

# Cumann Lúthchleas Gael



## Coiste Chontae Aontroma

## ANTRIM COUNTY BYE-LAWS

## Coiste Chontae Aontroma

## **County By-Laws and Regulations**

- 1.00 General Organisation/Structures**
- 2.00 County Convention**
- 3.00 County Committee**
- 4.00 County Management Committee**
- 5.00 County Competitions Control Committee**
- 6.00 County Fixtures Analyst's**
- 7.00 County Hearings Committee**
- 8.00 County Planning, Physical Development and Safety Committee**
- 9.00 County Referees' Administration Committee**
- 10.00 County Coaching and Games Development Committee**
- 11.00 County Cultural Committee**
- 12.00 County Public Relations/Marketing Committee**
- 13.00 County Youth Committee**
- 14.00 County Finance Sub-Committee**
- 15.00 County Information Technology Committee**
- 16.00 County Teams Management and Panels Sub-Committee**
- 17.00 Health and Wellbeing Committee**
- 18.00 Divisional Sub-Committees**
- 19.00 Transfers, Playing permissions & Grading**

## **Mission Statement for the County**

Antrim County Committee's aim is to establish and sustain Antrim as a strong county unit in inter-county competitions, based on a vibrant club structure and to ensure that the administration of county affairs is carried out in an effective and efficient way.

Jan 2018

# **Coiste Chontae Aontroma**

## **County By-Laws and Regulations**

### **1.0 GENERAL ORGANISATIONS / STRUCTURES**

#### **1.1 Administration Structure of the county shall be:**

- County Committee
- Sub-committees:
  - A. County Management Committee
  - B. County Competitions Control Committee
  - C. County Fixtures Analysts Committee
  - D. County Hearings Committee
  - E. County Planning, Physical development and Safety Committee
  - F. County Referees Administration Committee
  - G. County Coaching and Games Development Committee
  - H. County Cultural Committee
  - I. County PR and Marketing Committee
  - J. County Youth Committee
  - K. County Finance Sub Committee
  - L. County Information Technology Committee
  - M. County Teams Management and Panels Committee
  - N. County Health & Wellbeing Committee
  - O. Divisional Sub Committees
  - P. General Rule

## **2.0 COUNTY CONVENTION**

- 2.1** Annual County Convention shall be held on a date and at a venue set by County Management Committee. It shall consist of the officers and members of the outgoing County Committee (voting rights as on the Committee) and 2 delegates from each Club which competed in a Junior or higher-grade championship of the current year.
- 2.2** The Annual County Convention shall elect the following officers of County Committee for the ensuing year:

Chairperson  
Vice-Chairperson  
Assistant Secretary  
Treasurer  
Assistant Treasurer  
Development Officer  
Public Relations Officer  
Coaching Officer  
Officer for Irish Language and Culture

Under R. 3.11, T.O. 2017 it shall appoint a Children's Officer recommended by the outgoing Co. Committee.

- All of whom shall hold office until the conclusion of the next Annual Convention.

The Annual County Convention shall further elect 2 representatives to Provincial Council and 1 representative on the Central Council.

- 2.3** The County Management Committee shall act as the Standing Orders Committee for County Convention.

The Standing Orders Committee shall have authority:

- a). To examine motions submitted for County Convention and decide whether such motions are in order.
- b). Put a motion in order where there is a failure to quote the reference numbers of rules affected, where the wrong reference numbers are quoted or where there are minor clerical errors.
- c). Classify a motion as a by-law or otherwise.

Notwithstanding the above, the County Chairperson, *acting within the rules of the Association*, shall retain the authority to rule a motion out of order.

### 3.00 COUNTY COMMITTEE

#### **3.1 The County Committee shall consist of:**

Chairperson	Elected at Co. Convention
Vice-Chairperson	Elected at Co. Convention
Secretary (non- voting)	
Assistant Secretary	Elected at Co. Convention
Treasurer	Elected at Co. Convention
Assistant Treasurer	Elected at Co. Convention
Development Officer	Elected at Co. Convention
Public Relations Officer	Elected at Co. Convention
Coaching Officer	Elected at Co. Convention
Officer of Irish Language & Culture	Elected at Co. Convention
2 Representatives Ulster Council (ex officio)	Elected at Co. Convention
Central Council Representative	<i>Elected at Co. Convention</i>
<i>Children's Officer</i>	<i>Appointed by Co Committee</i>
<i>Health &amp; Wellbeing Officer</i>	<i>Appointed by Co Committee</i>
<i>County Referees' Administrator</i>	<i>Appointed by Co Committee</i>
<i>CCC Chairperson</i>	<i>Appointed by Co Committee</i>
<i>CHC Chairperson</i>	<i>Appointed by Co Committee</i>
<i>HR Committee Chairperson</i>	<i>Appointed by Co Committee</i>

The Chairperson of each of the 3 Divisional Committees.

One named representative of each affiliated club in the County.  
(Elected at Club A.G.M.)

One named representative of the County Handball Committee

One named representative of the Primary Schools' Committee

One named representative of the Post-Primary Schools' Committee

- all of whom shall hold office until the conclusion of the next Convention with the exception of the representatives on Central and Ulster Councils who shall hold office respectively for the term of the Central and Ulster Councils.

#### **3.2 The Chairperson, Secretary and Treasurer of the County Committee shall be ex-officio members of all county sub-committees properly constituted in the county *with the exception of the Co. Hearings' Committee***

In accordance with R. 3.20, T.O. 2017 the Co. Committee shall appoint the following Subcommittees whose powers and functions shall be as detailed in R.3.20 T.O. 2017

#### **4.00 COUNTY MANAGEMENT COMMITTEE**

##### **4.1 County Management Committee shall consist of:**

County Chairperson  
County Vice-Chairperson  
County Assistant Secretary  
County Treasurer  
County Assistant Treasurer  
Development Officer  
Public Relations Officer  
Coaching Officer  
Officer of Irish Language & Culture  
Three Divisional Board Chairmen  
2 Ulster Council Representatives  
Central Council Representative

County Secretary (Non-Voting)  
Children's Officer (Non-Voting)  
Health & Wellbeing Officer (Non-Voting)  
CCC Chairperson (Non-Voting)

**4.2** County Management Committee shall have powers as defined in R. 3.20 (i), T.O. 2017 except any matter, which in general rules, is reserved to the County Committee.

**4.3** The County Management Committee shall meet as often as is deemed necessary by the County Chairman.

**4.4** Not less than 7 members attending a duly summoned meeting of the County Management Committee shall constitute a quorum.

**4.5** County Management Committee shall nominate for appointment by the Co. Committee the appropriate representatives from Antrim on

- a) Ulster Provincial Hurling Committee;
- b) Ulster Provincial Referees' Committee;
- c) Coiste Gaelige agus Oidhreachta Uladh;
- d) The Ulster Scór and Cultural Committee.

## **5.00 COUNTY COMPETITIONS CONTROL COMMITTEE**

**5.1** County Committee, by nomination, shall *appoint* the Chairperson of the County Competitions Control Committee.

**5.2** The Chairperson of the CCC shall forthwith select and recommend the following members for appointment by County Committee: -

- Joint secretaries to the CCC, one of whom shall service the organisation and arrangements for all competitions and games as determined by and within the jurisdiction of County Committee, and the other shall service the administration of matters of Discipline appropriate to the CCC arising from such competitions and games;
- Five (5) additional named members, one of whom shall be the designated vice-chairperson,
- The County Referees' Administrator (appointed previously by County Committee) who shall be entitled to vote only on the appointment of referees; and providing always that no two members of the County CCC shall be members of the same club.

**5.3** County Committee shall, at its first meeting after County Convention, formally *appoint* all the members of the CCC.

**5.4** County Committee shall delegate plenary powers to the CCC to act for and on its behalf on matters properly under its jurisdiction. Appeals against any decision of the CCC, with the exception of appeals on Transfers and on applications for re-grading by players, may therefore only be made to the Ulster Provincial Council.

Recommendations from CCC, with regard to the Grading of clubs must go to the Co. Committee for final decision. Decisions of the CCC on the regrading of players may be appealed to the county Hearings committee in accordance with Rule 6.20 T.O. 2017.



## 6. O COUNTY FIXTURES ANALYSTS

- 6.1 Two fixture Analysts shall be appointed by Co Management Committee annually
- 6.2 Fixtures Analysts shall be responsible for the monitoring and analysing of the County Fixtures programme on an annual basis.
- 6.3 Fixture analysts shall present a report to Annual Convention on Fixtures played in all club competitions and make recommendations for changes in the fixture schedule were appropriate.

## 7. O COUNTY HEARINGS COMMITTEE

- 7.1 County Committee, by nomination, Shall appoint annually the chairperson and 4 other named members of the County Hearings Committee (CHC), one of whom shall be the designated vice-chairperson, and another the secretary.
- 7.2 No member of the CHC may be a member of County Management Committee *nor of any County Competitions Control Committee*
- 7.3 It shall adjudicate on all disciplinary affairs where a hearing is prescribed and requested *relating* to the Enforcement of Rules arising from competitions and games under the control of County Committee and/or Divisional sub-committees.
- 7.4 Appeals against any decision of the CHC – excluding those referred to in 7.5 below – may therefore be made only to the Ulster Provincial Council
- 7.5 It shall hear appeals against the decisions of Divisional sub-committees.

## **8.0 COUNTY PLANNING, PHYSICAL DEVELOPMENT AND SAFETY COMMITTEE**

- 8.1** Upon Election at County Convention the Development officer will act as Chairperson of the County Planning, Physical Development and Safety Committee

The County Planning, Physical Development and Safety Committee shall consist of a chairperson and five other named members appointed by County Committee (one of whom shall be the designated secretary).

- 8.2** It shall be responsible to County Committee for Grounds and Physical Development, Club Development, Grounds Safety and Planning.
- 8.3** It shall submit a written Report to County Convention

## **9.00 REFEREES' ADMINISTRATION COMMITTEE**

- 9.1** County Committee, by nomination, shall appoint annually a Referees' Administrator who shall act as Chairperson of the Referees' Administration Sub-committee.
- 9.2** The appointed Referees' Administrator shall forthwith select and recommend for appointment by County Committee
- A secretary to the committee
  - Three (3) additional named members,
- 9.3** County Committee shall then formally appoint all the members of the Referees Administration Committee.
- 9.4** The Referees' Committee shall be responsible for the recruitment, training, development and classification of referees
- 9.5** The Referees' Committee shall meet as often as is deemed necessary by its Chairperson, and shall cause a record to be kept by way of formal minutes of all matters dealt with.

*3 Members attending a duly summoned meeting of the Referees Committee shall constitute a quorum.*

## **10.00 COUNTY COACHING AND GAMES DEVELOPMENT COMMITTEE**

- 10.1** Upon Election at County Convention the Coaching Office will act as Chairperson of the County Coaching and Games Development Committee.
- 10.2.** The Coaching Officer, acting as Chairperson of the committee shall forthwith, and in collaboration with the County Management Committee, select and recommend for *appointment* by County Committee:
- a. The County GDM shall act as secretary to the committee.
  - b. Four (4) additional named members of the committee.
- 10.3** County Committee shall then formally appoint all members of the County Coaching and Games Development Committee.
- 10.4** The County Coaching and Games Development Committee shall be responsible for drawing up and implementing coaching programmes, training and monitoring coaching personnel, and the implementation of games development activities at club and school level.

## **11.00 COUNTY CULTURAL COMMITTEE**

- 11.1** Upon Election at County Convention the Officer for the Irish Language and Culture will act as Chairperson of the County Cultural Committee.
- 11.2** The Officer for the Irish Language and Culture, acting as Chairperson of the Committee, shall forthwith, and in collaboration with County Management Committee, select and recommend for appointment by County Committee:
- A secretary to the committee.
  - Four (4) additional named members of the committee,
- 11.3** County Committee shall thereupon formally appoint all members of the County Cultural Committee.

## **12.0 COUNTY PUBLIC RELATIONS/MARKETING COMMITTEE**

- 12.1** Upon Election at County Convention the Public Relations Officer will act as Chairperson of the County Public Relations/Marketing Committee.
- 12.2** The Public Relations Officer, acting as Chairperson of the committee, shall forthwith, and in collaboration with the County Management Committee, select and recommend *for appointment* by County Committee:
01. A secretary to the committee.
  02. Five (5) additional named members of the committee,
- 12.3** County Committee shall thereupon formally appoint all members of the County Public Relations/Marketing Committee.

## **13.0 COUNTY YOUTH COMMITTEE**

- 13.1** Upon appointment, at County Convention, the Children's Officer will act as Chairperson of the Youth Committee.
- 13.2** The Children's Officer, acting as Chairperson of the committee, shall forthwith and in collaboration with the County Management Committee, select and recommend *for appointment* by County Committee:
- a) A secretary to the committee.
  - b) Four (4) additional named members of the committee.
- 13.3** County Committee shall thereupon formally appoint all members of the Youth Committee.
- 13.4** The County Youth Committee shall be responsible for the initiation and Co-ordination of all youth activities in the county.

## **14.00 COUNTY FINANCE SUB-COMMITTEE**

- 14.1** Upon Election at County Convention the County Treasurer will act as the Chairperson of the County Finance Committee.
- 14.2** The Chairman shall forthwith select and recommend *for appointment* By County Committee:
- A secretary to the committee
  - Four (4) additional named members of the committee
- 14.3** The County Committee shall thereupon formally appoint all members of The Finance Committee.

## **15.00 COUNTY INFORMATION TECHNOLOGY COMMITTEE**

- 15.1** County Committee shall appoint a chairman and four (4) other named members of the IT sub-Committee.
- 15.2** The IT sub-committee shall be responsible to County Committee for the development and maintenance of an IT Strategy for the County and for its subsequent implementation, all within the Parameters of the County's overall Strategic Plan.

## **16.00 COUNTY TEAMS MANAGEMENT AND PANELS' SUB-COMMITTEE**

### **16.1** County Teams Management and Panels Sub Committee

:

The membership of the County Teams' Management and Panels' Committee shall be as outlined in the Charter for Committee/Player relationships as approved by Ard Comhairle from time to time. The functions of this Committee will be as outlined in Rule 3.22 (xiii) T. O. 2017.

## **17.00 COUNTY HEALTH AND WELLBEING COMMITTEE**

- 17.1** County Committee, by nomination, shall *appoint* the Chairperson and three other members of the County Health & Wellbeing Committee.
- 17.2** The Health & Wellbeing committee shall be responsible to County Committee for the development and maintenance of a Health & Wellbeing Strategy for the County and for its subsequent implementation, all within the Parameters of the County's overall Strategic Plan.

## **18.00 DIVISIONAL SUB -COMMITTEES**

- 18.1** The county is divided into three divisions, viz. North, South-West and South Antrim.  
Each Divisional Committee shall elect at its *Annual General Meeting* a  
Chairman,  
Vice-chairman,  
Secretary,  
Treasurer,  
and 5 other named members who shall act as an Executive Committee.

They shall hold office until the conclusion of the following year's A.G.M.  
Each Divisional Committee shall consist of its Executive Committee members (9) plus 2 named representatives of each affiliated club in the respective division.

Representation at Divisional AGM shall be as for Divisional Committee, plus one named additional delegate from each club in the Division.

- 18.2** Divisional Committees shall have a Divisional Competitions Control Committee (but not a Divisional Hearings Committee).

The DCCC shall consist of a Chairperson and 6 other named members drawn from the membership of the Divisional Committee, one of whom shall be the designated vice-chairperson and another designated Secretary. Its functions shall be the same, within its jurisdiction, as those of the CCC at County level.

- 18.3** A Divisional Committees shall have powers within its respective area:

- a) To arrange, through its Competitions Control Committee, divisional Hurling and Football competitions at all levels subject to the Approval of County Committee.
- b) To construct *Regulations* subject to their submission to, and approval by County Committee.
- c) To invoke, through its Competitions 'Control Committee, all rules of the Official Guide dealing with playing offences appropriate to that committee.

Note: For the avoidance of doubt, divisional committees are not empowered to deal with 'conduct considered to have discredited the Association' which is to be a reserved power of the County's Competitions Control Committee, for games' related offences, and Management Committee, for non-games related offences.

- 18.4** A Divisional Committee shall delegate plenary powers to its CCC to Act for and on its behalf on matters properly within its jurisdiction. Appeals against a decision of a Divisional CCC may therefore only be made to the County Hearings Committee
- 18.5** Each Divisional Committee, through its chairman, shall submit an Annual written report for inclusion in the County Secretary's report to County Convention.
- 18.6** Each Divisional Committee shall maintain only one bank account, Back To back with the county's bank account.
- 18.7** Each Divisional Committee shall submit a professionally audited Annual Financial Report for inclusion with the County Treasurer's own Report to County Convention. This divisional financial report shall be provided in a format and within a time-frame laid down by County Management Committee.

## **19.0 TRANSFERS, PLAYING PERMISSIONS & GRADING, WITHIN THE COUNTY**

### **Transfers**

- 19.1** In addition to Rule 6.5 an Treorai Oifigiuil 2017 the following are to apply:
- a)** The closing date for the receipt of properly completed transfer application shall be the last day of February in any year.
  - b)** All applications for transfer are to be submitted to the County Secretary.
  - c)** A player who has played with a club at any grade from under 12 to under 16 grades in Championship or League may only transfer to another club if the player's family residence has changed to the catchment area of the club he wishes to be transferred to.

### **Exception:**

- A player whose family residence is changed to a catchment area common to two or more clubs, and is presently a player of a club other than those in the area of his family residence, shall be entitled to transfer to a club of his choice in the area of his family residence or to opt to play for his first Club.
- d)** An application shall be submitted and accepted only on the form as currently approved by County Committee. The application shall be

completed in the prescribed manner as indicated on the form and in accordance with *the current* Treorai Oifigiuil and the by-laws

- e) Application forms submitted incomplete and/or otherwise not satisfying the requirements of *the current* Treorai Oifigiuil and the by-laws shall be deemed not to have been received. Such forms shall be returned to the applicant for the necessary completion or amendment. The effective date of application shall then, in such cases, be in accordance with (a) above.
- f) It is the responsibility of the applicant to ensure submission of the application, properly completed as required by *the current* Treorai Oifigiuil and the by-laws, by the closing date. This may be done personally, or through the applicant's current club secretary. Applications shall not be accepted from the recipient club through club officers and/or members and, if so, shall be invalid.
- g) The applicant's club shall be required to respond in writing to the County Secretary within 10 days of the date of a request.
- The reply will be considered by County competition control Committee  
Who will then adjudicate upon the transfer application
  - Failure to reply within 10 days will result in the approval of the transfer application at the expiry of the 10-day period, all other aspects of the transfer application satisfying the requirements of *the current* Treorai Oifigiuil and the by-laws.  
(this is not applicable to the exceptions as set out in (c) above)
- (i) A list of *recommended transfers* shall be presented by the County Secretary for noting, to the meeting of County Committee immediately subsequent to the transfer closing date and at such meetings thereafter as required.

## Permissions to Play

- 19.2** The following criteria were agreed, as being required to permit the granting of *Permissions to Play*. Under Rule 6.8 T.O 2017  
[Available to both codes - Football & Hurling]

*Requests for "Permission to Play"* will be considered only where a player is with a single code club and wishes to avail of that code *not currently* available to him at a competitive level within his own club.

- a) The maximum number of *Permissions to Play* into a club, for underage competitions, in any 1 year, is capped at 5 (at each age group/ code)



At u21 Level 2 playing permissions per club may be granted for each code.

- b) *Permission to play* will be for the playing of 1 *nominated* code and age group only.
- c) *Applications for Permission to Play* must be applied for and granted Between, *1st February – 31st March* each year.

(Applications for under 21 competitions must be submitted 2 weeks prior to the commencement of the competition)

- d) *Permissions to Play* are applicable for one year only and must be renewed annually.
- e) Any player returning to their parent club after having had a playing permission the previous year cannot seek a transfer for the incoming year provided their parent club is fielding a team at the respective age group/code in which the payer is eligible to play.

### Grading of Clubs and Players

**19.3** All applications for regrading (by individual or Clubs) must be made to the County Secretary, in writing, prior to the commencement of the 1<sup>st</sup> County Committee meeting in any given year.

### 20.0 General Rule

**20.01** Each club, with a licensed social centre, must furnish audited accounts to the Co Secretary on or before the **15th January** each year.

Penalty – Fine of £2,000. Failure to pay the fine on or before the **15th January** each year will result in the club being excluded from the championship draws at all adult levels (Adult levels being- u21, Junior, Intermediate, and Senior) in the year in which the fine is due to be paid and in each subsequent year in which the fine or a cumulative of fines for this particular failure remain unpaid.

**20.02** Each, Non-Licensed, club shall submit, to the Co Secretary, a statement of Financial Accounts and Balance sheet, together with a report of the club's AGM on or before the **15th February** each year.

**Penalty** - £100 fine if not received by 15<sup>th</sup> Feb and £100 per month for each subsequent month outstanding.