

# Admin Rulebook



RCN: 20017057

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## INTRODUCTION

Community Games, is an independent voluntary organisation operating throughout local communities across the island of Ireland and provides opportunities for children and young people to experience a wide range of sporting, arts and cultural activities.

Community Games operates at four levels: (1) Area, (2) County(3) Provincial and (4) National. It caters for children up to 16 years of age in an annual programme which has over 40 different types of sporting, arts and cultural activities: [www.communitygames.ie/events](http://www.communitygames.ie/events)

Volunteers are involved in Community Games through their role in organising activities for young people at all levels of the Organisation.

## HISTORY

Community Games idea first came to prominence in Walkinstown, Dublin in 1967, when Joseph Connolly engaged a handful of adults who then came together and formed a committee to deal with the problems of lack of leisure-time activities for young people. The first Dublin Finals took place in August 1968, at the John F.Kennedy Stadium, Santry, when 3,000 young people from 24 community areas participated. Interest in the Games grew substantially in the following year, when 5,000 young people from 58 areas in Dublin participated. The Organisation has now spread throughout the country, catering for thousands of participants nationwide.

## MISSION

We are a community-based and focused voluntary organisation which introduces and provides opportunities that appeal to young people in a variety of sporting and cultural activities.

## PLEDGE IN ENGLISH AND IRISH

*“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.”*

*“Séaidm na gCluichi Phobail cairde as fear úlacht agus cothrom na féinne a chothu <https://www.carmichaelireland.ie/courses/>*

*Dearbhaimid-ne, páisti na hireann, go ndéanfaimíd ár dícheall a bheith dilis do idealachana gCluichi phobail. Ce gur mhian linn go leir an chraobh a bhaintamach, mar sin feintuigfimid gur tabhachtaí go mór spioradcóir, macánta, ionraic a chothútríd na cluichi seo.*

*Measaimíd-ne máeirionn linn cuspóir na gCluichíseo a bhaintamach gur sásta agus gur aontaithe an pobal a bheidh again uile in ár gceanntar féin, in ár mbailte féin, in ár gcathair féin agus in ár gCondaeth féin. Ní neart go cur le chéile.”*

## 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** – Donegal, Monaghan, Cavan
- National – including Regional

## AREA STRUCTURE

Interested adults come together and form an Area Association to organise activities for young people in accordance with the aims and rules of Community Games. Committees must affiliate to Community Games via their County.

Affiliated Areas are independent entities that are responsible for their own governance which includes but not limited to safeguarding, financial management, fiduciary obligations, insurance obligations and ensuring that best practice is applied.

There is no requirement for affiliated areas to have charitable status however should they decide to have such charitable status, they are obliged to comply with all obligations of the Charities Regulator.

## COUNTY STRUCTURE

The County Association Committee organises County events which Areas can take part in. They can assist with the creation and development of Areas in line with National rules and Bye-Laws.

Counties are independent entities that are responsible for their own governance which includes but not limited to safeguarding, financial management, fiduciary obligations, insurance obligations and ensuring that best practice is applied.

There is no requirement for affiliated counties to have charitable status however should they so decide to have such charitable status, they are obliged to comply with all obligations of the Charities Regulator.

## PROVINCIAL STRUCTURE

Representatives from counties within the province form the Provincial Association Committee. The four Provincial Committees are responsible for organising events at Provincial level in accordance with the Rules of Community Games.

Provincial are independent entities that are responsible for their own governance which includes but not limited to safeguarding, financial management and fiduciary obligations, insurance obligations and ensuring that best practice is applied.

There is no requirement for affiliated provinces to have charitable status however should they so decide to have such charitable status, they are obliged to comply with all obligations of the Charities Regulator.

## NATIONAL STRUCTURE

The Board of Directors, elected at the National AGM, are responsible for governing the organisation as outlined in the constitution, company law and policies. The Board of Directors approve appointments to all Committees which include external people to the organisation.

- Committees at National Level: ○

Training and Development ○

Communications

○ Activities ○ Audit ○ Governance ○ Finance and

Risk ○ Youth ○ Appeals ○ Standing Orders ○

Complaints and Disciplinary ○ Rules Committee

○ National Advisory Committee

○ Sub Committees (as defined by the board to include Working Groups)

## COMPANY MEMBERSHIP STRUCTURE

Each registered Area is required to nominate one Company Member annually. Please refer to the Community Games Constitution for further information.

## GOVERNANCE STRUCTURE

Community Games is governed by a Board of Directors who have overall responsibility for the governing of Community Games. The Governance committee and Audit committee report to the Board on adherence and compliance to the Sport Ireland Governance Code for Sport and the Charities Regulatory Authority' Code of Governance.

Community Games engages an external auditor who also supplies the Board with assurance in relation to Governance and Financial compliance.

## VOLUNTEERS

Volunteers are recruited at Area Level in strict accordance with our Volunteer Recruitment Policy. All levels must abide by all the Rules and Policies to volunteer with the organisation. Failure to do so can lead to disciplinary actions/sanction in accordance with our Complaints and Disciplinary Policy.

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation (Community Games) shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. Volunteers must not commence volunteering until their vetting clearance has been completed in full. Volunteers who are not in regular unsupervised contact with children may complete a one-off Restricted Volunteer Form. Restricted Volunteer status will only be given upon declaration that the volunteer will be under the constant supervision of a fully recruited Community Games Volunteer who has gone through the vetting process. Community Games, from time to time, may conduct audits to ensure compliance with the above requirements. Failure to adhere to this will lead to possible sanctions.

Volunteers with Community Games must adhere to our Code of Conduct. Any volunteer/committee who is interviewed by a regulatory body in relation to a Community Games event/volunteer/participant ie: An Garda Síochána, Túsla etc. must inform Head Office immediately.

## NATIONAL OFFICE

Staff, under the leadership of the Chief Executive, are responsible for the day-to-day running of the organisation by liaising with the County Secretaries.



## AFFILIATION

All Associations at Area, County and Province must abide to the objects of the Constitution of Community Games upon affiliation.

In the event of an Area, County or Province Committee not affiliating, their monies/assets will be held in escrow for a maximum of 3 years. Failure to reaffiliate after this time will result in their monies/assets being transferred to their relevant county for use to promote the objects of the organisation.

## AREA RULES

1. The committee's first task is to define the Area size and boundary to allow for maximum involvement, giving each child the opportunity to participate. Young people who reside within the Area Community Games boundary are eligible to take part in these competitions. The emphasis is on enjoyment for participants, organisers and spectators alike. The participants who are successful in the Area competitions progress to the next stage of the Games. As part of our commitment to inclusivity, Areas should ensure every child feels welcome regardless of their background, ability, or circumstances. This includes adapting activities to accommodate, **where possible**, children with disabilities or additional needs. For Areas that have no Community Games structure in place at present, the organisation welcomes adults to make contact with their local County Committee to assist in setting up a new Area so that every child has a chance to participate in Community Games.
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. All Areas can affiliate at any time. Participation is subject to County closing dates.
3. An Area must define its boundaries by submitting a map to the County Committee, clearly outlining its boundary from where its participants reside. Participation in Community Games is not permitted until such a map is approved in writing by the County Committee. Participants must compete in the Community Games area in which they reside. Should a participant change residence to another Area they must continue to take part with the Area they were originally registered for the remainder of that year.

4. When an Area has been accepted by the County Committee, no change can be made to the registered Area boundary unless agreed by the County Committee. Areas whose affiliation has lapsed, must not be encroached on by any other adjoining Area without the permission of the County Committee. All such boundary changes must be approved by the County Committee in writing.
5. County boundaries will not necessarily determine Area boundaries and where area transverse a County boundary the natural Area boundary will prevail. Counties will jointly approve such Area boundaries and must submit the copies of agreement and maps to the Training and Development Committee and to the Board of Directors
6. In the event of any dispute regarding decisions on boundaries by the County Committee, the matter can be arbitrated on by the Board of Directors whose decision is final.
7. Areas submit their affiliation to the County Committee for approval. Affiliation is on line. It is a mandatory requirement when affiliating online that the Company Member form is completed, signed and retained at local level and available for inspection at any time. By affiliating to Community Games all Areas, Counties and Provinces agree to all policies.
8. All volunteers must be registered. A record must be kept of all volunteers annually at all levels of the organisation. The following records must be retained:
  - Date and Venue of Activity
  - Names of all volunteers who assisted in that event
  - Minutes of any meetings that took place

Registered volunteers are covered by our insurance policy once the Area has successfully completed the affiliation process. All activities outside of the published national programme of events must make a request for insurance cover to National Office.

9. The population of each Area will not exceed 6,000 persons. Areas in excess of 6,000 should apply when affiliating through its County Committee for permission to take part in Community Games.

10. At each Area's Annual General Meeting the following will be elected, Chairperson, Secretary, Treasurer, and other such Officer's as the meeting decides necessary. A Children's Officer/Designated Liaison Officer must be appointed. Officers must be 18 years of age or over. A Company member is a mandatory appointment. The quorum required for a meeting (Area Meetings and Area AGM's) will be 3 members.
11. Areas can submit agreed motions, to be forwarded to the County Annual General Meeting. Once agreed at County, these can be forwarded to the National AGM via the National Headquarters within a strictly adhered to and specified time frame via the approved system.
12. Areas can submit nominations for County Officers' positions or Membership of Sub-Committees at the County Annual General Meeting, as prescribed by relevant county Bye-laws.
13. Each Area Treasurer must keep proper financial accounts and a financial report must be submitted at the Area's Annual General Meeting. A copy of the Area accounts should be submitted to the County Treasurer annually as per terms and conditions of Affiliation and that any fundraising and financial procedures that have been communicated are being adhered to.
14. Community Games reserves the right to conduct an audit of any Association at any time. Community Games has the right to reject an affiliation and/or remove an Area/County/Province without notice with respect to a breach of its obligations. Community Games is not in any way liable for any issues within the Area/County/Province and agree to hold blameless and indemnify Community Games for all losses, damages and injuries.
15. The Agenda for the Area meetings will be drawn up by the Secretary in consultation with the Chairperson.
16. Conflict of Interest and Loyalty to be declared at each meeting and records of same to be recorded in minutes.
17. Each Area should attempt to run as many activities as possible from the National Programme of Activities with a minimum of 4 activities suggested.

18. Each Participant must be under the age specified on July 31st in the year National competitions are taking place.
19. Each Area Committee is responsible for the registration of its Participants. Registration must include the following – full address, eircode, correct spelling of participant's names. Validation of correct date of birth and gender as per participant's birth certificate. They must ensure that all participants (parents, guardians, caregivers) sign the relevant forms including the film and photography policy of National Community Games. The Area Committee must ensure that the correct participants are entered for their event and that all entries must be checked before submission.
20. Team panels will be uploaded to the Online Registration system (ORS) by each Area Secretary in consultation with the team manager. All children must be registered on the online registration system. The Team manager must be clearly identified on the ORS and it is a strict requirement as per our policies to ensure that all volunteers including team managers have completed the Garda vetting process and have read and accepted the Code of conduct. By submitting the team panel and manager's details online, it is accepted that the Area committee has ensured that both the vetting and code of conduct is being complied with. Failure to do so may result in sanctions. All children who wish to take part will be given the opportunity for selection for the Panel.
21. All spectators of Community Games's Events must familiarise themselves with the code of conduct. Failure to abide by the Code of Conduct may lead to a sanction at a Community Games event – up to and including being excluded from spectating an event. Furthermore, failure to abide by the Code of Conduct may lead to further disciplinary action under the Complaints and Disciplinary Policy. [www.communitygames.ie/volunteers/code-of-conduct](http://www.communitygames.ie/volunteers/code-of-conduct)
22. It is the responsibility of the Area secretary to ensure the team manager has the most recent updated panel sheet at all times.
23. The team manager must liaise with Area secretary to validate that the correct participants have been entered on the panel prior to any commencement of the

activity. Failure to do so may result in a team not being allowed to participate at a Community Games Event.

24. A panel once submitted on the ORS cannot be changed at County, Provincial and National level, unless in exceptional circumstances.

- National Finals: The County Secretary must supply valid reasons for the replacement to be granted no later than 48 hours prior to the event for National Festival events. The Rules Committee will adjudicate on all applications.
- County and Provincial Finals: for submission of these changes please refer to the specific committees (please refer to any bye-laws).

25. In the event of an Area team or a participant in an individual event withdrawing from a competition, having qualified to County level, the Area Secretary will notify the County Committee who will determine the appropriate substitution. Any changes to the original online submission must be approved by the County.

26. Area Committees must ensure that Participant's Consent Forms, which are held at Area level by the Area Committee must be completed in full to ensure consent by the parent/guardian for GDPR and safeguarding purposes.

27. Competitors may take part in any individual/team events within their age group at Area level, that the Area Committee has agreed to hold for the forthcoming year.

28. Each area will endeavour to advertise its Area activities to as wide an audience as possible through whatever means available to it at Area level. Occasionally Areas may run promotional activities within schools and other club structures. It is important to note, however, that the rule as outlined in rule 3 is adhered to.

29. The Area Committee via the Area Secretary must communicate all queries through to the County Secretary only. County Secretaries liaise with the National Office.

30. Community Games Areas may require the charging of fees to assist with the administration, insurance and running of events.

31. If an Area chooses to wind up their affiliated Area all records pertaining to the running of that Area must be lodged with the County Secretary.

## COUNTY RULES

1. County committees formed at the General meeting will submit their affiliation for approval by Community Games.
2. Community Games reserves the right to conduct an audit of any Committee at any time. Community Games has the right to reject an affiliation and/or remove an Area/County/Province without notice with respect to a breach of its obligations. Community Games is not in any way liable for any issues within the Area/County/Province and agree to hold blameless and indemnify Community Games for all losses, damages and injuries.
3. Each County must hold an Annual General Meeting and affiliate to the National organisation.
4. 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 form the County Annual General Meeting. The quorum of the County executive committee will be 1/3 of the number of County Committee volunteers plus one.
5. Notice of the County Annual General Meeting must be sent to all Area Secretaries and the Secretary of Community Games at least three weeks in advance of the date agreed upon for the County Annual General Meeting.
6. A Director of Community Games may attend any County Annual General Meeting and in the event of a Director not being available, a nominee of the President of Community Games may attend.
7. 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 Officers. 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.

8. The functions of the County Annual General Meeting are:

- i. To affiliate to Community Games and to confirm its Company Member National Advisory Committee person (NAC).
- ii. To receive and review reports of County Officers and Sub-Committees
- iii. To elect County Officers and to fill the required roles to form the County Executive Committee iv. To review

Motions included on the Agenda

9. The County Annual General Meeting will elect the following Officers and Sub-Committee('s)

- i. Chairperson (Mandatory) ii. Vice-Chairperson iii. Secretary (Mandatory) iv. Children's Officer/Designated Liaison Officer (Mandatory)
- v. Treasurer (Mandatory) vi. Communications Officer vii. Training & Development Officer viii. The National Advisory Committee Delegate (Mandatory) ix. Youth Officer

- x. Any other Officers it deems necessary, such as other Volunteers of the County Executive Committee as the Annual General Meeting decides.
  - xi. Volunteers to form the County Appeals Committee under the Chair of a County Officer(As required)
  - xii. Any other Sub-Committees deemed necessary. Sub-Committees may be formed by the County Committee at its first meeting with the permission of Delegates of the Annual General Meeting.
  - xiii. Two Delegates with the National Advisory Committee (NAC) Delegate will form the County delegation to the Annual General Meeting of Community Games CLG. The Delegates may be elected by the County Executive Committee at its first meeting with the permission of the delegates of the Annual General Meeting. It is a strict requirement that the 3 delegates must be Company Members
10. Members of the County Committee may be an Area Delegate at meetings of the County with all Areas. County Officers cannot be an Area Delegate at the County Annual General Meeting.
11. Conflict of Interest and Loyalty to be declared at each meeting and records of same to be recorded in minutes.
12. County Officers will have voting rights on all matters at the County Annual General Meeting except on the election of County Officers.
13. The County Secretary, in consultation with the County Chairman, will prepare the Agenda for the Annual General Meeting.
14. The Agenda, together with a copy of all Reports, Nominations and Motions must be sent to each Area entitled to attend the County Annual General Meeting at least 7 days prior to the date fixed.
15. A roll call of delegates must be taken before any voting takes place.
16. Each delegate will be entitled to one vote at the County Annual General Meeting and only a delegate will be allowed to speak or vote.



17. All Officers of the County Executive Committee will remain in Office until the conclusion of the Annual General Meeting with the exception of a county officer as per point 10.
18. All Volunteers on the County Executive Committee and of Sub-Committees should 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).
19. The County Chairperson will preside at the County Annual Meeting and County Executive meetings or in their absence the Vice-Chairperson will preside. In the absence of both the delegates will appoint a person to chair the meeting.
20. All motions passed at the Annual General Meeting must be forwarded to the Secretary of Community Games. Motions relating to County level will become operative immediately after AGM. Counties must consider if a Bye-Law is applicable in this case and seek approval from Community Games. Bye-laws will not become operative until they have been approved by Community Games Board of Directors.
21. The County Executive Committee, at their first meeting, after the County Annual General Meeting will:
  - i. Elect two members who, with the elected National Advisory Committee delegate will form the County Delegation to the National Annual General Meeting of Community Games.
  - ii. Nominate individuals for Officers positions or Sub-Committees at Provincial level.
  - iii. Nominate two Delegates to attend the Provincial Annual General Meeting.
  - iv. Forward Motions passed at the County Annual General Meeting to the Secretary for consideration by the Standing Orders Committee.
  - v. Agree to rules and bye-laws as set out by the provincial committee and pay any appropriate fee.
  - vi. Appoint its own County Sub-Committees if not already previously elected by the Annual General Meeting.

22. The Agenda for meetings of the 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 Children's Officer must provide a safeguarding report at each meeting.
24. The County Treasurer will present an up-to-date financial report at each meeting.
25. The County Treasurer will present at each Annual General Meeting of the County:
  - i. A Profit and Loss Statement for the year
  - ii. A Financial report of yearly activities.
  - iii. The County Treasurer must submit their P&L on the Online Registration System (ORS) within 30 days of their County AGM, failure to do so will result in the Counties affiliation not been approved by Community Games.
26. All payments made on behalf of the County must be made by cheque/electronic transfer. Cheques must be made payable to "Community Games".
27. The County Appeals Committee must hear all Appeals referred to it by the County Executive Committee. A County Executive Committee on appointment of the Appeals Committee must ensure that no conflict of interest arises by any of the Appeal 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. Counties should assist Community Games in resourcing volunteers for National Events. The National Activities Committee will be responsible for recruiting volunteers through a selection process. In the case of insufficient number of Officials; the National Organisation may appoint additional Officials from other sources. Community Games will only hold events where there is a sufficient

number of officials present to ensure the safe running of an event. It is the requirement of each County to ensure that they nominate officials to Community Games as requested.

30. All officials, volunteers, spectators and participants of Community Games's Events must familiarise themselves with the code of conduct. Failure to abide by the Code of Conduct may lead to a sanction at a Community Games event – up to and including being excluded from spectating an event. Furthermore, failure to abide by the Code of Conduct may lead to further disciplinary action under the Complaints and Disciplinary Policy.
31. The County Executive Committee must ensure that all their events comply with Health and Safety regulations and that Risk Assessments have been carried out.
32. If a County chooses to wind up their affiliated County all records pertaining to the running of that County must be lodged with the Provincial Secretary.

## PROVINCIAL RULES

1. The function of the Provincial Executive Committee is to:
  - a. Provide support to the Host County in running the Provincial Finals, 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 communication 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 transactions
    - i. A copy of the accounts.
    - ii. A copy of the income and expenditure for the year which must be forwarded to the Secretary of Community Games within 30 days of the AGM

- e. Elect Provincial Officers to form the Provincial Executive.
2. Community Games reserves the right to conduct an audit of any Association at any time. Community Games has the right to reject an affiliation and/or remove an Area/County/Province without notice with respect to a breach of its obligations. Community Games is not in any way liable for any issues within the Area/County/Province and agree to hold blameless and indemnify Community Games for all losses, damages and injuries.
  3. Members of County Committees from within their respective Province will form the Provincial Executive Committee. Provincial Affiliation forms must be submitted on the ORS for the approval by Community Games. Each Provincial Executive Committee must furnish Community Games with a full list of their events for the calendar year within 7 days of their AGM.
  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 Committee.
  6. The main responsibilities of the Provincial Annual General Meetings are:
    - i. To support the Host County to fix a date and venues for the Provincial Final.
    - ii. To receive and examine reports of Provincial Officers and Standing Committees.
    - iii. To elect Provincial Officers
    - iv. The Children's Officer must provide a safeguarding report at each meeting.
    - v. To provide accounts for the previous financial year.
    - vi. All motions in relation to the running of the Provincial Games passed at the Provincial Annual General Meeting will become operative immediately. Provinces must consider if a Bye-Law is applicable in this

case and seek approval from Community Games. Bye-laws will not become operative until they have been approved by Community Games

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 Advisory Committee
  - vii. An Appeals Committee as required
  - viii. A Youth Officer ix. A Children's Officer must be appointed.
8. 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.
9. Each Province Executive Committee must hold an Annual General Meeting on or before December of each year.
10. Notice of the Annual General Meeting will be sent to all County Secretaries within the Province and to the Secretary of Community Games at least four weeks in advance of the date agreed upon for the Annual General Meeting.
11. The following should 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.
12. The Agenda for the Provincial Annual General Meetings should 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 Secretary of the Company at least 7 days prior to the Provincial Annual General Meeting.
  13. Each County Delegate will be entitled to one vote at the Provincial Annual General Meeting.
  14. The Provincial Officers have voting rights on all matters at Executive Meetings and at the Annual General Meeting, except on the election of Officers.
  15. A Director of Community Games may attend any Provincial Annual General Meeting and in the event of an Officer not being available, the Nominee of the President of the Organisation may attend
  16. Each Officer will remain in Office until the conclusion of the Annual General Meeting.
  17. The Chairperson will chair all Provincial Executive Meetings and in his/her absence, the Vice-Chairman will act. In the absence of both the delegates will appoint a person to chair the meeting.
  18. All Motions in relation to the running of the Provincial Final passed at the Annual General Meeting will become operative immediately.
  19. 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.

20. Conflict of Interest and Loyalty to be declared at each meeting and records of same to be recorded in minutes.
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 cannot 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 Finals**

1. The Host County, supported by the Provincial Executive will appoint Coordinators who will be responsible to the Executive for co-ordinating Team elimination competitions in accordance with Community Games Rules.
2. The Provincial Executive is responsible for the appointment of Officials and those officials will officiate at the various activities and notify the Provincial of the match results.
3. Notification of results will be by the official Community Games person present at the activity, who will then inform the Provincial Secretary.
4. In the event of a dispute between 2 Counties concerning venue, date and time the Provincial Executive will decide.
5. Provincial Finals: A Competitor can take part in any team event at Provincial (providing the schedule allows) but must choose which 1 Team event he/she wishes to Participate in for Nationals Finals (no individual events at Provincial level). This choice must be completed on completion of the Provincial finals.
6. All spectators of Community Games's Events must familiarise themselves with the code of conduct. Failure to abide by the Code of Conduct may lead to a sanction at a Community Games event – up to and including being excluded from spectating an event. Furthermore, failure to abide by the Code of Conduct may lead to further disciplinary action under the Complaints and Disciplinary Policy.

7. Provincial Executive Committee must ensure that all their events comply with Health and Safety regulations and that Risk Assessments have been carried out.

## NATIONAL RULES

1. The Board of Directors is the governing body of the Organisation between Annual General Meetings and is the final authority on the Rules of the Organisation.
2. The Board of Directors shall meet at least six times per year. The Board of Directors of Community Games will meet with the National Advisory Committee Member twice a year.
3. The quorum necessary for the transaction of the business of the Board of Directors may be fixed by the Board of Directors and must be in compliance with the Constitution.
4. The Secretary will publish the attendance record of the members of the Board of Directors and Standing Committees for the current year to each County Secretary in the Annual Report
5. The dates and venues of the National Events of Community Games will be communicated to the general membership prior to the subsequent year's activities commencing.
6. 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.
7. The duties and powers of each Committee set up by the Board of Directors will be clearly defined. Terms of reference will be established for each Committee
8. The Board of Directors will fix the following fees:
  - Area & County Affiliation Fees



- Appeal Fees
  - The President will preside at all Board of Directors Meetings and in his/her absence, the Deputy President will act.
9. All standing and sub-committees will keep accurate Minutes of all meetings and present reports to the Board of Directors.
  10. The Board of Directors will ensure that all motions passed at Annual General Meetings become operative within the specified time frame.
  11. 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 Community Games CLG.
2. The Annual General Meeting will be held at a venue and time decided by the Board of Directors
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. Appointment of Auditors and their remuneration
  - v. Present Company Reports vi. Elect the following Officers:
    - a. President
    - b. Deputy President
    - c. National Secretary

- d. Treasurer
  - e. Activities Director
  - f. Communications Director
  - g. Youth Director
  - h. Leinster, Ulster, Connaught, Munster Directors
4. The Agenda for the Annual General Meeting will be prepared by the Secretary in consultation with the President, Treasurer and CEO, and the Agenda, together with a copy of all appropriate Reports and 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 (1 must be the NAC Delegate). Each Province is entitled to send the Provincial NAC Delegate.
  7. Members of the Board of Directors have voting rights at the Annual General Meeting on all matters except for the election of Directors.
  8. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairperson 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 returning officer 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 Officers will be by secret ballot or show of hands at the sole discretion of the Delegates.
13. The opening address at the Annual General Meeting will be given by the President or Deputy President of the Organisation.
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 NAC delegates 21 days 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. Motions for discussion at the Annual General Meeting.
  - iii. The names and addresses of the Delegates to represent the County at the Annual General Meeting, one of whom must be the National Advisory Committee Member. It is a mandatory requirement to submit these delegates and they must be Company members in the year of the AGM.
  - iv. The names and addresses of the Delegate to represent the Province at the Annual General Meeting.
18. The information requested in (i), (iii) and (iv) must be returned to the Secretary as requested.
19. Replacement of the elected Delegates to attend the Annual General Meeting will be permitted provided they are a Company member as registered on the online registration system.

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 Advisory Committee member
- iii.

One NAC Delegate per affiliated Province

21. No business shall be transacted at any Annual General Meeting unless a quorum of 40 is present at the time when the meeting proceeds to business.

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 Secretary of a written notice seeking the holding of such a meeting, or;
- iv. Where a majority of the Board resolves 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, except for the election of officers

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 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 AGM.

### Define a Motion

A motion is a written request

- i. to alter, amend or delete Rules/Policies/events ii.

To introduce a new rule/policy/event

- iii. Motions Affecting the Policies of the Company will require a two-thirds majority of the voting delegates at AGM's

### Formulation of a Motion

1. A motion may deal with **only one** particular matter.
2. All Motions to change Bye Laws/Rules/Events must identify the existing Bye Law/Rule/Event and state the complete wording of the proposed change of Bye Law or Rule.
3. 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 including details of the proposed motion.
4. Motion to introduce new event must provide full details of the proposed motion incl. Panel, Age, Length of Game, rules etc

**In consideration of Motions at the Annual General Meeting, the following procedures will be adopted;**

1. All Motions must be formally proposed (naming the Area and County) and seconded by another County before discussion begins.
2. The Proposer who will have the right to speak for three minutes and will have the right to reply at the end.
3. Each speaker will be restricted to a maximum of two minutes per Motion.
4. Only one speaker per County can speak on a Motion.
5. After a maximum of fifteen minutes' discussion on a Motion the Chairperson duty will be summaries and request a vote.
6. If the proposed motion fails to get a seconder, then the Motion falls.
7. 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.
8. Motions withdrawn prior to the adoption of the standing orders at the Annual General Meeting will not be deemed lost and may be submitted at the subsequent Annual General Meeting in accordance with Rule 11
9. Motions not withdrawn in accordance with Rule 11 will become the property of the AGM and will remain on the agenda for proposal and discussion.
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. That such Motions can be accepted if two thirds majority of the delegates agree.

### **Emergency Motions**

- Any such Motions will not be considered as Emergency Motions if Counties have had ample time for submission of the same before the Annual General Meeting.
- That such Motions can be accepted if two thirds majority of the delegates agree.

- That all such Motions be submitted in writing to the Standing Orders Committee (not later than one hour prior to the commencement of the AGM).

## **Recommendations**

To be ratified at the AGM and referred to the appropriate Committee for consideration.

## **Standing Orders**

1. Standing Orders Committee to be approved annually by the Board of Directors.
2. The Chairperson of the Standing order committee will propose the adoption of Standing orders at the AGM and will also be responsible for the registration and roll call of delegates.
3. Failure to adopt Standing Orders at an Annual General Meeting will result in the suspension of Standing Orders and consequently all Motions including the out of Motions must be placed on the agenda of the AGM for discussion.
4. If standing orders are suspended, the chairperson with the agreement of the AGM will have power to rule such Motions out of order that do not comply with Community Games Rules or the prescribed procedure for submission of motions.
- 5.

## **DUTIES OF NATIONAL OFFICERS**

### **PRESIDENT**

The President (Chairperson) 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 Constitution, Rules and Code of Conduct of the Company. The President, in conjunction with the Secretary and Chief Executive,

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 Secretary and Chief Executive and will act as Chairperson at all the meetings of the Board of Directors, National Advisory Committee, Annual General Meeting and such other meetings as required. The President will oversee the work of members of the Board of Directors and the Chief Executive to ensure that the policies and directives of the Company are executed effectively.

#### 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.

#### SECRETARY

The Secretary will oversee the Company's day-to-day administration, by liaising with the Chief Executive 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 Committee.

#### COMMUNICATIONS DIRECTOR

The Communications Director will be Chairperson of the Communications Committee and will be responsible to the Board of Directors for all matters relating to Communications.

#### ACTIVITIES DIRECTOR

The Activities Director will be the Chairperson of the Activities Committee. The Activities Director and Chief Executive shall be responsible for the recruitment and selection of all Officials at National and Regional Festivals.



## 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.

## TRAINING AND DEVELOPMENT DIRECTOR

The Training and Development Director will chair the Training and Development Committee, will promote training of volunteers and support new and existing areas and counties.

## PROVINCIAL DIRECTORS

Provincial Directors are responsible for any duties allocated by the President

## CHIEF EXECUTIVE

The Chief Executive 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/She will be responsible for the management of all staff and relevant matters on a day-to-day basis. The Chief Executive 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.

## INDEPENDENT DIRECTORS

Two independent directors will be appointed by the Board of Directors, whose role will be determined by the Board of Directors in advance of their two-year appointment

## COMMITTEES

Each committee of Community Games has a Terms of Reference which is updated regularly. Please refer to these Terms of References for full details/description of the below Committees.

## TRAINING & DEVELOPMENT COMMITTEE

The Training and Development Committee is responsible for overseeing and managing the training and development programmes for Community Games volunteers, staff, and participants. The committee's key responsibilities include:

- Identifying training needs across the organisation
- Developing and implementing comprehensive training programs
- Ensuring the quality and effectiveness of training initiatives
- Support the development of new areas, liaise with existing areas and Counties on promoting participation.
- Promoting continuous learning and development within Community Games
- Collaborating with other committees to align training with organisational goals
- Evaluating the impact of training programs and recommending improvements

## COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for overseeing and managing the communication strategy and activities of Community Games. The committee's key responsibilities include:

- Developing and implementing a comprehensive communication strategy/plan
- Ensuring consistent branding and messaging across all platforms
- Collaborating with other committees to promote events and initiatives
- Advising the Board on communication-related matters
- Managing crisis communications when necessary

## FINANCE AND RISK COMMITTEE

The Finance and Risk Committee is responsible for overseeing the financial and risk management and reporting of Community Games. The committee's key responsibilities include:

- Monitoring the organisation's financial performance and position
- Reviewing and recommending annual budgets to the Board
- Ensuring compliance with financial regulations and reporting requirements
- Overseeing financial risk management strategies
- Risk management of financial and non-financial risks

The ultimate responsibility for these areas rests with the Board, which must consider and approve or amend the Committee's recommendations.

## ACTIVITIES COMMITTEE

The Activities Committee is responsible for overseeing and managing the programme of events for Community Games, including Regional and National Events. The committee's key responsibilities include:

- Drawing up a schedule of events for Regional and National Events, subject to Board approval
- Ensuring the overall management and safety of Regional and National Events
- Making recommendations on rules to the Rules Committee in line with Governing Body guidelines
- Reviewing rules for Health and Safety concerns
- Making recommendations to the Board of Directors regarding Board motions
- Recruiting officials for Regional and National Events in collaboration with the CEO

## NATIONAL ADVISORY COMMITTEE

To act as an advisory committee to the Board of Directors

## GOVERNANCE COMMITTEE

The Governance Committee supports the Board in fulfilling its responsibilities related to achieving and observing good governance practices. The committee's key responsibilities include:

- Ensuring the efficient and effective conduct of Board and committee meetings
- Providing induction and continuing professional development programs
- Overseeing compliance with ethical and conduct obligations of Board and committee members
- Assisting and advising the Board on ongoing compliance with governance codes and standards

The ultimate responsibility for these areas rests with the Board, which must consider and approve or amend the Committee's recommendations.

## AUDIT COMMITTEE

The Audit Committee assists and provides advice to the Board in fulfilling its responsibilities to members and other stakeholders regarding:

- The adequacy of systems of internal control
- Annual reporting

- Liaise with the external auditors on preparing the annual audit and report to the board of directors on all relevant matters

The ultimate responsibility for these areas rests with the Board, which must fully consider and approve or amend the Committee's recommendations.

### NATIONAL APPEALS COMMITTEE

Decision of the National Appeals Committee may be appealed to the Sports Dispute Solution Ireland. The Committee will be chaired by the Deputy President and composed additionally of four members,

### NATIONAL COMPLAINTS & DISCIPLINARY COMMITTEE

The National Complaints and Disciplinary Committee (NCDC) is an external Committee, appointed by the Board every four years. The NCDC handles investigations and sanctions. This ensures fair, consistent, and transparent handling of all complaints and disciplinary matters.

### RULES COMMITTEE

The Rules Committee is responsible for overseeing and managing the rules and regulations governing Community Games activities and competitions. The committee's key responsibilities include:

- Reviewing and updating existing rules for all Community Games events
- Developing new rules as necessary to ensure fair and safe competition
- Interpreting rules and providing clarification when needed
- Collaborating with other committees, especially the Activities Committee, on rule-related matters
- Ensuring compliance with national and international sporting regulations
- Making recommendations to the Board regarding rule changes and implementations

### SUB-COMMITTEES

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

## GENERAL RULES APPLICABLE TO ALL STANDING AND SUBCOMMITTEES

1. A member of a Standing Committee may be elected to Sub-Committees.
2. All communications from Committees to Members of the Company will be issued through Head Office.
3. Each Committee will present its programme for the year for approval at the Board of Directors Meeting immediately following the appointment of the Committee.

## 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 will 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. The Appeals Committees will have power to award the event to such competitor or team as they will decide.
5. A non-compliant team, its managers and Area, may be subject to sanctions at the discretion of either the Area/County or Provincial Committee. Noncompliance can include: incorrect age, boundary issues etc.
6. A non-compliant individual, its managers and Area, may be subject to sanctions at the discretion of either the Area/County or Provincial Committee. Non-compliance can include: incorrect age, boundary issues etc.

7. 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.
8. 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 the Appeals Committee, provided that proof is furnished that notification was sent and received at the appropriate level.
9. A minimum of three Members must hear a Community Games Appeal at all levels.
10. 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.
11. Members of Appeals Committee must declare a vested interest in an Appeal and withdraw from that Appeal.
12. A member of an Appeals Committee cannot hear his own Area or County Appeal, or plead a case before his own Committee.
13. An individual can only be a member of one Appeals Committee.
14. 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 Provincial Appeals Committee, National Appeals Committee. At National Level, direct to National Appeals Committee.
15. 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.
16. 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.
17. 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.

18. 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 officially made known.
19. 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 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.
20. 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.
21. 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.
22. Appeals against the decision of the 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.
23. 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.
24. 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.

25. Appeals in Team Events 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 shorter period as the provincial Bye-Laws so prescribe. Evidence of posting will be proof of lodgement within the stipulated period.
26. Appeals against the decision of the Provincial Appeals Committee in Team Events 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.
27. Appeals in Team Events at National level must be signed by the County Manager or County Secretary and lodged with the Activities Director or Nominee accompanied by the appropriate fee within 30 minutes after the result has been officially made known.
28. 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.
29. The Company Secretary must be informed of 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.
30. 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.
31. 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.
32. 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.



33. The Chairperson 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 the Appeal.
34. Parties not complying with Rule 33, will be further penalised by the Board of Directors.
35. Appeals Committees may summon as many witnesses as they feel necessary.
36. Parties involved in an appeal will be interviewed separately and will remain in attendance in case of recall.
37. 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.
38. At National level, 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. Referees decisions on the field of play in team events are final provided they have applied the Rules and Bye-Laws of the Community Games Company and no Appeal will be accepted on such Referees decisions.
40. Athletic Track and Field Referees, Swimming Gala Referees and Quiz Masters decisions are final provided they have applied the Rules and Bye-Laws of Community Games and no Appeal will be accepted on such Referees decisions.
41. 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.
42. When an appeal is successful the fee will be reimbursed immediately.

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 escalated to Sport Dispute Solutions Ireland if warranted.

