



## 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 fortnightly and often weekly 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 wholly-owned Trading Subsidiary (Mains Park Trading Ltd) has been set up to run all commercial areas of the Club's operations, mainly centred on the Bar. 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:

<b>Company Directors</b>	<b>Linlithgow Rugby Club Ltd</b>	<b>Mains Park Trading Ltd</b>
	<b>Executive Directors</b>	<b>Directors</b>
	<ul style="list-style-type: none"> <li>• Jean McKeown</li> <li>• Ian McLean</li> <li>• Colin Watson</li> <li>• Neil Lockhart</li> <li>• Ken Richardson</li> </ul>	<ul style="list-style-type: none"> <li>• Jean McKeown</li> <li>• Colin Devlin</li> <li>• Fraser Mochrie</li> </ul>
	<b>Non-Executive Directors</b>	
	<ul style="list-style-type: none"> <li>• Gordon Muir</li> <li>• Ross Martin</li> <li>• Graham McCorkell</li> </ul>	

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, September 2023*

*Last Reviewed: August 2025*