

**IRB TRUST**

**OPERATIONAL SUPPORT SCHEME GUIDELINES**

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### **PURPOSE**

The purpose of the Operational Support Scheme is to assist in rugby development and promotion of the game.

It provides financial assistance for projects, programs and administration that have been approved by the IRB Trust.

The key components of the Scheme are:-.

- (1) Strict accountability for the expenditure of approved grants made to Unions.
- (2) A competent administrative structure within a Union to administer grants.
- (3) A formal, binding agreement between the IRB Trust, who makes an offer of providing grants, and the Union, who acknowledges the grant and undertakes to use grants for their intended purpose and to provide a Performance Review on the use of grants.
- (4) Forwarding of the Unions strategic Development Plan and Annual Action Plans to the IRB Trust with the Application.

### **ADMINISTRATION**

#### **Role of IRFB Services (Ireland) Ltd.**

IRFB Services (Ireland) Ltd's role is to assist the Trust in processing and assessing applications from Unions. Such involvement concerns the following:

- (a) Ensure that grants fall within the categories of assistance for requests made by Unions.
- (b) Assist in preparing applications for grants by giving advice and being available for consultation with Unions.
- (c) Assess applications for final consideration by the Advisory Committee and thereafter recommendations to the Trustees.
- (d) Monitor the use of money granted to Unions by requiring them to send to the International Rugby Board Performance Reviews on the use of grants.
- (e) Review the scheme to make sure it is meeting its aims.

### **Steps once funds have been granted**

**Step One** - A Letter of Advice will be sent to the Union. This letter will explain the expected outcomes that will result from the project. (Standard letter)

**Step Two** - The Union acknowledges the offer and undertakes to meet the conditions under which the grants are given (Standard letter). This letter of acknowledgement must be sent to the IRB Trust signed by the union before any funds are sent.

**Step Three** - The approved funds are sent to the Union. These may be in whole or in part. Part payment may be at the request of the Trust or the Union. (Standard letter)

**Step Four** - The Union implements the project in accordance with the Letter of Advice schedule.

**Step Five** - Before further funds are made available satisfactory performance reviews need to be completed and returned to The Trust by the due date.

### **ELIGIBLE CATEGORIES OF ASSISTANCE.**

Assistance can only be given to rugby Unions and Regional Unions who are members of the IRB. Consequently applications for assistance may be made by Unions only. They cannot be made by provinces, districts, clubs, associations, individuals etc.

Categories of support comprise:

1. Administration
2. Salaried Positions
3. Training and Development  
Technical - Playing, Coaching and Refereeing
4. Travel
5. Rugby Research Projects
6. Capital Grants
7. Special Needs - Discretionary

Unions should apply for grants in categories that maintain the activities of the Unions development plan. This ensures that funding has a major impact in developing rugby in the Union.

#### **1. Administration**

A Union may have pressing administrative needs. Without a sound administrative base, a Union will not be in a position to implement programs in many aspects of the Game - promotion, coaching, age grade rugby, women's rugby. In these circumstances assistance would be available to establish an administrative structure.

#### **2. Salaried Positions**

Assistance is available for full and part-time salaried positions related to the development of the Game.

Applications for newly created Salaried Positions must be supported by the following:

- A description of the Union's administration
- Identifying who the salaried person is to be responsible to
- A budget including details of all costs associated with the position - salary package, insurance, travel, training
- A job description
- A personal profile of the type of person wanted for the position
- Review procedures for the appointee

Confirmation of the appointees on-going employment is required for grants in the years that follow.

The settlement recognises that continuity of funding is highly desirable for Salaried Positions. However the settlement reserves the right to review the situation should performance reviews be unsatisfactory.

### **3. Training and Development**

The training and development programmes must be included in the Union's Rugby Development Plan. The IRB Development Planning Handbook is available to assist Unions in their planning.

These programmes may be for the training and development of:

- Players - Open Grade, Age Grade and Women
- Coaches, Referees, Referee Assessors, Rugby helpers (including teachers)
- Technical Directors (Directors of Coaching, Coaching co-ordinators, Rugby Development Officers etc.)

Applications for this category of support must be accompanied by:-

- A description of the Unions administration identifying who the person is responsible to
- A budget
- Review procedures

The aims of training and development assistance must be:

- To recruit, train and help to retain volunteers
- To support the continuing development of the Game in schools and clubs.
- To plan and conduct training and development programs, e.g. players clinics, coaches courses, referee courses and referee assessment

The IRB currently provides written resources for the training of coaches, players and referees.

Expert assistance provided by IRFB Services Limited is available to assist Unions to prepare training and development programs.

#### **4. Recognised Rugby Development Forums and Recognised Tournaments**

Funding in this area has now been made directly to the Regional Unions or organising body. Accountability will be directly to the IRB Tournaments Manager.

#### **5. Travel**

Assistance is provided for union representatives to attend technical activities conducted outside the union on a regional or international basis

#### **6. Rugby Research Projects**

Applications from individual Unions for this category must be supported by details. These must include precise objectives, methodology and expected outcomes.

#### **7. Capital Grants**

Capital Grants may be applied for according to the criteria set out in Appendix 1.

#### **8. Special Needs - Discretionary**

Applications may be made for minor financial support that is urgent and which was not foreseen at the time of a Union's application.

*Note: The IRB is seldom in a position to grant funds to meet all the demands of a union's application. In order that all unions benefit, a proportion of funding will usually be met. Unions should use previous grants as a guide to what they will receive in the current year.*

### **APPLICATION PROCEDURE**

#### **WHO MAY APPLY?**

- 1) A national Rugby Union which meets the following conditions:
  - (a) Membership of the International Rugby Board **and co-operates fully in its activities.**
  - (b) Payment of the annual subscription fee and no monies outstanding to the IRB or its associated entities (including Rugby World Cup).
  - (c) Participation in Rugby World Cup Tournaments i.e. Rugby World Cup and Rugby World Cup Sevens. This of course includes Preliminary Tournaments.
  - (d) The Union must have a Union Strategic Development Plan, or intend to develop a plan.
  
- 2) A recognised Regional Rugby Union

## HOW DO UNIONS APPLY?

### The Application Form.

- complete an application form making sure all details are given
- the amount of money should be in £ Sterling.

### APPLICATION FORM DETAILS.

#### 1. Name of Union

Please make sure all the details you have placed on the form are accurate.

#### 2. General Information

Listed are the administrative requirements for unions to supply when applying for grants. Please tick (✓) in the "Union" square when your unions has met each requirement.

#### 3. Game Development Information

Please provide the information requested accurately. The information we require is the most recent your union has available.

##### Technical Activities

Please list the activities your union has undertaken in each of the categories – players, coaches and referees. In the column for attendees, please record the number of people who attended each activity.

#### 4. Application Details

In completing these details please note that the Trust wishes to maintain the continuity of programmes that are already in place. These will be projects identified in your union's development plan.

Increasingly we are funding unions to maintain programmes that are already in existence.

The Trust is in a position to maintain current funding for the next four years. This will enable unions to plan their activities and establish priorities.

The Trust would prefer that unions seek funding for one or two projects in which the grant can make a considerable impact on the development of rugby in the union.

Unions should apply for funding for activities within the union. Funding for activities in which unions participate beyond the unions borders will be funded separately. These separate areas of funding for competitions, tournaments and cross border activities will be met by a tournaments budget and/or funding to the Regional Union.

#### 5. Banking Details

Please correct the details we have if they are incorrect

## 6. Supporting Infrastructure

Please provide information on the following:

- Proposed organisation and management of project.  
Who will conduct the project? How will the project be managed?
- Proposed means of assessment and monitoring.  
Make sure that the aim can be measured.  
At what stages of the project will monitoring take place?  
How will the project be assessed at its conclusion? Who will undertake the assessment?

### **Other sources of current funding.**

Some examples are sponsorship, government aid, sports council etc.

### **WHEN TO APPLY?**

Applications for support will be considered yearly. Unions should make applications only once a year.

Each application is evaluated before it is submitted to the Advisory Committee. During the evaluation the IRB may discuss the application with the Union.

Formal approval in writing by the Settlement must be received before any money is made available to the Union. This is achieved by returning the Letter of Acknowledgement and Undertaking.

### **APPLICATION ASSESSMENT CRITERIA**

The following criteria will be used as a guide in the assessment of all applications.

#### **General**

- (a) The Unions should have a competent administrative structure;

or

Measures should be adopted (with or without the assistance of the Operational Support Scheme) to establish a competent administrative structure.

- (b) Numbers participating in the Game, the Union's potential for growth and the growth in participating numbers in previous years.
- (c) Geographic constraints to development (geographic area, climate and playing season) that may impede development.
- (d) Amount and regularity of Government or Government related support.
- (e) The Unions present playing status.

- (f) The extent to which a Union helps itself. It is recognised that some Unions are less able to do this than others.

## **PERFORMANCE REVIEW CRITERIA**

### **General Requirements:**

- Performance Reviews are required for Grants
- The Performance Review should accompany the union's application which must be sent to the IRB Trust each year by the requested date.

The following are the Performance Review Criteria for each of the Eligible Categories of Assistance under the Operational Support Scheme. It is the responsibility of Unions to send these Performance Reviews to the IRB Trust by the due date.

Performance Reviews must be received to ensure grants are made to Unions making applications in the future.

### **Performance Review Criteria in detail:**

#### 1. Administration

- a) A report on the administrative structure that has been established
- b) Copies of invoices for purchases related to the establishment of the structure
- c) A summary of expenditure

#### 2. Salaried Positions:

- a) A report on the work completed by the salaried person signed by an officer of the Union
- b) A summary of expenditure

#### 3. Training and Development:

- a) A report on each of the activities undertaken signed by an officer of the Union

#### 4. Recognised Rugby Development Forums and Recognised Tournaments:

- a) A brief report on the Union's participation in the Forum or tournament signed by an officer of the Union
- b) Copies of invoices for travel and accommodation paid for by the IRS grant
- c) A summary of expenditure

#### 5. Travel:

- a) A report on the purpose for which travel has been undertaken signed by an officer of the Union
- b) Copies of invoices for travel

#### 6. Rugby Research Projects:

- a) A progress report on the project signed by the person responsible for the project
- b) A summary of expenditure incurred during each period for which a grant has been made

#### 7. Capital Grants

- a) A report on the use of the grant signed by an officer of the Union
- b) A summary of expenditure

8. Special Needs - Discretionary

- a) The Performance Review for Special Needs will depend on the Special need. It will reflect the purpose for which the grant has been made