and the 2 other members rotating on every other year.</p>	<p>3.1. The Association shall be governed by the Committee, which is a recognised sub-committee of C.I. The officers will be drawn from the members and will ideally consist of:</p> <ul style="list-style-type: none"> <li>▶ Chairperson,</li> <li>▶ Hon Secretary,</li> <li>▶ Hon Treasurer</li> <li>▶ Development and Childrens Officer</li> <li>▶ And 3 other people.</li> <li>▶ The duties of the committee will include</li> <li>▶ Development</li> <li>▶ Referring</li> <li>▶ Equipment Provision</li> <li>▶ Squad Liaison</li> <li>▶ Competition co-ordination</li> <li>▶ Childrens Protection</li> <li>▶ Public Relations</li> </ul> <p>The Term of the committee members will be for a two-year term, with two of the four core members mentioned above should be elected in even years and two in odd years. One of the noncore members can be elected in even years and two in odd years to achieve continuity.</p> <p>All members going forward for election must be either club or individual members of C.I. and must maintain their membership for the full term in Office</p> <p>No individual will hold the same position in office for any longer than four years. All committee members shall be Garda vetted and complete a child protection course. This can be</p>	AGM 2016



# Constitution for the National Canoe Polo Association

			<i>arranged at the first meeting following the Annual General Meeting (AGM).</i>	
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## Constitution for the National Canoe Polo Association

Nov 2016	Clause 2.0	<p>Membership of the association shall include: All people registered at events run under the auspices of the National Canoe Polo Committee (hereafter referred to as the Committee), in the preceding calendar year, this to include NCPC approved Coaches and Managers of the National Squads. Anyone who registers with the committee and pays the appropriate membership fee as set by the AGM All playing member must be current members of the I.C.U A register of all members shall be kept by the committee</p>	<p>Membership of the National Canoe Polo Association (hereafter referred to as the association) shall include all CI members.</p>	AGM 2016
Nov 2016	Clause	<p><i>The National Canoe Polo Association (herein after referred to as the association) is a Technical sub-committee of the Irish Canoe Union and is responsible to the Irish Canoe Union for the development and promotion of Canoe Polo in Ireland at all levels</i></p>	<p><i>The National Canoe Polo Association (herein after referred to as the association) is a Technical subcommittee of Canoeing Ireland and is responsible to Canoeing Ireland (herein referred to as C.I.) for the development and promotion of Canoe Polo in Ireland at all levels, <b>save those elements which are specifically assigned to the Board of C.I. by its Memorandum and Articles of Association and Rulebook.</b></i></p>	AGM 2016
Nov 2016	All		<p>Throughout the constitution replace 'the Irish Canoe Union' with 'Canoeing Ireland' and 'I.C.U' with 'CI'</p>	AGM 2016
Nov 2005	Clause 2.1 changed	<p>All members registered at events run under the auspices of the National Canoe Polo Committee (hereafter referred to as the Committee), in the preceding year.</p>	<p>All people registered at events run under the auspices of the National Canoe Polo Committee (hereafter referred to as the Committee), in the preceding calendar year, this to include NCPC approved Coaches and Managers of the National Squads.</p>	AGM 2005
Nov 2005	Clause 4.4.1	New clause	<p>Only members over the age of 16 are allowed to vote at an AGM.</p>	AGM 2005



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Nov 2005	Clause 4.4	Voting is by majority show of hands.	<p>Voting will normally take place in two rounds. The two candidates with the highest number of votes will go forward to the second round, which will elect the position with a majority show of hands. (In the event that candidates tie for second in the first round, one of those candidates should be chosen to go forward to the second round with a majority show of hands.)</p>	AGM 2005
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# Constitution for the National Canoe Polo Association

## 1. Function

The National Canoe Polo Association (herein after referred to as the association) is a Technical sub-committee of Canoeing Ireland and is responsible to Canoeing Ireland (herein referred to as C.I.) for the development and promotion of Canoe Polo in Ireland at all levels, save those elements which are specifically assigned to the Board of C.I. by its Memorandum and Articles of Association and Rulebook.

## 2. Membership

Membership of the National Canoe Polo Association (hereafter referred to as the association) shall include all CI members.

## 3. Committee

3.1 The Association shall be governed by the Committee, which is a recognised subcommittee of C.I. The officers will be drawn from the members and will ideally consist of:

- Chairperson,
- Hon Secretary,
- Hon Treasurer
- Childrens Officer - And 3 other people.
- The duties of the committee will include
- Development
- Referring
- Equipment Provision
- Squad Liaison
- Competition co-ordination
- Childrens Protection
- Public Relations

The Term of the committee members will be for a two-year term, with two of the four core members mentioned above should be elected in even years and two in odd years. One of the non-core members can be elected in even years and two in odd years to achieve continuity.

All members going forward for election must be either club or individual members of C.I. and must maintain their membership for the full term in Office

No individual will hold the same position in office for any longer than four years. All committee members shall be Garda vetted and complete a child protection course.

This can be arranged at the first meeting following the Annual General Meeting (AGM).

3.2 Regional representatives can be co-opted at the Annual General Meeting as non-voting members on the committee.



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## 4. Annual General Meeting

4.0 An Annual General Meeting of the discipline shall be held every twelve months and not later than fifteen months in exceptional cases. If an AGM fails to elect a chairperson, then the Board of Canoeing Ireland reserve the right to appoint one in their stead. If the discipline committee fail to hold an Annual General Meeting, then the Board of Canoeing Ireland reserve the right to stand down the committee and take responsibility for the calling of an AGM / EGM within a period specified by the Board under the terms of the discipline's constitution. Where this process is unsuccessful, the Board of Canoeing Ireland reserves the right to take on the role and responsibilities of the discipline committee for a temporary period or wind up the committee altogether

4.1 All members of the Association shall be entitled to attend and vote at the Annual General Meeting / Extraordinary General Meeting.

4.2 21-days notices will be given of the Annual General Meeting to members of the association. The quorum shall be 20 members of those entitled to vote. The chairperson shall delay the meeting until a quorum is present. If after 30 minutes there is no such quorum, then the secretary shall be instructed to call an Extraordinary General Meeting within 30 days, the 21 days' notice does not apply in this case, and the business of such a meeting will proceed regardless of the number present.

The business of the Annual General Meeting / Extraordinary General Meeting is to execute the agenda as drawn up by the committee, which is to include officer reports, motions, and the election of the officers.

4.3 Motions for inclusion at the Annual General Meeting should be forwarded by registered post or email to the Chairperson not later than 10 days before the date of the Annual General Meeting All motions accepted at the Annual General Meeting come into effect immediately after the Annual General Meeting.

4.4 All attendees at an AGM or EGM shall sign the supervised register of attendance on arrival. One vote per qualifying senior member (either a club or individual C.I. member) in attendance. Voting qualification is awarded to any such individual who has competed in, has provided coaching or has been an official in the organisation of a discipline-specific event within the last twelve months. A registry of members shall be made available at the meeting if requested. Proxy voting is not permitted.

Voting will normally take place in two rounds. The two candidates with the highest number of votes will go forward to the second round, which will elect the position with a majority show of hands. (In the event that candidates tie for second in the first round, one of those candidates should be chosen to go forward to the second round with a majority show of hands).

4.4.1. Only members over the age of 18 will be allowed to vote at an Annual General Meeting



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- 4.5. An Extraordinary General Meeting can be called by the committee or by a group of 35 members of the association. Where a group of 35 members of the association wish to call an Extraordinary General Meeting they must submit in writing to the committee
1. The reason why they wish to have an Extraordinary General Meeting called
  2. The request to call such an Extraordinary General Meeting must be signed by all 35 members of the Association requesting the Extraordinary General Meeting
  3. The names, addresses and CI numbers of the 35 members of the Association requesting the Annual General Meeting. The request must be sent to the secretary of the committee by registered post.

## 5. Squads

- 5.1 Squads will be selected each year from which National Representative, sides will be drawn subject to the Selection criteria for Representation Event criteria.
- 5.2.1 The committee shall review the Selection criteria for Representation Events from time to time as deemed necessary. All changes will be notified to the squad members immediately and should be brought up for discussion and approval at the next Annual General Meeting.
- 5.2.2 The selection Criteria and Procedures for the National Representative team shall be agreed by the coach and the National Committee no later than two months, if a coach appointed, and shall not be amended until end of the coaches team
- 5.2.3 Squad discipline will be dealt with under the Squad Governance Document. The committee shall review the Squad Governance document from time to time as deemed necessary. All changes will be notified to the squad members immediately and should be brought up for discussion at the next Annual General Meeting.

## 6. Discipline

- 6.1 Each competition must have clearly stated discipline procedures and rules. It shall be the responsibility of the competition organisers to ensure that the competition they are organising complies with the requirements of this Rule 6. Failure to comply with such requirements may be treated by the Committee as a breach of this Rule, entitling the Committee to impose a sanction against such persons.
- 6.2 The competition organisers shall notify the Committee in advance of the discipline procedures and rules. Such disciplinary procedures and rules shall include, without limitation:
- (a) a disciplinary panel of at least three individuals [who shall consider any incident reported to it and who may impose sanctions as may be required];



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- (b) an appeals panel of three individuals (none of whom shall be members of the disciplinary panel) to whom decisions of the disciplinary panel may be appealed (the “**appeals panel**”);
- (c) any decision of an appeals panel shall be given to the person concerned either verbally or by way of registered post to the address notified to the appeals panel (if the decision is delivered verbally, then the person concerned is deemed to have been notified of the decision on such date; if the decision is delivered by registered post, the person is deemed to have been notified of the decision two days after date of posting);
- (c) details of the automatic sanctions (if any) following different decisions of the referee.  
For the avoidance of doubt, no appeal may lie against a decision of a referee to any body.

Any decision of the disciplinary panel and/or the appeals panel shall be given to the person concerned in a timely fashion, having regard to when the sanction is expressed to take effect.

6.3 No disciplinary panel and/or appeals panel shall be capable of imposing a sanction that extends beyond the competition in respect of which it has been formed. If a disciplinary panel and/or an appeals panel determines that an incident has occurred which merits imposition of a sanction extending beyond the competition in question (whether by reference to duration, a national or international ban or otherwise), it shall send a report to the Committee with a recommendation as to what further sanction shall be taken and the Committee shall take such further action as it deems appropriate (including, appointing a sub-committee (the “**disciplinary committee**”) to deal with the matter and impose what sanction, if any, it decides to be appropriate in the circumstances).

6.4 Notwithstanding the foregoing, if it comes to the attention of the Committee that an incident has occurred (and irrespective of whether such incident has been reported to it in accordance with rule 6.3 or otherwise) which could be regarded as a serious breach of discipline, or as reflecting badly on the standing and reputation of the game of canoe polo, it may take such further action as it deems appropriate (including, appointing a disciplinary committee). Examples of incidents that could be regarded as falling within this rule include:

- physical or threatened violence;
- abuse of any official officiating at a game;
- mis-application or unfair application of any disciplinary procedures by a disciplinary panel or appeals panel.

6.5 Each disciplinary panel and appeals panel shall send to the Secretary of the Committee within ten days of any meeting that they held details of the incidents considered by it, the sanction imposed, whether the sanction was appealed to the appeals panel, the result of any such appeal and the date the person concerned was informed of the decision.





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Additionally, each such report shall confirm to the Committee whether any further action, in the opinion of the disciplinary panel and/or the appeals panel, is warranted in respect of any particular incident.

6.6 If a person or any party is unhappy with a decision of an appeals panel, then they may appeal to the Committee in accordance with the requirements of this rule 6.6 provided however that the pending decision of the Committee (or sub-Committee as the case may be) the sanction imposed by the appeals panel shall remain in force until varied and/or removed by the Committee (or sub-Committee as the case may be) in accordance with this rule.

- (a) All appeals shall be made in writing (and contain sufficient details of the reasons for the appeal), accompanied by the appeals fee (which shall be the amount set by the annual general meeting from time to time).
- (b) Any such appeal shall be sent by registered post to the Secretary, for the time being, within ten days of the person being notified (or deemed to be notified) of the decision of the appeals panel.
- (c) The Committee may appoint a sub-committee to deal with such appeal and any such sub-committee shall consist of at least three persons, appointed by the Chairperson of the Committee and at least one of whom is a member of the Committee who shall act as Chairperson of the sub-committee (provided that none of the members of this sub-committee shall have been involved in the competition disciplinary or appeals panels);
- (d) The Chairperson of the sub-committee shall call both sides to a hearing at the earliest date and the result will be forwarded to both sides at the address as may be notified to the sub-committee during such hearing or is otherwise notified to the sub-committee. The result shall be sent to both parties by registered post provided the date of posting of such result shall take place within ten days of the decision.

6.7 The disciplinary committee shall consist of:

- (a) in the case of rule 6.3, three members of the [Association] appointed by the Chairperson of the Committee and to include at least one member of the Committee who shall act as Chairperson of the disciplinary committee;
- (b) in the case of rule 6.4, three members of the Irish Canoe Union appointed by the Chairperson of the Committee.

No member of a disciplinary committee shall have had a direct involvement in the incident being considered (whether as a participant or as a member of any panel which previously considered the incident) and any person who has an interest, in any manner, in the incident or the persons concerned shall declare such interest immediately on appointment to the other members of the disciplinary committee [and may be removed by the remaining members of the disciplinary committee if they decide their interest may



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prejudice his treatment of the matter. In those circumstances the Chairperson of the Committee shall appoint a replacement member of the disciplinary committee.]

The Chairperson of the Committee shall also appoint someone to represent the case for disciplinary action to be taken. The Chairperson of the panel shall call both sides to a hearing at the earliest possible date and the result shall be forwarded to both sides by being sent by registered post within ten days of the decision.

Failure by a person to attend a meeting shall require the Chairperson of the disciplinary committee to adjourn the meeting for two weeks or such other later date as he/she may specify. If such person fails to attend at the adjourned meeting, then the meeting shall continue in their absence and they shall be deemed to have waived his right to be heard at such meeting.

6.8 All parties who are:

1. Being investigated by a disciplinary panel
2. Having an appeal to a decision by a disciplinary panel or the Committee
3. Subject to any other scrutiny have the right to be heard before that panel or committee before a decision is made by that panel or committee

6.9 Notwithstanding the above the Committee is subject to and must comply with the Complaints and Disciplinary rules and Procedures of Canoeing Ireland.

## 7. Competitions

7.1 All competitions will be run under Canoeing Ireland / International Canoe Federation rules of play.

7.2 Competitions organisers must provide a set of competitions rules.

7.3 'No later than 14 days after a competition, the competition organisers shall forward the results and the details of all players who entered the competition to the NCPC Secretary'

## 8. Drugs

8.1 The use of performance enhancing substances by anyone taking part in the sport is strictly prohibited.

8.2 Abuse of any other substance while involved in a competition that puts at risk the player's safety or any other participants is deemed a disciplinary offence.

## 9.0 Safety

9.1 All members competing in competitions must wear buoyancy aids and helmets with face protection.



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## 10.0 Garda Vetting

10.1 The Association are required to comply with Canoeing Ireland Vetting Policy.

Garda Vetting is required for all Members of the Association who work with or volunteer with Children and vulnerable persons. If you are between the ages of 16 to 18 you must have Parent consent. No one under the age of 16 will be vetted.

These include; but are not limited to; NCPC members, coaches, trainee coaches, team managers, referees, and anyone who works with children and vulnerable persons.

## 11.0

All competitors must comply with the current Child Protection & Vulnerable Adult Policy of C.I.



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## Appendix 1: Roles of Committee Members

### Chairperson:

The Chairperson will chair all meetings and provide leadership for the committee. She/he will schedule meetings and chair them in a fair and impartial manner. Ensure that decisions made by the committee are carried out. The Chairperson will prepare the agenda in consultation with the Hon Secretary.

### Hon Secretary:

The Hon Secretary will act as vice-chair in the absence of the Chairperson and will be responsible for the production of minutes and deal with all committee correspondence in consultation with relevant committee members. The Hon Secretary will forward a copy of approved minutes of each Committee meeting, AGM and EGM signed by the Hon Sec and the Chairman to the CEO of Canoeing Ireland for the central Minutes Register.

### Hon Treasurer:

The Hon Treasurer will be the 2nd vice-chair and will be responsible for managing the finances of the committee in compliance with any relevant Standard Operating Procedures adopted by the Board. The Treasurer shall:

- keep an up to date ledger of all receipts and expenditure for the committee.
- present an up to date income and expenditure account to their committee on a minimum quarterly basis
- liaise with the Canoeing Ireland office in matters of expenditure
- ensure that all expenditure and receipts relating to the Committee's operations are channelled through the Committee's bank account which will be under the control of staff of Canoeing Ireland.
- ensure that all payment requisitions to Canoeing Ireland office staff are approved by any two of the Chairman, Hon Secretary, Hon Treasurer or International Team Manager (or equivalent position).
- if necessary operate a petty cash account in a manner set out in Canoeing Ireland's Standard Operating Procedures.
- Collect any levees from competition organisers and leagues.

### Childrens Officer:

This Officer will carry out the role as detailed in C.I.'s Child Protection Policy, ensuring proper procedures are adhered to at all times in relation to the activities of Canoe



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Other Committee roles:

## **Refereeing Officer:**

The Refereeing officer will be responsible for

- Arranging refereeing courses and examinations for potential referees and trainee Grade 3 and grade 2 referees and notification of ICF dates for ICF Qualifications.
- Arranging regular refereeing seminars to ensure a consistent and informed interpretation of the rules by all referees.
- Arranging a refereeing rota for all competitions run by the committee.
- Updating of rules and interpretations from the ICF.

## **Equipment Officer:**

The Equipment Officer will be responsible for:

- Pricing and purchase of any equipment being bought by the committee
- Maintenance of such equipment
- Keeping the C.I. asset list of all such equipment and its whereabouts and liaison with the Regional officers as to their requirements.

## **Competitions Organiser**

- The competitions Organiser is responsible for:
- Running the Irish Open.
- Liaising with the competition organisers to ensure that competitions happen - Maintain the set of rules for competitions

## **Development Officer**

- The Development Officer will be responsible for:
- Introduction of polo to new areas, schools, youth clubs etc.
- Development of a plan along with the Chairperson to advance Polo.

## **Public Relations Officer**

- The Public Relations Officer will be responsible for:
- Publication of newsletter.
- Attempt to get publicity for Polo

