

Scottish Water Polo – Invitation to tender for Scottish National League Referees Coordination

Background

Scottish Swimming requires the coordination of all technical officials across all domestic, national and international events promoted directly by the Scottish Water Polo Committee (SWPC). However, in the first instance, this role will specifically look at the coordination of referees for Scottish National League matches for boys and girls respectively. Providing the role and associated activities develop appropriately, there may be potential to further extend the scope and bring other individuals in to support the work.

Overview:

- This contract 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 execute the procedures and processes delivered in the initial phase

The key tasks for the approved provider are:

- To ensure that all teams who enter a SNL competition provide two qualified referees
- To collate and publish (on League Republic) a list of qualified referees and contact details for each competition
- To review the fixture lists for both the boys and girls SNL
- To appoint two referees for every match in the SNL, advise the referees of their appointments and publish the appointments on the League Republic
- To send a reminder to appointed referees one week before each competition and ask for confirmation that they will be attending. Referees should be provided with a checklist to ensure they are appropriately prepared ahead of the competition.
- If an appointed referee is not able to attend, they must arrange a suitable replacement from the published referees list for the competition and advise the SNL Referees Co-ordinator.
- To confirm, after competition, that the referees attended
- To direct all technical matters in line with the disciplinary regulations

Scope

The role is specifically focused on appointment of referees to Scottish National League matches, at the following age groups:

- Scottish National Leagues, between late August and late April the following year
 - 2005+ Boys League . 8 teams - approx. 30 games
 - 2005+ Girls League . 5 teams - approx. 20 games
 - 2002+ Boys League . 5 teams . approx. 20 games
 - 2002+ Girls League . 3 teams . 6 games
- The SNL Referees Coordinator will have responsibility for events held at a central venue and home \ away matches

Proposal

Scottish Water Polo welcome proposals/tenders from providers to help us to deliver effective coordination of referees for Scottish National League competitions, which address 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. A maximum of 5 hours / week is estimated. Consideration will be given in Phase 2 for consideration of the requirement to include the Scottish Cup competition in scope.

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.

Outputs/Products

- List of SNL competition referee contact details
- Publication of the appointments on SWP League Republic site
- Referee checklist
- Attendance review document (to be produced periodically)
- Record of processes followed throughout role to support any future handover

Reporting

The SNL Referees Coordinator reports to the Vice-Chair of Scottish Water Polo who can provide direction and guidance on any technical, referee and delegate matters.

SWPC Responsibilities

Prepare reports for the SWPC

Costs

Please provide indicative costings as part of your proposal.