

IRISH GYMNASTICS RULES & REGULATIONS

INTRODUCTION

These Rules and Regulations are the Controls by which Irish Gymnastics Ltd. operates its daily business. The Board of Control (BOC) has the power to alter or amend the Rules and Regulations in line with the Irish Gymnastics Memorandum and Articles of Association, provided they do not contravene the Memorandum or Articles of Association, or do not infringe Company Law.

Irish Gymnastics Ltd. ("Irish Gymnastics") is a company limited by guarantee, and as such its activities are governed by the Memorandum and Articles of Association and various pieces of legislation. Unlike an ordinary limited company, Irish Gymnastics has no share capital. Instead it has members, who can leave as they wish by giving written notice to Irish Gymnastics.

CONTENTS

- 1. Membership**
- 2. Ethics & Welfare**
- 3. Complaints & Discipline**
- 4. Events Approval**
- 5. International Selection for FIG & UEG Events**
- 6. Board of Control**
- 7. Technical Committees**
- 8. Regional Committees**
- 9. Sponsorship**
- 10. Representation**
- 11. Priority Claim**
- 12. Transfers**

1. MEMBERSHIP

- 1.1. Club Affiliation: All Clubs must affiliate to Irish Gymnastics Ltd. and to the appropriate Region. Failure to do so would make them ineligible to compete in competitions. Club Affiliation is currently €90 per annum and this figure may from time to time be altered by the BOC. This fee is due on the 1st of September each year.
- 1.2. Each Club shall conform to the rules and regulations of Irish Gymnastics Ltd.
- 1.3. A condition of Club Registration is that
 - (i) each Club registered will maintain their on-line membership profile inputting and updating when necessary details of all members of that Club, providing the information accurately.
 - (ii) Membership fees received for membership is forwarded to Irish Gymnastics
- 1.4. Each Club shall agree to permit the Company Secretary of Irish Gymnastics to have access to the Club financial records, to ascertain the figures, which he/she has on record regarding that particular club.
- 1.5. All clubs must have a minimum of one Irish Gymnastics/Coaching Ireland certified 'Club Coach' in the current cycle to qualify for club membership and operate within the organisation.
- 1.6. The minimum number of members to constitute an affiliated club with Irish Gymnastics is 10.
- 1.7. When affiliating to Irish Gymnastics Ltd, the Club must nominate the following:
 - 1.7.1. Club Children's Officer
 - 1.7.2. Club Designated Person

Both of these positions are described in detail in the "Code of Ethics and Good Practice for Youth Sport in Irish Gymnastics".

For a full copy of this policy please click [here...](#)

Failure to nominate both a Children's Officer and a Designated Person at the time of attempting to affiliate will result in noncompliance with Irish Gymnastics' affiliating rules.

The Club will remain unaffiliated to Irish Gymnastics until in a position to nominate a Children's Officer and Designated Person and will not be allowed to participate in any activities under the jurisdiction of Irish Gymnastics.

- 1.8. Clubs participating in Events abroad must complete the "International Travel" form. This form must be signed by the club secretary and sent to IG Office for insurance purposes.

August 2011 Edition

For a copy of the form click [here...](#)

- 1.9.** Club Insurance: Every club must have adequate insurance, and be part of the Company Group Public Liability Insurance Scheme, provided by O’Driscoll O’Neill (ODON) at a cost of €300.
- 1.10.** Individual Membership – All club members must also be registered as fully paid members of Irish Gymnastics. The fees for individual membership are paid to the club for passing on to Irish Gymnastics. The current fees are laid out as follows:

INDIVIDUAL MEMBERSHIP CATEGORY	COST (Euro)
Recreation 4 years & Under (4 years or under 4 on 1 st Sept)	10
Recreation	20
Recreation 18+	25
Competitive	25
Student Under 18	30
Student Over 18	30
Joint Members	70
Adult Members	50
IG Supporters	15

- 1.11.** Garda Vetting/Access NI - Membership of Irish Gymnastics for individuals aged over 18 years of age is granted subject to the successful completion of the recruitment process including the Garda Vetting or Access NI process, depending which is relevant to the member.

For a full copy of Garda Vetting policies please click [here...](#)

For more information about Garda Vetting on the Irish Gymnastics website click [here...](#)

For a full copy of AccessNI policies please click [here...](#)

For more information about AccessNI vetting on the Irish Gymnastics website click [here...](#)

- 1.12.** Honorary Members: Honorary membership may be granted to persons who have rendered exceptional service to the organisation. As per Article 17 of the Articles of Association an Honorary Member shall have the rights of a Non-Voting Member.

- 1.13.** The Articles of Association specify which members are entitled to vote at General Meetings of the Company.

For a full copy of the Memorandum & Articles of Association please click [here...](#)

- 1.14.** Membership Fees are due on the 1st of September each year. Any member not renewing his/her membership may be removed from the register of members.

2. Ethics & Welfare

- 2.1.** Article 12.i of the Articles of Association states that a member shall be bound by the “Ethics and Welfare Guidelines”. These are defined in the Articles as being “any codes of ethics, child welfare guidelines, protections or good practices as the Company may adopt or establish and amend from time to time”.

For a full copy of this policy see click [here...](#)

3. Complaints and Discipline

- 3.1.** As per Article 12.ii of the Articles of Association, any breach of the Rules (either by members, clubs or regions) will be dealt with in accordance with the Irish Gymnastics Complaints & Disciplinary Rules and Procedures.

For a full copy of this policy click [here...](#)

For more information regarding Ethics and Welfare and to access Quick Reference Code Sheets please click [here...](#)

4. Event Approval

- 4.1.** For the purpose of this rule organising an Event refers to organising a Competition, Coaching Clinic or Camp. Prior to organising an Event, approval may be required from Irish Gymnastics.

The Board of Control (BOC) delegates full approval authority to:

- 4.1.1.the respective Vice President (s) (VP)
- 4.1.2.the Policy Welfare Officer (PWO)

4.1.3.Relevant Department Manager

Following discussion and agreement that the proposed event is operating in line with Irish Gymnastics Rules and Regulations, the relevant department manager will approve the event. Approved events will be notified to the organiser and included on the Irish Gymnastics website “Events” section to provide complete clarity for the membership.

Organisers of proposed Events not in line with Irish Gymnastics Rules and Regulations will be advised that the Event is not approved by IG.

For a full copy of this policy click [here...](#)

For more information about Event Approval on the Irish Gymnastics website please click [here...](#)

5. International Selection for FIG & UEG Events

- 5.1. All intending gymnasts intending to trial for any major FIG or UEG Event must be named by Clubs on the “Expression of Interest” form and all named participants will be subject to the IG Selection Policy

6. Board of Control

- 6.1. The composition, powers and operation of the Board are outlined in the Articles of Association. Recognised BOC Sub-committees are as follows:

- 6.1.1. Board of Management (as defined in Articles of Association)
- 6.1.2. Technical Committees (as defined in Articles of Association & rule 7.
- 6.1.3. Regional Committees (as defined in Articles of Association & rule 8.
- 6.1.4. Joint Technical Committee
- 6.1.5. Hearings Panel (as defined in Appendix D)
- 6.1.6. Membership Vetting Control Committee (as defined in Appendix C)
- 6.1.7. Membership Vetting Appeals Committee (as defined in Appendix C)

For a full copy of the Articles of Association please click [here...](#)

- 6.2. Upon election, co-option or appointment to the Board and all subcommittees of the board, members must sign the ‘Code of Conduct for Officers and Board of Control Sub Committee

members'. The Code of Conduct is binding on all members of Irish Gymnastics Ltd who are Officers or Board of Control Sub Committee Members. The Code of Conduct outlines how Irish Gymnastics (IG) expects its Officers and Board of Control (BOC) Sub Committee Members to behave. It reflects high standards of honesty and integrity in carrying out the duties as an IG Officer or a BOC Sub Committee member. The Code of Conduct must be adhered to at all times and must be read in conjunction with IG Rules & Regulations. A breach of the Code of Conduct may result in disciplinary action under the Complaints and Disciplinary Rules & Procedures. The main objectives are to:

- 6.2.1. Provide a deterrent against behaviour which may be detrimental to the best interests of Irish Gymnastics.
- 6.2.2. Ensure that the policies and decisions of IG are implemented professionally in an objective and accountable manner.

7. Technical Committees

- 7.1. **Technical Committees** – Technical Committees (TC) are responsible for the governance and development of their respective disciplines on a national level.
- 7.2. TCs are formed for the disciplines as recognised in the Articles of Association.
- 7.3. Vice Presidents (VP) for each discipline will be elected annually at the AGM as laid out in the Articles of Association. VPs will appoint their competency based committees adhering to the following structures and rules.
- 7.4. No one person can sit on more than one committee to encourage greater representation throughout the organisation. If insufficient numbers are available, a request can be made to the BOC for an exemption, a person can be co-opted onto more than one committee.
- 7.5. Technical Committee positions and descriptions are as follows...

POSITION	JOB DESCRIPTION
Chair (The VP is deemed to be the Chair)	<ul style="list-style-type: none"> • To represent relevant discipline as an officer of the organisation on the Board of Control. • To organise and chair TC meetings. • Act as primary point of contact between TC & BOC/BOM/IG Staff, or to delegate this position. • To disseminate all relevant information to TC and the office to send it out to Regional Secretaries and Club Secretaries.

	<ul style="list-style-type: none"> • To act in best interests of discipline on a national level. • To follow IG Rules & Regulations and ensure all policies are implemented in relation to the discipline. • To co-ordinate the TC members and provide an accompanying justification to the BOC for ratification at the 1st B.O.C. (2 weeks after the A.G.M.)
Financial Liaison	<ul style="list-style-type: none"> • To liaise with IG Administration to ensure TC is constantly kept up-to-date with discipline finances. • To bring full and accurate financial information in relation to discipline to all TC meetings. • To ensure discipline finances are spent as allocated. • Should the assistance of a financial expert be required they can be co-opted to this position.
Judge Education Co-ordinator* *(Competition Disciplines only)	<p>A suitably qualified person:</p> <ul style="list-style-type: none"> • To ensure discipline is furnished and educated in relation to current FIG Code of Points • To co-ordinate all Judging related issues including... • Judge Education. • National & International Competitions. • Co-ordinate with IG Coaching Development Manager (CDM) in relation to judge education content in IG coaching courses.
Coach Education Co-ordinator	<p>A suitably qualified person:</p> <ul style="list-style-type: none"> • To liaise with CDM to highlight potential need for courses around the country. • To liaise with the CDM in relation to the logistical running of coaching courses. • To liaise with CDM in relation to technical content of coaching courses.
Event Co-ordinator	<ul style="list-style-type: none"> • To schedule national events for the discipline. • To liaise with counterparts in other disciplines in the creation of the annual calendar of events in relation to events, and to liaise with the I.G. office. • To co-ordinate the logistics of national events.
National Squad Coordinator	<ul style="list-style-type: none"> • To apply I.G. policy in all related areas in connection with National Squad. • Coordination of annual National Squad calendar in relation to training sessions and training camps.
Regional Co-ordinator	<ul style="list-style-type: none"> • Liaise with I.G., Regions, Clubs and members.
Minute Secretary	<p>Co-option from the committee to take and maintain a record of the minutes of the technical committee and supply these to the I.G.</p>

	office.
--	---------

- 7.6. For a meeting to be legal and binding within the rules and regulations of Irish Gymnastics a quorum will consist of 4 persons, or 50% of the attending committee.
- 7.7. The President, Deputy President and General Secretary are ex-officio members of all sub-committees of I.G.
- 7.8. In the event that a quorum is not ratified by the B.O.C due to lack of nominations for positions – the IG B.O.C. will agree a practical and realistic structure in order to assist discipline to the best of its abilities.
- 7.9. In the absence of a chair (due to resignation, illness, removal...) the committee will meet to appoint a temporary chair to be approved by the BOM to act as such until such time as the BOC can meet and co-opt a new Chair to take up position until the AGM. This will ensure the TC can continue to function appropriately.
- 7.10. Technical Committees will physically meet a minimum of 4 times a year.
- 7.11. Where possible technical committee meetings should be held in the free facilities in Sport H.Q.
- 7.12. Travel expenses will be paid to all members that sit on the committees at the standard rate.
- 7.13. Technical committee activities involving gymnasts/squads participating in events abroad must complete the “International Travel Notification Form”. This form must be signed by the VP Discipline and sent to IG Office for insurance purposes.

For a copy of the form click [here...](#)

NOTE: This form is not related to International Travel under the IG International Team Selection Policy

8. Regional Committees

- 8.1. Regional Committees - Subject to the Articles, memorandum, Rules and Regulation of Irish Gymnastics Ltd., each regional committee of Irish Gymnastics Ltd. shall be responsible for the administration and control of gymnastics within its jurisdiction. The jurisdiction of Regional Committees is deemed to be all matters relating to gymnastics occurring within the

geographical boundaries of the Region. In the case of an event organised or sanctioned by a Regional Committee the authority of the Board of Control shall supersede such authority. The rules of all leagues, competition and tournaments within the jurisdiction of a Regional Committee shall provide that every participant is registered with Irish Gymnastics Ltd. unless otherwise authorised by the Board of Control. In the case of two or more regional Committees having jurisdiction in a certain matter, they shall endeavor to reach agreement as to the course of action. If no agreement can be reached, the Board of Control shall be empowered to resolve the matter. Each Regional Committee shall hold an Annual General Meeting and shall cause the General Secretary of Irish Gymnastics Ltd. to be notified of the date, time and venue at least 28 days prior to the meeting. Irish Gymnastics Ltd. shall be entitled to send a non-voting representative to the Annual General Meeting of each Regional Committee. Each Regional Committee shall within one month of its Annual General Meeting submit in writing its Annual Report and audited Income and Expenditure Account and Balance Sheet to the General Secretary of Irish Gymnastics Ltd. A Regional Committee shall submit a current statement of its financial position to the General Secretary Irish Gymnastics Ltd., within 28 days of receiving a written request from the Board of Control. The Board of Control shall have the power to call a Special General Meeting of any Regional Committee. The Constitution, Rules and Regulations and By-Laws of each Regional Committee and all subsequent changes and additions there to must be submitted in writing to the Board of Control of Irish Gymnastics Ltd. for ratification and approval. The Constitution of each Regional Committee must contain a clear definition of the geographical area covered by that Committee. Each Regional Committee may apply to the Board of Control for grants towards running events in accordance with the Memorandum and Articles of Association. Regional Committees - Regional Committees are part of the operating system of Irish Gymnastics Ltd. There are 8 regions. Clubs shall affiliate to Irish Gymnastics on or before the 1st September each year.

- 8.2.** Registration - Each and every gymnast, coach, judge, official of an affiliated club must be registered with both Irish Gymnastics Ltd. and the Regional Committee in which the Club is geographically located, on or before the 1st September each year. The registration forms and registration fees shall be processed as laid down by the Board of Control. A membership list will be issued on receipt of affiliation plus the appropriate fee. Clubs who are not affiliated to Irish Gymnastics Ltd. and/or whose gymnasts are not registered with Irish Gymnastics Ltd. may not participate in Irish Gymnastics Ltd. events either at home or abroad. An affiliated club playing an unregistered gymnast shall forfeit all competitions in which the gymnast was involved. Once a gymnast's name is inscribed on the score sheet for a competition, that gymnast shall be deemed to have competed in the competition regardless as to whether the gymnast spends time in the competition or not.

A person is required to pay a registration fee in only one capacity e.g. a person who pays a registration fee as a gymnast need not also pay a registration fee as a coach, but must register as same.

8.3. Late registration i.e. gymnasts registration received by Irish Gymnastics Ltd. after September each year may be subject to a registration fee. A gymnast who is registered with a club may also register with a club of a 3rd Level Educational Institution provided that

8.3.1. She/he is a full time student of the 3rd Level Educational Institution

8.3.2. That 3rd Level Education Institution is located outside of the jurisdiction of their original club.

8.3.3. She/he has the permission of the Board of Control in which the 3rd Level Educational Institution is geographically located. In the event of a clash of committees, the gymnast shall have the right of personal choice.

9. Sponsorship

9.1. All issues surrounding sponsorship shall be considered by the Board of Control.

10. Representation

10.1. In order to represent Ireland, or be eligible to become an Irish Champion, a gymnast must hold, or be eligible to hold an Irish passport. In terms of representing Ireland a gymnast must also hold a FIG license for Ireland. If a gymnast changes nationality, and wishes to continue competing in International Events, he/ she must comply with FIG eligibility rules in relation to the transfer of nationality.

11. Priority Claim

11.1. International Representation shall take precedence over all other commitments for the priority claim of a gymnast. In the same event/competition were both Club and Country participate, if selected by Irish Gymnastics on the National team, the gymnasts can only represent the national team and not participate on the club team in the same event/competition.

12. Transfers

If a gymnast wishes to leave their current club to join another club, a transfer form must be submitted to the Irish Gymnastics Office. If the transfer form is not signed by both clubs it may be ruled out of order. A decision will be made by the Policy & Welfare Manager for ratification by the Board of Management. The transfer decision will be communicated to the gymnast/parent and the gymnast cannot change clubs until the decision of IG is issued.

For a copy of the Gymnast Transfer Form please click [here...](#)