



DEVELOPING CLUBS INVESTMENT

Season 2023-24



Dear Club Secretary

Developing Clubs Investment Model

I hope you and everyone involved with your club are well and looking forward to the season ahead.

We are pleased to introduce the Developing Clubs Investment Programme ahead of the 2023-24 Season. This season's fund will allow for continuity from last season with criteria designed to support clubs with minimum standards of governance, safeguarding and player welfare. It is also intended to enable continued progress in core areas of club development planning and coach development.

As we look forward to next season, this fund will be an engagement tool between clubs and regional teams and we look forward to supporting you on your development.

The criteria for receiving investment

- **Minimum Operating Standards - £600.00**

Minimum policies, procedures, and practices.

- **Development Funding - £400.00**

Clubs can access funding for evidencing work in specific development areas.

Under these categories, the focus for the season ahead will be on the following areas:

- Compliance with policies, procedures;
- Player and volunteer welfare;
- Coach Development
- Insurance, regulatory and legal.

The standards enclosed represent specific compliance and operational standards that your club should work to meet for season 2023-24. If your club meets the standards, it will be able to receive up to a maximum funding amount of £1,000 from Scottish Rugby at the end of season 2023-24 (payable in May 2024).

If your club wishes to be eligible for the Developing Clubs Investment Programme, please arrange for the Acceptance Form set out below to be signed by you or your Club President and return it to the Rugby Development Department at rugbydevelopmentadmin@sru.org.uk no later than 27 August 2023.

Should you have any queries regarding the attached information, please contact your Regional Manager.

Yours sincerely

Gavin Scott

Director of Rugby Development

Developing Clubs Investment Model Standards

CATEGORY	CRITERIA	EVIDENCE
Minimum Operating Standards		
Demonstrating Good Practice	100% RugbyRight Compliance	<ul style="list-style-type: none"> All coaches must complete RugbyRight by 31 October 2023. 100% Coaches registered on SCRUMS.
	Club to actively promote mental wellbeing best practice to support players, coaches, staff and volunteers	<ul style="list-style-type: none"> Club actively promotes Mental Health and Wellbeing online E-learning module to all Players, Coaches, Match Officials and Volunteers. Embedded within Club Development Plan.
Governance	Maintain good standards of governance and submit related documentation when asked to do so by Scottish Rugby	<ul style="list-style-type: none"> Submit the following documents by 30 September 2023; Evidence of an AGM (most recent). A copy of the Club's most recent Annual Accounts. Provide a link to the Safeguarding/Child Protection policy that should be on the Club's website. A copy of an open and up to date Constitution with dissolution clause*. A copy of the Club's Code of Conduct*. <p>*only to be sent in if changed in last year</p>
Player Welfare	Clubs to ensure compliance with Scottish Rugby Serious Injury Reporting process. This is relevant for training activity as well as fixtures. Full details of the process are on the Scottish Rugby website.	<ul style="list-style-type: none"> Serious injuries should be submitted on SCRUMS within 24 hours. Suspected spinal injury or potential life threatening – should be submitted immediately. All other injury types - should be submitted within 7 days of date of injury.
	Clubs to adhere to Scottish Rugby Concussion Policy along with implementing the appropriate management, training and education of the policy	<ul style="list-style-type: none"> Record concussions as per injury reporting requirements. Follow return to play protocols and promote uptake of concussion awareness training by players, coaches and parents. All players and other volunteers are recommended to complete the Concussion e-Learning Module
	Medical & First Aid	Wherever fixtures are played or training activity is conducted there must be: <ul style="list-style-type: none"> Appropriate first aid cover and equipment provided (determined by an appropriate risk assessment); Access to a telephone to ensure emergency services can be called immediately and; Clear vehicular access for an ambulance or other emergency vehicle.
	Age Banding Policies	<ul style="list-style-type: none"> Clubs to adhere to Scottish Rugby Age Banding Policies and processes along with implementing the appropriate management, training and education of the policy.

<p>Safeguarding</p>	<p>Club to ensure compliance with Scottish Rugby PVG guidelines and safe recruitment process</p>	<p>Anyone involved in regulated work (teaching, instructing, supervising children as part of their expected duties) must have a PVG linking them to your club. Club must follow safe recruitment practice as outlined in Scottish Rugby Safeguarding Policy and Safe Recruitment/PVG guidance document.</p> <p>Roles required to have PVG membership include:</p> <ul style="list-style-type: none"> • Youth Rugby Coach • Child Protection Officer/Assistant CPO • Youth Rugby Physio/Medic • First Aider • Development Officer • Parent Helper • S&C Coach • Team Manager
	<p>Clubs to ensure compliance with Scottish Rugby Safeguarding Policies</p>	<ul style="list-style-type: none"> • Any club delivering youth activity must appoint a Child Protection Officer and display their name and contact details on the club website/ social media and register on SCRUMS. • The club must operate and maintain a Safeguarding Policy in respect of the Club that is easily accessible to all Club members (and prospective members) via their website (as a minimum) and other social media channels. • Any newly appointed Club Board/Committee members to complete sportscotland Child Wellbeing and Protection in Sport (CWPS) Board and Committee Member Training (e-learning module) within 3 months. • The club must ensure the Child Protection Officer completes safeguarding training as required by Scottish Rugby every 3 years. <p>Ensure that the Club's Child Protection Officer:</p> <ol style="list-style-type: none"> i) completes safeguarding training as required by Scottish Rugby. ii) maintains complete and accurate PVG Records in respect of the Club. iii) accurately completes and signs the Secondary Organisation Form for Disclosure Scotland (for all clubs who process PVGs through Scottish Rugby). iv) adheres to Disclosure Scotland's requirements to make a Referral should the relevant criteria be met. v) reports all safeguarding concerns or cases that arise to Scottish Rugby Safeguarding Team (safeguarding@sru.org.uk) without delay. <p>All Clubs with youth players or participants, or who undertake youth activity, or who maintain a youth section must register your club and engage with the 'Child and Wellbeing in Sport' online assessment tool by the end of season 2023/2024</p> <p>childwellbeingandprotectioninsporttool.sportscotland.org.uk</p>

CATEGORY	CRITERIA	EVIDENCE
Development Funding		
Club Development Planning		ESSENTIAL
Club Development Plan	<ul style="list-style-type: none"> Club to have a visible Development Plan 'Plan on a Page' (POAP) in place that clearly outlines the club's ambitions and development areas. Club to work towards the implementation of the 'POAP' by developing 'Plan to Achieve' documents that track progress against the 'POAP'. *Support can be provided by your regional team.* 	<ul style="list-style-type: none"> A live POAP is visible to all members and reviewed regularly to support continued Club progression. 'Plan to Achieve' document aligned to POAP statements with clear outcomes and actions defined. All the above consulted with Regional Team and all documentation shared with Regional Manager.
Coach Development		ESSENTIAL
Club Coaches	Club is on track to achieve 100% of its club active coaches being qualified by August 2024.	<ul style="list-style-type: none"> Clubs to have an accurate, up-to-date active coach list on SCRUMS, by 30 April 2024. 90% of all coaches of contact rugby (P4-Adult) to hold a coaching qualification (Essentials/UKCC Level1, Aspiring/UKCC Level 2, Advanced/UKCC Level 3) that has been verified on SCRUMS by April 30, 2024.
Match Officials	Support the recruitment of new Match Officials into the community game. Positive engagement with Referee Societies.	All Club Referees are qualified by 30 May 2024.
Inclusion & Diversity		ESSENTIAL
Equality, Inclusion & Diversity	Structure of Club Governance and Constitution ensures practical commitment to equality, diversity and inclusion	<ul style="list-style-type: none"> One case study submitted per club to demonstrate impact the club has made in Equality, Inclusion & Diversity, by 30 April 2024 Case Study submission link Club governance structure and guidelines have been reviewed and are fit for purpose in respect to EDI

APPENDIX – ACCEPTANCE FORM

FAO: Admin team
Rugby Development
Scottish Rugby Limited
Company Number SC132061
Scottish Gas Murrayfield
Edinburgh
EH12 5PJ

Date as postmarked

Dear Scottish Rugby,

We confirm that our club has read and understands the terms of Scottish Rugby's **Developing Clubs Investment** for season 2023-24.

Our club understands and accepts that the receipt of investment, benefits and support from Scottish Rugby during season 2023-24 is dependent upon our club complying with the terms of Scottish Rugby's **Developing Clubs Investment** and that failure to do so may result in Scottish Rugby, at its discretion, exercising its right to withhold the available funding.

Club Name	<input type="text"/>	
President's Name	<input type="text"/>	
President's Signature	<input type="text"/>	Date <input type="text"/>
Secretary's Name	<input type="text"/>	
Secretary's Signature	<input type="text"/>	Date <input type="text"/>

Data Protection

To the extent that any information provided to us constitutes 'personal data' Scottish Rugby will use and process that information in accordance with its privacy policy, which can be found at www.scottishrugby.org/privacy-policy

The information you provide us will be held on file, which may be paper and/or electronic. We will use this information to process applications and grants, to prepare statistics and to monitor and evaluate the effectiveness of investments.



SCOTTISH RUGBY

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