

**Competitions Management Committee**

**Terms of Reference**

**Approved by Ard Chomhairle on 10/06/2020**

1. **Overview**

1.1 Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Competitions Management Committee is responsible for the preparation of a draft fixtures schedule and implementation of the the ratified master fixtures schedule for all competitions under the jurisdiction of Ard Chomhairle. This includes making recommendations in relation to competition structures, grading of counties in respect of competition entry, assisting in evaluation of player re-grading applications making recommendations in respect of match grounds, pitch regulation and match officials appointments.

1. **Membership**
   1. The Compeititions Management Committee is a committee under the jurdiction of Ard Chomhairle
   2. The Terms of Reference of the Competitions Management Committee must be approved and ratified by Ard Chomhairle
   3. The Committee shall comprise of four members. Only members of the committee have the right to attend committee meetings. A designated staff member will be assigned by the Ard Stiúrthóir to attend meetings on an ex-officio basis and provide administrative support to the committee. The Ard Stiurthóir may be invited to attend for all or part of any meeting on an ex-officio basis, as and when appropriate and necessary. Ex-officio attendees do not have any voting rights.
   4. Nominations to the Competitions Management Committee may only be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtarán must ensure that no nominee will have sat for more than 6 consecutive years on the same committee.
   5. The Uachtarán will appoint the Chair of the Competitions Management. Committee.
   6. One member of the Competitions Management Committee must be a member of Ard Chomhairle.
   7. The Committee will elect a Secretary from among its membership. The committee may nominate a designated staff member as secretary if this is appropriate.
   8. Appointments to the Competitions Management Committee shall be for a period of three years and will take place on a three yearly cycle to coincide with incoming Uachtarán taking office.
   9. In making appointments to the committee, the Uachtaran should be cogniscant of the need to try to ensure there is adequate continuity from one three year cycle to another.
   10. In the event that a committee member resigns or is unavailable due to sickness/death/other commitmentsto continue as a member of the committee before the end of their term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán’s term. Any member copted by the Uachtáran must be ratified by Ard Chomhairle.
   11. In the event that a committee member over course of their term is deemed by the Chair of the Committee to being unable to commit to the responsibilities of being a member of the Committee, the Uachtarán in this case has the authority to remove a member from the Committee and to co-opt a replacement(s) for the remainder of the Uachtarán’s term. In such circumstances the co-opted member must be ratified by Ard Chomairle.
2. **Quorum**
   1. The quorum necessary for decisions by Competitions Management Committee in respect of competition related activities shall be 50% of the committee membership and of which one of whom must be the chairperson**.**
3. **Meetings**
   1. The committee shall meet at least four times a year and otherwise as required. Where appropriate technology will be used to facility meetings if members are unable to attend meetings.
4. **Notice of meetings**
   1. Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.
   2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time. The Chair can waive the notice period, providing a majority of the committee agree.
   3. Given the nature of the work of Competitions Management committee it may be necessary to call meeting for which the notification period cannot be met (5.2 above).
5. **Minutes of meetings**
   1. The designated staff member (or Committee Secretary in the absence of the designated staff member) shall minute decisions of committee and also record the names of those in attendance. Draft minute of decisions taken at committee meetings shall be circulated promptly (but no later than 5 working days after meeting) to all members of Competitions Management Committee. Once approved, minutes of decisions should be made available in physical form or through a link to a digital repository to all other members of the Ard Chomhairle.
6. **Annual Congress**
   1. The Chair of the Competitons Management committee must provide written report to the Annual Congress in respect of all competitions and games administration matters in the preceeding twelve months.
7. **Duties**

The committee shall:

* 1. Prepare the Annual Fixtures Plan no later than 30th October (as per rule 33.1(a).
  2. Oversee the implementation of the annual fixtures plan in consultation with the National Competitions Administrator.
  3. Liaise as appropriate with other relevant Committees in the development and implementation of the National Fixtures Plan and related matters, specifically but not exclusively with the Referees committee on fitness and assessment of referees and Provinical Councils on games scheduling.
  4. Review annualy the year’s competitions and, as appropriate, make recommendations to Ard Chomhairle on the structures and scheduling of national competitions.
  5. Make recommendations to Ard Chomhairle on the appointment of referees for All Ireland Senior, Intermediate and Premier Junior Championship Semi-Finals and Finals (as per rule 40.5)
  6. In line with rule 40.1 the committee in charge of a competition with the appropriate delegated powers will appoint Referees for all fixtures under its auspices or decide other methods for the appointment of Referees.
  7. Liaise with the National Fixtures Administrator on the appointment of referees and the times and venues for games under the auspices of Ard Chomhairle (as per 8.6 above)
  8. Make recommendations to Ard Chomhairle in relation assistance / actions / sanctions in respect of teams/counties that withdraw from competitions or fail to fulfil fixtures
  9. Examine potential for maximisation and co-ordination of fixtures with LGFA/GAA including maximisation of opportunities for double headers.
  10. Liaise with the National Competitions Administrator, Ard Stiúrthóir and Uachtarán where appropriate on the appointment of venues for major games
  11. Liaise with the Camogie Associations staff and committees on the promotion of annual All-Ireland Championship draws and National Leagues.
  12. Review and recommend to Ard Chomhairle match regulations for national competitions
  13. Provide progress reports to Ard Chomhairle as appropriate
  14. Advise Ard Comhairle and the Risk Committee of any potential risks in relation to competition management and also possible actions to mitigate such risks.
  15. Work with and liaise as necessary with other Ard Chomhairle committees, staff of the Association and our Volunteers as appropriate.

1. **Reporting responsibilities**
   1. The committee Chair shall provide a written report on all competition activities to Ard Chomhairle on a quarterly basis which will include any specific requirements of Ard Chomhairle
   2. The committee shall make recommendations to Ard Chomhairle as it deems appropriate on any area within its remit where action or improvement is needed in respect of the compeitions schedule or structure of competitions including grading of counties and and teams for All Ireland Championships and Leagues.
   3. Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness.
2. **Other matters**

The committee shall:

* 1. Have access to sufficient resources in order to carry out its duties, including access to the Association’s staff for assistance as required
  2. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members
  3. Review its terms of reference annually and make recommendations for any changes to the Governance Committee
  4. Arrange for periodic reviews of its own performance and, at least annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval

1. **Authority**
   1. The committee’s authority is as set out in Rule 10.5(e) and Rule 10.6 of An Treoir Oifigiúil (Official Guide Part I). Rule 10.6 states ‘….Ard Chomhairle Standing Sub-Committees will be required to work to specific terms of reference….’
   2. The committee is authorised by Ard Chomhairle as per rules to undertake Management of National Competitions and in this regard will be assisted by the Association’s staff and volunteers as appropriate.
   3. The committee’s authority on any matters rests within its terms of reference subject to prior approval by Ard Chomhairle.

***Note:***

These terms of reference are framed so as to ensure that the Association is compliant with:

* Sport Ireland’s Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations (CVC)
* Sport NI governance requirements
* An Treoir Oifigiúil (Official Guide Parts I to VI)

**Dated Terms of Reference Approved by Ard Chomhairle 10/06/2020**