



## **Guidelines for Club Tournaments / Events**

### **PLANNING & APPROVAL**

- Define the purpose: competition, development, fundraising, or community engagement.
- Check position with Scottish Rugby Approval for tours and any rugby events out with the season window.
- Identify funding required to cover expenditure including fundraising, sponsorship, and contingencies if not achieved
- Present and obtain approval from club Board before progressing with any bookings or merchandise / MRFC branded product commitments.
- Per the Constitution, Club strips will be worn when representing the Club in all games
- All fundraising should be deposited through Club channels to cover accountability and stewardship for all club related activities
  - o Please keep in mind the club is required to regularly report all fundraising (ie raffle, scratchcards, bonus ball etc) under our Small Lotteries permit.
    - Please ask for clarification or further information if required by emailing [treasurer@musselburghrfc.club](mailto:treasurer@musselburghrfc.club)

### **OTHER CONSIDERATIONS**

#### **PREPARATION**

- Conduct a thorough risk assessment covering weather, crowd control, pitch conditions, etc.
- Ensure all adult volunteers/staff are background-checked where appropriate.
- Ensure public liability and participant insurance is in place.

#### **MARKETING & SOCIAL MEDIA**

- Promote via club website, social media, posters, and local rugby networks.
- Share photos, results, and thank-you messages on social media and club platforms via MRFC Media team.

#### **SET UP & FACILITIES**

- Prepare pitches (markings, post protectors, safety checks).
- Ensure adequate and clean facilities are available for all teams.
- Organize clear signage and adequate parking areas.
- Station qualified first aiders on-site.
- Provide teams with rules, location maps, contact details, and schedules.
- Use a central information point for results, schedule updates, and announcements.
- Offer changing facilities, refreshments, and a thank-you certificate or trophy.

#### **CATERING & VOLUNTEERS**

- Provide catering options (BBQ, tea/coffee, etc.) costing out requirements for players and appropriate pricing structure for sales.
- Ensure adherence to food safety regulations.
- Run raffles for fundraising.
- Organize volunteers for rubbish collection, equipment storage, and tidy up.

#### **DEBRIEF & REPORTING**

- Collect feedback from teams, officials, and volunteers and feedback to Board.

### **CONDUCT & CULTURE**

- All behaviour and activity should follow MRFC Code of Conduct & Player Charter

