

OPS 1: Club Management

Club Management

Introduction

Linlithgow Rugby Club is both a Company Limited by Guarantee (and not having a Share Capital) and is registered with Companies House (SC 532598) and a registered Scottish Charity (SC050439). It is governed by Articles of Association, which defines the different membership categories of Club membership. The Club is a full member of the sports governing body (Scottish Rugby Union), which in turn is affiliated to World Rugby.

The Club has a Vision and Objectives (2020-2025) document, which is reviewed regularly, and a Club Development Plan, which is worked up and annually reviewed in conjunction with the Scottish Rugby Union.

The Club's financial year runs from 1st May to 30th April and the Club Annual General Meeting (AGM) is normally held either in late June or around the start of the rugby season in August.

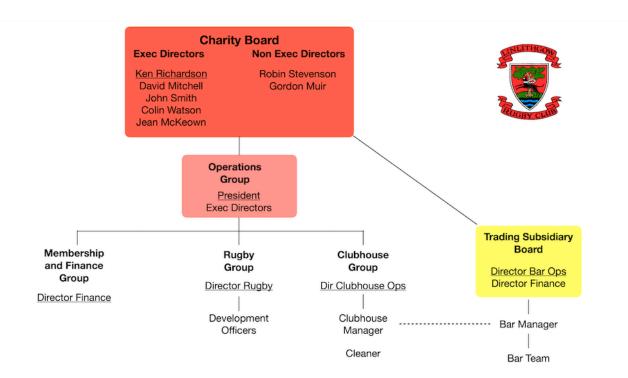
The Club is overviewed by a Board of Trustees, some of whom have operational responsibilities (Operations Group), appointed each year by Club members at the AGM. The Board of Trustees meet on a quarterly basis, while the Operations Group meet on a more regular basis – at least monthly and usually fortnightly during the season. In advance of each year, the Board prepares an outline Operating Plan and budget, the main elements of which are shared with members at the AGM.

A Trading Subsidiary is being set up to run all commercial areas of the Club's operations, mainly centred on the Bar. In this year of "lockdown", the trading subsidiary is not needed as profits from commercial operations are well below the threshold required. However, one will be needed for future years.

All profits from the trading subsidiary go to the charity and will be put to further the objects as defined in the Club's Articles of Association.

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Governance of Linlithgow Rugby Club is as follows:



The Board is also responsible for developing and reviewing key areas of Club Policy to set parameters for safe and efficient operation of the Club. These policy areas are summarised in the next section.

Club Policies

The Board is responsible for developing and reviewing key areas of Club Policy to set parameters for safe and efficient operation of the Club. These are reviewed on an annual basis by the Board and are published on the Club's website. For ease of reference, the policies are split under three main headings - Operational, Rugby and Employee.

Operational Policies

OPS 1: Club Management

OPS 2: Health and Safety Policy

OPS 3: Other Key Operational Policies

OPS 4: Financial Policy

OPS 5: Alcohol Licence Policy

OPS 6: Data Privacy Policy

OPS 7: 18th Birthday Party Policy

OPS 8: Personal Trainers' Policy

Rugby Policies

The Club adheres to the Minimum Operating Standards for the playing of Rugby Union in Scotland as set out by the Scotlish Rugby Union as part of our Full Membership of the Union. The following Club Policies build on these Minimum Operating Standards:

OPS 1: Club Management

RUG 1: Child Protection Policy

RUG 2: Disciplinary Policy for Players

RUG 3: First Aid Policy RUG 4: Rugby Tours Policy RUG 5: Coaching Policy

Employee Policies

EMP 1: Employee Training Policy EMP 2: Employee Grievance Policy EMP 3: Employee Discipline Policy

Ken Richardson

Chair / President

First Issued: September 2017 First Reviewed: March 2019 Reviewed: September 2020 Last Reviewed: March 2021