



Club Management

Introduction

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

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

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

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

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

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

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Governance of Linlithgow Rugby Club is as follows:

Company Directors

Linlithgow Rugby Club Ltd:

Executive Directors

- Jean McKeown (President)
- Ian McLean (Director of Rugby)
- Colin Watson (Clubhouse Operations)
- Neil Lockhart (Director of Finance)
- Ken Richardson (Secretary)

Non-Executive Directors

- Gordon Muir
- [Allastair McLean](#)
- Ross Martin

Mains Park Trading Ltd:

- Jean McKeown
- Colin Devlin

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

Club Policies

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

Operational Policies

- OPS 1: Club Management
- OPS 2: Health and Safety Policy
- OPS 3: Other Key Operational Policies
- OPS 4: Financial Policy
- OPS 5: Alcohol Licence Policy
- OPS 6: Data Privacy Policy
- OPS 7: 18th Birthday Party Policy
- OPS 8: Personal Trainers' Policy

Rugby Policies

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

- RUG 1: Child Protection Policy
- RUG 2: Disciplinary Policy for Players
- RUG 3: First Aid Policy
- RUG 4: Rugby Tours Policy
- RUG 5: Coaching Policy

Employee Policies

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

Jean McKeown

Chair / President

First Issued: September 2017

Reviewed: March 2019, September 2020, March 2021

Last Reviewed: September 2023