



**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

An Treoir Oifigiúil

Cuid a Trí
2015

Official Guide

Part III
Code of Practice for all
Officers of the Association

This is An Treoir Oifigiúil Cuid a Trí
(Code of Practice for all Officers of the Association)

The other binding parts are as follows:

- Part I Official Guide
- Part II Official Playing Rules 2015/2018
- Part IV Disciplinary Code and THDC Mandatory Procedures
- Part V Association Code on Sponsorship
- Part VI Camogie Supporters' Club Constitution
- Part VII Code of Best Practice in Youth Sport When Working with Underage Players, *Our Games Our Code*

These documents can be downloaded from
www.camogie.ie/administration

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1. Scope of Code

This code of conduct forms part of An Treoraí Oifigiúil under Rule 22.1. The code is binding on all officers of the Camogie Association. It accompanies all other Codes and should be read in association with them.

The term 'officer' as used in this Code refers to the term as used in An Treoraí Oifigiúil.

2. Purpose of Code

The Code outlines the expected conduct and proper practices of every officer of the Camogie Association.

The purpose of the Code is to:

- Ensures that the policies and decisions of the Camogie Association are implemented in an accountable way
- Requires Officers to act in the best interests of the Camogie Association and
- Outline an objective and fair process in instances of alleged breaches of the Code.

3. Expected conduct and proper practices of all Officers

Every Officer of the Camogie Association shall:

- Act within the Association's governing document An Treoraí Oifigiúil
- Act within the law
- Act in the best interests of the Association
- Act with integrity and good faith
- Promote a positive image of the Association
- Work respectfully with all

- Perform her/his functions of the office honestly
- Be familiar with An Treoraí Oifigiúil and its associated Codes and ensure that all decisions/actions at Unit level are carried out in accordance with these
- Respect confidentiality
- Declare any private or personal, material or financial interests relating to issues/decisions and cooperate in processes to resolve such conflicts of interest
- Be accountable for their decisions and actions within and in relation to the Camogie Association
- Actively engage in respectful discussion, debate and voting in meeting
- Make decisions objectively and based on merit
- Make collective decisions and accept a majority decision
- Declare gifts or favours which exceed €1,000 per annum from any one individual source.

4. Dealing with alleged breaches of the Code

The following procedure shall be followed in dealing with alleged breaches of the Code:

Reporting alleged breaches

- a. Alleged breaches of the code shall be reported to the Chairperson of the relevant Unit. No later than 48 hours after first being notified, the chair will inform at least one other Executive member. In the case of the allegation relating to the Chair, the alleged breach shall be reported to two other members of the Executive. The following steps shall then ensue.

Preliminary enquiries

- b. Within three days of being notified the chair or relevant executive officer, jointly, will initiate a confidential process of preliminary enquiry to establish the facts.
- c. At the conclusion of the preliminary enquiries, they will document and report their findings to the Executive.

Internal investigation

- d. Based on the reported findings of the preliminary enquiry, the Executive will decide if a confidential internal investigation is required and, if so, identify, agree and document the points of investigation and decide what party(ies) are invited to answer the points of investigation.
- e. The Executive will appoint a panel of between three and five people who will hear the investigation. The Executive will appoint a Chair and Secretary of the panel. All members of the panel must be members of either the Camogie Association or the GAA.
- f. The Secretary of the investigative panel will provide the relevant party (ies) with 10 days formal written notice inviting them to an investigative hearing, the date of an investigative hearing and the points of investigation.
- g. The relevant party(ies) may be accompanied to the investigative hearing with a non-legal colleague or friend.
- h. In the event of the date of the investigative hearing not being mutually suitable on the first occasion, two further attempts will be made to find a mutually suitable date, within a maximum period of five weeks from the date of the first notice being issued.
- i. Failure to appear before the hearing will warrant an automatic suspension until such time as the relevant party(ies) agree to appear before the investigative panel.
- j. At the investigative hearing the points of investigation will be re-stated and the relevant party (ies) invited to answer the points in person. The investigative panel shall only ask questions to clarify/establish the facts.

- k. The Chair of the panel shall at all times uphold the relevant party(ies) right to their good name, due process and fair procedure.
- l. The investigative panel will confidentially document its proceedings. Relevant party(ies) will be provided with the notes documenting only the actual proceedings in which they personally participated.
- m. At the conclusion of the investigative process, the Secretary of the investigative panel shall confidentially notify its conclusions to the Chair of the relevant unit. The Chair shall notify the same Executives as previously selected under a) above of the findings. The chair plus executive members from 4(a) jointly will decide on one of the following options:
 - No further action, documenting the reasons why
 - Refer to mediation to seek an acceptable resolution
 - Decide that the case should be referred to a disciplinary hearing.

Internal disciplinary hearing

- n. In the event of the case being referred to the Disciplinary Hearing, the Chair of the unit and the same Executives as previously selected under 4(a) shall appoint a disciplinary panel of five people. This will be comprised of the Chair of the unit, the Chair of the investigative panel and three other people who have not been involved in any way with the preliminary enquiry or investigative process to date. The panel will appoint its own Secretary. Either the Chair of the Unit or the chair of the investigative panel will act as chair of the disciplinary panel. All members of the panel must be members of either the Camogie Association or the GAA.
- o. The Secretary of the disciplinary panel will provide the relevant party (ies) with 10 days formal written notice inviting them to a disciplinary hearing, notice of the date of the hearing, notice of the disciplinary charges, book of evidence and the names of the members of the disciplinary panel.

- p. The relevant party(ies) may be accompanied to the hearing with a non-legal colleague or friend.
- q. In the event of the date of the disciplinary hearing not being mutually suitable on the first occasion, two further attempts will be made to find a mutually suitable date, within a maximum period of five weeks from the date of the first disciplinary hearing notice being issued.
- r. Failure to appear before the hearing will warrant an automatic suspension until such time as the relevant party(ies) agree to appear before the disciplinary panel.
- s. At the disciplinary hearing the disciplinary charges will be stated and the relevant evidence presented. The relevant party (ies) will be invited to answer the charges in person. The disciplinary panel shall only ask questions to clarify/ establish the facts relating to the evidence presented at the hearing.
- t. The Chair of the panel shall at all times uphold the relevant party(ies) right to their good name, due process and fair procedure.
- u. The disciplinary panel will confidentially document its proceedings. Relevant party(ies) will be provided with the notes documenting only the actual proceedings in which they personally participated.
- v. At the conclusion of the disciplinary process, the Secretary of the panel shall confidentially notify its decisions to the Secretary of the relevant Executive. The Disciplinary Panel shall decide on at least one of the following options and issue written notification of the decision:
 - No further action, documenting the reasons why
 - Fines
 - Where detailed fines shall be as set out in Rules and Bye-laws. Where no amount has been specified it shall be at the discretion of the committee in charge.

- Debarment
 - Where appropriate the committee in charge, by way of penalty, can debar a member from specific aspects of the Association identified by the committee, e.g. participating in unit activities holding office, handling funds, etc.
 - Debarment can also be imposed pending the completion of a disciplinary action if the committee in charge considers the interest of the Association or its members may be compromised following notification of disciplinary action under this disciplinary code.
- Suspension
- Expulsion
 - Where a committee has conducted a disciplinary action and is of the opinion that expulsion is the appropriate penalty but does not have jurisdiction to expel it can submit its recommendation to the parent unit having jurisdiction for same.
 - Where a club is expelled from the Association all of its members are expelled by consequence. An individual member of the expelled club may apply to Ardcomhairle to seek permission to become a member of the Association through another club.
- v. The decision of the disciplinary panel on each occasion can only be appealed once. This right of appeal will be to the next highest executive excluding members who were involved in earlier stages of the process.

The Appeals Process

Appeals shall only be acceptable if:

- a. Lodged with the appropriate committee within seven days of receipt of the decision under challenge. Where the decision under appeal is not issued the appeal must be lodged within seven days of the date of the decision under challenge. In the case of an appeal to the national appeals committee the appeal must be lodged within ten days of receipt in writing of the decision under challenge or the date the decision is taken where the decision is not issued in writing.
- b. Lodged together with the appropriate fee as set out in Rule 21.2
- c. The exact grounds of the appeal are set out including:
 1. The original circumstances of the alleged breach of rule
 2. The penalties that were imposed
 3. A brief outline of any previous appeals and results
- d. The reasons for the latest appeal and the text of the rule(s) alleged to have been infringed are quoted.

If the above conditions are met an appealing party shall have the right to be heard.

The secretary of the committee with which the appeal has been properly lodged shall:

- Send a copy of the appeal to the decision-maker or in the case of an appeal arising from an objection or counter-objection to the successful party, within three days of receipt of the appeal
- Notify all interested parties of the appeal and of the result of the hearing of same
- Furnish any party with copy extracts of relevant official records or documents upon written application. The application must be made when the objection/counter-objection is submitted.

The decision-maker must send a copy of minutes of any relevant hearing to the committee hearing the appeal.

Hearing

- A unit will be represented by up to two of its full members. A member must attend personally and may be accompanied by one full member of his/her club/unit. In the case of juvenile she may be accompanied by her parent(s) or guardian(s).
- A member of the committee hearing the appeal who is a member of any unit or has a role in relation to any team or unit involved in the proceedings shall stand down from the committee adjudicating the proceedings
- The appealing party will be given ten days prior notice of the date, time and venue of the meeting at which the appeal is to be heard
- Each party may, with permission from the chair of the committee hearing the appeal, may introduce witnesses. Permission must be sought in writing from the committee at least five days prior to the date of the hearing.