

Athletics Louth

Operational booklet 1.0

Containing AL Bye-Laws

Adopted at AGM 20th of January 2020

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COUNTY BOARD

Duties of a County Board. This list is not exhaustive but is drawn to reflect the work of the Board.

- The County Board fulfils the duties as set out in the Memorandum and Articles of Association of Athletics Association of Ireland Ltd.
- The County Board consists of representatives from Affiliated Clubs within the county.
- Athletics Louth is a member of the Athletics Leinster provincial council.
- Meetings are held first Wednesday of each month with the exception of August and January
- The County Board may draw up bye-laws which shall in all cases be limited within its own area and will not conflict with any requirements or rules of WORLD ATHLETICS or AAI.
- The County Board appoints delegates to attend the AAI AGM and Congress.
- The County Board appoints delegates to attend the Athletics Leinster AGM.
- County Championships and meetings shall be held under the regulations and bye-laws of the Athletic Association of Ireland and bye-laws of Athletics Louth.
- The County Board receives nominations and Motions from Affiliated Clubs for AGM.
- County Board will decide on nominations to National and Provincial positions for the appropriate AGM or Congress.
- County Board runs Championships and non-championship events for all of its members throughout the year, ensuring all rules and regulations are adhered too.
- Approval of permit applications presented by the clubs.
- Reports are received each meeting from the elected officers.
- Clubs that have registered with Athletics Louth in the current year are entitled to send delegates to County Meetings. If voting is required at a county meeting the club must nominate their 2 voting delegates.
- All county officers have a vote.

Clubs

All clubs are bound by the rules and regulations as set out in the “memorandum and articles of association of Athletic Association of Ireland LTD”.

Each Affiliated Club within the County is required to pay a registration fee to Athletics Louth on an annual basis.

Registration Fee to Athletics Louth must be paid by March meeting each year.

AGM

The purpose of the AGM is to review the work of the previous year, review financial statements, elect officers, get members views, and to decide on motions presented.

All affiliated clubs of Athletics Ireland that are registered with Athletics Louth in the previous year may attend the AGM.

Such clubs are entitled to send two delegates to the AGM with full voting rights.

Additional registered members may attend the AGM without voting rights.

Each sitting County Board Officer has a vote.

Decisions taken at the county AGM come into effect immediately after the AGM.

The outgoing honorary officers shall hold office until the conclusion of the AGM.

County Board Officers

The county board officers are elected at the Athletics Louth AGM, that usually takes place in January, each calendar year.

Athletics Louth County Board Officers:

Chairperson and Vice Chairperson

Secretary and Assistant Secretary

Treasurer and Assistant Treasurer

Registrar

Competition Secretary/ Track & Field

Competition Secretary/ Cross Country

Coaching and Development Officer

PRO/Webmaster

Nominations for officers will be sent to the County secretary prior to the meeting at a date identified at County Board.

Clubs may nominate members of their club or other registered clubs for office.

The nominations shall be forwarded to the secretary prior to the AGM.

A person can hold more than one office.

Votes for positions of a county board is by secret ballot, simple majority.

The board or its designated officer shall be responsible to set the agenda and timetable for the AGM.

The AGM will receive a report from officers and a statement of the accounts from the treasurer.

The AGM agrees the affiliation fee to Athletics Louth.

Registered clubs may submit motions to bring about changes in how the organisation runs its affairs and events.

Motions will have to be sent to the county secretary prior to the meeting at a date identified at County Board Meeting.

A member of the club who submitted the motion will present the motion and views are then requested from the floor. The motion is then put to the floor.

Votes on motions is by show of hands, simple majority.

Motions approved at County AGM for attention of Leinster to be forwarded by Athletics Louth County Secretary.

Motions approved at County AGM for attention of AAI to be forwarded by Athletics Louth County Secretary.

If a club is not present to speak on a motion proposed by for Leinster and National Congress, then the motion will be automatically withdrawn by the County Board at the relevant congress.

Any vacancies, due to an officer resigning their position, can be filled with agreement at a subsequent County Board Meeting.

County Board meetings usually take place at the first Wednesday of each calendar month except in January where it is replaced by the AGM.

The board or its designated officer shall be responsible to set the agenda and timetable for the County Board Meeting.

A quorum of 50% of the registered clubs need to be present with a minimum of 3 elected officers of the county board.

If the quorum is not attained the meeting will be postponed to a later date.

Duties of Officers

Chairperson / Vice Chairperson

The Chairpersons responsibility is to chair any Athletics Louth County Board meeting / AGM. The chairperson will prepare the Agenda with the secretary. He/She will act as a facilitator if required. Her/his duties also include to represent the County on official occasions as required, to attend provincial meetings as required.

In her/his absence the Vice Chairperson shall execute the duties of the Chairperson.

Secretary / Assistant Secretary

The secretary's role is to carry out all official business that is required to assist the operation of the county board. He/She is required to take minutes of meetings, facilitate correspondence, liaise with the AAI and Athletics Leinster on official business, distribute information from the county board to the clubs, coordinate the event schedule across the county, sign off and record permits for events.

Any general correspondence to Athletics Louth should be directed to the secretary.

In his/her absence this falls to the Assistant Secretary.

Treasurer / Assistant Treasurer

The Treasurer will provide financial record of account to the County Board representatives at monthly meetings. This includes showing the transactions for the month reconciled to bank and cash statements. A consolidated annual statement is presented at the AGM. Admission fee and entry fee for events are proposed by the treasurer for approval at a County Meeting.

He/She is responsible for all financial transactions taking place on behalf of Athletics Louth. In his /her absence, all the above duties fall to the Vice Treasurer.

The Bank account requires three signatories, Chairperson, Treasurer and Vice-Treasurer, any 2 of whom can sign for payments.

Registrar

The Registrars role is to oversee and verify registration of athletes with the national organisation the AAI. The registrar shall administer the transfers as set out by the rules of the AAI. Transfers are decided upon at the April and September County Board meetings. Transfer applications must be with the county board secretary, at a date to be decided by the county board, prior to these meetings.

Competition Secretary

The Competition Secretary's role is to administer affairs of the county in respect to County Championships and events. Prepare documentation prior to the event, keep records up to date and furnish results. The position can be split into two by electing a Track & Field competition Secretary and one for Cross Country. Entries for club teams and County Teams is undertaken by the Competition Secretary.

Coaching & Development Officer

The objective of Coaching and Development officer is to coordinate activities in relation to inter club training and coaching education / development, with the aim to improve participation and quality of the sporting activities at Athletics Louth and its athletes. He/She is the point of contact for the RDO.

PRO/Webmaster

The role of press relations officer and webmaster is to communicate the work of the county board and the achievements of the registered athletes to the wider public via the means of printed and digital media.

Child Welfare Officers

The child welfare officers are responsible to fulfil the obligations as required by the policies set out in the AAI's Child welfare policy documents.

Child welfare officers should be one male and one female. The positions are generally filled at the AGM by members of the elected board rather than additional personnel.

Event Permits

Events, within County Louth, other than a County Championship event will require an AAI permit. Athletics Ireland Event Permits may be submitted for approval at the monthly County Board Meeting.

Events requiring a permit are Track and Field meets, Road Races, Cross Country races, Fun runs, and any other athletics related events. Athletics Louth will only support permitted events. Third parties such as sports clubs not registered with the AAI, fundraising bodies, schools, etc. will need to have the support of a registered club within the County.

The following conditions need to be met:

- The correct Athletics Ireland Permit Application form must be completed in full by the club requesting the permit. See AAI website.
- The course for the event must be measured by a qualified AAI course measurer. Contact details can be found on the AAI website.
- Minimum notice of one month before event date is required, but recommended notice of six months. This is at the discretion of the county board.
- The event must not clash with any other AAI permitted event on the same date in the County within 3 days of the event. This is at the discretion of the county board.
- Whereupon two permits are submitted for the same date, the event has precedence that is an annual event on a particular date to an event that occurs once. Preference will be given to events organised by the county and registered clubs.
- It is the applicant club that will need to forward the signed form, along with the appropriate payment, to the AAI.

COMPETITION

County Events

Any athlete registered with a club registered in county Louth, affiliated with the AAI, is eligible to compete at Athletics Louth events.

The Athletics Louth U20, Senior and Masters' Track & Field Championships are open to any athlete affiliated to an World Athletics national member

The following is the Athletics Louth programme:

Track & Field

Juvenile Pre-Championship event

Juvenile County Championships

U20, Senior & Masters County Championship

Setanta Games – Open Track& Field meet

Cross Country

County Championships – Juvenile Even Ages & Novice

County Championships – Juvenile Uneven Ages & Intermediate

County Championships – Juvenile Relays¹ & Senior

County Championships – Masters & U20 Athletes

Road Races

County Championships- Novice Men & Women 5k

County Championships- Senior Men & Women 10k

County Championships- Masters Men & Women 5k

Medals

Medals are awarded, in each event and age group, to the first three athletes representing County Louth clubs in the Athletics Louth U20, Senior and Masters' Track & Field Championships.

The first three athletes in Juvenile championships will be awarded Medals, in each event and age group.

If a substitute has been a named entrant on a club relay team and is present on the day of the competition, he/she is eligible to receive a medal should the team do so. The additional medal has to be paid for by the club. Additional medals are limited to 1 in T&F events and 2 in Cross Country.

The provision of medals is facilitated by an officer of the County Board.

¹ Juvenile Relays are not a Championship event

Competition Bye-Laws

General

County Colours / Attire

- Club Colours must be worn at all championship events. Clubs are asked to enforce this.
- Numbers must be clearly visible.
- No loose tracksuit bottoms can be worn for any track event.
- Unaffiliated Athletes and athletes in transfer shall compete in white tops or running singlets.
- Where an athlete is representing county and club in an event, the county vest takes precedence.

Age Categories

See also appendix

- Juvenile Athletes' competition age categories start at U8 and go up to U19.
- There is no U8 competitions in the T&F and Cross Country County Championships.
- There are no U18 competitions in the T&F County Championships.
- Athletes must compete in their own age category in the County Juvenile Track & Field Championships, with the exception of the relays.
- In relay events at least two members of the team must be the correct age.
- Athletes in the U17 to U20 age groups (inclusive) may compete in U20 competitions.
- Senior Track & Field Athletes must be at least 16 years of age by 31 December in the year of competition.
- Novice Athletes (Cross Country only) must be at least 19 years of age by 31 December in the year of competition.
- Intermediate Athletes (Cross Country only) must be at least 20 years of age by 31 December in the year of competition.
- Senior athletes (Cross Country only) must be at least 18 years of age by the 31st of December in the year of competition.
- Masters Age Categories start at 35 (on the day that the 35th birthday is reached) and then in 5 year steps (see appendix).

Entries

Entries for all events will have to be made in accordance of the competition booklet issued by the competition secretary at the beginning of the competition season. Entry fees will be approved at a County Board Meeting when the matter arises.

County Championships Best Performances

Athletics Louth will keep record about Championship Best Performances (CBP) for juvenile field events. The current list is published on the Athletics Louth website. It is compiled and maintained by the Competition Secretary.

Competition Results

Records relating to any competition should be retained for two years. Results of competitions should be published on the Athletics Louth website.

Officials

Clubs must nominate Officials / volunteers for the county championships. Officials will be allocated by the competition secretary. Starters will be appointed by the meeting director.

Disputes

The nominated Track or Field Referee will deal with all disputes at the Track and Field Competitions. Reasons for disputes must be put in writing by a nominated officer of the club and accompanied by a fee within 1 hour of the event taking place. The decision of the responsible referee is final on the day.

Cross Country

Conditions for Cross Country races are listed in a table in the appendix, stating team numbers, distances, scoring athletes.

If more athletes compete for a club than team members needed, the first athletes across the line will count towards the team score.

In the event that a club can enter 2 teams in a competition the names of the athletes on each team must be declared in advance of the event. For an event that needs three athletes to finish a maximum of six team members can be nominated to compete, for an event that needs four to finish eight can be nominated and for an event that needs six to finish a maximum of ten can be nominated.

Juvenile competitions are divided into Even and Uneven age groups, allowing athletes to compete in two races. For Juvenile teams both, in age and out of age athletes are counted towards the team score. U8 athletes cannot go up to compete in the U9 race or in the U10 Cross Country Relay.

Cross Country Eligibility

Cross Country and Road are treated as separate identities. The cross country competition secretary will issue a list of athletes that are ineligible to compete at Novice or Intermediate events as to the rules below.

Road Races do not make athletes ineligible for Cross Country Races.

Cross Country Novice

- An athlete who has an individual medal (1st, 2nd, 3rd) in the Novice, Intermediate or Senior Cross Country County Championships is ineligible.
- An athlete who has an individual medal (1st, 2nd, 3rd) from any Provincial or National Cross Country Championship is ineligible.
- An athlete who has placed (1st, 2nd, 3rd) in a race of 1,500m or greater in any Provincial or National Senior Track championships is ineligible.

Cross Country Intermediate

- An athlete who was a winner of a County Intermediate or Senior Cross County Championship title prior to 2012 is ineligible.
- An athlete who has an individual medal (1st, 2nd, 3rd) from 2012 to 2015 Championships in the county Intermediate County Cross Country Championships is ineligible.
- An athlete who has an individual medal (1st, 2nd, 3rd) in the Senior Cross County Championship is ineligible.
- An athlete who has an individual medal (1st, 2nd, 3rd) from any Provincial or National Cross Country Championship is ineligible.
- An athlete who has placed (1st, 2nd, 3rd) in a race of 1,500m or greater in any Provincial or National Senior Track championships is ineligible.

Re-Grading

A list of ineligible athletes is available in the competition booklet and on the Athletics Louth website. An athlete can apply to be re-graded at the September County Board meeting. The decision to allow the re-grading is made at this meeting. The Competition Secretary will update the list as required.

Selection Policy

Inter County Relays

Athletics Louth will endeavour to send teams of all age categories to the Inter County Relay competitions held each year.

The selection of athletes is carried out at a selectors meeting that is convened shortly after the Track & Field County Championships.

Each registered club can send a selector who has to be a member of the club to help with the selection process.

The selection of athletes is generally place 1 & 2 of the short sprint in the county championship of the correct age plus place 1 of the age group one below. The remaining places are at the discretion of the selectors taking into consideration exceptional circumstances. Clubs must submit a request for an exceptional discretionary position in writing prior to the selection meeting. Substitutes 2 in number are also named and selected.

The T&F competition secretary is responsible for completing the team sheets and for registering the teams for competition.

Entry Fees are paid for by the treasurer upon notification from the Competition Secretary.

National League

Athletics Louth endeavours to field a national league team for both the men's and women's competition.

The teams are selected by a team manager(s) who is appointed at a county board meeting.

The team manager is responsible for the entry of the teams to the events, coordinating the athletes, transportation, officials, etc.

Entry Fees are paid for by the treasurer upon notification from the Team Manager.

National Relays

Clubs that wish to enter teams to the national juvenile track & field relays must do so through the Competition / County Secretary.

Teams including substitutes must be named to be entered.

The club entering the team is liable for entry fees to the competition.

Late fees are applicable as to the rules of the organising body

Cross Country

When a county team qualifies for a race in the National Juvenile Cross Country Championships, the ten places on the team shall be filled by the first eight available Co. Louth athletes based on their finishing positions in the equivalent race in the Leinster Juvenile Cross Country Championships plus two athletes selected by a sub-committee appointed by the county board.

In selecting these two additional athletes, the selectors shall only consider:

- The next two available athletes based on their finishing positions in the Leinster Championships;
- Any athletes who ran in but did not finish the Leinster Championships due to injury or illness;
- Any athletes who missed the Leinster Championships due to injury, illness, a family bereavement or because they were competing in another athletics event.

AWARDS

Athletics Louth will organise an awards night in late November to honour achievements accomplished during the past year. The treasurer in conjunction with the clubs will make arrangements for the annual awards night. A selection committee will be appointed by the county board to compile the list of award winners and organise the presentation.

Senior Athletes Awards

An athlete is selected from the performances at the Athletics Louth County Championships for the **Deirdre McGrath Perpetual Trophy**, which will be presented at the Annual Awards.

There will be an annual award for the **best overall athlete** in the following categories:

U20, Senior, Master

(Each club can nominate one athlete for each category)

Juvenile Athletes Awards

Star Awards:

There will be awards in the following Juvenile Categories:

Track and Field:

- Best Female athlete U9 to U11, U12 to U14, U15 to U16, U17 to U19
- Best Male athlete U9 to U11, U12 to U14, U15 to U16, U17 to U19

The Track & Field county award will be broadly based on the following. However, this may vary from year to year depending on the exact events held within the county:

- Pre-Championship Event
- County Championship

Any 2 of the below

- Setanta Games
- Boyne Sports
- Ardee Sports

Cross Country:

- Best Female athlete U9 to U11, U12 to U14, U15 to U19
- Best Male athlete U9 to U11, U12 to U14, U15 to U19

The Cross Country / Road Race county award will be broadly based on the following. However, this may vary from year to year depending on the exact events held within the county:

- Own Age Cross Country Championships
- Carlingford Road Race
- Blackrock Beach Race

Any 2 of the below

- Blackrock Cross Country
- Ras Na hEireann
- Glenmore AC Kearney McBride Race

Scoring:

The system will be points based, with the winner having the most points. Scoring is based on the official results. Open event results need to be issued to the County Secretary for the record.

Scoring as follows for AAI sanctioned Events in the County as listed above:

1 st	4 points
2 nd	3 points
3 rd	2 points
4 th	1 point

Scoring as follows for County Championships

1 st	5 points
2 nd	3 points
3 rd	2 points
4 th	1 point

- Results in two disciplines can be considered in all T&F events except for the County Championship where four disciplines are eligible. (scoresheets in appendix)
- Athletes that are not a member of a club registered with Athletics Louth; their finishing position is discounted, and the Athletics Louth athletes move up to fill the place.
- In the event of a dead heat in a competition, (for example a sprint) if there are two 1st places, the points from 1st and 2nd are added and divided between both, i.e.: 3.5 (4 in County Championships) points each. Similar to be applied for joint 2nd (2.5), 3rd (1.5), 4th (0.5).
- Each club may only submit one name per age category.
- The selection committee will be selected at the County Board meeting and their decision is final.
- Athletes only be nominated by their current club for the juvenile awards and can only be credited with points accumulated while representing their current club.
- Athletes who may transfer after completing a full season with their outgoing club may be nominated by the outgoing club with consent from the new club.

Club Awards

Athletics Louth will award a trophy to the best juvenile Track & Field Club and Cross Country Club. Scoring is based on the official individual results only in the Track & Field county championships Cross Country individual as well as team results in the Cross Country championships, with points being awarded as below.

The club with the most points will win the award.

1 st	5 points
2 nd	3 points
3 rd	2 points
4 th	1 point

Recognition Award/Certificate:

Juvenile and U20 individual Medal Winners in National Championships are recognised for their contribution at the awards night this includes A, B Championships and team events.

International Athletes selected to represent their country may receive a small bursary.

LEINSTER

The County will endeavour to contribute to the provincial organisation. Athletics Louth is committed to distribute and convey any necessary information to all its members so that participation in events organised by the province is ensured.

Athletics Louth will send delegates to meetings, in as far as it is possible, to work in, and with, the provincial organisation to bring about an environment in which the sport of athletics flourishes.

Entries to Leinster events are generally responsibility of the clubs.

The County Board appoints delegate to attend the Leinster AGM

APPENDIX

Age Categories

Juveniles Track & Field

Age categories calculated from 31st December in the year of competition.

No athlete may obtain a birthday in the year of competition and compete in that age.

Reference Year 2020

Year Born	Age Category T&F	Age Category CC
2012	Under 9 – U9	Under 9 – U9
2011	Under 10 – U10	Under 10 – U10
2010	Under 11 – U11	Under 11 – U11
2009	Under 12 – U12	Under 12 – U12
2008	Under 13 – U13	Under 13 – U13
2007	Under 14 – U14	Under 14 – U14
2006	Under 15 – U15	Under 15 – U15
2005	Under 16 – U16	Under 16 – U16
2004	Under 17 – U17	Under 17 – U17
2003	Under 19 – U19	Under 18 – U18
2002		Under 19 – U19

U20, Seniors & Masters Track and Field

U20 (formerly Junior) Athletes must be at least 16 years of age on 31st December in the year of competition and under 20 on 31st December in the year of competition.

Senior athletes must be at least 16 years of age on the 31st December in the year of competition.

Master Athletes attain eligibility on their 35th Birthday. Age Category is changed on the relevant Birthday.

Reference Year 2020

Master Athletes Age	Year Born	Age Category
35-39	1985-1980	Over 35
40-44	1980-1975	Over 40
45-49	1975-1970	Over 45
50-54	1970-1965	Over 50
55-59	1965-1960	Over 55
60-64	1960-1955	Over 60
65-69	1955-1950	Over 65
70-74	1950-1945	Over 70
75-79	1945-1940	Over 75
80-84	1940-1935	Over 80

Cross Country Juvenile Age Groups, Distances, Individual Placings & Team Composition

Age Category	Girls			Boys		
	Distance (m)	Individual placings	# on team	Distance (m)	Individual placings	# on team
Under 9	600	10	No Team	600	10	No Team
Under 10	800	3	4	800	3	4
Under 11	1,500	3	4	1,500	3	4
Under 12	2,000	3	4	2,000	3	4
Under 13	2,500	3	4	2,500	3	4
Under 14	3,000	3	4	3,000	3	4
Under 15	3,500	3	3	3,500	3	3
Under 16	4,000	3	3	4,000	3	3
Under 17	4,000	3	3	5,000	3	3
Under 18	4,000	3	3	6,000	3	3
Under 19	4,000	3	3	6,000	3	3

Cross Country Adult Categories, Distances, Individual Placings & Team Composition

Category	Year	Women			Men		
		Distance (m)	Individual placings	# on team	Distance (m)	Individual placings	# on team
Junior	2004-2001	4,000	3	3	6,000	3	3
Novice	2001+	3,000	3	4	6,000	3	4
Intermediate	2000+	4,000	3	4	8,000	3	4
Senior	2002+	6,000	3	4	10,000	3	6
Masters	35 years+	3,000	3 (in each of O35, O40, O45, O50, O55, O60,..... categories)	4 on O35 teams, 3 on O50 teams	5,000	3 (in each of O35, O40, O45, O50, O55, O60,..... categories)	4 on O35 teams, 3 on O50 teams

Red figures for 2020

Road Championships Adult Categories, Distances, Individual Placings & Team Composition

Category	Year	Women			Men		
		Distance (m)	Individual placings	# on team	Distance (m)	Individual placings	# on team
Novice	2001+	5,000	3	4	5,000	3	4
Senior	2002+	10,000	3	4	10,000	3	6
Masters	35 years+	5,000	3 (in each of O35, O40, O45, O50, O55, O60,..... categories)	4 O35 team only	5,000	3 (in each of O35, O40, O45, O50, O55, O60,..... categories)	4 O35 team only

Red figures for 2020

Track and Field County Championships Juvenile Disciplines

	TRACK							FIELD				
Age Group	Sprint			Distance		Hurdles		Long Jump	High Jump	Turbo Javelin	Shot Put	Javelin
U9	60m			300m				√		√		
U10	60m			500m				√		√		
U11	60m			600m				√		√		
U12	60m			600m		60m		√	√	√	√	
U13	80m			600m		60m		√	√		√	√
U14	80m	200m		800m	1500m	75m		√	√		√	√
U15	100m	200m		800m	1500m	80m	250m	√	√		√	√
U16	100m	200m		800m	1500m	80m	250m	√	√		√	√
U17	100m	200m	400m	800m	1500m	100m	300m	√	√		√	√
U19	100m	200m	400m	800m	1500m	100/110m	400m	√	√		√	√

Track and Field County Championships Adult Disciplines

	TRACK						FIELD		
Age Group	Sprint			Distance			Long Jump	Shot Put	Javelin
U20	100m	200m	400m	800m	1500m	3000m	√	√	√
Senior	100m	200m	400m	800m	1500m	3000m	√	√	√
Master	100m	200m	400m	800m	1500m	3000m	√	√	√