

# THE COLLEGES FOOTBALL ASSOCIATION OF IRELAND

## *Official Rulebook*

# Table of Contents

<b>ASSOCIATION DETAILS.....</b>	<b>3</b>
1 NAME.....	3
2 AFFILIATION.....	3
3 MISSION.....	3
3.1 <i>PLAYER ELIGIBILITY.....</i>	<i>1</i>
4 MEMBERSHIP.....	3
5 HONORARY LIFE MEMBERSHIP.....	3
6 ADDRESS AND CORRESPONDENCE.....	3
7 AFFILIATION FEES.....	4
8 EXECUTIVE COMMITTEE.....	4
9 COMPOSITION OF THE EXECUTIVE COMMITTEE.....	4
10 FUNCTION OF THE EXECUTIVE COMMITTEE OFFICERS.....	4
11 CO-OPTION AND DELEGATION POWERS OF THE EXECUTIVE COMMITTEE.....	5
12 EXECUTIVE COMMITTEE MEETINGS.....	5
13 EXECUTIVE COMMITTEE APPOINTMENTS.....	5
13.1 <i>Administrator.....</i>	<i>5</i>
13.2 <i>National Team Manager.....</i>	<i>5</i>
14 ANNUAL GENERAL MEETING.....	5
15 SPECIAL GENERAL MEETING.....	6
16 VOTING RIGHTS AT GENERAL MEETINGS.....	6
17 SUSPENSION AND EXPULSION OF MEMBERS.....	6
18 APPEALS AND ARBITRATION PROCEDURES.....	6
19 APPLICATION OF THE RULES.....	6
20 INDEMNITY OF THE EXECUTIVE OFFICERS.....	6

**APPENDIX A – REGISTER OF COLLEGIATE MEMBERS:.... ERROR! BOOKMARK NOT DEFINED.**

## Association Details

### 1. Name

The name of the Association shall be the Colleges Football Association of Ireland, hereinafter referred to as "*The Association*" or "*CFAI*". The Association was formerly known as *the Irish Technical Colleges Football Association*.

### 2. Affiliation

The Association is affiliated to the Football Association of Ireland, and is bound by the rules and responsibilities conferred with membership of that association. In the event of any discrepancy between the rules of the FAI and the CFAI, the rules of the FAI shall prevail.

### 3. Mission

The mission of the Association is to play and foster the game of Association football (also known as soccer) in 3<sup>rd</sup> level colleges approved by the Department of Education and Science in Ireland or the Department of Education in Northern Ireland.

#### 3.1 Student Eligibility

All students registered and attending Full-time Day courses (HETAC & FETAC or a recognised equivalent (NQAI level 5 and upwards)) as accepted by the college management and the CFAI executive.

### 4. Membership

Members of the Association shall be all colleges affiliated to the CFAI, the elected Executive Committee members, Honorary Life members and retired members. Membership shall be determined on an annual basis. All members in good financial standing from the previous annual period, and whose membership has not been suspended or revoked in accordance with measures contained in this rulebook, shall be automatically accepted for membership at the start of each annual period.

Colleges that have distinctly separate physical locations and contained student populations may have each campus approved for separate and autonomous membership of the Association.

Any college applying for membership shall be proposed by an existing member, seconded by another and shall secure a majority vote of members at a General Meeting of the Association.

#### Contacts

Collegiate members shall act through representatives who have current authority to act on behalf of their college's soccer club. Each college should supply the contact details of these representatives at AGM.

Colleges without a constituted soccer club may nominate a full-time staff member or Students Union officer to act on behalf of their college. The Hon. Secretary will maintain a register of members, with whom the primary mode of communication will be by email. It is the responsibility of each member to ensure that their contact details are up to date (2 contacts with email and mobile phone numbers).

### 5. Honorary Life Membership

The Executive Committee of the Association shall recommend individuals it considers worthy for Hon. Life Membership of the Association to a vote of members at an Annual General Meeting. Such members will be recorded in the membership register. Previous patrons and life members of the ITCFA shall be transferred to the Honorary Members register of the CFAI.

### 6. Address and Correspondence

The address of the Association shall be that of the Hon. Secretary or one nominated by them. The primary mode of general correspondence to, from and between Officers of the Executive Committee and member Colleges shall be via electronic mail. The Association will maintain a website to provide details of the association. Where signed paper documents are required, they should be sent using conventional post/fax to the officer concerned.

## 7. Affiliation Fees

Each collegiate member shall pay an annual affiliation fee to the Association, which shall be due on the last day of November in each year. The fee shall be paid to the Treasurer. The fee amount shall be determined by the previous Annual General Meeting (AGM). The Treasurer will publish member's fees paid at the 30<sup>th</sup> of November. Any member whose affiliation fee is not paid by the 31<sup>st</sup> of December in the year of competition shall be suspended from the Association's register of members and suspended from all Association competitions.

## 8. Executive Committee

The management of the Association shall be vested in an Executive Committee. The Executive Committee shall carry out its duties and exercise its powers to achieve the objectives of the Association as defined elsewhere in these Rules. It shall have power to deal with such matters concerning the Association as are not expressly provided for in these Rules. The Executive Committee shall also act as the Trustees of the Association and shall manage any assets on behalf of the Association. Members of Executive Committee shall conduct business in an ethical fashion.

## 9. Composition of the Executive Committee

The Executive Committee shall be composed of the following officers. Except where otherwise specified, officers shall serve a term of one year and are entitled to seek re-election for further terms.

### President:

The President is not required to be a member of the Association before his/her election. The President shall serve a term of one year and may be re-nominated for a maximum of three further terms (4 years in total). Nominations for President, indicating the consent of the nominee, shall be submitted to the appropriate AGM who shall vote on the matter.

### Chairman:

The Chairman shall be a member of the Association, elected to the post by the AGM. The Chairman shall serve a term of one year restricted to a maximum of 4 consecutive years.

### Hon Secretary:

The Secretary shall be a member of the Association, elected to the post by the AGM.

### Hon Treasurer:

The Treasurer shall be a member of the Association, elected to the post by the AGM.

### Competitions Co-ordinator:

The Competitions Co-ordinator shall be a member of the Association, elected to the post by the AGM.

### PRO:

The PRO shall be a member of the Association, elected to the post by the AGM.

### 2 Committee members (Assistants to the Competitions Co-ordinator)

Elected to the post by the AGM, role defined in the first instance as assisting the Competitions Co-ordinator and may vary from time to time as defined by the Executive Committee.

## 10. Function of the Executive Committee Officers

### President:

The role of the President shall be a nominal one, with emphasis being on patronage. The President is the only member of the Executive Committee who may not vote at Executive Committee meetings.

### Chairman:

The Chairman shall chair all meetings of the Executive Committee and General Meetings as required. On all such occasions, the vote of chair is reserved for situations in which it will act as a casting vote. The Chairman shall also play the principle role in the development of the Association on all matters and shall represent the Association at FAI General Meetings, FAI National Council and FAI Board of Management as required. The Executive will determine the filling of other FAI roles as required.

### Hon Secretary:

The Secretary shall convene all General Meetings and Executive Committee meetings and record the proceedings of such meetings. He/she shall prepare and circulate in due course agenda, minutes and other documentation for all meetings. The Secretary shall conduct all correspondence of the Association. He/She shall maintain a Register of Members.

### Hon Treasurer:

The Treasurer shall keep correct accounts and books showing the financial transactions of the Association, to include receipts and records of expenditure. He/She shall furnish financial details to the Executive

Committee from time to time as required for prudent fiscal management of the Association. He/She shall also present a duly audited set of accounts to the AGM of the Association as part of an annual financial statement. The Treasurer shall sign all cheques on behalf of the Association and such cheques shall be counter-signed by another officer of the Executive Committee. In exceptional circumstances where the Treasurer cannot perform this function, any two officers of the Executive Committee may perform this function. The Treasurer is also charged with the Association's banking arrangements

#### Competitions Co-ordinator:

The Competitions Co-ordinator shall liaise with members of the Association to ensure that Association competitions are run in a timely, fair and proper manner. He/she shall maintain competition records and apply the rules of the Association where issues arise between teams. Scope to appeal the decision of the Competitions Co-ordinator is described elsewhere in these rules.

#### PRO

The PRO shall be responsible for the promotion of the Association and its activities within the member colleges, with Local and National media and with the Association's sponsors.

## 11. Co-option and delegation powers of the Executive Committee

Where Executive Officers are incapacitated or unavailable to carry out their duties, the Executive Committee shall have the power to appoint pro tem, any member of the Association to carry out the duties of such officer. The Executive Committee shall also have the power to establish whatever sub-committees it deems appropriate to assist in the conduct of the affairs of the Association. Each sub-committee shall have clear terms of reference. Sub-committees shall be chaired by an Executive Officer aided by members of the Association with particular expertise to deal with the brief of the sub-committee.

## 12. Executive Committee meetings

The Executive Committee shall meet as often as required to conduct the business of the Association, but at least 4 times during the year. Executive meetings shall require a quorum of 3 officers. Executive Officers will be entitled to claim expenses arising from Executive Committee business, in accordance with appropriate terms determined by the Treasurer as agreed by the AGM.

An attendance record should be included in the Chairman's Report to the AGM, which should name the members and the frequency of their attendances.

## 13. Executive Committee Appointments

### 13.1 Administrator

The Executive Committee may appoint and remunerate an Administrator to assist the Executive officers in dealing with day-to-day duties and communication, to aid the efficient running of the Associations matters.

### 13.2 National Team Manager

The executive shall appoint the National Team Manager for a one year term. The executive shall have the power to appoint National Team Management Assistant/s in consultation with the National Team Manager.

## 14. Annual General Meeting

The Association shall hold an Annual General Meeting (AGM) of members not later than the last day of October in each year. The quorum for a general meeting shall be 10 voting members. The purpose of the A.G.M. is to review the Association's affairs from the previous year, approve new members, elect Executive officers, agree competition structures and formats and make any Rule changes for which due notice has been given. Nominations for candidates to run for Executive Committee positions must have the permission of the candidate and be proposed and seconded by members of the Association.

The Secretary shall issue notice of the AGM to members at least 21 days in advance of the AGM. Delegate motions which add, replace, alter or remove rules in Part 1 of the rulebook, or which might materially effect the Association, should be sent to the Secretary at least 14 days before AGM. Delegate motions and agenda should then be circulated to members at least 7 days before the AGM. The agenda shall contain the following standing items:

- ◆ Reports from the outgoing Executive Committee (including a written Financial statement incorporating audited accounts)
- ◆ Election of Hon. Life Members
- ◆ Election of Executive Officers

- ◆ Consideration of membership fees and new members
- ◆ Delegate motions and Rulebook changes as per **FAI Rule 9, 50 and 59**.
- ◆ Competition structures, formats and byelaws for the new season.
- ◆ Appointment of Auditor.
- ◆ Any Other Business

As per Rule 19, rulebook changes will require a two-thirds majority to alter. Accepted parliamentary procedures and FAI standing orders shall be applied in the conduct of CFAI meetings.

## 15. Special General Meeting

The Association shall hold a Special or Extraordinary General Meeting (EGM) of members when deemed necessary by the Executive Committee or within one month of when the Secretary receives the signatures of 12 members calling for such a meeting, and indicating the purpose of said meeting. The Secretary shall subsequently issue notice of at least 10 days to all members, stating the purpose of the Special General Meeting. The voting rules and quorum conditions are the same for Special General Meetings as for AGM's.

## 16. Voting Rights at General Meetings

Each member college is entitled to one vote at general meetings. An Executive Committee officer not associated with a voting member college is entitled to one vote also. The Chairman's vote is reserved as a casting vote.

## 17. Suspension and Expulsion of Members

Acting on behalf of the Association, the Executive Committee shall have the power to suspend or expel any member it deems guilty of conduct likely to endanger the welfare or good order of the Association, having given such member due notice and opportunity to respond to the charges against them. Expulsions shall be pending the approval of the next General Meeting of Association members.

## 18. Appeals and Arbitration Procedures

Any decision of the Competitions Co-ordinator can be appealed to the Executive Committee. The appeal must be submitted in writing within 14 days of the decision. The Executive Committee must address the matter and issue a decision on the appeal within 14 days of it being submitted.

Any decision of the Executive Committee can be appealed to a Special General Meeting or to the FAI Appeal Board according to **Rule 28** of the FAI Rulebook. The final recourse for aggrieved members shall be the use of the Arbitration, in accordance with **Rule 29** of the FAI Rulebook.

## 19. Application of the Rules

Rules 1.1 to 20 and other byelaws determined by the Executive Committee from time to time and communicated to the members shall apply to all members. No alteration or addition shall be made to these rules except at an AGM or EGM by two-third majority of the members of the association present and entitled to vote. At least three weeks notice of such alteration shall be given in writing to the Hon Secretary. Not possessing a current rulebook does not absolve any member from the effect of these rules.

It will be the responsibility of the Executive Committee to draw up the Competition rules and issue them to members before the respective competition commences.

## 20. Indemnity of the Executive Officers

Every Officer of the Executive Committee or other servant of the Association shall be indemnified by the Association against all costs, losses and expenses incurred by him/her or them respectively in or about the discharge of their duties on behalf of the Association, except such as shall happen as a result of his/her or their wilful acts and defaults.