

ABERDEEN GRAMMAR RUGBY  
STRUCTURAL FRAMEWORK FOR MINI & YOUTH SECTIONS

This document should be read in conjunction with the Governance Documents contained on the club website under Governance [www.aberdeenrugby.org.uk](http://www.aberdeenrugby.org.uk). The Organisational Flow Chart gives a visual map of the club structure.

1. Background

The Club has existed since 1893 and the mini/youth sections were formed approximately 40 years ago. SRU driven changes to youth rugby 2014 forced the youth section to merge with another club, which proved unsuccessful. We have successfully recreated the youth section over the last 5 years and will be complete (U13-U18) during 2024.

The club receives no funding at all from third party sources in respect of the mini section and a small amount from the SRU for the youth section. The club has a turnover of between £80k to £100K per annum and the vast majority has to be raised by members through subscriptions, fundraising, donations, match day entrance and sponsorship. No office bearer at the club receives payment and the club is a Not-for-Profit Company Limited by Guarantee entity (Aberdeen Rugby Ltd) purely focused on providing a community based club for the benefit of all who wish to engage in Rugby.

The club employs a development officer (Liam Buchan) who is 33% funded by Scottish Rugby. The remaining amount for the Development program is provided through the club with each part liable to provide a proportion. As of 2023 this is split Seniors £8,000, minis £4,000 and youth £4,000. We deliver rugby into 4 secondary and 16 primary schools giving young people opportunities that they would not normally have access to. A number of our mini and youth players have arrived at the club through this scheme. If a parent for each young player purchased a simple membership (season ticket) this would cover the cost of the Development Officer each year. Fundraising events such as quizzes, raffles, dinner dances etc. are encouraged and have previously been very successful.

It is essential that we all support the club with its outreach and core work in providing Rugby/Physical Exercise and sound life skills and I would ask that all players, parents and members pay their fees by the end of September every year and consider the various sponsorship opportunities contained on the website. Anyone seeking to discuss section and/or club sponsorship should in the first instance contact the Chairman of the Board of Directors Gordon Thomson ([g.thomson.t21@btinternet.com](mailto:g.thomson.t21@btinternet.com)).

## 2. Insurance

Scottish Rugby provide insurance for the actual playing of rugby on an annual basis. The club has to purchase additional Public Indemnity and Employers Liability insurance. Both policies require those engaged with the club to be members to be covered and therefore it is essential that memberships are completed by the end of September each year to ensure everyone is covered.

## 3. Mini Section

The mini section consists of 7 age band teams (P1-P7) who train each Sunday at Rubislaw with some of the older age groups also attending on Wednesday evenings. It may be that P1 & P2 are run as a single group dependent on numbers.

Each age group should have a Head Coach and at least one Assistant Coach as well as an Administrator/Manager. Ideally these should be separate roles but on occasion it may be that either the Administrator or Manager roles are two different people. Ideally coaches should not be asked to also be the Administrator.

All persons require to hold a current club specific PVG. Coaches should hold a minimum of a Level 1 Coaching and aspire to upskill themselves as they progress through the age groups by attending Coaching, Refereeing and First Aid Courses, which will be posted on the Club Website.

Administrators should make contact with the mini reps on the General Committee as well as the webmaster for the website (Ken Ironside). They should keep a record of all players in their squad, ensure they complete their membership forms and have paid their annual fees. The administrator will receive membership cards for all paid up members of their squads once registration is complete. The administrator will disseminate all relevant information to their coaches, players and parents and encourage all to regularly check [www.aberdeenrugby.org.uk](http://www.aberdeenrugby.org.uk). The administrator is the key link into the management structure, whilst the Head Coach should direct coaching queries to the Director of Rugby and/or Development Officer who also has a role within the club in respect of coaching compliance and development.

By late 2024 it will be essential for every squad to have a trained first aider with them who can be any of the coaches, administrator or helper (PVG Holder)

## 4. Youth Section

The same structure as described above at 3 should apply in general terms. Ideally at this stage the Head Coach should hold a Level 2 coaching certificate.

In addition, coaches should seek specialist advice through the Director of Rugby for specialist coaching regarding in respect of line out and scrum technique if required.

5. Equipment

At the end of each season the Administrator of each squad will compile a list of all equipment held to the Head Coach who will compile a request email on behalf of his squad for the following season. This will be passed to a section specific General Committee member for collation of a Section 'wish list'. Large pieces of equipment (scrum machines etc.) will be assessed by the General Committee alongside the Director of Rugby on an annual basis.

No item of equipment should be purchased by a squad coach/administrator at a net cost of over £50 without approval from General Committee or in an emergency the Director of Rugby.

6. Transport

The cost of bus transport is prohibitive and in general terms no return journey of under 120 miles would be considered unless fully funded by either the squad or Scottish Rugby. We receive a sum from Scottish Rugby for official fixtures, organised by them. This is normally in the 30% of cost area. All our buses are sourced through Simpsons Coaches and prior approval for a bus hire is required from General Committee or in an emergency the Director of Rugby.

7. Catering

We receive no financial assistance for Scottish Rugby for the provision of food for post-match refreshment. The full cost is met by the club and therefore official Scottish Rugby fixtures should mean we feed the home and visiting team. If the fixture is a friendly match at Rubislaw with a team travelling less than 20 miles round trip food should not be offered or sought unless we are hosting a festival.

8. Facilities

The sourcing of facilities is the responsibility of the General Committee who will identify annual requirements for each section and discuss requirements. No facility should be booked on behalf of the club without prior approval of the Committee to facilitate appropriate fiscal planning.

9. Rationale

To facilitate transparency, efficiency and sound financial management it is advantageous for all members that a modern Governance & Management system is implemented. Previous fragmentation of the management of sections has led to inefficiencies and a lack of a clear linear structure for all to understand and operate within. It allows all members an input on the General Committee who will in turn have a clear insight to all the workings of the organisation. A stronger together ethos is required to ensure the large body of volunteers are all working for the same goals

of giving all our players and the wider community the very best experience playing or engaging in Rugby within an open, inclusive and welcoming environment.

#### REMINDER

- A) Regularly visit [www.aberdeenrugby.org.uk](http://www.aberdeenrugby.org.uk) for updates and events
- B) Send photos and stories to the website about your squad.
- C) Identify your key coaches and administrators and communicate them to your committee reps (list under governance on website)
- D) Adhere to timelines re memberships etc.
- E) Upskill at every opportunity, your players will thank you!
- F) Encourage fund raising and parents joining the club to assist our community work.
- G) Examine the Club Governance Documents on [www.aberdeenrugby.org.uk](http://www.aberdeenrugby.org.uk) and identify your Committee Representatives

Gordon Thomson  
Chairman Board of Directors  
31 August 2023