

Scottish Water Polo – Invitation to tender for Domestic Competitions Co-ordination

Background

Scottish Water Polo requires the planning and co-ordination of all the domestic competitions promoted directly by the Scottish Water Polo Committee (SWPC) to ensure the smooth running of domestic competition throughout Scotland. The SWPC currently has volunteer competition co-ordinators for each event, so the task is providing oversight, direction and ensuring there are competition co-ordinators in place for each event, or arranging cover.

Overview:

- This tender is split into two phases; an initial set-up phase followed by a second run and operate phase
- Phase 1 will involve the set-up/establishment of the operation, this will have a greater time commitment
- Phase 2 will consist of executing the procedures and processes delivered in the initial phase

The key tasks for the approved provider to deliver in Phase 1 are:

- To prepare and issue a Water Polo Calendar for each year including dates for conducting each competition as decided by the SWPC
- To organise all national competitions in consultation with the SWPC
- To ensure competitions are run in accordance with water polo competition rules as defined by FINA and LEN.
- To issue clubs and District Water Polo Conveners with invitations to enter all national competitions
- To receive entries for competitions, together with the appropriate entry fees
- To issue clubs with a Fixture List, competition guidelines and report times for matches
- To produce a Guide to Water Polo competitions in Scotland and have it published
- To confirm the entry process
- To define the competition rules and a process for ensuring adherence to the rules
- To establish the registration process for entry into competitions and for checking registrations at matches
- To provide consistency or approach across the leagues
- To arrange for the production of medals and pennants
- To ensure the League web-site is maintained in a timely manner
- To make arrangements for all match-sheets to be published so that they are visible to all

Scope

The competitions within scope include:

- Scottish National Leagues, between Late August and Late April following year
 - U16 Boys League . approx. 30 games,
 - U16 Girls League . approx. 30 games,
 - U19 Boys League . approx. 16 games,
 - U19 Girls League . approx. 6 games,
 - Women . approx. 40 games
 - Men . approx. 40 games

- Scottish Cup
 - U16 Cup . approx. 7 games, during April and May
 - Junior Girls . approx. 7 games, during April and May
 - Junior Boys . approx. 7 games, during April and May
 - U21 Men - approx. 7 games, during April and May
 - Women . approx. 7 games, during April and May
 - Men . approx. 7 games, during April and May

A respective Competition Co-ordinator, manages the organisation of each competition.

Proposal

Scottish Water Polo welcome proposals/tenders from providers to help us to deliver an effective domestic fixtures competition programme which addresses the key actions outlined above. Please provide details of the qualifications and experience of the individuals who will be involved on working on this project as part of your proposal. Experience and understanding of the organisation of a team sport and competitions is essential.

Phase 1 should be delivered within an initial three-month period.

The exact time commitment required on a monthly basis throughout the year for Phase 2 will be determined in Phase 1, although a maximum of 5 hours / week is estimated.

The outputs from Phase 1 will be agreed before moving to Phase 2. The initial engagement for Phase 2 will be 3 months, renewable on a three-monthly basis thereafter.

Key Outputs \ Products

- Document Guide to Water Polo competitions in Scotland
- Publication of the Guide to Water Polo competitions in Scotland in the SS web site
- Document defining the entry process
- Document defining the competition rules and a process for ensuring adherence to the rules
- Document (including process description) for the registration process to cover entry into competitions and for checking registrations at matches
- Checklist for all competition co-ordinators including reporting template
- Confirm League Republic Web-site to most suitable solution for its purpose

Reporting

Regular reporting to the Chair Scottish Water Polo.

SWPC Responsibilities

Prepare reports for the SWPC
Maintain and publish calendar

Costs

Please provide indicative costings as part of your proposal.