



RUGBY FOOTBALL UNION

September 2011

To: Secretaries and Treasurers of full voting Clubs at Levels 5 and below
(except Services and University clubs)

Dear Club Colleague

RFU FINANCIAL SUPPORT (INCLUDING IMPORTANT INFORMATION ON INSURANCE) FOR SEASON 2011/12

Introduction

I am writing to confirm the level of funding which has been approved by the RFU for season 2011/12 for all full voting RFU clubs at levels 5 and below, except Services and University clubs (hereinafter referred to as 'Clubs'). **This letter also includes important information on the RFU insurance programmes.**

Insurance scheme

As last season, the RFU will provide and fund for all Clubs a comprehensive personal accident and liability insurance scheme. Clubs are therefore not required to declare their number of teams or pay insurance premiums in respect of these risks. In summary, the cover provided is as follows:

- Player accident benefits
- Clubs' referees and coaches liability
- Clubs' public liability
- Clubs' employer liability
- Legal liability for clubs and officials for player-to-player incidents
- Directors and Officers liability for clubs

Following requests from a number of clubs, the RFU's insurance advisors, Marsh, have researched the availability of a number of third party products for clubs which may wish to supplement the personal accident cover provided centrally by the RFU. Please note that certain of these providers will only make available their own products and consequently we would always recommend that the advice of an Independent Financial Advisor is sought in order to ensure that the correct product and level of protection is offered.

Further cover details including policy wordings, certificates and FAQ's are located under the Managing Rugby section of www.rfu.com. Alternatively RFU insurance brokers, Marsh, can also be contacted on 01732 877647 between the hours of 9am and 5pm, Monday to Friday.





Long distance travel allowance

Travel allowance payments are available for RFU league competitions. For cup competitions further details will be made available from the Divisional Organising Committees or from the RFU Tournaments and Competitions department, as appropriate. Travel allowance payments are available for round trip travel distances in excess of 150 miles, according to the following table.

<u>Mileage</u>	<u>Amount</u>	<u>Mileage</u>	<u>Amount</u>
150 +	£300	450 +	£900
200 +	£375	500 +	£1,000
250 +	£450	600 +	£1,050
300 +	£525	700 +	£1,100
350 +	£600	800 +	£1,150
400 +	£800	900 +	£1,200

Payments for squad accommodation costs are made for journeys in excess of 450 miles return at a rate of £25 per person for a squad of 21 (a squad is defined as 15 players, three replacements and three management). For return trips of over 700 miles the club is entitled to two nights' accommodation at the same rate. Please note all accommodation expenses must be claimed by sending an invoice to Tom Brewis at the details below. Payment will not be made until after the match is played.

Capital funding - Rugby Football Foundation

Further funds are available to all Clubs, upon application, to assist specific capital improvement projects, in the form of grants up to £5,000 and interest free loans up to £100,000. Further details on this scheme are available on the website at www.rfu.com/rff or in writing by contacting the Rugby Football Foundation Administrator, Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham, TW2 7BA or by emailing foundation@therfu.com.

Taxation

Clubs should note the important points below regarding taxation.

Corporation tax

All financial support payments to Clubs by the RFU are subject to corporation tax in the hands of each Club. These payments should be included as trading income in the tax computation of your Club against which you may, of course, claim trading expenses or, where appropriate, trading losses brought forward. You should be aware that the RFU is required to advise HM Revenue & Customs of all payments made to each Club.

VAT

The RFU has confirmed that the payments in support of league rugby and payments to alleviate the costs of long distance travel are outside the scope of VAT. However, customs have ruled that any payments in respect of knock-out competitions will be subject to VAT.





Contact details

For any travel queries please contact Tom Brewis, Tel: 020 8831 6501 or via email: tombrewis@rfu.com.

For any other queries relating to this letter please contact:

Sarah Abdelghafar,
Management Accountant (Clubs),
Rugby Football Union,
Rugby House,
Twickenham Stadium,
200 Whitton Road,
Twickenham,
TW2 7BA

Tel: 020 8831 6538
email sarahabdelghafar@rfu.com.

Please note all insurance certificates and details of the cover can be found on the RFU website under “Managing Rugby”. A copy of this letter is also available under the Community Rugby section on the RFU website, www.rfu.com.

Regards

John Moulson
Head of Finance

Cc Chairman of the Board of Directors
RFU Chief Executive
RFU Chief Operating Officer
Chairman & Secretary of the Divisional Organizing Committees
Chairman of the Competitions Sub Committee
Chairman of the Community Game Board
Rugby Operations Director
RFU Management Accountant (Clubs)
Council Members

