



Stirling County Rugby Football Club

Trustee and Director Vacancies

2022- 2023

Deadline for nominations and applications – Tuesday 13th September – 5pm

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Introduction

Stirling County Rugby Football Club is a mature club, over 116 years old, providing sports and social activities and facilities to the wider community within Central Scotland, Stirling District and in particular the City of Stirling.

The Club is proud of its tradition for growing and developing home based talent and we will always be committed to this successful ethos.

The Club has developed, through a dedicated volunteer base, a business that attracts strong cash flow thereby enabling the Club to prosper and continue to grow the game of rugby and provide a range of services to the wider community.

The Club has developed its business activities to a level that produces a financial annual turnover in excess of £800k. The board has worked diligently to ensure that surpluses are re-invested into the Club. Financial stability is recognised as being crucial to the continued sustainability and development of the Club.

Strategic steps continue to be made to protect the Club and in 2019 the club became a registered Scottish Charity.

The Charitable Purposes of the Club are:

- To advance public participation in sport, particularly the sport of Rugby Union Football, so as to improve the health and well-being of a wide range of participants
- To provide, develop, manage and promote recreational facilities and related recreational activities available to the public generally
- To provide education, coaching and training in relation to sport, fitness and related skills to broaden the development of individual capabilities of children, youths, young adults and adults
- To work with those involved in sport, particularly the sport of Rugby Union Football, in relation to all or any of these Charitable Purposes.

We are proud of our History and our current achievements

- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 Over 116 years of playing rugby in the Stirling area
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 Founded by former pupils of the High School of Stirling the Club was duly elected a full member of the Scottish Rugby Union in 1904
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 In 1925 a “breakaway” club, Bridge of Allan RFC, was formed playing at Strathallan Park with the former pupils continuing at Williamfield
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 In 1946 both aforementioned clubs amalgamated and assumed the name of Stirling County Rugby Football Club. The Club played at Strathallan Park until 1968 when it moved to its current grounds at Bridgehaugh, opening a new clubhouse
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 Emerging as champions from Division 7 in 1976/77 the Club went from strength to strength with successive promotions to Division 3. This was achieved through the development of a strong and vibrant youth section
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 By season 1988/89 the Club gained promotion to Division 1 and in 1995 they became the only club to win the Scottish Championship having come through all of the divisions. This was marked by a match against the Barbarians at the Forthbank Stadium in Stirling
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 In the mid 1990’s the Club redeveloped Bridgehaugh stadium with a new grandstand, floodlighting, car parking, indoor sports hall and hospitality facilities. The club was further enhanced in 2016 with a new fitness suite and in 2017 upgraded changing rooms to accommodate our fast-growing successful female squads
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 In 2018 Stirling County RFC was selected as one of the six teams to be part of the new SRU FOSROC Super 6 League which was launched in late 2019
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 Stirling County RFC have been a permanent fixture in Scotland’s topflight league, the Scottish Premiership, since 2010. Previous to this County moved between the top two divisions, winning the second division title on four occasions in 2002, 2005, 2007 and 2010. In 2019, as part of the inception of the Super6 competitions the Stirling County Wolves (along with the top club sides of the other five Super6 franchise winning clubs) were re-positioned into the Scottish National 1 league sitting directly below the Premiership.
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 We are exceptionally proud to highlight that several players have progressed through the ranks and become professional players , Scottish players and international players
- 🏴󠁧󠁢󠁳󠁣󠁴󠁿 We are also exceptionally proud to highlight that in 2022 we have one of the biggest and fastest growing womens squad who have been selected for the womens Scottish 6 nations squad.

Our Mission

- 🏉 At Stirling County, we endeavour to provide a brand of rugby that is enjoyable, exciting and available to everyone in our community
- 🏉 We aim to use our rugby foundations, our core values and achievements to develop and continue to grow the Club both on and off the field
- 🏉 We will identify and develop players who may eventually go on to represent professional and international teams via our hub club status with the Scottish Rugby Union
- 🏉 We aim to anchor our club securely within the Scottish Premiership and FOSROC Super 6 leagues which in turn will promote Club growth at all age groups whilst ensuring positive coverage for our sponsors

Our Vision

Stirling County is an inclusive and diverse community club to be enjoyed by all. Leading the way in the development of people to deliver success at every level. Our vision is to be the best rugby club in Scotland.

Our Values

We believe strongly in our core values as they are our foundations for developing our Club, our players, our community and help us meet our sponsors' and our supporters' expectations. We will further develop these throughout the club and will ensure that each and every member upholds these values.

These are:

RESPECT

HONESTY

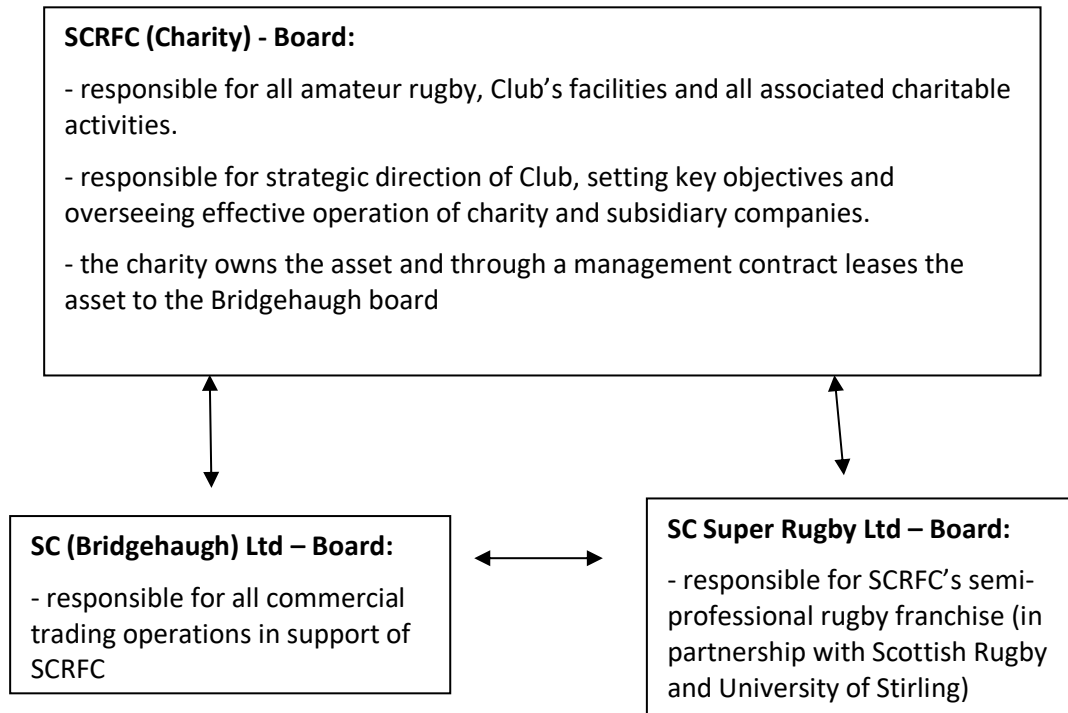
PROUD

INCLUSIVE

COMMITMENT

ENJOYMENT

The governance model for the Club is:-



SCRFC members and staff rely on the Board's governance oversight, and place high value on Board members' commitment to take an active part in discussions and decision-making. It is important that prospective members of the Board are aware of the time commitment involved.

In addition to the legal responsibilities, SCRFC Board members are expected to:

- Contribute actively to the Board's role in giving clear strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Oversee strategy development to ensure SCRFC is effective, efficient and financially stable.

SCRFC Charity Trustee Board- 3 vacancies

SCRFC is a registered charity and a company limited by guarantee. Board members are trustees of the charity and directors of the company. The Charity is regulated by the Scottish Charity Regulator OSCR, which regulates the operation of the charity, and company law affects the activities of the company. The duty of a trustee is to participate with others in the effective governance of SCRFC .

The Charity Board of SCRFC consists of up to 9 members and 3 co-opted members , including:

- President – John Gibson
- Vice President and Director of Rugby- Eddie Pollock
- Chair- Annie Lindsay
- Finance Director-Keith Notman
- Sustainability and grants- co-opted - Stuart Lindsay- Will stand down- Nominations received to be re-elected
- Programme lead and grants – co-opted – Carol McLeod- Will stand down- Nominations received to be re-elected
- Infrastructure – co-opted- Nick Davies - Will stand down- Nominations received to be re-elected
- Communications & Marketing _ Vacant
- HR & Compliance- including Company secretary – Vacant – Nominations received
- Fundraising and sponsorship- Vacant
- Volunteering- Vacant

Trustees can be elected by the membership or co-opted from within or outside the membership. Trustees are elected annually at the AGM.

SCRFC (Bridgehaugh) Board- 3 Vacancies?

- Finance Director- Keith Notman
- Business Operations- Alex Mckie- Will stand down- Nominations received to be re-elected
- Commercial Hospitality – Fraser Sharp- Will stand down- Nominations received to be re-elected
- Company Secretary – vacant and nominations received
- Grounds- Vacant
- Health & safety – Vacant

SCRFC (Super6) Board- No vacancies / all directors confirmed as being nominated for re-election.

- President- John Gibson
- Vice president- Eddie Pollock
- Director/ Chair- Lorne Boswell
- Director- University of Stirling partner- Cathie Gallagher
- Director- External Business- Stuart McGarvie
- Director- Marketing- Jennifer Spinks
- Company Secretary- nominations received

Eligibility

In order to stand for election to the various SCRFC boards, a candidate must be over eighteen and a current paid up member of SCRFC.

Roles and responsibilities of a SCRFC Trustee

General

- Ensure that SCRFC fulfils its objects.
- Ensure that SCRFC complies with the requirements set out in the Memorandum and Articles of Association and meets the requirements of all relevant legislation.
- Maintain an understanding of members, their issues and needs, and apply this understanding in guiding SCRFCs work.
- Provide guidance to staff as required.
- Monitor the performance of the board and ensure accountability to members.
- Attend meetings regularly, prepare for and contribute appropriately and effectively.
- To use any specific personal knowledge and expertise to help the Board of Trustees provide advice and guidance to staff when requested.

Strategy

- To determine the overall strategic direction of SCRFC.
- Consider and approve overall policies covering all aspects of SCRFC work.
- Ensure that appropriate systems are in place for evaluating and reviewing performance against targets.

Finance

- Ensure that SCRFC applies its resources exclusively to its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- Ensure there are adequate systems for financial planning, budgeting, recording of income and expenditure, reporting and financial management, including investment and capital expenditure.
- Review and approve SCRFC's long term financial strategy.
- Review and approve annual budgets covering revenue and capital income and expenditure.
- Receive regular management accounts covering all aspects of SCRFC's financial affairs and monitor the performance indicators against budget and help senior management roles and fellow directors and trustees to take any action required to meet budget targets.

Personnel

- Assist with the recruitment of new trustees and directors and ensure that the trustee body has the appropriate skills, knowledge, structure, responsibilities and composition to fulfil its purpose.
- Approve SCRFC's people policies.
- Ensure grievance and disciplinary procedures are in place.

Each trustee should have:

- A commitment to SCRFC
- An understanding of the core values, beliefs and charitable purposes of SCRFC
- A willingness to devote the necessary time and effort to their trusteeship
- Integrity, sound judgement and a willingness to speak their mind
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- The Board's expectations of the behaviour of trustees are set out in SCRFC's Trustee Code of Conduct. (in draft format currently)

Conflicts of Interest

Trustees have a legal duty to avoid conflicts between their personal interests and those of SCRFC. In addition, it is important for public confidence that charities are seen to operate to the highest standards of integrity and honesty.

With this in mind SCRFC has adopted a policy which requires each trustee to disclose any actual or potential conflicts of which they are aware. When appointed, trustees are asked to complete and sign a Declaration of Interests.(currently in daft format)

Representation

Trustees may be asked to represent SCRFC externally. To that end, trustees have a responsibility to be well informed of the activities of SCRFC and to safeguard the good name and values of SCRFC.

Time commitments

There are eleven to twelve meetings of the charity Board a year, which take place either online or in a board room. Super6 and Bridgehaugh boards follow a similar pattern.

We normally meet at least once a month (three hours), we prepare, share, and review the board papers in advance of the board meeting (two hours) and commit to actions from our own areas of responsibility (variable dependant on the actions but could be two-three hours per week).

We are a well-connected board and so we are in constant communication throughout the month, we regularly spend time at the club engaging with employees, other members and volunteers and of course enjoy the matches and hospitality.

Board members are also expected to attend the AGM and one or two awaydays.

In addition to this, Board members are sometimes requested to attend other events (conferences, working groups, sector meetings), represent SCRFC externally, and meet with staff and attend working groups or committees.

Remuneration

The SCRFC trustee role is unpaid, but SCRFC is able to reimburse all reasonable expenses incurred in carrying out these responsibilities.

Application notes

Commitment to diversity

SCRFC is committed to ensuring diversity and gender equality and we recognise the value of diversity in all its forms at all levels of SCRFC, including at Board level. We celebrate its role in the creation of an inclusive workplace culture and thrive on the range of experience and insight diversity brings to SCRFC.

Vacancies

SCRFC Charity Trustee Board- 3 vacancies

Communications & Marketing trustee

- To update the communication strategy and deliver on the measurable targets contained within.
- To increase high quality, consistent, timely communications to the wider membership and community on rugby activities and club, player successes with the aim of increasing membership and local business community engagement.
- To create a marketing strategy and plan and deliver on the measurable targets contained within.
- To be the key contact for our external marketing contractors and to provide guidance and support to internal staff members.

Fundraising and sponsorship

- To create a fundraising and sponsorship strategy and to deliver on the measurable targets contained within.
- To set up and coordinate a fundraising and sponsorship working group with the aim of increasing fundraising activities following OSRC guidelines.
- To engage with members, parents and volunteers to increase their involvement in fundraising activities to allow them to become more connected to the club.
- To support the internal staff members to ensure their involvement in fundraising activities and to ensure that Bridgehaugh activities are profit making.

Volunteering

- To create a volunteering strategy and to deliver on the measurable targets contained within.
- To engage with our current volunteer pool and to organise an annual volunteering recognition event with the support of the internal team.
- To create volunteer initiatives that attract other talented volunteers from the local community as well as from our current membership pool.
- To work in partnership with the Director responsible for communications to ensure timely volunteer communications and success stories are shared widely.

HR & Compliance- including Company secretary – Vacant – Nominations received

- To provide all company secretary activities and maintain accurate and timely records at companies house.
- To be the key contact for the external HR supplier and ensure that all HR processes and procedures are complied with and in place
- To advise on all HR legal issues and ensure that SCRFC is legal and compliant
- To review and update a risk register and ensure that HR and compliance risks are reduced
- To identify and resolve any compliance issues relating to GDPR, insurance etc

SCRFC (Bridgehaugh) Board- 3 Vacancies?

Grounds- Vacant

- To create a grounds maintenance plan and ensure all works are carried out in a timely and cost effective manner
- To work in partnership with staff members and the farmers group to maintain all of the grounds and ensure that the pitches and surrounding areas are kept in good condition.
- To highlight any H&S concerns and work in partnership with other trustees and directors to resolve these in a timely manner
- To maintain a risk register and ensure that grounds, chemical and equipment H&S issues are identified and reduced.

Health & safety – Vacant

- To create a H&S plan for the whole of SCRFC and ensure that it is implemented and regularly reviewed
- To maintain a risk register and ensure all H&S issues are identified, recorded and minimised
- To work in partnership with the internal team to highlight any training and development requirements to guarantee that SCRFC are complaint with H&S, Food Hygiene, First Aid, Fire, manual handling competency requirements
- To ensure all H&S records and documentation is in place

Company Secretary – vacant and nominations received

- To provide all company secretary activities and maintain accurate and timely records at companies house.
- To maintain timely and accurate board minutes and maintain a record to ensure timely delivery of board actions from trustees and directors.

How to apply

Please send your CV and covering letter to chair@stirlingcounty-rfc.co.uk along with your AGM nomination for the vacancy of interest by Tuesday 13th September 2022 no later than 5pm.

Please contact Annie Lindsay on chair@stirlingcounty-rfc.co.uk if you would like to discuss your nomination and the trustee role in any further detail.

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