

Down GAA

# CUMANN LÚTHCHLEAS GAEL



## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY COMMITTEE**

#### ***An Coiste Chontae***

All the affairs of the Association within the County shall be governed and controlled by the County Committee in accordance with Rule 3.19 and Rule 3.20 of An Treoraí Oifigiúil 2021 and the County Bye-Laws, which are approved annually by Croke Park. It shall consist of the following members:

- Officers - Chairperson, Vice-Chairperson, Secretary, Assistant-Secretary, Treasurer, Assistant-Treasurer, Development Officer, Coaching Officer, Officer for the Irish Language and Culture, Public Relations Officer, Hurling Officer and Children's Officer.
- Central Council Representative.
- Provincial Council Representatives (2).
- Chairperson and Secretary of the Divisional Committees.
- Named Representatives of the Clubs (one Representative per club).
- A named Representative of each of the following Committees: County Handball, County Primary Schools, County Post-Primary Schools.
- County Referees' Administrator.

All members of the County Committee shall have voting rights except the County Secretary.

The quorum for meetings of the County Committee shall be eighteen (18), three (3) of whom shall be Officers.

At its first meeting after the date of the County Convention, the County Committee shall decide on a Schedule of Meetings for the ensuing year.

In accordance with Rial 3.20 T.O 2020, the County Committee shall appoint the following subcommittees, membership of which is set out as follows in the County Bye-Laws. All members of sub-committees shall be named.

- County Management Committee
- County Competitions Control Committee
- County Hearings Committee
- County Audit & Risk Committee
- County Planning & Physical Development Committee
- County Coaching & Games Development Committee
- County Irish & Culture Committee
- County Public Relations & Marketing Committee
- County Marketing, IT & Communications Advisory Group
- County Finance Committee (incorporating Events & Fundraising Committee)
- County Handball Committee
- County Referees Administration & Appointments Committee
- County Teams Management & Panels Committee

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- County Youth Committee
- County Health & Wellbeing Committee
- County Ballykinlar Advisory Board
- County Strategic Plan Committee

**Footnote:** It is noted that Club Down and the Down Supporters Club, although legally independent, will operate as sub-committees of the Down County Board, consistent with GAA Policy.

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## REMITS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY MANAGEMENT COMMITTEE**

#### **An Coiste Bainistíochta**

- In accordance with Rial 3.20 (i) of An Treoraí Oifigiuil and Down County Byelaw 2, the Down GAA County Management Committee shall be responsible, subject to the overall jurisdiction of the County Committee, for the management of the affairs of the Association, including finance, between meetings of the County Committee.
- The membership of the Committee shall be elected or appointed by the Annual Convention of Cumann Lúthchleas Gael an Dúin, with the exception of the Secretary who shall be a full-time appointment. Officers who are not elected or appointed by the Annual Convention may be subsequently appointed by Coiste Chontae an Dúin.
- The County Management Committee shall consist of the following members: Chairperson, Vice-Chairperson, Secretary, Assistant-Secretary, Treasurer, Assistant Treasurer, Development Officer, Coaching Officer, Officer for the Irish Language and Culture, Public Relations Officer and Hurling Officer, Central Council Representative, Provincial Council Representatives (2), Chairpersons of the Divisional Committees.
- All members of the County Management Committee shall have voting rights except the County Secretary.
- The quorum for meetings of the County Management Committee shall be five (5) members.
- The County Management Committee shall act as the Standing Orders Committee for County Convention and shall examine motions submitted and decide whether these are in order.
- The Committee may put a motion in order where there is a failure to quote the numbers of the Rules affected or where there are minor clerical errors.
- In the case of motions from Clubs being not in order, Clubs shall be advised in writing of the reason for a motion being out of order and, subject to a time-limit determined by the County Committee, shall be afforded an opportunity to re-submit an appropriately corrected motion for the consideration of the County Management Committee.
- The County Chairperson shall have the authority at County Convention to rule a motion out of order. (Time limit of seven 7 days approved by the County Committee).
- County Management Committee will meet a minimum of ten times per annum.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY COMPETITIONS CONTROL COMMITTEE**

#### **Coiste Cheannais na gComórtaisí**

- In accordance with Rial 3.20 (ii) of An Treoraí Oifigiuil and Down County Byelaw 3, the Competitions Control Committee shall be responsible for all arrangements for and control of any matters arising from Games under the jurisdiction of the County Committee.
- It shall report to the County Committee.
- The membership of the County Competitions Control Committee (CCC) shall consist of ten named persons who shall be appointed by the County Committee and shall include the County Assistant Secretary (who shall be secretary of the Committee), one Fixtures Analyst and the County Referees' Administrator.
- All members of the County Competitions Control Committee shall have voting rights except the County Secretary, where he or she is a member of the said committee. The County Referees' Administrator shall be entitled to vote only on the appointment of Referees.
- The quorum for meetings of the Competitions Control Committee shall be three (3) members.
- The CCC shall be responsible for:
  - The organisation of all inter-club competition in respect of U-13 age group and above.
  - Disciplinary matters other than those functions reserved to the County Hearings Committee.
  - It shall investigate and process matters relating to the Enforcement of Rules, including hearing Objections and Counter-Objections.
  - It shall be responsible, in the first instance, for making decisions on applications for Transfer within the County and the Grading of Players.
  - It shall process and make recommendations to the County Committee on the Grading of Clubs.
  - Co-ordination of the presentation of all trophies presented in respect of competitions organised by CCC.
- A County Committee may delegate other plenary powers to its Competitions Control Committee, and in such cases Appeals may be made only to the Provincial Council.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY HEARINGS COMMITTEE**

#### **An Coiste Éisteachta**

- In accordance with Rial 3.20 (iv) of An Treoraí Oifigiúil and Down County Byelaw 5, the County Hearings Committee shall adjudicate on all Disciplinary Matters where a Hearing is prescribed and requested, relating to the Enforcement of Rules arising from matters under the jurisdiction of the County Committee, Divisional Committees and the Executive Committee of a Club within the County.
- The membership of County Hearings Committee shall consist of 10 named people who shall be decided upon and appointed by the County Committee. The Committee will be complemented by a Legal Advisory Panel, approved annually by the Down County Committee.
- The quorum for meetings of the County Hearings Committee shall be three (3) members.
- It shall adjudicate on Appeals that may arise from decisions of the Competitions Control Committee on applications for Transfer within the County and the Grading of Players.
- The powers of the County Hearings Committee shall be plenary powers.
- An annual meeting shall be arranged between County Competitions Control Committee and County Hearings Committee, to review operations and identify any areas for improvement.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY AUDIT & RISK COMMITTEE**

#### ***An Coiste um Iniúchóireacht agus Riosca***

- To provide oversight, that the Down GAA County Board carries out its activities consistent with the GAA Governance Guide, including a review of any self assessment governance checklist and the oversight of the implementation of any Action Plan to achieve continuous improvement in Down GAA Governance Procedures.
- Review the quarterly management accounts.
- Approve the annual budget prior to it being submitted to Central Council.
- Ensure that the Accounts are prepared in the prescribed format as set down by the National Financial Management Committee.
- Ensure that there are systems in place to allow full accounts to be prepared for the County.
- Ensure that the accounting policies adopted in annual financial statements comply with requirements.
- Consider the activities of the County Board, with particular emphasis on the financial consequences of planned and current activities, to identify areas of risk.
- Critically evaluate the adequacy and effectiveness of the County Committee's internal financial controls and risk management systems. In particular, evaluate the County Committee's systems and controls for the prevention of loss arising from irregularities, fraud, bribery or corruption and receive reports on non-compliance.
- Review and approve the statements to be included in the annual report concerning internal control and risk management.
- Satisfy itself, from an oversight perspective, that the Risk Register is maintained, updated and acted upon, on a regular basis, and that it is reviewed at least once in each quarter.
- Meet with the external Auditor at least once per year, including without County Officers for a period.
- Evaluate the annual audit plan to ensure it is consistent with the scope of the audit engagement.
- Review the management letter from the external Auditor, and any other relevant reports on the activities of the County, and offer relevant proposals and advice to the County Management Committee.

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- An oversight of HR Policies including Staff Handbook and Employment Contracts.
- Frequency of Meetings - it is envisaged that there will be a minimum of 5 meetings per year, which may be virtual or in person.
- Quorum for Meetings - a minimum of 3 members will be required to participate in a meeting, for there to be a quorum to validly proceed and transact business.
- Accountability and Sanction - the committee will support the County Treasurer and the County Executive in the above specified ways and it will be accountable to both the County Executive and the GAA's Financial Management Committee as follows:
  1. The County Audit and Risk Committee Chair will provide a report on the committee's activities and observations to the County Executive at least once in every quarter.
  2. The Chair will also provide an annual report to the GAA's Financial Management Committee, and will report any significant concerns, as soon as the Audit and Risk Committee becomes aware of issues to be dealt with.
- Sanctions may be imposed by Central Council for non-compliance.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***COUNTY PLANNING & PHYSICAL DEVELOPMENT COMMITTEE***

#### **An Coiste Pleanála agus Forbartha Fisiciúla**

- In accordance with Rial 3.20 (v) of An Treoraí Oifigiúil and Down County Byelaw 6, the Planning and Physical Development Committee shall be responsible for Club Planning and Development and the Planning and Development of Grounds and Facilities, and Health and Safety.
- It shall report to the Down County Committee.
- The membership of the County Planning and Physical Development Committee shall consist of ten named persons and shall include the County Development Officer and other members who shall be decided upon and appointed by the County Committee.
- It shall provide advice and support clubs in the undertaking of physical development.
- It shall facilitate training to enhance the development of club officer capabilities and competency of club management.
- It shall review all club development applications before County approval and subsequent submission to provincial and national GAA Levels.
- It shall liaise and participate with Ulster GAA Development Committee.
- It shall carry out an annual audit of club facilities (including details of trustees and vesting) and supply output document to County Secretary.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.



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## REMITTS & RESPONSIBILITIES OF COMMITTEES

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

#### **Coiste Oilúna agus Forbairt na gCluichí**

- In accordance with Rial 3.20 (vii) of An Treoraí Oifigiúil and Down County Byelaw 7, the Coaching and Games Development Committee shall be responsible for the development and of games development activities at club, schools and county levels.
- It shall report to the Down County Committee.
- The membership of the County Coaching and Games Development Committee shall consist of ten named persons and shall include the County Coaching Officer as Chairperson, the Games Development Manager (who shall act as Secretary) and other members who shall be decided upon and appointed by the County Committee.
- The County Coaching and Games Development Committee will be responsible for:
  - The work programme of the Down GAA full-time games and coaching staff.
  - Overseeing the Down GAA Football and Hurling Development Squads (the Committee shall oversee the work of the Mourne Academy)
  - Co-ordination and delivery of coaching courses within the County.
  - Co-ordination and preparation of an annual audit of coach education and activity within the County at County, Club and School level.
  - Organising Cúl Camps within the County.
  - Development and delivery of a coaching plan for Down GAA.
  - Developing and supporting links between schools, colleges and clubs and county committee.
  - Liaising with relevant personnel in clubs and schools (at all levels)
  - Providing advice for, and making recommendations as appropriate on, the direction of policy and strategy for the development of coaching and games
  - Reviewing and making recommendations on best practice, policy and strategy for players and coaching
  - Organisation and hosting of other relevant events and activities
  - Liaising with relevant personnel within the Down Ladies Football County Committee, Down Camogie County Committee and Down Handball Committee.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY IRISH & CULTURE COMMITTEE**

#### **An Coiste Gaeilge agus Cultúir**

- In accordance with Rial 3.20 (viii) of An Treoraí Oifigiúil and Down County Byelaw 8, the Irish and Culture Committee shall be responsible for the Irish Language, Scór and other Cultural Activities.
- It shall report to the Down County Committee.
- The membership of the County Cultural Committee shall consist of ten named persons including the County Officer for the Irish Language and Culture and other members decided upon and appointed by the County Committee.
- It shall organise Scór and Scór Na nÓg competitions within the County and liaise with provincial and national GAA Scór committees.
- It shall promote the Irish Language at County and Club level through events, courses, activities, publications and Down GAA TV.
- It shall co-ordinate the singing of Amhrán na bhFiann at Down Club and County Fixtures.
- It shall co-ordinate the Gaeltacht Scholarships Programme within the County.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY PUBLIC RELATIONS AND MARKETING COMMITTEE**

#### **An Coiste Eolais agus Cumarsáide**

- In accordance with Rial 3.20 (ix) of An Treoraí Oifigiúil and Down County Byelaw 9, the Down GAA Public Relations and Marketing Committee shall be responsible for public relations, communications and marketing at all-county level.
- It shall report to the Down County Committee.
- The membership of the County Public Relations and Marketing Committee shall consist of ten named persons and shall include the County Public Relations Officer and other members who shall be decided upon and appointed by the County Committee.
- The Committee shall have responsibility for:
  - Presenting a good image of the County and Cumann Lúthchleas Gael
  - Liaising with the local, regional and national media
  - Administering and updating the Down GAA website
  - Administering and updating (including design/graphics) all Down GAA social media channels
  - Providing communications and marketing support for county events and activities
  - Coordinating publications relating to Down GAA and those of the county committees
  - Liaising with professional suppliers (design, publications, streaming etc)
  - Production and publication of match programmes for home intercounty games and club championship games
  - Coordinating all aspects of broadcast/streaming of games and activities for Down GAA TV under the control of Coiste Chontae an Dúin
  - Liaising with, and providing advice, guidance and training to club PROs
  - Reviewing and making recommendations on best practice
  - Liaising with relevant personnel within other committees within (and where appropriate, outside) Cumann Lúthchleas Gael an Dúin
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***COUNTY YOUTH COMMITTEE***

#### **An Coiste na nÓg**

- The County Youth Committee shall act as a sub-committee and report to the Down County Committee.
- The County Youth Committee shall consist of eight named persons decided upon and appointed by the County Committee.
- Terms of Reference to be finalised, pre-launch of new committee.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### **COUNTY REFEREES ADMINISTRATION & APPOINTMENTS COMMITTEE**

#### **Coiste Riaracháin na Réiteoirí**

- In accordance with Rial 3.20 (vi) of An Treoraí Oifigiúil and Down County Byelaw 11, the Referees Administration and Appointments Committee shall be responsible for (i) the Appointment of Referees for games under the control of County Committee and under the management of the County Competition Control Committee, and (ii) the Administration and Development of Refereeing in the County, including the recruitment, training, assessment and classification of referees.
- It shall report to the Down County Committee.
- The membership of the County Referees' Administration Committee shall consist of ten named members appointed by the County Committee and shall include the Referees Administrator.
- The County Referee's Administration and Appointments Committee will be responsible for:
  - The appointment of referees for all club fixtures within Down GAA.
  - The organisation of training courses for referees.
  - Co-ordination of assessment of referees.
  - Developing a recruitment plan for new referees and liaising with the Public Relations and Marketing Committee.
  - Developing a campaign to encourage the recruitment of young referees
  - Providing support and encouragement for Down referees to participate at provincial and national level.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***COUNTY FINANCE (INCORPORATING EVENTS & FUNDRAISING) COMMITTEE***

#### **Fó-Choiste Airgeadais**

- The County Finance (incorporating Events and Fundraising) Committee shall act as a sub-committee and report to the Down County Committee.
- The Membership of the County Finance Committee shall consist of eight named persons and shall include the County Chairperson, County Treasurer and County Secretary and other members decided upon and appointed by the County Committee.
- It shall assist the County Treasurer in the management of County Finances.
- It shall overview County Finances, including Budgets, Income and Expenditure.
- It shall identify and co-ordinate County fundraising activities.
- It shall assist with club applications to GAA provincial and national levels.
- It shall oversee the annual review of club Financial Statements.
- It shall support clubs implement good financial management procedures.
- It shall oversee financial procedures / controls within the County.
- It shall assist with the Down Clubs Draw.
- It shall assist with delivery of robust ticketing and gate management system for relevant club fixtures.
- It shall work closely with County Audit & Risk Committee.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***COUNTY MARKETING, IT & COMMUNICATIONS ADVISORY GROUP***

#### **Grúpa Comhairleach um Margaíocht, Teicneolaíocht agus Cumarsáid**

- The Marketing, IT and Communications Group shall act as a sub-committee of the County Committee and report to the Down County Committee and Down PR and Marketing Committee.
- The membership of the County Marketing, IT & Communications Group shall consist of six named members decided upon and appointed by the County Committee.
- This Group shall provide advice on the development of strategy for marketing, IT and communications for Down GAA.
- It shall assist and provide advice on the development and implementation of the GAA IT strategy in the County, ensuring that all official GAA IT solutions are in use by all clubs and County Committee.
- It shall support and advise the Information Technology Officer in liaising with GAA provincial and national committees to ensure Down GAA are benefitting from evolving innovative and best IT and communication practices.
- It shall assist in conducting an IT Annual Audit, to ensure that club units are compliant in the utilisation of GAA e-mails.
- It shall assist the Information Technology Officer in ensuring that adequate IT training is provided for club and county officers.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITS & RESPONSIBILITIES OF COMMITTEES

### ***BALLYKINLAR PROJECT ADVISORY BOARD***

#### ***Bord ar Thionscadal Bhaile Coinnleora***

- Providing strategic guidance, governance, effective risk management, planning, and oversight of project implementation for the Down GAA Ballykinlar Project: to develop a Centre of Participation at the Ministry of Defence site for Down GAA;
- Communicating information about the project to relevant stakeholder and organization groups;
- Liaising with relevant government departments /NGOs in Belfast, Dublin, Westminster, Brussels and USA;
- Assisting Down GAA County Board in relevant discussions with the GAA nationally (GAA Management Committee and Central Council etc) and at provincial level (Ulster GAA Council);
- Exploring funding options and agreeing funding limits;
- Appointing a project manager and design team, agreeing a remit and delegated authority;
- Signing off the project brief and project initiation;
- Agreeing all major plans;
- Agreeing the project phasing;
- Confirmation of budgets;
- Authorising any major deviations from the agreed stage plans, programme and budget;
- Signing off completion of each stage, including the deliverables, and giving approval to start the next stage;
- Resolving any conflicts escalated by the project team, client, contractors etc;
- Agreeing the project tolerances for time, quality and cost;
- Establishment of an effective risk management strategy; and
- Mediating and resolving conflicts between project team, end users, suppliers and delivery agents.
- It is envisaged that meetings will be held virtually via Microsoft Teams and in person (primarily virtually) and there will be a minimum of 6 meetings per year.



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- Quorum for Meetings - a minimum of 5 members will be required to participate in a meeting, for there to be a quorum to validly proceed and transact business.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

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

- Function:  
As per Rial 3.20 (xiii), T.O. 2021.  
Membership of this Sub-Committee shall be as detailed in the said Charter.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***COUNTY HEALTH & WELLBEING COMMITTEE***

- In accordance with Rial 3.20 (xiv) of An Treoraí Oifigiúil and Down County Byelaw 15, the Down GAA County Health and Wellbeing Committee shall have responsibility for all health related matters referred to it by the County Committee and/or the County Management Committee.
- The County Health and Wellbeing Committee shall act as a sub-committee and report to the Down County Committee.
- The membership shall consist of ten named people appointed by the County Committee and should include the County Children's Officer.
- It shall co-ordinate and deliver national and provincial GAA Health and Wellbeing Programmes.
- It shall play a pro-active role in the County Plan for response to critical incident plan.
- It shall be familiar with the national GAA Code of Behaviour (Underage Policy).
- It shall promote healthy lifestyles and programmes for Down GAA clubs and members.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***HISTORY AND ARCHIVAL COMMITTEE***

#### **Coiste Staire agus Ceartláinne**

- The County History and Archival Committee shall act as a sub-committee and report to the Down County Committee.
- The History and Archival Committee shall advise the County Committee and Clubs on all matters relating to the compilation of the history of the Association in the County.
- The Membership of the History and Archival Committee shall consist of five named people who shall be decided upon and appointed by the County Committee.
- Terms of Reference to be finalised.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***SOUTH DOWN DIVISIONAL COMMITTEE***

#### ***Coiste Dheisceart an Dúin***

- The South Down Divisional Committee shall as a sub-committee and report to the Down County Committee.
- The South Down Divisional Committee shall comprise the Officers elected at the Annual General Meeting (Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, PRO and 6 additional members) plus two delegates (each delegate one vote) from each affiliated Junior, Intermediate and Senior Football club in the South Down area taking part in the county championship of that year.
- The quorum for meetings of a Divisional Committee shall be six (6), three of whom shall be officers.
- The Competitions Control Committee of the South Down Divisional Committee shall consist of seven (7) named members.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.

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## REMITTS & RESPONSIBILITIES OF COMMITTEES

### ***EAST DOWN DIVISIONAL COMMITTEE***

#### ***Coiste Oirthear an Dúin***

- The East Down Divisional Committee shall act as a sub-committee and report to the Down County Committee.
- The East Down Divisional Committee shall comprise the Officers elected at the Annual General Meeting (Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, PRO and 6 additional members) plus two delegates (each delegate one vote) from each affiliated Junior, Intermediate and Senior Football club in the East Down area taking part in the county championship of that year.
- The quorum for meetings of a Divisional Committee shall be six (6), three of whom shall be officers.
- The Competitions Control Committee of the East Down Divisional Committee shall consist of eight (7) named members.
- A maximum of five Key Performance Indicators (KPI's) will be agreed at the start of the year and assessment against KPI's reported on at the end of the year.