



**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

Terms of Reference

Ard Chomhairle Sub Committees

2015-2018



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www.camogie.ie

Approved Ard Chomhairle meeting 22nd April 2015
in accordance with
Official Guide Part 1 Rule 10.5k

Published: May 2015

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Resource Management Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Resource Management Sub Committee shall:

1. Advise and make recommendations to Ard Chomhairle on finance, budgetary and accounting policies and practices
2. Advise and make recommendations on the Annual Budget
3. Advise on financial procedures to govern the conduct of our business
4. Monitoring control of budget performance
5. Advise and assist in seeking revenue for Camogie Association
6. Develop 'best practice' procedures in the area of financial management to ensure compliance, legal and financial requirements
7. Develop an audit procedure policy for the Association which will be implemented under the direction of the Ard Stiúrthóir
8. Consider and make recommendations in relation to annual audited accounts
9. Make recommendation to Ard Chomhairle on levels of delegated authority to the Ard Stiúrthóir to facilitate the day to day operational management of the Association by Association's management
10. Develop training and development programme for volunteers in relation financial 'best practice' and to ensure compliance with the Association's financial regulations

11. Recommend/advise on any proposed changes/amendments to staff contracts
12. Conduct audits in relation to compliance with employment legislation
13. Provide advice on workforce planning issue as appropriate
14. Advise on development of strategies/policies for implementation by the Ard Stiúrthóir/delegated manager in the following areas:
 - (a) risk management and internal audit strategies
 - (b) staff performance management system
 - (c) staff recruitment and selection policy strategy
 - (d) Audit staff recruitment and selection processes to ensure compliance with recruitment best practice
15. Review employee handbook in consultation with the Ard Stiúrthóir
16. Provide a report of its activities to each meeting of Ard Chomhairle
17. Provide an Annual Report to each Congress

Competitions Management Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Competitions Management Sub Committee shall:

1. Prepare the Annual National Fixtures Plan no later than 30th October
2. Oversee the implementation of the annual fixtures plan in consultation with the National Competitions Administrator
3. Liaise with other relevant Committees in the development and implementation of the National Fixtures Plan and related matters, specifically the Referees Sub Committee on fitness and assessment of referees and Provincial Councils on games scheduling
4. Annually review 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 Finals
6. Make recommendations to Ard Chomhairle in relation to teams/counties that withdraw from competitions or fail to fulfil fixtures
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
8. Examine potential for maximisation and co-ordination of fixtures with LGFA/GAA
9. Liaise with the National Competitions Administrator, Ard Stiúrthóir and

Uachtarán where appropriate on the appointment of venues for major games

10. Liaise with the Communications and Marketing Sub Committee on the promotion of annual All-Ireland Championship draws
11. Review and recommend to Ard Chomhairle match regulations for national competitions
12. Provide progress reports to Ard Chomhairle as appropriate and an Annual Report to each Congress

Referees Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Referees Development Sub Committee shall:

1. Consider and ratify suitable personnel to officiate as referees at national level
2. Organise regular training courses, seminars, meetings for National Referees, Umpires and Lines officials
3. Regularly review, update and implement procedures for fitness testing of referees and advise Competitions Management Sub Committee of outcomes
4. Regularly review, update and implement written examinations for National Referees and advise Competitions Management Sub Committee of outcomes
5. Establish procedures for assessing referees, as a way of positively supporting and maintaining quality refereeing standards and advise Competitions Management Sub Committee of outcomes
6. Liaise with relevant Ard Chomhairle Sub Committees as appropriate
7. Liaise with the Coaching and Games Development Sub Committee, referee tutors and Development Team on developing and implementing a programme of referee education and training
8. Oversee the development of promotional material on refereeing and referees as a key group of volunteers within the Association for use at national, provincial and local level
9. Brief county team managers on the application of the rules and hear feedback from them as required

10. Make recommendations to Ard Chomhairle on the use of appropriate technology that will benefit the referee and other match officials during national competitions
11. Support and advise Provincial and County Boards on developing referees, particularly female referees
12. Review, make recommendations and oversee the implementation of the Referee's Pathway
13. Provide regular reports to Ard Chomhairle and an Annual Report to Congress

Coaching and Games Development Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Coaching and Games Development Sub Committee shall:

Purpose

To advise the Camogie Association on policy and strategy in relation to the development of Camogie coaching and games development

1. Advise and make recommendations as appropriate on the direction of policy and strategy for the development of coaching and games
2. To review and make recommendations on Camogie Association best practice, policy and strategy for players and coaching
3. Oversee the development and implementation of a Coaching and Games Development Plan by each Provincial Development Committee and in the educational sector
4. Support and advise on the National Tutor Training and Coach Education Programmes
5. Develop and support coach education aids with teachers in primary and post primary schools
6. Develop and support links between schools, colleges and clubs and county boards
7. Liaise with National Féile na nGael Committee to assess and review national and regional events
8. Explore innovative ways to address teenage retention and develop strategies to increase participation

9. Explore and advise on retention strategies across all playing levels and grades
10. Review progress of the implementation of coaching and games' priorities in the national development plan
11. Liaise with relevant Ard Chomhairle Sub Committees as appropriate
12. Liaise with Ard Chomhairle and other relevant Sub Committees as appropriate

Volunteer and Officer Development Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Volunteer and Officer Development Sub Committee shall:

1. Provide guidance and support on the development, implementation and evaluation of a support and development programme for officers, particularly Chairpersons, Vice Chairpersons and Secretaries, at all levels of the Camogie Association
 - a. Advise and support the design and implementation of administration/officer training courses at provincial forums
 - b. Advise and support on the design and roll out of a learning needs analysis process for administrators in camogie
 - c. Examine current best practice related to the provision of a learning support service for Camogie Association administrators and advise on the development of such a model for the Camogie Association, to include a range of appropriate learning methodologies and taking account of E-learning
 - d. Lead on the design and implementation of a developmental training approach to the above
2. Advise on and support the development of a Secretary Handbook targeted towards club secretaries
3. Advise and make recommendations on strategies for ensuring the inclusion of people of different social and ethnic backgrounds, ages and abilities as volunteers
4. Liaise and support the organisation of the annual Volunteer of the Year Awards

5. Adjudicate on entries for the Síghle Nic an Ultaigh Distinguished Service Award
6. Advise on potential strategies to maximise the use of www.camogie.ie and social media to support volunteers and officers
7. Liaise with other Ard Chomhairle Sub Committees as appropriate
8. Liaise with Ard Chomhairle and other relevant bodies as appropriate
9. Provide regular reports to Ard Chomhairle and a report to Annual Congress

All-Stars Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the All-Stars Committee shall:

1. To nominate and select players as per the criteria ratified by Ard Chomhairle for the following teams/selections: Senior All-Stars, Intermediate Stars and Soaring Stars
2. To nominate and select the Manager of the Year where appropriate
3. To select players for the Player of the Match awards where relevant
4. To make recommendations to Ard Chomhairle on the criteria for the selection process of player nominees for the awards and on the appropriate number of awards per championship grade
5. Liaise with other Ard Chomhairle Sub Committees as appropriate
6. To provide regular reports to Ard Chomhairle and a report to Annual Congress on its activities/decisions

Player Welfare Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Player Welfare Sub Committee shall:

1. Advise on development and implementation of a health and wellbeing strategy for our players
2. Establish a Monitoring System/Database to track activity and parameters associated with the risk of over-training/burnout
3. Advise on the development and implementation of a players' handbook in relation to providing advice in relation to player welfare issues including nutritional education, injury prevention and recovery, anti-doping education, mental health and wellbeing
4. Advise on the establishment of an injuries database with a view to collecting objective evidence on injuries in Camogie
5. Maximise the use of the electronic media including social media as a promotional and information resource for player welfare
6. Liaise with the GAA, LGFA and relevant national and international bodies concerned with player welfare of female athletes
7. Advise Ard Chomhairle of new developments in player welfare appropriate to the Association
8. Liaise with other Ard Chomhairle Sub Committees as appropriate
9. Provide regular reports to Ard Chomhairle and a report to Annual Congress

Communications and Marketing Sub Committee

TERMS OF REFERENCE

Subject the overall jurisdiction of Ard Chomhairle (Central Council), the Communications and Marketing Sub Committee will:

1. Provide advice, guidance and support on the development, implementation and evaluation of strategic communications, marketing and PR for the Camogie Association
2. Develop in consultation with relevant stakeholders a strategy for increasing attendances at games
3. Provide advice on the development of communications tools and review the effectiveness of these as appropriate
4. Advise and support and guidance on how the Association can keep abreast of and maximise the use of current and new communication technologies
5. Support the consistent implementation of Association templates at all levels of the organisation and across various communication outputs e.g. use of the Association crest, match programme templates, social media platforms, Association branding, use of the Irish language in Association publications
6. Continue to advise and support the implementation and continued development of training to County and Provincial PROs
7. Review the Camogie Association's Media Awards and adjudicate on annual entries for these Awards.
8. Review in consultation with the Director of Communications and Marketing the Camogie Association's magazine *On the Ball* and advise the editor on content for each issue

9. Liaise with other Ard Chomhairle Sub Committees and other relevant bodies as appropriate.
10. Provide regular reports to Ard Chomhairle and an Annual Report to Congress

Child Welfare and Protection Sub Committee

TERMS OF REFERENCE

Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the Child Welfare and Protection Sub Committee shall:

1. Support and promote the implementation of *The Code of Best Practice in Youth Sport When Working with Underage Players, Our Game Your Game* (called *Our Game Your Game* hereafter) to all units with particular regard to maximising the use of www.camogie.ie as an education resource on child welfare and protection
2. Advise and recommend on updating of *Our Game Your Game* to reflect ongoing best practice and legislative change
3. Support Children's Officers at Provincial, County and Club levels to implement *Our Game Your Game*, including by the provision of relevant training and education
4. Complete mandatory training in the standards expected under the Joint Code of Behaviour and the Code of Ethics
5. Advise on and/or adjudicate on breaches of the Code of Behaviour and Code of Ethics
6. Oversee the implementation of programme of Garda clearances and child protection standards (NI) for volunteers who have contact with underage members of An Cumann Camógaíochta
7. Liaise with the GAA, LGFA, the Irish Sports Council, Sport Northern Ireland and other relevant bodies concerned with child welfare and protection
8. Provide regular reports to Ard Chomhairle and an Annual Report to Congress

*National Transfer and Hearings
Committee (NTHC)
and National Final Appeals
Committee (NFAC)*

As per Official Guide Part IV Disciplinary Code
and THDC Mandatory Procedures



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