



Highland Rugby Football Club (SCIO)

**Trustee/Director Vacancies
(3 Year Term)**

Deadline for nominations and applications 3 July 2023

AGM 17 July 2023



Introduction;

Highland Rugby Football Club is a Scottish Charitable Incorporated Organisation (SCIO) which was formed on 10 May 2017. The Charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on 30 June 2017.

The charitable objectives and aims of Highland Rugby Football Club are;

- to advance public participation in the sport of Rugby Union Football and other sports to improve the health and wellbeing of a wide range of participants.
- to provide, develop, manage and promote recreational facilities and related recreational activities available to the public generally with the object of improving the conditions of life for the persons whom the facilities or activities are primarily intended.
- to advance education with the provision of coaching and training throughout life-long learning in relation to sport, fitness, first aid and related skills to broaden the development of individual capabilities of children, youths, young adults and adults.

The structure of the organisation consists of:

The Members, who have the right to attend members meetings (including any annual general meeting) and have important powers under the constitution; the members appoint people to serve on the board and take decisions on changes to the constitution itself.

The Board who hold regular meetings and generally control the activities of the organisation. For example, the board is responsible for monitoring and controlling the Club's financial position. The people serving on the board are referred to as Charity Trustees.

At each AGM the members may elect any member to be a Charity Trustee who has been nominated or applied for a vacant position. The Board may at any time appoint any member to be a Trustee. The maximum number of Trustees is 12 while the minimum is 8.

There are 5 sub-committees made up of the Charity's Trustees, covering Rugby Pitchside, Community Rugby, Finance and Governance, Commercial and Canal Park Sports Club 2017 Ltd, the sub committees report to the main board.

The Clubs trading entity, 'Canal Park Sports Club 2017 Limited' derives its income during the year from the operation of the bar and selling merchandise. Canal Park Sports Club 2017 Limited has its own board with Directors responsible for Business Operations.

Highland RFC in 2023

Senior Rugby

Having celebrated our Centenary Year in 2022, our club continues to grow on an annual basis. We currently have 3 seniors men's teams with our 1st XV playing at the highest level of amateur rugby in the country and supported by further men's teams playing on a regional basis. Our



Ladies team have gone from a standing start this season, to having recruited 35 players and now competing within the Scottish Rugby Union National Bowl Competition.

Junior Rugby

Highland RFC have junior boys rugby at all age groups from U13 to U18 and have this season won the Inspiresport Boys Caledonia Conference gaining promotion into the National Leagues for next season. We have various boys in the Caledonia regional representative structure and one in the Scotland national squad. Our junior girls have teams at U14, U16 and U18 age groups with 2 girls in the National U18 squad.

Mini's and Micro's Rugby

We regularly have up to 200 P1's to P7's training on a Sunday morning and travelling the length and breadth of the Caledonia region for tournaments.

Walking Rugby

Having recently started walking rugby we now have 22 mixed male and female players who come down variably on a Saturday morning to throw a ball around and generally have a good laugh whilst getting some much-needed exercise.

HRFC Business and Community

The club has a combined income of approximately £450k with any profits being generated from CPSC 2017 ltd being transferred to HRFC (SCIO) as a charitable donation.

The business is operated by volunteers with the addition of 2 full time employees and variably 6 part time staff; our Operations Manager has responsibility for all things on the CPSC side of the business and our Senior Rugby Development Officer and (part-time) Assistant Development Officer look after developing rugby in schools and the community within our catchment area, being Kingussie in the South, East to Nairn, North to Fortrose and West to Plockton.

Community rugby and engagement are at our core and the very lifeblood of our club success to date. The Development Officers and Community Coach assistants are constantly working to grow rugby participation within schools and encourage those players to come down to the club, whilst also delivering inter schools competitions and academy sessions for our growing talent base. In season 2022/23 our Team delivered over 500 hours of sessions into schools within our catchment area.

Partnerships

The Club key partners are The Scottish Rugby Union, Highland Council, Highlife Highland and the George Barrie Rugby Foundation. Amongst other things, the SRU are key contributors to the Community Development budget which allows our Development Officers to deliver community rugby as noted above. The relationship with Highlife Highland is critical in managing the Canal Park facilities. The George Barrie Rugby Foundation was established in



2022 to advance public participation in sport with focus on involvement and inclusion within the HRFC catchment. The Club acknowledges the support and assistance it gets from these partners and looks forward to working with them in the years ahead.

CLUB VISION

- **More than a Rugby Club.**
- **Making a positive contribution to the wellbeing of our community.**

OUR MISSION

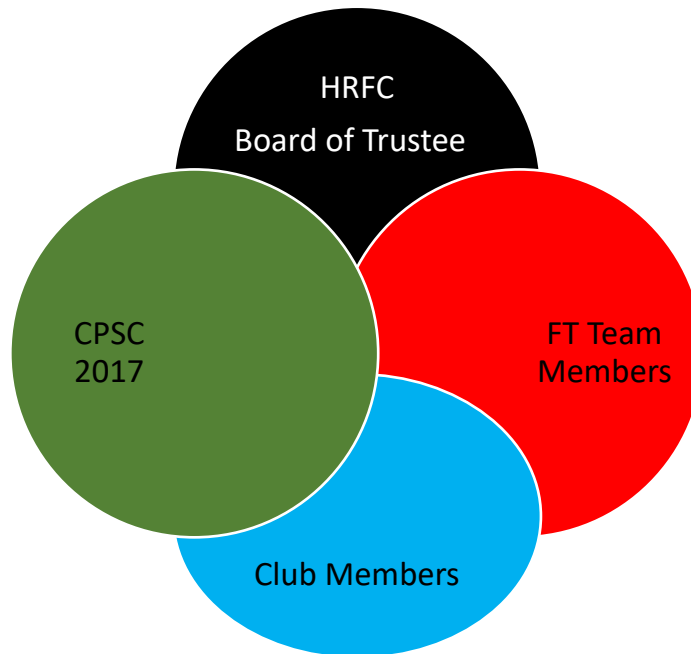
- **A vibrant and ambitious club at the heart of our community which encourages people to develop in a safe and positive environment through rugby, physical activity and social inclusion.**

OUR CORE VALUES

- **Enjoyment, Integrity, Ambition**
- **Respect, Commitment**



Club Organisation



Highland RFC members and staff rely on the Board's governance and oversight, placing 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, HIGHLAND RFC (SCIO) 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 and development to ensure HIGHLAND RFC (SCIO) is effective, efficient and financially stable

Highland RFC (SCIO) Trustee Board Vacancies

Due to the retirement of a number of club trustees, there is now an opportunity for new Trustees to join the Highland RFC (SCIO) board. We are seeking;

- **Finance & Governance (Treasurer)**
- **Commercial - Sponsorship & Fundraising**



- **Rugby Pitchside – Director of Rugby**
- **Rugby Pitchside - Director of Mini & Micro Rugby**
- **Director of Community Rugby**

Canal Park Social Club 2017 Ltd Board Vacancy

- **Secretary/Director**

Eligibility

To be eligible to stand for election to either of the club boards, candidates must be over 18 years of age and a Full Member of the Highland RFC.

Roles and Responsibilities

- Ensure that both club entities fulfil their objectives.
- Ensure that both boards comply 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 work contributions.
- Provide guidance to fellow directors, staff team members and volunteers as required. •
- Monitor the performance of directors and staff team members and ensure accountability to all club members.
- Attend meetings regularly, prepare for and contribute appropriately and effectively.
- Seek external guidance and support where necessary.

Strategy

- To contribute to the overall strategic direction of both HRFC (SCIO) and CPSC 2017 Ltd.
- Review, consider and develop appropriate policies covering HRFC (SCIO) areas of operation.
- Ensure that appropriate systems are in place for evaluating and reviewing performance against targets.

Finance

- Ensure that HRFC (SCIO) and CPSC 2017 Ltd apply resources exclusively to their own interests.
- Ensure there are adequate systems for financial planning, budgeting, recording of income and expenditure, reporting and financial management, including investment and capital expenditure.
- Contribute to the development and review of HRFC (SCIO) and CPSC 2017Ltd long term financial strategy.
- Review and approve annual budgets covering revenue and capital income and expenditure.



- Receive regular management accounts covering all aspects of 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 HRFC (SCIO) and CPSC 2017 Ltd people policies.
- Ensure grievance and disciplinary procedures are in place

Trustees' should have:

- A commitment to HIGHLAND RFC (SCIO)
- An understanding of the core values, beliefs and charitable purposes of HIGHLAND RFC (SCIO)
- 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 OSCAR's Guidance and Good Practice for Charity Trustees.

Conflicts of Interest:

Trustees have a legal duty to avoid conflicts between their personal interests and those of HIGHLAND RFC (SCIO). 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 HIGHLAND RFC (SCIO) has adopted a policy which requires each trustee to disclose any actual or potential conflicts of which they are aware. When appointed, trustees' declaration any potential conflicts of Interests. Representation Trustees may be asked to represent HIGHLAND RFC (SCIO) externally. To that end, trustees have a responsibility to be well informed of the activities of HIGHLAND RFC (SCIO) and to safeguard the good name and values of HIGHLAND RFC (SCIO).

Time commitments:

There are eight to nine meetings of the charity Board per year, which take place either online or in a board room. Further time commitments are variable dependant on the actions but could be two-three hours per week. We endeavour to be a well-connected board and so we are in constant communication throughout the month. Existing members 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 club AGM.

Remuneration:



The HIGHLAND RFC (SCIO) trustee role is unpaid, but HIGHLAND RFC (SCIO) is able to reimburse all reasonable expenses incurred in carrying out these responsibilities.

Application notes:

Commitment to diversity:

HIGHLAND RFC (SCIO) is committed to ensuring diversity and gender equality and we recognise the value of diversity in all its forms at all levels of HIGHLAND RFC (SCIO), 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 HIGHLAND RFC (SCIO).

How to apply.

Please send your note of interest and/or nomination to the AGM, specifying the vacancy of interest along with details of experience if appropriate and covering letter to secretary@highlandrugbyclub.com by 3 July 2023.

Please contact Roy Dinnes at president@highlandrugbyclub.com if you would like to discuss your nomination and the trustee role in any further detail.