

GARRYOWEN FOOTBALL CLUB

CLUB RULES

2016/2017

1. That the club be called “The Garryowen Football Club”.
2. That the colours be light/sky blue jersey with a 5-pointed white star on left breast, white shorts and light/sky blue hose. That members wear such colours in club matches. That the official club crest be a five –pointed star bearing the words “Garryowen FC 1884”.
3. The club shall be managed by an Executive Committee consisting of the President, Senior Vice President, Immediate Past President, Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Chairman Promotion and Marketing Subcommittee, Chairman Facilities Subcommittee, Chairman of Commercial Subcommittee, Chairman Communications Subcommittee, Chairman Football Subcommittee, Chairman Under Age Subcommittee, and Club Representative to the Munster Branch. This/her committee should meet as often as necessary but at least bi weekly; a quorum for a valid meeting shall be six; (6) and a quorum for the sub committees shall be 3; (three). That any member of the Executive Committee abstaining themselves from three consecutive meetings without a reasonable excuse may cease to be a member of same.
4. Roles
 - 4.1. The role of the President shall be; (a) member of the Executive Committee and contribute to policy creation; (b) act as chairperson in the absence of the chairperson, and vice chairperson; (c) provide liaison and communication between the various sections of the club; (d) provide leadership and set high standards in the club and be the public face of the club at functions and events. The President is entitled to attend any standing or subcommittee meetings if he / she so wishes. The President’s term in office shall be one year.

- 4.2. The role of the Senior Vice President shall be; (a) member of the Executive Committee and contribute to policy creation; (b) provide support to the President at club functions and events; (c) provide liaison, support, and communications between the various sections of the club; (d) provide leadership and set high standards in the club and be the public face of the club at functions and events. The Senior Vice President's term in office shall be one year.
- 4.3. The role of the Immediate Past President shall be a) a member of the Executive Committee and contribute to policy creation b) provide support to the officers of the club at club functions and events c) advising the Executive Committee in matters of protocol and club policy. The Immediate Past President's term in office shall be one year.
- 4.4. The role of the Chairman shall be; (a) chair executive meetings in a neutral capacity; (b) provide direction for the club by effective leadership and management; (c) oversee strategic planning and agree short and long term goals for the club with all stakeholders; (d) ensure timely and achievable club budgets are prepared and delivered on; (e) ensure key positions are populated by competent people with appropriate skills sets, and an appropriate succession plan is in place; (f) ensure all compliance measures are in place particularly, child welfare, health and safety and the club operates within the laws laid down by the Munster Branch and IRFU; (g) set appropriate agendas for all meetings; (h) manage the club in an open and transparent manner; (i) work collaboratively with the Executive Committee. The Chairman's term in office shall be 6 years' maximum, subject to annual ratification by the annual general meeting.
- 4.5. The role of the vice Chairman shall be; (a) chair executive meetings in a neutral capacity in the absence of the chairman; (b) provide direction for the club by effective leadership and management; (c) support the chairman in overseeing strategic planning and formulating short and long term goals for the club with all stakeholders; (d) support the chairman in planning key financial and rugby activity goals and ensuring all key positions are populated by competent people with appropriate skill sets, and an appropriate succession plan is in place; (e) monitor and ensure all compliance measures are in place, particularly child welfare, health and safety, and the club operates within the laws laid down by the Munster Branch and IRFU; (f) The vice Chairman's term in office shall be

eight; (8) years maximum, subject to annual ratification by the annual general meeting.

4.6. The role of the Honorary Secretary shall be; (a) to manage the processes and maintain a record of all incoming/outgoing correspondence and club documents and record the minutes of all Executive Committee meetings; (b) will be Chairperson of the administration sub-committee and be responsible for all day to day business and administration of the club and management of the clubs employees; (c) organise Executive Committee meetings and AGMs of the club; (d) ensure the circulation within the club of all appropriate and relevant communications from the IRFU and Munster Branch; (e) ensure all compliance requirements are dealt with in a timely manner. The Honorary Secretary's term in office shall be 8 years' maximum, subject to ratification by the annual general meeting

4.7. The role of the Honorary Treasurer shall be; (a) maintain the accuracy and integrity of all financial records of the clubs financial position; (b) will be chairperson of the finance sub-committee and responsible for the management of the clubs finances in a prudent manner and in accordance with the decisions of the Executive Committee; (c) report regularly to the Executive Committee on the financial position of the club; (d) prepare and present year end annual accounts in conjunction with the clubs external auditors and present to the AGM; (e) prepare and present financial budgets annually for the forthcoming season, preferably prior to current season end; (f) ensure all the financial affairs of the club are tax compliant; (g) ensure all the club's financial regulations are appropriate, i.e. proper maintenance of bank accounts and signing arrangements are in compliance with the mandate approved by the Executive Committee. The Honorary Treasurer's term in office shall be a maximum of six years' subject to ratification by the annual general meeting.

4.8. The role of the Chairman Promotion And Marketing Sub-Committee shall be; (a) be a member of the Executive Committee and contribute to policy creation; (b) will be Chairman Promotion And Marketing Sub-Committee and ensure proper records/minutes of that committee are maintained; (c) agree fundraising budgets with the hon. Treasurer and prepare an annual fund raising plan to ensure the budgets are achieved; (d) report regularly to the Executive Committee; (e) work

collaboratively with sub groups in the promotion and marketing committee to ensure sponsors and other stakeholders are acknowledged and the interests of the club are promoted at every opportunity. The promotion and marketing subcommittee will have an external focus with emphasis on seeking new revenue streams and maximising the strength of the Garryowen brand and the club assets. The chairperson promotion and marketing term in office shall be a maximum of seven years' subject to ratification by the annual general meeting.

4.9. The role of the Chairman Facilities sub-committee shall be; (a) a member of the Executive Committee and contribute to policy creation; (b) will be Chairman of the Facilities sub-committee and ensure that the grounds and club house are properly maintained and continue to be fit for purpose; (c) ensure that all parties engaged in working on the club grounds are properly insured and comply with safety legislation; (d) ensure the integrity of the club boundaries are maintained and unauthorised incursions minimised; (e) ensure all club machinery are properly maintained and stored in a safe and secure environment; (f) report immediately to the Executive Committee any potential significant risk/hazard in the clubs grounds/clubhouse and propose measures to rectify; (g) Liaise with all coaches; (senior & underage chairman) in relation to availability of pitches for training/matches. The decision re pitch availability rests with Chair Facilities and this/her decision is final; (h) Liaise with Hon Secretary and Bar Steward etc. re any proposed plans for club events. The term in office of the Chairman Facilities shall be a maximum of ten years' subject to ratification by the annual general meeting.

4.10. The role of the Chairman football sub-committee shall be; (a) a member of the Executive Committee and contribute to policy creation; (b) will be Chairman of the rugby sub-committee and be responsible for the development and management of rugby football in the club; (c) develop and co-ordinate a coaching programme throughout all sections of the club; (d) develop and nurture a "Garryowen way" and instil in players and coaches the heritage and culture of Garryowen; (e) take responsibility for the recruitment and retention of players and coaches and management and develop close links with schools; (f) chair the rugby sub-committee so that rugby policy is understood and properly disseminated to all levels and translated into practical action; (g) set behavioural

standards policies for all teams and members in the club; (h) be aware of all regulations re. safe rugby standards, child welfare etc. and ensure all are made aware. The term in office of the Chairman of football shall be a maximum of seven years' subject to ratification by the annual general meeting.

4.11. The role of the Underage Chairman shall be; (a) member of the Executive Committee and contribute to policy creation; (b) Be Chairperson of the Underage subcommittee and create a strategy to ensure a future Stream of Garryowen players and administrators; (c) Create a Garryowen culture in the Underage segment, and ensure Garryowen becomes Club of choice for all underage players ,parents etc; (d) advise the Executive Committee and the Football subcommittee in matters of protocols regarding Underage Rugby policy; (e) Encourage Parents to take an active part in Garryowen F.C by creating a welcoming atmosphere in the segment. The Underage Chairman's term in office shall be maximum six years.

4.12. The role of the Chairman Communications Subcommittee shall be; (a) a member of the Executive Committee and contribute to policy creation; (b) will be Chairman of the Communications sub-committee and raise the profile of the club in the community, through information publicity and promotion; (c) work collaboratively with the Chairman of Marketing And Promotion subcommittee; (d) ensure the submission and distribution of press releases articles newsletters and reports internally and externally; (e) highlight and recognise the work of volunteers and promote the club; (f) co-ordinate weekly match reports for local press; (g) invite media to club games/events; (h) liaise with club webmaster to ensure it is constantly updated. The focus of the role will be both external and internal, and will promote the club by organising club social events, and other significant celebrations.

4.13. The role of the Chairman Commercial Subcommittee shall be; (a) a member of the Executive Committee and contribute to policy creation; (b) will be Chairman of the Commercial sub-committee and will be responsible for all revenue earning activities taking place within the clubhouse and grounds; (c) work collaboratively with the Chairman Communications and Chairman facilities to optimise the revenue earning potential of the club's assets; (d) be responsible for the

management of the Club Steward and other staff involved in running the clubhouse and facilities.

- 4.14. The role of the club representative to the Munster Branch shall be; (a) a member of the Executive Committee and contribute to policy creation; (b) represent the club at the Munster Branch committee and on the IRFU committee as per rotation agreement; (c) update the club Executive Committee on any initiatives at Munster Branch re policy and other rugby matters; (d) liaise with Chairman of rugby on rugby matters and advise on issues of procedure and rules and regulations.
- 4.15. That the President, Senior Vice President, junior Vice President, Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Assistant Honorary Secretary, Assistant Honorary Treasurer, Registrar, Munster Branch delegate, Fixtures Secretary) be elected by ballot at the annual general meeting, which shall be held not later than 30 days following the official close of the playing season.
- 4.16. That 7 (seven) days' notice of this/her meeting shall be given and that all paid up members be summoned by post or electronic communication.
- 4.17. That all nominations for committee and officers to be elected at AGM, duly proposed and seconded by two ordinary members be sent in writing to the honorary Secretary to reach him/her not later the 30th April each year and that such nominations be posted on the club notice board or website for one week in advance of the annual general meeting.
- 4.18. That the Annual General meeting be empowered to delegate to the Executive Committee the election of any officers when the course is considered desirable, such delegation of authority to be approved by a majority of two-thirds of those present and voting.
- 4.19. That the sub-committees be appointed by the Executive Committee within one month from the annual General meeting.
- 4.20. That the sub-committees will report to the Executive Committee at least once a month and that they will meet as often as is necessary or as directed by the Executive Committee.

- 4.21. The Chairman of the Football Subcommittee, Facilities Subcommittee, Commercial Subcommittee, Promotion and Marketing Sub-Committee, Communications Subcommittee, and Underage Subcommittee shall be selected by the President, Senior Vice President, Immediate Past President, Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, within ten days of the annual general meeting.
5. That the Honorary Secretary shall convene a Special General meeting within 14 days on receiving a requisition to that effect signed by 25 members.
6. That if any vacancy occurs in the Executive Committee, the existing committee shall have power to fill such vacancy.
7. That the Selection committees appointed annually by the Executive Committee shall select the teams for matches.
8. That the annual subscription shall be:
- Director members - negotiable
 - Corporate members - negotiable
 - Family members €150
 - Ordinary members €130
 - Associate members €60
 - Old age pensioners / unwaged €30
 - Students €75
 - Members eligible for U21 competition €75
 - Underage €75
- 8a. Only fully paid up Director Members, corporate members, ordinary members, old age pensioners and corporate members, ordinary members, old age pensioners and life members shall have the right to vote at annual General meetings. The annual Subscription shall be payable by the 30th day of September and any member whose subscription is in arrears at the 30th December may at the discretion of the committee be removed as a member of the club.

9. That the election of members shall rest with the Executive Committee, one dissent in four to exclude. Candidates for membership must be duly proposed and seconded by members and notice of their nomination, together with the appropriate subscription must be given to the Secretary. The names and addresses of persons proposed for membership shall be displayed in a conspicuous place in the club premises for at least a week before their election and that an interval of no less than two weeks shall elapse between nominations and election of members.
- 10a. Except for Director members and corporate members where in addition to the foregoing in Rule 8, the President, Chairman, Honorary Secretary, and club auditor, will determine the appropriate subscription payable annually, the annual amount payable will not be less than 10% of the projected costs of the 1st Team running costs.
- 10b. The Executive Committee shall have power to elect approved life members at a subscription €1270.
- 10c. That any member wishing to withdraw from the club shall inform the Honorary Secretary in writing of his/her intention to do so.
- 10d. That members selected to play in any club match, and unable to do so, must give the Team manager sufficient notice to enable him/her to find a substitute.
- 10e. That only members of Garryowen Football club are entitled to be selected and play for Garryowen Football club.
11. The notice of amendment of or alteration to any of these rules, or any proposal touching the general management of the club, shall be sent to the Hon Secretary in writing before April 30th. That no notice of motion shall be considered by a General meeting unless the text of same has been circulated to all members prior to the said meeting.
12. Correct accounts and books shall be kept, showing the financial affairs, receipts and disbursements of the club. The accounts of the Honorary Treasurer up to 30th April shall be presented at the AGM. A special meeting of members to approve the Audited Accounts will be held not later than the succeeding 30th September, notice for which will be the same as for an AGM.

13. The assets and property of the club shall be vested in five Trustees, who shall be Messrs H Droog, M. Costelloe, J.A. Fahey, M Lucey and F Hogan who shall at all times be subject to guidance of the Executive Committee in dealing with the property of the club. each Trustee will hold office for life or until he/she resigns. on the death or resignation of a Trustee the vacancy shall reach the Honorary Secretary in time for inclusion in agenda for annual General meeting; the name of the proposer and seconder shall accompany such notice. Nothing in this/her rule shall preclude the Trustees from allowing any monies, which shall come into the hands of the Executive Committee to be retained by it, or retained under its control either in hands or in bank and to be applied by it for the purpose of the club. No personal liability shall attach to any Trustee or Trustee, except to the extent of such property of the club. No personal liability shall attach to any Trustee or Trustee except to the extent of such property of the club as shall actually be received by him/her or them.
14. Should a member conduct him/herself in such a way, which in the opinion of the Executive Committee may bring the Club into disrepute, if they think fit, remove such member from membership without any obligation to refund his/her subscription. The member in question shall be permitted to attend before a meeting of the Executive Committee and shall be heard on the matter of the complaint or complaints made against him/her. He/she may also elect to make the statement in writing, dealing with the complaint made against him/her, to the Honorary Secretary of the Club, who shall bring the matter to the notice of the Executive Committee meeting, prior to a decision on the removal from membership of the member, being made.
15. A visitor shall not be supplied with excisable liquor unless on the invitation and in the company of a member, and such member shall, upon the admission of such visitor to the club premises or immediately on his/her being supplied with such liquor, enter his/her own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of such visits. No excisable liquor shall be sold or supplied in the club premises to any person less than eighteen years of age. No excisable liquor shall under any circumstances whatsoever be sold or supplied for consumption outside the premises of the club.

- 15a. No member of the Executive Committee or governing body of the Club and no manager or servant employed by the club shall have any personal interest in the sale of excisable liquors or in the profits arising from such sales.
- 15b. No visitor shall be supplied with excisable liquor in the club premises unless on invitation and in the company of a member and that member shall, upon the admission of such visitor to the club premises or immediately upon his/her being supplied with such liquor enter his/her own name and the name and address of the visitor in a book which shall be kept for the purpose and which will show the date of each visit.
- 15c. No excisable liquors shall be sold or supplied for consumption outside the premises of the club except to members of the club between the hours of 8.00am in the morning and 10.00pm at night.
- 15d. No person shall be allowed to become Honorary or Temporary members of the club or to be relieved of the payment of regular subscription save as herein before excepted in accordance with rule 6 hereof, and subject to the conditions and regulations prescribed in the rules.
- 15e. No excisable liquors shall be sold or supplied to any person under the age of eighteen years.
- 15f. The supply of wines and spirits, beers and intoxicating excisable liquors to the club members shall be controlled by the executive
- 15g. No excisable liquor shall be supplied for consumption on the club's premises to any person; (other than a member of the club lodging in the club's premises) or be consumed on those premises by any person other than such a member at any day and Christmas Day or Good Friday or on any other day outside the hours specified respect of that day as specified Section 3 of the intoxicating liquor act, 2000 which are as follows;
- (a) at any time on Christmas Day or Good Friday, or
 - (b) on any other day, outside the hours specified in respect of that day in Section 20); (as substituted by Section 3 of the intoxicating liquor act, 2000) of this act

15h. Nothing in the Registration Of Clubs Act, 1904 to 1999, or contained, by virtue only of the operation of Sub-section; (1) of this Section, in the rules of a club registered under those acts shall operate to prohibit the supplying for consumption on the club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person

- a) on Christmas Day, between 12.00 mid-day and 10.00 p.m. or,
- b) on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the club, by virtue of Sub-section; (1); (b) to supply any excisable liquor for consumption on the club premises. If in each case, the excisable liquor is:

- i) ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and
- ii) consumed by that person during the meal or after the meal has ended.

a) For the purposes of the Registration Of Clubs Act, 1904 to 1999, the rules of a club which at the commencement of Section 7 of the intoxicating liquor act, 2000 is registered under those acts, shall, during the transitional period, be deemed to be in conformity with this Section.

b) in this Sub-section, “transitional period” means the period beginning at such commencement and ending:

- i. When the certificate of registration of the club which is in force two months after that date expires, or
- ii. When the rules of the club are brought into conformity with this Section, which first occurs”.

A club is allowed to supply for consumption on the club’s premises liquor to any person on Christmas Day between 12.00 mid-day and 10.00 p.m. or on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the club to supply liquor if in each case the liquor is ordered

by or on behalf of that person at the same time as a substantial meal is ordered and consumed by that person during the meal or after the meal has ended.

16. That no rules be altered, rescinded or added to without the consent of two thirds; (2/3) of those present and voting at a General meeting
17. That every member be furnished with a copy of these rules and be bound thereby.
18. That members may propose that the AGM would confer Honorary life membership of the club on any person who in their opinion has rendered unusual service to or advanced the interests of the club, provided that notice of the proposals shall appear on the agenda circulated for such meetings. Such a proposal to be approved by a majority of two-thirds of those present and voting.

Appendix A

It is envisaged that the Chairpersons of the 6 standing committees would be supported by pods of volunteers, each with a specific task reporting to the Chair. The pods will operate through both formal and informal meetings of their groups with direct line responsibility to the Chair who then reports to the Executive Committee. It is the function of the Chairs, supported by the Executive Committee, to supply their committees with suitable volunteers.

