



Modern Apprentice Club Support Fund

CRITERIA AND GUIDANCE NOTES



Funding Overview

Scottish Rugby is committed to strengthening the sustainability, workforce capacity, and community impact of our clubs. The Modern Apprentice Club Support Fund has been established to provide targeted investment aimed at developing the next generation of rugby development officers within local communities.

This is a one-year funding programme, designed to support clubs in the recruitment and employment of a Modern Apprentice (MA) over a 12-month period.

Funding up to a total of £24,000 has been identified to support this pilot, with up to £4,000 available per successful club. This funding is intended to increase participation, strengthen school-club links, and build stronger internal club infrastructure.

Through this programme, clubs will benefit from additional delivery resource while contributing to the development of a skilled and qualified workforce, supporting long-term sustainability across the Scottish Rugby network.

Fund Objectives

THE FUND SEEKS TO:

SUPPORT THE EMPLOYMENT OF MODERN APPRENTICES
WITHIN AFFILIATED RUGBY CLUBS.

DEVELOP YOUNG PEOPLE THROUGH STRUCTURED TRAINING,
EDUCATION, AND EMPLOYMENT PATHWAYS.

INCREASE RUGBY PARTICIPATION IN SCHOOLS AND COMMUNITIES.

ENHANCE CLUB CAPACITY IN COACHING, ADMINISTRATION,
AND COMMUNITY DELIVERY.

CREATE SUSTAINABLE WORKFORCE DEVELOPMENT
MODELS WITHIN CLUBS.

Eligible Applicants

APPLICATIONS ARE INVITED FROM:

- Affiliated clubs
- Clubs able to demonstrate appropriate supervision and mentoring structures
- Clubs committed to supporting apprentice development and qualification completion





CLUBS MUST:

- Provide a named line manager or mentor
- Clubs must engage with their Regional Team before applying
- Demonstrate financial stability and governance compliance
- Be able to employ or host a Modern Apprentice for a minimum of 12 months
- Clubs must implement a monitoring system to clearly demonstrate impact
- Recruit a new individual who is not already part of the current paid club structure

The closing date for applications is **Thursday, 30 April 2026**. Applications submitted after this date will not be considered. Successful applicants will be informed in **May 2026**. Successful applicants will receive investment in three instalments. The first instalment will be 50% of the award, upon approval and confirmation of employment. The second instalment of 25% will be paid on completion of the mid-term formal review and the final 25% instalment once all evidence of cost and reporting documents have been submitted to Scottish Rugby. No claim will be accepted beyond **30 April 2027**, and no payment will be made for this fund beyond **31 May 2027**.

Modern Apprenticeships Framework – Youth Work SCQF 6

We have chosen to use the Youth Work Modern Apprenticeship framework as the foundation for our rugby-based MA programme because it provides a proven, values-driven approach to developing young people, which closely aligns with the role rugby clubs already play within their communities.

 Alignment with Rugby Club Values	 Supporting Holistic Development of Young People	 Strengthening Community Connections	 Developing a Skilled and Sustainable Workforce
Rugby clubs are more than sporting environments—they are community anchors that promote teamwork, respect, inclusion, and personal development. This alignment ensures that apprentices are not only developing as coaches or staff members, but also as mentors and role models within their clubs.	The youth work framework emphasises the social, emotional, and personal development of young people, not just technical skills. This approach strengthens the impact of rugby beyond participation, contributing to wider community wellbeing.	Rugby clubs are often at the heart of local communities. By using the youth work framework it ensures that rugby activity is accessible, relevant, and impactful within each community.	The framework provides a structured pathway for developing key competencies such as communication, teamwork, and problem-solving—skills that are essential for roles within rugby clubs.

By adopting the youth work framework, we ensure that our rugby-based Modern Apprenticeships deliver meaningful personal development for young people while strengthening the role of rugby clubs as inclusive, community-focused organisations.

Apprentice Eligibility

The Modern Apprenticeship opportunity is designed to provide a supported entry route into the community and rugby sector. The programme is aimed at young people aged 16–19 who are not currently in education, employment or training (NEET) and are seeking a structured pathway into work. Through a combination of paid employment within a club environment and an accredited apprenticeship framework, the individual will gain practical experience, recognised qualifications, and ongoing mentoring. This approach not only supports personal development and employability but also creates a meaningful opportunity for young people to establish a career within clubs affiliated to Scottish Rugby and the wider sporting sector.

The Modern Apprentice must:

- Be aged 16–19 at the start of employment
- Not be in full-time education or employment at the point of recruitment
- Be eligible to undertake a recognised Modern Apprenticeship qualification
- Commit to completing required training and qualifications
- Employed for a minimum of 25hrs at the current MA rate of pay (£8.00 per hour from 1 April 2026)

Role and function of a Modern Apprentice

1. Assist Coaching Delivery – Support coaches in planning and delivering age-grade training sessions.
2. Lead Foundation Sessions – Deliver basic skills sessions to mini and youth players under supervision.
3. School Engagement – Support and deliver rugby activity within local primary and secondary schools.
4. Player Recruitment Activity – Assist with taster sessions, festivals, and community engagement events to attract new players.
5. Session Planning & Evaluation – Contribute to session planning and reflect on delivery to support personal development.
6. Matchday Support – Assist with matchday logistics, warm-ups, equipment setup, and player coordination.
7. Safeguarding & Welfare Compliance – Uphold safeguarding standards and complete required training (e.g. child protection, first aid)
8. Volunteer Support – Help coordinate volunteers and support communication across sections.
9. Administrative Assistance – Support membership records, attendance tracking, and basic reporting requirements.
10. Personal Development & Qualifications – Complete apprenticeship coursework, coaching awards, and ongoing CPD as part of their training framework.
11. Support delivery of Scottish Rugby initiatives - assisting with the planning and delivery of programmes and events (e.g. mini festivals, Girls' Evolution, Player Development Hubs, Scottish Schools Week, Tartan Touch, and T1).

Eligible Costs

FUNDING MAY BE USED TO SUPPORT:

- Apprentice salary contribution
- External (non-Scottish Rugby) training and qualification costs
- Travel directly related to apprenticeship delivery
- Personal development or CPD aligned to the role

FUNDING CANNOT BE USED FOR:

- Capital expenditure or equipment purchases
- General club operational costs unrelated to the apprentice
- Retrospective costs incurred prior to approval
- Any Scottish Rugby-delivered courses or qualifications

Assessment Criteria

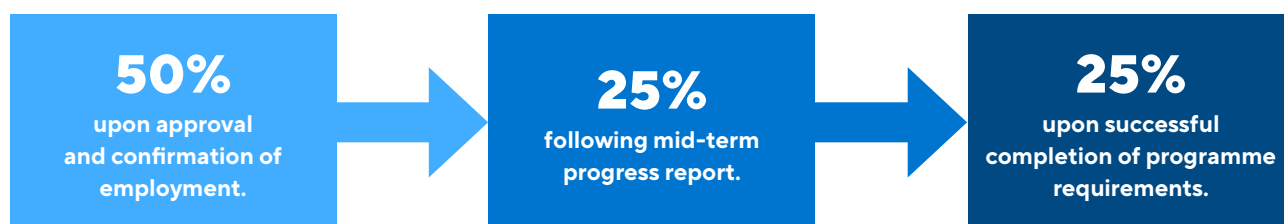
APPLICATIONS WILL BE ASSESSED AGAINST:

- Alignment with fund objectives
- Quality of apprentice development plan
- Community impact
- Club capacity to support the apprentice
- Value for money and sustainability

Award and Payment

Successful clubs may receive up to **£4,000**.

PAYMENT STRUCTURE:



Scottish Rugby reserves the right to withhold payments where conditions are not met.

Monitoring and Reporting

Funded clubs are required to demonstrate structured oversight and accountability throughout the programme.

CLUBS MUST SUBMIT QUARTERLY PROGRESS REPORTS OUTLINING:

- Apprentice activity
- Development progress
- Impact on the club and community
- Provide evidence of training and qualification progress

IN ADDITION:

Clubs must facilitate a minimum of two formal review meetings with their Regional Team during the funding period. Submit a final end-of-year impact report and participate in evaluation activities where required.

Failure to meet reporting and engagement requirements may impact eligibility for future funding.

Safeguarding and Compliance

CLUBS MUST ENSURE:

- Appropriate safeguarding policies are in place
- PVG or equivalent checks are completed
- Apprentices receive appropriate supervision
- Health and safety requirements are met

Application Process

Applications must be submitted by 30 April 2026 using the official application form.

Clubs are advised to prepare responses in advance, as the form can only be submitted once.

A copy of the application questions can be found on the following page. Please consider your answers before starting your application as you can only submit the form once.

If your club would like to apply to this fund, please use the following link to do so. Please note that applications will only be considered if submitted in this format.

Modern Apprentice Club Support Fund

Application Form – [Click Here](#)

Data Protection

To the extent that any information provided as part of this application constitutes ‘personal data’ Scottish Rugby will use and process that information in accordance with its privacy policy, which can be found at scottishrugby.org/privacy-policy.

If intending to submit information about an individual which constitutes personal data before doing so you should ensure that the individual is made aware of that fact, the purpose for which it is being provided and has consented to you doing so. 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 grants made.

Additional Terms and Conditions

- i. Scottish Rugby accepts no liability for any consequences, whether direct or indirect, that may arise from the use of a grant, from any requested repayment of a grant, or from any application for a grant being declined.
- ii. In the event that Scottish Rugby is made aware of any inconsistencies or misrepresentations on an application form which lead to the provision of a grant to a club, Scottish Rugby reserves the right to request that such sums are repaid within timescales determined by Scottish Rugby (whether or not the club has already spent such a grant). In the event that such timescales are not met, Scottish Rugby reserves the right to deduct any sums owed from any future funding offered by Scottish Rugby, including without limitation the Club Sustainability Fund.

Additional Considerations

Value Added Tax

If the club is not registered for VAT or is not in a position to have the costs zero-rated for VAT purposes (as is sometimes the case for charities approved by HMRC) it is essential that the VAT burden is included in the application costs.

Application Form Questions

1. What Scottish Rugby region is your club in?
2. Club Name
3. Name of key contact
4. Email Address of key contact
5. I can confirm I have engaged with my regional team before submitting this application
6. Title of project
7. Summary of proposed project (300 words max.)
8. Dates of project (dd/mm/yyyy – dd/mm/yyyy)
9. Which of the following fund objectives does this project meet? (a minimum of 3 required)
10. How will your club utilise a Modern Apprentice to enhance coaching delivery, increase participation, and strengthen links with local schools and the wider community?
11. Please outline your plan for supporting the apprentice's development, including mentoring arrangements, supervision, and how you will ensure completion of their Modern Apprenticeship qualification.
12. How will your club use the Youth Work framework to support the holistic development of young people and create meaningful impact within your local community
13. How will this funding contribute to the long-term sustainability of your club, including building workforce capacity and creating future pathways for coaches, volunteers, or staff?
14. Please outline the total costs of this project
15. How much are you applying for via the Modern Apprentice Club Support Fund? (up to £4k)
16. Are there any partners/funders involved in the programme? If so, please name the partners/funders and their financial contribution
17. Please outline how this project will impact Equality, Diversity and Inclusion within your club? (max 200 words)
18. By ticking this box you are agreeing to all of the terms and conditions outlined and this will be accepted as a formal signature on behalf of the club

Data Protection

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Terms and Conditions

Scottish Rugby reserves the right to request repayment of funds in cases of misrepresentation or non-compliance.

SCOTTISH RUGBY

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