



Scottish Rugby

Club Participation Agreement

BT National 1 Clubs 2016 / 2017



Dear Club Secretary,

The enclosed document sets out Scottish Rugby's support to clubs participating in the BT National 1 and BT Cup competitions during 2016/17, together with the associated obligations of participating clubs. This season's agreement continues with the change in emphasis introduced for the 2015/16 season to support clubs to operate in a more sustainable way.

The BT National 1 Club Participation Agreement 2016/17 covers:

1. Club Services Department
2. Conditions of Scottish Rugby Investment
3. Scottish Rugby's National 1 Club Investment
 - a. National 1 Player Improvement Fund
 - b. Sustainability Funding
 - c. Travel Support
 - d. Professional Player Reward Scheme
4. Club Accident Insurance Scheme
5. Registration of Players & Incoming Players to Scotland
6. Last Minute Fixtures page
7. Are You Ready to Play Rugby? - Scottish Rugby's Player Safety Policies
8. Serious Injury Reporting
9. Scottish Rugby Club Awards
10. International Tickets & Club Commission
11. Referee Expenses
12. WORLD RUGBY Compliance

Please consider the BT National 1 Club Participation Agreement 2016/17 carefully and discuss with the relevant people in your club before confirming you accept its terms by returning a signed acceptance form (Appendix 2) before **Friday 22 July 2016**.

By returning this acceptance form, you are entering into a legally binding contract on behalf of your club based on the terms of the BT National 1 Club Participation Agreement 2016/17, so you must be prepared to be bound by this document before accepting. If you are unsure of the meaning or effect of any of the terms of this document then you should seek independent advice.

Payment of any money under the BT National 1 Club Participation Agreement 2016/17 is not guaranteed by your return of the acceptance form alone. If you do not comply with any of the terms of the BT National 1 Club Participation Agreement 2016/17 then Scottish Rugby may, at its discretion, exercise a number of options. Please see Appendix 1 of the BT National 1 Club Participation Agreement 2016/17 for full details, but in summary these include:

- Reducing your funding;
- Withdrawing your funding where it is yet to be paid; and/or
- Requiring that any part of your funding already paid is either repaid to Scottish Rugby or offset against any future Scottish Rugby money payable to you.

Good luck for the season ahead and please do not hesitate to contact me or your Club Services Manager with any questions relating to the BT National 1 Club Participation Agreement 2016/17.

Yours sincerely,

NICK RENNIE



Head of Club Services

1. Club Services Department

The structural and investment changes made by Scottish Rugby two years ago to better support clubs are now well established. A range of support initiatives led by the four regional Club Services Managers are in place and are being well utilised by a large number of clubs. Some of the highlights from last season are as follows:

- Over 90 clubs engaged in business planning support.
- The introduction of a highly successful Club Development Conference with 250 people from 101 clubs in attendance.
- Two rounds of four regional 'Moving Forward' club workshops delivered to a total 160 people from over 40 clubs.
- Over 50 guides and best practice resources on the Club Services pages of the Scottish Rugby website.

Please contact your regional Club Services Manager to discuss the support available to help your club develop.

At the half way point of the four year £1.6m Club Sustainability Fund a total of 91 clubs have benefited from receiving funding awards. Over the three separate strands of the Club Sustainability Fund this breaks down to 26 successful clubs each receiving Capital or Revenue award offers of between £10,000 and £60,000 to develop their facilities or employ business development posts to generate income. A "one stop" application process in partnership with sportscotland has also allowed some of these clubs to secure a share of more than £2,000,000 from the sportscotland lottery fund towards their capital projects. A further 65 clubs have received offers of funding through the FastTrack strand for grants of up to £2,000 for small facility projects.

2. Terms & Conditions

Please see Appendix 1 for the Terms & Conditions applicable to the receipt of funding by your club under this agreement.

3. National 1 Club Funding

a) Player Improvement Fund

Up to £8,500 may be paid to each BT National 1 club to help improve standards of play and develop more professional infrastructures. A breakdown of this funding is set out in Appendix 3. This funding has been allocated to "Coaching and Directors of Rugby", "S&C" and "Match Analysis" as set out below. Clubs may claim this funding if they meet the relevant standards set out below and in Appendix 1. Scottish Rugby may provide relevant support and guidance to help clubs meet these standards. Clubs may draw down "S&C" and "Match Analysis" funding during the season if they submit claims in advance of the following dates:

- **10th of October 2016.**
- **10th of December 2016.**
- **10th February 2017.**

Eligible claims will then receive payment at the end of the month in which the claim was submitted. If clubs submit claims after the above dates, Scottish Rugby will not be able to guarantee that eligible claims will be processed until the next claim period. Clubs must submit claims against expenditure using the form set out in Appendix 6 and provide copies of all related expenditure to Scottish Rugby e.g. invoices, payroll documentation or any other information that may be reasonably requested by Scottish Rugby.

- Coaching and Directors of Rugby – Up to £4,000 is available to each BT National 1 club towards the Head Coach and Directors of Rugby positions, subject to your club meeting the Coaching and Directors of Rugby standards set out in Appendix 4.
- S&C and Match Analysis – Up to £4,050 is available to each BT National 1 club to achieve S&C and Match Analysis standards. The S&C standards relate to the quality of S&C specific coaching and the facility provision. As agreed with the National 1 Forum the biggest gains in S&C can be made over the close season and clubs can draw down funding for costs associated with S&C provision over this period if they meet the standards detailed in appendix 7. Peter Jericevich is the S&C Development Officer within Domestic Rugby and can provide advice and guidance by contacting him on peter.jericevich@sru.org.uk or 07834541521. Funding can also be drawn down against providing a consistent standard of match footage to enable the analysis of player and referee performances subject to your club meeting the Match Analysis standards in Appendix 5. The key Scottish Rugby contact is Rob Holdsworth (Robert.holdsworth@sru.org.uk or 07969392448).

b) Sustainability Funding

To support increased club sustainability in season 2015/16 Scottish Rugby changed its funding emphasis from participation to sustainability by seeking to reward clubs who are working to develop rugby in their communities and providing an added incentive for clubs to plan for the future.

To clarify its definition of a sustainable club, Scottish Rugby require clubs to:

Operate within their current means, both on and off-field, and to have a strong club infrastructure to enable them to develop and succeed in the future. Basically, to have the on-field resources such as the quantity and quality of available players, coaches and referees and off-field organisation in areas of governance, finance and facilities to sustain the aims of the club now and in the future.

Sustainability will be an evolving process whereby standards will progress each year as Scottish Rugby provides more support and guidance. A priority for Scottish Rugby and one that presents a major opportunity for rugby in Scotland to grow is with girls' and women's rugby. This is not solely about providing the opportunity for more females to play, but also providing opportunities for females to get involved with clubs in other areas such as coaching, volunteering and administration. Therefore, many of Scottish Rugby's sustainability funding criteria have female participation as a specific measure.

For the 2016/17 season, clubs may receive sustainability funding related to meeting sustainability standards in the areas of Teams, Coaches, Match Officials and Organisation/Governance.

By way of example only, a club with three male and one female adult teams that achieves the top standards in coaching, refereeing and organisation may be eligible for £5,200 in respect of the 2016-17 season. Clubs may receive this funding in two tranches in October 2016 and May 2017. There may be additional funding available for clubs who work in partnership with Scottish Rugby for Rugby Development Staff.

1. Teams

£800 may be paid per adult team within each club (male or female) that fully participates in BT League and Cup competitions in accordance with Clause 2.2 of the Terms & Conditions set out in Appendix 1. For 1st XV rugby the payment is split between full participation in the league and cup e.g. £600 for league and £200 for cup participation. Adult teams that participate fully in any reserve league or organised fixtures such as friendly pools are also eligible. Clubs may receive this funding in two tranches in October 2016 (BT National 1 male & female, male National & Regional Leagues) and May 2017 (Women's National 1 & 2 and Regional Reserve teams).

£500 may be paid per youth team (male) within each club that fully participates in the Schools & Youth conference competitions (Tiers 1-3) in accordance with Clause 2.2 of the Terms & Conditions of Funding set out in Appendix 1. The maximum payable to any club will be £2500 which is equivalent to 5 teams participating in all conference games. Clubs will receive this funding in May 2017. Please note that this contribution may be included in your rugby development partnership agreement. For clarity please contact your relevant Schools & Youth Manager.

2. Match officials

Scottish Rugby has developed Gold, Silver & Bronze Match Official standards. This relates to clubs producing enough referees to cover their playing programmes, based on a ratio of referees to the number of teams in each club. Payments will be calculated based on the 2015-16 referee statistics available to Scottish Rugby. Clubs may receive this funding in October 2016.

Gold Standard - £1000 may be paid per club if that club has:

- 2 or more Level 1 qualified referees per club team, with a minimum of 1 female referee;
- 2 or more active referees who are members of one of Scotland's rugby referee societies; and
- 1 Referee Secretary / main point of contact within the club for referees.

Silver Standard - £500 may be paid per club if that club has:

- 2 or more Level 1 qualified referees per club team, with a minimum of 1 female referee;
- At least 1 active referee who is a member of one of Scotland's rugby referee societies; and
- 1 Referee Secretary / main point of contact within the club for referees.

Bronze Standard - £250 may be paid per club if that club has:

- At least 1 Level 1 qualified referee per club team; and
- 1 Referee Secretary / main point of contact within the club for referees.

3. Coaches

£500 may be paid per club if that club has:

- a minimum of 75% of its coaches being qualified as RugbyRight;
- completed a full and accurate register of all active coaches; and
- has a functioning Club Coaching Coordinator.

This payment may be made in May 2017. Please note due to the paramount importance of player safety in our game, failure to maintain the above standards in respect of RugbyRight will be considered a breach of this agreement.

It is still our desire to implement minimum coaching standards, similar to the above Match Official standards, in future seasons. Such standards will be in line with the standards outlined in the Scottish Rugby Coaching Strategy. This broadly relates to having suitably qualified coaches for each club team with UKCC level 3 coaches for 1st XV's and under-18 teams, UKCC level 2 coaches for other adult and youth teams and UKCC level 1 coaches for mini teams. An element of provision for Strength & Conditioning coaches will also be included in the future. Clubs should note the introduction of these standards and work towards meeting them. Please contact Scottish Rugby's Coach Development team for support in developing your club's coaches.

4. Organisation / Governance

To support clubs with good governance (including strategic planning, robust financial systems, appointing appropriate key personnel and complying with Scottish Rugby and World Rugby policies and regulations) **£500** may be paid per club if that club has:

- provided sufficient evidence of basic governance e.g. an open constitution, key office bearers, annual accounts, code of conduct and evidence of an AGM;
- provided evidence of compliance and implementation of child protection policy with a CP officer and
- registered all its players with Scottish Rugby (see Section 5 for more information).

Your Club Services Manager will monitor compliance in this area and payment may be made in May 2017.

ec) Travel Support

Scottish Rugby recognises the travel costs incurred by clubs in fulfilling BT League and Cup fixtures and offers the following support to assist clubs in this regard:

Long Journeys

Where a club or school is required to fulfil a BT League, BT Cup, BT National and BT Regional Reserve Leagues, BT Regional Reserve fixtures, National Youth Cup, Schools & Youth Conference Competitions (Tier 1-3), Youth Regional League (Tier 4), Scottish Schools' Cup, or Girls' Cup or Conference match with a return journey in excess of 200 or 400 miles, Scottish Rugby will make a travel contribution in respect of each of these journeys (excluding visits to the Scottish Islands which are covered below) as follows:

- Return journey of 200 or more miles - **£300** per journey
- Return journey of 400 or more miles - **£450** per journey

Travel to Scottish Islands

Where a club or school is required to fulfil a BT League, BT Cup, BT National and BT Regional Reserve Leagues, BT Regional Reserve fixtures, National Youth Cup, Schools & Youth Conference Competitions (Tier 1-3), Youth Regional League (Tier 4), Scottish Schools' Cup, or Girls' Cup or Conference match with a return journey to one of the Scottish Islands, Scottish Rugby will make a maximum travel contribution in respect of each journey as follows:

- Travelling to Stornoway, Orkney and Shetland:
 - Adult competitions – **£2,750** per journey
 - Youth and school competitions
 - U18 teams - **£2,000** (due to adult ferry tariff)
 - U16 teams and below - **£1,200** (Shetland £2,750) per journey
- Travelling to Arran, Bute, Cowal and Mull:
 - Adult competitions – **£375** per journey
 - Youth and school competitions – **£200** per journey

Travel from Scottish Islands

Where a club or school based in the Scottish Islands is required to fulfil a BT League, BT Cup, National Youth Cup, Youth Regional League, Scottish Schools' Cup, or Girls' Cup match with a journey to the mainland, a payment will be made as per the above. Relevant clubs and schools should contact Laura Henderson, Competitions Administrator, for the details on how to apply for support.

Travel Payment

Payments for male BT National 1, National or Regional fixtures will be made by BACS transfer to an account nominated by each club by the end of October 2016. Please note the change of Women's BT National 1 payment to May due to the introduction of a split league format. Payment in respect of all other fixtures will be made following the end of the relevant competition in May to the same account. Mileages will be calculated based on information from the AA. The AA route planner can be found at www.theaa.com/route-planner. For those clubs participating in club conferences with multiple teams travelling, a cumulative approach to individual team travel will be adopted.

d) Professional Player Reward Scheme

When a player signs their first Scottish Rugby professional contract in any of the three professional player stages (including Glasgow Warriors or Edinburgh Rugby, Scotland 7s or BT Sport Scottish Rugby Academy Stage 3 Player) the club/s that the relevant player nominates as playing a role in their development may receive the following sums to be divided between those clubs up to a maximum of £3,500 per player:

- BT Sport Scottish Rugby Academy Stage 3 Player - **£100** per year for up to five years preceding the pro contract
- Scotland 7s - **£300** per year for up to 5 years preceding the pro contract
- Professional contract with Edinburgh Rugby or Glasgow Warriors - **£500** per year for up to seven years preceding the pro contract
- These sums are cumulative, i.e. the total payable for any player through their career with Scottish Rugby is £3,500, and not £500 plus £1,500 plus £3,500 (if a player has also been awarded an Academy and 7s contracts prior to being awarded a Pro contract)

4. Club Accident Insurance Scheme

Scottish Rugby will cover the full cost of the premiums for catastrophic injury insurance cover provided under the Club Accident Insurance Scheme for all clubs participating in Scottish Rugby's leagues, cup competitions or which otherwise are in membership of our Union. This is subject to the satisfactory completion of the application process and both the insurer's terms and conditions and any relevant lawful and reasonable requirements of Scottish Rugby in respect of the Club Accident insurance Scheme being followed.

The indicative premiums per team applicable in respect of season 2016/17 are as follows:

Playing Level	Insurance Premium
Senior team	£ 540
Restricted fixtures (max 5 games)	£ 60
Youth teams (under-18)	£ 60
Midi teams (under-16/under-15)	£ 60
Mini teams (primary school age)	£ 60

For example, if a club runs a total of 15 teams (two senior men's teams, women's 1st XV, a men's 3rd XV playing less than five fixtures, a full complement of boys' and girls' midi and mini teams) Scottish Rugby will pay an insurance premium of **£2,340** in respect of that club.

Clubs are encouraged to consider taking out the additional Temporary Disablement cover and to recommend that their players consider taking out personal cover appropriate to their individual circumstances. The compulsory cover provided by Scottish Rugby covers catastrophic injuries only. It does not cover loss of income through temporary injuries.

A copy of the Proposal Form and further information on the scheme will be issued to clubs during August and will be made available on our website www.scottishrugby.org/regulations/insurance. The process of ensuring that all your teams are covered will be the same as in previous years – i.e. all clubs are required to return a completed Proposal Form by 16 September 2016 indicating the number of teams they require cover for. If you have any queries on the Club Accident Insurance Scheme please contact Graham Ireland (Email: graham.ireland@sru.org.uk or DL: 0131 346 5004). Cover can only be provided if the correct information is provided timeously, otherwise you run the risk of being uninsured.

5. Registration of Players

To successfully develop the game, Scottish Rugby must be able to tailor and target its support and resource to the areas that will best meet a club's needs. Each club must record accurate, up-to-date information on all their players on Scottish Rugby's Player Registration System. Please see the Terms & Conditions in Appendix 1 for how Scottish Rugby will use this information together with the terms attached to Scottish Rugby's Player Registration System from time to time.

Players in all BT League and Cup competitions must be registered before being eligible to participate in the relevant competitions in accordance with the National Competitions Rules and Regulations. Player transfer between clubs and dual registration is the responsibility of the clubs involved, with the transfer deadline for this season being Sunday 27 November 2016.

Clubs who do not participate in BT Leagues and Cups and as a result are not eligible for Sustainability funding as set out above will receive £200 per club for registering all their players on Scottish Rugby's Player Registration System.

It is a term of this agreement that all clubs register the following on Scottish Rugby's Player Registration System:

- All players at all levels of rugby (mini to adult, male and female) during the 2016/17 season by the end of March 2017.
- Key club contact details as follows (having this information will assist with effective communication with and between clubs):
 - Captain
 - Child Protection Co-ordinator*
 - Club Coach Co-ordinator
 - Club Development Officer
 - Coach (Men)
 - Coach (Women)
 - Fixture Secretary (Men)
 - Fixture Secretary (Women)
 - International Ticket Officer
 - Mini Organiser
 - Midi Organiser
 - Player Registration Co-ordinator
 - President (Men)
 - President (Women)
 - Referee Secretary (Men)
 - Referee Secretary (Women)
 - Secretary (Men)
 - Secretary (Women)
 - Treasurer
 - Youth Organiser

***Child Protection Co-ordinator** Scottish Rugby is committed to the safety and welfare of young people. It therefore requires clubs with players under the age of 18 to sign up to and apply the Scottish Rugby Policy on Child Protection and Welfare and appoint a named Child Protection Officer.

Further information and assistance on Child Protection/Protection of Vulnerable Groups matters can be obtained by contacting Richard McGhee on: DL: 0131 346 5029, Mob: 07764 178961 or email: richard.mcgee@sru.org.uk

Incoming Players to Scotland

Players from Non-EU or EEA Countries

There are potentially serious consequences for clubs if UK immigration rules are breached. Clubs should therefore note the following:

- **BT Premiership:** The ability of non-EU / EEA citizens to play in the BT Premiership is extremely limited. In order to do so the player must hold either a Tier 2 or Tier 5 Sportsman's Visa, a UK Ancestry Visa or a Spousal Visa. For the avoidance of doubt individuals holding a Youth Mobility, Visitor or Student Visa are not able to play in the National 1 (even on a wholly amateur basis).
- **Other BT Leagues:** Holders of Youth Mobility, Visitor or Student Visas may play for clubs (other than those in the BT Premiership) on a wholly amateur basis. This means that there should be no club involvement with bringing the individual into Scotland, provision of payments or benefits whilst here, or club involvement with the provision of third party employment or benefits, etc. There must also be no obligation on the individual to play for the club or perform specific services for it.

For further guidance on employing individuals from overseas please refer to the UK Borders Agency website or speak to Richard McGhee on: DL: 0131 346 5029, Mob: 07764 178961 or email: richard.mcghee@sru.org.uk .

All Incoming Players - International Clearance

Under World Rugby rules, players who have been playing outside Scotland (including in England, Wales or Ireland) must submit an application for clearance to play in Scotland before they can do so. Prior to arriving in Scotland the player and his/her current club must forward a Clearance Form to the player's current Union, which will in turn provide clearance to Scottish Rugby.

Scottish Rugby will ask you to provide certain information about the player, including a declaration as to the player's visa status and whether the club is providing him with any payment or benefits. Provided the applicable regulations have been satisfied, Scottish Rugby will provide a copy of the Clearance to the player and to the Secretary of the player's new Scottish club.

Once Clearance is received the player may be registered using Scottish Rugby's Player Registration System.

If a player originally from outwith Scotland joins your club from another Scottish club we strongly recommend that you ask to see a copy of his/her Clearance to play in Scotland (to assure yourself that he/she is eligible to be registered to play).

Further guidance, support materials and FAQs on international clearance are available from the Regulatory section of the Scottish Rugby website www.scottishrugby.org/scottish-rugby-values/international-clearance

If you have any queries on the Clearance process please contact Scottish Rugby's Governance Administrator, Kathleen Munroe (Email: kathleen.munroe@sru.org.uk or DL: 0131 346 5102).

Please note that International Clearance from the rugby authorities does not provide or imply any consent to enable the player to work in the UK.

Teamsheets

For all adult BT League and Cup matches, each club must return a copy of their team sheet to the relevant Competition Secretary no later than 48 hours after the relevant match kick-off time. The team sheet should be emailed to the dedicated email address - teamsheets@sru.org.uk

Further information and assistance on registering players and club contact details can be obtained by contacting your regional administrator:

East Region:	Garry Gold	07580 463791	garry.gold@sru.org.uk
Caledonia Region:	Mark Salter	07736 783755	mark.salter@sru.org.uk
West Region:	John Gillies	07764 178954	john.gillies@sru.org.uk

On request, clubs must provide a copy of their team sheet for all U18, U16 and U15 Club Youth Conference fixtures to the relevant Conference Administrator within 48 hours of the request.

6. Last Minute Fixtures Page

Scottish Rugby has set up a facility on Facebook to help clubs arrange a replacement fixture when their scheduled fixture has been cancelled. To arrange an emergency fixture, search for Last Minute Fixtures on Facebook, LIKE the page and post your requirements.

7. Are You Ready to Play Rugby?

The Are You Ready to Play Rugby? campaign was launched by Scottish Rugby at the start of 2009 to create a consistent approach to player safety. Full details on the policies introduced to reduce the risk of serious injury are available in the Are You Ready to Play Rugby? section of the Scottish Rugby website. The policies that affect participation in BT League and Cup rugby the most are the Under-18 Players in Adult Rugby (male & female) Policy and the Under-16 Players in Under-18 Rugby (male) Policy. It is a term of this agreement that all clubs must comply with these policies.

For full details on the policies and how to apply for dispensation please go to the following section on the website:

www.scottishrugby.org/get-involved/play/age-banding

8. Reporting of Serious Injuries

A Serious Injury Report must be completed by clubs if any player has a rugby injury or related illness and as a result:

- a) attends hospital and/or is required to attend a follow up appointment;
- b) is admitted to hospital and/or stays overnight; or
- c) dies.

This information will allow Scottish Rugby to record, monitor and evaluate injury trends and make informed changes to reduce injury risks. All reports for Season 2016/17 **must** be completed online.

To locate the correct page on the Scottish Rugby website, please follow the link below:

www.scottishrugby.org/clubs-schools/injury-game-management/serious-injury-report

When the online form is completed correctly an email is automatically sent to our insurance brokers, AON, as well as administrative staff at Scottish Rugby.

Failure to complete the Serious Injury Report will be considered a breach of the agreement and may also lead to the loss of insurance support, as these reports flag up any potential claims.

9. Scottish Rugby Monthly Awards

At the end of every month during the season there are three awards available to clubs to receive some reward and recognition in the areas of Club, Volunteer or Try of the Month. Further details of the awards are listed below with clubs encouraged to nominate on a monthly basis at the following web page:

www.scottishrugby.org/clubnominations

BT Club of the Month

At the end of each month nominations are sought from all clubs for the BT Club of the Month award. A selection panel will assess each nomination based on the following criteria:

- Playing performances
- Discipline record
- Activity in growing and developing the game

The winning Club of the Month will receive:

- Prize to the value of £1,000 (£200 cash & 12 month commercial BT Sport subscription for their clubhouse)
- A table of 10 at the end of season Club Awards Dinner, plus up to £500 for travel expenses to this event
- Local PR and online activation promoting the winning club

At the end of the season the Club of the Month winners will form the shortlist for the Scottish Rugby Club of the Season award, to be announced at the BT Awards dinner.

BT Volunteer of the Month

At the end of each month nominations are sought from all clubs for the BT Volunteer of the Month award. A selection panel will assess each nomination with the winning Volunteer receiving:

- A plaque/ trophy.
- A table of 10 at the Club Awards Dinner and up to £500 for travel and expenses to the event.
- Local PR and on-line promotion.

At the end of the season there will be a 'BT Volunteer of the Season' awarded at the Club Awards Dinner. The overall winner will receive a year of free BT broadband BT Sport plus £1,000 prize money.

BT Try of the Month

At the end of each month nominations are sought from all clubs for the BT Try of the Month award. A selection panel will assess each nomination with the scorer of the winning BT Try of the Month and the person who submitted the footage each receiving two tickets to an international game at BT Murrayfield (as selected by Scottish Rugby). At the end of the season the BT Try of the Month winners will form the shortlist for the Scottish Rugby Frank Coultts Memorial Try of the Year award, to be announced at the Club Awards Dinner.

BT Player of the Season (all divisions male and female)

All clubs must select a player of the match from their own team each week and record this on the team sheets that are submitted to Scottish Rugby. Over the course of the season the nominations are collated for each division, with the players receiving the highest nominations in each division, (with a clean disciplinary record) selected in the shortlist for discussion by the Club Awards judging panel. The player and club will be notified of their success at the end of the season, prior to the awards dinner and each award winner will receive 2 complimentary places to the Club Awards Dinner.

The Annual Scottish Rugby Club Awards Dinner

Scottish Rugby will again host its Club Awards Dinner at the end of season 2016/17. The coveted annual event, held at BT Murrayfield, will salute the phenomenal contribution of the club game and the vibrancy it brings to the sport in Scotland. This club tie / cocktail dress event is the perfect end-of-season party for clubs to celebrate the season in style! The evening culminates in the announcement of the women's and men's Club of the Season. For more information on the dinner please call The Murrayfield Experience on 0131 346 5250.

Other Awards in addition to the awards detailed above are:

Coach of the Season Youth Coach of the Season

Spirit of Rugby Award Referee of the Year

10. Club Commission Offer

Scottish Rugby is delighted to once again offer all rugby clubs commission on all 2016 Autumn Tests (v Australia, Argentina & Georgia) and 2017 RBS 6 Nations of up to 25% of the face value of the tickets purchased through that club (depending on the fixture). Furthermore, club commission is also available for the Scotland Season Pass. The Scotland Season Pass and Autumn Tests tickets are on sale now, so don't miss out! Club tickets are available to buy using an application form which will be distributed to all clubs in due course, or by using the assigned Club URLs listed at www.scottishrugby.org/clubtickets

This year's club commission rates are as follows:

Scotland Season Pass:

Australia, Argentina, Ireland, Wales & Italy: 15% commission available

Autumn Tests:

v Australia – 12 November 2016 at BT Murrayfield: 25% club commission available

v Argentina – 19 November 2016 at BT Murrayfield: 25% club commission available

v Georgia – 26 November 2016 at TBC: 25% club commission available

RBS 6 Nations:

v Ireland – 4 February 2017 at BT Murrayfield: 5% commission available

v Wales – 25 February 2017 at BT Murrayfield: 5% commission available

v Italy – 18 March 2017 at BT Murrayfield: 15% commission available

In addition to club commission, a generous 'groups offer' is also available. This season's offer again allows the group co-ordinator and a fellow organiser a FREE ticket as a thank you for bringing groups along to see Scotland play. Children's tickets start from as little as £5 - so don't miss out on this fantastic opportunity to inspire the supporters, and maybe even the stars, of Scotland's future! Group offer booklets will be distributed to all clubs and are also available to download from www.scottishrugby.org/clubtickets

11. Referee Expenses

Scottish Rugby will continue to pay the expenses of referees allocated to club matches by the Scottish Rugby referee department or by one of the Scottish Rugby referee societies. For further information please contact Colin Brett on colin.brett@sru.org.uk or 0131 346 5079.

12. Compliance with World Rugby Regulations

Clubs must comply with World Rugby's Regulations Relating to the Game. We would remind clubs in particular in relation to:

- Anti-Doping;
- Betting and Anti-Corruption;
- International Clearance;

- Match and Tour Approvals; and
- Player Status and Contracts.

In order to support clubs with compliance, Scottish Rugby has produced a range of guidance, support materials and Frequently Asked Questions, all of which are available from the Regulatory section of the Scottish Rugby website. Further information and support can be obtained by contacting a member of Scottish Rugby's regulatory team:

Graham Ireland: Email graham.ireland@sru.org.uk or phone 0131 346 5004.

Richard McGhee: Email richard.mcghee@sru.org.uk or phone 0131 346 5029.

Kathleen Munroe: Email kathleen.munroe@sru.org.uk or phone 0131 346 5102.

Appendix 1

Terms & Conditions of Funding

1. Definitions

“**Agreement**” means the 2016/17 BT National 1 Club Participation Agreement and these Terms;

“**Funding**” means the funding paid or payable to you under the Agreement;

“**Confidential Information**” means information that is designated as ‘confidential’ or which by its nature is clearly confidential. Confidential Information includes (without limitation) the terms of the Agreement and any information concerning the business processes, procedures, Personal Data, business affairs, financial affairs and finances of either Party, in any form or format;

“**Party**” means each of Scottish Rugby and you (together the “**Parties**”);

“**Personal Data**” shall be as defined under the Data Protection Act 1998;

“**Scottish Rugby**” means the Scottish Rugby Union plc, registered number SC132061 with its registered office at BT Murrayfield Stadium, Edinburgh, EH12 5PJ; and

“**Terms**” means these terms & conditions of Funding

2. Funding & Payment

2.1 You must meet the following conditions for Funding:

- Sign and return the Acceptance Form in Appendix 2 by the deadline stated by Scottish Rugby.
- Abide by all of Scottish Rugby’s National Competition Rules and Regulations, as administered by the Championship Committee and associated Competitions Committees.
- Promote and abide by Scottish Rugby’s Bye Laws and Code of Conduct (www.scottishrugby.org/values/discipline & www.scottishrugby.org/about-us/governance).
- Comply with World Rugby’s Regulations Relating to the Game together with Scottish Rugby’s Domestic Regulations.
- Maintain a disciplinary record to Scottish Rugby’s satisfaction.
- Register all players plus key club contacts in accordance with Section 5 of the Agreement.
- Comply with the BT League and Cup Competition Conditions in Section 3 of the Agreement.
- Obtain international clearance for incoming players to Scotland in accordance with Section 5 of the Agreement.
- Sign up to and apply the Scottish Rugby Policy on Child Protection and Welfare and appoint a named Child Protection Officer if involving players under the age of 18, in accordance with Section 5 of the Agreement.
- Undertake training in child protection and anti-doping matters if required to do so
- Comply with Scottish Rugby’s ‘Are You Ready to Play Rugby?’ Policy in accordance with Section 7 of the Agreement consisting of the following components:
 - The under 18s in adult rugby and under 16s in under 18 rugby policies.
 - Adhere to the applicable minimum standards for Coaching, Teaching and Refereeing
 - Return a copy team sheet to the relevant Competition Secretary in accordance with Section 5 of the Agreement.
 - Adhere to the Serious Injury Report requirements in accordance with Section 8 of the Agreement.
- Comply with the Coaching and Director of Rugby Standards in Appendix 4.

- Comply with the S&C Standards in Appendix 7.
- Comply with the Match Analysis Standards in Appendix 5.
- Comply with all other provisions of the Agreement.

2.2 You must comply with the following in respect of BT League and Cup competitions:

- Complete all fixtures to the reasonable satisfaction of Scottish Rugby.
- Produce a home match programme displaying the Scottish Rugby logo in a prominent position and which includes a full-page advert for BT in the prescribed format. (BT programme advert will be circulated shortly, please liaise with Ross Curle of the Scottish Rugby Marketing Department at ross.curle@sru.org.uk or 0131 346 5032).
- Announce games as being “BT National 1/BT League/BT Cup” games in any PA announcements at club grounds.
- When provided, display Scottish Rugby and BT advertising material prominently throughout the club and actively promote this through club committees.
- When provided, insert additional Scottish Rugby and BT promotional materials in match programmes.
- When provided, display Scottish Rugby and BT pitch side banners at the club ground.

You must comply with the following in respect of Schools & Youth Conference competitions:

- Complete all fixtures to the reasonable satisfaction of Scottish Rugby.
- Adhere to the Schools & Youth results reporting procedure.
- On request, clubs must provide Scottish Rugby with team sheets for U18, U16 and U15 conference fixtures within 48 hours of the request.
- Attend Conference ‘Kick-Off’ and Review meetings.

2.3 If you do not comply with any of the terms of the Agreement and/or do not use the Funding for the purposes set out in the Agreement then Scottish Rugby may at its sole option and discretion:

- reduce your Funding;
- withdraw your Funding or any part of it yet to be paid, with no further obligation to pay any other amounts, regardless of the circumstances;
- withdraw or suspend your club from relevant Scottish Rugby competitions, subject to Scottish Rugby’s National Competition Rules and Regulations; and/or
- require that any part of the Funding already paid (plus interest) is either: i) repaid to Scottish Rugby within 30 days; or ii) set off against any future Scottish Rugby money payable to you.

Such circumstances may also jeopardise your chances of participating in Scottish Rugby competitions or obtaining Scottish Rugby funding in future.

2.4 Unless otherwise agreed by Scottish Rugby, funding will be paid directly to you by BACS transfer to your nominated bank account on a date or dates to be determined by Scottish Rugby, provided that you have complied with and remain compliant with the Agreement.

2.5 You must promptly provide Scottish Rugby with any additional information that it may reasonably request from you from time to time in respect of any Funding or the Agreement.

2.6 You must act in accordance with all reasonable requests made to you by Scottish Rugby in connection with any Funding or the Agreement.

3 Data & Confidentiality

3.1 You acknowledge and agree that Scottish Rugby may hold Personal Data and other business records provided by you in connection with your Funding and the Agreement. Scottish Rugby will hold and process such Personal Data and other business records in accordance with the requirements of the Data Protection Act 1998.

3.2 The Personal Data and other business records you provide Scottish Rugby with may be held on paper and electronic files by Scottish Rugby and will be used by Scottish Rugby for the purposes of this Agreement, to process your Funding, to prepare statistics, to monitor and evaluate rugby in Scotland and/or for any other reasonable purposes.

3.3 Subject to Clauses 3.1 and 3.2, each Party shall keep confidential all Confidential Information received from the other Party in relation to the Agreement and neither Party shall use any Confidential Information for any purpose other than the performance of its obligations or exercise of its rights under the Agreement.

3.4 Confidential Information may be disclosed by either Party to that Party's professional advisers, employees and officers on a need to know basis (provided that such persons are aware of and comply with Clause 3.3) or if a Party is required to do so under applicable law or regulation. Scottish Rugby may also disclose Confidential Information to funding partners or potential funding partners or to third parties on an anonymised basis.

3.5 Notwithstanding anything else in the Agreement, Scottish Rugby shall be entitled to publicly advertise, promote or announce in any format or media, without the need to obtain your consent beforehand, the fact that Funding has been paid or offered to you. In such circumstances you agree to provide any reasonable assistance requested by Scottish Rugby from time to time.

3.6 You will not advertise, promote or announce at any time that Funding has been paid or offered to you without first obtaining both the written consent of Scottish Rugby to do so and the agreement of Scottish Rugby on what you intend to say.

4 Liability

4.1 You will indemnify Scottish Rugby at all times and keep Scottish Rugby indemnified against any and all losses, claims, damages, costs, charges, expenses (including legal expenses), liabilities, demands, proceedings and actions incurred by Scottish Rugby which arise out of or in connection with, directly or indirectly and whether in whole or part, your performance under the Agreement.

4.2 Scottish Rugby's maximum liability to you under the Agreement will be limited to the amount of the Funding paid to you.

4.3 Nothing in the Agreement shall exclude or in any way limit the liability of either Party for death or personal injury due to that Party's negligence or any other liability to the extent the same cannot be excluded or limited as a matter of law.

5 General

5.1 You may not transfer or assign any of your rights or obligations under the Agreement to anybody else unless otherwise agreed in writing beforehand by Scottish Rugby.

- 5.2 Any waiver by Scottish Rugby of any rights or remedies under the Agreement will only be effective if such waiver is in writing and has been signed by an authorised representative of Scottish Rugby.
- 5.3 The Agreement forms the entire agreement between the Parties in relation to its subject matter and supersedes any previous negotiations, communications or arrangements.
- 5.4 Scottish Rugby may amend the Agreement from time to time provided that it provides you with written notice. You may not amend the Agreement at any time without first obtaining Scottish Rugby's prior written approval to the amendment.
- 5.5 If any provision of the Agreement is determined to be unlawful by a court of competent jurisdiction and can be deleted without altering the essence of the Agreement, the unlawful provision will be severed and the remaining provisions will remain and be interpreted so as to give full force and effect to the Agreement.
- 5.6 The Parties are independent contracting parties. Nothing in the Agreement will be construed as creating a partnership, agency or joint venture between the Parties. Neither Party will hold itself out as being entitled to bind the other Party in any way or to make any representation on behalf of the other Party.
- 5.7 The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation is to be governed by and construed in accordance with the Law of Scotland. The Parties irrevocably agree that the Scottish Courts have exclusive jurisdiction to determine any dispute or claim that arises out of or in connection with this Agreement, its subject matter or formation.



Appendix 2

Competitions Co-ordinator
Scottish Rugby
BT Murrayfield
Edinburgh
EH12 5PJ

Date as postmarked

Dear Sir/Madam

SCOTTISH RUGBY - NATIONAL 1 CLUBS PARTICIPATION AGREEMENT SEASON 2016/17 (THE "AGREEMENT")

I confirm that our club has read and hereby accepts the Agreement.

Our club fully understands that the participation payments set out in the Agreement will only be paid to our club if our club abides by the conditions of the Agreement at all times and that Scottish Rugby may withhold, reduce or reclaim any participation payments where breaches of the Agreement occur.

Club Name _____

President's Name _____

President's Signature _____ Date _____

Yours sincerely

HONORARY SECRETARY

Appendix 3

BT National 1 Funding - Season 2016/17 Breakdown

Area	Total	Per Club
Coaching & Director of Rugby	£48,000	£4,000
Match Analysis - Upload & Sharing Site	£5,400 circa	£450 circa
S&C & Match Analysis Draw Down	£48,600	£4,050
Total	£102,000	£8,500

Schedule of Payments

Clubs must sign and return the attached Participation Agreement Acceptance Form (Appendix 2) to the Scottish Rugby Competitions Department before **Friday 22 July 2016**. Payment to clubs will be made from Scottish Rugby by BACS transfer as indicated below.

Payment type	Amount	Action required from club	Payment date
National 1 Player Improvement Fund			
Coaching & Director of Rugby	£4,000	Meet standards	Following DoR course or workshop
Claims for S&C & match analysis,	£4,050	Clubs submit claims by 10th of October 2016, 10th December 2016 & 10th February 2017	Payment at end of October 2016, December 2016 & February 2017
Insurance premiums (paid direct by Scottish Rugby)			
£540 per adult team £60 per age-group team (U18/mini/midi) £60 per adult restricted fixtures team		Insurance Proposal Form to be submitted by 16th September 2016	N/A
Sustainability Funding			
Men's BT National 1, National, Regional & Women's National 1 League	£800 per team	Fully participate in league and cup and comply with conditions and regulations	End of October 2016
Women's National 1 & 2 and Reserve Teams	£800 per team	Fully participate in league and cup and comply with conditions and regulations	End of May 2017
Schools & Youth Conferences	£500 per team	Meet standards	End of May 2017
Match official Funding	£1000, £500, £250	Meet standards	End of October 2016
Coaching Funding	£500	Meet standards	End of May 2017
Organisation / Governance	£500	Meet standards	End of May 2017
Travel Support Scheme			
	Mileage based payment - participation in at least one round of the cup competition	BT League travel – None BT Cup travel – None Travel to Scottish Islands – application form Travel from Scottish Islands – contact Laura Henderson	As per Section 3c
Player registration and club contacts			
	£200 (only for clubs who are not eligible for BT League and Cup participation payments)	Register all players by the end of March 2016 and sign off as accurate.	June 2016

Appendix 4

Player Improvement Fund – BT National 1 2016/17

Coaching & Director of Rugby

Scottish Rugby will provide funding of up to £2,000 for each of the positions of Head Coach and Director of Rugby.

Scottish Rugby will work with the Head Coaches and Directors of Rugby to support them to meet the following consistent standards across the top domestic league in Scotland.

Area	National 1 Standards	Notes
Coaching Audit	Clubs to complete audit detailing coaches, qualifications and expenditure.	SR will circulate audit at the start of the season.
Coaching Qualifications	<ul style="list-style-type: none"> Head Coach – will have or be working towards UKCC Level 3 Assistant Coaches – will have or be working towards UKCC Level 2 or preferably UKCC level 3. 	Subsidised course places: Level 3 – £100 - £300 Level 2 – £80
Continual Professional Development (CPD)	The Head Coach and other club coaches will attend regular CPD workshops and sessions.	
Match Analysis Workshop	Club Head Coach and Director of rugby to attend a match analysis workshop	Date tbc
Director of Rugby Course	All clubs to have a Director of Rugby (or club committee person with equivalent responsibility). Clubs that have an existing DoR that attended last season's DoR course to attend a workshop. Clubs who have a new or existing DoR who hasn't attended the DoR course must attend the course this season.	Sunday 30th October tbc pm Sat 26th November, Sun 27th November & Saturday 22nd January tbc

Appendix 5

Match Analysis Standards

BT National 1 Clubs will provide the following standards of cover for all BT League and Cup matches in season 2016/17.

1. Analysis Equipment – Each team must possess, have access to or hire the equipment listed below in order to produce a video copy of their matches:
 - A A tripod
 - B A digital video camera
 - C Sufficient battery power for the camera in order to capture the full 80 minute of the match. We recommend buying additional batteries to cover this, or if mains were provided then this would be suitable.
 - D Sufficient memory storage for the full 80-minute match. This would tend to be a 32GB SD card. If you are still using videotapes then we suggest you upgrade your camera to digital HD, which will produce a better quality of footage.
 - E A laptop in order to upload the footage to coach logic or similar sharing and analysis site. This can be done through Mac OS or Windows.
 - F A Sennheiser unit should be attached to the referee and the camera in order to record the communications from the referee.
2. Filming of Matches
 - A Matches must be filmed from an elevated position. Generally, the higher the better. Positioning the camera on halfway would give you the best field coverage. It is recommended that you film from the back of a stand or build a gantry.
 - B Matches must be recorded from the beginning of the first half all the way through to half time without any stoppages on the camera. At halftime you should change the battery if you feel it will not last the whole of the second half. The same process must be taken with the second half, filming all the way through from the beginning until the full time whistle. This is to optimise the analysis on things such as the length of the game, ball in play and referee analysis.
 - C It is recommended that you film a 'good middle distance', this is not too close that you cannot see the positioning of the 10s when the ball is at the bottom of a ruck, and it is not so far away that you cannot identify the players entering the ruck. Remember to zoom in and out as the ball travels to the far side of the pitch and back again. A video will be uploaded to each team's coach logic or similar sharing and analysis site to give guidance on best practice for filming games.
3. Uploading to Coach Logic or similar sharing and analysis site
 - A The home team must upload a copy of their game within 36 hours of the final whistle. The away team must do this within 48 hours.

Additional Info

Each club must identify a suitable representative who is responsible for the filming of the matches.

Scottish Rugby have trained a bank of analysis students who are capable of filming and tagging matches. If you would like to be put in touch with a student, then please contact Rob Holdsworth.

Appendix 6

Claim Form

National 1 - S&C & Match Analysis

Club: _____ Contact: _____ Date: _____

Notes										
Costs										
Copy of invoice or payroll included Yes / No										
Details										
Area e.g. S&C coach, S&C facility, filming costs, analysis costs, equipment etc.										
TOTALS										

Appendix 7

Area	Requirement	Standard	Provision
Strength & Conditioning Coaching	Minimum of 1 x S&C Coach for 1 st XV Squad	<ul style="list-style-type: none"> ✓ Recognised Strength & Conditioning / Fitness Qualification or working towards ✓ World Rugby S&C Level 1 or equivalent ✓ World Rugby S&C Level 1 & 2 (online assessment) ✓ World Rugby First Aid (online assessment) ✓ Rugby Ready 	<ul style="list-style-type: none"> • Provide S&C Programmes for 1st XV Squad • Provide supervision for S&C sessions • Work alongside Senior Coaches with the planning and delivery of rugby sessions • Monitor S&C player development through S&C testing, planned during appropriate times in the season • Ensure physical preparation & recovery protocols are put in place to maximise performance and enhance recovery
Strength & Conditioning Facility	All 1 st XV squad members must have access to a S&C facility (preferably a club facility)	<ul style="list-style-type: none"> ✓ Olympic bars & plates (22.5cm radius) ✓ Squat stands / cage ✓ Olympic Platforms / rubber flooring ✓ Chin Up station ✓ Bench 	<ul style="list-style-type: none"> • Club facility must have minimum standards / gym etiquette put in place to ensure upkeep & maintenance of equipment • Facility should provide adequate space, equipment and weight for groups of players to train together

Monitoring from Scottish Rugby:

Player Case Studies

- Clubs must submit 2 x player case studies from over the season
- Case studies can be from over the Off Season, Pre-Season or In-season Periods or the whole season in general
- Case studies can be from a player who has made significant improvements or a player that has come back from injury in stronger condition due to detailed programming

Monitoring Procedures

- Clubs must show how they monitor a player's S&C development
- Evidence can be spreadsheet, image or video based
- Show / share information on testing procedures, why they use them and what resources are required

Key Contact: Peter Jericevich at peter.jericevich@sru.org.uk or 07834541521

