
Irish WaterSki Federation

IWSF

Affiliated to the International WaterSki Federation

**CONSTITUTION
OF THE
IRISH WATER SKI FEDERATION**

**Last amended:
1st January 2009**

1 NAME

- (a) The Federation shall be called the Irish Water Ski Federation.
- (b) The Irish Water Ski Federation (hereinafter referred to as IWSF) is a body affiliated to the International Water Ski Federation.

2 OBJECTS

- (a) To encourage and promote in all aspects the sports of water-skiing.
- (b) To encourage member clubs to run competitions on an agreed calendar, with particular emphasis on safety and friendly co-operation with other water users.
- (c) To encourage participation in Regional, National, and International water skiing events.
- (d) To encourage membership of the Federation.
- (e) To prepare and enforce regulations governing all water skiing competitions and to further the aims of the International Water Ski Federation.

3 MEMBERSHIP

Membership of the IWSF shall consist of:

- (a) Water ski clubs directly affiliated to the IWSF (hereinafter referred to as member clubs);
- (b) Individual membership shall also be open to person who do not belong to member clubs;
- (c) Establishments/ Centres;
- (d) Educational Institutions/ Corporate Bodies/ Miscellaneous Groups;

upon the management Committee (hereinafter referred to as the M.C) being satisfied as to their suitability and upon payment of the appropriate fee to the IWSF.

4 QUALIFICATIONS FOR MEMBERSHIP

(a) Clubs

All water ski clubs within Ireland will be eligible for membership provided that:

- (1) They are properly constituted - a copy of the Constitution must be submitted to the Management Committee.
- (2) They pay the entrance fee and annual affiliation fee as laid down at the A.G.M and due at that date.
- (3) They register all skiing members, drivers and observers with the Federation.

(b) Individual

- (1) Any person can apply for individual membership of the Federation, provided they pay the annual membership fee as laid down at the A.G.M.
- (2) All members of clubs affiliated to the Federation become individual members.

(c) Establishments/ Centres

Any establishment/ Centre within Ireland, other than a constituted club with paid-up members, which is actively involved in water skiing, can apply for membership of the IWSF, provided that they pay the entrance fee and annual affiliation fee as laid down by at the A.G.M and due at that date.

(d) Educational Institutions/ Corporate Bodies/ Miscellaneous Groups

Any Educational Institution, Corporate body or Miscellaneous group within Ireland, which is actively involved in water skiing and is using the facilities of a fully paid member club or establishment/ centre, can apply for membership of the IWSF, provided that they pay the entrance fee and annual affiliation fee as laid down at the A.G.M and due at that date.

5 APPLICATION FOR MEMBERSHIP

- (a) Applications for membership of the IWSF shall be made in writing to the Secretary of the Federation. The application will then come before the M.C at it's next meeting for decision. The M.C may postpone a decision on the matter pending results of its' enquiries as to the suitability of this person, club or establishment/ centre for membership. If the person or club is admitted, membership shall be accorded on payment of the relevant entrance fee and affiliation fee. In all cases regarding one election for membership, a simple majority vote is required.
- (c) The entrance and affiliation fees for the incoming year shall be decided at the A.G.M. The M.C (outgoing) will bring forward suggested amounts for approval. In exceptional circumstances, reductions in these fees for individual cases can be made by the M.C at its discretion.

6 SUBSCRIPTIONS

- (a) Clubs
- (1) No club shall be entitled to take part in activities of the Federation or to exercise voting rights until the subscriptions for the current year and all arrears have been paid. If a subscription has not been paid within five months of its due date the defaulting club shall cease to be a member of the Federation unless an explanation which satisfies the M.C can be given.
- (2) Subscription rates shall be classified as follows:
Class 1 - Clubs with up to 20 members
Class 2 - Clubs with 21 to 60 members
Class 3 - Clubs with over 60 members

Club members shall include full members, junior, student and family members, and all other

classes of skiing membership, save associate and honorary members.

Save existing clubs affiliated to the IWSF within the previous two years, all clubs during their first year of membership shall be included as Class 1 members.

(b) Individual

No individual shall be entitled to take part in activities of the Federation or to exercise voting rights until the subscriptions for the current year and all arrears have been paid. If a subscription has not been paid within five months of its due date the defaulting individual shall cease to be a member of the Federation unless an explanation which satisfies the M.C can be given.

7 RESIGNATIONS

Any club, individual or establishment/ centre may resign their membership by giving to the Secretary notice in writing to that effect, provided that a club giving such notice after the A.G.M in any year shall be liable to pay the subscription for the incoming year.

8 HONORARY MEMBERSHIP

The M.C shall be empowered to propose or revoke within due reason as an honorary member, any individual who has or might contribute greatly to its wellbeing. Such proposal shall be brought before the next general meeting. The benefits of such honorary membership shall be as determined by the M.C, and shall apply equally to all such honorary members.

9 Unsportsmanlike Conduct

Any behaviour or conduct that may cause discredit to the Irish Waterski Federation by any club, individual or establishment affiliated to the Irish Water Ski Federation, acting or whose members act in such a manner as to prejudice in any way the Federation's interests may be dealt with under the rules of the Disciplinary Procedure of the Irish Water Ski Federation.

The Disciplinary Procedure:

- (a) Any complaint must be made, in writing, to the Secretary of the IWSF Management Committee (M.C.) within 1 month of the incident occurring. The complaint or report of misconduct must be accompanied by a fee of €50, which will be forfeited if the complaint is not upheld.
- (b) The Federation shall appoint three persons from the M.C. to investigate any allegation of misconduct, disciplinary report, breaches of the rules or constitution of the IWSF. No two persons on the committee shall be from the same club.
- (c) The designated Disciplinary Committee will enquire into the incident or report. In dealing with the enquiry the Committee shall have the power to investigate the facts, examine relevant documentary evidence and to seek any other relevant reports or information in relation to the incident.
- (d) The affected individual/club will be asked to present their case for consideration in writing to the Disciplinary Committee.
- (e) All information gathered will be shared with the Disciplinary Committee for consideration.
- (f) The decision will be a majority decision of the Disciplinary Committee.

(g) The Disciplinary Committee will recommend the outcome and/or sanction for ratification by the IWSF Management Committee.

(i) The outcome of the investigation will be communicated to all interested/affected parties within 2 weeks of the decision being ratified by the M.C.

Possible sanctions:

No action

A warning

A fine

Suspension of membership

Removal of the status of an official

Termination of membership. The expelled individual/ club/ establishment shall still be required to discharge all financial obligations outstanding for the current year.

Appeals:

Appeals against the decision of the M.C. shall be made within 2 weeks of notification of the decision of the M.C. The appeal must be made in writing to the secretary of the IWSF M.C., giving notice of the intention to appeal, clearly setting out the grounds for such appeal, and accompanied by a fee of €50. This fee shall be forfeited to the IWSF if the original decision of the M.C. is upheld or increased.

Appeals Process:

The Appeals Committee shall comprise the Chair IWSF (or his/her nominee) and three members of the IWSF M.C. The Appeals Committee shall be distinct from the Disciplinary Committee and shall not include any members of the Disciplinary committee.

The appeal shall be a completely new process and review of the matter.

10 ADMINISTRATION

- (a) The M.C of the IWSF shall comprise of the following Officers:

President
Secretary
Treasurer
Technical Officer
Officer - Northern Ireland
Officer - Republic of Ireland

and four other elected members.

- (b) Should a vacancy occur as a result of the resignation or expulsion of the elected officers, the remaining members of the M.C shall have the power to fill this vacancy by co-option.
- (c) The M.C shall meet monthly or on such occasions when convened by the President and/or Secretary. All proceedings of the meetings of the M.C shall be recorded by the Secretary or acting Secretary and circulated to the officers, member clubs and establishments/ centres before the next meeting.
- (d) All decisions of the M.C shall be by simple majority vote
- (e) Five persons shall comprise a quorum.
- (f) In the event of a split vote, the Chairman of the meeting shall have a casting vote.
- (g) A maximum of two member representatives of affiliated clubs or establishments/ centres may attend the meeting of the M.C, providing reasonable notice is given to the Secretary, but they shall not have voting rights.

- (h) Minutes of all M.C meetings must be circulated to all member club and establishment centre secretaries along with prior notice of the next meeting.

11 SUB-COMMITTEES

- (a) The M.C may from time to time appoint such sub-committees as they deem necessary. The Chairperson should be on the M.C.
- (b) There will be a Northern Ireland sub-committee and a Republic of Ireland sub-committee to deal with all Irish Sports Council finances. These sub-committees must report on all dealings to the next M.C meeting. These sub-committees will be chaired by the Northern Ireland Officer and Republic of Ireland Officer respectively and have no more than two other members.

12 ANNUAL MEETINGS

The A.G.M shall be held each year before 30th November, with accounts prepared up to 31st October of the same year.

- (a) Any individual member, club or establishment/centre desirous of proposing a motion at the A.G.M shall give particulars in writing to the Secretary two weeks in advance.
- (b) (1) The A.G.M is the general Assembly of the individual members, clubs, and establishment/centres In the Federation. Only member clubs can vote through their club delegate. Clubs and establishment/ centres shall notify the Secretary at least three full days prior to the A.G.M of their voting delegate. Votes shall be allocated as follows:

Class 1 Clubs	-one vote
Class 2 Clubs	-two votes

Class 3 Clubs	-three votes
Establishment/ Centres	-one vote
Educ. Ins./Corp. Bodies/	
Misc. Groups	-no vote

- (2) At each A.G.M the appropriate voting class of each club shall be determined on the basis of the membership list of each club as supplied in accordance with Article 12 (c) (1) of this Constitution.
 - (3) Any club which shall not have supplied a membership list in accordance with Article 12 (c) (1) of this constitution shall be designated Class 1 unless the members at the relevant A.G.M shall by majority vote otherwise determine.
- (c) The decisions of the A.G.M shall be taken by a simple majority vote. Voting shall be conducted in a secret ballot when requested by any delegate, otherwise by a show of hands. However, for all decisions concerning the modification of the Constitution or the dissolution of the Federation, a two-thirds majority vote of the delegates present shall be required.
 - (d) In the case of equal division of votes, the Chairman at that meeting shall have the casting vote.
 - (e) Representative clubs of the ROI can only elect the ROI Officer. Representative clubs of NI can only elect the NI Officer.
 - (f) The A.G.M shall deal with the following business:
 - (1) Minutes of the previous A.G.M
 - (2) President's report
 - (3) Secretary's report
 - (4) Treasurer's report
 - (5) The election of the M.C
 - (6) The election of the Honorary Auditor
 - (7) The amounts of the entrance and affiliation fees for the following year for all classes

- (8) The drafting of the competition calendar
 - (9) Any other business
- (g) Notice of the A.G.M shall be sent by post and/or email to each member club, establishment/centre, and individual member of the Federation at least thirty days before the meeting. A copy of the Agenda shall be posted and/or emailed to each member club and establishment/centre secretary one week before the meeting. If, after the first notice of an A.G.M, a quorum is not obtained, a second meeting, with the same agenda shall be held within six weeks. The decisions taken at this meeting shall be valid, irrespective of the number of delegates present. On this occasion, postal and/or email votes will be recognised.
- (h) Only paid-up club members and establishment/centres of the previous year shall be allowed delegates at a general meeting.
- (i) After the election of the M.C, the Northern Ireland delegates and the Republic of Ireland delegates shall
- (j) meet separately to complete the election, on a majority vote, of their respective sub-committees if required.

13 EXTRAORDINARY GENERAL MEETING

- (a) The Committee may at any time for any special purpose call a Special General Meeting forthwith, stating the purpose for which the meeting is required. At least fourteen days written or email notice of a Special General Meeting shall be given to every member club, establishment/centre, and individual member of the Federation. No business other than that specified in such a notice shall be discussed at the meeting.

- (b) A Special General Meeting shall be convened on the request of a petition submitted by not less than one third of the member clubs of the Federation.

14 BYE-LAWS

The Committee may, from time to time, make, repeal and amend all such bye-laws and regulations (not inconsistent with the Constitution) as they shall think expedient for the management and well-being of the Federation. All such bye-laws and regulations shall be binding upon the members until repealed.

15 RESPONSIBILITIES

- (a) The IWSF shall
 - (1) Receive applications from clubs and shall nominate a club or clubs to organise competitions as follows:
 - (a) The Irish National Championships
 - (b) Any other competition which the Committee decides ought to be held to determine the National Champion of a particular division of age of skier, or type of skiing.
 - (c) Any competition held in Ireland at which other member countries of the International Water Ski Federation are represented.
 - (2) Select persons to represent Ireland in International Events.
 - (3) Issue licences to, and maintain a register of skiers, judges, coaches, boat drivers and of such other persons as the Committee shall deem necessary to ensure the good running of the sport in Ireland.

- (4) Appoint a technical-liaison committee to qualify Judges, Coaches and Drivers.
- (b) Any competition held to determine the Irish National Championship shall be open to members of the IWSF, who satisfy the Committee of one of the following:
 - (1) That they are entitled to hold an Irish passport.
 - (2) That they are domiciled in Ireland.

Save that no person shall be allowed to ski in a competition to determine the National Champion of Ireland if he or she has in that or the previous two calendar years, skied in and been entitled to ski in a competition to determine the National Champion of another country.

16 REPRESENTATION

The M.C. shall be the sole authority to represent the Federation.

17 DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Federation shall be passed by a two-thirds majority of the delegates present, and such resolutions shall, at a Special General Meeting held not less than one month thereafter at which not less than one half of the delegates shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members voting, thereon the M.C shall thereupon or at such future date as shall be specified in such resolution thereby dissolve the Federation.

In the case of dissolution of the Federation, the net assets, after payment of all liabilities, shall be donated to a sporting society, a public service or to a charitable organisation chosen by the M.C of the Federation.

18 INSURANCE

- (a) The Federation is a voluntary body and takes no responsibility for:
 - (1) accident, loss, damage, or personal injury arising out of the fault, neglect or default of any of its members or member clubs or individuals associated therewith.
- (b) It is recommended that all ski boats belonging to or used by member clubs/ institutions be insured against third party and passenger risks. The M.C shall be entitled to prescribe insurance cover against such third party risks as they should determine from time to time as a pre-requisite to the holding of an IWSF approved water ski competition.

19 Anti-Doping

The anti-doping rules of the Irish Water Ski Federation are the Irish Anti-Doping Rules as adopted by the Irish Sports Council on 2nd February 2004 and which come into force 1st June 2004, as amended from time to time. The rules contained in the said Irish Anti-Doping rules shall have effect and be construed as the rules of the Irish Water Ski Federation.

20 Code of Ethics and Good Practice for Children's Sport

The Irish Water Ski Federation is fully committed to safeguarding the well being of its members. Every individual in the Irish Water Ski Federation should, at all times, show respect and understanding for the rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Irish Water Ski Federation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. (See Appendices)

21 CONCLUSIONS

- (a) Disputes between clubs shall be settled, as a last resort, by the M.C.
- (b) Should circumstances occur in which the application of any section of this Constitution is not clearly defined or if any situation should arise which is not herein provided for, the M.C is empowered to make such regulations and put such reasonable construction on that section which; in its judgement, the interests of the Federation may require. These regulations shall be binding on members until annulled by a General Meeting. The M.C is empowered to deal with all emergencies or situations not provided for by the Constitution.
- (c) This Constitution replaces all former Constitutions of the Irish Water Ski Federation and has been ratified by E.G.M to come into operation as effective from 18th May 2004.

President

Des Burke-Kennedy

Chairperson ROI

Carl Cautley

Irish WaterSki Federation

IWSF

Affiliated to the International WaterSki Federation

Chairperson NI

Andy McDonnell

Secretary

Eileen Galvin

Appendix 1

Child Protection Policy for the Irish Water Ski Federation

“As the organisation recognised by the International Federation, as being responsible for the administration of our sport, we are responsible for overseeing the adoption and the implementation of the *Code of Ethics and Good Practice for Children’s Sport*, by our members. To maximise compliance with the Code, as set out in Section 2.8 we shall:”

- ensure that the *Code of Ethics and Good Practice for Children’s Sport* in Ireland is adopted, agreed to, implemented and signed up to by all members
- amend, as necessary, its Constitution to reflect a safe and clearly defined method of recruiting, selecting and managing (for further guidance see p.23, 3.5)
- appoint a National Children’s’ Officer and a Regional/Branch Children’s’ Officer in Northern Ireland (see 2.6.2). S/he should be a member of the Executive Committee
- ensure that effective disciplinary, complaints and appeals procedures are in place
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or a Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities should stand aside while the matter is being examined. S/he should be invited to resume full duties pending the outcome of the investigation.
- ensure that all sports clubs with child members are fully affiliated and signed up to the IWSF’s Constitution
- be represented by appropriate personnel at all education/training workshops dealing with the Code
- where children are involved in representative teams, designate an appropriate senior officer in the Governing body as the person with responsibility for following the guidelines of the Code
- review its child protection procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities

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- establish contact with representatives of the Statutory Authorities in their areas. The building of these relationships will contribute to the creation of an environment in which education and knowledge of child protection issues and procedures are widely known
- examine and take appropriate action in response to any reports of unusual incidents (high rate of transfers, dropouts) received from clubs

Appendix 2

The following **sample** policy statement should be included in all Irish Water Ski Club constitutions:

Code of Ethics and Good Practice for Children's Sport

“(Name Club) is fully committed to safeguarding the well being of its members. Every individual in (Name Club) should, at all times, show respect and understanding for the rights, safety and welfare, and conduct themselves in a way that reflects the principles of (Name Club) and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. (See Appendices)

The following **sample** child protection policy should be an appendix to all Irish Water Ski Club constitutions:

Child Protection Policy for the Irish Water Ski Federation

To ensure the best practice is followed by this club we shall work closely with the Irish Water Ski Federation. In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport, by our members. To maximise compliance with the Code, as set out in Section 2.7 we shall:

- adopt and implement the *Code of Ethics and Good Practice for Children's Sport in Ireland* as an integral part of its policy on children in the club
- have its constitution approved and adopted by club's members at an AGM or EGM
- permit all members over 16 years of age to vote, where possible. One parent/guardian should have one vote for all their children under 16 years of age, where relevant
- ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM
- adopt and consistently apply a safe and clearly-defined method of recruiting and selecting Sports Leaders (see 3.5)

- clearly define the role of committee members, all Sports Leaders and parents/guardians
- appoint at least one Children's' Officer, as outlined at 2.6.1 in this Code. In the event that a Club caters for both boys and girls, one Children's' Officer of each gender would ideally be appointed
- designate the Club Chairperson to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse (see 5.13.2). Any such reports should be made according to the procedures outlined in this Code/Children First/Duty to Care
- ensure best practice throughout the club by disseminating its Code of Conduct, including the disciplinary complaints and appeals procedures in operation within the club to all its members. The club's Code of Conduct should also be posted in all facilities used by the club
- have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or a Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities should stand aside while the matter is being examined. S/he should be invited to resume full duties pending the outcome of the investigation.
- ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis
- encourage regular turnover of committee membership while ensuring continuity and experience
- develop effective procedures for responding to and recording accidents
- ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the Child Officer of the IWSF.
- ensure that all club members are given adequate notice of AGM's and other meetings
- ensure that all Minutes of all meetings (AGMs/EGMs/Committee) are recorded and safely filed