

# **Community Games**

## **Administration Rulebook**

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## **Pledge**

*We pledge ourselves to the ideals of the Community Games in a spirit of friendly rivalry. We shall strive to participate with honest endeavor. Our aim shall not be victory at any price but shall genuinely seek to unite our community in friendly sporting competition. By completing fairly and honestly, we, the children of this community, shall attempt to make our (village, town, community etc.) a happier place in which to live.*

## **Objectives**

The main objectives of the Community Games are:

- i. To provide young people with a wide variety of opportunities for personal and social development through participation in sporting and cultural activities of their choice.
- ii. To place emphasis on sportsmanship, where participation is more important than winning.
- iii. To encourage parents to play an active part in this development.
- iv. To train Parents in a working knowledge of our activities.

## **Structure of Community Games**

The Community Games Structure operates on four levels:

- Area
- County
- Provincial
- Connaught – Galway, Leitrim, Mayo, Roscommon, Sligo
- Leinster – Carlow, Dublin, Kildare, Kilkenny, Laois, Longford, Louth, Meath, Offaly, Westmeath, Wexford, Wicklow,
- Munster – Clare, Cork, Kerry, Limerick, Tipperary, Waterford
- Ulster – Antrim, Armagh, Cavan, Derry, Donegal, Down, Fermanagh, Monaghan, Tyrone.
- National

### **Area Structure:**

This is the basic unit in the Community Games network. The Area Executive is responsible for the implementation of all rules, Policies and Code of Conduct of the Organisation.

### **County Structure:**

The County Executive is responsible for implementation of all Rules, Policies and Code of Conduct of the Organisation and the organisation of all Events at County level.

### **Provincial Structure:**

The core responsibility of each Provincial Executive is to arrange annual competitions for their respective Counties for events that

(A) require eliminations to confirm who goes forward to National Festivals

(B) require participation of events for the development of Pathways.

### **National Structure:**

Governed by the Memorandum of Articles of Association, Company Law, Rules, Policies and the Code of Conduct. The Board Members, elected annually at the National AGM, are responsible for safe-guarding the organisation and ensuring that best practice is applied in all business.

### **Standing Committee Structures:**

In total there are five Standing Committees in Community Games with a number of Sub-Committees who report directly to the Board of Directors. These are:

Recruitment, Training & Development Committee – Responsible for recruitment, training and development of Volunteers in Community Games.

Public Relations & Marketing Committee – Responsible for the Public Relations and Marketing of Community Games.

Finance & Risk Committee – Responsible for financial Policy of the organisation and identifying the risks to Community Games.

Activities Committee – Responsible for organising the National Festival of Community Games.

National Appeals Committee – Responsible for all adjudications pertaining to appeals.

**Sub-Committee Structures:**

Sub-Committees may be appointed by the Board annually at their discretion. Currently there are three Sub-Committees: Youth, Security and Standing Orders.

**Membership Structure:**

Membership of the Company shall be open to such persons as outlined in the Memorandum & Articles of Association. Each registered Area is required to nominate one Company Member for each year.

Company Member – “Nominee to Company”: In order to be eligible for affiliation to the Community Games Company, each Area Committee must have one “Member” of the “Community Games” as a member of its Committee, this is usually the Area Secretary and is a requirement governing Company Law in Republic of Ireland and Northern Ireland, as a Limited Company. In the absence of a person being elected as Company Member, the Area Secretary will be the designated Company Member.

**Governance Structure:**

In the event of a dispute arising between the Rules and By-Laws of Community Games and the Articles and Memorandum of Association of the Company the Articles and Memorandum of Association will prevail.

**Members/Volunteers/Staff Support:**

Must support and abide by all the Rules, Statements, Policies, Code of Conduct and Garda Vetting/Access Northern Ireland process to participate in the organisation.

**National Community Games – Area Rules**

1. The Area is the basic unit of the Community Games movement.
2. A new Area is defined as an Area that has never been registered by Community Games or has not been registered during the previous 3 years. New Areas can affiliate at any time.
3. At each Area’s Annual General Meeting, to be held not later than 15<sup>th</sup> October, the following will be elected from its members, Chairman, Secretary, Treasurer, and other such Officer’s as the meeting decides necessary. A Children’s Officer must be appointed. Officers’ must be 18 years of age or over. The quorum required for a meeting (Area Meeting’s and Area AGM’s) to go ahead will be 3 members present.
4. The population of each Area will be such as to create maximum involvement and the population will not exceed 6,000 persons. Areas in excess of 6,000 must apply when affiliating through its County Executive Committee to the National Recruitment, Training & Development Committee for permission to take part in Community Games.
5. An Area must define its boundaries by submitting an electronic map, clearly outlining its boundary from where its Participants are drawn from.
6. All Area maps clearly outlining Area boundaries must be submitted to the County Executive Committee for acceptance and registration. The County Executive Committee must then submit an online copy of each Area map with National Community Games with two weeks of registration.
7. When an Area has been accepted by the County Executive Committee, no change can be made to the registered Area boundary without consultation. Area’s whose affiliation has lapsed, must not be encroached on by any other adjoining Area without

the permission of the County Executive Committee. All such boundary changes must be approved by the County Executive.

8. County boundaries will not necessarily determine Area boundaries and where an Area transverses a County boundary the natural Area boundary will prevail. Counties will jointly approve such Area boundaries
9. In the event of any dispute regarding decisions on boundaries, an appeal may be made to the Board of Directors whose decision is final.
10. Areas can submit agreed motions, to be forwarded to the County Annual General Meeting, and once agreed at County can be forwarded to the National AGM.
11. Areas can submit nominations for Officers positions or Membership of Sub-Committees or any other such bodies elected at the County Annual General Meeting.
12. Each Area Treasurer must keep proper financial accounts and a financial report must be submitted to the areas Annual General Meeting. A copy of the Area accounts must be furnished to the County Secretary before the date of the County Annual Meeting each year.
13. The Agenda for the Area meetings will be drawn up by the Secretary in consultation with the Chairman.
14. The Area Committee will have power to penalise any member of the Area Community Games organisation who fails to observe the Rules of the Company or who is deemed to have brought Community Games into disrepute. Such penalties will be subject to appeal to the County Executive Committee.
15. Each Area Committee will make arrangements for the running of Community Games in accordance with the Rules of Community Games.
16. Each Area must attempt to run as many activities as possible from the National Programme of Activities with a minimum of 4 activities, Pathway and other events.
17. Team panels will be selected by each Area Committee in consultation with the team manager. All children who wish to take part will be given the opportunity for selection for the Panel.
18. Each Area Committee is responsible for the registration of its Participants and Panels. Area must ensure that registration is carried out in accordance with the rules of the Organisation.
19. Each Participant must be under the age specified on July 31st in the year competitions are taking place.
20. Competitors must compete in the Community Games area in which they reside.
21. Children of estranged parents must be registered in the Area of their principal primary address.
22. Should a competitor change residence to another Area he must continue to take part with the Area he was originally registered for the remainder of that year.
23. Area Committees must ensure that Participants are compliant with the Participant Consent Forms, which are held at Area level by the Area Secretary/Area Registrar.
24. In the event of an Area team or a participant in an individual event withdrawing from a competition having qualified at County level, the Area Secretary will notify the County Executive Committee who will determine the appropriate substitution.
25. Competitors may take part in all individual events within their age group at Area level
26. Competitors may represent their Area in any number of team activities in County competitions as they

so desire.

27. Each area will endeavor to advertise its area activities to as wide an audience as possible through whatever means is available to it at area level

### **County Rules**

1. Area Committees from within a county will, with the approval of the Board of Directors Form County Executives.
2. Each County must hold an Annual General Meeting no later than 15<sup>th</sup> November and affiliate to the Company no later than 15<sup>th</sup> January of that year.
3. The Officers and elected Committee Members of the County Executive Committee, together with a maximum of three delegates from each affiliated Area within the County will be eligible to attend the County Annual General Meeting.
4. Notice of the County Annual General Meeting must be sent to all Area Secretaries and the General Secretary of "The Community Games Company" at least three weeks in advance of the date agreed upon for the County Annual General Meeting.
5. A Director of "The Community Games Company" will attend every County Annual General Meeting and in the event of a Director not being available, the nominee of the Company President may attend.
6. The following must be received by the County Secretary at least 2 weeks in advance of the date fixed for the County Annual General Meeting:
  - i. The names of the three delegates by each Area Committee.
  - ii. Nominations for Officer's.
  - iii. Nominations for Sub-Committees.
  - iv. Motions for discussion at the Annual General Meeting.
  - v. Confirmation in writing from the Area Committee that all persons nominated for County positions are willing to accept positions if elected and are qualified to do so according to Community Games Rules.
7. The functions of the County Annual General Meeting are:
  - i. To affiliate to "The Community Games Company"
  - ii. To receive and examine reports of County Officers and Sub- Committees
  - iii. To elect County Officers with such numbers of persons as the County Annual General Meeting will decide to form the County Executive Committee
  - iv. To examine Motions included on the Agenda
  - v. To elect two Delegates who with the National Executive Advisory Delegate will form the County delegation (3) to the Annual General Meeting of the Community Games Company. Such function may be delegated to the County Executive Committee with the permission of the Annual General Meeting.
8. The County Annual General Meeting will elect the following Officers and Sub-Committee('s)
  - i. Chairman.
  - ii. Vice-Chairman.
  - iii. Secretary.
  - iv. Treasurer.
  - v. Public Relations Officer.
  - vi. Recruitment, Training & Development Officer.
  - vii. The National Executive Advisory Committee Delegate
  - viii. Youth Officer.
  - ix. Any other Officers it deems necessary.
  - x. Such other Members of the County Executive Committee as the Annual General Meeting decides.
  - xi. Four members to form the County Appeals Committee under the Chairmanship of a County

Officer.

- xii. Any other Sub-Committees deemed necessary. Sub-Committees may be formed by the County Executive Committee at its first meeting with the permission of the Annual General Meeting.
- xiii. Two Delegates who with the National Executive Advisory Delegate will form the County delegation (3) to the Annual General Meeting of Community Games Company. The Delegates may be elected by the County Executive Committee at its first meeting with the permission of the Annual General Meeting.

8(a) A Children's Officer must be appointed

- 9. All members of the County Executive Committee and of Sub-Committees must be actively involved in the running of Community Games in their own Areas of Residence or place of Work for the previous year (12 months).
- 10. Members of the County Executive Committee may be Area Delegates and will have the right to vote if acting as Area Delegate
- 11. The County Secretary in consultation with the County Chairman will prepare the Agenda for the Annual General Meeting.
- 12. The Agenda, together with a copy of all Reports, Nominations and Motions must be sent to each member entitled to attend the County Annual General Meeting at least 14 days prior to the date fixed for the County Annual General Meeting.
- 13. Each delegate will be entitled to one vote at the County Annual General Meeting and only a properly accredited delegate will be allowed to speak or vote.
- 14. A roll call of accredited delegates must be taken before any voting takes place.
- 15. County Officers will have voting rights on all matters at the County Annual General Meeting except on the election of County Officers.
- 16. County Officers cannot be Area delegates at the County Annual General Meeting.
- 17. All members of the County Executive Committee will remain in Office until the conclusion of the Annual General Meeting.
- 18. The County Chairman will preside at the County Annual Meeting and County Executive meetings or in his absence the Vice-Chairman will preside. In the absence of both the delegates will appoint a person to chair the meeting.
- 19. All motions passed at the Annual General Meeting must be forwarded to the General Secretary. Motions relating to County level will become operative immediately.
- 20. The County Executive Committee, at their first meeting, after the County Annual General Meeting will:
  - i. Elect two members who, with the elected National Executive Advisory Committee delegate will form the County Delegation to the National Annual General Meeting of The Community Games Company if not already elected by the Annual General Meeting.
  - ii. Nominate individuals for Officers positions or Sub-Committees at Provincial or National level.
  - iii. Nominate two Delegates to attend the Provincial Annual General Meeting.
  - iv. Forward Motions passed at the County Annual General Meeting to the appropriate Secretary for placement on Provincial or National Annual General Meeting's Agenda.
  - v. Affiliate to the Provincial Committee and pay the appropriate fee.
  - vi. Elect its own County Sub-Committees if not already previously elected by the Annual General Meeting.
- 21. The County Executive Committee has power to penalise any member within the County who fails to

observe the Rules of the organisation or anyone who is deemed guilty of having brought the organisation into disrepute. Such penalties will be subject to appeal to the Board of Directors.

22. The Agenda for meetings of County Executive Committee will be prepared by the County Secretary in consultation with the County Chairperson. Any Area Committee, County Officer or Executive Committee Member will be entitled to request that a matter be put on the Agenda of the next meeting.
23. The County Treasurer, will present a detailed and itemised financial account at every meeting.
24. The Treasurer will present at each Annual General Meeting of the County:
  - i. A copy of income and expenditure for the year.
  - ii. A copy of the accounts.
25. The Treasurer must forward a copy of his financial statement to the General Secretary of Community Games.
26. All payments made on behalf of the County must be made by cheque/electronic transfer.
27. The County Appeals Committee must hear all Appeals referred to it by the County Executive Committee.
28. Any member of the County Executive Committee who has been absent, without valid reason, from three consecutive meetings will be deemed to have resigned from the County Executive Committee.
29. All Officials at the National Festival must be nominated by their Counties. In the case of insufficient number of Officials; the National organisation may appoint extra Officials from other sources.
30. The outgoing Chairman will be an "ex officio" member of the County Executive Committee until the next Annual General Meeting.
31. The County Executive Committee will have power to deal with all matters pertaining to Community games within the County.
32. The County Executive Committee will be responsible for promoting the aims of the Company and making arrangements for the running and financing of Community Games in accordance with the Rules and Bye Laws of the County and of the Company.
33. The County Executive Committee will be responsible to the County AGM and to the Board of Directors of Community Games.
34. The County Executive Committee seeking affiliation or renewal of membership will apply to the Board of Directors of Community Games which if it is satisfied will grant membership on the payment of the appropriate membership fee and full completion of the required documentation.
35. At County Executive meetings the County Officer's will have voting rights. The Chairman will have a casting vote.
36. The quorum for the County Executive Committee Meeting will be one third of the number of members plus one.
37. Teams and Individuals proved illegal will be automatically disqualified. Penalties will be decided by the County Executive Committee.
38. County Executives may appoint Managers in certain circumstances, who may not be active in an Area to support the work of the County, through the Online Registration System.
39. Bye – Laws - The County Executive Committee will have power to make such Bye Laws as it deems necessary for the running of Community Games at County level, provided they are not in conflict with the existing Rules and Bye Laws of the Company and are approved by the Board of Directors before they become operative.
40. All such Bye Laws must be submitted to the General Secretary of the Community Games for approval by the Board of Directors before the 15th of January of each year.
41. Once such Bye Laws are approved they can be renewed on a yearly basis with the approval of the Board of Directors.



## Provincial Rules

1. The function of the Provincial Executives is to:
    - a. Provide support to the Host County in running the Provincial Festivals, as agreed by the Board of Directors of Community Games.
    - b. In collaboration with the Host County (who are ultimately responsible for the successful delivery of the Provincial Final), provide financial resources to meet the needs of the Provincial Final in full.
    - c. Provide communications to all County Executives in their Province regarding the Provincial Final rules, dates, venues, deadlines/closing dates, structures, processes, and Teams entered.
    - d. Maintain financial records and statements of all transaction
      - i. A copy of the accounts.
      - ii. A copy of the income and expenditure for the year which must be forwarded to the General Secretary of Community Games.
    - e. Elect Provincial Officers to form the Provincial Executive.
  2. Provincial Executives will each have recognition within the Community Games Company to enable them to source and avail of external funding, operate financial accounts and issue payments.
  3. County Committees from within their respective Province will, with the approval of the Board of Directors form the Provincial Executives.
  4. Each County Executive Committee will nominate two Delegates to the Provincial Annual General Meeting.
  5. Each County Executive Committee will nominate Officers and Sub-Committee members to the Provincial Executive.
  6. The core responsibilities of the Provincial Annual General Meetings are:
    - i. To support the Host County to fix a date and venues for the Provincial Festivals.
    - ii. To receive and examine reports of Provincial Officers and Standing Committees.
    - iii. To elect Provincial & National Officers.
    - iv. To provide certified accounts for the previous financial year.
    - v. To examine Motions included on the Agenda.
  7. The Provincial Annual General Meeting will elect the following Officers and Sub-Committees.
    - i. Chairman
    - ii. Vice-Chairman
    - iii. Secretary
    - iv. Treasurer
    - v. Delegate to the National Annual General Meeting
    - vi. Representative to the National Appeals Committee
    - vii. Representative to the National Executive Advisory Committee
    - viii. An Appeals Committee of 5
    - ix. A Public Relations & Marketing Officer who will also be the Representative on the National Public Relations & Marketing Committee
    - x. A Development Officer who will also be the Representative on the National Recruitment, Training & Development Committee
    - xi. A Youth Officer who will also be the representative on the National Youth Committee
- 7(a) A Children's Officer must be appointed.
8. The Provincial Officers plus two members from each County will form the Provincial Committee.
  9. No member of Community Games will be eligible for nomination or Office on a Provincial Committee, unless he has been actively involved in running Community Games within his County for the previous two years. Confirmation of eligibility must be notified in writing to, the Provincial Secretary, by the

County Secretary, prior to the Annual General Meeting.

10. Each Province Executive must hold an Annual General Meeting on or before the 15<sup>th</sup> December in each calendar year.
11. Notice of the Annual General Meeting will be sent to all County Secretaries within the Province and to the General Secretary of the Community Games Company at least four weeks in advance of the date agreed upon for the Annual General Meeting.
12. The following must be received by the Provincial Secretary at least two weeks in advance of the date of the Annual General Meeting.
  - i. The Names and Addresses of the two Delegates duly appointed by each County Executive Committee to attend the Annual General Meeting.
  - ii. Nominations for the various Officers and Sub-Committees on the Provincial Executive.
  - iii. Motions for discussion at the Provincial Executive Annual General Meeting.
13. The Agenda for the Provincial Annual General Meeting will be drawn up by the Provincial Secretary in consultation with the Provincial Chairman. The full Agenda together with a copy of all Reports, Motions and Nominations for Officers positions and Sub-Committees will be sent to each Member of the Provincial Annual General Meeting, County Secretaries within the Province and the General Secretary of the Company at least 7 days prior to the Provincial Annual General Meeting.
14. Each County Delegate will be entitled to one vote at the Provincial Annual General Meeting.
15. The Provincial Officers have voting rights on all matters at Executive Meetings and at the Annual General Meeting, except on the election of Officers.
16. A Director of the Community Games Company may attend each Provincial Annual General Meeting and in the event of an Officer not being available, the Nominee of the President of the Company may attend.
17. Each Officer will remain in Office until the conclusion of the Annual General Meeting.
18. The Chairman will chair all Provincial Executive Meetings and in his/her absence, the Vice-Chairman will act.
19. All Motions in relation to the running of the Provincial Final passed at the Annual General Meeting will become operative immediately.
20. The Agenda for the Provincial Meetings will be drawn up by the Secretary in consultation with the Chairman. Any County or Provincial Officer will be entitled to request that a matter be put on the Agenda of the next suitable meeting provided that application is made in writing to the Secretary at least 14 days before the date of the meeting stating the matter for discussion.
21. The Secretary will keep an accurate record of all Meetings held.
22. The quorum of Meetings will be one third of affiliated Counties plus one County.
23. Officers of the Executive can't be County Delegates to Meetings.
24. The Executive will be responsible and accountable to the Board of Directors in all matters.

### **The Running of Provincial Final.**

25. The Host County, supported by the Provincial Executive will appoint Co-ordinators who will be responsible to the Executive for co-ordinating Team Elimination Competitions in accordance with Community Games Rules.
26. The Provincial Executive, through its Co-ordinators, is responsible for the appointment of Officials who will officiate at the various activities and who will notify the Co-ordinators of the match result.
27. Notification of results will be by the official Community Games person present at the activity, who will then inform the Provincial Secretary.
28. In the event of a dispute between 2 Counties, the Provincial Executive will be empowered to decide the venue, date and time.

### **National Rules**

1. The Board of Directors is the governing body of the Company between Annual General Meetings and will have the final authority to uphold the Rules of the Company. Its jurisdiction will extend over the whole Company in all matters including those that pertain to the funds, investments and property of the Company.
2. The Board of Directors of Community Games elected at the Annual General Meeting together with the National Executive Advisory Committee Member appointed from each County and Province will be the National Executive Advisory Committee of the Company.
3. The Board of Directors shall meet at least six times per year. The National Executive Advisory Committee will meet at least three times each year.
4. The quorum necessary for the transaction of the business of the Board of Directors may be fixed by the Board of Directors and unless so fixed shall be eleven.
5. The Directors will not have voting powers at National Executive Advisory Committee Meetings.
6. The General Secretary will furnish the attendance record of the members of the Board of Directors and Standing Committees for the current year to each County Secretary prior to the closing date for nominations.
7. The first Board of Directors meeting in each year will take place not later than six weeks after the Annual General Meeting of the Company.
8. The date and venue of the National Festival of the Community Games Company will be made communicated to the general membership after the first Meeting of the Board of Directors.
9. The Board of Directors will have power to establish Sub-Committees as it deems appropriate. Such Committees set up by the Board of Directors will remain in existence until they have completed their specific tasks.
10. The duties and powers of each Committee set up by the Board of Directors will be clearly defined.
11. The Board of Directors will have power to delegate authority and responsibility for specific functions to Standing Committees and Sub-Committees.
12. Each Standing Committee may each select one person with specific expertise in their area.
13. All nominations for membership of Standing and Sub-Committees from County Executive Committees must be accompanied by confirmation in writing that the nominee is willing to accept

nomination.

14. When nominations for Officers positions or Membership of Standing or Sub-Committees at Provincial or National level, by County Executive Committees, confirmation must be forward to the Provincial or National Secretary that all persons nominated are willing to accept positions if elected and are qualified to do so according to Community Games Rules and have been actively involved in the running of Community Games in their own Areas of Residence or place of work for the previous year ( 12 months).
15. The Board of Directors will fix the following fees:
  - i. Area & County Affiliation Fees
  - ii. Appeal Fees
16. The President will preside at all Board of Directors Meetings and in his absence, the Deputy President will act.
17. All standing and sub-committees will keep an accurate Minutes of all meetings will furnish reports to the Board of Directors.
18. The Board of Directors will have power to sanction anyone who has brought the organisation into disrepute. In relation to a meeting of the Board specially convened to hear a case against a member, such member shall be given not less than seven clear days' notice of the proposed resolution and of the grounds for their proposed sanction. The accused shall be entitled to make written representations to the Board in advance of the meeting and shall be entitled to attend at the meeting for the purpose of hearing the case being made against them and being heard in their defense.
19. The decision of the Board to sanction member may be appealed to Just Sport Ireland.
20. The Board of Directors will ensure that all motions passed at Annual General Meetings become operative within the specified time frame.
21. All recommendations, submitted to the Board of Directors, are delegated to the appropriate Committee for discussion and reports.

### **Annual General Meeting Rules**

1. The Annual General Meeting is the Governing Authority of the Community Games Company.
2. The Annual General Meeting will be held at a venue and time decided at the previous Annual General Meeting.
3. The functions of the Annual General Meeting of the Company will be to:
  - i. Adopt the Minutes of the preceding Annual General Meeting.
  - ii. Roll call of Delegates.
  - iii. Adoption of Standing Orders.
  - iv. Receive Company Reports from the General Secretary and Officers in charge of Standing Committees.
  - v. Elect the following Officers:
    - a. President.
    - b. Deputy President.
    - c. General Vice-President.
    - d. General Secretary.
    - e. Treasurer.
    - f. Activities Director.
    - g. Public Relations & Marketing Director.
    - h. Youth Director.
    - i. Security Director.
    - j. Eight NEAC nominated Director's.

4. The Agenda for the Annual General Meeting will be prepared by the General Secretary in consultation with the President, Treasurer and CEO, and the Agenda, together with a copy of all Reports, all alterations of Games, Rules, lists of nominations of Directorships, Activities, RTD, Finance & Risk, Public Relations and Marketing Committees, and lists of Motions will be circulated to each delegate of the Annual General Meeting at least twenty-one days prior to the Annual General Meeting.
5. All Members of Community Games shall be entitled to receive notice of and to attend General Meetings. However, the accidental omission to give notice of a Meeting to, or the non-receipt of notice of a Meeting by, any person entitled to receive notice shall not invalidate the proceedings of that Meeting.
6. Voting at the Annual General Meeting will be one vote per Delegate. Each County is entitled to send three Delegates to the AGM. Each Province is entitled to send one Delegate to the AGM.
7. Members of the Board of Directors have voting rights at the Annual General Meeting on all matters except on the election of Directors.
8. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting at which the vote takes place, shall be entitled to a “deciding” vote except in the case of an equality of votes for election of a Board Member; in such a case lots shall be drawn to decide as to who is elected.
9. The Election of Board Members & Committee Members will be by secret ballot with candidates’ names listed alphabetically on the voting papers.
10. Tellers, who must not be Candidates, appointed by the Delegates, will distribute voting papers and count votes for the duration of the Annual General Meeting.
11. The President will announce the results of each election which will go to the person receiving the highest numbers of votes with an overall majority.
12. Voting procedure for all decisions other than the election of Officer’s will be by secret ballot or show of hands at the sole discretion of the President.
13. The opening address at the Annual General Meeting will be given by the President of the Company.
14. The President and Deputy President will preside over different sessions of the Annual General Meeting by agreement.
15. The outgoing Board of Directors will remain in Office until the end of the Annual General Meeting.
16. Prior notice of the Annual General Meeting will be sent to all Directors, County and Provincial Secretaries and NEAC delegates at least three months prior to the date of the Annual General Meeting.
17. This notice will be accompanied by a request for:
  - i. Nominations for National Board of Directors.
  - ii. Nominations for members of the Standing Committees.
  - iii. Motions for discussion at the Annual General Meeting.
  - iv. The names and addresses of the Delegates to represent the County at the Annual General Meeting, one of whom must be the National Executive Advisory Committee Member.
  - v. The names and addresses of the Delegate to represent the Province at the Annual General Meeting.
18. The information requested in (i) (ii) (iii) and (iv) must be returned to the General Secretary at least two months before the Annual General Meeting, accompanied by written confirmation from the nominees, of their willingness to stand for their nominated position(s), and confirmation in writing from the County Secretary that they qualified by Rule to do so.

19. Substitution of the elected Delegates to attend the Annual General Meeting will be permitted up to 48 hours prior to the commencement of the meeting. No substitution will be permitted after this date.
20. The following will be Delegates of the Annual General Meeting.
  - i. The Board of Directors.
  - ii. Three Delegates per affiliated County, one of whom must be the National Executive Advisory Committee member.
  - iii. One Delegate per affiliated Province.
21. No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. Forty Delegates shall constitute a quorum.
22. If a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned. The Board will determine the time, place and venue of the reconvened meeting. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Delegates present shall constitute a quorum.
23. The Board shall call an Extraordinary General Meeting:
  - i. If a resolution to that effect is passed by two thirds of those present and voting at the preceding Annual General Meeting, or;
  - ii. On the requisition of not less than one tenth of the members.
  - iii. Where thirty Delegate Members requisition such a meeting by service on the General Secretary of a written notice seeking the holding of such a meeting, or;
  - iv. Where a majority of the Board resolve to convene such a meeting.
24. Notice of an Extraordinary General Meeting will be sent to all Members of Community Games at least 14 days prior to the date of the meeting, accompanied by the meeting Agenda.
25. The total number of Delegates present and recorded at the Roll Call taken at the commencement of each session of the Annual General Meeting will be the recognised quota for all votes.
26. At the commencement of the AGM Standing Orders will be moved and adopted. On the moving and adoption of the Standing Orders Report, Standing Orders will have no further function at the Annual General Meeting unless called on to answer a query on procedure.

## **Motions**

1. All Motions must be first be proposed and passed at the appropriate level (Area AGM/County AGM).
2. Motions approved at County AGM must be forwarded for approval to Provincial/National.
3. Motions debated and lost at the Annual General Meeting of the Company will not be submitted for inclusion on the order paper until the third Annual General Meeting following the Annual General Meeting (for a period of two years) at which they were rejected.
4. Motions withdrawn before being discussed at the Annual General Meeting will not be deemed lost and may be submitted at the subsequent Annual General Meeting in accordance with Rule 1.
5. All Motions:
  - i. To alter, amend or delete Rules/Policies
  - ii. To alter an age limit or
  - iii. Affecting the Policies of the Company will require a two-thirds majority of the voting delegates
6. In consideration of Motions at the Annual General Meeting, the following procedures will be adopted;

- i. All Motions must be formally proposed and seconded by another County before discussion begins.
  - ii. The Proposer who will have the right to speak for three minutes and will have the right to reply at the end.
  - iii. Board of Directors delegate will be permitted to speak more than once on any motion.
  - iv. Each speaker will be restricted to a maximum of two minutes per Motion.
  - v. Only one speaker per County can speak on a Motion.
  - vi. Only a representative of the Board of Directors will be permitted to speak more than once on any motion.
  - vii. After a maximum of fifteen minutes' discussion on a Motion the Chairman's duty will be summarise and request a vote.
7. Emergency Motions
- i. That such Motions can be accepted if two thirds majority of the delegates agree.
  - ii. That all such Motions be submitted in writing to the Standing Orders Committee (time period – one hour before AGM).
  - iii. Any such Motions will not be considered as Emergency Motions if Counties have had ample time for submission of same before the Annual General Meeting.
8. Failure to adopt Standing Orders at an Annual General Meeting will result in the suspension of Standing Orders and consequently all Motions to the Annual General Meeting must be placed on the Agenda for discussion.
9. The Chairman, on suspension of Standing Orders, with the agreement of the AGM will have power to rule such Motions out of order which do not comply with Community Games Rules or Motions not complying with General Rules for submission of Motions.
10. The Proposer of a Motion will be entitled to request the Chairman to hold a Roll Call vote if in their opinion the result of a vote warrants such a procedure.
11. Reference to the Standing Orders Committee to be approved annually by the Board of Directors.
12. Motions referred from Area Annual General Meetings must be passed by the County Annual General Meeting and if the matters are specifically relevant to the Provincial Annual General Meeting, it will be referred to that body.
13. All Motions referred to the National Annual General Meeting will be reviewed by the Standing Orders Committee and if found in order, will be placed on the motion paper for discussion.
14. Motions ruled out of order by the Standing Orders Committee, may be corrected and submitted to the next Annual General Meeting.
15. All recommendations to the respective Committees and will be placed before a Board of Directors meeting and dealt with by the appropriate body and when approved be implemented forthwith.
16. The name of the Area from which the Motion originated with the name of the County, will appear on the motion paper.
17. All Motions to change Bye Laws/Rules must identify the existing Bye Law/Rule and state the complete wording of the proposed change of Bye Law or Rule.
18. Motions not covered by any existing Bye Law/Rules must be headed New Bye Law/Rule and then state the proposed New Bye Law/New Rule.
19. A motion may deal with only one particular matter.

## **Duties of National Officers**

### **President**

The President shall be required to lead by example and devote time and effort into ensuring that the Company and its Members under his/her direction are progressing in the development of all levels of the organisation. The President shall represent Community Games at all times in a manner appropriate to the position. The President should have knowledge of the Memorandum and Articles of Association, Rules and Code of Conduct of the Company. The President in conjunction with the General Secretary and CEO ensures that all scheduled meetings are held, with advance notice of Agenda given to those entitled to attend. The President will set the Agenda for all Board Meetings in consultation with the General Secretary and CEO and will act as Chairperson at all the meetings of the Board of Directors, National Executive Advisory Committee, Annual General Meeting and such other meetings as will require his/her services as Chairperson. The President will oversee the work of members of the Board of Directors and the CEO to ensure that the policies and directives of the Company are executed effectively and will authorise the release of all public statements or submissions concerning Community Games.

### **Deputy President**

In the absence of the President, the Deputy President shall undertake the duties of the President. The Deputy President, once elected, shall automatically be Chairperson of the National Appeals Committee.

### **General Vice-President**

The General Vice-President will be Chairman of the Recruitment, Training & Development Committee and will make reports on Volunteer Recruitment, Training & Development of the Company to the Board of Directors, National Executive Advisory Committee and to the Annual General Meeting.

### **General Secretary**

The General Secretary will oversee the Company's day-to-day administration, by liaising with the Chief Executive Officer and to ensure specifically that the Company complies with the law and observes its own rules and policies.

### **Treasurer**

The Treasurer will be responsible for the financial welfare and financial transactions of the Company, ensuring accurate Books of Account and the preparation of an Audited Income and Expenditure statement and Balance Sheet to be presented to the Annual General Meeting. The Treasurer will be the Chairperson of the Finance & Risk Committee.

### **Public Relations & Marketing Director**

The Public Relations & Marketing Director will be Chairperson of the Public Relations & Marketing Committee and will be responsible to the Board of Directors for all matters relating to Public Relations & Marketing.

### **Activities Director**

The Activities Director will be the Chairperson of the Activities Committee and be a member of the National Festival Management Committee. The Activities Director will be responsible for the authorisation of attendance by all Competitors and Officials at the National Festivals and at any other National Activity and such persons will be under his/her jurisdiction. The Activities Director will draw up a Programme for all Activities at the National Festivals, subject to Board approval. The Activities Director and CEO shall be responsible for the recruitment and selection of all Officials at National Festivals. In conjunction with and input of all Members of the Board of Directors, the Activities Director will ensure the smooth running of the National Festivals.

### **National Festival Management Committee**

The National Festival Management Committee will consist of the President (Chairperson), Deputy President, General Secretary, Security Director, Health & Safety Officer, Treasurer, Activities Director, CEO & National Children's Officer. The Committee will have the right to disqualify Competitors.



- National Festival Management Committee, in consultation with the Board of Directors will appoint Co-ordinators who will co-ordinate the various Activities.
- Co-ordinators or their Nominees will ensure that venues are in order and all Officials present.
- Co-ordinators will be issued with copies of the original lists and they or their Nominees will check teams and individual against the original lists.
- All Activities are carried out in accordance with the Rules of Community Games and that all activities are brought to a conclusion in the manner prescribed by the Rules.
- The Co-ordinator or his Nominee will ensure that there is no interference by Team Managers, Officials supporters and will be empowered to ask for the withdrawal of such personnel from the field of play. Failure to withdraw or failure to cease unsporting Behavior will cause the disqualification of the offending Team from the competition.
- Teams and Individuals wearing playing gear with Club Insignia will not be permitted to participate in Community Games Competitions. Commercial sponsorship of playing gear and track suits is acceptable and Sponsor Logo may appear on such equipment. All members and participants must comply with the Community Game Commercial Guidelines.

Substitution will be permitted in individual events at the National Festival. Application for substitution must be submitted online not later than 48 hours before the commencement of the competition for which the competitor is registered.

In the event of a team withdrawing from the Provincial or National Festival, application for substitution with explanation must be lodged with Provincial Secretary 48 hours before the commencement of the competition for which the team is registered. Proof that the entire substitute team took part in the County or Provincial eliminations and is duly qualified by the teams' placement must be furnished by the County or Provincial Secretary as appropriate.

#### Youth Director

The Youth Director will act as Chairperson of the Youth Committee and will encourage the involvement of young people in Administration, Management, Coaching etc. of Community Games in co-operation with Executive Committees at all levels.

#### Security Director

The Security Director will be Chairperson of the National Security Committee and will be responsible for arrangements for security at all National Events as directed by the Board of Directors.

#### National Executive Advisory Committee (NEAC) Directors

The NEAC Directors will be members of the Board of Directors and will be allocated duties and portfolios for which they are responsible by the Board of Directors by the President.

#### Chief Executive Officer

The CEO will be a non-voting member of the Board of Directors, reporting to the Board and to the President between meetings of the Board. The CEO will present policy recommendations to the Board of Directors and act on policy decisions of the Board of Directors. He will be responsible for the management of all staff and relevant matters on a day to day basis. The CEO will provide leadership to the Company and will be responsible for all the administrative affairs of the Company subject to the above including the day-to-day supervision of all Company employees.

## Board of Directors

The Board of Directors is the Administrative Committee of the Company between Annual General Meetings. The Board will meet not less than six times in a year. At least ten days notice will be given for each such Meeting with an Agenda prepared by the General Secretary in consultation with the Management Committee. The Board of Directors will appoint a Minutes Secretary at the first new Board meeting of the year. The quorum for Meetings will be eleven Directors present or determined by the Board of Directors. At the first Board meeting each year, the Board may assign responsibility for specific functions to Directors.

## Management Committee:

The Management Committee shall be chaired by the President of Community Games and include the General Secretary, Treasurer and the CEO. The Management Committee shall be charged with decision making responsibilities between Board of Directors meetings. Members of the Management Committee may attend any Community Games meeting, in consultation with the Chairperson of that Committee and the Chairperson of the Management Committee, but will not have voting rights at these meetings.

## Directives for Standing Committees and Sub-Committees

The Standing Committees are as follows:

### Recruitment, Training & Development Committee

The Recruitment, Training & Development Committee, in conjunction with the Development Staff is responsible for the implementation of an agreed programme in the three listed areas. The RTD Committee, Chaired by the General Vice-President, will include four Provincial RTD Officers, one NEAC Nominated Director and the Youth Director. The Committee may also co-opt a person with specific expertise in the areas of Recruitment, Training and Development.

### Public Relations & Marketing Committee

The Public Relations & Marketing Committee is responsible for designing and implementation of an agreed programme in media relations and general public. The Public Relations & Marketing Committee, chaired by the Public Relations & Marketing Director, will include four Provincial PR & Marketing Officers. The Committee may also co-opt one person with specific expertise in the areas of Public Relations & Marketing.

### Finance & Risk Committee

The Finance & Risk Committee will consider budgets prepared by the Chief Executive Officer and the Treasurer, having received input from the Board of Directors, Standing Committees & Sub-Committees and submit same with recommendations to the Board of Directors for approval. They will ensure that adequate finances are available to meet the overall financial responsibilities of the Company. The Finance & Risk Committee have responsibility for continuous risk assessments and monitoring any threats. The Finance & Risk Committee, chaired by the Treasurer, will have four members elected at the Annual General Meeting.

### Activities Committee

The Activities Committee is responsible for the implementation of an agreed programme of sporting and cultural activities directed by the Board of Directors. The Activities Committee, Chaired by the Activities Director, will have seven members, five of whom will be elected at the AGM, one being a nominee of the Activities Director. The Activities Director will have the power to co-opt two persons with specific expertise.

The CEO will assign a member of Staff to support Committees.

### National Appeals Committee

Decision of the National Appeals Committee shall be final. The Committee will be chaired by the Deputy President and composed additionally of four members, one nominated by each of the four Provincial Executives and ratified at the Annual General Meeting.

Standing Committee appointments shall be between AGM's and may include both members of the Board and individuals selected for their specific relevant expertise.

The President will be an ex-officio member of all Committees.

**Sub-Committees:**

The Board of Directors may appoint special and ad hoc Committees as they deem appropriate with specific terms of reference, including their duration.

**General Rules Applicable to all Standing and Sub-Committees:**

1. Board of Director members can not be elected to more than one of the following Committees; Recruitment, Training & Development Committee, Public Relations & Marketing Committee, Finance & Risk Committee, Activities Committee, National Appeals Committee.
2. A member of a Standing Committee may be elected to Sub-Committees.
3. The staff member appointed by the CEO to support each Standing Committee will act as Secretary to that Committee. Minutes will be taken and issued by email to all members of the committee prior to the next meeting.
4. All communications from Committees to Members of the Company will be issued through the Head Office.
5. Each Committee will present its programme for the year for approval at the Board of Directors Meeting immediately following the appointment of the Committee.
6. Each Committee will submit its budget for its planned programme to the Finance & Risk Committee.
7. Members of the Committees whose Area is no longer affiliated to the Company or who are suspended by their County, are automatically debarred from membership of Community Games and all associated Standing Committees and Sub-committees.

## **Appeals**

### **PROCEDURE FOR APPEALS**

1. All appeals must commence "I(We) wish to appeal---"and then set forth the rules claimed to have been infringed. In the event of an appeal not covered by a specific rule, then the case for appeal should be clearly stated with all the relevant information submitted. Only formal appeals properly lodged in time per rule will go through the appeals procedure.
2. All Appeals properly lodged, must be heard by the appropriate Appeals Committee.
3. Appeals will in the first instance, be lodged with the committee under whose jurisdiction the activity is being organised. All areas/Counties participating in an event at the National Finals be notified if there is an appeal pending.
4. Appeals Committees will have power to impose such penalties and restrictions as they in their absolute discretion will decide. Community Games Administration Rulebook 75
5. A team proved illegal will be disqualified from further participation in that competition. Sanctions may be imposed against the Team Managers and against the Area and County.

6. An Individual proved illegal will be disqualified from further participation in all Community Games Activities for a period of one year from the date of the relevant Appeals Committee decision.
7. Appeals Committees will have power to award the event to such competitor or team as they will decide.
8. Area, county and Provincial Bye-Laws which have not been submitted and approved by the Board of Directors, will not be considered relevant if submitted in Appeals by Area, County or Provincial Executive Committees.
9. Dates, decided by Area, county, Province and National, for entry or completion of activities, will be regarded as part of the normal running of Community Games and will be accepted by Appeals Committee, provided that proof is furnished that notification was sent and received at the appropriate level.
10. A minimum of three Members must hear an Community Games Administration Rulebook 76 Appeal at all levels.
11. In the absence of the Appeals Chairman, at Area, county or Provincial level, a chairman will be elected from the Appeals Committee members present and in the event of four members hearing an Appeal, the Chairman will have a casting vote.
12. Members of Appeals Committee must declare a vested interest in an Appeal and withdraw from that Appeal.
13. A member of an Appeals Committee can not hear his own Area or County Appeal, or plead a case before his own Committee.
14. An individual can only be a member of one Appeals Committee.
15. Subject to a maximum of two appeals on any issue, appeals will proceed as follows:- At Area Level, progressing to:- Area Appeals Committee. County Appeals Committee. At County Level progressing to:- County Appeals Committee. National Appeals Committee. At Provincial Level progressing to:- Community Games Administration Rulebook 77 Provincial Appeals Committee. National Appeals Committee. At National Level, direct to:- National Appeals Committee.
16. The Board of Directors will decide at its first meeting, the appropriate fees for all appeals and notify all counties within 14 days. Appeal fees will be reviewed annually.
17. Appeals in individual events at Area Level, must be signed by a parent or guardian of the individual involved or by a responsible adult, and lodged with the Area Secretary accompanied by the appropriate fee within thirty minutes after the result of the event has been officially made known.
18. Appeals against the decision of the Area Appeals Committee in individual events must be signed by the Area Secretary and lodged with the County Secretary accompanied by the appropriate fee within 48 hours after the decision has been officially made known.
19. Appeals in individual events, relays and squads at County level must be signed by the Area Manager or Area Secretary and lodged with the County Secretary accompanied by the appropriate fee within 30 minutes after the result has been Community Games Administration Rulebook 78 officially made known.
20. Appeals against the decision of the County Appeals Committee in individual events, relays or Squads must be signed by the Area Team Manager or Area Secretary and lodged with the General Secretary of the Community Games Company accompanied by the appropriate fee within three days after the decision of the County Appeals Committee has been officially made known. Evidence of posting within the three day period will be proof of lodgement of appeal within the stipulated period.
21. Appeals in individual events, Relays or Squads at National Level must be signed by the County Manager or County Secretary and lodged with the Activities Committee, at a designated point accompanied by the

appropriate fee within 30 minutes after the result of the event has been officially made known.

22. Appeals in Team Events at Area Level must be signed by the Team Manager and lodged with the Area Secretary accompanied by the appropriate fee within one day after the result has been officially made known.

23. Appeals against the decision of the Area Community Games Administration Rulebook 79 Appeals Committee in team events must be signed by the Team Manager and lodged with the County Secretary accompanied by the appropriate fee within 2 days after the result has been officially made known.

24. Appeals in team events at County Level must be signed by the Area Secretary and lodged with the County Secretary accompanied by the appropriate fee within 3 days after the result has been officially made known.

25. Appeals against the decision of the County Appeals Committee in team events must be signed by the Team Manager or Area Secretary and lodged with the Company Secretary accompanied by the appropriate fee within 3 days after the decision of the County Appeals Committee has been officially made known. Evidence of posting within the 3 days' period will be proof of lodgement of appeal within the stipulated period.

26. Appeals in Team Events or Judo at provincial Level must be signed by the Team Manager or County Secretary and lodged with the Provincial Secretary accompanied by the appropriate fee within 3 days after the result has been officially made known or such Community Games Administration Rulebook 80 shorter period as the provincial Bye-Laws so prescribe. Evidence of posting will be proof of lodgement within the stipulated period.

27. Appeals against the decision of the Provincial Appeals Committee in Team Events or Judo must be signed by the Team Manager or County Secretary and lodged in duplicate with the Company Secretary accompanied by the appropriate fee within 4 days after the result has been officially made known. Evidence of posting will be evidence of lodgement within the stipulated period.

28. Appeals in Team Events at National level must be signed by the County Manager or County Secretary and lodged in the Games Committee Office accompanied by the appropriate fee within 30 minutes after the result has been officially made known.

29. The Chairman of the Appeals Committee at each level will give the official decision of the Appeals Committee in writing to the appellant at the conclusion of the Appeal and he will forward a copy to the appropriate Secretary at which level the appeal took place.

30. The Company Secretary must be informed of Community Games Administration Rulebook 81 all appeal decisions at County, Provincial and National level and will be so informed by the Chairman of the Appeals Committee under whose jurisdiction the appeal took place.

31. When an Appeal fails, the fee will be forfeited and so much of the outlay incurred in hearing the appeal, as will be determined by the Committee, must be discharged by the appellant within 7 days of the decision being made known. Failure to pay the outlay within the said period, will debar the appellant from further participation in the Community Games Company until paid.

32. Complaints, queries and other such issues will be investigated by the Executive Committee at which level they were submitted and a decision having been arrived at, will not progress further.

33. Two Representatives from each party involved in the Appeal will be invited to attend the hearing, both having the right to speak. They will be notified of the nature of the Appeal or the reason for disqualification.

34. The Chairman of the Appeals Committee will inform all parties involved that once the official decision is given, there will be no further comment from anybody involved in Community Games Administration Rulebook 82 the Appeal.

35. Parties not complying with Rule 34, will be further penalised by the Board of Directors.

36. Appeals Committees may summon as many witnesses as they feel necessary.
37. Parties involved in an appeal will be interviewed separately and will remain in attendance in case of recall.
38. At Area, County or Provincial levels, the Official Result will be the time it is announced over the P.A. system, placed on a notice board or communicated by whatever means available.
39. At National level, the Official Result will be when it appears on the Official Notice board accompanied by time of posting.
40. Referees decisions on the field of play in team events are final provided he has applied the Rules and Bye-Laws of the Community Games Company and no Appeal will be accepted on such Referees decisions.
41. Athletic Track and Field Referees, Swimming Gala Referees and Quiz Masters decisions are final provided he has applied the Rules and Community Games Administration Rulebook 83 Bye-Laws of the Community Games Company and no Appeal will be accepted on such Referees decisions.
42. Appropriate expenses will be paid to the Appeals Committee only. All Appellants must cover their own expenses. Persons called under Rules 36, may be granted expenses by the relevant Appeals Committee.
43. When an appeal is successful the fee will be reimbursed immediately.

National Appeals Committee:

- Chaired by the Deputy President plus four elected Provincial Delegates.
- Minimum of three members required to hear an Appeal.
- In the absence of any member, the President in consultation with the Chairperson will appoint a replacement.
- Decision of the National Appeals Committee shall be final.

Appeals Rules

- The Board of Directors, being the governing body of the Company between Annual General Meetings, will invest such powers in the National Appeals Committee that all decisions taken by the Committee on all Appeals lodged with it will be final and binding.
- Further Appeals to the Decisions made by the National Appeals Committee can be brought before Just Sport Ireland.

Appeals Fees (Subject to annual review by the Board of Directors)

	Individual	Team/Relay/Representative Event
County	€50.00	€100.00
Provincial	€100.00	€200.00
National	€100.00	€200.00

Appeals to National from County or Provincial outside of National Festival

	Individual	Team/Relay/Representative Event
	€150.00	€300.00

National Complaints & Disciplinary Committee:

- Chaired by a Board Member and supported by two other Board Members all to be appointed by the President.

- Minimum of three members required to hear a Complaint.
- In the absence of any member, the President in consultation with the Chairperson will appoint a replacement.

