



Invitation for Expressions of Interest
Are invited for

A Rules Review

for
The Camogie Association

July 2023

Invitation To Tender July 2023

An Cumann Camógaíochta (the Camogie Association) is seeking Expressions of Interest from suitably qualified individuals/ organisations with relevant experience in sports law and governance, to assist in the completion of a complete review of the Association's Official Guide (rules) – An Treoir Oifigiul, and preparation of an appropriate suite of replacement rules, which are fit for purpose.

The Camogie Association is an unincorporated Association, and its rules are set and approved by members at annual congress.

The Association's Official Guide is the formal guidance document for the operation of the association and is currently in 7 separate parts.

Part 1 – Official Guide

Part 2 – Official Playing Rules

Part 3 – Code of Practice for All Officers of the Association

Part 4 – Mandatory Procedures for THDC and the Disciplinary Code

Part 5 – Mandatory Code on Sponsorship

Part 6 – Code for Camogie Supporters Club

Part 7 – The Code of Behaviour (Underage) – a joint document with LGFA and GAA

Note: An Treoir Oifigiul - Part 2 (Playing rules) can only be updated at a 'playing rules annual congress' every 3 years with the next scheduled year being April 2024.

Over recent years it has become apparent that a review of the Official Guide to streamline the rule books, assist volunteers, and minimize risks to the Association to legal challenge to rules.

As the area of Sports Law becomes increasingly detailed and complex, it is important that the Official Guide of the Association is compatible with conventional law and governance practices.

The Camogie Association

The Camogie Association is the National Governing Body (all island) for the sport of Camogie, and it is responsible for promoting and developing the game, and its governance structures. The Association is an independent voluntary organisation founded in 1904. The Association is part-funded by Sport Ireland. In addition to Sport Ireland funding, the Association is supported by the GAA, and by revenues generated directly through affiliation fees, gate receipts, and provision of services to units of the Association, as well as income from sponsorship and commercial activities.

Camogie is a very popular female team sport in Ireland with 618 (2023) 608 (2022) registered Camogie clubs, and approximately 100,000 members enjoying a range of training and competition outlets for players of all ages. All of this is facilitated through the work of a vast volunteer network who work collaboratively with the Association's staff. Camogie has been recognised as making a significant contribution to Irish Sport, as part of the family of Gaelic games (Hurling, Camogie, Gaelic Football, Ladies Gaelic Football, Handball, and Rounders), with over 2% of the population volunteering in Hurling and Camogie (Source Irish Sports Monitor), and more than 100,000 people playing our game. In 2018, Camogie (along with Hurling) was added to UNESCO's list of protected cultural activities around the world.

Camogie operates at club, county, provincial and international levels with teams of all ages participating in the sport in recreational and competitive activities.

The Association has a current staff team of 19 employees across the Island, and a significant number of volunteers involved in all aspects of the Association's activities, e.g., coaching, administration and governance.

The Association works closely with colleagues in The Gaelic Athletic Association (GAA) and LGFA (Ladies Gaelic Football Association) at all levels of sport, administration and governance.

The Gaelic Games family are currently working on an Integration project, to bring the three associations together.

Our Vision

Camogie is at the heart of our communities, a game that inspires, an Association for all.

Our Purpose

To develop and promote Camogie at all levels to inspire current and future generations and preserve the heritage of our game.

Our Values

- **Aspiration** - Our passion and pride for Camogie, its tradition and its heritage guide our aspirations and the development of the game.
- **Teamwork** – We work in partnership to enhance all aspects of the game at all levels.
- **Leadership** - We lead with integrity and transparency, we have the courage to make strong decisions for the good of the game, to be innovative and provide inspiration both on and off the pitch.
- **Volunteer** - The foundations of the game are clubs and volunteers; we value and recognise their role and contribution. This underpins our approach and delivery.
- **Community** - Camogie is an inclusive game, accessible to all and built on an ethos of respect, fun and enjoyment.

Rules Review 2023 - Requirements

We are seeking to appoint a consultant to complete a rules review of the current 7-part Official Guide – An Treoir Oifigiul. It is envisaged that the work will consider:

- Review and critical analysis of the Current Official guide - Structure and content of Rule Book
- Identification and preparation of elements currently contained with the official guide, which might be more appropriate as mandatory codes, which could be amended by Ard Chomhairle rather than in the official guide requiring.
- recommended changes to An Treoir Oifigiul in relation to conventional law and governance issues and practises / legal issues / code of practice etc.
- process to plan/ prioritise to rules review working group.
- Recommendations to assist the Rules Review Working Group to prioritize and plan next step and likely scale of next steps.
- Recommendations in relation Governance procedures (how changes can be made in future to various elements)
- Clarity of rules and associated penalties for breach of rule
- Clarity of procedures – with step-by-step guides to support volunteers to implement appropriately.

- Effectiveness
- **Plain English** – An Treoir Oifigiul is consulted daily by most staff and volunteers, in managing their responsibilities so the language should be clear and concise.
- The rules review should also be forward looking and consider the integration of Camogie within the Gaelic Games Family structures.

An Treoir Oifigiul governs all aspects of the operation and governance of Camogie at all levels – from national to club. It is important that the review rules can provide this depth and breadth of guidance.

As part of the current rule's disputes, having exhausted all internal avenues under rule for dealing with rule breaches and appeals, can be referred to the DRA (Dispute Resolutions Authority). Full details about the DRA, its role, function and jurisdiction are set out at www.sportsdra.ie. This is in effect a judicial review. An Treoir Oifigiul, should support volunteers with clear process, and actions, to minimize the requirement except in exceptional circumstances for matters to be referred to the DRA.

Key Dates

Phase 1

1. The review of An Treoir Oifigiul, prioritized recommendations and likely timelines for completion of various elements should be completed and presented to Ard Chomhairle at their scheduled meeting in October/ November 2023 (to be available start October for consideration by Uachtaran and Ard Stiurthoir and Rules Review Working Group.
2. Following the meeting Ard Chomhairle will recommend the terms of reference and schedule for the next steps.

Phase 2

3. A draft of the revised rules to be developed and presented to rules review group and Ard Chomhairle.
4. This will immediately go to consultation with members.
5. Feedback from Consultation to be presented to Ard Chomhairle in February
6. The final documents to be considered at Annual Congress 2024, must be completed no later than 21st Feb 2024
7. The final revised Rules to be formally ratified at Congress 2024 (April 2024)

Approach:

The successful individual/ organization will have responsibility for driving the rules review process which will draw on their necessary expertise and knowledge.

They will work closely with the Ard Chomhairle Rule Review Working group.

They will consider current rules (An Treoir Oifigiul), requirements of the Association, usability, and practicality of rules in application, Rules in place in other organisations, and may engage with focus groups.

The consultant will report to the CEO and Uachtaran at regular intervals.

Budget:

- A fixed Price fee is to be proposed.
- VAT should be identified clearly within the proposal.
- All expenses to be agreed in advance.
- Please clearly outline all fees.
- A detailed breakdown of costs associated with all elements of the project should be submitted.
- A current tax clearance certificate will be required.
- This contract will be awarded based on a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro.
- The successful consultant is expected to work within the agreed budget and report regularly on budgetary issues.

PROPOSED CONTRACT

The contract will commence from 28th August 2023

The Camogie Association reserves the right not to proceed with this project following completion of the tender process.

TENDER PROCESS

The Association invites you to provide an Expression of Interest by **12 Noon on Wednesday 16th August 2023, detailing:**

1. **Details of your organization**
 - a. Company Address
 - b. Contact person (s)
 - c. Year established and company background.
 - d. relevant experience in sports law and governance
 - e. Number of customers currently being serviced.
 - f. Comprehensive list of available products or services
 - g. Provide any additional background information.
2. **Your staff team** – Please include relevant qualifications & experience and indicate the lead professional service provider for Camogie should you succeed in this application. Tenderers must also include subcontracting information in this section if subcontractors will be engaged. Subcontractors must be named and their roles in the project briefly described. Tenderers should provide this general background information.
3. **Approach to the Task** – Please specify how your firm proposes to deliver the Camogie Association Rules Review.
4. **Relevant experience** in the Sports Industry in Ireland.
5. **The nature of work that your firm specialises in**, indicating the proportion of professional work undertaken that is directly relevant to this invitation. Please include any unique aspects of your organisations provision, which might set them apart from others.
6. **Proposed Fee Structure**, with a clear breakdown of various element, an indication of the level of support available for any fixed fee proposed and how fees would be calibrated for varying levels of activity beyond an assumed (and specified) minimum level of service.
7. **Relevant insurance in Place.**
8. **Confirmation of Tax Compliance**
9. **2 relevant references**, which can be contacted.
10. Any other relevant information.

ASSESSMENT OF TENDERS

Tenders will be assessed on the following criteria:

1. Approach to the work and work plan
2. Meeting required timelines
3. Relevant experience in sports law and governance
4. Experience of providing services to similar organisations
5. Understanding of the Association and its challenges and risks
6. Quality of experience of proposed personnel and supports available.
7. Fees / Price
8. Environmental awareness
9. Evidence of Tax Compliance
10. Evidence of insurance

Please note that the Association will not be obliged to award the contract to the lowest priced tender.

FURTHER INFORMATION & CONTACT INFORMATION

Further information is available from Sinéad McNulty, CEO by email at sinead.mculty@camogie.ie,

or phone 087-2156494 during office hours.

Official guides are available for review at <https://camogie.ie/administration/official-rules/>

Other Information not necessary to include on document sent out but to use as checklist.

A supplier must align with the Camogie Association aims and ethos as state in chapter 1 of the Official guide.

For each **new supplier** the following information table must be completed prior to agreeing services.

Supplier Selection Background Information	
Business Name of Supplier	
Location of Supplier	
Products/Services provided by supplier. (Attach a list if necessary)	
Name of business owner/ sales representative	
How many years has the supplier been trading?	

For each new supplier being considered the following checklist must be completed

Supplier Selection Review	
Is the supplier pricing competitive? Attach list to this checklist	
What are the payment terms for this supplier?	
Does the supplier provide warranties, guarantees etc.?	
Are the suppliers' representatives knowledgeable of the products/ services and industry?	
Is there an alternative to this supplier, has the alternative supplier been considered?	
What are the delivery services of the supplier?	
Has a credit check been undertaken for the supplier (attach to this checklist)	
Has the supplier been trade checked (attach this to this checklist)	
Insert additional information required to assist in the decision of appointing a new supplier	

Appointment of Supplier

The appointment of a new supplier (within reason) will be authorised by the Finance department. All relevant details of the supplier will be entered into the financial system once approval is obtained.

Supplier Payment Terms

All supplier payment terms must be a minimum of 30 days.

Any variation to the above must be authorised by the Finance department.

All supplier payments are to be reviewed once a year to ensure that payment terms are adhered to.