



**THE
CAMOGIE
ASSOCIATION**
An Cumann Camógaíochta

**Coaching and Games
Terms of Reference**

Approved by Ard Chomhairle on 14/07/2020

1. Subject to the overall jurisdiction of Ard Chomhairle (Central Council), the purpose of the Coaching and Games Committee is to provide advice on policy and strategy in relation to a development approach supported by the provision of a Coach Education programme for the Association.

2. Membership

2.1 The Coaching and Games Committee is a committee of Ard Chomhairle

2.2 The Terms of Reference of the Coaching and Games Committee must be approved and ratified by Ard Chomhairle

2.3 The Committee shall comprise of up to maximum of eight members. Only members of the committee have the right to attend committee meetings. A designated staff member will be assigned by the Ard Stiurthóir to attend meetings on an ex-officio basis. The Ard Stiurthóir, other staff members and external advisers may be invited to attend for all or part of any meeting on an ex-officio basis¹ as and when appropriate and necessary. Ex-officio attendees will not have any voting rights.

2.4 Nominations to the Coaching and Games Committee will be made by the Uachtarán and must be ratified by Ard Chomhairle. However in putting forward candidates for ratification by Ard Chomhairle, the Uachtaran must ensure that no nominee will have sat for more than 6 consecutive years on the same committee. The Chair of the Coaching and Games Committee is a member of Ard Chomhairle and is elected at Congress for a three year term as under rule 10.4(g) of the Official Guide Part 1.

2.5 Appointments to the 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. In making appointments to the committee, Ard Chomhairle must ensure there is adequate continuity from one three year cycle to another. External committee members will be appointed for their specialist expertise

¹ External advisor is an individual with specialist experience in coaching and games development who may be invited by committee to attend meetings on an ad-hoc basis.

2.6 In the event that a committee member resigns or becomes unavailable due to sickness/death/other commitments, before the end of his\her term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term. Any member co-opted by the Uachtarán must be ratified by Ard Chomhairle.

2.7 In the event that a committee member over their term is deemed by the Chair of the Committee to be unable to commit to the responsibilities 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 Chomhairle.

3. Secretary

3.1 The Secretary shall be appointed by the committee and may be designated staff member if this is appropriate. The Secretary will ensure that the committee receives information and papers in a timely manner to enable full and proper consideration of all matters on the agenda.

4. Quorum

4.1 The quorum necessary for the transaction of business shall be not less than 50% of committee membership.

5. Meetings

5.1 The committee shall meet at least four times a year and otherwise as required.

6. Notice of meetings

6.1 Meetings of the committee shall be called by the Secretary of the committee on the request of the committee chair.

6.2 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 seven 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.

7. Minutes of meetings

7.1 The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft minutes of committee meetings shall be circulated promptly to all members of the Coaching

and Games Committee. Once approved, minutes should be made available in physical form or through a link to a digital repository to all other members of the Ard Chomhairle.

8. Annual Congress

8.1 The committee Chair should report to the Annual Congress on his/her stewardship of the Coaching and Games Committee for the previous twelve months and to answer any member's questions on the committee's activities.

9. Duties

The committee shall:

9.1 Ensure that a review of the Association's Coaching and Games Development is conducted annually to ensure that it is fit for purpose and in line with best practice.

9.2 Work in partnership with the Association's staff to maximize-ensuring the opportunities are given to all counties/units to further improve the quality of Coaching in line with the National Development Plan through accessibility to Coach Education and Development resources.

9.3 Provide a forum for Provincial Development Officers and Provincial staff to present a quarterly update on coaching and games development work across their counties so that the Committee are aware of Development work in relation to meeting agreed targets set out in the National Development Plan.

9.4. Review and approve games development policies as developed and presented by staff.

9.5. Encourage volunteers to bring forward new initiatives for the enhancement of coaching and games development across all units i.e. Education Sectors/International units.

9.6. Work and liaise as necessary with all other Ard Chomhairle committees.

10. Reporting responsibilities

10.1 The committee Chair shall report in writing to Ard Chomhairle bi-annually on its proceedings after each meeting on all matters within its duties and responsibilities including changes in the current and emerging issues in respect of coaching and games development faced by the Association.

10.2 The committee will as appropriate make recommendations to Ard Chomhairle on area within its remit as per their Terms ofReference.

11. Other matters

The committee shall:

11.1 Have access to sufficient resources in order to carry out its duties, including access to the Association's staff for assistance as required

- 11.2 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
- 11.3 Review its terms of reference annually and make recommendations for any changes to the Governance Committee
- 11.4 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

12. Authority

- 12.1** The committee's authority is as set out in 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....'
- 12.2** 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
- Good practice for non-profits in general
- Legislative and Regulatory requirements
- An Treoir Oifigiúil (Official Guide Parts I to VI)

Dated Terms of Reference Approved by Ard Chomhairle 14/07/2020